

## Standard Summary Project Fiche for the Transition Facility

### 1. Basic Information

- 1.1 CRIS Number: 2007/019-303.07.03
- 1.2 Title: **Unallocated Institution Building Envelope**
- 1.3 Sector: PAR
- 1.4 Location: Bulgarian state institutions

### 2. Objectives

#### 2.1 Overall Objective(s):

Strengthening the institutions and the administrative capacity for the full application of the *acquis communautaire*

#### 2.2 Project purpose:

Address remaining institutional and operational capacity shortcomings in various areas so as to properly implement all *acquis* as well as any needs in the area of the specific benchmarks under the cooperation and verification mechanism.

#### 2.3 Justification

As stated in the September 2006 EC Monitoring Report "...Bulgaria's preparations are now on track in most areas of the *acquis*. However, further progress is still needed in a number of other areas, such as social inclusion, social dialogue, anti discrimination and public health, motor vehicle insurance, nuclear energy and safety, environment, financial management and control of future structural funds, as well as animal diseases. In addition, Bulgaria needs to ensure the sustainability of public administration reform.

Bulgaria shall by 31 March of each year report to the Commission on the progress made in addressing each of the benchmarks in the areas of judicial reform and the fight against corruption and organised crime provided for in the Annex of Commission Decision of December 2006 on establishing a cooperation and verification mechanism of progress in Bulgaria.

### 3. Description

#### 3.1 Background and justification:

The Unallocated Institution Building Envelope shall provide the possibility to respond to emerging *acquis*-related tasks in a more flexible and immediate way to address specific well-circumscribed and self-contained subjects of limited scope. Within the Transition Facility budget an unallocated envelope will be earmarked, from which the approved projects will be financed. Projects will be supported in high priority areas to address specific urgent needs taking as a basis the priorities identified in the EC Comprehensive Monitoring Report for published in September 2006 and the benchmarks provided for in the framework of the cooperation and verification mechanism such as a transparent and efficient judicial process, reform of the judiciary in order to enhance professionalism, accountability and efficiency, high-level corruption, fight against corruption for instance at the borders and within local government, strategy to fight organised crime focussing on serious crime, money laundering as well as on the systematic confiscation of assets of criminals. Projects should also respond to the remaining shortcomings identified in the Commission's report on Bulgaria (COM 377/2007) and in particular address the recommendations and the follow-up to the action plan suggested in

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point 4 of the report. Projects will also take into account other relevant documents reviewing and assessing progress made in particular sectors. Project proposals will be submitted to the European Commission for approval.

### 3.2 Linked activities:

- All institution building projects financed by PHARE since 1998
- The TAIEX Multi-beneficiary Programme, which acts as a complement to the national Phare programmes and is coordinated with them, responding to individual requests not covered in these programmes by tailor-made actions for each country in all fields of the *acquis*.
- SIGMA Multi-beneficiary Programme, which advises on the modernisation of general management systems of public institutions, oriented to accession priorities and complementing National Programmes for Institution Building and twinning.
- BG 0205.02 – Unallocated Institution Building Envelope.
- BG 2003/004-937.10.05 Unallocated Institution Building Envelope
- BG2004/016-711.10.05 Unallocated Institution Building Envelope
- BG 2005/017-353.11.02 Unallocated Institution Building Envelope
- BG 2005/017-586.05.02 Unallocated Institution Building Envelope
- BG 2006/018-164.04.01 Unallocated Institution Building Envelope
- BG 2006/018-343.09.03 Unallocated Institution Building Envelope

### 3.3 Results:

Concrete administrative structures and management systems in place that satisfy the requirements of the *acquis communautaire* in a number of areas including the benchmarks to be addressed within the cooperation and verification mechanism in the areas of judicial reform and the fight against corruption as well as the recommendations and the follow-up to the action plan suggested in the Commission's report on Bulgaria (COM 377/2007).

### 3.4 Activities:

An envelope for as yet unspecified institution building projects (twinning light and technical assistance, if the latter instrument is deemed to be more appropriate) shall be established.

Funded projects shall rest on a number of fundamental principles:

- Projects will be based on priorities identified in the Comprehensive Monitoring Report for Bulgaria and Romania in order to reinforce Bulgaria's administrative and Judicial Capacity including the benchmarks to be addressed within the cooperation and verification mechanism in the areas of judicial reform and the fight against corruption as well as the recommendations and the follow-up to the action plan suggested in the Commission's report on Bulgaria (COM 377/2007). During the evaluation of priorities documents reviewing and assessing progress made in particular sectors, for example peer reviews, interim evaluation reports, Transition facility monitoring reports etc. should be taken into account.
- The project will target very specific areas of limited scope related to the implementation of the *acquis communautaire* where a concrete, operational result is to be achieved.
- The beneficiary lays out a clear work programme, how it intends to achieve the result and what means it will deploy. The project should make the commitment of the beneficiary to achieve the mandated result explicit.
- Size and budget of projects will be subject to individual assessment.
- Type of assistance – twinning light – will be subject to individual assessment depending on the nature of assistance requested. Technical assistance will be used only in those cases where twinning light would not appear the appropriate instrument.
- The projects must be in compliance with the Commission guidelines and procedure.

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- Projects eligible under other Community instruments such as the Schengen Facility, Structural Funds, Rural Development Funds etc. are in principle not eligible for funding under the Transition Facility.
- All proposals for funding submitted to the Commission under this envelope will indicate linked and previous activities in the area and the NAC will ensure that any overlap with other financing instruments will be avoided.

### 3.5 Lessons learned:

Large number of institution building projects have been completed successfully in the form of Twinning or Twinning light with the assistance of Member States experts. The experience shows that this type of assistance has been particularly useful to respond quickly to urgent needs in preparation towards accession. This IB envelope is expected to provide Bulgaria the possibility to respond to the remaining tasks linked to the further strengthening of the administrative capacity for the full implementation of the acquis.

## 4 Institutional Framework

For the execution of contracts of the Unallocated Institution Building Envelope (UIBE) under 2007 Memorandum of Understanding the following rules shall be observed:

An amount of 6 MEURO shall be used to finance Twinning Light and Technical Assistance projects with a maximum budget of 250 000€ for twinning light projects with max. 6 months' implementation period. TA may be used with a maximum budget of 350 000€. According to the EC recommendations Twinning Light shall be preferable. National Aid Coordinator's (NAC) services shall circulate criteria for project selection and rules for implementation to the Sectoral Coordinators who shall inform the beneficiaries on the base of identified needs. Each application shall meet the requirements of the Project Fiche (PF) for UIBE and the approved Criteria for project selection. A Steering Committee (StC) for UIBE under the Chairmanship of the NAC shall be created. The Steering Committee includes the National Aid Co-ordinator, the National Fund and the Central Finance and Contracts Unit (CFCU). The Steering Committee shall decide about the allocations for projects as per the Criteria for project selection.

## 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 cofinancing
IB Envelope		6.000	6.000				6.000
<b>Total</b>		6.000	6.000				6.000

The National co-financing for the Twinning light projects contracts should be up to 10 % of the Transition Facility support.

Contributions from the Bulgarian administration for effective implementation of the twinning light may be further detailed in the twinning light contract according to the Twinning Manual.

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(\*) contributions from National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises. All the co-financing is joint co-financing and will be provided from the state budget. In the case where the final overall cost is lower than foreseen in the project fiche, the national public and Transition Facility co-financing shall be reduced proportionally so as to maintain the agreed rate of co-financing.

(\*\*) private funds, FIs loans to private entities

## **6 Implementation Arrangements**

### **6.3 Implementing Agency**

The Implementing Agency will be the Central Finance & Contracting Unit (CFCU) in the Ministry of Finance. CFCU will work closely with both the NAC and each beneficiary institution that receives assistance under the facility. The NAC will be responsible for overseeing implementation of general training provided under the facility. The relevant beneficiary institution will be responsible for overseeing project-specific assistance provided under the facility.

The Programme Authorising Officer will be the State Treasurer of the Ministry of Finance.

#### Contact details:

Ms. Gergana Beremska, State Treasurer  
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The Senior Programme Officer will be the Director of Management of EU Funds Directorate.

#### Contact details:

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Director  
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### **6.4 Twinning**

Only Twinning light projects will be financed, but TA can also be financed if Twinning light is not appropriate. For Twinning Light the Twinning Manual will apply.

### **6.5 Non-standard aspects**

NA

### **6.6 Contracts**

Due to the nature of the envelope it is not possible to foresee the number, value and type of contracts.

## **7 Implementation Schedule**

7.3 Start of tendering/call for proposals 2Q 2008

7.4 Start of project activity 3Q 2008

7.3 Project Completion 3Q 2010

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## **8 Sustainability**

The Institutions that apply for financing under the Facility are staffed with civil servants and the officers who will be engaged in the project activities work under full-time permanent contracts.

## **9 Conditionality and sequencing**

- Funds under this project will only be allocated when no funds remain available under previous unallocated envelopes of the Phare programme.

### **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)

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5



LOGFRAME PLANNING MATRIX				
UNALLOCATED INSTITUTION BUILDING ENVELOPE				
<b>Overall objective</b> - Strengthening the institutions and the administrative capacity for the full application of the <i>acquis communautaire</i>	<b>Objectively verifiable indicators</b> - Increasing number of Bulgarian institutions completely ready to apply the <i>acquis communautaire</i>	<b>Programme name and number</b> Contracting period expires: 15 December 2009 Total budget : 6.000 meuro		
		<b>Unallocated IB envelope</b> End of execution of contracts period expires: 15 December 2010 TF budget : 6.000 meuro		
		<b>Sources of Verification</b> EC Monitoring Reports		
		<b>Assumptions</b> • The identified tasks are completed in time and effectively		
<b>Project purpose</b>  Address remaining institutional and operational capacity shortcomings in various areas so as to properly implement all <i>acquis</i> and any needs in the area of the specific benchmarks under the cooperation and verification mechanism.	<b>Objectively verifiable indicators</b> - Acceleration of the progress within ministries/institutions towards implementation of the <i>acquis</i> - Majority of gaps identified in the CMR solved - Majority of benchmarks under the cooperation and verification mechanism achieved.	<b>Sources of Verification</b> • Minutes of the monthly progress meetings • Monitoring reports		
		<b>Assumptions</b>		
		<b>Sources of Verification</b> • Twinning Light / TA experts reports • Monitoring reports		
		<b>Assumptions</b> • The beneficiaries allocate appropriate human and financial resources to the specific task		
<b>Results</b>  Concrete administrative structures and management systems in place that satisfy the requirements of the <i>acquis communautaire</i> in a number of areas including the benchmarks to be addressed within the cooperation and verification mechanism in the areas of judicial reform and the fight against corruption.	<b>Objectively verifiable indicators</b> Specific identified tasks have been completed with the help of MS experts or TA provided.	<b>Sources of Verification</b> • Twinning Light / TA experts reports • Monitoring reports		
		<b>Assumptions</b>		
		<b>Sources of Verification</b> • Twinning Light / TA experts reports • Monitoring reports		
		<b>Assumptions</b> • The beneficiaries allocate appropriate human and financial resources to the specific task		
<b>Activities</b>  Utilisation of the facility providing support for IB projects	<b>Means</b> An unattributed envelope will be earmarked from which a number of projects will be financed	<b>Assumptions</b> • Appropriate twinning light partners will be found		
		<b>Preconditions</b>		
		<b>Assumptions</b>		
		<b>Preconditions</b>		

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**ANNEX 3**

Detailed implementation chart

	3Q/ 2007	4Q/ 2007	1Q/ 2008	2Q/ 2008	3Q/ 2008	4Q/ 2008	1Q/ 2009	2Q/ 2009	3Q/ 2009	4Q/ 2009	1Q/ 2010	2Q/ 2010	3Q/ 2010
Unallocated Institution Building Envelope			D	T	I	I	I	I	I	I	I	I	E

D: Design

T: Tendering/ Call for proposals and contracting

I: Implementation

Due to the nature of the facility the various phases of the project cycle will in practice run in parallel contract by contract.

**Annex 4****CUMULATIVE CONTRACTING AND EXECUTION OF CONTRACTS SCHEDULE**

Contracts	3Q/ 2007	4Q/ 2007	1Q/ 2008	2Q/ 2008	3Q/ 2008	4Q/ 2008	1Q/ 2009	2Q/ 2009	3Q/ 2009	4Q/ 2009	1Q/ 2010	2Q/ 2010	3Q/ 2010
Unallocated Institution Building Envelope				6.000									
Execution of contracts				0,375	0,750	1,000	2,000	3,000	3,500	4,500	5,500	5,500	6.000

Due to the nature of the facility the contracting and execution of contracts schedule can be estimation only.

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