

## **STANDARD SUMMARY PROJECT FICHE**

Project Number 2003.004-341.08.02

### **1. Basic Information**

**2.**

#### **Objective 8 - Others**

CRIS Number: 2003.004-341.08.02

2.1. Title: **Unallocated Institution Building Envelope**

2.2. Sector: available to all sectors

2.3. Location: Republic of Lithuania

### **3. Objectives**

#### 3.1. Overall Objective(s):

The overall objective of this **2.50 MEUR** project is to strengthen the institutions and administrative capacity for the full application of the *acquis communautaire*.

#### 3.2. Project purpose:

To provide Institution Building assistance (twinning, twinning light, or other form of technical assistance) to meet the requirements related to specific urgent and unforeseen needs. In particular this facility may help to:

- assist the adoption and implementation of *acquis* in particular areas where assistance is still necessary;
- strengthen the institutional and operational capacity of public administration bodies in the implementation of the EU *acquis*;
- develop human resources of public administration institutions relevant for the implementation of the EU *acquis*;
- prepare for investment support (needs analysis, technical specifications and tender documentation, etc.).

#### 3.3. Accession Partnership and NPAA priority

The AP and NPAA priorities are to be strictly followed when preparing the specifications for the individual projects financed under this facility.

### **4. Description**

#### 4.1. Background and justification

As Lithuania entered the final stage of accession preparation a demand to have an institution building instrument which allows flexible and fast respond to address specific urgent and unforeseen needs appeared.

To address these needs the first unallocated institution building envelope in Lithuania was prepared under the Phare 2001 programme – LT01.09.03 ‘Twinning Light’ Reserve.

Under Phare 2002 programme 1.490 MEUR was provided to the unallocated institution building envelope, which covers not only Twinning Light, but also “normal” twinning and other forms of technical assistance on a more flexible basis and addresses specific urgent high priority needs.

The demand for using these funds between various beneficiaries has been and is very high therefore 2.50 MEUR is allocated to the Unallocated Institution Building Envelope under PHARE 2003 programme.

#### 4.2. Linked activities

LT01.09.03 ‘Twinning Light’ Reserve.

LT.02.10.02 Unallocated Institution Building Envelop.

TAIEX and SIGMA Multi-beneficiary Programmes.

The activities under this project will follow up from previous Phare activities and will be coordinated with all ongoing projects.

#### 4.3. Results

The project will assist ministries and governmental institutions in full adoption and enforcement of the *acquis*. Each project will have specific results indicated in the Terms of Reference.

#### 4.4. Activities

Funded projects will rest on a number of fundamental principles:

- Projects will be based on priorities identified in the Accession Partnership, the NPAA, Regular Report, Action Plan for Reinforcing Lithuania's Administrative and Judicial Capacity, etc. There will be cases where the relationship with the *acquis* will be concretely established, but there might also be cases, where a focused institution building project will be the most suitable method for the achievement of a desired result in a broader sense of the *acquis* or in fulfillment of the Copenhagen criteria.
- The project will target very specific areas where Institution Building support is required in relation to the challenges and requirements of the EU integration process: increasing the capacity to manage community assistance, preparation of relevant administrative structures for full implementation of the *acquis communautaire*.
- The project targets concrete guaranteed result.
- The beneficiary lays out a clear work programme, how it intends to achieve the result and what means it will deploy.
- Size and budget of projects will be subject of individual assessment.
- All projects should be in full compliance with the PHARE guidelines.
- Projects can be implemented in the form of twinning, twinning light or technical assistance (a minor investment component may be included in the Technical Assistance contracts).

Activities will be primarily related to the project implementation. Specific activities will be indicated in the Terms of Reference provided for each individual project. The Steering Committee for the Unallocated IB Envelope will be established to ensure proper and timely use of the allocated funds.

#### 4.5. Lessons Learned

The experience gained from the implementation of the previous projects will be used and lessons learned will be incorporated into individual projects' design.

### **5. Institutional Framework**

The beneficiaries of funds of the unspecified envelope will be different Lithuanian institutions implementing projects financed under this envelope. Decision on projects to be submitted for financing within the budget will be taken by the Steering Committee for the Unallocated Institution Building Envelope, which will include representatives from the Ministry of Finance of the Republic of Lithuania (NAC), the EC Delegation to Lithuania and CFCU. The Steering Committee will be chaired by the representative of the Ministry of Finance and will be established within three months after the signature of the Financing Memorandum.

## 6. Detailed Budget (in M€)

	Phare Support			National Cofinancing	IFI	TOTAL
	Investment Support	Institution Building	Total Phare (=I+IB)			
Unallocated IB envelope		2.50	2.50			2.50
Total		2.50	2.50			2.50

## 7. Implementation Arrangements

### 6.1 Implementing Agency

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### 6.2 Twinning

The beneficiary institutions are not determined, due to the nature of the envelope. The beneficiary ministries and institutions will co-ordinate the twinning projects and ensure adequate office space with office equipment for the twinningers.

### 6.3 Non-standard aspects

The Practical Guide for Phare, ISPA and SAPARD contract procedures and Twinning Manual will be followed strictly.

### 6.4 Contracts

Due to the nature of the envelope for the time being it is not possible to foresee the number and value of contracts.

## 8. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project Completion
Unallocated IB envelope	3Q/03	3Q/03	4Q/04

## 9. Equal Opportunity

The institutions involved in the project execution will observe equal opportunity of men and women in their recruitment and human resources development. The beneficiary will also ensure equal access of men and women to the project activities and results.

**10. Environment** n.a.

**11. Rates of return** n.a.

**12. Investment criteria** n.a.

## 13. Conditionality and sequencing

The full commitment and participation of senior management of the beneficiary institution is required for the implementation of the projects.

#### **ANNEXES TO PROJECT FICHE**

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme

LOGFRAME PLANNING MATRIX FOR Project: Unallocated Institution Building Envelope		Programme name and number	LI 2003-X-XX
		Contracting period expires 2Q/2005	Disbursement period expires 2Q/2006
		<b>Total budget: 2,50 MEUR</b>	<b>Phare budget: 2,50 MEUR</b>
<b>Overall objective</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
Strengthening the institutions and administrative capacity for the full application of the acquis communautaire.	Acknowledgement by the EC	EC reports	
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<ul style="list-style-type: none"> <li>Assist the adoption and implementation of acquis in particular areas where assistance is still necessary;</li> <li>Strengthen the institutional and operational capacity of public administration bodies in the implementation of the EU acquis;</li> <li>Develop human resources of public administration institutions relevant for the implementation of the EU acquis;</li> <li>Prepare for investment support (needs analysis, technical specifications and tender documentation, etc.).</li> </ul>	Relevant sectors solving respective areas in relation to the full adoption of acquis	National and EC reports	
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
The project will assist ministries and government institutions in full adoption and enforcement of the acquis. Each project will have specific results indicated in the Terms of Reference.	Verifiable indicators of achievement will be laid down in individual projects' descriptions	Projects' reports Monitoring reports	Qualified and competent staff at ministries and institutions available.
<b>Activities</b>	<b>Means</b>		<b>Assumptions</b>
Activities are primarily related to the projects' implementation. The specific activities will be indicated in the Terms of Reference provided for each individual project.	An unattributed envelope will be earmarked from which a number of projects will be financed		Ministries provide office space and necessary logistics.

	<b>Preconditions</b>
	The full commitment and participation of senior management of the beneficiary institution is required for the implementation of the projects.

Detailed Implementation Chart for the Project

Year	2003												2004												2005											
Month	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Design																																				
Tendering																																				
Implementation																																				

## CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (€1.49 Million, PHARE Contribution)

	Date												
	2003			2004				2005				2006	
	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06
Contracting													
• Unallocated IB Envelope		0.50	0.90	1.40	1.90	2.50							
Total contracting (cumulative)		0.50	0.90	1.40	1.90	2.50							
Disbursement													
• Unallocated IB Envelope		0.25	0.80	1.20	1.60	2.00	2.50						
Total disbursement (cumulative)		0.25	0.80	1.20	1.60	2.00	2.50						