

# **STANDARD SUMMARY PROJECT FICHE**

## **Neighbourhood Programme BG-SCG**

### **1. Basic information**

**1.1. CRIS number: 2004/016-785.01.02**

**1.2. Title: PEOPLE TO PEOPLE ACTIONS (JSPF)**

**1.3. Sector: Regional Development/CBC**

**1.4. Location: Cross-border region between Bulgaria – Serbia and Montenegro**

### **2. Objectives**

#### 2.1. Overall Objectives:

The overall purpose of the Joint Small Projects Grant Scheme is to encourage a wide variety of occasions for the citizens of the eligible border area to get involved in cross-border co-operation. Primarily, people to people actions will be directed to develop the flow of information and communication across the border region, mainly to enhance cultural exchanges and education related activities.

#### 2.2. Project purpose

Improvement of networking and social cohesion across the border, mainly through communication, cultural and educational co-operation related activities.

#### 2.3 Coherence with the Joint Programming Document 2004-06 RO-SCG:

The project is related to Priority 3 ("People-to-people actions") of the Joint Programming Document (JPD) of the Phare CBC/CARDS Neighbourhood Programme between the Republic of Bulgaria and Serbia & Montenegro for the period 2004-2006.

#### 2.4 Accession Partnership (AP) and NPAA priority

The people to people actions play a key part in promoting cross-border co-operation between Bulgaria and Serbia & Montenegro, in particular through the improvement of the administrative capacity of local/regional actors..

#### 2.5 Contribution to National Development Plan (and/or Structural Funds Development Plan/SDP)

The proposed grant scheme is in line with the National Economic Development Plan of the Republic of Bulgaria over the 2000-2006 period, and namely with priority 4 "Developing Cross-border Cooperation" under the indicative programme for "Balanced and Sustainable Regional Development

#### 2.6 Cross-border impact

PLEASE DO NOT VDESCRIBE THE PROGRAMME BUT STATE ITS IMPACT

### **3. Description**

#### 3.1. Background and justification

The inclusion of flexible funding mechanisms like Joint Small Project Fund (JSPF) aiming at small-scale interventions addressing identified local needs is an efficient instrument due to its popularity among local/ regional actors and a relatively quick implementation period.

The analysis of the border area has already identified the multicultural traditions of the eligible area and the common historical and cultural heritage as a major strength. It has also pointed out that there do already exist cross-border initiatives in the form of joint actions of local communities and NGOs.

Furthermore, the experience of the preliminary project ideas' collection launched in May 2004 among local stakeholders for an evaluation of JPD measures, has clearly demonstrated that there is an abundance of small-scale (below € 50,000) people-to-people cooperation projects seeking support in the eligible cross-border area. Since such projects play pivotal role for creating favourable environment for long-term cooperation, the need for an instrument supporting such initiatives under all other measures of the programme is addressed through this project.

### 3.2. Sectoral rationale

N/A

### 3.3. Results

Financial support through grants to small-scale "people-to-people" actions in the border regions in the fields listed at point 3.4 below should produce the following results:

- ⇒ Increased intensity and degree of cross border co-operation between local authorities, NGO and other stakeholders on the two sides of the border;
- ⇒ Increased level of public awareness and information on CBC, its purpose and objectives, and on the JSPF scheme;
- ⇒ Increased local involvement to implement small-scale actions that may form the basis for larger cross-border co-operation projects;
- ⇒ Approximately 10-15 individual small cross-border cooperation actions in line with the priorities of the *Joint Programming Document* for the period 2004-2006 completed

### 3.4. Activities

The grants will only be made for projects whose immediate objective is non-commercial and strictly non-profit making. Under no circumstances may grant give rise to profits (i.e. it will be restricted to the amount required to balance income and expenditure for the project).

#### ***Basic eligibility criteria***

To be eligible under this Grant Scheme, projects must fall within one of following categories:

- Simple projects with a cross-border effect taking place mostly or exclusively on one side of the border but for the benefit of both partners;
- Complementary projects where an activity on one side of the border is accompanied by a similar activity on the other side of the border;
- Integrated projects where partners on either side of the border contribute different elements to a single project.

### **Priority areas**

The grant scheme is primarily aimed at encouraging a wide variety of occasions for the citizens of the eligible border area to get involved in cross-border cooperation in the following fields:

#### **➤ Cultural exchanges and promotional events for cultural heritage or natural attractions**

The JPSF will support initiatives aimed at improving cultural relations between Bulgaria and Serbia & Montenegro; promoting the exchange of experience, skills and ideas for projects in the future mutual exchanges among youth; folk undertakings; development of cultural traditions; creation and development of cultural networks on either side of the border and the establishment of information and training centres for cultural exchange, etc. It will support also the studying of cultural historical heritage in the border area; popularising historical cultural heritage of the region; joining young people to local cultures; creating a positive notion of history, culture and art of neighbouring countries; creating a model of useful and stable practice for co-operation between different institutions; promotion of cultural tourist product; creation of information network and strategy for representing of the cultural tourist product(s), etc.

#### **➤ Education exchanges and training initiatives**

Development of quality education by encouraging cooperation between people and institutions at both sides of the border through a wide range of actions, such as promoting the mobility of citizens; innovative teaching and learning projects; networks of academic and professional expertise; designing joint study programmes, establishing networks, exchanging information, thus also promoting life-long learning for all citizens of the border region.

#### **➤ Measures to promote cooperation in health, particularly the sharing of resources and facilities on a cross-border basis**

Support to improving information and knowledge for the development of public health; enhance the capability of responding rapidly and in a coordinated fashion to health threats; promotion of health initiatives addressing health determinants across all policies and activities; activities such as networks, co-ordinated responses, sharing of experience, training and dissemination of information and knowledge will be inter-linked and mutually reinforcing aimed at embodying an integrated approach towards protecting and improving health.

#### **➤ Bilateral actions for the joint solution of common social problems**

Support to wide range of actions intended to promote the integration of various disadvantaged groups; collective actions to assist people with disabilities; combat discrimination on grounds of racial or ethnic origin, religion or belief, disability, age and sexual orientation; promoting dialogue with civil society organisations; carrying out analysis and evaluation, developing the capacity to combat and prevent discrimination, and raising awareness, etc.

#### **➤ Development or establishment of facilities and resources to improve the flow of information and communications between border regions, including support for cross-border radio, television, newspapers and other media**

Support for promotion of cooperation between media and civic organizations in research, capacity development and joint TV programming across borders and ethnicities; organising information and awareness events to inform public opinion across borders and ethnicities on ideas and principles underlying EU integration processes; promoting decentralization and the development of local democracy as a key component of regional and community development; fostering better mutual understanding and exchange experiences and know-how with neighbour country professionals.

**Beneficiaries:** Potential beneficiaries of this measure will be non-profit-making organisations and might include local and regional authorities; associations of local and regional authorities; Euro regions; chambers of commerce, industry or agriculture; professional associations; trade union associations; non-governmental organisations; schools, colleges, universities etc.

The grant scheme will be implemented through joint Call for Proposals and in compliance with the provisions laid down in the JPD. **The maximum project duration** of a single project under this grant scheme will be **12 months**.

The joint Call for Proposals will use funds, which are allocated to the NP under the EU Phare and CARDS programmes, and which will cover the respective eligible activities from the both sides of the border. The eligible applicant should prepare a joint application form in accordance with the requirements set out in the Guidelines for Applicants.

The minimum grant for a single application to be contracted (under Phare) is **€ 10,000** while the maximum one is **€ 50,000**. Moreover, a grant may not exceed 90 % of the total project costs. The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.

Detailed eligibility criteria for participation in the grant scheme will be given within the Guidelines for Applicants. The applicant organisations must be registered in the eligible border region.

### 3.5. Linked activities

At present the contacts between the two sides of the border region are predominantly in the fields of cultural and trade relations; further contacts could be pursued in the spheres of production, infrastructure, and protection of the environment, technological and educational exchange. Both Bulgaria and Serbia (although this last in a lesser ratio) have already recorded a number of previous experiences in dealing with EC aid, within the framework of different programmes and initiatives. However, initiatives of such joint character as the NP is providing for the period 2004-2006 are still new for both of them, therefore no any linked activities could be reported up to date.

### 3.6. Lessons learned [Please, write this paragraph in a meaningful English]

The JSPF is the first of this type to be implemented between the two neighboring countries with joint EU funding (Phare and CARDS). In regard to that no specific lessons could be reported which to be closely linked with the present project, and the respective Neighborhood Programme. However, the previous experience of both countries under various other programmes could provide enough evidence for the achieved up to now.

## 4. Institutional Framework

The JSPF institutional framework is based on the principle of both countries being equal partners and with both countries having an equal role in the management structures.

As described in the JPD, the management structures will include: (a) the national authorities responsible for Programme co-ordination (Implementing Agency in Bulgaria, and Project Coordination and Management Unit (PCMU) in Serbia & Montenegro; (b) the Joint Co-operation Committee and the Joint Steering Committee; (c) assisted by a Joint Technical Secretariat.

On the Bulgarian side, the responsibilities for Phare-CBC Programme are laid down with the Implementing Agency Phare – ESC/ CBC at the **Ministry of Regional Development and Public Works**. It will be acting as a Contracting Authority with the overall responsibility for the programme implementation, as well as administrative, technical and financial management of the grant scheme. MRDPW as a co-ordinator for CBC programme is obliged also to monitor the physical and financial implementation of this project including Phare and co-financing payments, and report to the EC in regularly reports.

The MRDPW will ensure necessary human resources for the technical management of the Grant Scheme.

On the Serbian side, the responsibilities on the day-to-day tasks lay down with PCMU at the **Ministry for International Economic Reactions** (MIER), while the **European Agency for Reconstruction (EAR)** will act as Contracting Authority.

The Joint Technical Secretariat, to be established in the framework of the JPD, will assist the Bulgarian IA and the Serbian PMCU in the implementation of the Grant Scheme.

## 5. Detailed budget

Year 2004	Phare Support			National Co-financing*	Other sources (IFI, beneficiaries)*	TOTAL
	Investment Support	IB	Total Phare (=I+IB)			
Grant Scheme		€ 600,000	€ 600,000		*	€ 600,000
<b>TOTAL</b>		<b>€ 600,000</b>	<b>€ 600,000</b>		*	<b>€ 600,000</b>

- \* The rate of the generally available maximum support (Phare funds) could not exceed 90 % of the total cost, while the rest has to be provided as own resources by the beneficiaries.

With regard to the NP requirements for joint development, implementation and co-financing, the joint project ideas will be financed through both Phare and CARDS for the respective activities of the both sides of the border. The indicative CARDS allocations for this grant scheme are as follows:

Year 2004	CARDS SUPPORT				National Co-financing	I F I	TOTAL
	Investment Support	IB	<i>National CARDS*</i>	<b>Total CARDS (=I+IB)</b>			
Grant Scheme		€ 200,000	€ 400,000	€ 600,000			€ 600,000
<b>TOTAL</b>		<b>€ 200,000</b>	<b>€ 400,000</b>	<b>€ 600,000</b>			<b>€ 600,000</b>

\* Stated funds are tentative allocation of Serbian national CARDS budget for year 2004 – expenditure is possible in 2004 and 2005

\*\* The minimum co-financing requirements for the grant applicant from SCG are as follows:

- 5% for less than € 50,000

## 6. Implementation Arrangements

### 6.1. Implementing Agency

#### Bulgaria

The Implementing Agency will be the Ministry of Regional Development and Public Works:

#### *Implementing Agency:*

Ministry of Regional Development and Public Works

Address: 17-19 Cyril and Methodius St. 1202 Sofia

Director: Tzvetomira Lacheva – Deputy PAO

Contact Person: Silvia Teneva, acting Head of Phare CBC Department

Phone: +359 2 9405-280, +359 2 9405-377

Fax: +359 2 987 0737

E-mail: [steneva@mrrb.government.bg](mailto:steneva@mrrb.government.bg)

It acts as Contracting Authority for the Phare funds.

#### Serbia & Montenegro

#### *Programme Co-ordination and Management Unit*

Government of the Republic of Serbia

Ministry of International Economic Relations

Assistant Minister: Gordana Lazarevic

Contact persons: Sanda Simic, Mirjana Jelic

Address: Gracanicka 8, 11000 Belgrade

Phone: +381-11-3346-112, +381-11-3346-591

Fax: +381-11-3346-844

E-mail: [sanda@mier.sr.gov.yu](mailto:sanda@mier.sr.gov.yu), [mimi@mier.sr.gov.yu](mailto:mimi@mier.sr.gov.yu)

#### *Contracting Authority*

European Agency for Reconstruction

Local Government and Regional Development Programme

Programme manager: Wout Soer

Contact person: Danka Bogetic

Phone: +381-11-30-26-618  
Fax: +381-11-30-23-455  
E-mail: [wout.soer@ear.eu.int](mailto:wout.soer@ear.eu.int)

The JSPF will operate on the basis of a single call for proposals and a single selection process covering both sides of the border. . The Grant Scheme will be implemented according to the NP Implementing Guidelines issued by the Commission. Except when provided differently in the Implementing Guidelines, the award procedures provided in the PRAG will be implemented.

#### 6.2. Twinning

N/A

#### 6.3. Non-standard aspects

There are no non-standard contracts or tender procedures envisaged within this project.

#### 6.4. Contract

The JSPF will be implemented via one single (joint) Call for Proposals simultaneously launched in Bulgaria and Serbia & Montenegro. The number of the individual grant-contracts to be signed will vary depending on the number of the proposals received and the respective grant amounts approved for funding.

## **7. Implementation Schedule**

### 1.1 Start of tendering/call for proposals

December 2004

### 1.2 Start of project activity

April-May 2005

### 1.3 Project completion

April-May 2006

## **8. Equal Opportunity**

The project will stimulate the process building the partnership between the national, regional and local partners in terms of responsibilities taken, decision making and priorities setting and will be in no way discriminatory in terms of gender, life-style, religion or politics. It will contribute to the equal opportunities referring to gender.

## **9. Environment**

The specifics of the grant scheme does not foresee concrete investment element.

## **10. Rates of return**

N/A

## **11. Investment criteria**

N/A

## **12. Conditionality and sequencing**

The project will start after signing of the Financial Memorandum between Bulgaria and the European Union for 2004. In certain circumstances, the Call for proposals might be

launched with suspensive clause, if the EU funding is not yet available (e.g. prior to Commission Decision approving the Financing Proposal). All documentation required for launching joint Call for Proposals (Application Pack) will be prepared by the JTS by October 2004 and will be submitted to the respective EC Delegation/EAR for approval.

**Annexes to Project Fiche:**

1. Logical Framework in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule



## Annex 1

LOGFRAME PLANNING MATRIX FOR Project Title: <b>PEOPLE TO PEOPLE ACTIONS (JSPF)</b>		Programme name and number	
		Contracting period expires	Disbursement period expires
		Total budget: <b>€ 600,600</b>	Phare budget: <b>€ 600,000</b>
<b>Overall objectives</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
<ul style="list-style-type: none"> <li>To support local development activities of a cross-border nature by involving local actors from the border regions</li> <li>To enhance the capability of local and regional authorities to develop and implement joint projects within the border region</li> </ul>	<ul style="list-style-type: none"> <li>Greater awareness of Phare CBC/CARDS NP</li> <li>Positive attitude towards cross-border co-operation to solve common concerns and to utilise potentials</li> </ul>	<ul style="list-style-type: none"> <li>National/Regional Reports</li> <li>Implementing Agency reports</li> <li>Special pre and post surveys</li> <li>Independent EU evaluations</li> </ul>	
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<i>Sources of Verification</i>	<b>Assumptions</b>
<ul style="list-style-type: none"> <li>People to people actions aim at encouraging and supporting the establishment or further development of sustainable cooperation networks between local and regional stakeholders in the border region in order to increase personnel and institutional capabilities for co-operation and participation in future development programmes</li> </ul>	<ul style="list-style-type: none"> <li>Number and types of formally constituted partnerships and other long-term co-operation arrangements across the border increasing (at least 20 %)</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Reports</li> <li>Progress Reports</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<ul style="list-style-type: none"> <li>Approximately 10-15 individual small cross-border cooperation measures in line with the priorities of the <i>Joint Programming Document</i> for the period 2004-2006</li> </ul>	<ul style="list-style-type: none"> <li>Number and type of projects successfully carried out – average 15</li> <li>Number of cross border exchanges and events - - average 30</li> </ul>	<ul style="list-style-type: none"> <li>Individual project progress reports</li> <li>Monitoring and evaluation reports</li> </ul>	<ul style="list-style-type: none"> <li>Sufficient project management skills on behalf of the beneficiaries</li> </ul>

<p>completed</p> <ul style="list-style-type: none"> <li>▪ Improved knowledge for the preparation and implementation of projects with the cross-border nature within regional and local agencies and communities</li> <li>▪ Established links between cross-border actors from both sides of the border as a result of joint preparation and implementation of the Phare CBC/CARDS projects</li> <li>▪ Increased awareness among citizens and businesses about the positive effects of the cross-border cooperation</li> </ul>	<ul style="list-style-type: none"> <li>• Number of media broadcasts on cross-border related issues – average 20</li> <li>• Number of studies and researches on border culture (heritage) – average 10</li> </ul>		
<b>Activities</b>	<b>Means</b>		<b>Assumptions</b>
<ul style="list-style-type: none"> <li>▪ Funding for eligible actions: cultural exchanges, youth and sports, training, conferences and seminars, planning and development studies, etc.</li> </ul>	<p>Implementation of the grant scheme in line with the provisions of the PRAG and the JSPF Guidelines for Applicants; At average 10-15 individual grant contracts signed.</p>		<ul style="list-style-type: none"> <li>• Sufficient number of good quality project proposals</li> <li>• Co-finance contributions available when required</li> </ul>
			<p><b>Preconditions</b></p> <p>The documentation, necessary for the launching of the grant scheme prepared by the signing of the FM</p>

## ANNEX 2 IMPLEMENTATION CHART

**Project title: PEOPLE TO PEOPLE ACTIONS (JSPF)**

ACTIVITIES	2004												2005												2006												20								
	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6			
Draft of Guidelines for Applicants, Application Forms																																													
Guidelines for Applicants, Application Forms and Internal Procedures Guide Approved																																													
Preparing Action Plan for Publicity and Awareness																																													
Publicity and Information Strategy/Action Plan Approved																																													
Launching joint Call for Porposals																																													
Launching Publicity and Information Campaign																																													
Collection of grants proposal																																													
Evaluation of grant application																																													
Finalizing the list of selected individual grants																																													
Approval from ECD/EAR on the individual grants to be funded																																													
Contracting individual grant projects – start of activities under the selected grants																																													
Contiunuous monitoring actions																																													
End of Project																																													

**ANNEX 3****CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER**

***Project title:*** PEOPLE TO PEOPLE ACTIONS (JSPF)

CONTRACTING	Cumulative contracting schedule by quarter in € m (provisional)												
	2005				2006				2007				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Grant Scheme		0.600											0.600
DISBURSEMENT	Cumulative disbursement schedule by quarter in € m (provisional)												
	2005				2006				2007				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
Grant Scheme			0.480				0.120						0.600