

## STANDARD SUMMARY PROJECT FICHE

### 1. Basic Information

- 1.1 **CRIS Number:** 2004/006-245-06-01  
**Twinning Light** LV/2004//TL/XX/06
- 1.2 **Title:** Institution Building Facility
- 1.3 **Sector:** Various
- 1.4 **Location:** Latvia

### 2. Objectives

#### 2.1 Overall Objective(s):

Strengthening the administrative and institutional capacity for the full application of the *acquis*

#### 2.2 Project purpose:

Address remaining institutional capacity shortcomings in various areas so as to properly implement all *acquis*.

#### 2.3 Comprehensive Monitoring Report

As regards overall administrative and judicial capacity, sufficient conditions are in place for the implementation of the *acquis* by the Latvian public administration and judiciary, but there is room for further improvements.

### 3. Description

#### 3.1 Background and justification:

Numerous accession-related institution-building projects have been completed or are being completed by drawing on the expertise of Member States experts. The Institution Building Facility shall provide the possibility to respond to emerging tasks in a more flexible and immediate way to address specific well-circumscribed self-contained subjects of limited scope. Within the National Transition facility budget an unspecified envelope will be earmarked, from which the approved projects will be financed. Projects will be supported in the high priority areas identified by the National Twinning Contact Point of the Ministry of Finance taking as a basis the EC Comprehensive Monitoring Report for Latvia published on 5 November, 2003.

#### 3.2 Linked activities:

- All institution building projects financed by PHARE since 1998
- The TAIEX Multi-beneficiary Programme, which acts as a complement to the national Phare programmes and is coordinated with them, responding to individual requests not covered in these programmes by tailor-made actions for each country in all fields of the *acquis*.
- SIGMA Multi-beneficiary Programme, which advises on the modernisation of general management systems of public institutions, oriented to accession priorities and complementing National Programmes for Institution Building and twinning.

#### 3.3 Results:

- Concrete administrative structures and management systems in place which satisfy the requirements of the *acquis communautaire* for a number of areas of limited scope.

### 3.4 Activities:

#### Institution Building Facility

An envelope for as yet unspecified **institution building projects** (twinning light and, **technical assistance, if this instrument is deemed to be more appropriate**) would be established.

Funded projects will rest on a number of fundamental principles:

- Projects will be based on priorities identified in the Comprehensive Monitoring Report for Latvia in order to reinforce Latvia's administrative and Judicial Capacity.
- The project will target very specific areas of limited scope where a concrete, operational result is to be achieved
- The beneficiary lays out a clear work programme, how it intends to achieve the result and what means it will deploy. The project should make the commitment of the beneficiary to achieve the guaranteed result explicit
- Size and budget of projects will be subject to individual assessment
- Type of assistance - twinning light - will be subject to individual assessment depending on the nature of assistance requested. Technical assistance will be used only in those cases where twinning light would not appear the appropriate instrument.

The projects must be in compliance with the Commission guidelines and procedure.

### 3.5. Lessons learned

Discussion of the JMC meeting of 21 January 2004 concluded:

More attention should be paid on follow up planning and monitoring process of Twinning Light programme. The assessment of possible legislative and administrative changes that affect or are going to affect the Twinning Light programme as such should be specified and provided.

The Ad Hoc Report on the Twinning Instrument (24.10.2001 states: "The process of launching a twinning is still bureaucratic, inflexible and slow". Therefore responsible authorities has considered to improve and to shorten the process of application for Twinning light programme.

The thematic report on Second Generation Twinning – Preliminary Findings (issued on 31 March, 2004 states : "Technical Assistance can be entirely satisfactory, and could be the instrument of choice, particularly where the *acquis* element is limited in scope and very precise as to the competencies required." As a result there were introduced possibility to apply also for technical assistance if this instrument is deemed to be more appropriate.

## 4. Institutional Framework

The project beneficiaries of the unspecified IBF envelope will be different institutions applying for assistance from IBF. Identification of the priorities will be responsibility of line ministries. The National Twinning Contact Point of the Ministry of Finance as a coordinator of IBF will collect the submitted project proposals and organize the project selection. Referring to the priorities identified in the Comprehensive Monitoring Report for Latvia the first selection and decision will be made by line ministries Senior Program

Officers meeting on which proposals will be submitted for financing within the budget. The National Twinning Contact Point will submit the selected proposals to the European Commission for endorsement.

## 5. Detailed Budget

|                               | TF Support         |                      |                  | National Cofinancing* | IFI * | TOTAL     |
|-------------------------------|--------------------|----------------------|------------------|-----------------------|-------|-----------|
|                               | Investment Support | Institution Building | Total TF (=I+IB) |                       |       |           |
| Institution Building facility |                    | 1 000 000            | 1 000 000        | 100 000*              |       | 1 100 000 |
| <b>Total</b>                  |                    | 1 000 000            | 1 000 000        | 100 000               |       | 1 100 000 |

\* parallel co-financing - will be applied for covering of office costs for experts, infrastructure facilities and travel costs for national counterparts.

## 6. Implementation Arrangements

### 6.1 Implementing Agency

Implementing agency of the project will be the Central Finance and Contracting Agency of the Ministry of Finance (CFCA). CFCA will be responsible for the financial and administrative management of the project in accordance with Extended Decentralized Implementation System.

Central Finance and Contracting Agency – Mr. Armands Eberhards, Director  
1 Smilšu street, Riga, Latvia, LV-1050  
Tel: +(371) 7357842;  
Fax: +(371) 7357841

Programme Authorising Officer – Ms. Inta Vasaraudze, Deputy State Secretary of the Ministry of Finance  
1 Smilšu street, Riga, Latvia, LV-1050  
Tel: +(371) 7095545; Fax: +(371) 7095421

The Ministry of Finance EU and International Affairs Department will be responsible for the strategic management (priority identification, programming, monitoring) of the Institution building facility. Ms. Ruta Konstante, Director of EU and International Affairs Department, National Twinning Contact Point  
Tel: +(371) 7095622  
Fax: +(371) 7095625

***After approval of individual Twinning light projects, the Senior Programme Officer (SPO) of the respective project ministry will be technically responsible for project implementation.***

### 6.2 Twinning:

Beneficiary institutions are not determined, due to the nature of the envelope. For all projects, the beneficiary institution shall be solely and entirely responsible for the overall output (guaranteed result) and the majority of the inputs necessary to achieve it.

### 6.3 Non-standard aspects

There will be no non-standard aspects regarding implementation of the project. In case of twinning Twinning manual will be followed.

Ratio: if during project implementation the project cost for some reasons will decrease, the TF financing will also decrease proportionally.

#### 6.4 Contracts

- Institution Building Facility: 1 000 000 EUR (parallel co-financing)

It is expected that between 6 – 7 projects will be financed out of the Institution Building Facility by means of Twinning light or technical assistance if this instrument is deemed to be more appropriate.

### 7. Implementation Schedule

#### 7.1 Start of tendering/call for proposals

Institution Building Facility: Continuously. (First possible tendering: III quarter 2004)

#### 7.2 Start of project activity

Institution Building Facility: I quarter 2005 (Last project must start at least 2 months before the expiry date of the contracting period.)

#### 7.3 Project Completion

Institution Building Facility: III quarter 2007

### 8. Equal Opportunity

Equal opportunity for men and women will be guaranteed.

### 9. Environment

Not applicable.

### 10. Rates of return

Not applicable.

### 11. Investment criteria

Not applicable.

### 12. Conditionality and sequencing

The Institution Building Facility will be actually used only if there are enough concrete applications fulfilling the criteria identified.

**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) (compulsory)

## TF log frame

|  |   |  |   |
|--|---|--|---|
| LOGFRAME PLANNING MATRIX FOR<br>Project  |   |  |   |
| <b>Institution Building Facility unspecified envelope</b>  |   | Contracting period expires<br>15 December 2006   | Disbursement period expires<br>15 December 2007   |
|  |   | Total budget : 1 100 000 EUR   | TF budget : 1 000 000 EUR   |
| <b>Overall objective</b>   | <b>Objectively verifiable indicators</b>  | <b>Sources of Verification</b>   |   |
| Strengthening the administrative and institutional capacity for the full application of the <i>acquis</i>  | Increasing number of Latvian institutions completely ready to apply the <i>acquis</i> communautaire               | Comprehensive monitoring report  |   |
| <b>Project purpose</b>   | <b>Objectively verifiable indicators</b>  | <b>Sources of Verification</b>   | <b>Assumptions</b>  |
| Address remaining institutional capacity shortcomings in various areas so as to properly implement all <i>acquis</i> .   | Acceleration of the progress within ministries/institutions towards meeting the requirements of the <i>acquis</i> | <ul style="list-style-type: none"> <li>• Minutes of the monthly project review report</li> <li>• Monitoring reports</li> </ul> | The identified tasks are completed in time and effectively  |
| <b>Results</b>   | <b>Objectively verifiable indicators</b>  | <b>Sources of Verification</b>   | <b>Assumptions</b>  |
| - Concrete administrative structures and management systems in place which satisfy the requirements of the <i>acquis</i> communautaire for a number of areas of limited scope. | Specific identified tasks have been completed with the help of MS experts   | <ul style="list-style-type: none"> <li>• Twinning light experts reports</li> <li>• Monitoring reports</li> </ul>               | The beneficiaries allocate appropriate human and financial resources to the specific task   |
| <b>Activities</b>  | <b>Means</b>  |  | <b>Assumptions</b>  |
| Establishment of a facility providing Institution Building expertise   | An unattributed envelope will be earmarked from which a number of projects will be financed                       |  | Appropriate twinning partners will be found   |
|  |   |  | <b>Preconditions</b>  |
|  |   |  | The beneficiaries allocate appropriate human & financial resources to the specific task.<br>Full participation of senior management |

**ANNEX 2**

**Institution Building facility**

**Detailed implementation chart**

|                             |                 | 2004. |   |   |   |   |   | 2005. |   |   |   |   |   |   | 2006. |   |   |   |   |   |   | 2007. |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-----------------------------|-----------------|-------|---|---|---|---|---|-------|---|---|---|---|---|---|-------|---|---|---|---|---|---|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|                             |                 | J     | A | S | O | N | D | J     | F | M | A | M | J | J | A     | S | O | N | D | J | F | M     | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N |   |   |   |   |   |   |
| <b>Institution Facility</b> | <b>Building</b> | D     | D | D | D | D | D | T     | T | T | T | T | T | T | T     | T | T | T | T | T | T | T     | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
|                             |                 |       |   |   |   |   |   |       |   |   |   |   |   |   |       |   |   |   |   |   |   |       |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

D: Design  
 T: Tendering and contracting  
 I: Implementation

Due to the nature of the Institution Building Facility the various phases of the project cycle will most probably run parallel contract by contract.

**Annex 3****CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE**

| <b>Contracts</b> |            | 06/<br>2004 | 09/<br>2004 | 12/<br>2004 | 03/<br>2005    | 06/<br>2005 | 09/<br>2005 | 12/<br>2005 | 03/<br>2006 | 06/<br>2006 | 09/<br>2006 | 12/<br>2006 | 03/<br>2007 | 06/<br>2007 | 09/<br>2007 | 12/<br>2007 |
|------------------|------------|-------------|-------------|-------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>TF</b>        | Contracted |             |             |             | <b>200 000</b> |             | 400 000     |             | 600 000     |             | 800 000     | 1 000 000   |             |             |             |             |
|                  | Disbursed  |             |             |             |                |             | 200 000     |             | 400 000     |             | 600 000     |             | 800 000     |             |             | 1 000 000   |
| <b>National</b>  | Disbursed  |             |             |             |                |             | 20 000      |             | 40 000      |             | 60 000      |             | 80 000      |             |             | 100 000     |

Due to the nature of the Institution Building Facility the contracting and disbursement schedule can be estimation only

