

## **Cross Border Co-operation between Bulgaria & Turkey**

### **2006 Project Fiche for “People-to-people” (Priority 3)**

#### **Basic Information**

<b>CRIS Number:</b>	<b>BG 2006/018-385.01.03</b>
<b>Title:</b>	<b>(People-to-people) Joint Small Project Fund</b>
<b>Sector:</b>	<b>Regional Development / CBC</b>
<b>Location:</b>	<b>Bulgaria - Turkey Border Region</b>
<b>Duration:</b>	<b>11 Months</b>
	<b>Contracting Deadline: 30/11/2008</b>
	<b>Contract Execution Deadline: 30/11/2009</b>

## **2. Objectives**

### **2.1 Overall Objectives**

The overall objective of the project is to strengthen co-operation between the communities on either side of the border in economic development, living conditions and on-going contact in order to help them to overcome specific development problems resulting from their relative isolation in the framework of national economies.

### **2.2. Purpose of the project**

Encouraging and supporting the establishment or further development of sustainable co-operation networks between local and regional stakeholders in the border region in order to increase personnel and institutional capabilities for co-operation and participation in future development programmes.

### **2.3. Accession Partnership (AP) and NPAA priority**

The JSPF plays a useful role in the process of preparation of Turkey and Bulgaria for accession, in particular through the improvement of the administrative capacity of local and regional actors to implement grant schemes. The project represents thus an important element in the preparation of Turkey and Bulgaria for the adoption of Structural Funds. In addition, the project supports the social and economic cooperation between the border regions of candidate countries. The project is in compliance with the principles of NPAA, Chapter 21.

## **2.4 Contribution to National Development Plan**

The proposed grant scheme is in line with the National Economic Development Plan of the Republic of Bulgaria over the 2000-2006 period, and namely with priority 4 “Developing Cross-border Cooperation” under the indicative programme for “Balanced and Sustainable Regional Development”.

## **2.5. Cross-border Impact of the Project**

The project is related to Priority 3 “People-to-people actions” of the 2004-2006 Joint Programming Document for Phare CBC between two countries. This priority aims at supporting cross-border cooperation between Bulgaria and Turkey at local level in order to develop the economic potential of the Border Region and to strengthen co-operation between the local organizations from both sides of the border. People to people actions aim at contributing to development of local economy, intensifying cultural relations across the border and strengthening local institutions and civil society.

The CBC Programme will contribute to the removal of existing disparities between regions on both sides of the border and thus to the gradual alignment of economic and social development. This is particularly important in view of future integration into the European Union. Full membership will require the approximation of levels of economic activity and living standards in particular in border regions in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.

The JSPF scheme promotes the elaboration of projects with a cross-border impact and encourages the development of linkages between local communities /organisations/ institutions on both sides of the border. In general, the “people-to-people” aspects of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

## **3. Description**

### **3.1 Background and justification**

In the framework of the 2004-2006 CBC Programme, Turkey and Bulgaria decided to allocate 700,000 € of the 2006 budget to a JSPF scheme, with a view to strengthening co-operation between the two sides of the border. The 2006 JSPF scheme will finance “soft” projects that fall under the priority areas listed at point 3.4 below, which have been identified in the Joint Programming Document for the 2004-2006 CBC Programme.

The Phare 2006 people-to-people actions follow similar operations carried out under the 2003, 2004 and 2005 Phare CBC programmes (Phare allocation for each border region of 0.5 MEUR for every year).

The present scheme will finance under Joint Small Project Fund “soft” projects: economic development, tourism, cultural exchanges, and institutional capacity building at local level, justice and home affairs.

In order to reach a sufficient impact, these schemes need to be implemented in a multi-annual perspective. Together with large-scale activities, supported from the main part of the programme, People to people actions represent a complementary tool in the framework of pre-accession measures in support of the regional development.

### **3.2 Sectoral rationale**

N/A

### **3.3 Results**

- Financial support provided to small-scale “people-to-people” actions in the border regions in the field of economic development, environment, tourism, local employment, cultural exchanges, local democracy, planning and development studies etc;
- Small-scale projects in the fields mentioned above, agreed with the counterpart according People to people actions package rules and guidelines;
- Increased intensity and degree of cross border co-operation between local authorities, NGO and other stakeholders on the two sides of the border;
- Increased level of public awareness and information on CBC, its purpose and objectives, and on the JSPF scheme;
- Increased local involvement to implement small-scale actions that may form the basis for larger cross-border co-operation projects;
- Increased absorption capacity of EC grants by local stakeholders
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### **3.4 Activities**

The purpose of the support of these small-scale projects is to broaden the field of activity of the CBC Programme, to encourage local involvement and to facilitate the implementation of small-scale actions that constitute the basis for larger cross-border co-operation projects.

The 2006 JSPF project will support:

- The financing through grants of selected small-scale “people-to-people” projects (projects located in the Border Region between Turkey and Bulgaria, or from the Turkish contribution to common Bulgarian-Turkish projects)
- Technical assistance for operating the fund. This will consist of support for operating the fund. The EC contribution may finance indirect (overhead) costs up to 7% of the € 700.000 JSPF budget for Turkey (maximum € 49.000). This amount may be used for expenditure relating to the preparation, selection, and appraisal and monitoring of the JSPF grant scheme.

JSPF grants will only be made available for projects whose immediate objective is non-commercial and strictly non-profit. Under no circumstances may the grant give rise to profits (i.e. it will be restricted to the amount required to balance income and expenditure for the project).

### ***General Criteria for Eligibility***

In general terms the eligible actions in the framework of the JSPF should meet the following conditions:

- Have a strong and evident cross-border nature ,
- Contain realistic and transparent financial provisions,
- Be ready for implementation,
- Be of a value within the range of maximum €50.000 and minimum €10.000,
- Availability of co-financing. Minimum co-financing will be 10% of the cost of projects (in cash) to be borne by the organization submitting the project proposal,
- Under no circumstances be in contradiction with the long-term national development plans and those of the municipality or the region (projects that are part of an overall strategy/plan for the development of the region/town/municipality will receive priority),
- If possible, contain innovative approaches (e.g.: pilot projects)

On this basis the Turkish and Bulgarian implementing authorities will develop more detailed operational guidelines in close cooperation.

**The maximum project duration** of a single project under this grant scheme will be **11 months**.

### ***Priority areas***

The Fund will support small-scale people-to-people actions in the following priority areas:

#### ***3.4.1- Economic development***

Support and co-ordination of coordinated activities for encouraging the conclusion of cross-border co-operation agreements, strengthening the existing relation between the region's administrations and associations such as: Chambers of Commerce, Industry, Agriculture, business centres and regional professional associations. Support for the creation of specific databases, for exchanging information, experiences and for mutual transfers of know how, as well as for carrying out common marketing and training activities and integrating new technologies, particularly information technologies. This measure is designed to help to promote cross-border business cooperation in order to better exploit potential synergy effects. SMEs are seen as one of the main driving forces behind this development process. The measure is targeted at helping micro enterprises and SMEs through their support organisations (e.g. Chambers of Commerce, KOSGEB, etc.) to become the most important drivers of economic development. The aim is to encourage in particular the creation of value added in the sector through cross-border cooperation, human resource development in the cross-border area for stimulating local employment and, in particular, for introducing equal opportunities for the adequate and effective participation of women and youths in the labour market.

### ***3.4.2 – Tourism***

Support for preparation and implementation of coordinated projects related to the protection, recovery and popularisation of the common cultural, architectural, artistic, historic, natural and tourism resources in the Border Region; for turning these into tourists' attractions and cultural and historic centres into tourism destinations, without causing damage to the common heritage or to the environment; for elaborating common strategies for developing alternative forms of tourism and reducing dependence on seasonality; for studying the possibility of creating cross-border holiday packages; for common marketing and promotion of tourism; for developing initiatives and upgrading facilities to foster cross-border leisure activities; for training and building up local skills in order to bring the quality and variety of services offered on both sides of the border region closer to the standards and requirements of the modern tourism industry.

### ***3.4.3 - Cultural Exchanges***

Support for strengthening relations and for the creation of cross-border networks between universities, schools and research institutions, for exchanges of students, for coordinated sport and cultural activities among the youth, for common training initiatives with a view to popularisation of new technologies and innovations, for bilateral scientific research and for studies on the history and traditions of the region.

### ***3.4.4 - Institutional capacity building at local level***

Support for intensifying the institutional interaction and co-operation in the Border Region by improving the skills of organizational structures in local and regional administrations and in other areas of the civil society. Support for transfer of know-how and for technological integration aimed at extending the availability of services (such as health services) to the most isolated areas. Support for co-operation and exchange of experiences in the field of spatial and urban planning and for regional and spatial analyses and strategies, as well as environmental studies and monitoring systems or land use concepts. Provision of appropriate training courses and of materials for distant learning, exchange of experiences on different levels and of information needed to build up institutional capacities for the preparation of projects.

### ***Selection process***

The grant scheme will be implemented through simultaneous Call for Proposals and in compliance with the provisions laid down in the JPD. The call for proposals must be fair and open to all eligible organisations. It may be publicised by a variety of means (e.g. newspapers/ media/ networking newsletter) and will be published on the 2004-2006 CBC Programme Internet site. The call for proposals should allow a reasonable deadline for the submission of proposals and should indicate where additional information and assistance for preparing a proposal can be found.

The project applicants will, in many cases, need some assistance. Information workshops may be organised to inform and direct would-be participants, so as to ensure high transparency and encourage good quality proposals.

An appropriate panel of experts, the Team of Assessors, appointed by the Contracting Authority and approved by the Commission will assess the submitted applications in each country. The Team of Assessors will use clear and pre-defined evaluation grids, prepared

by the JSPF Secretariat. Applications that do not meet the pre-specified eligibility criteria will be rejected at this stage. On the basis of the recommendations of the Team of Assessors, a parallel evaluation will be performed and a final decision will be reached as to which projects will be awarded a grant.

### **3.5. Linked activities**

**2003/005.632.02** – Joint Small Project Fund

**2004/016.715.02** – Joint Small Project Fund

**2005/017-453.02.01** – Joint Small Project Fund

### **3.6 Lessons learned**

The most significant impact of the JSPF is in strengthening the administrative capacity of both the central administration and beneficiaries involved in implementation. The staff of the JSPF Secretariat has the capacity for completing application pack documentation, advising beneficiaries on procedures, leading information days and evaluating tenders. Capacity within the local consultancy market to support grant scheme implementation has also been strengthened.

As evaluated by ECOTEC Bulgaria in the Interim Evaluation (2005) of the European Union Pre-Accession Instrument Phare for the CBC Sector, in terms of efficiency and sustainability following lessons learned from previous programs could be relevant:

- The JSPF schemes are being effective in strengthening administrative capacity at a central level. The use of new district level staff in tender evaluations would strengthen regional administrative capacity and reduce pressure on central level staff.
- Sustainability would be enhanced if beneficiaries with additional and more constant sources of revenue were selected.

It should be also noticed that there is a limited experience in Turkey as regards implementing grant schemes at regional level. Experience in candidate countries has demonstrated that in general the JSPF is a highly effective and visible mechanism for mobilising worthwhile small-scale projects at the local level. Projects are often the first of their type in the locality and can often provide the applicants with new ways to express their creativity and endeavour in a cross border environment. Significantly JSPF is found to raise local interest and capacity for accessing instruments such as grant schemes. Interest has also been raised through JSPFs in post accession instruments, for which the learning experience of applicants under JSPF has been particularly valuable.

## **4. Institutional Framework**

### **Operation of the JSPF**

The JSPF institutional framework is based on the principle of both countries being equal partners and with both countries having an equal role in the management structures.

The Contracting Authority in Turkey is the Central Finance and Contracts Unit (CFCU). The Contracting Authority in Bulgaria is the Phare Implementing Agency at the Ministry

of Regional Development and Public Works (MRDPW). It will take the overall responsibility for the programme implementation, including administrative, technical and financial management of the grant scheme. MRDPW is obliged also to monitor the physical and financial implementation of this project and prepare regular Monitoring Reports. The MRDPW will ensure necessary human resources for the technical management of the Grant Scheme.

The CBC Joint Co-operation Committee (JCC), composed of representatives of Turkey, Bulgaria and the EC, has agreed to allocate to the 2006 Joint Small Projects Fund 700,000 € out of the 2006 CBC budget for each of the two countries. The JCC is also responsible for the Joint Programming Document (JPD) that provides the framework within which the JSPF is to be implemented. The JCC will receive reports on the implementation of the JSPF and will decide the future implementation framework on annual basis, as part of the allocation of funds for that year.

### ***Eligible beneficiaries***

Eligible beneficiaries in principle include all non-profit decentralized, local organizations, such as:

- Municipalities within the defined border region;
- Associations of local and regional authorities;
- District level organizations;
- Inter-communal co-operation organizations;
- Chambers of Commerce, Industry or Agriculture
- Professional associations;
- NGOs;
- Universities, schools, cultural centers.

The organizations eligible for support must be registered (or to have a branch office) in the region. Profit making organizations and national organizations without a distinctive role in the border region will not be eligible.

Detailed eligibility criteria for participation in the grant scheme will be given within the Guidelines for Applicants.

## **5. Budget**

The EU budget for the 2006 JSPF is €M 0.7 as detailed below:

	Phare/ support	Co-financing			Total Cost
€M		National Public Funds	Other Sources	Total Co- financing of Project	
<b>Investment support - total</b>					
<i>% of total public funds</i>	<i>max75 %</i>	<i>min25 %</i>			

People to people actions	0.651			(*)	<b>0.651</b>
Administrative costs(**)	0.049				<b>0.049</b>
<b>IB support</b>	<b>0.700</b>				<b>0.700</b>

<b>Total project 2006</b>	<b>0.700</b>				<b>0.700</b>
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(\*) Co-financing is needed and will be one criterion for eligibility of projects. Minimum co-financing will be 10% of the project cost, in cash only, and is covered by the beneficiaries themselves, not by the Bulgarian National Fund

(\*\*) Maximum 7% of Total RHARE allocation of 0.7MEUR may be used to cover Technical Assistance for consultancy and training inputs, but not for remuneration

## 6. Implementation Arrangements

### 6.1 Implementing Agency

The Implementing Agency will be IA Phare CBC at the Ministry of Regional Development and Public Works, which will retain overall responsibility for the implementation of the programme, including: approval of tender documents, evaluation criteria, evaluation of offers, signature of contracts, authorisation of invoices. The payments of invoices will be made by the Payments Directorate within the same Ministry.

Ministry of Regional Development and Public Works

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### 6.2 Twinning



N/A

### **6.3 Non-standard aspects**

There are no “non-standards aspects”. The “Practical guide to contract procedures for EC external actions”, valid as from the 1/02/2006, will strictly be followed.

### **6.4 Contracts**

The JSPF will be implemented via a Call for Proposals. The number of the individual grant-contracts to be signed will depend on the number of the proposals received for each component and the respective grant amounts approved for funding.

## **7. Implementation schedule**

Co-ordination with the Turkish authorities will be ensured so that the respective calls for proposals are launched in the same time with identical deadlines.

Call for proposals	10/2007
Establishment of the JEC, Team of Assessors	12/2007
Contracting (latest deadline)	04/2008
Completion of projects (estimate)	03/2009

## **8. Equal opportunity**

In the whole process of preparation and implementation of the projects no discrimination between men and women will be made. Participation in grants financed under the Joint Small Projects Fund facility is open equally to men and women. Every effort will be made to encourage the participation of women.

## **9. Environment**

Environmental aspects will be assessed for each of the proposed projects individually.

## **10. Rates of return**

N/A

## **11. Investment criteria**

N/A

### **11.1. Catalytic effect:**

Without PHARE assistance, the project would not be implemented in the near future, because of the lack of funds. By exposing applicants to grant scheme procedures, it lays the ground for the future absorption of Structural Funds.

### **11.2. Co-financing**

The beneficiaries of the People to people actions project will contribute with *at least 10%* of the total eligible project costs.

### **11.3. Additionality**

No other financing sources from the private sector or from IFIs were available for financing this project.

### **11.4. Project readiness and Size**

The project can be launched according to the implementation chart (Annex 2).

All documents shall be prepared according to the PRAG template and submitted to the EC Delegation for endorsement prior to the launch of the Call for proposals.

Only projects ready for tendering can be supported.

The minimum grant for a single application to be contracted (under Phare) is **€ 10,000** while the maximum one is **€50,000**.

The Phare contribution to the project is €0.7 million.

### **11.5. Sustainability**

The development of the border region is part of both governments' strategy of maintaining good relations with their neighbours.

### **11.6. Compliance with state aids provisions**

The project respects the state aids provisions.

## **12. Conditionality and sequencing**

The project will start after signing of the Financial Memorandum between Bulgaria and the European Commission for 2006. In certain circumstances, the Call for proposals might be launched with suspense clause, if the EU funding is not yet available (e.g. prior to Commission Decision approving the Financing Proposal).

## **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. Template for the institutional framework/implementation arrangements for JSPF between Turkey and Bulgaria.

<b>ANNEX 1: LOGFRAME PLANNING MATRIX FOR</b> <u>Project: "People to people actions"</u>		Programme name and number	
		<b>2006/018-385.01.03xxx.xxx</b>	<b>Turkey-Bulgaria</b>
		Contracting period expires: <b>30.11.2008</b>	Execution of contracts period expires: <b>30.11.2009</b>
		Total budget: <b>€M 0.7</b>	EC budget: <b>€M 0.7</b>
<b>Overall objectives</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
The overall objective of the project is to strengthen co-operation between the communities on either side of the border in economic development, living conditions and on-going contact in order to help them to overcome specific development problems resulting from their relative isolation in the framework of national economies.		Monitoring by JSPF Secretariats and Implementing Agency	
<b>Purpose of the Project</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
Encouraging and supporting the establishment or further development of sustainable co-operation networks between local and regional stakeholders in the border region in order to increase personnel and institutional capabilities for co-operation and participation in future development programmes.	<ul style="list-style-type: none"> <li>• Number of cross border projects with clear regional development impact increased;</li> <li>• Increased number of new contacts established and number of new partnerships achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and assessment reports;</li> <li>• Reports by JSPF Secretariats and the Implementing Agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Good response from local community for the identification and development of projects;</li> <li>• Capacity of local stakeholders for finding partners across the border and completing good application forms;</li> <li>• Two sides of the mirror project to be contracted</li> <li>• Availability of qualified personnel at central, regional and local administration's level;</li> <li>• Efficient programme management by all responsible institutions;</li> <li>• Ongoing co-ordination and co-operation between the two countries.</li> </ul>

Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> <li>Financial support provided to small-scale “people-to-people” actions in the border regions in the field of economic development, environment, tourism, local employment, cultural exchanges, local democracy, planning and development studies etc;</li> <li>Small-scale projects in the fields mentioned above, agreed with the counterpart according People to people actions package rules and guidelines;</li> <li>Increased intensity and degree of cross border co-operation between local authorities, NGO and other stakeholders on the two sides of the border;</li> <li>Increased level of public awareness and information on CBC, its purpose and objectives, and on the JSPF scheme;</li> <li>Increased local involvement to implement small-scale actions that may form the basis for larger cross-border co-operation projects;</li> <li>Increased absorption capacity of EC grants by local stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 13 projects implemented</li> <li>Minimum 2 new contacts established and number of new partnerships achieved;</li> <li>Increased number and variety of applicants to the JSPF;</li> <li>At least 3-4 pilot projects which form a basis for larger projects;</li> <li>At least 10% more of projects qualifying for financing in respect to JSPF 2005.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and assessment reports;</li> <li>Reports of the Implementing Agency;</li> <li>Programme evaluation reports;</li> <li>Regional and local press and news reports.</li> </ul>	<ul style="list-style-type: none"> <li>Efficient marketing and promotion of the JSPF scheme in the border region;</li> <li>Adequate support for applicants through counseling and mentoring functions at local level</li> <li>Well functioning co-operation and co-ordination between IA, Secretariats, Joint Committees, and with the EC Representation and other relevant central, regional and local authorities;</li> <li>Well functioning co-operation among the central, regional and local administrations of the two countries.</li> </ul>
Activities	Means	Costs	Assumptions
<p>EC Grants given for small scale people-to-people actions in the fields of:</p> <ul style="list-style-type: none"> <li>Economic development;</li> <li>Tourism;</li> <li>Cultural exchanges;</li> <li>Institutional capacity building at local level;</li> </ul>	<p>Several Grant Contracts with a total budget of 0.651 MEUR</p>	<p>EC Funds – 0.7 MEUR; Local Funds – minimum co-financing of 10% of the projects’ costs</p>	<ul style="list-style-type: none"> <li>JSPF documentation and Operational Guidelines prepared and approved;</li> <li>Sustained interest of local institutions in the JSPF scheme;</li> <li>Sufficient local/regional project development capacity and capacity to prepare professional grant applications</li> <li>Availability of local organizations willing to apply for JSPF grants</li> </ul>

## ANNEX 2 - Implementation Time Chart

*Joint Small Project Fund*

Components	2007						2008												2009											
	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
1. Joint Small Projects Fund / People to people actions				T	T	T	T	T	T	C	I	I	I	I	I	I	I	I	I	I	I									
2. Administrative costs					T	T	T	T/C	I	I	I	I	I	I	I	I	I	I	I	I	I									

***T* = Tendering      *C* = Contracting      *I* = Implementation/works**

ANNEX 3 - Cumulative Quarterly Commitment Schedule in MEUR

*"People to people actions"*

Cumulative contracting schedule by quarter in MEUR										
No	Components	Phare Allocation MEUR								
			IV/ 2007	I/ 2008	II/ 2008	III/ 2008	IV/ 2008	I/ 2009	II/ 2009	III/ 2009
1	"People to people" actions	0,651	0	0	0,651	0,651	0,651	0,651		
2	Administrative costs	0,049	0	0,049	0,049	0,049	0,049	0,049		
<b>TOTAL</b>		<b>0,700</b>	<b>0</b>	<b>0,049</b>	<b>0,700</b>	<b>0,700</b>	<b>0,700</b>	<b>0,700</b>		
Cumulative disbursement schedule by quarter in MEUR										
No	Components	Phare Allocation MEUR								
			IV/ 2007	I/ 2008	II/ 2008	III/ 2008	IV/ 2008	I/ 2009	II/ 2009	III/ 2009
1	"People to people" actions	0,651	0	0	0,5208	0,5208	0,5208	0,651		
2	Administrative costs	0,049	0	0,0294	0,0294	0,0441	0,0441	0,049		
<b>TOTAL</b>		<b>0.700</b>	<b>0</b>	<b>0,0294</b>	<b>0,5502</b>	<b>0,5649</b>	<b>0,5649</b>	<b>0,700</b>		

## Annex 4

### **TEMPLATE FOR THE INSTITUTIONAL FRAMEWORK/IMPLEMENTATION ARRANGEMENTS FOR JOINT SMALL PROJECT FUND BETWEEN TURKEY AND BULGARIA**

#### **National Authorities Responsible for the Programme**

- As regards the Bulgarian Financing Memorandum, the overall responsibility for programme co-ordination will rest with the National Aid Co-ordinator.
- The management will be done by the Ministry of Regional Development and Public Works, which will be the Implementing Agency (IA).
- As per Turkish Financing Memorandum, the Turkish authorities defined as responsible at different levels with this programme are as follows:
  1. The Contracting Authority (CA) will be the Central Finance and Contracts Unit (CFCU).
  2. The Beneficiary of the project will be the State Planning Organization (DPT).
- ***The Bulgarian IA and Turkish CA:*** Retain full responsibility for programme implementation respectively in Bulgaria and in Turkey.
- ***Implementing Institutions:***

On the Bulgarian side, the Secretariat's responsibilities will be undertaken by the Ministry of Regional Development and Public Works. The Secretariat will undertake the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the Bulgarian IA.

On the Turkish side, the State Planning Organization of the Republic of Turkey will act as the Implementing Authority for the JSPF, and will be responsible for the technical implementation of the project according to the rules of the Operational Agreement signed with the CFCU and also will co-ordinate the monitoring of the grants awarded. Two CBC Contact Bureaus (Local Technical Secretariats), which have been established in the Governor's Offices at Edirne and Kırklareli will help with informing local stakeholders and will participate in the implementation of the project at the regional level and in the monitoring of the grants awarded.

***Rules, procedures and formats:*** Guidelines for Applicants developed in conformity with the provisions of the grant section of the PRAG and approved by both EC Delegations will be strictly followed.

## **1. Preparation of the package of call for proposal, guidelines for applicants and application form according to the practical guide**

- The IA of the Bulgarian side and CA and Implementing Authority of the Turkish side (respectively MRDPW and CFCU-DPT), supported by TA, will prepare the call for proposals, the guidelines for applicants and the application form and other documents related to the implementation of the JSPF in line with Phare/PRAG procedures.
- IA of the Bulgarian side and CA of the Turkish side submit the final version of the documents to the respective EC Delegation for approval
- EC Delegations approve the documents

## **2. Publication of the call for proposal**

- The IA of the Bulgarian side with the assistance of its Secretariat, and the CA and Implementing Authority of the Turkish side with the assistance of CBC Bureaus (Local Technical Secretariats) take all appropriate measures to ensure that the nationally and regionally publicized call for proposals reaches the target groups in line with the requirements of the Practical Guide.

## **3. Project selection process**

- The Secretariat of the Bulgarian side and CA of the Turkish side collect and register incoming project proposals.
- The BG IA and TR CA-DPT select and nominate the members of the evaluation committees (non-voting chairman, secretary, and voting members) and assessor teams (if required) exclusively on the basis of technical and professional expertise in the relevant area.
- The EC Delegations endorse the lists of assessors (where applicable) and the composition of the Evaluation Committees. The EC Delegations may nominate an observer to follow all or part of the proceedings of the Evaluation Committees. For Bulgarian side, prior approval is needed from the Delegations for the participation of other observers.
- The Evaluation Committees draw up their recommendations and decisions following the assessor team's written assessment of each proposal on the basis of the published evaluation grid.
- The IA of the Bulgarian side and CA of the Turkish side approve the evaluation reports prepared by the evaluation committees and forward the evaluation reports and the list of awarded proposals to the respective EC Delegation.



- The EC Delegations approve (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.
- The BG IA and TR CA-DPT will nominate Evaluation Committees. The ECs exchange the final lists of grants in order to avoid duplications of actions and funding.
- The IA of the Bulgarian side and CA of the Turkish side notify each applicant in writing of the result of the selection process.

#### **4. Contracting (PAO designated in the responsible IA of the Bulgarian side and PAO in the CA of the Turkish side) for each country:**

- The format of the grant contract is drafted by the IA of the Bulgarian side and CA of the Turkish side according to the Practical Guide using the standard grant contract format and its annexes.
- The format of the grant contract is to be approved by the EC Delegations (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).
- The EC Delegations only approve the evaluation report, the list of proposed projects (budget, duration, beneficiaries etc as per Phare Practical Guide), and the standard contract format, not the contracts themselves irrespective of the budget.
- The IA of the Bulgarian side and CA of the Turkish side sign the grant contracts with the selected beneficiaries based on the final list of grants approved by the EC Delegation and JEC. The language of the grant contract is English and an official Bulgarian/Turkish translation of the contract is attached to the signed English language contract.
- Copy of the signed grant contract will be respectively available at the Bulgarian MRDPW and the CFCU in Turkey.

#### **5. Implementation of the selected projects by the beneficiaries**

- Beneficiaries subcontract the procurement of supplies services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the PRAG.
- The projects will be subject to ex-post control by the EC Delegation pursuant to the PRAG.

#### **6. Financial management of the selected projects**

- The IA of the Bulgarian side and CA of the Turkish side receive and verify the invoices and request payment by the respective National Fund.

**7. Monitoring of the projects implemented by the beneficiaries**

- Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariat of the Bulgarian side, and DPT and CBC Bureaus (Local Technical Secretariats) of the Turkish side with regard to the day-to-day monitoring of the selected projects.
- The EC Delegations reserve the right to organize field visits and to monitor on a case-by-case basis the projects selected under the JSPF exercise.