

FINAL VERSION

1. Basic information

1.1 CRIS Number: 2009/021-738

1.2 Title: Preparatory measures for participation in the Lifelong Learning and Youth in Action programmes

1.3 ELARG Statistical code: 4.65

1.4 Location: Nation wide

Implementing arrangements:

1.5 Contracting Authority

European Community represented by the Commission of the European Communities for and on behalf of the former Yugoslav Republic of Macedonia.

1.6 Implementing Agency

The European Commission's Directorate-General for Education and Culture has the overall responsibility for the programme.

1.7 Beneficiary (including details of SPO):

The beneficiary of the programme will be the "National Agency for the European Educational Programmes and Mobility", which has been established by the country as an independent public body in September 2007, with a view to being accredited as the national agency in charge of the implementation of the Lifelong Learning and Youth in Action Programmes.

Name of the organisation	National Agency for European educational programmes and mobility (Национална Агенција за Европски образовни програми и мобилност)
Street address	Porta Bunjakovec A2-1
Postcode/Town	МК* - 1000 Skopje
Telephone	+389 2 3103 730
Fax	+389 2 3109 043
Web page	www.na.org.mk

The grants will be awarded on the basis of Art. 168.1 (c) of the Implementing Rules (direct award) - the beneficiary having a de jure monopoly.

Person responsible for signing the grant agreements: Mr Bosko Nelkoski, Director of the National Agency for European Educational Programmes and Mobility, bosko.nelkoski@na.org.mk

Financing:

1.8 Overall cost (VAT excluded)¹: EUR 2 600 000

1.9 EU contribution: EUR 2 000 000

1.10 Final date for contracting:

Two years from the date of the conclusion of the Financing Agreement

1.11 Final date for execution of contracts:

Two years from the final date for contracting

1.12 Final date for disbursements:

One year after the final date for execution of contracts

2. Overall Objective and Project Purpose

2.1 Overall Objective:

The overall objective of the preparatory measures is to improve and monitor the effectiveness of the country's preparations for participation in the Life-long Learning and Youth in Action programmes.

2.2 Project purpose:

The preparatory measures would have three main purposes:

- preparing the national agency to manage the programmes (complete the recruitment and training of the staff);
- information campaigns for the potential beneficiaries (translation and publication of the main documents, publication of leaflets, seminars, etc.);
- testing the capacity of the National Agency to manage the Lifelong learning and Youth in Action programmes (through pilot activities).

2.3 Link with AP / NPAA / EP/ SAA

The NPAA outlines as one of its priorities the participation in Community Programmes and Agencies.

Concerning the Lifelong learning and Youth in Action programmes the Progress Report 2007 states that the country should continue its preparations with a view to future participation in the Community programmes Lifelong Learning and Youth in Action.

¹ The total cost of the project should be net of VAT and/or other taxes. Should this not be the case, the amount of VAT and the reasons why it should be considered eligible should be clearly indicated

There is also a strong link to the SAA as there is the Protocol on participation in Community Programmes attached to it.

2.3 Link with MIPD

The MIPD foresees pre-accession assistance in support of institutional capacity building for acquis transposition and implementation according to the priorities identified in the Accession Partnership, the screening reports and subsequent negotiations in the different chapters of the acquis.

2.4 Link with National Development Plan

n/a

2.5 Link with national/ sectoral investment plans

n/a

3. Description of project

3.1 Background and justification:

Participation of candidate countries in Community programmes is an essential element of the pre-accession strategy. It aims at familiarising the candidate countries to the Community policies and working methods.

The country has expressed the wish to participate in the Lifelong Learning and Youth in Action programmes. Most of the activities of these programmes are managed by national structures established by the participating countries, to which the Commission entrusts wide implementation tasks, including selection, contractualisation, payment, monitoring of projects. Participation in these programmes is therefore conditional to the fulfilment of requirements concerning the capacity of these national structures (called the "National Agencies"), to ensure sound financial management of the programmes.

Such requirements make necessary that the country implements preparatory measures with the assistance of the Commission Directorate General for Education and Culture, which is in charge of these Community programmes.

The former Yugoslav Republic of Macedonia has established a National Agency, which has started to recruit and train its staff, inform potential beneficiaries and implement some pilot projects. These preparatory measures, financed under IPA 2007, need to be extended and strengthened in order to allow the National Agency to complete its training and test its capacity to manage pilot projects at a wider scale.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact

At the end of the preparatory period, the capacity of the National Agency to manage the Community programmes will be assessed by the Commission and by the National Authorities of the country.

3.3 Results and measurable indicators:

- Concrete administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being in place and satisfying the requirements for sound financial management of the Lifelong Learning and Youth in Action programmes.
- All relevant documentation concerning the programmes have been translated, published and disseminated in the country; stakeholders are well informed on the programmes and application procedures.
- The capacity of the National Agency to manage the programmes in a satisfactory way has been tested on a sufficient scale before the country's full participation in the programmes.

Measurable indicators:

Specific tasks identified in the work plan agreed with the European Commission have been completed according to the programme rules.

3.4 Activities:

Two direct grant agreements without call for proposals (on the basis of Art. 168.1(c) of the Implementing Rules) will be concluded by the Commission Directorate General for Education and Culture with the National Agency (one grant agreement for the Lifelong Learning and one for the Youth in Action programme) which will provide:

- Co-financing of the operational costs of the National Agency, such as
 - personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases);
 - training of personnel and experts (travel and other costs related to participation in meetings organised by the Commission, study visits to the Executive Agency and other National Agencies, training courses in general skills, training seminars for experts;
 - information of the stakeholders and awareness raising on the programmes (translation and publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support to networking, building partnerships, programme launch event, etc.
- Financing of pilot projects, which will allow to test at a sufficient scale the capacity of the National Agency to manage the programmes and give stakeholders the possibility to participate in some projects according to the programme rules (by applying to the National Agency). Implementation of pilot projects will provide feedbacks and experience to staff and beneficiaries before full participation in the programme.

3.5 Conditionality and sequencing:

This project follows upon and extends the preparatory measures which have started being implemented under IPA 2007. For each of the programme, a work plan will be prepared by the former Yugoslav Republic of Macedonia in consultation with the Commission (Directorate General for Education and Culture), which will be attached to the grant agreement.

The minimum requirements with regard to internal control standards applicable to the National Agencies and to their management of the projects should be fulfilled before the Commission transfers to the National Agency the funds allocated to the pilot projects.

3.6 Linked activities

The Lifelong Learning and Youth in Action programmes are the only Community programmes which are managed by National Agencies in the participating countries. They need therefore specific preparatory measures.

3.7 Lessons learned

Such preparatory measures have been implemented with the other candidate countries before their accession to the programmes.

Experience has shown that thorough preparation is needed before full participation in the programmes, for participation to take place in good conditions, and to avoid problems in the management of the programmes.

4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING										
			TOTAL EXP.RE	TOTAL PUBLIC EXP.RE	IPA CONTRIBUTION	COMMUNITY CONTRIBUTION	NATIONAL PUBLIC CONTRIBUTION						PRIVATE CONTRIBUTION
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(e)	EUR (b)=(c)+(d)	EUR (c)	% (2)	Total EUR (d)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (e)	% (3)
Activity 1	X												
Contract 1: Lifelong Learning			1 900 000		1 475 000	78	425 000	22					-
Contract 2: Youth in Action	X		700 000		525 000	75	175 000	25					-
.....													
TOTAL IB			2 600 000		2 000 000	77	600 000	23					
TOTAL INV													
TOTAL PROJECT			2 600 000		2 000 000		600 000						

Amounts net of VAT

- (1) In the Activity row use "X" to identify whether IB or INV
(2) Expressed in % of the **Total** Expenditure (column (a))

5. Indicative Implementation Schedule (periods broken down per quarter)

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1	N/A (direct grant agreement)	Q1 2010	Q1 2013
Contract 2	N/A (direct grant agreement)	Q1 2010	Q1 2013

6. Cross cutting issues:

6.1 Equal Opportunities and non-discrimination

The Director of the National Agency should ensure that the principle of equal opportunity is duly respected in the staff policy of the National Agency. In the implementation of the Lifelong Learning and Youth in action programmes (pilot projects), due regard shall be paid to ensuring that they contribute fully to promoting equality between men and women and combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. Particular efforts shall be made with regard to learners with special needs and young people who have particular difficulties taking part in the programmes for educational, social, physical, psychological, economic or cultural reasons or because they live in remote areas.

6.2 Minorities and Vulnerable Groups

The project does not directly involve activities with a minority's impact. See however point 6.1 on equal opportunity.

6.3 Good Governance, with specific attention to fight against corruption

The activities undertaken by the project aim at strengthening and testing the capacities of the National Agency to manage the Lifelong Learning and Youth in Action programmes. The project will assist the country in fulfilling the requirements for sound financial management of the programmes.

ANNEXES

- 1- Log frame in Standard Format
- 2- Amounts contracted and Disbursed per Quarter over the full duration of Programme
- 3- Description of Institutional Framework
- 4 - Reference to laws, regulations and strategic documents

ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR THE PROJECT FICHE: Preparatory measures for participation in the Lifelong Learning and Youth in Action programmes	Programme name and number: National Programme for the former Yugoslav Republic of Macedonia under the IPA Transition Assistance and Institution Building Component for 2009		
	CRIS number: 2009/021-738		
	Contracting period expires two years from the date of the conclusion of the Financing Agreement	Execution period expires two years from the final date for contracting	Disbursement period expires one year from the final date for execution of contracts.
		Total budget: EUR 2 600 000	IPA budget: EUR 2 000 000
Overall objective	Objectively verifiable indicators	Sources of Verification	
The overall objective of the preparatory measures is to improve and monitor the effectiveness of the National Agency's preparations for participation in the Lifelong Learning and Youth in Action programmes.	Nacional Agency in charge of the management of the Lifelong Learning and Youth in Action programmes ready to assume its tasks.	- DG EAC monitoring visits; - Declaration of assurance by the country's nacional authority	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> Preparing the National Agency to manage the programmes (complete the recruitment and training of the staff); Information campaigns for the potential beneficiaries (including translation and publication of the main documents, publication of leaflets, seminars, etc.); Testing the management by the National Agency of pilot activities. 	Specific tasks identified in the work plan agreed with the European Commission have been completed according to the programme rules.	<ul style="list-style-type: none"> Intermediary and final reports by the Agency DG EAC monitoring visits Ministry of Education and Science Minutes of meetings Mision reports Publications Workshop outputs Media sources 	<ul style="list-style-type: none"> Provision of sufficient resources to support the management of the Agency. Continued politicaland budgetary support from the Government.
Results	Objectively verifiable indicators		
<ul style="list-style-type: none"> Concrete administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being in place and satisfying the requirements for sound financial management of the Lifelong Learning and Youth in Action programmes. All relevant documentation concerning the programmes translated, published and disseminated in the country; stakeholders to be well informed on the programmes and application procedures. 	<ul style="list-style-type: none"> Number of staff recruited and trained. Relevant premises. Relevant equipment and software. Job descriptions, segregation of duties, workflows, manual of procedures. Number of publications, leaflets and documents translated. Number of seminars held. 		
The capacity of the National Agency to manage the programmes in a			

satisfactory way tested on a sufficient scale before the country's full participation in the programmes.	<ul style="list-style-type: none"> • Sound financial management of pilot activities. 		
Activities	Means	Costs	Assumptions
<ul style="list-style-type: none"> • Personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases); • Training of personnel and experts : travel and other costs related to participation in meetings organised by the Commission, study visits to the Executive Agency and other National Agencies, training courses in general skills (e.g. languages, project management, accounting, presentation skills), training seminars for experts; • Information of the stakeholders and awareness raising on the programmes: translation and publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support for networking, building partnerships, programme launch event. • Pilot projects, which will allow to test at a sufficient scale the capacity of the national agency to manage the programmes and give stakeholders the possibility to participate in some projects according to the programme rules (by applying to the national Agency). It will provide feedbacks and experience to staff and beneficiaries before full participation in the programme. 	<p>Two grant agreements:</p> <ul style="list-style-type: none"> - One for Lifelong Learning - One for Youth in Action 	EUR 2 600 000	

ANNEX 2 - Amounts (in €) contracted and disbursed by quarter over the full duration of the project (IPA funds only)

Contracted	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012	Q4 2012	Q1 2013
Contract 1 Grant Agreement “Lifelong Learning”	1 575 000												
Contract 2 Grant Agreement “Youth in Action”	425 000												
Cumulated	2 000 000												
Disbursed	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012	Q4 2012	Q1 2013
Contract 1 Grant Agreement “Lifelong Learning”		1 180 000				75 000							220 000
Contract 2 Grant Agreement “Youth in Action”		420 000				25 000							80 000
Cumulated		1 600 000				1 700 000							2 000 000

ANNEX 3: Description of Institutional Framework

Participation of candidate countries in both programmes is subject to the conclusion of a Memorandum of Understanding with the Commission, and the prior fulfillment of the conditions ensuring sound financial management in conformity with the provisions of Article 54(2)(c) and Article 56 of Regulation (EC, Euratom) No 1605/2002 and of Article 38 of Regulation (EC, Euratom) No 2342/2002.

In order to participate in the Lifelong Learning and Youth in Action programmes, each candidate country needs to establish the appropriate legal, institutional and administrative framework for the management of the programmes and monitoring, as provided for in Article 8 of the Decision of the European Parliament and the Council establishing the Youth in Action programme and Article 6 of the Decision of the European Parliament and the Council establishing the action programme in the field of lifelong learning (referred below as "the Programme Decisions"). This includes:

- 1) establishing a specific structure for coordinated management of the implementation of the Lifelong Learning and Youth in Action Programmes' actions at national level (a National Agency);
- 2) taking measures to ensure the adequate funding and appropriate audit and financial overseeing of this national agency : this is the task of the National Authority.

The Programme Decisions provide in particular that:

- the National Agency shall be an organisation with legal personality, governed by the law and independent from the ministry;
- the National Agency shall have adequate staff to fulfill its tasks, with professional and linguistic capacities appropriate for work in an environment of international cooperation in the field of education and training;
- the National Agency shall have appropriate infrastructure, in particular as regards informatics and communications;
- the National Agency shall operate in an administrative context which enables it to carry out its tasks satisfactorily and to avoid conflicts of interest; and
- the National Agency shall be in a position to apply the financial management rules and contractual conditions laid down at Community level.

In the former Yugoslav Republic of Macedonia, a Law Establishing the National Agency for European Educational Programmes and Mobility (NAEPM) was adopted by the Parliament in September 2007 (Official Gazette No.113, on 20 September 2007). This Law establishes the NAEPM has the National Agency (NA) in charge of the implementation of both programmes at national level. It specifies that supervision over the work of the National Agency is done by the Ministry of Education and Science.

The National Agency is therefore responsible for its work regarding the implementation of each programme to the National Authority – Ministry of Education and Science, and to the Commission.

The respective responsibilities of the National Authority, the Commission, and the NA are set out in two Commission Decisions² , which will fully apply to the former Yugoslav Republic

² Commission decision C(2007) 1807 of 26 April 2007 relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Lifelong Learning Programme

of Macedonia after the conclusion of the Memorandum of Understanding establishing its participation (participation planned for 2011).

The National Agency has started to recruit and train its staff, inform potential beneficiaries and implement some pilot projects. These preparatory measures, financed under IPA 2007, need to be extended and strengthened before the country's full participation in order to allow the National Agency to complete its training and test its capacity to manage pilot projects at a wider scale.

The employees of the National Agency are public servants and the salaries contributed by the National Budget as stated in the Law Establishing the National Agency for European Educational Programmes and Mobility.

The planning for the staff is the following:

<i>1.7 Number of people allocated for YiA in Full Time Equivalentents (FTE)</i>	
<i>Total number of full time equivalent staff at NA for YiA (1.10.2008)</i>	2,6
<i>Total number of full time equivalent staff at NA for YiA (23.1.2009)</i>	4,2
<i>Total number of full time equivalent staff at NA for YiA (Expect to be at 31 12.2009)</i>	6,4

<i>1.7 Number of people allocated for LLP in Full Time Equivalentents (FTE)</i>	
<i>Total number of full time equivalent staff at NA for LLP (1.10.2008)</i>	7,4
<i>Total number of full time equivalent staff at NA for LLP (23.1.2009)</i>	14,6
<i>Total number of full time equivalent staff at NA for LLP (Expect to be at 31 12.2009)</i>	18,4

Beside its role of National Agency for the Lifelong Learning and Youth in Action programmes, the NAEPPM is also in charge of other initiatives, such as EURAXESS Services, which are not part of the project "Preparatory measures for participation in the Lifelong Learning and Youth in Action programmes".

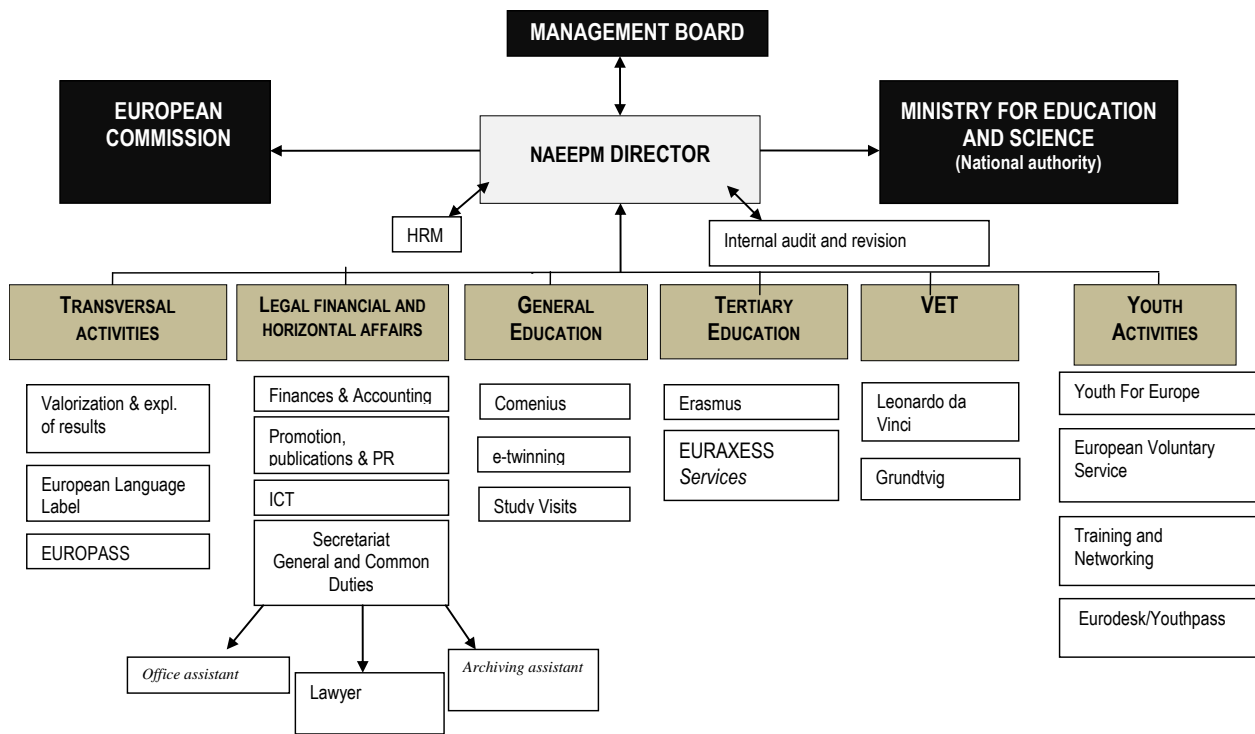
NAEPPM has management board, consisted of 5 members:

- 1 representative of the Ministry of Education and Science
- 1 representative of the Ministry of Finances
- 3 independent representatives (2 NGO representatives and 1 press representative)

The representative of the Ministry of Education and Science who is member in the management board of the NAEPPM is not coming from sector of the ministry that is responsible for supervision of the work of the National Agency.

(2007-2013) and Commission decision C(2007) 1828 of 30 April 2007 relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Youth in action Programme (2007-2013)

Scheme No. 1: NAEPPM organizational chart



ANNEX 4 - Reference to laws, regulations and strategic documents:

- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the "Youth in Action" programme for the period 2007 to 2013.
- Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning.
- Commission decision relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Lifelong Learning Programme (2007-2013)
- Commission decision relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Youth in Action Programme (2007-2013)
- Council Regulation of 17 July 2006 (1085/2006/EC) establishing an Instrument for Pre-Accession Assistance (IPA)
- Commission Regulation of 12 June 2007 (718/2007/EC) implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

ANNEX 5 - Details per EU funded contract

Not applicable