

STANDARD SUMMARY PROJECT FICHE

Project Number 2002/000.601.06.03

1. Basic Information

- 1.1. CRIS Number: 2002/000.601.06.03
1.2. Title: **Unallocated Institution Building Envelope**
1.3. Sector: available to all sectors
1.4. Location: Republic of Lithuania

2. Objectives

2.1. Overall Objective(s):

The overall objective of this **1.490 MEUR** project is to strengthen the institutions and administrative capacity for the full application of the *acquis communautaire*.

2.2. 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, especially identified in the course of the accession negotiation process. 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 view of the future role 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 in regulatory infrastructure (needs analysis, technical specifications and tender documentation).

2.3. 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.

3. Description

3.1. Background and justification

As Lithuania enters the final stage of accession preparation, a clear need has arisen to have an institution building instrument which allows flexible and fast respond to address specific urgent and unforeseen needs, especially identified in the course of the accession negotiation process.

To address this need already last year the first unallocated institution building envelope was prepared under the Phare Lithuania 2001 programme – LT01.09.03 ‘Twinning Light’ Reserve. The demand for using this reserve between various beneficiaries has been very high.

Under the proposed Phare 2002 programme 1.490 MEUR will be provided to the unallocated institution building envelope, which will cover not only Twinning Light, but also “normal” twinning and other forms of technical assistance on a more flexible basis than covered by the current twinning light arrangements and will address specific urgent high priority needs.

3.2. Linked activities

LT01.09.03 ‘Twinning Light’ Reserve.

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

3.3. 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 individual Terms of Reference.

3.4. 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 or emerge from the ongoing negotiation process. 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 and to the negotiation chapters: increasing the capacity to manage community assistance, including preparation for EDIS and future Structural Funds, preparation of relevant administrative structures for future accession.
- 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 and technical assistance.

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.

3.5. 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.

4. 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.

5. Detailed Budget (in M€)

	Phare Support					
	Investment Support	Institution Building	Total Phare (=I+IB)	National Cofinancing	IFI	TOTAL
Unallocated IB envelope		1.490	1.490			1.490
Total		1.490	1.490			1.490

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6. 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.

7. Implementation Schedule

Component	Start of Tendering	Start of Project Activity	Project Completion
Unallocated IB envelope	4Q/02	1Q/03	2Q/04

8. 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.

9. Environment n.a.

10. Rates of return n.a.

11. Investment criteria n.a.

12. Conditionality and sequencing

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

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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

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LOGFRAME PLANNING MATRIX FOR Project: Unallocated Institution Building Envelope		Programme name and number		LI 2002-X-XX
		Contracting period expires	Disbursement period expires	3Q/2005
		Total budget: 1,490 MEUR		Phare budget: 1,490 MEUR
Overall objective	Objectively verifiable indicators	Sources of Verification		
Strengthening the institutions and administrative capacity for the full application of the acquis communautaire.	Acknowledgement by the EC	EC reports		
Project purpose	Objectively verifiable indicators	Sources of Verification		Assumptions
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, especially identified in the course of the accession negotiation process.	Relevant sectors solving respective areas in relation to the adoption of acquis as outlined in NPAA	National and EC reports		Other membership criteria fulfilled.
Results	Objectively verifiable indicators	Sources of Verification		Assumptions
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.
Activities	Means			Assumptions
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.

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

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Detailed Implementation Chart for the Project

Year	2002												2003												2004												2005					
Month	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	1	2	3	4	5	6						
Design																																										
Tendering																																										
Implementation																																										

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

	2002			2003			2004			2005		
	30/06	30/09	31/12	31/03	30/06	30/09	31/12	31/03	30/06	31/12	31/03	30/06
Contracting												
• Unallocated IB Envelope			0.40	0.75	1.10	1.49						
Total contracting (cumulative)			0.40	0.75	1.10	1.49						
Disbursement												
• Unallocated IB Envelope				0.25	0.50	0.75	1.00	1.25	1.49			
Total disbursement (cumulative)				0.25	0.50	0.75	1.00	1.25	1.49			

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