

Annex 1 Phare Programme Monitoring Sheet

MAP - Further institution building of the Romanian Ministry of Public Finance and Court of Accounts

Priority 1 - Completing the harmonisation of the tax legislation and strengthening the fiscal administration

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
Task 1.3 – Training and Info Campaign necessary to ensure successful introduction of the EU VAT acquis in Romania (TA)						
	Terms of Reference drawn up and approved	2 nd Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	3 rd Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	3 rd Quarter 2006	Shortlist	CFCU		
	Tender launched	4 th Quarter 2006	Tender publication	CFCU		
	Contract signed	1 st Quarter 2007	Signed contract	CFCU		
	Specific information and education campaign about changes in the VAT field	1 st Quarter 2008	Project reports	MoPF/PIU		
	400 trained persons in the new VAT legislation field	1 st Quarter 2008	Project reports	MoPF/PIU		

Priority 2 - Continuing the development of the legal framework and of the administrative capacity for the strengthening of the public finance management

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
Task 2.2– Strengthening the capacity of the National Paying Authority to ensure a sound financial management for the Structural funds and Cohesion Funds (TW)						
	Circulation of twinning fiches	2 nd Quarter 2006	Offers received	CFCU, EC Delegation		
	Offers' evaluation	3 rd Quarter 2006	Evaluation fiches	CFCU		
	Twinning Contract approved	4 th Quarter 2006	Twinning contract	CFCU		
	Set of management and control systems fully tested and improved	1 st Quarter 2008	Project reports	MoPF/PIU		
	Set of management and control systems fully updated in accordance with the needs emerging from the daily implementation of the structural instruments	1 st Quarter 2008	Project reports	MoPF/PIU		
	Structural and Cohesion Funds managed by the National Paying Agency, implemented in accordance with the EC requirements	1 st Quarter 2008	Project reports	MoPF/PIU MoPF/PIU		
	Certified declaration of expenditures in accordance with the internal audit standards	1 st Quarter 2008	Project reports	MoPF/PIU		
	Increased competence of personnel able to manage the structural instruments in accordance with the EC regulations	1 st Quarter 2008	Project reports	MoPF/PIU		

Task 2.5 Strengthening of the public internal audit function (TW)						
	Circulation of twinning fiches	2 nd Quarter 2006	Offers received	CFCU, EC Delegation		
	Offers' evaluation	3 rd Quarter 2006	Evaluation fiches	CFCU		
	Twinning Contract approved	4 th Quarter 2006	Twinning contract	CFCU		
	Designed strategy for CHUPIA, including elements of protection of the national and EC financial interests	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Implementation of the secondary legislation for assuring the protection of the financial interests for national and EC funds	2 nd Quarter 2008	Project reports	MoPF/PIU		

	Professionally trained auditors	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Strengthened role and functions of the public internal audit units	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Strengthened cooperation between units involved in public internal audit from different main line ministries and Romanian Court of Accounts	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Improved networking relations of CHUPIA with the internal audit units in the line ministries in order to provide proper guidance and coordination and between the internal audit units within the line ministries	2 nd Quarter 2008	Project reports	MoPF/PIU		

Task 2.7 – Strengthening the administrative capacity for ensuring the transparency and efficiency of the financial flows to and from the European Union budget (TW)

	Circulation of twinning fiches	1 st Quarter 2006	Offers received	EC Delegation		
	Offers' evaluation	2 nd Quarter 2006	Evaluation fiches	CFCU		
	Twinning Contract approved	3 rd Quarter 2006	Twinning contract	CFCU		
	Organizational framework completed (further strengthened co-ordination unit) and improved competences of the personnel from the special Unit for coordination of financial relations with EU, within the Ministry of Public Finance, of contacts with EU and reporting in this field, in order to ensure efficient and transparent financial flows to and from European Union budget	3 rd Quarter 2008	Project reports	MoPF/PIU		

	Application Norms of EC decisions regarding the financial relations by implementing the current and/or revised legal framework on the development of the financial operations between Romania and EU	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Methodology in place for coordination the relation between the EU budget and the national budget and know-how transferred for a number of 15 experts regarding the monitoring of the EU Budget annual procedures	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Personnel trained involved in the coordination activity of the financial cash-flows and information flows defined between national structures and determined by the relation with EU budget, especially working procedures developed for national budget planning	3 rd Quarter 2008	Project reports	MoPF/PIU		

	Presentation and analysis of the new proposals of European Commission related to financial framework 2007-2013, negotiations and the main positions of the Member States, the procedures for formulating the policies of annual strategy	3 rd Quarter 2008	Project reports	MoPF/PIU		
	20 workshops at the customs offices' level (10 regional directorates) related to the activity for filling in and transmission to the Coordination Unit of the A and B account regarding the traditional own resources	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Statement of the VAT base computed for 2005 year – as real base for computing the VAT resource of the draft annual budget for 2007 year	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Methodology and procedural framework in place for reflecting each type of fund received from EU, within the national budget, as well as the Romanian contribution to the EU budget	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Know-how transferred, improved competences for a number of 20 budget experts in order to ensure a proper inclusion, in the national budget, of the EU financial assistance and the related co-financing, and the Romanian contribution to the EU budget	3 rd Quarter 2008	Project reports	MoPF/PIU		

	A detailed description, for each type of fund, of the precise circuit and sequence the financing must follow, timing and availability of national co-financing	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Description of the way to reflect in the national budget the possible down-payments made by Romania, in the name of the EU financial assistance, to be later reimbursed by the EU	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Budgetary classification that reflects both the funds received from EU and the related co-financing, and the Romanian contribution to the EU budget, assuring the transparency and high informational content of the national budget	3 rd Quarter 2008	Project reports	MoPF/PIU		
	Recommendations to adapt the existing budget legal framework according to the EU regulations (for ex. the principle of budgetary flexibility) for all the EU funds to be received after accession, as well as for the Romanian contribution to be paid to the EU budget	3 rd Quarter 2008	Project reports	MoPF/PIU		

Task 2.10 – Strengthening of the School of Public Finance (TW)						
	Circulation of twinning fiches	1 st Quarter 2006	Offers received	EC Delegation		
	Offers' evaluation	2 nd Quarter 2006	Evaluation fiches	CFCU		
	Twinning Contract approved	3 rd Quarter 2006	Twinning contract	CFCU		
	An improved and functional organizational SoPF structure, able to ensure long term training strategy development, the creation of quality indicators and a tracking mechanism, liaisons with similar national and foreign institutions in order to organize international seminars, on specific fields, and the initiation of experience exchange activities with EU candidate or member states, on training topics	1 st Quarter 2008	Project reports	MoPF/PIU		
	Legal framework and regulations to organize paid trainings for the private sector and for using the funds obtained for the development of the School's activity	1 st Quarter 2008	Project reports	MoPF/PIU		

	Quality standards and certification and control procedures	1 st Quarter 2008	Project reports	MoPF/PIU		
	An internal and external communication system, of SoPF with other structures from MoPF and without MoPF	1 st Quarter 2008	Project reports	MoPF/PIU		
	Increased competency of the staff involved in the training process and a training roadmap defined on the basis of the professional practices of the European Community	1 st Quarter 2008	Project reports	MoPF/PIU		
	Training performance indicators used by SoPF	1 st Quarter 2008	Project reports	MoPF/PIU		
	Field curricula, accessible on Intranet	1 st Quarter 2008	Project reports	MoPF/PIU		
	Increased competency of specialists from SPF and from the other directorates within MoPF in fields like: teamwork, leadership, organizational culture, client-orientated services, project management, time management, cost management	1 st Quarter 2008	Project reports	MoPF/PIU		
	Unitary and performant software for training needs analysis, course offer, evidence records on persons and directorates, compatible with other IT systems (National Agency for Tax Administration, National Institute of Administration), monitoring system of training and quality control system	1 st Quarter 2008	Project reports	MoPF/PIU		

Priority 3 - Continuing the implementation of the IT strategy

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
Task 3.1 – Development and implementation of new IT applications related to the optimisation of the business environment and taxpayers' assistance (TA) 2005						
	Terms of Reference drawn up and approved	2 nd Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	2 nd Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	3 rd Quarter 2006	Shortlist	CFCU		
	Tender launched	4 th Quarter 2006	Tender publication	CFCU		
	Contract signed	1 st Quarter 2007	Signed contract	CFCU		
	e-Government – taxpayers are able to interact with the Administration at different levels, according to the objectives of eEurope+ (program in implementation in Romania, to which the MoPF is part);	1 st Quarter 2008	Project reports	MoPF/PIU		
	Transition to the processing focused on document and not on data related to the tax return forms and payment documents;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Integrated IT System in a centralized database and communication architecture, using web technologies in order to support all the MoPF activities and offer better services to taxpayers through Internet;	1 st Quarter 2008	Project reports	MoPF/PIU		
	New IT applications developed for the taxpayers assistance especially for submitting the tax returns through Internet and other electronic means;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Portal of the MoPF established and connected to the Portal of Public Administration;	1 st Quarter 2008	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	Increased electronic exchange of information with other central and local administration;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Collection of budgetary incomes and social contributions ensured through a single procedure that also includes collecting data once for several institutions and communication with these institutions established (Pensions House, Health Insurance House, Social Insurance Agency – further named Social Contributions Houses).	1 st Quarter 2008	Project reports	MoPF/PIU		
	Improved assistance to the taxpayers through electronic interfaces (e-readiness indicators will be used)	1 st Quarter 2008	Project reports	MoPF/PIU		
	New IT applications for the taxpayers assistance especially for submitting the tax returns through Internet for all taxpayer categories (large/small, real/legal person) and for electronic payment;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Integrated IT system in the field of supporting the business environment and taxpayers assistance;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Reduced costs, by decreasing the investment needed to support a centralised solution;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Decreased corruption, by the electronic collection of taxes and eliminated standing in queue;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Controlled tax collection;	1 st Quarter 2008	Project reports	MoPF/PIU		
	Increased budget control and better cash-flow management.	1 st Quarter 2008	Project reports	MoPF/PIU		
	Information management system operational	1 st Quarter	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
		2008				
	Complaint management system operational	1 st Quarter 2008	Project reports	MoPF/PIU		
	Customs systems dedicated to the Help desk technical and business, operational	1 st Quarter 2008	Project reports	MoPF/PIU		
	Training for the involved personnel fulfilled	1 st Quarter 2008	Project reports	MoPF/PIU		
	Terms of reference and technical specifications drafted, related to the TA and INV dedicated to this component	1 st Quarter 2008	Project reports	MoPF/PIU		
Task 3.2 – Establishment and implementation of the IT structures regarding the administrative cooperation with the other Member States EMCS phase 2 (TA) 2005						
	Terms of Reference drawn up and approved	1 st Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	1 st Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	2 nd Quarter 2006	Shortlist	CFCU		
	Tender launched	3 rd Quarter 2006	Tender publication	CFCU		
	Contract signed	4 th Quarter 2006	Signed contract	CFCU		
	EMCS system phase 2 in place:					
	Analyzing and evaluating of the recommendations for further developments of the EMCS system phase 2, in order to respond to the EU recommendations and the functional needs for the national system	4 th Quarter 2008	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	Designing, developing, testing and implementation of the new functional requirements related to the excise information exchange EMCS phase 2, in conformity with the new documents issued by the European Commission during the project implementation and also taking into account by the ITIS environment	4 th Quarter 2008	Project reports	MoPF/PIU		
	Evaluating the technical needs for the implementation of Phase 3 of the EMCS System	4 th Quarter 2008	Project reports	MoPF/PIU		
Task 3.3 – Increasing the integration level of new IT and communication systems (TA) 2005						
	Terms of Reference drawn up and approved	1 st Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	1 st Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	2 nd Quarter 2006	Shortlist	CFCU		
	Tender launched	3 rd Quarter 2006	Tender publication	CFCU		
	Contract signed	4 th Quarter 2006	Signed contract	CFCU		
	New IT&C infrastructure management tools:	2 nd Quarter 2008	Project reports	MoPF/PIU		
	New IT sub-systems or new features added to the existing ones, re-engineering of the existing sub-systems	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Increased capacity of IT staff in new software products and in methods and tools to develop the new applications in the proposed	2 nd Quarter 2008	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	technologies; increased capacity of IT staff to manage the IT&C infrastructure					
	Methodologies and working procedures approved and applied, including published guidelines	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Services Letter Agreement (SLA) related to the inter-institutional information exchange	2 nd Quarter 2008	Project reports	MoPF/PIU		
	OWR system related IT and communication component developed, implemented and integrated into ICIS, including adapted access security norms applied, computing and communication infrastructure enhanced,	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Allocated personnel trained	2 nd Quarter 2008	Project reports	MoPF/PIU		
	Terms of reference and technical specifications drafted, related to the TA and INV dedicated to this component	2 nd Quarter 2008	Project reports	MoPF/PIU		
Task 3.3 – Increasing the integration level of new IT and communication systems (INV) -2005						
	Technical Specifications drawn up and approved	1 st Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	2 nd Quarter 2006	www.europa.eu.int	CFCU		
	Tender launched	3 rd Quarter 2006	Tender publication	CFCU		
	Contract signed	4 th Quarter 2006	Signed contract	CFCU		
	<ul style="list-style-type: none"> Existing hardware, software and communications infrastructure in place to support the target integrated, unique, centralised IT system 	2 nd Quarter 2007	Final acceptance report	MoPF/PIU		
	- Up-grade hardware, software and		Final	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	communications at central level, purchased in order to increase the capacity of the centralised databases, web enabled applications, to enhance the security procedures and to support the data warehouse to be developed;		acceptance report			
	- Implemented strategy and technical solution of data safety, security and confidentiality procedures and recovery in disaster cases and improved management of the emergency situations based on appropriate IT architecture and broadband communications system (up-grade of hardware, software and communications for the Disaster Recovery Centre in order to become Business Continuity Centre)		Final acceptance report	MoPF/PIU		
	- Up-dated data security system for data storage, transmission and usage; data access control system;		Final acceptance report	MoPF/PIU		
	- Ensured high performance broadband IP WAN to connect the 450 remote sites to the central site;		Final acceptance report	MoPF/PIU		
	- Workstations (WS), printers, communications equipment to contribute to increase the ratio WS/staff from 60% to 80% (9,400 this project);		Final acceptance report	MoPF/PIU		
Task 3.4 - IT interconnectivity with the National Customs Authority TA - 2005						
	Terms of Reference drawn up and approved	2 nd Quarter	Transmission	CFCU, EC		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
		2006	Note	Delegation		
	Tender notice	3 rd Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	3 rd Quarter 2006	Shortlist	CFCU		
	Tender launched	4 th Quarter 2006	Tender publication	CFCU		
	Contract signed	1 st Quarter 2007	Signed contract	CFCU		
	Realization of the interoperability with other systems and databases of the European Commission regarding Romania's own resources contribution to EU budget by accurate results of the simulations taking into account all data sources, NCA included;	4 th Quarter 2008	Project reports	MoPF/ PIU		
	"Fiscal files" and "Fiscal criminal files" record information about taxpayer's behaviour in Customs or direct access to this information is granted to support fiscal control activity: data queries and data requests for information are identified and procedures (manual and automatic) are in place to respond;	4 th Quarter 2008	Project reports	MoPF/PIU		
	Facilities of electronic payment developed for taxpayers are expanded to Customs duties of the trade operators;	4 th Quarter 2008	Project reports	MoPF/ PIU		
	MoPF administrates the CCN/CSI node and the communications infrastructure with NCA is using the same node for its own purposes.	4 th Quarter 2008	Project reports	MoPF/PIU		
	Establish the necessary structure involved in the management of the TOR	4 th Quarter 2008	Project reports	MoPF/PIU		
	Elaboration the working methodologies norms,	4 th Quarter	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	accounting procedures, information flows, responsibilities and jobs description	2008				
	Development and implementation an IT component, interconnected with ICIS and also in accordance with EU requirements related to Onwres System	4 th Quarter 2008	Project reports	MoPF/PIU		
	Training of the customs staff and IT personnel	4 th Quarter 2008	Project reports	MoPF/PIU		
	Elaboration of the corresponding manuals for TOR (User Manual, Administration Manual, Installation Manual)	4 th Quarter 2008	Project reports	MoPF/PIU		
Task 3.5 - Enhancement of the integrated web environment in accordance to the EC specific customs systems and the national components TA – 2005						
	Terms of Reference drawn up and approved	1 st Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	1 st Quarter 2006	www.europa.eu.int	CFCU		
	Shortlist established	2 nd Quarter 2006	Shortlist	CFCU		
	Tender launched	3 rd Quarter 2006	Tender publication	CFCU		
	Contract signed	4 th Quarter 2006	Signed contract	CFCU		
	Operations of the Customs Department in the area of exportation reviewed	4 th Quarter 2008	Project reports	MoPF/PIU		
	Working practices, procedures and organizational framework established, allowing export system to operate complying the EU requirements	4 th Quarter 2008	Project reports	MoPF/PIU		
	Communication node, provided by the Commission installed and tuned, to meet the	4 th Quarter 2008	Project reports	MoPF/PIU		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
	ECS requirements					
	Necessary interfaces, based on API specifications provided by the Commission, with the existing national Customs information system designed, developed and implemented and necessary adjustments in customs declaration processing system (cdps) implemented	4 th Quarter 2008	Project reports	MoPF/PIU		
	ECS application software system tested and implemented nationally	4 th Quarter 2008	Project reports	MoPF/PIU		
	Training needs analyzed, training scheme developed, training provided for Customs personnel in the operational and technical requirements of the systems on the basis of train the trainers approach	4 th Quarter 2008	Project reports	MoPF/PIU		
	User manuals prepared and delivered	4 th Quarter 2008	Project reports	MoPF/PIU		
	System administrator manuals prepared and delivered	4 th Quarter 2008	Project reports	MoPF/PIU		

Priority 4 - Improving the institutional capacity of the Romanian Court of Accounts

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
Task 4.3 – Certification of the RCoA speciality staff as international certified auditors (TW)						
	Circulation of twinning fiches	4 th Quarter	Offers received	EC Delegation		

Task	Result	Foreseen deadline	Source of information	Information provided by	Status	Proposed action by SMSC
		2005				
	Offers' evaluation	1 st Quarter 2006	Evaluation fiches	CFCU		
	Twinning Contract approved	3 rd Quarter 2006	Twinning contract	CFCU		
	Specialised staff trained in the implementation of INTOSAI Audit Standards, of the European Guidelines for the implementation of the INTOSAI Audit Standards and of the IFAC International Audit Standards and staff certified as international auditors	4 th Quarter 2007	Project reports	RCoA/PIU		
Task 4.4 – Improvement of the human resources management and the internal information flow (INV)						
	Technical Specifications drawn up and approved	2 nd Quarter 2006	Transmission Note	CFCU, EC Delegation		
	Tender notice	2 nd Quarter 2006	www.europa.eu.int	CFCU		
	Tender launched	3 rd Quarter 2006	Tender publication	CFCU		
	Contract signed	4 th Quarter 2006	Signed contract	CFCU		
	Integrated solution for IT system (hard and soft) for a time resource planning and monitoring system	2 nd Quarter 2007				
	Good quality training facilities for managers and staff					
	Real-time information flow of the Court's management with the local audit structures - pilot					

