

Standard Summary Project Fiche for the Transition Facility

Improving the system of Romanian judicial statistics

1. Basic Information

1.1. CRIS Number: 2007/19343.01.05

1.2. Title:
Improving the system of Romanian judicial statistics

1.3. Sector:
Justice and Home Affairs

1.4. Location:
Romania

2. Objectives

2.1. Overall Objective:
The overall objective is strengthening the administrative capacity of the judiciary

2.2. Project purpose:
Improving and modernising the Romanian system of judicial statistics in order to enhance the quality of statistical data

2.3. Justification

Domestic judiciary assessments and analysis identified specific problems related to the judicial statistics¹. Thus, amongst the problems and the recommendations addressing these problems are the following: to make basic statistical analysis less complicated, to avoid having cases falling in more than one statistical category, to make reporting faster, less error prone, and less time consuming, to ensure a correct, reliable and uniform statistical registration.

Apart from these, the findings of the **Commission's Monitoring Report** on the state of preparedness for EU membership of Bulgaria and Romania from September 2006 on the Romanian Public Ministry state that there are "serious managerial shortcomings such as... (the) inability to collect statistics". Furthermore, the **2nd Peer Review Report** from December 2005 states that knowledge of other areas apart from law, like ...statistics ... should be enhanced among the professionals.

The shortcomings related to the judicial statistics have also been acknowledged at national level. This is the reason why the **Strategy for the Reform of the Judiciary 2005-2007** (adopted through the Government Decision no. 232/March 30th/2005) states, within the priority "Enhancing the efficiency and accountability of the Judiciary", that a unitary system of statistical data providing reliable information represents an essential instrument of the resources management policy. In this context, the Strategy provides for updating and unifying statistical indicators, the training of the statistician Courts clerks and ensuring the technical support. Furthermore, the statistical data system will constitute a

¹ See for example the "Analysis of the system for measuring and monitoring judicial performance in Romania", finalised in March 2006.

reliable mechanism for monitoring the overall functioning of the judicial system. The Strategy is accompanied by an Action Plan for its implementation, detailing the measures to be taken in the field of judicial statistics. In this context, the objective, the results and the activities of the present project fiche subscribe to the objectives of the previously mentioned Strategy and their accomplishment could bring a high degree of added value to the judiciary's reform.

It has to be mentioned that concerning statistics in general and judicial statistics in particular there is a lot of concern and work ongoing at international and European level. Thus, at international level, the UN are in the process of developing a manual of guidelines and best practices in the field of statistics. At EU level, there already exists a substantial acquis concerning statistics in general and judicial statistics in particular: Council Regulation (EC) No 322/97 on Community Statistics; 2003-2007 Community Statistical Programme, as adopted by Decision No 2367/2002/EC of the European Parliament and of the Council, and its Annual Programmes; European Statistics Code of Practice, adopted by the Statistical Programme Committee and attached to the Commission Communication (COM(2005) 217 final) to the European Parliament and to the Council and Recommendation of the Commission of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical authorities; Commission Communication (Brussels, 7.8.2006, COM(2006) 437 final) to the European Parliament, the Council and the European Economic and Social Committee on developing a comprehensive and coherent EU strategy to measure crime and criminal justice: An EU Action Plan 2006 – 2010;

There are also several working groups dealing with judicial statistics, e.g. the Eurostat working group on crime statistics. Within this context the existence of the EU Strategy to measure crime and criminal justice has to be acknowledged and the need of Romanian judicial statistics to develop in a compatible manner with the objectives found in the abovementioned strategy has to be stated and assumed. Work is also carried out in the specific field of harmonized definitions, e.g. harmonized definition of crime types, which have to be taken into consideration at the development of statistical indicators. Overall current and planned EU level initiatives concerning or related to judicial statistics (such as the JLS one in the field of crime and criminal justice statistics with a focus on specific criminal justice data needs) determine the need of Romanian judiciary to quickly adapt to these initiatives.

All the abovementioned findings define the problems related to the Romanian judicial statistics and set the basis for the approach of this project towards the need to solve all these problems.

3. Description

3.1. Background and justification:

Reliable and accurate statistical data is a pre-requisite of any effective, efficient, and well-grounded policy of management of human and financial resources. The judicial statistics represent an extremely important tool in ensuring the most effective use of the resources in the process of the reform of the judiciary and also for a realistic monitoring of the process of reform. The reform strategies, action plans, designing the human resources policy, elaborating personnel schemes and budgetary provisioning can only be based on a consistent and comprehensive knowledge of the state of play in the judicial system, state of play that must be reflected in accurate figures.

A better act of justice can not be conceived outside a better use of the existing resources that can only best be put at work by analyzing a realistic and accurate set of data provided by a reliable system of statistics. Although the development of an automated system of statistics in the Romanian judiciary is envisaged for the proximate future, the current process and methodology of collecting and analysing statistical data is not aligned to European standards and needs urgent improvement and modernization. This requires a coherent set of measures that will ensure not only the modernisation of the Romanian system of judicial statistics but also its compatibility with the systems of judicial statistics existing in the member states of the European Union.

Amongst these measures has been firstly identified the need for a full, detailed review and assessment of the set of existing statistical indicators as they seem not be compliant with those used at European level. This action is as much required as an adequate design and choice of the indicators will be set at the foundation of the future automated statistical system. It is therefore envisaged to eliminate the statistical indicators which might provide irrelevant data and introduce a new/modified set of indicators compatible and able to interrelate with the indicators used in the member states of the European Union.

Secondly, the methodology for calculating the indicators does not appear to correspond to the ones used at European level. Along with the efforts of identifying the best set of indicators, measures are also necessary for improving the methodology used in elaborating statistics, with the particular focus on drafting statistical forms which are easy to use and comprehensible for the personnel in charge. These statistical forms should also be able to adequately reflect the judicial activity carried out at the level of the courts.

Thirdly, the exact understanding and manner of filling in the statistical forms and gathering statistical data is not uniform throughout the country, as it has been acknowledged by the courts themselves that in fact the same category of statistical information gathered by different courts might not in fact reflect the same type of data. Uniformity and adequate standardisation is thus imperatively needed.

Furthermore, in order to improve the data quality, it is necessary to increase the professional qualification of the personnel involved in data gathering and processing. Highly qualified personnel can be recruited and successfully trained only if an adequate working environment and a continuous professional development are provided. Thus, the continuous professional training regarding both judicial and statistical knowledge is an important element that contributes to the elaboration of reliable statistics.

Another issue that should be addressed regards the institutional framework on judicial statistics as the Ministry of Justice and the Superior Council of Magistracy both have competences in this field. As a number of changes have been operated in the division of competences between these two institutions, a fine-tuning and streamlining process of their tasks should be achieved so as to clearly define the mission of each institution in this field. Thus, according to the Government Decision no. 83/2005 on the organisation and functioning of the Ministry of Justice, as recently amended (through Government Decision no. 376 of May 10th, 2006), a Statistics Bureau has been created within the Ministry of Justice. The capacity of this bureau to coordinate the activity of developing and modernising the judicial statistics system needs to be further strengthened. The activity of the Statistics Bureau will also provide the most important inputs in the process of automating the judicial statistics and developing accordingly the ECRIS, the case management system of the Romanian judiciary. Thus, according to the Strategy for Automation of the Judiciary 2005-2009 (IT Strategy), approved by Government Decision no. 543 of June 9th, 2005, the Ministry of Justice, as coordinator of the automation process

of the entire judiciary, aims at further developing, modernising and extending the ECRIS software programme, including its module for judicial statistics.

In the light of the abovementioned ideas the synthesized needs of the Romanian judiciary that the present project is intended to respond are the following: an effective and efficient classification of statistical data, better use of the statistical data, better management of the resources, a clear institutional framework for the management of the judicial statistics, and swift adaptation of the Romanian judicial statistics to current and future EU and international initiatives in this field.

Regarding the Structural Funds and other post-accession EU financial assistance, it has to be mentioned that the justice sector does not constitute either a priority axis or a main area of intervention within the Romanian Sector Operational Programmes and within the Romanian National Development Plan. Consequently, neither is the judicial statistics. Thus, it can be clearly stated that there could not be any overlapping between the objectives envisaged by the present project and the objectives of any other projects that could benefit of the EU financial assistance mentioned previously.

3.2. Linked Activities

1. PHARE 1997 – had an automation component, through which a software application for case management (ECRIS) and a legal library were created. The application is useful in processing data and obtaining statistics.

2. Development of Comprehensive Court Statistics and Objective System for Monitoring Judicial Performance (5 month World Bank project) – this assignment had as main aim the improvement of the Romanian judicial performance monitoring system, aiming in particular at developing the judicial performance indicators. The final report, delivered in March 2006, has also performed an analysis of the Romanian statistics system, from the point of view of its relation and connection with the judicial performance monitoring system. Although this analysis had a limited scope and didn't aim at providing a comprehensive image of the Romanian statistics system, it nonetheless identified a number of shortcomings that need further attention and provided some recommendations in this regard. Although some of these problems could be addressed through the full automation of the statistics system (possible at this time due to recent massive hardware endowments of the judiciary and the planned developments of the functional possibilities of the ECRIS system), the case management system for the Romanian judiciary in the area of statistical data collecting, the report underlines the need for significant changes in the methodology for collecting the statistical data, a reform of the statistical system altogether. Thus, the report recommends the revision of the statistical indicators, of the statistical report forms, of the pre-established typology of the categories of cases as well as the elaboration of procedures, methods for verifying and auditing the quality of the statistical data. Furthermore, the report underlines that standardisation and uniformity of the process of collecting statistical data must be sought and recommends the drafting of guides for filling in statistical forms, providing adequate training for the personnel and encouraging regional and national networking for the statistical experts.

3. PHARE RO 2004/IB/JHA-01 "Strengthening the role of the Superior Council of Magistrates (SCM)" – has one component that envisages the organisation of training activities (seminars and workshops) for SCM administrative staff in order to improve their management skills, which included training on data and statistics analysis; these training activities aim at increasing the capacity of the SCM in performing its tasks by equipping

its staff with the abilities to better use the statistical data in the decision-making process related to the human resources of the Romanian judiciary.

4. PHARE RO 2004/016-772.01.04-14 "Continuing the automation of the courts -- Development of the ECRIS case management system" - aims at integrating and developing the existing modules of the ECRIS case management system and also developing new ECRIS components such as a module for the probation services, for statistics and for DNA. Modernizing the technology used for creating the ECRIS system and organizing training courses for ECRIS users from within the personnel of the judiciary, are also important objectives, which will be provided in the contract's purpose.

3.3. Results

□ Result 1

Gap assessment of the current status of the Romanian system of judicial statistics (including on the methodology for gathering, communicating and centralising statistical data from local to central level, statistical indicators, institutional framework etc.) performed and submitted to the Romanian authorities.

The assessment will place special emphasis on the compatibility of the indicators and the methodology used in the Romanian judicial statistics with the European standards and best practices and on the measures needed to be taken for developing an integrated and modern judicial statistics system country-wide; it will also envisage the existing institutional framework on judicial statistics.

□ Result 2

Report with recommendations for improving the methodology used in judicial statistics, encompassing statistical indicators used at the level of the member states of the European Union, best practices on gathering, communication and centralising statistical data and on ensuring the reliability of statistical data, as well as counselling on a software for managing statistical data to be used at central level.

□ Result 3

Methodology (including implementation plan and new/modified set of indicators) for elaborating the judicial statistics in Romania drafted by the project team and approved by the beneficiary.

□ Result 4

Manual on the practical use of the methodology elaborated, edited and distributed. The manual shall include detailed information on the definition of the statistical indicators and instructions for filling in the statistical data required.

□ Result 5

Approximately 50 members of the personnel from the central and local level involved in the statistics activity trained as trainers in judicial statistics.

3.4. Activities

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□ **Activities under Result 1**

1.1. Assessing the current state of the Romanian system of judicial statistics.

Estimated overall cost: 30,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

1.2. Assessing the existing institutional framework on judicial statistics with regard to the competencies of all the institutions involved in gathering, centralising and interpreting the statistical data.

Estimated overall cost: 29,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

1.3. Assessing the compatibility of the indicators and the methodology used in the Romanian judicial statistics with the European standards and best practices and on the measures needed to be taken for developing an integrated and modern judicial statistics system country-wide.

Estimated overall cost: 30,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

1.4. Submission of the assessment to the beneficiary for approval.

Estimated overall cost: 4,700 Euro

Experts involved: Team Leader, Key Experts, LTE

□ **Activities under Result 2**

2.1. Elaborating recommendations for developing a new/modified set of indicators to be used in the Romanian system of judicial statistics in order to ensure compatibility with those used in the EU Member States and best practices developed at European level.

Estimated overall cost: 40,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

2.2. Elaborating recommendations for improving the methodology used in judicial statistics and developing best practices in the field (i.e. in terms of gathering, communicating and centralising statistical data from local to central level, method of calculating the statistical indicators, method of centralizing data, frequency of reports, collection of data, data processing, modification of the statistical forms, awareness on the need to provide reliable statistical data in the reporting mechanism and developing control mechanisms to this end, etc.).

Estimated overall cost: 30,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

2.3. Elaborating recommendations for streamlining the competences and attributions of the Ministry of Justice and the Superior Council of Magistracy in the field of judicial statistics.

Estimated overall cost: 10,960 Euro

Experts involved: Team Leader, Key Experts

2.4. Elaborating recommendations on a possible use or development of software for the use of central structures involved in centralising and interpreting the judicial statistical data with relevance from the point of view of the judicial system's efficiency and efficacy (i.e. the correlation of the resources invested in the system with the results of the system's activity).

Estimated overall cost: 30,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

□ **Activities under Result 3**

3.1. Organizing workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).

Estimated overall cost: 50,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

3.2. Elaborating the draft methodology and set of indicators starting from the conclusions of the previously mentioned workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).

Estimated overall cost: 140,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

3.3. Elaborating an implementation plan for the dissemination of information on the new methodology and set of indicators.

Estimated overall cost: 30,000 Euro

Experts involved: Team Leader, Key Experts, LTE

3.4. Submitting the methodology, new/modified set of indicators and implementation plan for approval to the beneficiaries.

Estimated overall cost: 4,800 Euro

Experts involved: Team Leader, Key Experts

□ **Activities under Result 4**

4.1. Elaborating a manual on the practical use of the methodology. The manual shall include detailed information on the definition of the statistical indicators and instructions

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for filling in the statistical data required so as to ensure that an adequate level of standardisation and uniformity is reached country wide.

Estimated overall cost: 115,000 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

4.2. The manual will be endorsed by the Romanian institutions and will be further included in the training programmes and curricula of the National School for Clerks.

Estimated overall cost: 8,700 Euro

Experts involved: Team Leader, Key Experts

4.3. Editing and distributing the manual to the institutions previously identified as involved in the activity of judicial statistics.

Estimated overall cost: 20,000 Euro

Experts involved: Team Leader, Key Experts

□ Activities under Result 5

5.1. Identifying and selecting the relevant staff to be trained (i.e. judges, prosecutors, court-clerks). The training should be targeted on a heterogeneous composition of the trainees per session, based on the fact that different categories of staff are involved in the statistic activity, and in order to better emphasise their distinct responsibilities and competencies.

Estimated overall cost: 82,880 Euro

Experts involved: Team Leader, Key Experts, LTE, STE

5.2. Organising a minimum of 2 training of trainers sessions of 3 days each for minimum two distinct groups of 25 persons each (a minimum total of 2 training sessions x 3 days for approximately 50 persons) from within the judiciary involved in the elaboration of judicial statistics. The training shall comprise information on the practices necessary for elaboration of reliable statistics, as well as on the interpretation of statistics for policy proposals and it shall refer to the manual elaborated under result 4.

Estimated overall cost: 67,200 Euro

Experts involved: Experts involved: Team Leader, Key Experts, LTE, STE

Given that all the abovementioned activities are carried out successfully and all the results are achieved the Romanian judicial system should be improved and modernised, the quality of statistical data should be enhanced, this leading to a strengthened administrative capacity of the judiciary.

Means: This project shall be implemented through one TA Contract.

TA contract

Required Experts' profiles

The following experts have a crucial role in implementing the contract and are referred to as key experts.

The profiles of the key experts for this contract are as follows:

Key expert 1: Team Leader

The Team Leader will be responsible for all matters relating to the management and implementation of the project, including the coordination of the activities of all the other experts (long-term and short-term) and the in-country management of the project. The Team Leader will draw up and monitor work programmes for all other experts. He/she will be responsible for all activities of the project.

Qualifications and skills

- legal/statistics studies or equivalent
- confirmed communication capabilities
- ability to work in a difficult environment
- capacity to demonstrate innovative approach by abstracting from own experience and adapting to the needs, constraints and culture of the beneficiary
- ability to manage a team of experts and co-ordinate highly complex and politically sensitive activities and to liaise with EU institutions and other donors.
- fluency in spoken and written English
- excellent computer skills

General professional experience

- minimum 15 years working experience

Specific professional experience

- proven experience in the judicial statistics field
- experience in cooperation with EU acceding countries/new member states
- previous experience as project coordinator/project manager would be an asset

Key expert 2: Senior statistics expert

He/she should support the Team Leader in performing daily activities.

Qualifications and skills

- statistics studies or equivalent
- knowledge in exploiting software applications used for elaborating judicial statistics
- capacity to demonstrate innovative approach by abstracting from own experience and adapting to the needs, constraints and culture of the beneficiary

19

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- fluency in spoken and written English
- excellent computer skills

General professional experience

- a general minimum 10 years working experience

Specific professional experience

- solid background and direct experience (5 years) in judicial statistics
- experience in EU acceding countries/new Member States would be an asset
- participation in similar projects would be an asset
- former experience as a trainer in the judicial statistics field would be an asset

Key expert 3: Senior statistics expert

He/she should support the Team Leader in performing daily activities.

Qualifications and skills

- legal studies or equivalent
- knowledge in exploiting software applications used for elaborating judicial statistics
- capacity to demonstrate innovative approach by abstracting from own experience and adapting to the needs, constraints and culture of the beneficiary
- fluency in spoken and written English
- excellent computer skills

General professional experience

- a general minimum 10 years working experience

Specific professional experience

- solid background and direct experience (5 years) in judicial statistics
- Experience in EU acceding countries/new Member States would be an asset
- participation in similar projects would be an asset
- former experience as a trainer in the judicial statistics field would be an asset

The minimum percentage of time which these experts should work in beneficiary country is 80%.

For the success of the project, the estimated minimum time inputs for the key experts are as following:

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Key expert 1: Team Leader: 200 working days

Key expert 2: Senior statistics expert: 200 working days

Key expert 3: Senior statistics expert: 200 working days

3.5. Lessons learned:

See Annex 5

4. Institutional Framework

At central level, according to the recent institutional changes, the institutions having attributions in the field of statistics are the Ministry of Justice and the Superior Council of Magistracy as well as the Public Ministry.

At local level, the courts of all levels of jurisdiction and the prosecutor's offices attached to them are responsible for gathering the relevant data, which are necessary for elaborating the judicial statistics. To this end, the responsible persons within courts and prosecutor's offices fill in the statistical forms. These data are centralized and processed at central level.

The official statistics from Romania is organised and coordinated by the National Institute of Statistics, specialised body of the central public administration having as main goals producing the statistical information necessary for decision making concerning the economic-social strategy, assimilating the statistical indicators specifics for the market economy and implementing the research and calculus methodologies in accordance with the international standards and practice, developing and diversifying the means of disseminating the statistics data, etc.

In accomplishing its objectives, the National Institute of Statistics, amongst others, collaborates with the ministries and other specialised bodies of the central public administration for making the official statistics system compatible with the other informational systems; supports these bodies in ensuring the training of the personnel with attributions in the statistical activity; endorses the methodologies for the statistical research carried out by the ministries, central institutions and other public services in order to ensure the opportunity of the research and the correctitude of the statistical methods used; ensures the compatibility of the national statistic system with the statistical systems used by the bodies of the European Union, of the United Nations and other international organisations.

In the fields of specific research, which are of the competence of the ministries and other public authorities, the National Institute of Statistics concludes conventions for the mutual exchange of statistical data.

The main beneficiaries of this project are the Ministry of Justice, the National School for Clerks and the judiciary system (the courts of all levels of jurisdiction and the prosecutor's offices attached to them). In order to secure the attainment of the project's objectives, other institutions within the judiciary may be involved according to their competences (i.e. the Superior Council of Magistracy, the Public Ministry).

In order to ensure cooperation and a coherent approach, all relevant actions within the current project shall be discussed with the National Institute of Statistics (NIS). In

particular, the methodology to be elaborated under result 3 shall be submitted for no objection to NIS, prior of approval by the beneficiaries.

As previously mentioned the project will address the mater of the existing institutional framework on judicial statistics and will make recommendations for streamlining the competences and attributions of the Ministry of Justice and the Superior Council of Magistracy in the field of judicial statistics. To this respect, the project might lead to a change in the institutional framework described in this fiche.

5. Detailed Budget

€M	Transition Facility support			Co-financing			Total cost
	Investment	Institution Building	Total Transition Facility (=I+IB)	National Public Funds (*)	Other Sources (**)	Total co-financing of the project	TF plus co-financing
<i>Improving the system of Romanian judicial statistics</i>							
TA	0.00	0.56	0.56	0.15**	0.00	0.15**	0.71
Total	0.00	0.56	0.56	0.15**	0.00	0.15**	0.71

**** Joint co-financing (out of which 0.06 MEuro incidental expenditures and 0.09 MEuro for fees).**

Contributions from the Romanian administration for effective implementation of the twinning/twinning light/TA may be further detailed in the twinning contract/terms of references.

To ensure smooth implementation of the project, the beneficiary will provide adequately equipped office space with telephone, PC (Internet) and fax. Photocopier and access to the necessary information as well as secretarial support will be ensured during the project life-time. In addition the beneficiary will provide space and facilities for workshops (training), consultations and seminars. The national co-financing will be specified in the twinning contract.

VAT is not an eligible expenditure under both the Transition Facility and national cofinancing funds indicated in the above budget table. Where contracts are subject to VAT due to provisions of national legislation, these funds have to be provided from national resource outside and in addition to the amounts indicated in the budget table.

6. Implementation Arrangements

6.1. Implementing Agency

The Implementing Agency is the Central Finance and Contracts Unit (CFCU) which will be responsible for tendering, contracting, administration, accounting, payments and financial reporting.

Carmen ROSU, Director CFCU/PAO
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Mircea Voda Boulevard 44, Entrance B
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E-mail: carmenrosu@cfcu.ro

Implementing Authority

The responsibility for technical project preparation, implementation and control will remain with the beneficiary institution, i.e. the Ministry of Justice.

SPO:

Diana Mihaela POPESCU, Director of the Department for European Programmes,
Ministry of Justice,
Bucharest, Sector 5,
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E-mail: dpopescu@just.ro

Steering Committee will be set up in order to ensure the whole coordination of the project implementation. The SC will consist of representatives from all relevant stakeholders: Ministry of Justice, Superior Council of Magistracy, and Public Ministry.

The SC is the body who approves the progress reports and meets on a regular basis (monthly) in order to review project progress.

The consultant will take part at the meetings of the Steering Committee and will ensure the secretariat of this committee.

A representative of the Contracting Authority will be invited as observer.

6.2. Twinning

N/A

6.3. Non-standard aspects

The National Procurement Rules will be strictly followed.

6.4. Contracts

One TA Contract with a value of 0.71 MEuro

7. Implementation Schedule

Overall duration of the project is estimated at 12 months. See Annex no 2.

7.1. Start of tendering/call for proposals

October 2007

7.2. Start of project activity

July 2008

7.3. Project completion

June 2009

8. Sustainability

The Ministry of Justice foresees that the financial resources will be included in its budget. Adequate staff resources are foreseen to maintain administrative function.

Through the high quality of the knowledge grasped in the course of the training by the trainees, knowledge that will be applied in their day to day activity in the field of statistics, the overall judicial statistics will benefit on a long term of quality assurance. The methodology elaborated under this project will set the basis for a unitary approach on the judicial statistics countrywide and will constitute a long term asset for the judiciary in general.

The manual on the practical use of the methodology will be further included in the training programmes and curricula of the National School for Clerks.

Summarising the previous paragraphs, resources in terms of staff and budget to secure the sustainability of the project after its completion will be ensured.

9. Conditionality and sequencing

The project is expected to have close links with the general process of automating the Romanian judiciary, as the automation will undoubtedly contribute to a more efficient collection of statistical data. As a consequence the project will inform any developments of the specific software implemented in the judiciary. For example, the specific software applications that this project is linked are: the ECRIS (the case management system for the Romanian judiciary), which is currently under development and extension through a 2004 PHARE programme, and the Electronic Archiving System which is going to be created with the assistance of the 2005 PHARE programme. Apart from the reasons previously mentioned, the link between the outcome of this project and the outcome of the automation process of the judiciary provides long term sustainability features for all these projects, as well as their logical sequencing.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
4. List of relevant Laws and Regulations (optional)
5. Lessons learnt from previous years (compulsory)
6. Activities quantified
7. Budget breakdown

Log frame
Transition Facility programme for Romania

LOGFRAME PLANNING MATRIX FOR Project Fiche			Programme name and number	
<i>"Improving the system of Romanian judicial statistics"</i>			<i>"Improving the system of Romanian judicial statistics"</i> 2007/19343.01.05	
Overall objective			Contracting period expires 15 December 2009	Disbursement period expires 15 December 2010
Strengthening the administrative capacity of the judiciary			Total budget: 0.71 MEuro	TF budget 0.56 MEuro
Project purpose			List of other projects with the same objective N/A	
Improving and modernising the Romanian system of judicial statistics in order to enhance the quality of statistical data.			Sources of Verification Reports: annual, MoJ, EC Final Report, Contractor	
Results			Assumptions Good collaboration between the relevant institutions and participants involved in this project	
Result 1 – Gap assessment of the current status of the Romanian system of judicial statistics (including on the methodology for gathering, communicating and centralising statistical data from local to central level, statistical indicators, institutional framework etc.) performed and submitted to the Romanian authorities. The assessment will place special emphasis on the compatibility of the indicators and the			Sources of Verification Assessment report Project reports Acceptance reports Project evaluation reports Report containing recommendation for working methodologies Lists of participants Evaluation reports produced after each training session	
			Assumptions The relevant information structured in order to complete an accurate gap assessment. The capacity of the system to create the conditions for the working methodology to be enforced so as to become good-practice country-wide An appropriate training program	

methodology used in the Romanian judicial statistics with the European standards and best practices and on the measures needed to be taken for developing an integrated and modern judicial statistics system country-wide; it will also envisage the existing institutional framework on judicial statistics.		Training results / assessments	proposed by the experts The knowledge grasped through the training is put into practice by the trainees
Result 2 – Report with recommendations for improving the methodology used in judicial statistics, encompassing statistical indicators used at the level of the member states of the European Union, best practices on gathering, communication and centralising statistical data, and on ensuring the reliability of statistical data, as well as counselling on a software for managing statistical data to be used at central level.	Report with recommendations		
Result 3 – Methodology (including implementation plan and new/modified set of indicators) for elaborating the judicial statistics in Romania drafted by the project team and approved by the beneficiary.	Methodology elaborated New/modified set of indicators elaborated Methodology approved		
Result 4 – Manual on the practical use of the methodology elaborated, edited and distributed. The manual shall include detailed information on the definition of the statistical indicators and instructions for filling in the statistical data required.	Manual elaborated 1000 copies of the manual edited and distributed Manual included in the training programmes and curricula of the National School for Clerks		
Result 5 – Approximately 50 members of the personnel from the central and local level involved in the statistics activity trained as trainers in judicial statistics.	Approximately 50 persons trained 50 copies of training materials elaborated and used in training		
Activities Activities under Result 1 1.1. Assessing the current state of the Romanian system of judicial statistics. 1.2. Assessing the existing institutional framework on judicial statistics with regard to the competencies of all the institutions involved	Means TA – 12 months See Annex 6 – Activities quantified in working days	Assessment report Project reports Acceptance reports Project evaluation reports Report containing recommendation for working methodologies	Assumptions Proper collaboration between the involved institutions. Proper cooperation in gathering relevant information. The commitment of the beneficiaries to the

<p>in gathering, centralising and interpreting the statistical data.</p> <p>1.3. Assessing the compatibility of the indicators and the methodology used in the Romanian judicial statistics with the European standards and best practices and on the measures needed to be taken for developing an integrated and modern judicial statistics system country-wide.</p> <p>1.4. Submission of the assessment to the beneficiary for approval.</p> <p>Activities under Result 2</p> <p>2.1. Elaborating recommendations for developing a new/modified set of indicators to be used in the Romanian system of judicial statistics in order to ensure compatibility with those used in the EU Member States and best practices developed at European level.</p> <p>2.2. Elaborating recommendations for improving the methodology used in judicial statistics and developing best practices in the field (i.e. in terms of gathering, communicating and centralising statistical data from local to central level, method of calculating the statistical indicators, method of centralizing data, frequency of reports, collection of data, data processing, modification of the statistical forms, awareness on the need to provide reliable statistical data in the reporting mechanism and developing control mechanisms to this end, etc.).</p> <p>2.3. Elaborating recommendations for streamlining the competences and attributions of the Ministry of Justice and the Superior Council of Magistracy in the field of judicial statistics.</p>		<p>Lists of participants</p> <p>Evaluation reports produced after each training session</p> <p>Training results / assessments</p>	<p>recommendations within the gap assessment</p> <p>Willingness and active interest of the participants.</p> <p>Good rate of retention of trained personnel</p> <p>Good identification of training needs</p>
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<p>2.4. Elaborating recommendations on a possible use or development of software for the use of central structures involved in centralising and interpreting the judicial statistical data with relevance from the point of view of the judicial system's efficiency and efficacy (i.e. the correlation of the resources invested in the system with the results of the system's activity).</p>	
<p>Activities under Result 3</p> <p>3.1. Organizing workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).</p>	
<p>3.2. Elaborating the draft methodology and set of indicators starting from the conclusions of the previously mentioned workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).</p>	
<p>3.3. Elaborating an implementation plan for the dissemination of information on the new methodology and set of indicators.</p>	
<p>3.4. Submitting the methodology, new/modified set of indicators and implementation plan for approval to the beneficiaries.</p>	

<p><u>Activities under Result 4</u></p> <p>4.1. Elaborating a manual on the practical use of the methodology. The manual shall include detailed information on the definition of the statistical indicators and instructions for filling in the statistical data required so as to ensure that an adequate level of standardisation and uniformity is reached country wide.</p> <p>4.2. The manual will be endorsed by the Romanian institutions and will be further included in the training programmes and curricula of the National School for Clerks.</p> <p>4.3. Editing and distributing the manual to the institutions previously identified as involved in the activity of judicial statistics.</p>	<p><u>Activities under Result 5</u></p> <p>5.1. Identifying and selecting the relevant staff to be trained (i.e. judges, prosecutors, court-clerks). The training should be targeted on a heterogeneous composition of the trainees per session, based on the fact that different categories of staff are involved in the statistic activity, and in order to better emphasise their distinct responsibilities and competencies.</p> <p>5.2. Organising a minimum of 2 training of trainers sessions of 3 days each for minimum two distinct groups of 25 persons each (a minimum total of 2 training sessions x 3 days for approximately 50 persons) from within the judiciary involved in the elaboration of judicial statistics. The training shall comprise information on the practices necessary for elaboration of reliable statistics, as well as on the interpretation of statistics for policy proposals and it shall refer to the manual elaborated under result 4.</p>			
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Annex 2 - Detailed time implementation chart

Improving the system of Romanian judicial statistics	2007												2008												2009												2010													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Calendar months																																																		
TA activities																																																		
	D = Design C = Contracting I = Implementation																																																	

Annex 3 - Contracting and disbursement schedule

Annex 3a - Cumulative contracting schedule

	31/03/07	30/06/07	30/09/07	31/12/07	31/03/08	30/06/08	30/09/08	31/12/08	31/03/09	30/06/09	30/09/09	31/12/09
CONTRACTED Technical assistance						0.56 MEuro						
NB: All contracting should normally be completed within 6-12 months and must be completed within 24 months of signature of the FA.												

Annex 3b - Cumulative disbursement schedule

	31/03/08	30/06/08	30/09/08	31/12/08	31/03/09	30/06/09	30/09/09	31/12/09	31/03/10	30/06/10	30/09/10
DISBURSEMENT Technical assistance			0.11 MEuro	0.22ME uro	0.33 MEuro	0.44 MEuro	0.56ME uro				
NB: All disbursements must be completed within 36 months of signature of the FA.											

Annex 4

List of relevant Laws and Regulations

Romanian

1. Government Decision no. 83/2005 on the organisation and functioning of the Ministry of Justice, with all its subsequent amendments;
2. Government Ordinance no. 9/1992 on the organization of official statistics, republished in Official Journal of Romania no. 763/18.10.2002, with all its subsequent amendments;
3. Law no. 303/2004 on the statute of judges and prosecutors, republished;
4. Law no. 304/2004 on the judicial organization, republished;
5. Law no. 317/2004 on the Superior Council of Magistracy, republished;
6. Interior Regulation of the Courts Adopted by the SCM Decision no. 387/22.09.2005, published in the Official Journal, part I no. 958/28.10.2005 - amended by SCM Decision no. 352/10.05.2006, published in the Official Journal, part I no.491/7.06.2006;

EU

1. Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics, OJ L 52 of 22.2.1997;
2. 2003-2007 Community Statistical Programme, as adopted by Decision No 2367/2002/EC of the European Parliament and of the Council of 16 December 2002. OJ L 358 of 31.12.2002, and its Annual Programmes;
3. European Statistics Code of Practice, adopted by the Statistical Programme Committee on 24 February 2005 and attached to the Commission Communication (COM(2005) 217 final) to the European Parliament and to the Council and Recommendation of the Commission of 25 May 2005 on the independence, integrity and accountability of the national and Community statistical authorities;
4. Commission Communication (Brussels, 7.8.2006, COM(2006) 437 final) to the European Parliament, the Council and the European Economic and Social Committee on developing a comprehensive and coherent EU strategy to measure crime and criminal justice: An EU Action Plan 2006 – 2010;

Annex 5 - Lessons learnt from previous years

Example

Methodological

Identified Gaps or Recommended courses of intervention	Action for covering the Gap or implement the recommended intervention	Phare Programming (Project Reference)	Transition Facility
<p>- "The availability of accurate and standardized management statistics will largely determine the success of the operation regarding the creation of an independent, professional, and effective justice system."- Comprehensive Monitoring Report, October, 2005.</p>	<p>- Asses the current status of the Romanian system of judicial statistics in order to propose recommendations for improving the methodology used in this field.</p>	<p>2004-2006</p>	<p>"Improving the system of Romanian judicial statistics"</p>
<p>- "For the time being and until the digital collection of data is functioning well, which might be some years ahead, it should be seriously considered to improve the quality of the non-digital paper statistics".- Report 2nd Peer Review December 2005, by Susette Schuster.</p>			
<p>- "some indicators used in statistics in Romania are quite misleading "- Report 2nd Peer Review December 2005, by Susette Schuster.</p>			
<p>- "The proposal formulated in the report consists of an amendment of the statistical system, in order to be able to operate 3 levels or types of categories (unlike the present system, which can operate only on 2 levels). The present system operates on 2 levels: firstly, the causes grouped in main types (civil, criminal, administrative, commercial, etc), and secondly they are classified on sub-categories, according to a given list. The recommendation of the</p>			

<p>expert is to identify a category or sub-category on an intermediary level, which will comprise of the most important basic categories or sub-categories. The third level of statistical classification must be realized in such a manner that may permit at any time an analysis and an ad/hoc questioning regarding information and necessary statistical data. A record keeping must be possible for all sub-categories that a case may involve, and within the data base, the relation between the second and the third level must be one of "from one to many" type. Within each statistical category at the second level, there must be a sub-category named "other types of cases", in which a case might be framed if changes of legislation or other such changes appear." - Report drafted by the World Bank's expert on the 27th of March 2006.</p>	<p>- "A unitary system of statistical data should constitute a reliable mechanism for monitoring the overall functioning of the judicial system" - Report 2nd Peer Review December 2005, by Susette Schuster.</p>	<p>- Elaborate the methodology and set of indicators in the field of judicial statistics.</p>	<p>PHARE RO 2004/016-772.01.04-14 "Continuing the automation of the courts - Development of the ECRIS case management system", TA (see a more detailed description on the linked activities section)</p>		
<p>- "The development of a sound and unitary system of statistical data are now energetically addressed. Romania certainly needs a sound statistics, which is uniformly applied nationwide. Secondly, there needs to be a clear concept for what purposes the statistical indicators are collected and how and what the data will be used for policymaking. To the expert the system should neither be too complex, nor should too</p>					

<p>many indicators be collected. I would always vote for an easy to understand, easy to apply method of statistical data collection and not for the fanciful." - Report 3 rd Peer Review March 2006, by Susette Schuster.</p>				
<p>- "Romania cannot afford anything but a very high standard with regards to judicial data collection and performance management, because of the challenges Romanian judiciary faces." Report 3 rd Peer Review March 2006, by Susette Schuster.</p>				
<p>- "The basic principles that must be taken into consideration at the moment of defining the new statistical categories are, according to the expert, the following:</p> <ol style="list-style-type: none"> 1) All cases within a category must have common features, thus the statistical classification can be easily realized and errors won't occur; 2) The types and the statistical categories must be conceived in such a way that a file cannot be registered in several categories; 3) The statistical categories must be conceived in a solid manner, thus remaining almost the same, even if changes like legislative ones are often; 4) Applying the same standard type of time must be allowed, when talking about causes classified within the same category or type; 5) The files statistically registered in the same category must be given the same workload or complexity degree; 6) The total number of statistical categories must not be too high." - Report drafted by the World Bank's expert on the 27th of March 2006. 				

<p>- "there is a need for clear definitions, maybe a manual, on how the indicators should be understood"</p> <p>- Report 2 nd Peer Review December 2005 by Susette Schuster.</p>	<p>- Elaborate a manual on the practical use of the methodology elaborated in the field of judicial statistics..</p> <p>- Organise training sessions for the personnel within the judiciary involved in the elaboration of judicial statistics.</p>	<p>PHARE RO 2004/IB/JHA-01</p> <p>"Strengthening the role of the Superior Council of Magistrates (SCM)", TW (see a more detailed description on the linked activities section)</p>
<p>- "continuous training should be strengthened. To the expert many problems of the judiciary are more due to a lack of ideas and lack of knowledge of other areas apart from law. Knowledge like statistics should be enhanced among the trial judges." - Report 2 nd Peer Review December 2005, by Susette Schuster.</p> <p>- "The statistical experts must follow training programmes and to constitute useful means to disseminate their experience, at the SCM or the courts of appeal's initiative, in local or regional networks." - Report drafted by the World Bank's expert on the 27th of March 2006.</p>		

Note: The table should summarize all the interventions aimed at the application of the recommendations of the comprehensive Monitoring Report, SIGMA (financial control, procurement, Peer Reviews, Evaluation reports, Final reports of TW projects, specifying the sources of financing of the intervention, i.e. IFIs or state budget (see the examples in the table).

Please insert in the table only those gaps/recommendations relevant for the interventions planned for current exercise, in a most synthetic way.

Obviously, the column for PHARE 2004-2006 will be completed only if the intervention spans over all the three programming years - i.e. there are projects to be financed from Phare 2004, respectively 2005 and 2006 under the same recommendation.

Annex 6 – Activities quantified

a) Activities quantified in experts' working days

Project Fiche Activities	Means	Experts Working Days
1. Activities under Result 1		
1.1. Assessing the current state of the Romanian system of judicial statistics.	Consultations with the beneficiaries, stakeholders; Analysing the relevant legislation.	40
1.2. Assessing the existing institutional framework on judicial statistics with regard to the competencies of all the institutions involved in gathering, centralising and interpreting the statistical data	Consultations with the beneficiaries, stakeholders; Analysing the relevant legislation; On site visits to the stakeholders for the analysis of the real working process and workflow.	46
1.3. Assessing the compatibility of the indicators and the methodology used in the Romanian judicial statistics with the European standards and best practices and on the measures needed to be taken for developing an integrated and modern judicial statistics system country-wide.	Consultations with the beneficiaries, stakeholders; Research on existing standards; Comparison and contrast between the Romanian and European and international standards in the field of judicial statistics; Identification and elaboration of possible measures.	46
1.4. Submission of the assessment to the beneficiary for approval.	Elaboration of a report comprising the assessment.	30
2. Activities under Result 2		162
2.1. Elaborating recommendations for developing a new/modified set of indicators to be used in the Romanian system of judicial statistics in order to ensure compatibility with those used in the EU Member States and best practices developed at European level.	Analysis, consultations, preparation of documents comprising the recommendations.	70
2.2. Elaborating recommendations for improving the methodology used in judicial statistics and developing best practices in the field (i.e. in terms of gathering, communicating and centralising statistical data from local to central level, method of calculating the statistical indicators, method of centralizing data, frequency of reports, collection of data, data processing, modification of the statistical forms, awareness on the need to provide reliable statistical data in the reporting mechanism and developing control mechanisms to this end, etc.).	Analysis, consultations, preparation of documents comprising the recommendations.	86

Project Fiche Activities	Means	Experts Working Days
2.3. Elaborating recommendations for streamlining the competences and attributions of the Ministry of Justice and the Superior Council of Magistracy in the field of judicial statistics.	Analysis, consultations, preparation of documents comprising the recommendations.	30
2.4. Elaborating recommendations on a possible use or development of software for the use of central structures involved in centralising and interpreting the judicial statistical data with relevance from the point of view of the judicial system's efficiency and efficacy (i.e. the correlation of the resources invested in the system with the results of the system's activity).	Analysis, consultations, preparation of documents comprising the recommendations.	30
		216
3. Activities under Result 3		
3.1. Organizing workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).	Preparation and organisation of the workshops.	50
3.2. Elaborating the draft methodology and set of indicators starting from the conclusions of the previously mentioned workshops and relevant consultations with stakeholders in the field (central level experts, judges, prosecutors and clerks involved in the process of gathering and elaborating of judicial statistics).	Research, preparation of the materials.	362
3.3. Elaborating an implementation plan for the dissemination of information on the new methodology and set of indicators.	Consultations with the beneficiaries, stakeholders; Dissemination of information regarding the new methodology and set of indicators.	20
3.4. Submitting the methodology, new/modified set of indicators and implementation plan for approval to the beneficiaries.	Consultations with the beneficiaries, stakeholders; Consolidating the methodology with the input from the beneficiaries.	30
		462
4. Activities under Result 4		
4.1. Elaborating a manual on the practical use of the methodology. The manual shall include detailed information on the definition of the statistical indicators and instructions for filling in the statistical data required so as to ensure that an adequate level of standardisation and uniformity is reached country wide.	Research, preparation of the materials; Consultations with the stakeholders; Consolidating the manual with the input from the beneficiaries.	220
4.2. The manual will be endorsed by the Romanian institutions and will be further included in the training programmes and curricula of the National School for Clerks.	Consultations with the stakeholders; Dissemination of information regarding the manual.	20

Project Fiche Activities	Means	Experts Working Days
4.3. Editing and distributing the manual to the institutions previously identified as involved in the activity of judicial statistics.	Effective edition and distribution of the manual to the stakeholders.	22
5. Activities under Result 5		262
5.1. Identifying and selecting the relevant staff to be trained (i.e. judges, prosecutors, court-clerks). The training should be targeted on a heterogeneous composition of the trainees per session, based on the fact that different categories of staff are involved in the statistic activity, and in order to better emphasise their distinct responsibilities and competencies.	Consultations with the stakeholders; Selection of the trainees; Elaboration of a training plan and timetable; Elaboration of a training curricula; Identification and preparation of training sites; Preparation of the training materials;	148
5.2. Organising a minimum of 2 training of trainers sessions of 3 days each for minimum two distinct groups of 25 persons each (a minimum total of 2 training sessions x 3 days for approximately 50 persons) from within the judiciary involved in the elaboration of judicial statistics. The training shall comprise information on the practices necessary for elaboration of reliable statistics, as well as on the interpretation of statistics for policy proposals and it shall refer to the manual elaborated under result 4.	Specific training activities; Testing the trainees; Training Certificates award sessions.	120
		268
TOTAL		1370

b) Estimated budget for the main activities

Project Fiche Activities	Estimated budget for the main activities (Euro)		
	Experts' fees	Incidental expenditures	Expenditure verification
Activities under Result 1	84,580	4,560	
Activities under Result 2	101,840	4,560	
Activities under Result 3	215,680	4,560	
Activities under Result 4	119,580	19,560	
Activities under Result 5	123,320	26,760	
	645,000*	60,000**	5,000
Total budget for the main activities	710,000		

* Out of which 90,000 Euro to be covered from the national joint co-financing.

** To be covered from the national joint co-financing.

Annex 7 – Budget breakdown

a) Budget breakdown

	Notes	Estimated number of working days	Fee rate (€ per working day)	Amount
				€
FEES (including overheads):	1			
<i>Long-term experts</i>	2,4			
- Team leader		200	650,00	130,000
- Senior experts		400	610,00	244,000
- Junior experts		370	300,00	111,000
				0
				0
				0
				0
				0
<i>Short-term experts</i>	3,4			
- Senior experts		200	500,00	100,000
- Junior experts		200	300,00	60,000
				0
				0
				0
				0
Total fees (including overheads)				645,000
PROVISION FOR INCIDENTAL EXPENDITURE* :	5			60,000
PROVISION FOR EXPENDITURE VERIFICATION	6			5,000
MAXIMUM CONTRACT VALUE				710,000
NOTES:				
1 All fee rates must cover:				
- the remuneration actually paid to the experts concerned per working day				
- administrative costs of employing the relevant experts, such as relocation and repatriation expenses, accommodation, expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultant				
- the margin, covering the Consultant's overheads, profit and backstopping facilities				
2 Experts working for more than 6 consecutive months on the contract				
3 Experts working for less than 6 consecutive months on the contract				
4 The annual leave entitlement of experts must not exceed 60 calendar days				

Note that the input of experts must be given in full working days

5 Provision for incidental expenditure:

- all incidental expenditure incurred in the course of the contract as required by the Terms of Reference is to be invoiced at actual cost.
- any cost related to the payment of an incidental expenditure is included, such as bankcharges.
- supporting documentation need not be submitted at the time interim invoices are presented for payment but must be retained for seven years after the final payment is made by the Contracting Authority.
- the provision for incidental expenditure does not cover travel to/from the beneficiary country for experts (other than for missions identified in the Terms of Reference)
- any long distance air travel must be by economy class while long distance train travel may be by 1st class
- the subsistence paid to experts on missions requiring an overnight stay away from the base of operations in the beneficiary country must be a maximum of the per diem rate published on the Procedures page of the Web site http://europa.eu.int/comm/europeaid/index_en.htm for each night away

The financial evaluation of tenders only considers the total fees, since the provision for incidental expenses must be the amount stated in Clause 6.5 of the Terms of reference. Please refer to Section 6 of the Terms of reference to identify what is to be included in fees and what may be covered by the provision for incidental expenditure in this contract. An audit certificate provided by a suitably qualified auditor will be required before the final payment is made.

6 Provision for expenditure verification:

- must cover expenditures incurred in the course of the contract for expenditure verifications undertaken by external auditors cannot be decreased in the course of the contract

***To be covered from the national joint co-financing.**

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b) Working days

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Year 1	Cumulative total
<i>FEES (including overheads):</i>														
Long-term experts														
- Team leader	18	16	16	16	16	16	16	16	16	18	18	18	200	200
- Senior experts	36	32	32	32	32	32	32	32	32	36	36	36	400	400
- Junior experts	0	30	30	30	30	30	30	30	40	40	40	40	370	370
Short-term experts														
- Senior experts	0	15	15	15	15	20	20	20	20	20	20	20	200	200
- Junior experts	0	15	15	15	15	20	20	20	20	20	20	20	200	200
Cumulative total for each month	54	108	108	108	108	118	118	118	128	134	134	134		1370

c) Incidental expenditure*

Incidental expenditure							
Category of expenditure							
Issue	Explanation	Euro	No of Persons	Sessions	Days	No of copies	Total Euro
Travel costs and subsistence allowances for missions to be undertaken as part of this contract from the base of operations in the beneficiary country;	per diem	228			100		22800
Travel costs, accommodation and meals for the participants to the training sessions;	30 EUR (travel costs) + 100 EUR (accommodation and meals)	130	25	2	3		19500
The costs for the organization of training sessions ;	rental of premises, training equipment, etc	400		2	3		2400
The costs for the support materials used in training sessions;	6 EUR / material x 50 copies	6				60	300
The costs for editing and printing the manual on the practical use of the methodology	15 EUR x 1000 manuals	15				1000	15000
Total							60000

*To be covered from the national joint co-financing.

