

STANDARD SUMMARY PROJECT FICHE

1. Basic information

<i>Project number:</i>	2003/004-628-02 (Hungary) 2003/004-616-02 (Slovakia)
<i>Title:</i>	Joint Small Projects Fund
<i>Sector:</i>	Integrated Regional Measures
<i>Geographical location:</i>	Hungarian - Slovak border region

The Joint Small Projects Fund will finance small projects for the programme area described in the Joint Programming Document (JPD).

In Hungary the Joint Small Projects Fund will finance projects from the following NUTS III regions: Győr-Sopron-Moson, Komárom-Esztergom, Pest (micro-regions of Pilisvörösvár, Szentendre, Szob, Vác), Nógrád, Heves, Borsod-Abaúj-Zemplén counties.

In Slovakia the Joint Small Projects Fund will finance projects from the following counties: Trnava, Nitra, Banska Bystrica and Kosice.

2. Objectives:

The Joint Small Projects Fund (JSPF) supports the key objectives of the Hungarian-Slovak PHARE CBC Programme, namely to help the border regions to overcome specific development problems resulting from their relative isolation in the framework of national economics. The JSPF also supports the establishment and development of co-operative networks on both sides of the border and the creation of linkages between these networks and wider European Union networks.

2.1. Overall objectives:

The JSPF aims at:

- supporting the further development of the economic potential of the border regions by strengthening existing structures;
- reducing the peripheral character of these areas, thereby improving the quality of life and creating a co-operative network on both sides of the border;

The Joint Small Projects Fund (JSPF) supports the key objectives of the Hungarian-Slovak Phare CBC Programme in the form of small-scale development activities of a cross-border nature. The ultimate objective will be to enhance the capability of the local and regional authorities to develop and implement joint projects within the border region.

2.2. Immediate objectives

The JSPF shall support development particularly in the field of small-scale activities (strengthening people-to-people co-operation) across the border, according to the priorities and measures laid down in the Joint Programming Document.

The immediate objectives of the JSPF are as follows:

- encouragement and support for the creation of sustainable co-operation networks between local and regional actors in the border region;
- providing on-going assistance for participants in the identification and preparation of projects; increase personal and institutional capabilities for co-operation and participation in future development programmes in particular for the preparation of future Interreg Programmes.
- development of common project management structures.

2.3. Accession partnership

The JSPF plays a key part in the process of preparation of Slovakia and Hungary for the Accession, in particular through the capacity building dimension of local/regional actors. These funds are part of a process of creating "integration-minded" border regions. The project represents thus an important element in the preparation of Hungary and Slovakia for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of candidate countries.

2.4. Cross-border impact of the project

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

The JSPF emphasises projects with a cross-border impact and encourages the development of linkages between the communities' (organisation) institutions on either side of the border. In general, the "people-to-people" character of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

3. Description:

3.1. Project background

The Hungarian-Slovak border is nearly 700 km long. It consists of four regions on both sides of the border with very different economic, cultural and natural background. The direct involvement of the relevant actors from the whole border area is essential for a successful and balanced future Cross Border Co-operation Programme. As a consequence, the maximum possible amount, a total of 400,000 Euro is being allocated by the two countries for funding the JSPF activities.

The Joint Small Projects Fund (JSPF) was established in alignment with the Commission Regulation (EC) No 2760/98 concerning the implementation of a program for cross-border co-operation in the framework of the PHARE programme. The JSPF also respects the provisions contained in the Specific Guidelines for the Management of the Joint Small Projects Fund HU/SK 2000, which was endorsed by the European Commission (Delegations in Bratislava and Budapest) in 2002 and is to be revised for the 2003 Programme.

Together with large-scale activities, supported from the main part of the programme, the JSPF will be a complementary tool in the framework of pre-accession measures in support of the regional development.

The CREDO Programme, realised within the framework of the PHARE multi-country programmes, has identified a wide range of project proposals. Due to the limited resources only a small fraction of these could be implemented under the CREDO Programme. Many of the project proposals that could not be taken up due to the limited size of the programme are suitable to be covered under the SPF both with respect to their size and to their content and quality.

The inclusion of the JSPF in the 2003 Hungarian-Slovak CBC Programme reflects the overall PHARE CBC Programme strategy in Hungary and in the Slovak Republic, in this case a flexible funding mechanism, beginning with the inclusion of Small Projects Fund in the Trilateral PHARE CBC Hungary-Austria-Slovakia 1996 Programme and Bilateral PHARE CBC Hungary-Slovakia 1999-2002 Programmes as well. Past experience has demonstrated that the fund-approach is an efficient mechanism to address small-scale intervention. Moreover funds are ideal mechanisms for “maturing” cross-border co-operation through providing opportunities for the definition and preparation of joint projects.

To summarise, the inclusion of the JSPF into the programme is a logical step forward in the overall context of future accession of Hungary and the Slovak Republic to the EU, and of the development of cross-border co-operation and evolution of the Phare CBC programme.

3.2. Linked activity

No linked activities.

3.3. Results

The establishment of a JSPF will provide financial support to small-scale actions in the border regions:

- Development of cross border economic and cultural co-operation
- Enhanced co-operation between local authorities and NGOs in the border regions
- Development of tourism activities
- Raising level of public awareness and co-operation on cross border co-operation and on the process of EU integration.
- Establishing permanent structures for co-operation of local and regional organisations in the border regions
- Skilled human resources of local and regional institutions involved in regional development and cross border co-operation.

3.4. Activities

The Joint Small Projects Fund supports projects implemented according to the Practical Guide to Phare, Ispa & Sapard contract procedures and respecting the selection criteria that are described in the relevant Joint Small Projects Fund Guidelines (Specific Guidelines) in Hungary and Slovakia. Validity of the JSPF implementation is one year.

The project will support:

- “Non-investment, people-to-people” projects located in the Hungarian-Slovakian border region, across the priority areas described in the Joint Programming Document in order to encourage local involvement and to facilitate the implementation of small-scale actions **that constitute the basis for larger cross-border co-operation projects which can be implemented in the next programming periods.**
- Administrative costs for operating the fund. Concerning administrative support for operating the fund, the Phare contribution may finance indirect (overhead) costs up to 7% of total amount eligible costs.

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

The eligible measures and actions are described in the Joint Programming Document, more specifically in the Specific Guidelines for the Management of the Joint Small Projects Fund and the Guidelines for Applicants.

Eligible for support under the Joint Small Projects Fund are small-scale actions in the following areas:

- Regional Planning and Development:
Spatial development studies, regional development strategies and studies, all in a cross-border perspective for the participating regions; improvement of cross-border accessibility development studies on integrated emergency system, co-operation in health
- Economic Development and Co-operation Including Tourism:
Joint marketing activities, PR activities and publications; counseling activities and organising public discussions; small business development schemes including marketing initiatives, trades fairs and promotional actions;
- Human Resources Development:
Training; Cultural exchanges; Local democracy
- Environment and Nature Protection:
Initiatives aimed at the improvement of natural environment and moderating environmental problems; elaborating schemes for environmental investment, environmental planning and monitoring; etc.

In general terms the **eligible actions** should meet the following conditions:

- have a strong and evident cross-border impact (joint projects or mirror projects co-financed jointly by Hungarian and Slovak project partners will be preferred)
- be financially assessed as realistic and transparent
- be ready for implementation
- contribute to institution and capacity building
- be supportive to, but under no circumstances be in contradiction with the long-term development plans of the municipality or the region (projects that are part of an overall strategy for the development of the targeted region/town/municipality will be prioritised)
- contain innovative approaches (e.g. pilot projects)
- comply with the minimum and maximum level of project support

Eligible beneficiaries will include all non-profit-making decentralised, local organisations, such as:

- Municipalities in the border region
- Associations of legal entities
- Organisations founded and administrated by the municipalities
- Professional associations and chambers (e.g. business, economic, agriculture chambers, etc.)
- Schools and universities
- Foundations
- Public associations and non-governmental organisations
- National organisations - that do not have their headquarters within the specified border region - proving that a distant local branch had been registered in the eligible region (in this case a document of foundation is required)

Profit-making organisations, political parties and private persons are not eligible. National organisations that do not play a role in the development of the border region are not eligible either. Organisations without any partners from the other side of the border will not be eligible.

Selection process

The Hungarian and Slovak Contracting Authorities will issue a joint Call for Proposals that must be open and fair to all eligible organisations. Project applications will be assessed on the basis of the Evaluation Grid that is part of the Guidelines for Applicants. On the basis of the assessors' recommendations, the Joint Evaluation Committee will ultimately draw up a list of proposals selected for financing. Following the approval by the respective CA, the Evaluation Report on the selection process and the final list of grants to be awarded will be endorsed by the Commission.

3.5. Lessons learned

The SPF forms an integral part of the Phare CBC Programme. In order to focus on actual needs and demands along the border which is nearly 700 km long and to ensure better co-ordination with the Grant Scheme on "*Development and Support of Business Sites and Infrastructure, innovation activities and human resources in Border Areas*" the number of SPF priorities targeted for previous years have been increased. On the other hand, GS Economic Development will also support smaller-scale actions similar to those supported under SPF (with a minimum amount of 50.000 EUR from Phare) thus the two components of Slovakia-Hungary CBC Programme for 2003 will complement each other in a more efficient way.

Managing JSPF 2003 programme will be also based on the experiences gained during the implementation of previous Small Projects Funds programmes in 1996, 1999, 2000 and 2001-2002.

New Specific Guidelines for the management of the JSPF based on the PRAG manual (section on the management of Grant Schemes) have been elaborated for SPF 2000 and endorsed by the EC Delegations in September 2002 making it possible for Implementing Agencies to approach project management - e.g. in terms of project selection and monitoring - to that of the Interreg programmes.

4. Institutional framework

The key institutions of the Joint Small Projects Fund are the Hungarian and Slovak Contracting Authorities for the Phare Cross-border Co-operation programme, the Joint Co-operation Committee, the Joint Evaluation Committee, the Secretariats for the Joint Small Projects Fund, and the Team of Assessors for the assessment of project applications.

The Joint Small Project Fund will be implemented on a decentralised basis and with procedures to be followed under the Phare decentralised programme with ex-post control. The implementation will follow the procedures described in the Specific Guidelines for the Management of the Joint Small Projects Fund and in Annex 4.

In Hungary, the Contracting Authority of the JSPF is the **National Agency for Regional Development (NARD)** under the Prime Minister's Office.

In Slovakia, the Contracting Authority which is the **Regional Development Support Agency** currently under the authority of the Ministry of Construction and Regional Development of SR will be in charge of the overall project implementation.

5. Budget (in MEURO):

	Investment	Institution Building	Total Phare (=I+IB)	Recipient HU or SK	IFI	TOTAL
JSPF – Hungary	-	0.200	0.200	0.020	-	0.220
JSPF – Slovakia	-	0.200	0.200	0.020	-	0.220
TOTAL	-	0.400	0.400	0.040	-	0.440

Projects must be supported by co-financing in order to demonstrate local commitment. Minimum amount of 10% in Hungary and in Slovakia of the project costs must be covered by the applicant as own contribution.

The project will be jointly co-financed between Phare and government resources. The Phare amount is binding as a maximum amount available for the project. The ratio between the Phare and the national amount is also binding and has to be applied to the final contract price.

The minimum size of the projects in the year 2003 is 5.000 Euro (Phare contribution). The maximum size of the projects in the year 2003 is 50.000 Euro (Phare contribution).

6. Implementation arrangements:

In Hungary the project will be implemented under the overall co-ordination and supervision of the Prime Minister's Office, whose representative, Dr. Péter Szaló, Deputy Secretary of State, will be designated as **PAO**. The Implementing Agency of the JSPF is the National Agency for Regional Development (NARD) of the Prime Minister's Office. The NARD retains overall responsibility for the implementation (technical, administrative and financial management) of the whole programme.

Address:

National Agency for Regional Development
H-1016 Budapest, Gellérthegy u. 30-32.
Phone: +36-1-488-7171
Fax: +36-1-488-7188

In Slovakia, the Implementing Authority is the Ministry of Construction and Regional Development. The Project will be implemented by the Regional Development Support Agency (director: Mr. Július Slovák, **PAO**) under the Ministry of Construction and Regional Development of the Slovak Republic.

Address:

Regional Development Support Agency
of the Ministry of Construction and Regional Development SR
Špitálska 8, 816 44 Bratislava, Slovak Republic
Phone: +42125975 3413
Fax: +421259753438

7. Implementation schedule:

Establishment of the Joint Evaluation Committee	4/2003
Call for Proposals	4/2003
Contracting	2/2004
Completion of projects	2/2005

8. Equal opportunity:

In the whole process of preparation and implementation of the projects no discrimination between men and women will be made.

9. Environment:

Not applicable.
(only non-investment projects will be granted)

10. Rates of return

Not applicable.

11. Investment criteria:

Catalytic effect: Hungary and Slovakia according to their geographical position share common infrastructure and economic problems. The implementation of projects within the Joint Small Projects Fund is extremely important to improve the relations between both countries and to promote cross-border co-operation from both countries as well as preparation of projects ready for financing in the future. The objective of the project is clearly in line with those of the Hungarian government and the Accession Partnership. Without the foreseen Phare support, the joint small projects could not be realised in the mid-term.

Sustainability: The development of the Hungarian–Slovak border region is part of the Hungarian and Slovak reciprocal government’s strategy of maintaining good relations with its neighbours. Hungary and Slovakia have signed several bilateral agreements to underline and intensify bilateral relations. The results of the small projects must be

sustainable in the long term, i.e. beyond the date of accession if it is applicable. They must therefore comply with EU norms and standards and be in line with EU sector policy acquis. They must be financially sustainable.

Competition: It is confirmed that all aspects of the above mentioned studies are open to competitive open tenders within the European Union and Phare recipient countries, and all Phare procedures regarding competition and transparency are fully complied with.

12. Conditionality and sequencing

No conditionalities apply.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. Template for the institutional framework/implementation arrangements in case of the Joint Small Projects Fund

ANNEX 1 - LOGFRAME PLANNING MATRIX

LOGFRAME PLANNING MATRIX FOR <i>Joint Small Projects Fund</i>		Programme Name: JSPF CBC Hu-SK	
		Contracting period expires: 30 November 2005	Disbursement period expires: 30 November 2006
		Total Budget: 0.44 M€	Share Budget: 0.4 M€
Intervention logic		Objectively verifiable indicators	Sources of verification
<p>Overall objective</p> <ul style="list-style-type: none"> Support the further development of the economic potential of the border regions by strengthening existing structures Reduce the peripheral character of these areas, thereby improving the quality of life and creating a cooperative network on both sides of the border. 		<ul style="list-style-type: none"> Regional GDP/capita and rate of employment grows faster than national average Increase of the number of inhabitants wishing to stay in the area in the next 5 years. 	<ul style="list-style-type: none"> Regional and national economic statistics
<p>Project purposes</p> <ul style="list-style-type: none"> encouragement and support for the creation of sustainable co-operation networks between local and regional actors in the border region; providing on-going assistance for participants in the identification and preparation of projects; increase personal and institutional capabilities for co-operation and participation in future development programmes in particular for the preparation of future Interreg Programmes. development of common project management structures 		<p>Objectively verifiable indicators</p> <ul style="list-style-type: none"> Increased local/regional capacities to design and implement development programmes and projects for those successfully completed the training programmes. Increased number of qualified institutions Increased number of cross-border applications per available fund Number of cross border economic actions increased 	<p>Sources of verification</p> <ul style="list-style-type: none"> Regional economic statistics Project reports
<p>Results</p> <ul style="list-style-type: none"> Development of cross border economic and cultural co-operation Enhanced co-operation between local authorities and NGOs in the border regions Development of tourism activities Raising level of public awareness and co-operation on cross border co-operation and on the process of EU integration. Establishing permanent structures for co-operation of local and regional organisations in the border regions Skilled human resources of local and regional institutions involved in regional development and cross border co-operation. 		<p>Objectively verifiable indicators</p> <ul style="list-style-type: none"> Number of participants in the organised training courses Volume of training course received Number of projects receiving financial support. Number of people-to-people actions carried out Number of joint investment projects prepared in the border region for the programme. 	<p>Sources of verification</p> <ul style="list-style-type: none"> Project reports Monitoring and assessment reports
			<p>Assumptions</p> <ul style="list-style-type: none"> Sustained interest of the border regions' population in development and co-operation Continued commitment of the government towards the priorities of the programmes and regional development Continued commitment of local and regional actors
			<p>Assumptions</p> <ul style="list-style-type: none"> Favourable economic environment Efficient programme management

ORIGINAL

Activities	Means	Sources of verification	Assumptions
<p>Supporting projects in the fields of:</p> <ul style="list-style-type: none"> • Regional Planning and Development: spatial development studies, regional development strategies and studies, all in a cross-border perspective for the participating regions; improvement of cross-border accessibility development studies on integrated emergency system, co-operation in health • Economic Development and Co-operation Including Tourism: joint marketing activities, PR activities and publications; counseling activities and organising public discussions; small business development schemes including marketing initiatives, trades fairs and promotional actions; • Human Resources Development: Training; Cultural exchanges; Local democracy • Environment and Nature Protection: initiatives aimed at the improvement of natural environment and moderating environmental problems; elaborating schemes for environmental investment, environmental planning and monitoring; etc. <p>Establishment and operation of Joint Small Project Fund</p>	<ul style="list-style-type: none"> • The Joint Small Projects Fund is in operation and used. • 0.440 MEUR of funding, 0.4 MEUR Phare funding 	<ul style="list-style-type: none"> • NARD (Hungary) and RDSA (Slovakia) reports 	<ul style="list-style-type: none"> • Good quality of the proposed projects regarding their readiness for tendering • National resources are available in the planned time • Unchanged regulations for the project implementation • Unchanged institutional structure under the implementation period • Functioning co-ordination between CBC-HU and CBC-SK as well as between all relevant partners • Availability of qualified staff and institutional support
Preconditions			<ul style="list-style-type: none"> • Good quality of Call for Proposal

ANNEX 2 – DETAILED IMPLEMENTATION CHART

Joint Small Projects Fund

Project	3Q 2003	4Q 2003	1Q 2004	2Q 2004	3Q 2004	4Q 2004	1Q 2005	2Q 2005	3Q 2005	4Q 2005
Joint Small Projects Fund		T	T	C/I/D	I/D	I/D	I/D	I/D		

T: Call for Proposal
 C: Contracting
 I: Implementation
 D: Disbursement

ORIGINAL

ANNEX 3 – CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER

For Hungary:

Cumulative Quarterly Contracting Schedule (EURO)

Project	Phare Funds	III/2003		I/2004		II/2004		III/2004		IV/2004		I/2005		II/2005		III/2005		IV/2005	
<i>Joint Small Projects Fund Hungary - Slovakia</i>	200,000	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
TOTAL	200,000	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000

Cumulative Quarterly Disbursement Schedule (EURO)

Project	Phare Funds	III/2003		I/2004		II/2004		III/2004		IV/2004		I/2005		II/2005		III/2005		IV/2005	
<i>Joint Small Projects Fund Hungary - Slovakia</i>	200,000	0	0	0	0	25,000	25,000	125,000	125,000	150,000	150,000	175,000	175,000	190,000	190,000	200,000	200,000	200,000	200,000
TOTAL	200,000	0	0	0	0	25,000	25,000	125,000	125,000	150,000	150,000	175,000	175,000	190,000	190,000	200,000	200,000	200,000	200,000

ORIGINAL

For Slovakia:

Cumulative Quarterly Contracting Schedule (EURO)

Project	Phare Funds	2003		2004		2005		2005		2005	
		III/2003	IV/2003	I/2004	II/2004	III/2004	IV/2004	I/2005	II/2005	III/2005	IV/2005
<i>Joint Small Projects Fund Slovakia - Hungary</i>	200,000	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
TOTAL	200,000	0	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000

Cumulative Quarterly Disbursement Schedule (EURO)

Project	Phare Funds	2003		2004		2005		2005		2005	
		III/2003	IV/2003	I/2004	II/2004	III/2004	IV/2004	I/2005	II/2005	III/2005	IV/2005
<i>Joint Small Projects Fund Slovakia - Hungary</i>	200,000	0	0	0	25,000	125,000	150,000	175,000	190,000	200,000	200,000
TOTAL	200,000	0	0	0	25,000	125,000	150,000	175,000	190,000	200,000	200,000

ORIGINAL

ANNEX 4

TEMPLATE FOR THE INSTITUTIONAL FRAMEWORK/IMPLEMENTATION ARRANGEMENTS IN CASE OF JOINT SMALL PROJECTS FUND

- ***The Hungarian and Slovak IAs (Implementing Agency):*** Retain full responsibility for programme implementation respectively in Hungary and in Slovakia.
 - ***Two Secretariats shall be identified:*** on the Hungarian side, the Regional Office in Budapest (in close co-operation with the Sopron and Eger Regional offices) of the National Agency for Regional Development. On the Slovak side the Secretariat will be established and nominated later by the Implementing Agency. The two secretariats will undertake in their respective country, the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the IA.
 - ***Rules, procedures and formats:*** The Specific Guidelines based on the grant section of the Practical Guide to Phare, Ispa & Sapard contract procedures will be strictly followed.
 - ***Language:*** The language of the grant contract is English and the official Hungarian/Slovak translation of the contract is attached to the signed English language contract. All communication between the Delegations and the Implementing Agencies will be in English including evaluation reports. The project applications will be submitted in national language with a short English summary according to the Specific Guidelines. All other project level documents, communication will be in national language.
1. **PREPARATION OF THE PACKAGE OF CALL FOR PROPOSAL, GUIDELINES FOR APPLICANTS AND APPLICATION FORM ACCORDING TO THE PRACTICAL GUIDE**
- The Secretariats from both countries will draft the Call for Proposals, the Guidelines for Applicants and the Application Form according to the indications of the Contracting Authorities and respective EC Delegations.
 - Each CA/IA submits the final version of the documents to the respective EC Delegation for approval.
 - EC Delegations endorse the documents.

ORIGINAL

2. PUBLICATION OF THE CALL FOR PROPOSAL

The IAs take all appropriate measures to ensure that the nationally and regionally publicised call for proposals reaches the target groups in line with the requirements of the Practical Guide.

3. PROJECT SELECTION PROCESS

- The Regional Offices collect and register incoming project proposals.
- The IAs select and approve the assessor teams (one for each country) for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals.
- The IAs (PAOs) nominate the Joint Evaluation Committee (non-voting Chairman, Secretary, and voting members).
- The IAs nominate the members of the Assessment Team and the Joint Evaluation Committee exclusively on the basis of their technical and professional expertise in the relevant area.
- The EC Delegations endorse the Teams of Assessors and the composition of the Joint Evaluation Committee. The EC Delegations nominate an observer to follow all or part of the proceedings of the Joint Evaluation Committee. Prior approval is needed from the Delegations for the participation of other observers.
- The Joint Evaluation Committee draws up its recommendations and decisions according to the assessor team's written assessment of each proposal on the basis of the published evaluation grid.
- The PAO of each country approves the evaluation report prepared by the Joint Evaluation Committee and forwards the evaluation report and any award proposals to the EC Delegations.
- The EC Delegations endorse (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.
- The IAs notify each applicant in writing of the result of the selection process.

ORIGINAL

4. CONTRACTING (PAO DESIGNATED IN THE RESPONSIBLE IMPLEMENTING AGENCY) FOR EACH COUNTRY:

- The format of the grant contract is drafted according to the Practical Guide using the standard grant contract format and its annexes.
- The format of the grant contract is to be approved by the Delegation (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions)
- The PAO signs the grant contracts with the selected beneficiaries based on the final list of grants approved by the Delegation.

5. IMPLEMENTATION OF THE SELECTED PROJECTS BY THE BENEFICIARIES

Beneficiaries subcontract suppliers of goods, services or works, in line with Phare procurement regulations annexed to the Grant Contract and in line with the Practical Guide.

6. FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS

The IA with the technical assistance of the Secretariat (Regional Office) receives and verifies the invoices and requests payment by the National Fund.

7. MONITORING OF THE PROJECTS IMPLEMENTED BY THE BENEFICIARIES

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariat with regard to the day-to-day monitoring of the selected projects.

ORIGINAL