

**Project Fiche: No. 15**

**Strengthening European Integration (SEI)**

**1. Basic information**

- 1.1 CRIS Number:** 2010/022-028
- 1.2 Title:** Strengthening European Integration (SEI)
- 1.3 ELARG Statistical code:** 04 – 40 Supporting Programmes
- 1.4 Location:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo under UNSCR 1244/99
- Iceland
- Turkey

**Implementing arrangements:**

- 1.5 Contracting Authority (EU):** European Union represented by the European Commission on behalf of the Beneficiaries.
- 1.6 Implementing Agency:**
- 1.7 Beneficiary:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo under UNSCR 1244/99
- Iceland
- Turkey

**Financing:**

- 1.8 Overall cost (VAT excluded)<sup>1</sup>:** EUR 4 022 222
- 1.9 EU contribution:** EUR 3 800 000
- 1.10 Final date for contracting:** 30 November 2011
- 1.11 Final date for execution of contracts:** 30 November 2015
- 1.12 Final date for disbursements:** 30 November 2016

---

<sup>1</sup> 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.

## **2. Overall Objective and Project Purpose**

### **2.1 Overall Objective**

To ensure effective programming and project development as well as implementation of the Multi-beneficiary Programme under the IPA thus contributing to the overall progress of the accession process and increasing the effectiveness and impact of accession oriented projects financed through IPA.

### **2.2 Project purpose**

To strengthen the ability of the beneficiaries to effectively design and develop programmes and projects to be submitted for financing under IPA Multi-beneficiary Programmes as well as to enable the implementation of a number of accession-related actions of various public/private actors in order to meet specific and urgent needs in the beneficiaries. Furthermore, to support the beneficiaries' participation in activities for the exchange of information, networking, participation in workshops, conferences, study visits and similar activities and to assist in smaller-scale projects supporting European Integration.

### **2.3 Link with AP/NPAA / EP/ SAA<sup>2</sup>**

Not applicable

### **2.4 Link with MIPD**

This project supports all priority areas of the IPA Multi-beneficiary MIPDs and will facilitate the preparation of various types of projects to be financed under the IPA Multi-beneficiary Programme.

## **3. Description of project**

### **3.1 Background and justification**

#### **3.1.1 Project Preparation Facility (PPF)**

The main objective of the IPA is to help the beneficiaries face the challenges of European integration, implement the reforms needed to fulfil EU requirements and make progress in the Stabilisation and Association Process. The Multi-beneficiary programme is designed to respond to Multi-beneficiary priority needs as indicated in the IPA Multi-beneficiary MIPDs, taking into account activities implemented under the National Programmes, the guidance provided in EU strategic documents, the lessons learned from the programming and implementation of previous EU assistance and the findings from consultations with, inter alia, the Beneficiaries, International Financial Institutions, the Regional Cooperation Council, EU Member States, civil society organisations and European Commission services.

---

<sup>2</sup> AP = Accession Partnership; NPAA = National Programme for the Adoption of the Acquis (for Candidate Countries), National Action Plan (for Potential Candidates); EP= European Partnership; SAA = Stabilisation and Association Agreement

The European Commission is responsible for the programming, contracting and implementation of the Multi-beneficiary Programme under IPA on behalf of the Beneficiaries, but involves the beneficiaries and other stakeholders at an early stage in the programming to ensure ownership of and involvement in the projects.

In order to improve the quality and speed up the programming and implementation of the Multi-beneficiary Programme it has been decided to create a Project Preparation Facility.

### 3.1.2 Institution Building Envelope for Iceland

Fulfilling EU requirements and making progress in the Stabilisation and Association Process require an increasing number of qualified experts, competent civil servants and necessitate expertise and EU knowledge in the judicial, economic and political matters. Concrete administrative structures and management systems should be established or strengthened which satisfy the requirements of the *acquis communautaire* in a number of areas.

The approximation of legislation to that of EU requires developing the current institutional and legal structures besides some investment. Implementing bodies may lack the necessary expertise, knowledge and experience to carry out these tasks. This envelope will cover as well translations of the *acquis* for Iceland.

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

The impact of the SEI Project is significant. Effective delivery of the project results in:

- More effective implementation of the relevant programmes and projects – better designed projects produce better results and are also less likely to require subsequent addenda and contractual revision;
- Faster completion of tendering procedures – properly prepared documentation can be approved faster and will require less corrigenda once launched;
- Higher quality responses from organisations and companies submitting bids – tender documentation which is clear, logical and learns from experience elsewhere in the EU will ensure that submitted offers provide what is required by the Contracting Authority;
- Increased disbursement of available funds;
- Improved effectiveness of projects;
- Facilitation of the accession process.

Sustainability is ensured through demonstrating how good project design leads to good project implementation. This will encourage all stakeholders to attach greater priority to the programming and project design phases and should improve the ownership.

### **3.3 Results and measurable indicators**

#### ***Results***

1. Strategic plans are designed in different sector areas;
2. Stakeholder consultations organised, project fiches are drafted well;

3. Tender documents, terms of reference and technical specifications drafted;
4. Acquis documents translated
5. Project preparatory and start-up actions implemented.

***Measurable Indicators***

1. Quality and quantity of strategic plans;
2. Quality of project fiches and quality and quantity of stakeholder consultations;
3. Quality and quantity of tender documents, terms of reference and technical specifications;
4. Number of *acquis* documents translated;
5. Number of preparatory and start-up actions implemented.

**3.4 Activities:**

1. Support in designing effective strategic plans in different sector areas.
2. Support in planning and programming the IPA-funded projects by for example assisting in stakeholder consultations, advice on drafting Project Fiches and their annexes.
3. Provide expert assistance in drafting the tender documents and/or terms of reference and technical specifications for the implementation of IPA funded projects.
4. Project preparatory and start-up actions.
5. Provide short-term technical assistance including training, translations, study-visits, management, organizational and other expert advice – to support the beneficiaries' institutions in developing/upgrading necessary technical know-how and management skills in project preparation and implementation.
6. Participation in *acquis* related meetings, workshops, study visits
7. Training on *acquis* related issues (developing human resources of relevant bodies for the adoption and implementation of the EU *acquis* communautaire)

**3.5 Conditionality and sequencing:**

Not applicable.

**3.6 Linked activities**

The SEI Project is linked to the IPA Monitoring Programme which is designed to enhance the relevance, effectiveness, efficiency, impact and sustainability of the assistance to the Western

Balkans and Turkey and to provide the Commission with regular analytical assessments on implementation of projects and programmes which is used during the implementation phase of projects as well as in the design of new projects.

It is also linked to the IPA Audit and Evaluation Programme where *audits* provide the Commission with assurance as to the legality and regularity of the assistance and *evaluation* provides the Commission with judgement of interventions according to their results, impacts and needs they aim to satisfy and contributes to the design of interventions, improve the quality and report on the achievements of the interventions, both of which the results are used in future programming.

### **3.7 Lessons learned**

This is the first time a project on Strengthening European Integration is programmed for the Multi-beneficiary Programme so there are no lessons learned from previous similar projects. However, National programmes have both under the CARDS and IPA programmes included similar projects which have proven to be an excellent tool for supporting the programming process and the implementation of accession-related actions.

#### 4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING									
			TOTAL EXP.RE	EU CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION GRANT BENEFCIARY	
ACTIVITIES	IB	INV	EUR (a)=(b)+(c)+(d)	EUR (b)	%(1)	Total EUR (c)=(x)+(y)+(z)	% (1)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (1)
PPF	x		1 800 000	1 800 000	100	/	/	/	/	/	/	/
IBE	x		2 222 222	2 000 000	90						222 222	10
TOTAL IB			4 022 222	3 800 000	94.5	/	/	/	/	/	222 222	5.5
TOTAL INV			/	/	/	/	/	/	/	/	/	/
<b>TOTAL PROJECT</b>			<b>4 022 222</b>	<b>3 800 000</b>	<b>94.5</b>						<b>222 222</b>	<b>5.5</b>

Amounts net of VAT

(1) Expressed in % of the **Total** Expenditure (column (a))

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

Contracts	Request for services and/or restricted tenders	Signature contracts	of	Project Completion
5-12 Service contracts	Q2 2010-Q2 2011	Q2 2010-Q4 2011		Q4 2013
Direct Grant	n/a	Q1 2011		Q1 2013
Addendum to existing mandate with EIF	n/a	Q1 2011		Q4 2015

Due to the nature of this project, for the time being it is not possible to foresee the precise timing of requests for services, tendering and contracting.

## 6. Cross cutting issues

### 6.1 Equal Opportunity

Equal opportunities and non-discrimination principles will be respected as regarding gender as well as minorities at the programming and implementation stage. Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

## **ANNEXES**

- I- Logical framework matrix in standard format
- II- Amounts (in EUR) contracted and disbursed per quarter over the full duration of project
- III- Details per EU funded contract



**ANNEX I: Logical framework matrix in standard format**

LOGFRAME PLANNING MATRIX FOR Project Fiche		Programme name and number: Project Preparation Facility	2010/022-028
		Contracting period expires: 30 November 2011	Disbursement period expires: 30 November 2016
		Total budget:  EUR 4 022 222	IPA budget  EUR 3 800 000
<b>Overall objective</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
To ensure effective programming and project development as well as implementation of the Multi-beneficiary Programme under the IPA, thus contributing to the overall progress of the accession process and increasing the effectiveness and impact of accession oriented projects.			
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
To strengthen the ability of the beneficiaries to effectively design and develop programmes and projects to be submitted for financing under IPA Multi-beneficiary Programmes as well as to enable the implementation of a number of accession-related actions of various public/private actors in order to meet specific and urgent needs in the beneficiaries. Furthermore, to support the beneficiaries' participation in activities for the exchange of information, networking, participation in workshops, conferences, study visits and similar activities and to assist in smaller-scale projects supporting European Integration			

<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<ol style="list-style-type: none"> <li>1. Strategic plans are designed in different sector areas;</li> <li>2. Stakeholder consultations organised, project fiches are drafted well;</li> <li>3. Tender documents, terms of reference and technical specifications drafted;</li> <li>4. <i>Acquis</i> documents translated</li> <li>5. Project preparatory and start-up actions implemented.</li> </ol>	<ol style="list-style-type: none"> <li>1. Quality and quantity of strategic plans;</li> <li>2. Quality of project fiches and quality and quantity of stakeholder consultations;</li> <li>3. Quality and quantity of tender documents, terms of reference and technical specifications;</li> <li>4. Number of <i>acquis</i> documents translated</li> <li>5. Number of preparatory and start-up actions implemented.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strategic plans</li> <li>2. Project fiches, minutes from stakeholder consultations</li> <li>3. Tender documents, terms of reference and technical specifications;</li> <li>4. Translated documents</li> <li>5. Results from preparatory and start up actions</li> </ol>	

<b>Activities</b>	<b>Means</b>	<b>Costs</b>	<b>Assumptions</b>
<ol style="list-style-type: none"> <li>1. Support in designing effective strategic plans in different sector areas.</li> <li>2. Support in planning and programming the IPA-funded projects by for example assisting in stakeholder consultations, advise on drafting Project Fiches and their annexes.</li> <li>3. Provide expert assistance in drafting the tender documents and/or terms of reference and technical specifications for the implementation of IPA funded projects.</li> <li>4. Project preparatory and start-up actions.</li> <li>5. Provide short-term technical assistance including training, translations, study-visits, management, organizational and other expert</li> </ol>	<p>Specific contracts under Framework contracts and/or service contracts and grant contracts and one Direct Grant Agreement</p>	<p>EUR 3 800 000</p>	

<p>advice – to support the beneficiaries' institutions in developing/upgrading necessary technical know-how and management skills in project preparation and implementation.</p> <p>6. Participation in acquis related meetings, workshops, study visits</p> <p>7. Training on acquis related issues (developing human resources of relevant bodies for the adoption and implementation of the EU acquis communautaire)</p>			
---	--	--	--

**ANNEX II: Amounts (in EUR) contracted and disbursed per quarter over the full duration of project**

<b>Contracted</b>	<b>Q2 2010</b>	<b>Q3 2010</b>	<b>Q4 2010</b>	<b>Q1 2011</b>	<b>Q2 2011</b>	<b>Q3 2011</b>	<b>Q4 2011</b>	<b>Q1 2012</b>	<b>Q2 2012</b>	<b>Q3 2012</b>	<b>Q4 2012</b>	<b>Q1 2013</b>	<b>Q1 2014</b>	<b>Q1 2015</b>
Service Contracts, Grant contracts,	150 000	200 000	250 000	133 700	300 000	300 000	250 000							
Mandate to EIF				216 300										
Direct Grant (up to)				2 000 000										
<b>Cumulated</b>	<b>150 000</b>	<b>350 000</b>	<b>600 000</b>	<b>2 950 000</b>	<b>3 250 000</b>	<b>3 550 000</b>	<b>3 800 000</b>							
<b>Disbursed</b>	<b>Q2 2010</b>	<b>Q3 2010</b>	<b>Q4 2010</b>	<b>Q1 2011</b>	<b>Q2 2011</b>	<b>Q3 2011</b>	<b>Q4 2011</b>	<b>Q1 2012</b>	<b>Q2 2012</b>	<b>Q3 2012</b>	<b>Q4 2012</b>	<b>Q1 2013</b>	<b>Q1 2014</b>	<b>Q1 2015</b>
Service Contracts or Grant contracts	100 000	150 000	200 000	200 000	200 000	250 000	250 000	150 000	83 700					
Mandate to EIF				50 000				43 260				43 260	43 260	36 520
Direct Grant (up to)				900 000			900 000		200 000					
<b>Cumulated</b>	<b>100 000</b>	<b>250 000</b>	<b>450 000</b>	<b>1 600 000</b>	<b>1 800 000</b>	<b>2 050 000</b>	<b>3 200 000</b>	<b>3 393 260</b>	<b>3 676 960</b>	<b>3 676 960</b>	<b>3 676 960</b>	<b>3 720 220</b>	<b>3 763 480</b>	<b>3 800 000</b>

Due to the nature of the Facility for Project Preparation and Reinforcement of Administrative Capacity for the time being it is not possible to foresee the precise timing of contracting and disbursements, and the number and value of contracts.

### **ANNEX III: Details per EU funded contract**

For activities under the **Project Preparation Facility** contracts will be service contracts either coming from a restricted tender procedure or through framework contracts depending on the amount. In addition, a part of the project will be implemented by indirect centralised management. Implementation tasks are delegated by the European Commission to the European Investment Fund (EIF). An amendment to the existing Mandate with the EIF with regard to additional administrative costs of EUR 216 300 will be signed in Q1 2011, following Article 53 (a) of the Financial Regulation and the corresponding provisions of the Implementing Rules of the Financial Regulation. Implementation tasks are delegated under Article 54 (2) (b) of the Financial Regulation to the EIF.

For activities under the **Institution Building Envelope for Iceland** a direct grant to the Translation Centre of the Ministry of Foreign Affairs of Iceland is foreseen.

Completed translation of the entire *acquis* is required by the time of accession. Although Iceland, due to the EEA membership, has already translated around 45.000 pages of the *acquis*, there is still considerable work to be done, not least given continuous adoption of EU legislation which stands at some 120.000 pages at present. The current translation capacity of the Translation Centre of the Ministry for Foreign Affairs, despite having been recently increased, is not deemed sufficient to cope with the workload. It will be implemented by means of a grant contract for an amount of up to EUR 2 million to be signed in the first quarter of 2011 with the Translation Centre on the basis of Article 168.1 (f) of the Implementing Rules to the Financial Regulation, which provides for the award of direct grants “for actions with specific characteristics that require a particular type of body on account of its technical competence, its high degree of specialisation or its administrative power, on condition that the actions concerned do not fall within the scope of a call for proposals”. The grant beneficiary will contribute 10% co-financing to the eligible expenditure.