

Project Fiche No 2
Local Administration Facility

1. Basic information

- 1.1 CRIS Number:** 2011/022-964
- 1.2 Title:** Local Administration Facility
- 1.3 ELARG Statistical code:** 01.34 – Institutions
- 1.4 Location/Beneficiaries:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro and Serbia, as well as Kosovo¹
Turkey
Iceland

Implementing arrangements:

- 1.5 Contracting Authority (EU):** European Union represented by the European Commission on behalf of the Beneficiaries.
- 1.6 Implementing Agency:** Not applicable
- 1.7 Beneficiary (target group):** Local and regional authorities

Financing:

- 1.8 Overall cost (VAT excluded)²:** EUR 2 500 000
- 1.9 EU contribution:** EUR 2 500 000
- 1.10 Final date for contracting:** 30 November 2012
- 1.11 Final date for execution of contracts:** 30 November 2014
- 1.12 Final date for disbursements:** 30 November 2015

¹ under UNSCR 1244/99

² 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 increase the capacity of regional and local authorities to prepare for EU accession.

2.2 Project purpose

To enhance awareness-raising and exchange of experience with a view to improving the knowledge and skills of representatives of local and regional authorities regarding European integration and EU accession.

2.3 Link with AP/NPAA / EP/ SAA³

According to the Copenhagen criteria, membership to the EU requires that the candidate country has achieved stability of institutions guaranteeing democracy and the rule of law, that it has established a functioning market economy and that it has the ability to assume the obligations of membership. The 1995 Madrid summit conclusions underlined the importance of the ability of a candidate country to put the EU rules and procedures into effect, and referred to necessary adaptations of administrative and judicial structures.

The capacity of a country to meet the three Copenhagen Criteria is determined by all levels of government, including local and regional administration. The existence of an effective, efficient, and democratic local governance system is important for the functioning of democracy and the rule of law. Economic activity at local and regional level underpins a national market economy. The implementation of the *EU acquis* needs typically to be ensured at local and regional level for a number of key sectors such as environment, agriculture and food safety, public procurement, social policy, and economic and social cohesion. Thus, a project focusing on the capacity of local and regional authorities to prepare for EU accession is relevant for the accession process in broad terms and relates to a very broad range of issues covered by the AP, NPAA, EP and SAA.

The 2010-2011 Enlargement Strategy points out that greater focus is to be given at an early stage to the rule of law and good governance. The existence of a professional and functioning public administration is important for ensuring the capacity of beneficiaries to prepare for EU accession.

The SAAs state the commitment of the parties to contribute to the political, economic and institutional stabilisation in the region, through the development of civil society and democratisation, institution building and public administration reform. Cooperation shall aim at ensuring the development of an efficient and accountable public administration. Cooperation shall cover both the central and the local administration systems.

³ AP = Accession Partnership; NPAA = National Programme for the Adoption of the *Acquis* (for Candidates), National Action Plan (for Potential Candidates); EP= European Partnership; SAA = Stabilisation and Association Agreement

2.4 Link with MIPD

The IPA Multi-beneficiary Multi-annual Indicative Planning Document (MIPD) 2011-2013 foresees support for the strengthening of public administrations' capacities to implement efficient and effective reforms and foster democratic accountability (including public finance management and public procurement), professionalism and integrity within the Beneficiaries' institutions, under the heading "Public Administration Reform" (section 3.2.).

2.5 Link with National Development Plan

Not applicable.

2.6 Link with national/ sectoral investment plans

Not applicable.

2.7 Link with other donors' contribution

See Section 3.6.

3. Description of project

3.1 Background and justification

The existence of an effective, efficient and democratic local government system is one of the key indicators to be taken into account when assessing the degree of compliance of a candidate country with the so-called "political criteria" for EU accession – i.e. system consisting of a number of elected local authorities, representing their respective local communities, and entrusted with a number of public tasks and responsibilities to be managed by them, under conditions of autonomy vis-à-vis the central government and administration and which are directly responsible for the management of a sufficient amount of the country's public resources.

Local and regional authorities play furthermore a key role in meeting the Copenhagen criteria and ensuring the implementation of the *EU acquis*. This role is particularly important in the following sectors: economic and social cohesion, agriculture and food safety, environment, public procurement, and social policy.

Local and regional authorities also make an important contribution to communicating enlargement as they are closest to citizens.

While the key role of local and regional authorities for preparing for enlargement and for ensuring the effective implementation of the *EU acquis* following accession is undisputed, the participation of local and regional authorities in accession linked projects has been limited so far. Local and regional authorities find it often more difficult than institutions at central level to access information about the accession process. The risk is that the lower levels of government in the country remain ill-prepared for the obligations they have to assume upon accession. That is the case *inter alia* in Iceland where local authorities require more information on the *acquis*

provisions and accession process in general. Furthermore, the full potential of local and regional authorities to communicate enlargement to citizens remains untapped.

To reach out to authorities at local and regional level represents a particular challenge in the Western Balkans and Turkey in view of the long tradition of centralised decision-making. Experiences with the fifth enlargement with regard to issues such as public procurement or rural development policy underline the importance of ensuring that local and regional authorities should be prepared early enough for their responsibilities upon accession. (Lessons learned section).

In order to allow local and regional authorities to prepare in due time for accession, access to information, knowledge and sharing of experiences between decision-makers from local and regional authorities is a crucial first step. Given that there is a considerable fluctuation of political office holders, it is important that this knowledge is transferred to both elected and permanent officials of local and regional authorities.

The relevant knowledge concerns the legislation and implementation of the *EU acquis* with relevance at local and regional level, the steps of the EU accession process and the institutional set-up and functioning of the European Union, as well as opportunities provided under EU programmes and projects.

By bringing together representatives from different local and regional authorities, the Local Administration Facility will also enhance regional cooperation and understanding beyond the regional and national levels.

The number of the target institutions is considerable. It is estimated that there are 77 municipalities in Iceland, more than 16 000 communes only in the Western Balkans, and Turkey with its 81 provinces which are divided into 923 districts and 3216 municipalities.

The project can only reach a limited number of these target beneficiaries. However, the project should contribute to establishing mechanisms of dissemination of knowledge and experience gained by the selected participants. The Local Administration Facility would advocate for the "snow-ball" principle, where each invited representative would be requested to share experiences with local stakeholders upon return.

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

Taking into consideration its regional nature, the project will be regularly monitored and its impact evaluated to allow for relevant adjustments to be made. The project will be attuned so that its immediate results would show the improvement of the awareness and knowledge of European integration and accession process of the representatives of local and regional authorities.

The regional dimension has also the potential for sharing knowledge and good practice, and brings greater opportunity for learning than would otherwise be generated through individual assistance. Regional cooperation will provide for an ideal platform for future peer review and coordinating efforts between existing initiatives, as well as for furthering multiplier effects at all levels. It is expected that the various joint

events and exchanges of experience involving Beneficiaries will significantly contribute to improved future planning and management of issues at local level in relation to EU accession.

Participants will also be asked to commit themselves to the dissemination of the knowledge gained via available means as for example internet, press, radio, seminar, workshop, reporting to the colleagues, creation of an info-point in the commune or networking. Also the Taiex standard evaluation tool will allow the participants and the organisers to develop the best possible service and prolong the effects of the study visit. Dissemination of results will be encouraged by requesting that participants provide in advance an outline of their proposed methods of dissemination (media, seminars, reports, networking etc).

By their nature, the services developed by the facility have to be supported institutionally. The Local Administration Facility will therefore be well embedded in relevant local structures. The whole process is long lasting and exceeds the limits of the lifespan of a typical project, which is expected to cater also for the continuation of the stream of benefits resulting from the various activities. The wider impact of the facility will gradually emerge later when the benefiting local and regional authorities start mainstreaming the lessons learned from the actions implemented jointly. It is expected this wider impact will generally affect the local communities and also the rest of society positively.

Finally, the seminars will gather participants from all the Beneficiaries of Iceland, the Western Balkans and Turkey and provide a platform for exchange and networking. The project will also support the establishment of contacts and partnerships between local and regional authorities in the target Beneficiaries. In the case of the Western Balkans, ways in which participants from the same cross-border region can be fostered will be looked into, including possible joint "post-event" dissemination initiatives to be developed within the framework of the bilateral cross-border programmes (IPA Component II), e.g. establishment of a joint local Euro-Info point in a border region ...

3.3 Results and measurable indicators

Results:

- a. Increased knowledge of EU accession process and the relevance of EU at local and regional level;
- b. Regional or cross-border cooperation strengthened as a result of contacts established between representatives of local and regional authorities;
- c. Enhanced provision and accessibility of EU-related information at local level;
- d. Improved information sharing on EU matters between the EU Institutions – as well as central government – and local and regional structures.

Dissemination of results will be encouraged by requesting that participants provide in advance an outline of their proposed methods of dissemination after the event (media, internet, seminars, reports, networking etc).

Objectively verifiable indicators:

- a. Number of local and regional authorities participating at the seminars;
- b. Number of representatives of local and regional authorities participating in the project;
- c. Number and quality of joint initiatives / contacts involving stakeholders from different Beneficiaries;
- d. Number and quality of initiatives aiming to enhance EU-related information at local level resulting from the participation of local representatives in the facility;
- e. Information flow (activities, requests made etc.) between stakeholders at EU / national / local levels in relation to EU integration and accession.

3.4 Activities

Cooperation with the Committee of the Regions (CoR)

The proposed project will be founded on a close and direct cooperation with the relevant bodies of the Committee of the Regions.

The expertise of the CoR and its direct collaboration with local and regional entities is an important base for the creation and development of the project, its sustainability and significance as well as its expected positive consequences for the beneficiaries.

The CoR cooperates with the local and regional administration on different levels and in various forms. The Local Administration Facility will aim to learn from its experience and apply this differentiation of approaches depending on the types of stakeholders or partners (mayors or chairpersons, administrative staff, local associations, etc) and their positions in the local administration system.

The cooperation with CoR will comprise the following:

- a. Presentations/speeches and discussions with Members of the CoR, elected representatives of local and regional authorities of the Member States, especially members of the RELEX Commission of the CoR;
- b. Assistance provided by CoR staff in organising the events (inviting the CoR members to the seminar, providing for individual meetings with the members of CoR and dissemination of general information material concerning the work of the CoR);
- c. Venue: possibility to hold seminars in the premises of the CoR to facilitate the communication between the Members of the CoR and the participants of the seminars.

Content - Topics and Experts

Topics

The selection of topics will be done together with the European Union Delegations and the geographical Units of the DG ELARG as well as in cooperation with the Committee of the Regions.

The selection will be presented also to the Beneficiaries and the regionally existing associations of local and regional authorities for consultation and approval.

Aspects covered:

- a. Knowledge of EU institutions and functioning of the EU
- b. Knowledge of the EU accession process
- c. Overview of aspects of the *EU acquis* of particular relevance for local and regional authorities including:
 - social policy
 - agriculture, food safety and rural development
 - transport, environment, energy
 - fighting corruption
 - public procurement
 - cultural heritage and education
 - economic and social cohesion
- d. Information on EU programmes for local and regional authorities
- e. Networking and exchange of best practise

Speakers and facilitators:

Speakers and facilitators will be selected from among:

- a. Members of EU institutions and bodies (especially Members and officials of the Committee of the Regions);
- b. Leading representatives of local and regional government in the EU Member States;
- c. Specialists and experts on local governance from think tanks across the EU.

Types of events

In order to allow the project to develop in the best possible direction, it is proposed to evaluate it after around six – nine months or once the first five pilot seminars will be finalised and appraised.

Seminars in Brussels:

All pilot seminars will be organised in Brussels in close cooperation with the Committee of the Regions.

Should the facility prove benefiting ca. thirty further seminars will be organised per year. Events will be usually organised in Brussels.

Taking into account the stage of knowledge of the participants and the level of expertise, the LAF will propose two kinds of events:

1. General overview events – basic seminars
2. Specialised events – focusing on more thoroughly on specific aspects of the *EU acquis* or the political criteria

Study visits to the Member States' institutions:

In individual cases, events may also take place in the Member States, with selected local or regional authorities acting as organisers and hosts.

Single beneficiary events

Should a need arise beneficiary-specific events will be organised during the roll-out phase.

Participants

Representatives of local and regional authorities in Iceland, the Western Balkans as well as Turkey (both elected leaders and employed staff).

Each seminar is to host around 30-40 participants.

From each Beneficiary, up to four eligible persons will be invited, selected in consultation with the EU Delegations and the geographical Units of DG Enlargement and drawing, where appropriate, on the advice of representative associations of local and regional authorities in the Beneficiaries.

The selection of participants will pay particular attention to aspects of gender balance, geographical balance, as well as balance in terms of size of local or regional authorities to benefit from the training activities.

Language regime

Interpretation will be provided in the respective languages depending on the participants present at the seminar.

3.5 Conditionality and sequencing

The Start-up Phase will allow to integrate lessons learnt into the selection and design of events under the Roll-out Phase.

- Start-up Phase: 6-9 months – 5 pilot seminars organised

- Roll-out Phase: remaining duration of the project – number of events / activities to depend on the assessment of the start-up phase.

3.6 Linked activities

The Local Administration Facility will be run by the Unit D2 of the DG ELARG and will use the TAIEX instrument to implement its actions. Technical assistance through the TAIEX instrument comes in many different forms and across a wide range of areas. Partner administrations can benefit from TAIEX flexibility to help meet wider training needs in EU legislation by reaching a significant number of officials. At the same time, it is important to retain an awareness of and be responsive to more targeted requests. In this regard, the events organised in the framework of the Facility, provide a complementary institution building service.

The Facility will ensure close cooperation and benefit from the knowledge and experience of existing capacities of the following actions and programmes (section 2.7 of this document):

- Within the Committee of the Regions (CoR), a RELEX Commission dealing with External Relations and Decentralised Cooperation has set up a working party to monitor the enlargement process. In this framework, three specific Working Groups work on: Western Balkans, Croatia and Turkey as well as a Joint consultative committee for the former Yugoslav Republic of Macedonia. The overall objective of these working groups is to ensure that the CoR contributes to the enlargement process. The Working Groups are to foster permanent dialogue by providing a forum for dialogue at local and regional level, and to answer to the urgent need for administrative capacity-building and training of administrative staff on obligations arising from accession. In implementing the Local Administration Facility, the European Commission will cooperate with the Committee of the Regions in order to create synergies and avoid overlaps in programmes and initiatives.
- TAIEX is the Technical Assistance and Information Exchange instrument managed by the Directorate-General Enlargement of the European Commission. TAIEX supports partner countries with regard to the approximation, application and enforcement of EU legislation. It is largely demand driven and facilitates the delivery of appropriate tailor-made expertise to address issues at short notice.
- SIGMA is a joint initiative of the OECD and the European Commission to provide Technical Assistance on horizontal areas of public management (Policy capacities; Civil service and administrative framework; Public procurement; Public Expenditure Management and Public Internal Financial Control; External Audit; Integrity). SIGMA's main roles are to assess the progress in reforms, to assist beneficiary administrations to establish good public sector practice and procedures and to lend complementary support as required to other donor assistance actions.
- Twinning provides technical and administrative assistance to beneficiaries in the development of modern and efficient administrations, with the structures, human resources and management skills needed to implement the *EU acquis* to the same standards as EU Member States. Twinning provides a framework for

administrations and semi-public organisations in the beneficiaries to work with their counterparts in Member States.

- Specific beneficiary projects relate to both general aspects of local administration (better legal framework, enhanced governance) or sector specific responsibilities of the local government (e.g. environment):
 - a. Bosnia and Herzegovina: "Reinforcement of local democracy", IPA 2008 (support to smaller municipalities in networking activities with the civil society; grants for a period of two years), EU contribution EUR 1 500 000;
 - b. Croatia: "Support to the Implementation of the General Administrative Procedures Act", whose purpose is to create capacity for efficient implementation of the General Administrative Procedures Act at all levels of public administration (including local administration), IPA 2008, EU contribution EUR 1 500 000;
 - c. The former Yugoslav Republic of Macedonia: "Support to Local Infrastructure for Social and Economic Cohesion", IPA 2007, EU contribution EUR 7 000 000; "Support to the implementation of the Public Administration Reform", IPA 2007, EU contribution EUR 2 000 000;
 - d. Montenegro: "Support to Local Government Reform", IPA 2008 (technical assistance for municipalities on project management, training in the areas of self-government), EU contribution EUR 4 300 000;
 - e. Serbia: "Municipal Support Programme (MSP)", IPA 2007, EU contribution EUR 22 000 000 and IPA 2008, EU contribution EUR 45 400 000; "Support for local administration and strengthen its capacities within the Natura 2000 programme", IPA 2007, EU contribution EUR 1 000 000;
 - f. Kosovo: "Supporting local government and decentralisation", IPA 2007, EU contribution EUR 12 400 000;
 - g. Turkey: "Promotion of the Civil Society Dialogue between EU and Turkey", under 2006 National Phare Programme, Component A: Towns and Municipalities (support for long-term twinning arrangements between EU and Turkish cities, organisation of seminars and workshops, exchange of municipal civil servants, information campaigns; 20 grants each EUR 250 000 for a period of two years); "Support to further implementation of local administration reform in Turkey", IPA 2007, EU contribution EUR 4 000 000); "Participatory Strategic Governance at Local Level", IPA 2008, EU contribution EUR 3 000 000.
- In designing the Local Governance Facility, the experience with the existing People 2 People Programme was taken into account. The People 2 People Programme is one of the three strands of DG Enlargement's Civil Society Initiative. It was launched in Spring 2008 and is implemented via the Technical Assistance and Information Exchange programmes (TAIEX). It organises visits for civil society representatives from the candidate countries and potential candidates mainly in order to familiarise them with EU institutions, policies, legislation and

programmes. The programme offers also networking opportunities. The biggest share of the P2P events are multi-country study tours to Brussels. The P2P Programme targets all layers of civil society: non-governmental organisations, trade unions and employers' organisations (social partners), professional associations, charities, churches and religious communities, etc.

- Under the programme "Europe for Citizens", support is being provided for the networking of twinned towns and cities: this measure aims at encouraging cross-border cooperation and mutual understanding through the establishment of links at local level between twinned municipalities.
- European Union Information points provide information to citizens from the candidate countries and potential candidates on the European Union.
- CEMR – Council of Local Municipalities and Regions: CEMR promotes municipal international co-operation, and international development policies that focus resources on local capacity-building. Its members are all EU Member States, as well as all Western Balkans' Beneficiaries, Turkey and Iceland.
- The Regional School of Public Administration (ReSPA) for South-East Europe may upon its establishment assist in the identification of speakers, experts, participants, as well as host events.

3.7 Lessons learned

Please refer to the section 3.1 Background and justification.

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4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA EU CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	%(2)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Current TAIEX Service Contract (addendum)	x		1 000 000 EUR	1 000 000 EUR	100							
New Service Contract for TAIEX			1 500 000 EUR	1 500 000 EUR	100							
TOTAL IB			2 500 000 EUR	2 500 000 EUR	100							
TOTAL INV												
TOTAL PROJECT			2 500 000 EUR	2 500 000 EUR	100							

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
Current Service Contract TAIEX Logistics (Addendum)	Not Applicable	Q3 2011	Q2 2012
New Service Contract TAIEX Logistics	Q1 2011	Q4 2011	Q2 2013

(*) Tendering and contracting refer to services for logistics under TAIEX and are not specific to the Local Administration Facility

6. Cross cutting issues

6.1 Equal Opportunity

Specific attention will be paid to the gender dimension during the selection procedure of the participants to the seminars. Most of the elected heads of municipalities and other local/regional authorities are men. However, assistants and advisers are frequently women. Through targeting both groups the programme will ensure balanced gender participation.

6.2 Environment

The European Union has a longstanding commitment to address environmental concerns in its assistance programmes (as part as a wider commitment to sustainable development).

One of the foreseen subjects will be obligations related to the environment *EU acquis* .

6.3 Minorities

Topics of study visits may include aspects related to public services, legislation and socio-economic development of relevance for intercultural dialogue, rights of minorities and vulnerable groups. The Local Administration Facility's activities may include a specific component to train beneficiary staff in the different aspects of mainstreaming minority and vulnerable groups in programme and project development (incl. vocational training, working conditions, social protection, persons with disabilities, etc.).

ANNEXES

- I- Logical framework matrix in standard format
- II- Amounts (in EUR) contracted and disbursed per quarter over the full duration of project
- III- Description of Institutional Framework

IV - Reference to laws, regulations and strategic documents:

V- Details per EU funded contract

ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR Project Fiche	Local Administration Facility	CRIS No.: 022-964
	Contracting period expires 30. November 2012	Disbursement period expires 30.November 2015
	Total budget: EUR 2 500 000	IPA budget: EUR 2 500 000

Overall objective	Objectively verifiable indicators	Sources of Verification	
Effective preparation of candidate countries and potential candidates for EU accession	Progress in accession process	Progress Reports	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
To enhance awareness-raising and exchange of experience with a view to improving the knowledge and skills of representatives of local and regional authorities regarding European integration and accession	Evaluation of capacity of local and regional authorities	Progress Reports Reports of the Committee of the Regions EP Country Reports SIGMA Reports	Multilevel governance acknowledged and supported by central government (share of powers)
Results	Objectively verifiable indicators	Sources of Verification	Assumptions
Increased knowledge of EU accession process and the relevance of EU at local and regional level; Regional or cross-border cooperation strengthened as a result of contacts established between representatives of local and regional authorities;	Total number of targeted authorities having benefited from the project Total number of participants in seminars New forms of cooperation established as a result of contacts established Number and quality of initiatives aiming	Evaluation reports from participants Reports from beneficiary Statistical data from TAIEX database regarding number of events and participants	A large majority of seminar participants continue to work for local and regional authorities over the medium term (elected members of local and regional authorities, as well as personnel) Effective support for local and regional dissemination of knowledge through

<p>Enhanced provision and accessibility of EU-related information at local level;</p> <p>Improved information sharing on EU matters between the EU Institutions – as well as central government – and local and regional structures.</p>	<p>to enhance EU-related information at local level</p> <p>Information flow (activities, requests made etc.) between stakeholders at EU / national / local levels in relation to EU integration and accession</p>		<p>seminar participants</p> <p>Commitments from EU local and regional authorities to establish partnerships and networks with the counterparts in WB, TK and IS</p>
Activities	Means	Costs	Assumptions
<p>Ca 35 multi-country or single country seminars organized in Brussels, as well as single country seminars organized in a beneficiary</p>	<p>Local Administration Facility will be implemented via:</p> <ul style="list-style-type: none"> • The ongoing TAIEX service contract until 31 July 2012 • And the new service contract from 1 August 2012 till 31 July 2014 with possibility for extension up to the maximum of further 2 years. 	<p>EUR 1 000 000 – ongoing contract</p> <p>EUR 1 500 000 – new contract</p>	<p>Effective and extensive collaboration with institutions concerned (esp. CoR), and other organisations working with or representing local and regional authorities.</p>

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

Contracted	2011 Q2	2011 Q3	2011 Q4	2012 Q1	2012 Q2	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3
Current Service Contract for TAIEX (addendum)		1 000 000								
New Service Contract for TAIEX			1 500 000							
Cumulated		1 000 000	1 500 000							
Disbursed	2011 Q2	2011 Q3	2011 Q4	2012 Q1	2012 Q2	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3
Current Service Contract for TAIEX (addendum)		250 000	250 000	312 500	187 500					
New Service Contract for TAIEX						312 500	312 500	312 500	327 500	
Cumulated		250 000	500 000	812 500	1 000 000	1 312 500	1 750 000	2 062 500	2 500 000	

ANNEX III: Description of Institutional Framework

In all Beneficiaries, the principal institutions that would be associated with this project include representatives of local and regional authorities (both elected members and employed staff).

In some specific cases, other bodies involved in public administration reform, like ministries, will also be consulted.

Administrative Entities at regional and local levels per Beneficiary:

1. Albania: 36 districts and 374 local units (65 municipalities and 309 communes).
2. Bosnia and Herzegovina: Federacija Bosne i Hercegovine is divided into 74 and Republika Srpska into 63 municipalities
3. Croatia: 21 counties, 429 municipalities and 6752 local entities – including 126 cities
4. Iceland: 77 municipalities
5. The former Yugoslav Republic of Macedonia: 8 regions and 85 municipalities
6. Montenegro: 21 municipalities
7. Serbia: 122 municipalities and 31 city municipalities
8. Kosovo: 26 municipalities
9. Turkey: 81 provinces which are divided into 923 districts and 3216 municipalities.

ANNEX IV: Reference to laws, regulations and strategic documents

- Council Decision of 18 February 2008 (2008/210/EC) on the principles, priorities and conditions contained in the European Partnership with Albania and repealing Decision 2006/54/EC
- Council Decision of 18 February 2008 (2008/211/EC) on the principles, priorities and conditions contained in the European Partnership with Bosnia and Herzegovina and repealing Decision 2006/55/EC
- Council Decision of 12 February 2008 on the principles, priorities and conditions contained in the Accession Partnership with Croatia and repealing Decision 2006/145/EC
- Council Decision of 18 February 2008 (2008/212/EC) on the principles, priorities and conditions contained in the Accession Partnership with the former Yugoslav Republic of Macedonia and repealing Decision 2006/57/EC
- Council Decision of 22 January 2007 (2007/49/EC) on the principles, priorities and conditions contained in the European Partnership with Montenegro.
- Council Decision of 18 February 2008 (2008/213/EC) on the principles, priorities and conditions contained in the European Partnership with Serbia including Kosovo as defined by United Nations Security Council Resolution 1244 of 10 June 1999 and repealing Decision 2006/56/EC
- Multi-Beneficiary and National IPA Multiannual Indicative Planning Documents (2009-2011)
- Regulation (EU) No 540/2010 of the European Parliament and of the Council of 16 June 2010 amending Council Regulation (EC) No 1085/2006 establishing an Instrument for Pre-Accession Assistance (IPA) including Iceland as a beneficiary to IPA.

ANNEX V: Details per EU funded contract

Local Administration Facility will be implemented via:

- The ongoing TAIEX service contract until 31 July 2012
- And the new service contract from 1 August 2012 till 31 July 2014 with possibility for extension up to the maximum of further 2 years.