

Project Fiche 4.2 Preparatory measures for the Lifelong Learning and Youth in Action programmes

1. Basic information

1.1 CRIS Number: 2007/

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

1.3 ELARG Statistical code: Axe 04 - 26

1.4 Location: The former Yugoslav Republic of Macedonia

Implementing arrangements:

1.5 Contracting Authority

European Commission on behalf of the beneficiary

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 project manager):

The main beneficiary of the programme will be the National Agency which is currently being established, with a view to being accredited as the national agency in charge of the future implementation of the Lifelong Learning and Youth in action Programmes.

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1.8 Overall costs: EUR 1 million.

1.9 EU contribution: EUR 0.9 million.

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 from 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 (capacity building) to manage the programmes;
- information campaigns for the potential beneficiaries (including translation and publication of the main documents, publication of leaflets, seminars, etc.);
- participation in pilot activities.

2.3 Link with 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 2006 states that considerable efforts are needed to ensure the conditions for adequate participation in the relevant Community programmes.

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

2.4 Link with MIPD

The MIPD identifies as a priority area of intervention support for participation in Community Programmes and Agencies and recalls the need for a selective and gradual approach. As participation in Community programmes can entail sizeable expenditure for a partner country, IPA support may be used to prepare for participation and to co-finance the costs.

2.5 Link with National Development Plan (where applicable)

Not applicable

2.6 Link with national / sectoral investment plans (where applicable)

Not applicable

3. Description of project

3.1 Background and justification

The EU agreed in the Thessaloniki Agenda to open participation in Community Programmes to the Western Balkan countries, following the approach used in the past for candidate countries.

Further to the Thessaloniki Agenda for the Western Balkans and in line with the Commission Communication of 3 December 2003 "Preparing for the participation of the Western Balkan countries in Community programmes and agencies"¹ the Council concluded respective Framework Agreements with the beneficiaries on 2 June 2005². The Framework Agreement has been ratified by the former Yugoslav Republic of Macedonia on 10 June 2005 and finally entered into force on 29 June 2005. Consequently, EU funds may be used to prepare for participation and to co-finance the costs.

The former Yugoslav Republic of Macedonia has expressed its interest to participate, among others, in the Life-long Learning and the 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 agency"), 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.

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 Lifelong Learning and Youth in Action programmes will be assessed by the Commission and by the national authorities.

Overall, it is clear that the major impact of the project is to open the possibility to the beneficiary to participate in the Lifelong Learning and Youth in Action programmes. It thus generates as a catalytic effect the possibility to benefit from the various opportunities the programmes provide for. The aim and supported activities of each programme can be found on the European Union's internet homepage.

It is expected that the projects implemented will enhance public awareness and information on the EU. It will allow citizens, companies and national administrations of candidate countries to join in co-operation and exchange networks and thus benefit from experiences of other partners.

In as far as the neighbouring countries participate in the same programme, good practices can be exchanged and joint project-initiatives can be supported.

3.3 Results and measurable indicators

¹ COM(2003) 748 final of 03/12/2003 accessible on the internet at:
http://europa.eu.int/comm/external_relations/see/docs/com03_748_en.pdf

² The Council decisions and the framework agreements have been published in the Official Journal *OJ L 192 of 22.07.2005*

- Administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being are put 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 are 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 small scale before the country's accreditation to 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

The preparatory measures will consist of a range of activities which will be implemented according to a work plan to be agreed between the future National Agency and the Commission Directorate General responsible for these programmes (DG EAC), such as equipment, recruitment and training of staff, study visits and job shadowing in the other participating countries, information campaigns for the potential beneficiaries and participation in some pilot activities.

Two grant agreements will be concluded with the national agency (one for the Lifelong Learning and one for the Youth in Action programme), to provide co-financing for the costs related to:

- the establishment of the national agency, e.g. personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases);
- to training of personnel and experts, e.g. travel costs and other costs related to participation in meetings organised by the Commission, study visits to other national agencies, training courses (e.g. languages, project management, accounting, presentation skills), training seminars for experts;
- information of stakeholders and awareness raising on the programmes, e.g. translation and publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support to networking, building partnerships, programme launch event, etc.

In addition, it is envisaged to implement two pilot projects in the second half of the preparatory period, which will allow to test 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.

3.5 Conditionality

A work plan will be prepared by the beneficiary 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 participation to the programmes. Experience shows that thorough preparation is needed before full participation in the programmes in order to ensure for participation to take place in good conditions and to avoid problems in the management of the programmes.

4. Indicative Budget

Activities	Total costs	Sources of funding										
		EU contribution				National contribution					Private	
		Total	%*	IB	INV	Total	%*	Central	Regional	IFIs	Total	%*
Activity 1: Support to the national agency	700 000	600 000										
Contract 1.1: grant agreement "Lifelong Learning"	550 000	471000	86			79000	14					
Contract 1.2: grant agreement "Youth in Action"	150 000	129000	86			21000	14					
Contract 1.3: Pilot "LLL"	200000	200000	100									
Contract 1.4: Pilot "Youth"	100000	100000	100									
TOTAL	1000000	900000	90			100000	10					

* expressed in % of the total costs
Amounts net of VAT

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

Contracts	Signature of contracts	Project Completion
Contract 1.1: grant agreement "Lifelong Learning"	1Q 2008	2Q 2009
Contract 1.2: grant agreement "Youth in Action"	1Q 2008	2Q 2009
Contract 1.3: Pilot "LLL"	3Q 2008	4Q 2009
Contract 1.4: Pilot "Youth"	3Q 2008	4Q 2009

6. Cross cutting issues

- **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.

- **Support to minority and vulnerable groups**

The project does not directly involve activities with a minority's impact. See however the point above on equal opportunities and non-discrimination.

- **Environmental protection**

Not applicable

- **Good governance, with particular attention to fight against corruption**

The activities undertaken by each Programme will assist the country in strengthening its capacities, creating conditions for better governance.

ANNEXES

- 1- Log frame in Standard Format
- 2- Amounts contracted and Disbursed per Quarter over the full duration of Programme
- 3 - Reference to laws, regulations and strategic documents:
 - a) Reference list of relevant laws and regulations
 - b) Reference to AP /NPAA / EP / SAA
 - c) Reference to MIPD
 - d) Reference to National Development Plan
 - e) Reference to national / sectoral investment plans

ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR Preparatory measures for the Lifelong Learning and Youth in Action programmes Project Fiche	Programme name and number: Preparatory measures for the Lifelong Learning and Youth in Action programmes		
	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 1.0 million	IPA budget: EUR 0.9 million
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.	National Agency in charge of the management of the Lifelong Learning and youth in Action programmes ready to assume its tasks	<ul style="list-style-type: none"> • DG EAC monitoring visits • Declaration of assurance by Croatia's national authority • 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> • preparing the national agency (capacity building) to manage the programmes; • information campaigns for the potential beneficiaries (including translation and publication of the main documents, publication of leaflets, seminars, etc.); • participation in 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 Sciences 	<ul style="list-style-type: none"> • Provision of sufficient resources to support the management of the agency. • Continued political and budgetary support from the government.
Results	Objectively verifiable indicators		
<ul style="list-style-type: none"> • Administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being are put 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 are 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 small scale before the country's accreditation to full participation in the programmes. 	<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. • Sound financial management of the pilot activities. 	<ul style="list-style-type: none"> • Minutes of meetings • Mission reports • Publications • Workshop outputs • Media sources 	
Activities	Means	Costs	Assumptions
<u>Activity 1: Support to the national agency and information of the stakeholders</u>			

<p>Two grant agreements will be concluded with the national agency (one for the Lifelong Learning and one for the Youth in Action programme), to provide co-financing for the costs related to:</p> <ul style="list-style-type: none">• the establishment of the national agency, e.g. personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases);• to training of personnel and experts, e.g. travel and other costs related to participation in meetings organised by the Commission, study visits to other national agencies, training courses (e.g. languages, project management, accounting, presentation skills), training seminars for experts;• information of stakeholders and awareness raising on the programmes, e.g. translation and publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support to networking, building partnerships, programme launch event, etc. <p>It is envisaged to implement pilot projects in the second half of the preparatory period. This will allow to test 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> <p>This activity may be included in the same agreements as the operating costs of the national agency, or in two separate agreements, one for Lifelong Learning and one for Youth in Action.</p>	2 grant agreements	EUR 700.000 (including 100.000 co-financing by the beneficiary)	
	2 grant agreements	EUR 300.000	

ANNEX 2: Indicative planning of the amounts (in EUR million) contracted and disbursed by quarter for the project

Contracted	Q1 2008	Q2 2008	Q3 2008	Q4 2008	Q1 2009	Q2 2009	Q3 2009	Q4 2009	Q1 2010
Contract 1.1: grant agreement "Lifelong Learning"	471.000								
Contract 1.2: grant agreement "Youth in Action"	129.000								
Contract 2.1: Pilot "LLL"			200.000						
Contract 2.2: Pilot "Youth"			100.000						
Cumulated	600.000		900.000						
Disbursed									
Contract 1.1: grant agreement "Lifelong Learning"		190000		190000		91000			
Contract 1.2: grant agreement "Youth in Action"		50000		50000		29000			
Contract 2.1: Pilot "LLL"			100000			60000		40000	
Contract 2.2: Pilot "Youth"			50000			30000		20000	
Cumulated		240000	390000	630000		840000		900000	

ANNEX 3: Reference to laws, regulations and strategic documents

3.a) Reference list of relevant laws and regulations

- 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)

3b) Reference to the 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 2006 states that considerable efforts are needed to ensure the conditions for adequate participation in the relevant Community programmes.

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

3c) Reference to the MIPD

The MIPD identifies as a priority area of intervention support participation in Community Programmes and Agencies and recalls the need for a selective and gradual approach. As participation in Community programmes can entail sizeable expenditure for a partner country, IPA support may be used to prepare for participation and to co-finance the costs.

3d) Reference to the National Development Plan (where applicable)

Not applicable.

3e) Reference to national / sectoral investment plans (where applicable)

Not applicable.