



**Neighbourhood Programme Poland-Belarus-Ukraine
INTERREG III A/Tacis CBC
2004-2006**

PROGRAMME COMPLEMENT

Final version

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Section 1

Introduction

The Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006 (NP) was formally approved by the European Commission on 5th November 2004 Commission Decision No K(2004) 4366. The Neighbourhood Programme will benefit from 37,8 MEUR in ERDF and 8 MEUR in TACIS CBC budget lines over the period of its implementation.

The NP sets out the strategic goals for the eligible cross-border area in accordance with the INTERREG Guidelines¹ and the Implementing Guidelines for Neighbourhood Programmes².

The eligible area of the NP covers 8 NUTS III regions in Poland: bialostocko-suwalski and lomzynski (Podlaskie voivodship); bialskopodlaski, chelmsko-zamojski and lubelski (Lubelskie voivodship); rzeszowsko – tarnobrzesci and krosniensko-przemyski (Podkarpackie voivodship); ostrolecko-siedlecki (part of Mazowieckie voivodship); 20% adjacency ruling is valid for lubelski and rzeszowsko-tarnobrzesci subregions; in Belarus: the oblasts of Grodno, Brest and 7 western districts of Minsk oblast, and in Ukraine: Volynska, Lvivska and Zakarpatska Oblasts. Further details of the administration units involved are contained in the NP.

The Programme Complement (PC) is the document which defines the implementing arrangements of the NP strategy and characterises the operational details at the Measure level of the NP. The PC has been developed in accordance with the European Commission guidance set out in Methodological Working Paper No.3, which describes the elements to be included in the document. The Monitoring Committee of the NP, which is also authorised to amend the PC document, approves the PC.

The PC contains the details on the scope of eligible activities under the NP, indicative financial allocations at the measure level and quantified indicators against which the NP performance will be measured.

The applicants should be located in the eligible area as specified in the NP, the list of eligible beneficiaries and indicative list of activities divided by Measures, the application process, assessment system details, the management and decision making arrangements and responsibilities, publicity plan and payment process are detailed the PC.

The activities supported under the NP shall have non-commercial character and fall in the scope of public interest, the results of the project must be owned by public partner, partnership or be open to public in general. The private funding cannot be used as co-financing for the ERDF.

The Application Pack containing guidelines for applicants and the application form with the instruction will be made available separately.

¹ Communication from the Commission to the Member States of 2 September 2004 laying down guidelines for a Community initiative concerning trans-European cooperation intended to encourage harmonious and balanced development of the European territory INTERREG III (2004/C 226/02)

² Neighbourhood Programmes 2004-2006; Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders

The following sections provide a summary of the strategy and the Priorities and Measure defined in the NP Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006 based on the diagnosis of the social and economic situation of the cross-border region.

The SWOT analysis of the cross-border region identified a number of weaknesses to be addressed by the Priorities and Measures of the NP, including:

- Poor quality of road infrastructure
- Poor infrastructure of sewage and waste treatment facilities
- Insufficient protection of natural landscapes, habitats, flora and fauna against technological impact
- Low level of investment and capital inflow
- Concentration of economic activity in declining sectors
- Low standard of tourism facilities
- Bad condition of monuments and historical areas
- Unfavourable employment structure
- High level of registered and hidden unemployment

Common strategy for the cross-border region defines the strategic goal of the Neighbourhood Programme: the improvement of the standard of living and socio-economic integration of the neighbouring regions. The target is to be achieved through a number of objectives, including the development of tourism sector, development and upgrading of cross-border infrastructure, institutional co-operation, more efficient border security. The following Priorities and Measures were selected for the NP by joint Polish-Belarusian-Ukrainian task force group:

Priority 1. Increasing the competitiveness of the border area through modernisation and development of the cross-border infrastructure

Measure 1.1: Modernisation and development of the existing cross-border transport network to increase accessibility

Measure 1.2: Developing common cross-border natural environment protection system

Measure 1.3: Developing tourism: business and infrastructure

Priority 2. Developing the human capital and institutional cross-border co-operation including security at the European Union's borders

Measure 2.1: Strengthening of cross-border institutional co-operation and enhancing the quality of the human capital

Measure 2.2: Support for local communities' initiatives (Micro Project Facility)

ERDF and TACIS Financial allocations

A total of 37,8 MEUR ERDF will be available to projects under the Poland-Belarus-Ukraine Neighbourhood Programme. For Poland the eligibility day is January 1 2004, except for the projects, where public procurement rules apply (the eligibility date for them is: 2 March 2004)

ERDF and TACIS budget lines³

Priority and Measure	Financial allocation ERDF	Financial allocation TACIS
Priority 1 Increasing the competitiveness of the border area through modernising and development of the cross-border infrastructure	21 477 930	
Measure 1.1 Modernisation and development of the existing cross-border transport network to increase accessibility	11 111 465	
Measure 1.2 Developing common cross-border natural environment protection system	6 516 153	
Measure 1.3 Developing tourism: business and infrastructure	3 850 312	
Priority 2 Developing the human capital and institutional cross-border co-operation including security at the European Union's border	14 068 619	
Measure 2.1 Strengthening of cross-border institutional co-operation and enhancing the quality of human capital	7 034 309	
Measure 2.2 Support for local communities' initiatives (Micro Project Facility)	7 034 310	
Priority 3 Technical Assistance	2 272 321	
Measure 3.1 Management, implementation and control	1 794 422	
Measure 3.2 Programme information, publicity and programme evaluation	477 899	
Total	37 818 870	7 000 000

Rules of Procedures of the Monitoring Committee are attached as Annex No 1 to the PC;
 Rules of Procedures of the Steering Committee and Joint Steering Sub-committee are attached as Annexes No 2 and 3 to the PC.

³ The ERDF allocation with amendments by the Monitoring Committee At 20 December 2006 will come into force after European Commission acceptance.

Section 2

Description of Priorities and measures

Priority 1

Increasing the competitiveness of the border area through modernising and development of the cross-border infrastructure.

The socio-economic development potential of the Polish-Belarusian-Ukrainian cross-border area as identified in the SWOT analysis is high, and the area is characterised by a relatively well developed transport network. However the quality of this network is very poor and together with a lack of proper environmental protection infrastructure gives rise to a low level of business activity.

These unfavourable conditions are compounded by challenges to maintaining balanced and sustainable development of the whole region resulting from a decrease in the permeability of the joint border, that is a consequence of Poland's accession to the EU.

Implementation of actions under priority 1 will therefore work to counter this accumulation of risks and obstacles to cross-border co-operation, particularly by strengthening the infrastructure base of the cross-border area.

The aim of the priority *Increasing the competitiveness of the border area* is based on the approach that improvements in infrastructure will allow development of the areas endogenous potential and thus contributing to enhancement of its economic attractiveness.

More specifically, emphasis will be placed on strengthening tourism and cultural related infrastructure, the improving the environment for business activity in these sectors, the upgrading of existing cross-border transport infrastructure to improve accessibility to the region, and to provide an integrated environment protection programme to balance an increased influx of capital and tourists to the area.

Support will be focused on development of regional and local transport networks adjacent to the border and complementing bigger projects in transeuropean transport corridors. Enhancement of the transport system will contribute to the region's attractiveness for tourists and investors. Consequently this will accelerate its social and economic development.

Improvement of the environment in areas closest to the border will contribute to the attractiveness of the area as a living and working environment and as a tourist destination. Promotion of tourism will stimulate the region's development, raise living standards and create conditions for fostering labour market improvement and restraining of the outflow of the inhabitants of the region.

The integrated development of the three interdependent sectors: transport, environment and tourism, will accelerate the rate of economic growth and increase the competitiveness of the region.

To take account of the limited funds available to the programme, priority 1 will comprise infrastructure projects of regional or local importance with a positive cross-border effect and not funded by other national or EU-programmes.

Measure 1.1.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority	Priority 1 – Increasing the competitiveness of the border areas through modernising and development of the cross-border infrastructure
Measure	Measure 1.1 – Modernisation and development of the existing cross-border transport network to increase accessibility
Field of Intervention Code	183 – RTDI Infrastructure 311 - rail 312 - roads: 3121 – national roads 3122 – regional/local roads 3123 – cycle tracks 316 – waterways 317 – urban transport 318 – multi-modal transport 319 – Intelligent Transport Systems 321 – basic infrastructure 322 – Information and Communication Technology
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Ministry of Economy and European Integration of Ukraine, Tacis National Coordinating Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	<ul style="list-style-type: none"> - regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf; - central bodies on behalf of regional and local representations responsible for carrying out public tasks at a regional/local level; - regional and local representations of central government responsible for carrying out public tasks at a regional/local level; - National Parks, Landscape Parks; - Forestry management; - Emergency services; - Authorities responsible for national, regional and local roads - Border Watch

	- Research institutions, Development agencies, Universities
Nature of Aid/Grant	Project-related Grant
Grant Rate	ERDF: up to 75% of eligible costs; TACIS: projects over 50 000: up to 90% of eligible costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Steering Committee Members	The Steering Committee comprising representatives from all participating countries: Poland, Belarus, Ukraine with the European Commission's representative(s) as observer(s)
Grant size and project duration (ERDF/TACIS)	Minimum project grant: 50 000 EUR Maximum project grant: 1000 000 EUR Maximum duration of a project: 24 months

Measure description and rationale

The quality of transport infrastructure in the programme area has been diagnosed as poor and generally below EU standards. This together with a lack of many transport interconnections obstructs population mobility and inhibits trade, as well as has a negative effect on journey times and safe travel.

It is well understood that high quality and integrated transport infrastructure contributes significantly to economic development. Therefore the aim of measure 1.1 is to contribute to an integrated transport network by reducing its peripheral character through enhancing internal and external accessibility.

These objectives will be achieved through small scale-investments into the existing transport network in the cross border area. In addition, this will stimulate the regional labour market and increase investments, consequently boosting economic growth, e.g. in the tourism sector.

The measure will only support transport infrastructure of a regional or local character with a positive cross-border impact. Emphasis will be placed on support of the transport infrastructure directly enhancing economic potential of the area, e.g. roads assuring a better access to tourism facilities or cultural attractions.

The actions envisaged within measure 1.1 may also provide preparatory or complementary work for large investments to be implemented under other development programmes.

Horizontal policies

This measure will have a positive environmental impact, actively promoting the sustainable development of the region. An Environmental Impact Assessment will be required for each infrastructure application under this Measure that, *inter alia*, will address environmental sustainability issues. Applications dealing with public and cargo transport will also have a positive environmental impact as they will lead to greater efficiency in these methods of transport.

With regard to Equal Opportunities, this Measure will have a positive impact on this cross-cutting theme as it is proposed that facilities for improving transport accessibility for the disabled will be put in place.

Applications under this Measure will be encouraged to utilise Information and Communications Technology to the maximum extent.

Measure specific objectives:

- Enhancing intra-regional transport networks within the cross-border area (e.g. shorter and/or faster journeys between economic centres in the cross-border area);
- Linking and integrating the region into European transport networks thus bringing improved accessibility of the region from outside, and improving conditions for transiting traffic;
- Enhanced potential for economic activities in the border zone, including the attraction of investment and tourism;
- Increasing the availability of higher quality strategic information to guide infrastructure investment decisions – reduced information deficits.

List of indicative actions:

- Upgrading of the transport network in the cross-border region, including: improvement of the surface, regulation of verges, extension and modernisation of car parks, bus stops, pavements, tram tracks, road sections, routes, loops, intersections, other road and supporting infrastructure (bridges and tunnels, etc.), modernisation and development of waterways;
- Creation and modernisation of public transport infrastructure and passenger service facilities in order to enhance its effectiveness, quality and comfort and also improving facilities for the disabled;
- Creation of logistics systems for public and cargo transport;
- Development of road and street signal systems development and installation of traffic safety facilities including traffic lights, protective barriers, and fencing; road markings and signing, installation of traffic and street signal systems and associated environment facilities;
- Developing studies and strategies related to the transport network;
- Modernisation of transport-related specialised equipment for emergency, security and rescue services;
- Other activities targeted at the enhancement of safety of transport as well as the increase of transport accessibility in the cross-border region.

Eligible costs:

Pre-implementation and implementation stage activities and expenses linked with the creation, modernisation and development of transport infrastructure in accordance with ERDF (Commission Regulation (EC) No 448/2004 of 10 March 2004) and TACIS (Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions – PRAG and Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders) Regulations:

- Staff costs;
- Travel costs;
- Equipment;
- Meetings;

- Publicity and information;
- Training;
- Investments;
- External services;
- Other project-related costs;
- Only for ERDF beneficiaries: land acquisition (no more than 10% of the total eligible expenditure of the operation in accordance with Rule 5 of Regulation No 448/2004).

The complete list of eligible costs for TACIS is attached as Annex 5 to the PC.

Ineligible costs:

Ineligible costs are listed in The Manual on the Cost Eligibility (for ERDF) in accordance with Commission Regulation (EC) No 448/2004 of 10 March 2004 and Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders (for TACIS).

Project selection criteria:

- contribution to the improvement of the cross-border transport network;
- coherence with the existing and planned transport network;
- priority will be given to cross-border transport links as well as links to tourism and recreation attractions, cultural heritage monuments, logistical and economic centres;
- contribution to the improvement of traffic safety;
- complementary to other projects, in Poland in particular those implemented under Sectoral Operational Programme "Transport".

Measure 1.1 Indicators:

Type of indicator	Indicator	unit
Output	Activities that enhance cross-border integration, of which...	10
	...studies, strategies	4
	...transport, including public transport infrastructure projects enhancing cross-border integration (and tourism development)	3
	...other technical infrastructure projects	3
Result	New/improved cross-border public transport services and/or instances of improved integration of existing services	5
	Population directly benefiting from new/improved infrastructure	50 000

Ex-ante Evaluation

The ex-ante evaluation carried out during early programming period proved that this Measure contributes significantly to the EC Policy towards its Eastern and Southern Neighbours⁴ as well as is in line European Committee Policy, in particular with the following EU's incentive "integration into transport, energy and communications networks and the European research area."

The targets for this Measure clearly contribute to and are consistent with the overall targets set out in the Neighbourhood Programme in particular this Measure accounts for new an improved cross-border public transport services and/or instances of improved integration of existing services.

This Measure is consistent with the broad aims of Priority 1 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

⁴ In accordance with Communication from the Commission to the Council and European Parliament. Wider Europe – Neighbourhood: A New framework for Relations with our Eastern and Southern Neighbours – Com(2003) 104. The EC policy towards its Eastern and Southern Neighbours is focused on two objectives:

- To work with partners to reduce poverty and create an area of shared prosperity and values based on deeper economic integration, intensified political and cultural relations, enhanced cross-border cooperation and shared responsibility for prevention between the EU and its neighbours
- To anchor the EU's offer of concrete benefits and preferential relations within a differentiated framework which responds to progress made by the partner countries in political and economic reform

Measure 1.2.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority	Priority 1 – Increasing the competitiveness of the border areas through modernising and development of the cross-border infrastructure
Measure	Measure 1.2. – Developing common cross-border natural environment protection system.
Field of Intervention Code	34 – environmental infrastructure (including water) 126 – planting of non-farm land 127– improving and maintaining ecological stability of protected woodlands 353 – protection, improvement and regeneration natural environment 1312 – protection of the environment in connection with land, forestry and landscape conservation as well as with the improvement of animal welfare 319 – Intelligent Transport Systems
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Ministry of Economy and European Integration of Ukraine, Tacis National Coordinating Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	<ul style="list-style-type: none"> - regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf; - central bodies on behalf of regional and local representations responsible for carrying out public tasks at a regional/local level; - regional and local representations of central government responsible for carrying out public tasks at a regional/local level; - National Parks, Landscape Parks; - Forestry managements; - Emergency services - Research institutions, Development agencies, Universities
Nature of Aid/Grant	Project-related Grant
Grant Rate	ERDF: up to 75% of eligible costs; TACIS: projects over 50 000: up to 90% of eligible costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Steering Committee Members	The Steering Committee comprises representatives from all participating countries: Poland, Belarus, Ukraine with the

	European Commission's representative(s) as observer(s)
Grant size and project duration (ERDF/TACIS)	Minimum project grant: 50 000 EUR Maximum project grant: 1 000 000 EUR Maximum duration of a project: 24 months

Measure description and rationale

The quality of the environment is a major factor for the development of tourism and for the dynamics of the economy in the cross-border area in general. Consequently clean environment is crucial for raise of the living standards and for enhancement of the competitiveness of the region as a tourist destination.

With this in mind the aim of this measure is to preserve and improve the environment quality in the region through development of a joint environmental protection system. This will be achieved, in particular, through investments into the environmental infrastructure of regional or local significance.

This measure will promote activities aimed at protecting the unique natural environment, improving waste and water management, monitoring air pollution, preserving biodiversity and preventing natural and technological disasters in the cross-border area. Environmentally friendly technologies and co-ordination of environmental protection actions on both sides of the border will also be encouraged.

Emphasis will be placed on counteracting a possible increase in the negative environmental effects due to the increase in traffic and business activities in the region.

Horizontal policies

This Measure is aimed specifically at the preservation and improvement of the environment. Consequently all applications under this Measure will have a positive impact on the environmental sustainability of the region.

Given that the Measure aims to assist in the development of the economy and in particular the tourism industry it will contribute, in a positive way, to the Equal Opportunities theme through raising living standards in the region.

Applications under this Measure will be encouraged to utilise Information and Communications Technology to the maximum extent.

Measure specific objectives:

- Improving quality of the environment in the cross-border area, thus improving area's attractiveness as a tourism and investment destination;
- Prevention, minimisation or removal of environmental pollution hazards and risks of cross-border significance;
- Making available higher quality strategic information to guide environmental decision-making;
- Improving public awareness of environmental issues in the cross-border zone.

List of indicative actions:

- Protection and development of the natural heritage;
- Treatment of waste including integrated waste management;
- Integration and up-grading of water provision and treatment;
- Development of protected areas;
- Development of an integrated environmental monitoring system;
- Improvement in the territory stability and risk reduction;
- Development of cross-border prevention and response to natural and man-made disasters;
- Elaboration of legal instruments for territory governance and landscape protection;
- Reclamation of derelict areas;
- Renewable energy sources and improvement in distribution;
- Improvements in noise protection;
- Reduction of water and air pollution;
- Upgrading of crisis management services;
- Purchase and modernisation of specialized equipment relating to this measure;
- Training and marketing activities relating to this measure.

Eligible costs:

Pre-implementation and implementation stage activities and expenses linked with the creation, modernisation and development of environmental infrastructure (in accordance with ERDF (Commission Regulation (EC) No 448/2004 of 10 March 2004) and TACIS (Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions – PRAG and Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders) Regulations:

- Staff costs;
- Travel costs;
- Equipment;
- Meetings;
- Information and publicity;
- Training;
- Investments;
- External services;
- Other project-related costs;
- Only for ERDF beneficiaries: land acquisition (no more than 10% of the total eligible expenditure of the operation in accordance with Reg. 448/2004, Rule 5).

The complete list of eligible costs for TACIS is attached as Annex 5 to the PC.

Ineligible costs:

Ineligible cost are listed in The Manual on the Cost Eligibility (for ERDF) in accordance with Commission Regulation (EC) No 448/2004 of 10 March 2004 and Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders (for TACIS).

Project selection criteria:

- contribution to environmental protection of the cross-border area;
- contribution to the improvement of attractiveness of the area to tourists and investment;
- contribution to cross-border population's integration: priority will be given to projects complementary with other investments and projects prepared by more than one beneficiary;
- contribution towards greater community awareness of environmental issues.

Measure 1.2 Indicators

Type of indicator	Indicator	unit
Output	Activities on enhancing natural environment, of which ...	10
	...studies, strategies	1
	...urban and industrial waste management infrastructure	3
	...sewerage and purification, including drinking water related infrastructure	2
	...other environmental protection projects	2
	...environmental awareness and risk reduction initiatives	1
	...initiatives improving tourism attractiveness	1
Result	Population benefiting from new/improved environmental infrastructure	5 300

Ex-ante Evaluation

The targets for this Measure clearly contribute to and are consistent with the overall targets set out in the Neighbourhood Programme , in particular this Measure accounts for:

- environmental protection of the cross-border area,
- improvement of attractiveness of the area to tourists and investment;
- cross-border population's integration, and
- greater community awareness of environmental issues

This Measure is consistent with the broad aims of Priority 1 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Measure 1.3.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A / TACIS CBC 2004-2006
Priority	Priority 1 – Increasing the competitiveness of the border areas through modernising and development of the cross-border infrastructure
Measure	Measure 1.3. – Developing tourism: business and infrastructure.
Field of Intervention Code	1310 – encouragement for tourist activities 164 – shared business services 171 – physical investment 174 – Tourism-specific vocational training 354 – maintenance and restoration of the cultural heritage
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Ministry of Economy and European Integration of Ukraine, Tacis National Coordinating Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	<ul style="list-style-type: none"> - regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf; - central bodies on behalf of regional and local representations responsible for carrying out public tasks at a regional/local level; - regional and local representations of central government responsible for carrying out public tasks at a regional/local level; - NGOs – associations, foundations, and other non-profit organisations; - Churches, confessional groups; - local/regional tourist organisations; - research, healthcare, cultural, educational institutions; - other public service institutions, including culture and tourist institutions from public finance sector; - National Parks, Landscape Parks; - State Forestry Services; - Research institutions, Development agencies, Universities
Nature of Aid/Grant	Project-related Grant
Grant Rate	ERDF: up to 75% of eligible costs; TACIS: projects over 50 000: up to 90% of eligible costs

EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Steering Committee Members	The Steering Committee comprises representatives from all participating countries: Poland, Belarus, Ukraine with the European Commission's representative(s) as observer(s)
Grant size and project duration (ERDF/TACIS)	Minimum project grant: 50 000 EUR Maximum project grant: 1000 000 EUR Maximum duration of a project: 24 months

Measure description and rationale

Investments in tourism sector is one of the major factors of economic development of the cross-border area. The sector has the potential for significant growth and expansion both in terms of generating income as well as employment creation/diversification in the area.

This measure will contribute to an increase of the attractiveness of the region and stimulate social and economic development making use of the strengths and opportunities identified in the cultural and tourism profile.

The sustainability of tourism development will be ensured through the complementary approach of this measure to measures 1.1 and 1.2, which focus on a better accessibility of tourist attractions through investment into transport infrastructure and protection of environmental and historical heritage.

The projects implemented within this measure will aim at fostering economic activity in the cross-border area by improving the operational environment for business and tourism. Support for tourism-related infrastructure and business institutions will create new possibilities for the regional economies, e.g. new jobs, increased inflow of tourists and investments, higher standards of services and better living conditions for the population.

As tourism promotion requires investment in a region's culture, this measure is also targeted at construction, reconstruction, maintenance and improvement of the cultural infrastructure and cultural heritage in the border area.

Horizontal policies

The measure is aimed at supporting employment opportunities and business development. It provides the potential to support projects that have a positive impact on equal opportunities and sustainable development. Disadvantaged groups can expect to benefit from the increased potential for employment and the disabled will have improved access to local facilities. The measure will therefore have a positive impact on the equal opportunities theme.

With regard to Environmental Sustainability, each project will be assessed on the positive impact it will contribute to this theme with particular emphasis, where relevant, on the importance of environmentally sustainable tourism.

Applicants will be encouraged to utilise Information and Communications Technology to the maximum extent.

Measure specific objectives:

- Socio-economic development of the cross border area through enhancing the potential for tourism and business activities;
- Improving co-ordination, promotion and management of tourism and cultural assets;
- Increasing access to and appreciation of the region's heritage and culture by local people and visitors from outside the area.

List of indicative actions:

- Development of tourism, cultural and business activity, for example by providing business information centres and tourism/cultural info points based on interactive networks and e-technologies;
- Establishment and creation of cross-border business infrastructure including entrepreneurs' incubators;
- Support for micro-businesses;
- Mentoring activities for businesses;
- Construction and development of infrastructure in favour of the development of an active sports and recreational base as well as development and modernisation of the leisure infrastructure and upgrading of accommodation facilities;
- Projects related to the provision of tourism facilities for the disabled;
- Promotion, conservation, maintenance and protection of monuments, historical buildings and their surroundings particularly of an architectural, industrial, archaeological, technological and ethnological nature, and including parks, reserves, memorial and martyrdom places;
- Studies and strategies related to the development of cross-border tourism and tourism-related businesses;
- Training and marketing activities related to this measure.

Eligible costs:

Pre-implementation and implementation stage activities and expenses linked with the creation, modernisation and development of tourist and business-related infrastructure (in accordance with ERDF (Commission Regulation (EC) No 448/2004 of 10 March 2004) and TACIS (Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions – PRAG and Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders) Regulations:

- Staff costs;
- Travel costs;
- Equipment;
- Meetings;
- Information and publicity;
- Training;
- Investments;
- External services;
- Other project-related costs;
- Only for ERDF beneficiaries: land acquisition (no more than 10% of the total eligible expenditure of the operation in accordance with Reg. 448/2004, Rule 5).

The complete list of eligible costs for TACIS is attached as Annex 5 to the PC.

Ineligible costs:

Ineligible cost are listed in The Manual on the Cost Eligibility (for ERDF) in accordance with Commission Regulation (EC) No 448/2004 of 10 March 2004 and Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders (for TACIS).

Project selection criteria:

- impact on increasing cultural potential and tourism attractiveness of the cross-border region;
- contribution to the adaptation/protection/utilisation of the cross-border cultural heritage sources and monuments;
- contribution to the competitiveness of tourism-related business in the cross-border area;
- priority will be given to projects complementary with other actions financed by the structural funds, state aid or from other sources;

Measure 1.3 Indicators

Type of indicator	Indicator	Unit
Output	Cross-border activities, of which...	10
	...cross-border tourism-related studies, strategies	2
	...tourism infrastructure projects	3
	...initiatives enhancing and protecting of cultural heritage	2
	...business development projects	2
	...tourism training/marketing initiatives	1
Result	Partners/organisations involved/benefiting in tourism and heritage projects	10
	New short-term jobs created	50
	New long-term jobs created	10
	Tourism routes created/adapted for tourism (bridle paths, cycle paths, waterways, footpaths) [km]	13
	Tourism promotion/marketing/information initiatives	4

Ex-Ante Evaluation

The targets for this Measure contribute to and are consistent with the overall targets set out in the Neighbourhood Programme document, in particular this Measure accounts for new short and long-term jobs creation, tourism development.

This Measure is consistent with the broad aims of Priority 1 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Priority 2

Developing the human capital and institutional cross-border co-operation including security at the European Union's borders

Non-investment projects (“soft projects”) will be supported under this priority.

This priority aims to contribute to the co-operation between populations, socio-cultural integration, the development of human capital and the security at the EU external borders.

Improved co-operation between the local communities is a key condition for the balanced development of the whole region.

The emphasis of this priority will be better usage of the region's own potential, especially the resources of cultural heritage, tourism and environment.

Implementation of joint projects in these areas will lead to a more efficient use of resources, creation of new cultural and tourism-related products and networks, a better protection of common cultural and environmental heritage.

The priority is targeted at fostering cross-border co-operation between regions, cities, local authorities and last but not least “people to people” contacts with the aim of information exchange, confidence building and joint elaboration of solutions for analogous problems. Taken into consideration the high level of unemployment in the programme area, measures under this priority, will support investments into human capital. Actions are intended to stimulate the labour market through support for vocational training, adjustment of the labour market, promoting entrepreneurship as well as through networking in tourism and culture.

A wide range of contacts at the grass root level is of significance for good-neighbourhood relations between the three communities and creation of a basis for joint co-operation in the socio-political dimension.

Border region security (including natural and man-made disaster prevention) will be strengthened through cross border co-operation of emergency services and border guard.

Measure 2.1.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority	Priority 2 – Developing the human capital and institutional cross-border co-operation including security at the European Union’s border
Measure	Measure 2.1 – Strengthening of cross-border institutional co-operation and enhancing the quality of the human capital
Field of Intervention Code	2 – human resources 163 – enterprise advisory service 164 – shared business services 167 - SME- and craft-specific vocational training 172 – non-physical investments 173 – shared services for the tourism industry 174 - tourism-specific vocational training 181 – research projects based in universities and research institutes 182 - innovation and technology transfers, establishment of networks and partnerships between businesses and/or research institutes 184 – training for researchers 323 – services and applications for the citizen 324 – services and applications for SME’s
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Ministry of Economy and European Integration of Ukraine, Tacis National Coordinating Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission’s Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	<ul style="list-style-type: none"> - regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf; - central bodies on behalf of regional and local representations responsible for carrying out public tasks at a regional/local level; - regional and local representations of central government responsible for carrying out public tasks at a regional/local level; - NGOs – associations, foundations and other non-profit organisations; - National Parks, Landscape Parks; - Forestry management; - Chambers of Commerce;

	<ul style="list-style-type: none"> - Schools, universities and educational institutions; - Labour offices; - Tourist organisations, Cultural centres, museums etc.; - Cultural, scientific and research institutions; - Churches, confessional groups; - Emergency services.
Nature of Aid/Grant	Project-related Grant
Grant Rate	ERDF: up to 75% of eligible costs; TACIS: projects over 50 000: up to 90% of eligible costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Steering Committee Members	The Steering Committee comprises representatives from all participating countries: Poland, Belarus, Ukraine with the European Commission's representative(s) as observer(s)
Grant size and project duration (ERDF/TACIS)	Minimum project grant: 50 000 EUR Maximum project grant: 1000 000 EUR Maximum duration of a project: 24 months

Measure description and rationale

The measure will be carried out by implementation of non-investment projects of a value over 50.000 EUR. The programme area is characterised, by the SWOT analysis, as having a poorly developed institutional network and weak cross-border links between public authorities, socio-professional organisations, universities and private institutions.

The low level of per capita income, high unemployment, the brain drain and unfavourable employment structure further marginalize the border region. This measure aims at supporting and expanding institutional co-operation and enhancing qualifications of human resources.

Development of cross-border thematic networks covering all important aspects of socio-economic development in the border area will contribute to exchange of information and experience and make elaboration of joint projects possible or solving similar problems easier. The measure seeks to contribute to the improvements in provisions of education and training with a view to increasing human resources potential and counteracting social exclusion.

Joint actions supported under this measure will foster continued co-operation through enhancement and sustainable development of culture, heritage and tourism. This will contribute to the economic, social and environmental development of the region.

Heritage, culture and the arts play an essential role for boosting tourism and will be used to generate additional employment in this sector. Particular attention should be paid to networking in public services responsible for security of the border regions' communities. Co-operation between emergency and security services and joint prevention programmes are considered as highly desirable. Implementation of crime preventive programmes on both sides of the border will contribute to decreasing the number of potential crime victims. Efficient information exchange between security and emergency services of the neighbouring areas will improve the effectiveness of crime prevention activities. In the field of justice and home affairs and cross-border security only the activities not foreseen under the Schengen Facility and TACIS National Programmes will be funded from the Neighbourhood Programme.

Horizontal policies

The measure provides for specific initiatives encouraging the participation by women, the disabled and ethnic minorities. There are a number of other activities where there is opportunity for disadvantaged groups to participate. They will be given the opportunity for improved integration in activities of the area, and provided with improved opportunities for personal improvement and employment. Preferences will be given to projects that have a positive impact on equal opportunities. The measure will have a positive impact on this cross-cutting theme.

The Measure will also be positive from an Environmental Sustainability point of view as co-operation on environmental (natural disaster prevention etc.) issues are included in the list of Indicative Actions.

All applicants under this Measure will be encouraged to utilise Information and Communications Technology to the maximum extent.

Measure specific objectives:

- Creating the conditions for socio-economic development of the border area, including encouraging business co-operation and trade;
- Increasing the number and range of organisations involved in cross-border co-operation, including organisations not previously involved;
- Building the foundations for a more integrated region by increasing mutual awareness and familiarity;
- Generating connections and ideas leading towards longer-term co-operation, potentially including a subsequent larger INTERREG project;
- Enhancing security in the cross border area.

List of indicative actions:

- Networking, visits and exchange of experience of local authorities, institutions, organisations and NGOs;
- Exchange of expertise and best practice, networking;
- Initiatives promoting gender equality and encouraging disabled people and ethnic minorities to fully participate in the socio-economic and cultural development of the region;
- Support for partnership between educational and scientific institutions;
- Support for joint research, technological development and technology transfer;
- Foster co-operation for emergency, security and rescue services in the cross-border region;
- Development of cross-border monitoring, management and communication systems for both natural and technological disasters prevention and protection;
- Foster co-operation between public services (e.g. social care institution, hospitals, fire-fighters, police, forestry officials);
- Support for business development partnership;
- Training and advising for employment and aiming at the up-skilling of professional and educational qualifications;
- Support for multicultural education (including foreign language skills);
- Joint sports events;

- Promotion and development of tourism, tradition cultural and natural heritage of the cross-border region;
- Development of joint crime preventive programmes;
- Other actions complementary to EU programmes concerned with the security at the European Union's and New Neighbourhood Countries' borders.

Eligible costs:

Pre-implementation and implementation stage activities and expenses linked with the creation, modernisation and development of tourist and business-related infrastructure (in accordance with ERDF (Commission Regulation (EC) No 448/2004 of 10 March 2004) and TACIS (Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions – PRAG and Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders) Regulations:

- Staff costs;
- Travel costs;
- Equipment;
- Meetings;
- Promotion and marketing;
- Training;
- External services;
- Other project-related costs.

The complete list of eligible costs for TACIS is attached as Annex 5 to the PC.

Ineligible costs:

Ineligible cost are listed in The Manual on the Cost Eligibility (for ERDF) in accordance with Commission Regulation (EC) No 448/2004 of 10 March 2004 and Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders (for TACIS).

Project selection criteria:

- Positive impact on the realisation of horizontal policies (environmental protection, employment, equality, e-society);
- Contribution to the integration of local communities;
- Extent of up-skilling;
- Positive impact on labour market - effect on safeguarding, sustaining or creation of work places;
- Contribution to the increase of the competitiveness of the region;
- Networking;
- Complementary with other actions financed by the structural funds, state aid or other national public sources.

Measure 2.1 Indicators:

Type of indicator	Indicator	Unit
Output	Number of cross-border projects supported, of which...	25
	...cultural or social projects	5
	...educational or training projects	5
	...projects with an economic dimension, including those developing businesses and tourism	7
	... projects enhancing security/emergency/rescue services in the cross-border area	5
	...scientific/technology transfer projects	3
Result	Organisations involved	15
	Cross-border co-operation networks or partnerships created/involved (in relevant themes)	10
	SMEs involved in cross-border project activities	120

Ex-Ante Evaluation

The targets for this Measure clearly contribute to and are consistent with the overall targets set out in the Neighbourhood Programme, in particular this Measure accounts for new cross-border co-operation networks or partnerships created/involved.

This Measure is consistent with the broad aims of Priority 2 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Measure 2.2.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority	Priority 2 – Developing the human capital and institutional cross-border co-operation including security at the European Union's border
Measure	Measure 2.2 Support for local communities' initiatives (Micro Project Facility)
Field of Intervention Code	2 – human resources 163 – enterprise advisory services 164 – shared business services 167 - SME- and craft-specific vocational training 172 – non-physical investments 173 – shared services for the tourism industry 174 - tourism-specific vocational training 181 – research projects based in universities and research institutes 182 - innovation and technology transfers, establishment of networks and partnerships between businesses and/or research institutes 184 – training for researchers 323 – services and applications for the citizen 324 – services and applications for SME's
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Ministry of Economy and European Integration of Ukraine, Tacis National Coordinating Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	<ul style="list-style-type: none"> - regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf; - central bodies on behalf of regional and local representations responsible for carrying out public tasks at a regional/local level; - regional and local representations of central government responsible for carrying out public tasks at a regional/local level; - Authorities responsible for national, regional and local roads. - NGOs – associations, foundations and other non-profit organisations;

	<ul style="list-style-type: none"> - National Parks, Landscape Parks; - State Forestry Service; - Chambers of Commerce; - Schools, universities and educational institutions; - Labour offices; - Tourist organisations; - Cultural, scientific and research institutions - Churches, confessional groups; - Emergency services.
Nature of Aid/Grant	Project-related Grant
Grant Rate	ERDF: up to 75% of eligible costs; TACIS: projects over 50 000 EUR: up to 90 % of eligible costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Steering Committee Members	The Steering Committee comprises representatives from all participating countries: Poland, Belarus, Ukraine with the European Commission's representative(s) as observer (s)
Grant size and project duration	<p>Minimum and maximum project grant: ERDF: 5000 – 50 000 EUR Tacis: 50 000 – 300 000 EUR</p> <p>Maximum duration of a project: 12 months (for ERDF)</p> <p>Maximum duration of a project: 24 months (for Tacis CBC)</p>

Measure description and rationale

This measure focuses on supporting direct cross-border contacts between the inhabitants and institutions of the border region. The measure is intended to replace the Small Project Fund (SPF) hitherto delivered within the Phare (on the Polish side)/Tacis CBC (on the Belarusian and the Ukrainian sides). On the Polish side the Micro Project Facility will be managed by the Euroregions.

The scope of the activities will be complementary to actions funded under Measure 2.1. The main difference is the value of the projects which should not exceed 50 000 EUR. The overall objective is the development and enhancement of co-operation between the three communities with the prospect of joint improvements in cultural, educational, social spheres and thereby creation of a basis for sustainable economic cross-border co-operation. The focus on micro projects at the grass root level aims at forming a foundation for larger cross-border co-operation projects and in general at encouraging the citizens to get involved in the EU co funded programmes. Getting to know the everyday life of one's neighbours through joint social, economic and cultural activities is a prerequisite for mutual understanding, confidence-building and contributes to the creation of a true cross border region. In the light of the Poland's EU accession and the introduction of visas for Belarusian and Ukrainian citizens, particular significance will be attached to actions counteracting a possible weakening of mutual "people to people" contacts in the cross-border region.

Horizontal policies

The measure is closely related to Measure 2.1. It specifically targets co-operation between associations representing women, disabled people, and ethnic minorities. They will be given the opportunity for improved integration of the activities of the area, and provided for improved opportunities for personal improvement and employment. Preferences will be given to projects that have a positive impact on equal opportunities. The measure will have a positive impact on this cross-cutting theme.

Applicants under this Measure will be required to show the environmental sustainability of their project through issues such as recycling, greater use of public transport when attending conferences etc. The Measure will therefore be positive with regard to this theme.

Some of the indicative actions in this Measure are specifically aimed at increasing usage of I.T. Therefore the Measure will have a positive impact on the ICT cross-cutting theme.

Measure specific objectives:

- Creating the conditions for socio-economic development of the border area, including encouraging business co-operation and trade;
- Development and enhancement of co-operation on the micro-level;
- Increasing the number and range of organisations involved in cross-border co-operation;
- Building the foundations for a more integrated region by increasing mutual awareness and familiarity;
- Creating the conditions for a more integrated labour market (including improving labour market information and/or enhancing employment services in the cross-border area);
- Generating connections and ideas leading towards longer-term co-operation, potentially including a subsequent larger INTERREG project;
- Enhancing security in the cross border area.

Indicative actions:

- Organisations of cross-border events: trade fairs, sports events, concerts, festivals, art workshops, panels, seminars, painting and sculpture open air meetings;
- Exchanges of young people and specific target groups from social, research, professional and cultural sectors;
- Joint activities in the field of environment risk prevention spatial planning;
- Support for joint activities aimed at sustaining identity and traditions of the region (e.g. publications, web pages, promotional campaigns, promotion of regional products);
- Development of institutional partnership exchange of information and experience;
- Co-operation between associations representing women, disabled people, ethnic minorities;
- Creation of points/centres/offices – institutional forms of trans-border co-operation;
- Partner-search activities.

Eligible costs:

Pre-implementation and implementation stage activities and expenses linked with the creation, modernisation and development of tourist and business-related infrastructure (in accordance with ERDF (Commission Regulation (EC) No 448/2004 of 10 March 2004) and TACIS (Practical Guide to contract procedures financed from the General Budget of the

European Communities in the context of external actions – PRAG and Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders) Regulations:

- Staff costs;
- Travel costs;
- Equipment;
- Meetings;
- Promotion and marketing;
- Training;
- External services;
- Other project-related costs.

The complete list of eligible costs for TACIS is attached as Annex 5 to the PC.

Ineligible costs:

Ineligible cost are listed in The Manual on the Cost Eligibility (for ERDF) in accordance with Commission Regulation (EC) No 448/2004 of 10 March 2004 and Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders (for TACIS).

Project selection criteria:

- Positive impact on the implementation of horizontal policies (environmental protection, employment, equality, e-society);
- Contribution to the integration of the local communities;
- Extent of up-skilling;
- Positive impact on the labour market - effect on safeguarding, sustaining or creation of work places;
- Contribution to the increase of the competitiveness of the region;
- Networking;
- Complementary with other actions financed by the structural funds, state aid or other national public sources.

Measure 2.2: Support for local communities' initiatives (Micro Project Facility)

Type of indicator	Indicator	Unit
Output	Number of cross-border projects supported, of which...	115
	...cultural or social projects	45
	...educational or training projects	25
	...projects with an economic dimension, including those developing businesses and tourism	35
	... projects enhancing security/emergency/rescue services in the cross-border area	5
	...scientific/technology transfer projects	5
Result	Organisations involved	60
	Cross-border co-operation networks or partnerships created/involved (in relevant themes)	100
	SMEs involved in cross-border project activities	55

Ex-Ante Evaluation

The targets for this Measure clearly contribute to and are consistent with the overall targets set out in the Neighbourhood Programme, in particular this Measure accounts for new cross-border co-operation networks or partnerships created/involved.

This Measure is consistent with the broad aims of Priority 2 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Priority 3: Technical Assistance (TA)
Measure 3.1

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority 3	Technical Assistance
Measure	Measure 3.1. Management, implementation and control
Field of Intervention Code	411 – preparation, implementation, monitoring, publicity
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Joint Technical Secretariat of the Neighbourhood Programme; 3. Ministry of Economy and European Integration of Ukraine, TACIS National Coordination Unit, Department of Regional Policy 4. National Co-ordination Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	Institutions participating in the implementation of the programme: Managing Authority (MA), Joint Technical Secretariat (JTS), Paying Authority (PA), Intermediary Bodies (IB), Euroregions, institutions establishing National Info Points in Belarus and Ukraine
Nature of Aid	Framework budget lines JTS will be responsible for the management of 5% TACIS Administrative costs allocation on the basis of direct agreement with EC Delegation and in accordance with Terms of Reference on TACIS Administrative costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Project Selection Process	Activities will be implemented by the JTS within the framework of the TA budget endorsed by the Monitoring Committee of the Neighbourhood Programme.

Measure description and rationale

The measure aims at supporting the management, implementation and control of the Neighbourhood Programme.

According to rule 11.2 of the Regulation no 448/2004 of 10 March 2004, TA is available for expenditure on the administration, implementation, monitoring, and control of the programme on the one hand and other expenditure (such as studies, seminars, information actions, evaluation etc.) on the other. On the basis of these two categories (I. Management, implementation and control, II. Programme information, publicity and evaluation), the Priority 3 – Technical Assistance is split up into two measures.

The Monitoring Committee is the responsible and decision-making body for the TA.

Horizontal policies

The Technical Assistance priority will provide support for the management of the programme. Through the publicity measures emphasis will be placed on encouraging greater participation by women, disadvantaged groups, ethnic minorities etc. in projects being funded by the Programme. Therefore this Measure will have a positive effect on the Equal Opportunities theme.

Greater use of ICT is proposed in this Measure through the establishment of a Programme website, the facility to submit articles for the Newsletter online, and the introduction of a computerised system for management, monitoring and evaluation.

Measure specific objectives:

- Setting up effective programme management institutions,
- Ensuring smooth implementation of the operations through support for activities relating to project development, assessment and selection,
- Co-ordination of programme implementation on both sides of the border including measures to ensure appropriate monitoring and control of the programme.

List of indicative actions:

- establishing and functioning of the Joint Technical Secretariat as well as National Info-points located on both Belarusian and Ukrainian sides;
- financing of the eligible activities of the institutions responsible for programme management (i.e. Managing Authority, Joint Technical Secretariat, Paying Authority, Intermediary Bodies, Euroregions);
- cost of additional expertise;
- support for institutions involved in the implementation of Micro-Project Facility: Euroregions, Intermediary Bodies;
- support for the operation of the programme decision-making bodies including expenditure in relation to meetings of the Monitoring and Steering Committees;
- audits and on-the-spot checks of operations, evaluation and control

The Managing and Paying Authorities will be supported by the Joint Technical Secretariat.

The Unit within Implementing Authority for Phare CBC Programme will fulfil the role of the Joint Technical Secretariat (JTS) for the Neighbourhood Programme. The JTS will be based in Warsaw. The JTS staff will include representatives of both Belarus and Ukraine. The Joint Technical Secretariat will be in charge of the day-to-day implementation and operational management of the programme.

On the Polish side the Micro-Project Facility will be managed by four Euroregions: Bug, Niemen, Karpacki and Puszcza Białowieska. The TA will co-finance implementation of the Micro-Project Facility by the above institutions, including meetings of the Joint Steering Subcommittee, responsible for selection of micro-projects.

Output indicators:

- Establishment of the Joint Technical Secretariat,
- Micro-project Facility made operational,
- Monitoring and control systems established.

Result indicators:

Achievement of joint management of the programme (decisions of institutions from both sides of the EU border, taken at all stages of the management process).

Effective functioning of the programme measured by the total number of projects approved by the Steering Committee and the Steering Sub-Committee.

Ex-Ante Evaluation

The targets for this Measure clearly contribute to and are consistent with the overall targets set out in the Neighbourhood Programme, in particular this Measure accounts for effective functioning of the Neighbourhood Programme.

This Measure is consistent with the broad aims of Priority 3 and builds on the range of activities set out in the Neighbourhood Programme in a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Measure 3.2.

Operational Programme	Neighbourhood Programme Poland-Belarus-Ukraine INTERREG III A/TACIS CBC 2004-2006
Priority 3	Technical Assistance
Measure	Measure 3.2. Programme information, publicity and programme evaluation
Field of Intervention Code	412 – Evaluation 413 – Studies 414 – Innovative actions 415 – Information to the public
Managing and Co-ordinating Bodies	1. Ministry of Economy and Labour of Poland, Implementation of Regional Development Programmes Department 2. Joint Technical Secretariat of the Neighbourhood Programme; 3. Ministry of Economy and European Integration of Ukraine, TACIS National Coordination Unit, Department of Regional Policy 3. National Co-ordinating Unit: Belarus for the European Union's TACIS Programme
Paying Authority for ERDF	Ministry of Finance of Poland, Paying Authority Department
Paying Authority for TACIS funding	The European Commission's Delegation to Ukraine, Moldova and Belarus
Final Beneficiaries	Institutions participating in the implementation of the programme: Managing Authority, Joint Technical Secretariat, Paying Authority, Intermediary Bodies, Euroregions, institutions establishing National Info Points
Nature of Aid	Framework budget lines JTS will be responsible for the management of 5% TACIS Administrative costs allocation on the basis of direct agreement with EC Delegation and in accordance with the Terms of Reference on TACIS Administrative costs
EU Co-financing	ERDF (Poland), TACIS CBC (Belarus, Ukraine)
Project Selection Process	Activities will be implemented by the JTS within the framework of the TA budget endorsed by the Monitoring Committee of the Neighbourhood Programme.

Measure description and rationale

Supporting information, promotion and evaluation activities with a view to effective use of available resources for the development of cross-border co-operation.

Measure specific objectives:

- Informing potential project applicants about programme objectives set in the Neighbourhood Programme and the Programme Complement as defined in the information and publicity plan,

- Informing public opinion about the role of the EU in the promotion of cross-border co-operation,
- Training of staff responsible for the implementation of the NP
- Training of applicants and potential beneficiaries of the NP
- Enabling appropriate evaluation of the effectiveness of the programme implementation and its results,
- Ensuring co-ordination with other programmes co-financed by the EU including other Interreg programmes,

List of indicative actions:

Activities in the field *415: Information to the public* are described in detail in section 10 of the Programme Complement: *Information and publicity plan*. In addition, under Measure 2 the following activities will be supported:

- carrying out studies and analyses relating to the evaluation of the programme implementation and its effectiveness, including an ex-post evaluation,
- acquisition and installation of a computerised system for management, monitoring and evaluation.

Indicators:

Indicators for operations in the field *415: Information to the public* are described in detail in section 6: *Information and publicity plan*. In addition, under Measure 2 the following indicators can be set out:

Output indicators:

- number of studies and analyses developed,
- a computerised system for management, monitoring and evaluation established and operational,
- number of leaflets, brochures produced,
- number of seminars, number of people trained,
- number of posters, flags prepared.

Result indicators: extent to which the programme has met its quantified and qualitative targets at priority and measure level.

Ex-Ante Evaluation

This Measure is consistent with the broad aims of Priority 3 and builds on the range of activities set out in the Neighbourhood Programme a way which is consistent with the original rationale and purpose of the Priority.

List of indicative actions and project selection criteria are set in accordance with main Neighbourhood Programme assumptions. Measure indicators correspond with anticipated outputs and results.

The financial allocation for this Measure is within the indicative range suggested in the Neighbourhood Programme.

Section 3

The cross-cutting themes

Introduction

The three cross-cutting themes are designed to implement the key policy areas of the Programme. They have been formulated to address the policies of the European Union, which has identified them as essential for the future direction of the EU.

Each project under the Poland-Belarus-Ukraine Neighbourhood Programme will be assessed on how it contributes to the cross-cutting themes taking the below presented objectives into account.

The three cross-cutting themes are:

- Equal Opportunities
- Environmental Sustainability
- Information and Communications Technology

Project Selection Criteria

The cross-cutting themes will form an integral part of the NP's project selection criteria. All projects will be expected to comply with the objectives laid down for each cross-cutting theme. It is, however, recognised that the nature of individual projects will determine their ability and capacity to contribute to the themes. Project appraisal will relate to the potential to contribute, either in the implementation or future management to the most effective attainment of the aims of the cross-cutting themes.

3.1. Equal Opportunities

Objectives

The objectives for this cross-cutting theme are set out below:

- To increase and secure improved access to education, training, business development, and employment opportunities for women, disabled people and ethnic minorities
- To increase the understanding of and develop best practice to overcome stereotyping and traditional role presumptions in order to enable women, disabled people and ethnic minorities to participate fully in the economies of the INTERREG region
- To increase the number of employers and training organisations adopting equal opportunities policies
- To increase the support necessary to allow fuller participation in the region's economy through better transport facilities and reducing the impact of peripheral location.

To ensure compliance with the Equal Opportunities theme, project implementation will have due regard for the following:

- Ensure equality of opportunity for women to reduce vertical and horizontal occupational factors and to narrow the pay gap between men and women
- Take into account the particular needs of men and women who are disadvantaged, disabled or from ethnic or minority backgrounds
- Take into account the impact of the culture of the particular communities at which the activities are aimed
- Address childcare and/or senior care and the issues of reconciliation of home and work

3.2. Environmental Sustainability

Objectives

The objectives for this cross-cutting theme are as follows:

- To promote the sustainable use of natural resources
- To protect and enhance biodiversity and landscapes
- To invest to enhance the capacity of the region and its peoples to support sustainable development
- To promote active community participation in sustainable development
- To promote knowledge and understanding of sustainable development

Given that all Measures of Priority1 provide for development of infrastructure, environmental sustainability will be of great importance in this Programme. All projects will be assessed for environmental sustainability based around the need to ensure:

- There is a need to properly utilise the environmental strengths of the INTERREG region without reducing the environmental quality
- That the Programme actively promotes the environmental opportunities that have been identified in ways to contribute to economic and social benefit
- That action is taken to respond appropriately to the region's environmental threats
- That any infrastructural projects must conform with current best practice in environmental sustainability.

3.3. Information and Communications Technology (ICT)

Objectives

The objectives for ICT cross-cutting theme are as follows:

- To develop the role played by advanced communications infrastructure in the INTERREG region.
- To improve understanding of the opportunities created by modern communications technologies such as e-commerce, networking etc.
- To encourage and educate, at community level, the benefits and advantages of new technologies

Section 4

Financial Plan

ERDF:

The ERDF co-financing will be paid out as reimbursement on the basis of invoices and/or other accounting documentation provided by the beneficiaries.

The maximum ERDF grant available under the NP is 75% of total eligible project costs.

The remaining 25% should constitute national co-financing.

Polish state budget will co-finance up to 10% of eligible costs of the projects under Measure 2.2. and up to 25% of eligible costs for projects under the Priority 3.

The resources of the NGOs, foundations and other non-profit organisations are to be treated as equivalent to public on condition that the project contributes to the public benefit.

Private funding cannot be used as co-financing for ERDF.

The ERDF co-financing has been calculated on the basis of total public expenditure.

TACIS:

Project partners applying for the external funding (TACIS) must ensure the following own co-financing for the project:

- projects over 50.000 EUR : min. 10% co-financing

Up to 10% of the overall Tacis funding will be allocated to Measure 2.2 (Micro Project Facility)

Financial Table⁵

Priorities and measures	Total Eligible Cost	Public expenditure			Public National Participation (25 % of total eligible costs)	Other Financial Instruments	EIB loans	Tacis CBC Total 2004-2006 (indicative allocation)
		Total Public Expenditure	Community Participation					
			Total	ERDF (75 % of total eligible costs)				
1. Increasing the competitiveness of the border area through modernising and development of the cross-border infrastructure	28 637 242	28 637 242	21 477 930	21 477 930	7 159 312			
2004	7 859 126	7 859 126	5 894 344	5 894 344	1 964 782			
2005	8 903 834	8 903 834	6 677 875	6 677 875	2 225 959			
2006	11 874 282	11 874 282	8 905 711	8 905 711	2 968 571			
1.1 Modernisation and development of the existing cross-border transport network to increase accessibility	14 815 288	14 815 288	11 111 465	11 111 465	3 703 823			
1.2 Developing common cross-border natural environment protection system	8 688 204	8 688 204	6 516 153	6 516 153	2 172 051			
1.3 Developing tourism: business and infrastructure	5 133 750	5 133 750	3 850 312	3 850 312	1 283 438			
2. Developing the human capital and institutional cross-border co-operation including security at the European Union's border	18 758 159	18 758 159	14 068 619	14 068 619	4 689 540			
2004	5 239 416	5 239 416	3 929 562	3 929 562	1 309 854			
2005	5 935 888	5 935 888	4 451 916	4 451 916	1 483 972			
2006	7 582 855	7 582 855	5 687 141	5 687 141	1 895 714			

⁵ The ERDF allocation with amendments by the Monitoring Committee At 20 December 2006 will come into force after European Commission acceptance.

2.1 Strengthening of cross-border institutional co-operation and enhancing the quality of human capital	9 379 079	9 379 079	7 034 309	7 034 309	2 344 770			
2.2 Support for local communities' initiatives (Micro Project Facility)	9 379 080	9 379 080	7 034 310	7 034 310	2 344 770			
3. Technical Assistance	3 029 762	3 029 762	2 272 321	2 272 321	757 441			
	985 912	985 912	739 434	739 434	246 478			
2004	1 116 968	1 116 968	837 726	837 726	279 242			
2005	926 882	926 882	695 161	695 161	231 721			
2006								
3.1 Management, implementation and control	2 392 563	2 392 563	1 794 422	1 794 422	598 141			
3.2 Programme information, publicity and programme evaluation	637 199	637 199	477 899	477 899	159 300			
TOTAL	50 425 163	50 425 163	37 818 870	37 818 870	12 606 293			7 000 000
	14 084 454	14 084 454	10 563 340	10 563 340	3 521 114			1 000 000
2004	15 956 690	15 956 690	11 967 517	11 967 517	3 989 173			6 000 000
2005	20 384 019	20 384 019	15 288 013	15 288 013	5 096 006			0
2006								

Section 5

Project Application and Selection: Criteria and Procedures

5.1 Main features of project selection

5.1.1 Project types

The projects financed under the NP shall have non-commercial character and fall in the scope of public interest, the results of the project must be owned by public partner, partnership or be open to public in general. The private funding cannot be used as co-financing for the ERDF.

The following types of projects are foreseen under the Neighbourhood Programme:

- **Joint projects:** implemented at the same time on both sides of the border – developed, managed, and implemented jointly by ERDF and TACIS partners as well as co-financed from both EU funds;
- **Mirror projects:** ERDF and TACIS projects developed on both sides of the border, complementary to each other, but not necessarily implemented at the same time. Mirror projects can be approved as complementary to relevant already implemented/being implemented projects on the other side of the border;
- **Other cross-border projects:** projects developed, implemented and financed only on one side of the border, but demonstrating a clear cross-border impact.

5.1.2 Eligibility of applicants

The list of eligible applicants at the measure level is provided in section 2 of the Programme Complement in the table by each measure of the Neighbourhood Programme.

5.1.3 Partnership

The partners are divided into three categories:

- **Overall Lead Partner/Applicant** – responsible for managing and co-ordinating the whole project, submitting the application to the JTS, controlling the partners and establishing the monitoring system within the project.
-
- **Financial Lead Partner(s)** – each project must define a Financial Lead Partner for the EU internal funding element (ERDF) and the EU external funding element (TACIS). Financial Lead partner for the EU internal funding must be located in Poland, the Financial Lead Partner for the EU external funding may be located inside or outside the EU (Poland, Belarus, Ukraine).

A Financial Lead Partner is responsible for signing the contract with the Intermediary Bodies (on the internal side of the EU border) and with the Contracting Authority (on the external side of the EU border). In the projects, co-financed from one fund, the Overall Lead Partner will at the same time play the role of the Financial Lead Partner.

Each joint project (co-financed from both ERDF and TACIS funds) should define the Overall Lead Partner, who will also play the role of Financial Lead Partner for one of the funding elements of the project. The Financial Lead Partner for the other funding element should also be defined by the project.

- Partners – other project partners, taking part in the project but not playing the role of Overall Lead Partner or Financial Lead Partners.

5.2 Application

Application forms can be obtained free of charge at the JTS, National Co-ordination Units (NCU), National Info Points (NIP) and the INTERREG Regional Contact Points (RCP) at the Marshals' Offices. They can also be downloaded from the programme's website maintained by the Managing Authority and the JTS.

All applications should be submitted to the JTS.

The applications for projects, co-financed from ERDF only (from internal side of EC border) may be submitted continuously.

For applications, co-financed from TACIS CBC, Joint Technical Secretariat, in co-ordination with the Contracting Authority, publishes formally Call for Proposal notice on the website as well as in Belarusian and Ukrainian local press (at least twice a year).

5.2.1 Language regime

Polish applicants complete them in Polish with summary in both English and Russian languages, while Belarusian and Ukrainian applicants – in Russian with summary in both English and Polish languages.

Applications shall be submitted in 1 original and 2 copies and electronic version (disk or CD), be completed in block capitals (see below point 5.3.1 Formal criteria).

The INTERREG Regional Contact Points (RCP) at the Marshals' Offices on the Polish side and the National Coordination Units in Belarus and Ukraine, along with the National Info Points (Branch Offices of the JTS) of the Programme on the Belarusian and Ukrainian sides provide assistance and guidance in proper development of the project application.

5.3 Evaluation of project applications

Evaluation of project applications is done on an ongoing basis, the Steering Committees approve the projects at least twice a year.

5.3.1 Formal evaluation

After an application has been received it is registered in the JTS and checked for formal conformity. The Secretariat evaluates project applications formally and makes their technical assessment.

The formal and technical criteria of project evaluation are approved by the Monitoring Committee and are placed on the MA and JTS websites.

Formal evaluation is divided into two steps. First concerns administrative aspects (adequate and correct filling of the application, validity of signatures), the second is eligibility criteria (compliance of the application with the priorities and measures of the Neighbourhood Programme and the Programme Complement). The formal assessment of the application is

done by the use of the special standardised formal evaluation checklist, which contains all formal criteria.

Formal criteria:

1. Application is completed in Polish or Russian in 1 original and 2 copies; English/Russian and English/Polish summaries of key parts of the application are enclosed;
2. Application is complete (all items have been filled in and all required attachments have been submitted)
3. Application is signed by the applicant
4. Application is completed in capital letters
5. Statute/Articles of Association have been enclosed (*whenever required*)
6. Applicant is eligible (Only in duly justified cases the applicant from outside of the eligible area can be supported on condition that the project activities are located in the eligible area)
7. Compliance with the objectives, priorities and measures of the Neighbourhood Programme and the Programme Complement
8. Expenditure is eligible
9. Project location is eligible
10. Project duration does not exceed the permitted timeframe
11. The co-financing applied for does not exceed the threshold of 75% of eligible costs for operations on the internal side of EU border and of adequately to the total project cost (95%-75%) for operations, co-financed from TACIS CBC
12. The project meets EU state aid requirements
13. Applicant's statement that the applicant has not applied for financing of the project from other EU funded programmes is attached
14. Readiness for implementation of the project according to the time schedule attached

Whenever formal errors are found by the JTS, the applicants are notified in writing, and additional time is specified for corrections. Only the projects, which meet the formal criteria, will be the subject to technical assessment.

Procedure for projects co-financed from ERDF

After the positive formal assessment of the application Joint Technical Secretariat (JTS) will present the project application to the group of experts for a technical assessments. The group will consist of experts from regions located in the eligible area on the internal side of EC border. The general provisions for this group and procedures of its activities will be included in the Book of Procedures of the JTS.

Firstly, The JTS will send copies of applications to the relevant RCP. The RCP is responsible for relaying these copies to external expert(s). The experts have 10 working days to make a draft technical evaluation of applications.

After that, the JTS will convene the group of experts meeting to evaluate the project technically, where the scores will be given for each of the technical aspects of operations.

The special standardised technical evaluation sheet is used to the technical assessment. The evaluators estimate detailed technical aspects and *meritum* of project by the giving the scores for cross-border impact, project feasibility and sustainability. One project can be awarded a maximum of 100 points.

Only the project application which scores 65 points and more will be presented to the Steering Committee.

Procedure for projects co-financed from TACIS CBC

After the first formal check of the application Joint Technical Secretariat shall relay its copy to the Contracting Authority (European Commission's Delegation to Ukraine, Moldova and Belarus in Kiev). The Contracting Authority shall check the validity of the attachments and their compliance with the Belarusian/Ukrainian legal system and endeavour to provide comments (on the technical assessment sheet) on the project proposal to the JTS as quickly as possible.

5.3.2 Technical assessment of the projects

The projects proposals are evaluated by the JTS supported by external experts. The criteria in the technical assessment of applications are as follows:

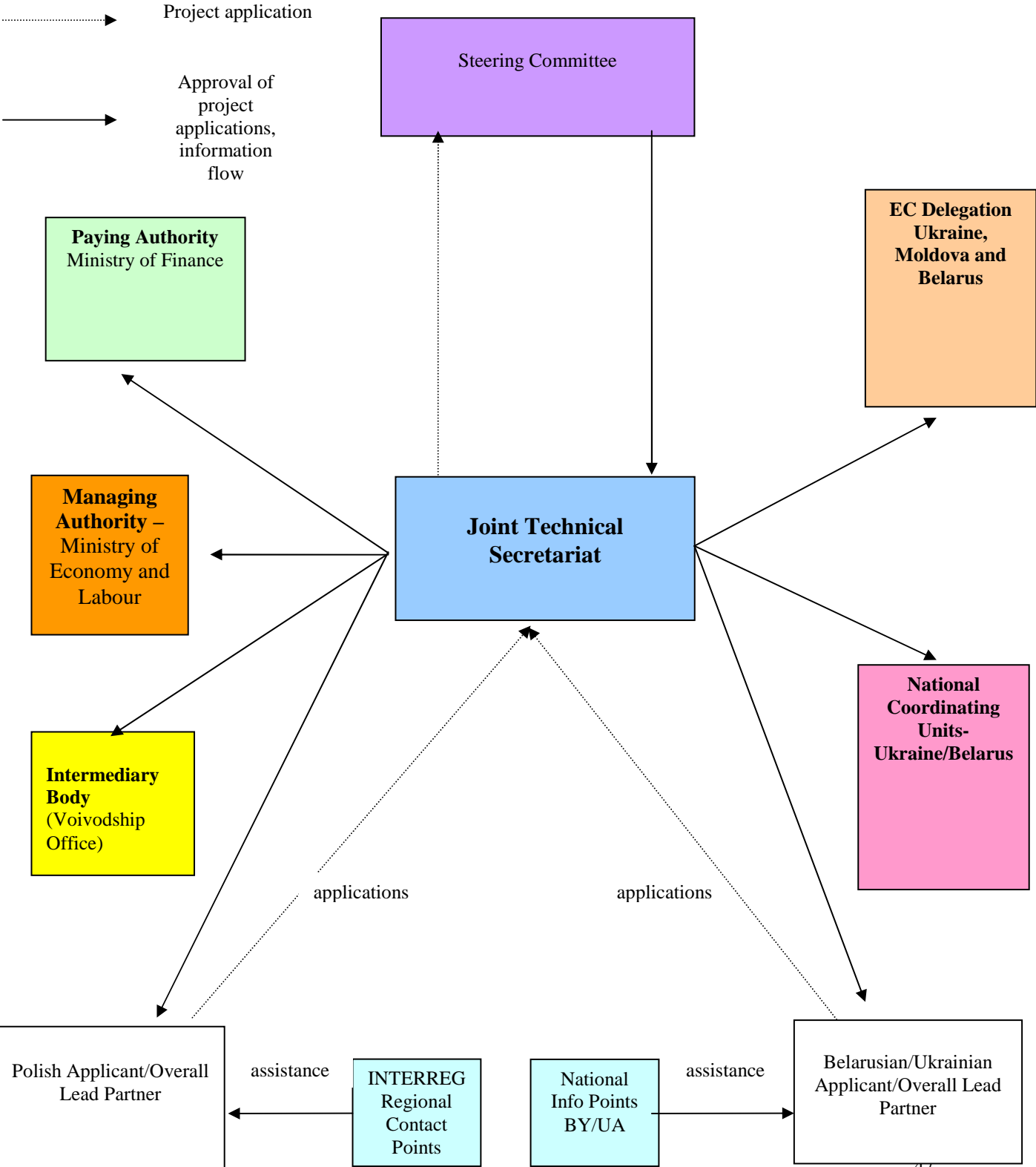
		Max. Points	
I.	PROJECT IMPACT		
	1	Cross-border impact and level of partnership	35
	2	Regional impact:	10
	3	Additional impact:	5
Total		50	
II.	PROJECT FEASIBILITY (in case of investment projects feasibility study should be analysed)		
	1	Quality and logic of project design (including indicators of achievement and implementation schedule)	15
	2	Applicant's management and financial capacity	15
	3	Budget (to what extent are the proposed expenditures necessary for the implementation of the project and correspond to the market prices?)	10
Total		40	
III	PROJECT SUSTAINABILITY		
	1	Long-term organisational sustainability	5
	2	Financial sustainability	5
Total		10	
TOTAL		100	

5.4 Selection and approval of projects

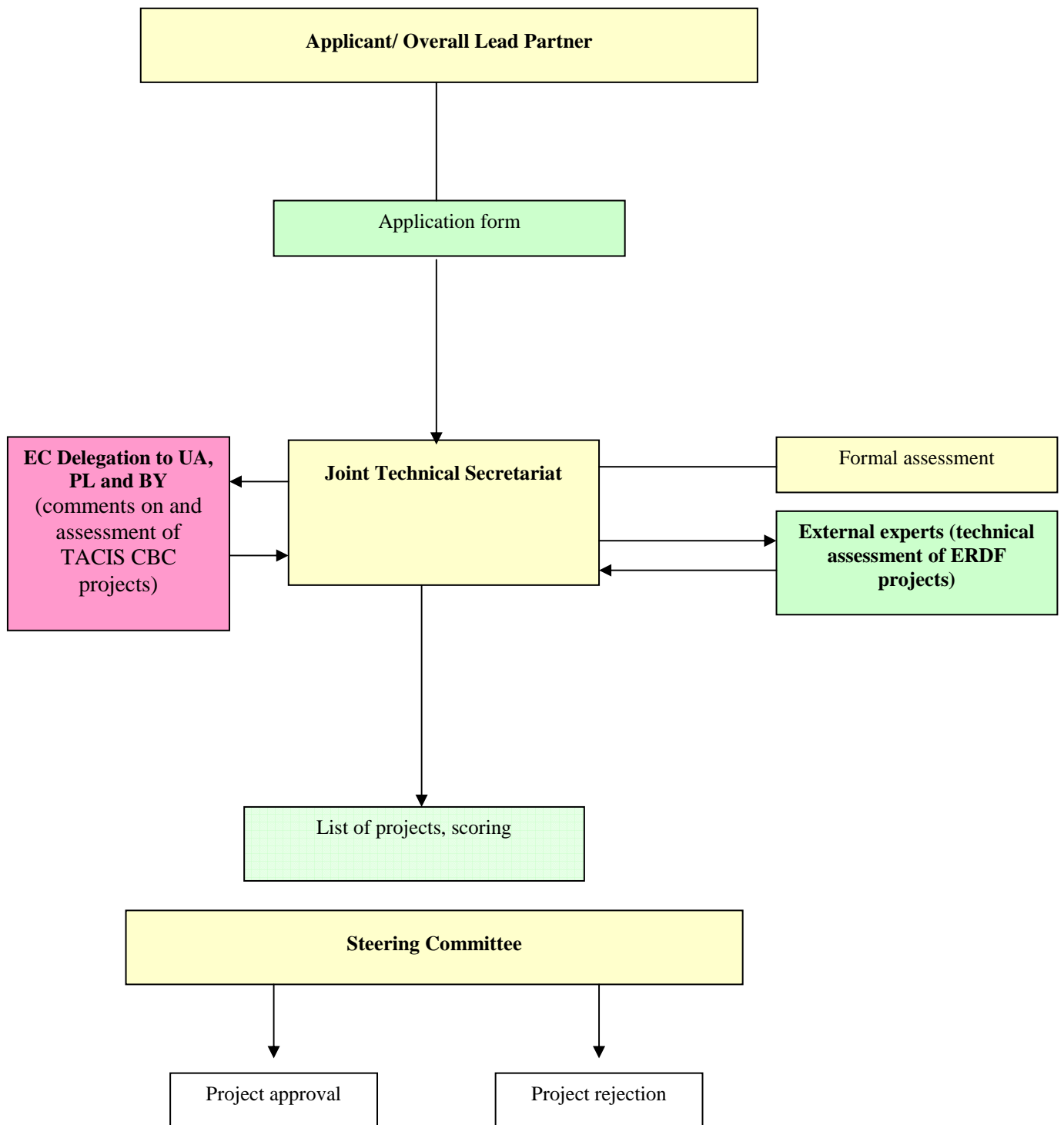
All project applications which meet the formal criteria and have been evaluated for technical content are presented – along with that evaluation and technical assessment of experts on

projects, co-financed from ERDF and opinion of EC Delegation on the operations, supported from TACIS CBC – to the Steering Committee (SC). The SC takes final decisions as to whether to provide funding, taking into account the recommendations of the Joint Technical Secretariat. No appeal procedure is foreseen from the decisions of the SC. SC meetings are organised by the JTS in co-ordination with the Managing Bodies of the Programme. Steering Committee meetings will be held at least twice a year.

Application and approving procedure



Project Selection Procedure



Section 6

Measure 2.2 Support for Local Communities Initiatives

6.1 Background, Purpose and Reasons

The main purpose of Measure 2.2 of the Neighbourhood Programme is to create new and support the existing Polish-Belarusian and Polish-Ukrainian cross-border co-operation network of local and regional organisations in social, cultural, educational, economical and tourist areas. It serves the purpose of supporting direct contacts between the inhabitants of the border areas and constitutes the basis for the preparation of larger scale projects. In view of the large number of anticipated micro-projects, the creation of such a fund is to facilitate the operation of the Neighbourhood Programme, by creating flexible structures and offering fast decision making process. The Micro Project Facility (MPF) as a part of the Neighbourhood Programme Poland-Belarus-Ukraine operates within the scope of Priority 2. Developing the Human Capital and Institutional Cross-border Cooperation, Measure 2.2 Support for Local Communities' Initiatives.

On the Polish side MPF will replace the Small Project Fund that has operated under the Phare Program for the Polish Eastern Border since 2000 and will build on its experience and existing structures.

For ERDF beneficiaries (on the Polish side): MPF is managed by four Euroregions: Karpacki (co-operation between Poland and Ukraine), Bug (co-operation of Poland, Ukraine and Belarus), Puszcza Białowieska and Niemen (co-operation between Poland and Belarus).

These institutions are responsible for: training applicants, collecting projects, formal and technical assessment, monitoring the project implementation, verifying settlements of accounts, collecting and passing information regarding the project implementation to the Intermediary Bodies. Some of the financing designated for management activities shall be covered from the Technical Assistance budget.

For TACIS beneficiaries the management procedure for Micro Project Facility will undergo the procedures relevant for projects co-financed by TACIS.

Guidelines for the beneficiaries of the MPF will be prepared by the JTS in co-operation with the Euroregions and published on the Programme website.

6.2 Conditions of Granting Support

In order to obtain support, projects must meet the following conditions:

- Only those projects which contribute to the improvement of the Polish-Belarusian and Polish-Ukrainian cross-border co-operation shall be supported;
- The list of eligible applicants is defined in Section 2 of the PC;
- The applicant must be located in the eligible area as specified in NP; only *in duly justified cases the applicant from outside of the eligible area can be supported on condition that the project activities are located in the eligible area*;
- The eligible project must have a partnership nature, i.e., the Lead partner (the applicant) will indicate a partner on the other side of the border, who will participate in the implementation of the project;

- The applicants' partners (foreign and domestic) must meet the same criteria as the applicants;
- The duration of the project does not exceed 12 months (for project, co-financed from ERDF) ;
- The duration of the project does not exceed 24 months (for project, co-financed from Tacis CBC) ;
- The maximum amount of the support is EUR 50 000 (for project, co-financed from ERDF);
- The maximum amount of the support is EUR 300 000 (for project, co-financed from Tacis CBC)
- The minimum beneficiary's own participation within the project, co-financed from ERDF is 25% of the project eligible costs (it will be possible to co-finance 10 % of the beneficiary's own participation from the state budget);
- The minimum beneficiary's own participation within the project, co-financed from Tacis CBC is 10 % of the project eligible costs;
- Activities undertaken as part of the project should take place on the eligible area as specified in NP;
- The project that is supported from another EU-programme shall not be eligible for financing from the MPF of the Neighbourhood Programme.

6.3 Eligible sectors:

The MPF shall support projects in the following sectors:

- Local democracy (e.g., visits of local government officials, exchange of experiences);
- Economic development (e.g., seminars concerning small and medium business, promotional activities, trade fairs, business directories, business support centres, conferences);
- Tourism (e.g. studies, plans, maps, publications, creating info centres);
- Culture and education (e.g., cultural exchange programs between the local communities on both sides of the border, meetings and student exchange programs, art-related and folklore events, conferences and seminars);
- Environment protection (preparation of studies, evaluation of risks and problems, environmental seminars, actions increasing the awareness of the society of the existing problems related to the condition of the natural environment);
- Health protection (e.g., training courses for life-guards, joint utilisation of resources and infrastructure of a cross-border nature);
- Border safety (e.g., seminars, projects devoted to counteracting the trafficking of goods etc.).

6.4 Procedure for Submission, Assessment and Selection of Projects

On the Polish side of the border, each of the four Euroregions will submit an “umbrella” project on the MPF to the JTS. It will be evaluated – similarly to other projects - by the Steering Committee. After the approval each Euroregion will be responsible for the implementation of the MPF.

JTS is responsible for receiving and formal assessment of the projects, co-financed by TACIS funds.

6.4.1 Submitting Applications

On the Polish side, the application form is available in the offices of the following Euroregions: Karpacki, Bug, Puszcza Białowieska, Niemen and on their websites as well as on the JTS website.

Rolling application system is to be applied - projects may be submitted on a continuous basis, i.e., without the deadline (taking into consideration of the duration of the programme and the funding available). Applications should be completed in Polish (with summary in Russian) in one original and two copies (and with electronic version attached) and filled out in capital letters. Projects shall be submitted in the offices of the above Euroregions.

On the Belarusian and Ukrainian side, the application form is available on the web sites of JTS, Branch offices of the JTS and TACIS National Co-ordination Units. Applications should be completed in Polish/Russian, depending on the location of the Applicant (with summary in English/Polish or Russian) in one original and two copies (and with electronic version attached) and filled out in capital letters.

Joint Technical Secretariat, in accordance with TACIS procedures and in co-ordination with the Contracting Authority, publishes formally Call for Proposal notice on the web sites as well as in the Belarusian and Ukrainian local press.

The Euroregions on the internal side of the EU border and JTS Branch Offices on the external side organise seminars for applicants (at least twice a year each). JTS assists in the organisation of seminars. JTS will be responsible for answering questions from potential beneficiaries.

6.4.2 Formal Assessment

On the Polish side, upon acceptance of any application, such application is registered in the office of the Euroregion and checked for compliance with formal requirements.

Belarusian and Ukrainian grant application is registered by the Joint Technical Secretariat and checked for compliance with formal requirements. (It means JTS checks all application attachments and all formal criteria). After that, JTS shall relay a copy of application to the Contracting Authority (European Commission's Delegation to Ukraine, Moldova and Belarus in Kiev). The Contracting Authority shall endeavour to provide comments on the proposal to the Secretariat as quickly as possible.

Formal Assessment

Administrative Compliance:

1. The application is filed in Polish (with summary in Russian) – in 1 original and 2 copies (for projects co-financed from ERDF only).
2. The application is filed in Russian in one original and 2 copies. The essential project data is available in English and Polish, i.e. special attachment is filled in (for project co-financed from TACIS CBC only).
3. The application is complete.
4. The applicant signed the application.
5. The application is filled-in in capital letters.

6. The foreign partner's statement is duly signed.
7. The Statute (*if required*) is attached.
8. Eligible applicant.
9. Eligible foreign partner.
10. Eligible costs.
11. Eligible location of the project.
12. The duration of the project does not exceed the admissible deadline.
13. The amount of support provided by INTERREG, does not exceed EUR 50 000 and support by Tacis CBC does not exceed EUR 300 000
14. The amount of the support applied for does not exceed 75% of the eligible costs of the project co-financed from ERDF or 90 % for operations, co-financed from Tacis CBC.

On the Polish side, in the event that any formal errors are discovered in the Euroregions office, the Euroregion shall inform applicants in writing. This procedure is obligatory for Joint Technical Secretariat for projects co-financed by TACIS.

In such cases, the applicant has to correct its project within 10 working days from the date of receiving the notice. Only those projects that meet all formal criteria shall be subject to technical assessment.

6.4.3 Technical assessment

On the Polish side the relevant Euroregion will assess Micro-projects, co-financed from only ERDF.

The main criteria of the technical assessment of applications are as follows:

- cross-border impact,
- role of the foreign partner,
- methodology of operations (including indicators of achievement of goals and products),
- permanent impact of the projects,
- cost efficiency,
- beneficiary's capacities with respect to the project implementation,
- value-added effects, such as: innovative approach, standards to be followed, etc,
- equal opportunities for men and women.

Projects are assessed in such manner that they score points in particular categories (maximum of 100 points). The projects, which fail to score at least 65 points, will not be recommended for the approval.

For the projects applying for TACIS: see section 5.3.2

6.5. Selection and Approval of Micro-Projects

The projects, co-financed from ERDF fulfilling the formal requirements and assessed technically are made subject of the debate of the Steering Subcommittee. The Subcommittee is composed of the representatives of Poland, Ukraine and Belarus (the Rules of Procedures of the Joint Steering Sub-committee are approved by the Monitoring Committee). The Steering

Sub-committee will make the final decision concerning the granting of the support and the amount of the grant, taking into account the recommendations of Euroregions.

On the Polish side Euroregion informs all beneficiaries on the Steering Subcommittee meeting results.

For the applications, co-funded from Tacis CBC: see section 5.4

6.6 Execution of Contracts, Project Implementation and Reporting

Any project or its part, co-financed from Tacis CBC, may be commenced only upon execution of the relevant financial contract. Therefore, the commencement (start-date) of the project shall be deemed the execution of the contract concerning the implementation.

The project shall be implemented by the applicant in accordance with the terms of the financial contract and the approved application.

The applicant shall finance by its own endeavour all costs related to the project.

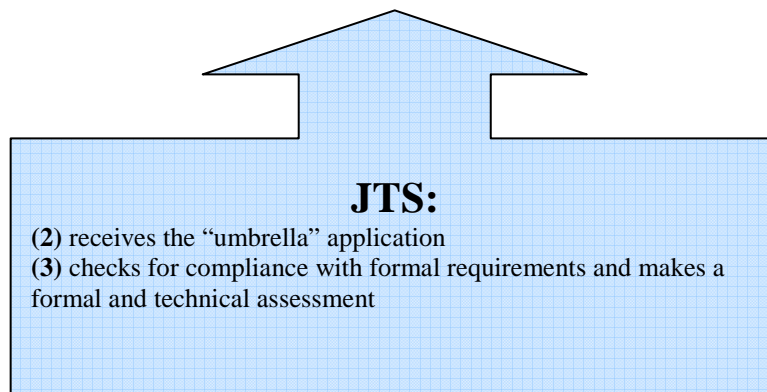
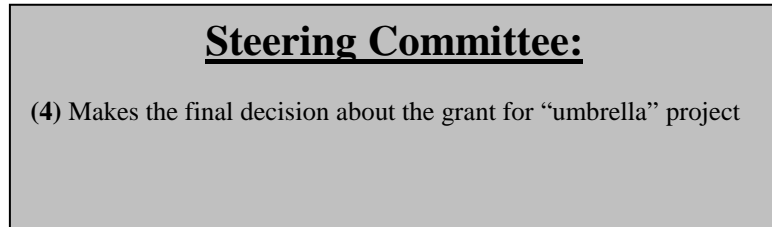
ERDF beneficiaries on the Polish side: upon completion of the project, the applicant submits the project report to the Euroregion. A final report concerning the completed measures, as well as payment claim, including a financial report together with supporting documents and evidence for payments shall constitute an integral part of such a report submitted to the Euroregion.

The Euroregion signs contracts for implementation of the projects with the beneficiaries, on the basis of the financial (framework) agreement with the Intermediary Body. The Euroregion monitors the implementation of the projects and checks the settlement of accounts. The final report concerning the correctly settled project shall be passed to the Intermediary Body together with the application for payment. The Euroregion shall also prepare annual reports on the use of financing within the framework of the MPF on its territory and a substantive assessment of the achievement of the MPF goals. The reports shall be passed to the JTS, which shall compile all the reports received from the Euroregions to create general report on the implementation of Measure 2.2 of the Neighbourhood Programme.

For TACIS beneficiaries: the Contracting Authority (CA) signs contract for project implementation with the final beneficiaries. It should be signed within 3 months from the Steering Committee decision. CA is responsible for verification and validation of payments.

All beneficiaries prepare the annual and final reports and submit them to the Contracting Authority and the JTS, where they are compiled into the programme implementation report.

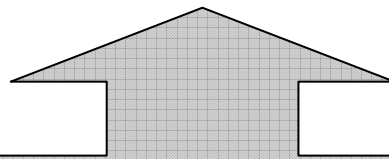
Procedure for submitting, assessment and selection of ERDF “umbrella” grant for micro-projects



Procedure for submitting, assessment and selection of ERDF grant for micro-projects

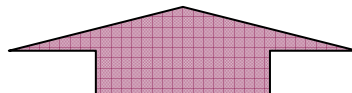
(3) **Steering Sub-Committee:**

Makes the final decision about the grant for the micro-project



Euroregion office:

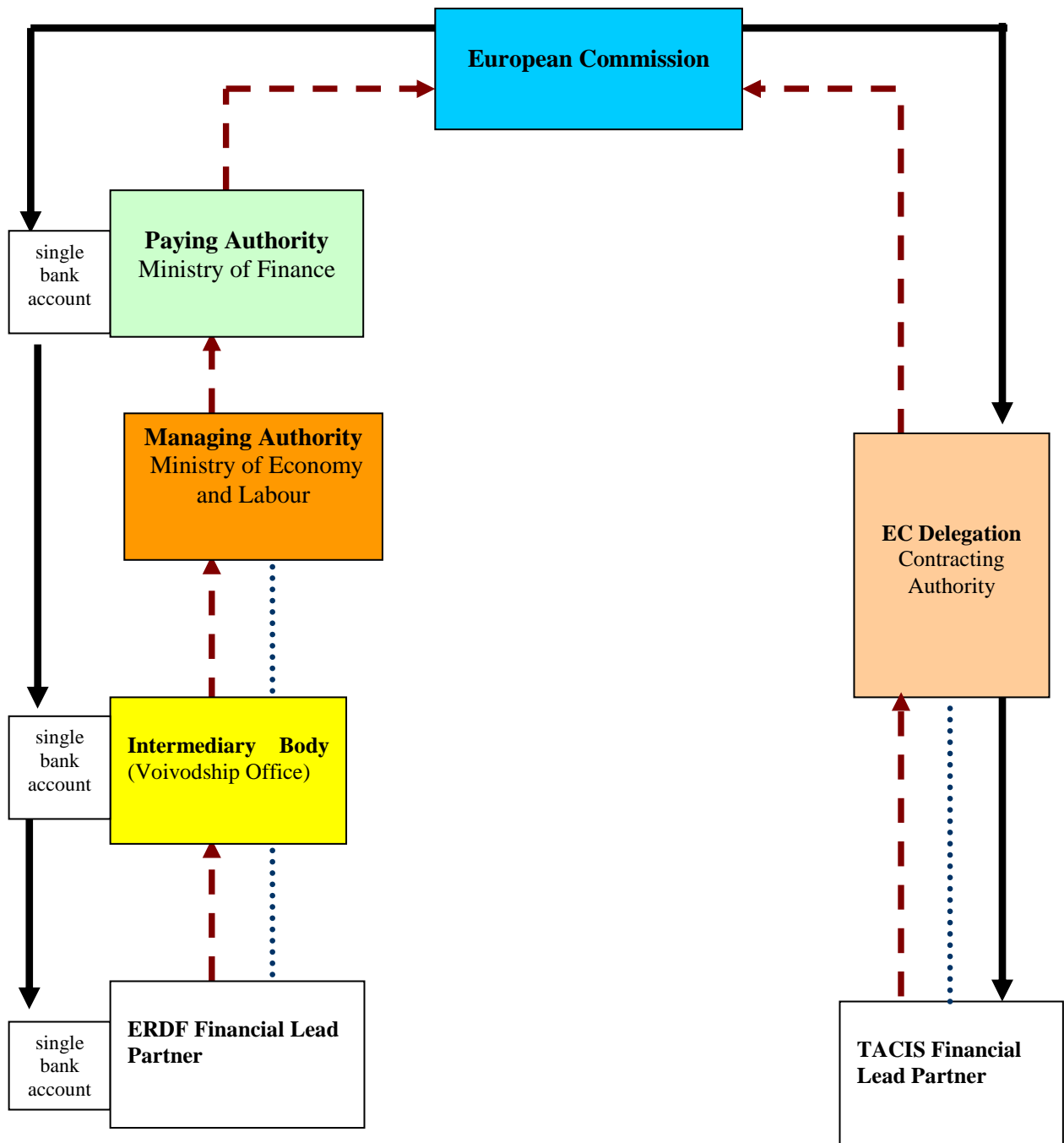
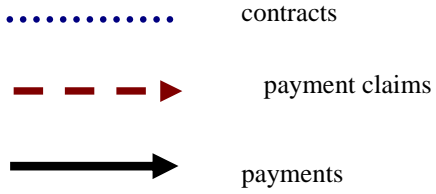
- (1) receives and registers the micro-project application
- (2) is responsible for its formal and technical assessment



Micro-project applicant

submits micro-project application form to the JTS

Section 7
Payment process
Contracting and payment procedure



Section 8

Framework for monitoring and evaluation, financial management

The Programme monitoring will be carried out by the Monitoring Committee in co-operation with the Managing Authority (MA).

The MA for the Neighbourhood Programme (NP) delegates some of monitoring and control tasks concerning the implementation of the NP in Poland to Intermediary Bodies – Voivodship Offices of Podlaskie, Mazowieckie, Lubelskie and Podkarpackie voivodships.

An Intermediary Body is responsible in particular for:

- signing on behalf of the Ministry of Economy and Labour, acting as the MA, contracts with beneficiaries from Poland, in conformity with the agreement concluded between the MA and Intermediary Body
- participation in the meetings of the Monitoring Committee and the Steering Committee,
- drawing up quarterly, annual and final reports on the implementation of ERDF co-financing in Podlaskie, Mazowieckie, Lubelskie and Podkarpackie voivodships based on reports provided by beneficiaries on the implementation of projects and forwarding them to the MA,
- recording project-related data in the monitoring computer system.

Financial management:

The financial management and control system of assistance granted under the Structural Funds is compatible with the requirements laid down in the Regulation No 1260/1999 EC (hereinafter referred to as the General Regulation) and EC Regulations No 438/2001 and No 448/2001.

ERDF funds are allocated to ‘ERDF account’ opened by the Minister of Finance in the National Bank of Poland (NBP). The funding is further transferred to “programme account” opened in the NBP and managed by the Ministry of Finance. Transaction time on these accounts will be limited to indispensable minimum. The account interest in the process will be used for proper operational programme needs.

Reimbursement of verified eligible expenditure paid out during implementation of projects is performed in PLN on the Polish side.

An Intermediary Body is responsible for:

- ensuring the correctness of financial operations in respect of the programmes implemented in the four voivodships, by introduction of a management and control system (financial management must be consistent with the Ministry of Finance and Ministry of Economy and Labour guidelines and act in response to any observations and requests for corrective action),
- verification and confirmation of expenditure incurred under the NP to the MA,
- presenting ERDF payment claims to the MA,

- verification of the use of ERDF funds under respective NP measures in voivodship, including on-the-spot checks,
- submitting information on detected irregularities to the PA; drawing up an annual report on irregularities,
- development of annual expenditure (payment) forecasts for ERDF under the NP and their delivery to the MA,
- retaining all documentation relating to projects implemented under the NP for at least 7 years following the final payment of the balance by the European Commission in relation to any assistance under the NP.

Monitoring of projects implemented under the NP

Under Article 34 of the General Regulation, monitoring includes both tangible monitoring, and financial indicator monitoring, as a function of financial management of projects and programmes. Evaluation of effectiveness and impact of implemented activities and progress in their execution both on the basis of specified physical and financial indicators as well as evaluation of the efficiency of the implementation arrangements is an indispensable element of the Programme implementation system required by Article 42-43 of the General Regulation.

The Managing Authority carries out the monitoring of the structural funds intervention on the basis of a set of indicators defined in the NP and its Programme Complement. Indicators serve to measure the progress of the programme, priorities, measures and projects as well as for evaluation of their effectiveness and impact.

The indicators will show:

- The specific targets, quantified when they lend themselves to quantification, for the measures and priorities and their mutual consistency,
- The stage reached in the Programme in terms of implementation, results and, as soon as practicable, its impact at appropriate level (measure or priority),
- The progress of the financing plan,
- The impact of the cross-cutting themes.

The Joint Technical Secretariat will gather the relevant data throughout the implementation of the Neighbourhood Programme.

The institutions involved in the process of ERDF flows at all levels of the Programme management shall apply uniform monitoring principles, both in tangible and financial monitoring, limited to certain indicators and present information and reports in an agreed format.

Annual and Final Implementation Reports

In accordance with Article 37 of the General Regulation, the MA will submit to the Commission an annual implementation report by 30 June of each year following a full calendar year of implementation. The first annual report will be submitted by 30 June 2005. The final report will be submitted by 30 June 2009.

The annual and final reports will be prepared by the JTS on the basis of Intermediary Bodies reports on the Polish side and approved by Managing Authority. Formally, the MA is

responsible for the use of ERDF only, the monitoring of the use of TACIS funding will be conducted by the Contracting Authority (EC Delegation in Kiev). In accordance with the Implementing Guidelines for Neighbourhood Programmes, every effort will be made to prepare the joint report covering the use of internal (ERDF) and external (TACIS) funding. The projects will report on the use of internal and external funding, moreover the Contracting Authority will provide the JTS with the monitoring data concerning projects co-financed by TACIS.

Annual and final reports on the implementation of the Programme will be approved by the Monitoring Committee before they are sent to the Commission.

Section 9

Computerised exchange of data

According to Article 34 of the regulation 1260/1999 the Managing Authority shall be responsible for setting up a system to gather reliable financial and statistical information on implementation for the monitoring indicators and for evaluation as well as for forwarding the data to the Commission, using where possible computer system permitting the exchange of data with the Commission.

Computer system for monitoring and control of the programme is currently being developed. The system should ensure:

- appropriate, efficient and transparent management of the financial resources available within the programme,
- monitoring of financial indicators of the activities implemented with support from structural funds,
- monitoring of the physical effects of the implemented projects.

Monitoring reports prepared by the beneficiaries will be gathered and stored in electronic form in the system. This data will be aggregated and completed at the higher level of the programme implementation. On this basis the system will generate data files that fulfil the requirements of the file interface of the Structural Funds common database.

Section 10

Information and publicity plan

Dissemination of information on assistance provided within the framework of the Neighbourhood Programme Poland-Belarus-Ukraine

In accordance with the provisions of Art. 18 and 46 of the General Regulation and Regulation No 1159/2000, of 30 May 2000, the EU Member States are required to widely disseminate information about the support from Structural Funds

Informational and promotional activities with respect to the assistance provided under the programme on the Polish, Belarusian and Ukrainian sides are presented in the form of an **action plan** formulated in accordance with Art. 18 of the General Regulation. The action plan comprises of:

- 1) the objectives of the activities;
- 2) groups to which such activities are addressed;
- 3) bodies responsible for the implementation of such activities;
- 4) estimated budget;
- 5) strategy and assumptions concerning the anticipated effects of specific informational activities;

Ad 1) The objective of information and promotion with respect to the assistance provided under the Neighbourhood Programme **is to increase social awareness and transparency of the Neighbourhood Programme (NP)**, as well as to encourage active participation from potential beneficiaries. The detailed goals, products and activities will be presented in the following sections.

Ad 2) Recipients of informational and promotional activities with respect to assistance provided under the programme are the potential beneficiaries of the Neighbourhood Programme as defined in the Programme and the Programme Complement (see section 2 and detailed lists of beneficiaries within measures description)

Ad 3) The **Managing Authority (MA)** and the Joint Technical Secretariat (JTS) shall be responsible for informing potential beneficiaries about possibilities of obtaining support and for promoting the entire programme and its results. In this respect the Managing Authority is supported by INTERREG Regional Contact Points (**RCPs**) located on the Polish side (in Marshal Offices of Podkarpackie, Lubelskie, Mazowieckie Podlaskie voivodships –as well as National Info Points (NIPs) playing the role of Branch Offices of the JTS on the Ukrainian and Belarusian sides. Additionally, on the Polish side the following **Euroregions**: Karpacki, Bug, Puszcza Białowieska, Niemen shall be involved in the informational policy regarding the Micro Project Facility (MPF).

JTS will be appointed to take the responsibility for providing information and promoting the programme. The MA shall inform the European Commission about the person(s) within JTS, responsible for information and promotion.

The person(s) in charge shall collect and process information concerning the possibilities of the obtaining the support from the programme, as well as information concerning the projects that have already been completed. JTS will place the information on the regularly updated website.

JTS, in co-operation with the RCP's, will organise training sessions and workshops for potential beneficiaries at least twice a year (training sessions concerning micro projects shall be organised by Euroregions).

Twice a year the JTS will issue a press release concerning the possibilities to submit applications under the programme.

JTS shall be responsible for producing brochures, leaflets and electronic newsletters. The dissemination of the brochures and leaflets shall be supported by RCP's on the Polish side, and Branch Offices of the JTS on Belarusian and Ukrainian sides, as well as the JTS, and the electronic newsletters shall be sent by the JTS to the subscribers.

Joint Technical Secretariat shall ensure, in particular:

- publication of full information concerning the program on its website, circulation of documents and making them available to the persons that request them,
- publication of the concise information concerning the program in brochures and leaflets,
- drawing up annual and final reports for the European Commission and semi-annual reports on the implementation of the program for the MA (Ministry of Economy and Labour) and the PA (Ministry of Finance).
- implementation of informational activities with respect to the management, monitoring and assessment of the program.

Monitoring Committee shall review and approve annual and final reports concerning the assistance provided prior to sending them to the European Commission. Such reports shall contain information on the actions undertaken by MA and the Monitoring Committee to ensure quality and efficiency of the activities implemented to promote the Neighbourhood Programme .

Ad 4) Funding designated for informational and promotional activities is included in the financial plan in the Neighbourhood Programme, and the Programme Complement under Technical Assistance (the funds designated for the preparation, monitoring and evaluation of the assistance) pursuant to the General Regulation.

Ad 5) **Strategy and assumptions concerning the anticipated effects of specific informational activities** are presented below in the form of indicators of the achievement of objectives and products.

Overall objective:

To increase awareness and transparency of the Neighbourhood Programme and to disseminate information concerning NP in Poland, Belarus and Ukraine, as well as to encourage active participation from potential beneficiaries.

Immediate objectives:

- 1) spreading information to potential beneficiaries in Poland, Belarus and Ukraine on how to apply for financing under the programme .

- 2) increasing the transparency of EU activities and the advantages arising from the implementation of the Neighbourhood Programme

Indicators for immediate objectives:

- At least 20,000 potential beneficiaries in Poland, Belarus and Ukraine will be informed about a possibility of applying for support from the programme (basic indicator 0), the indicator will be measured on the basis of the number of people participating in the seminars and the number of leaflets and brochures handed out.
- The number of people visiting the website devoted to the programme per annum will be at least 3000.

Outputs:

1. Website created by the JTS and containing:
 - information in two languages (i.e. Polish and Russian) about the main program documents: the Neighbourhood Programme and the Program Complement,
 - contact details of all organisations involved in the implementation of the programme, including the division of responsibilities,
 - up-to-date information on the status of programme implementation, the list of the approved projects with the amount of the support granted, the schedule of the upcoming actions, including the dates of filing applications,
 - links to other websites concerning the EU and the question of regional policy
 - answers to frequently asked questions.

2. Application Pack (in two languages, i.e Polish and Russian) encompassing:
 - Principles of operation and main information of the programme, including information about the possibilities to obtain support under the programme,
 - Guidelines for applicants, including instruction how to fill out the application,
 - Application form with necessary attachments.

3. Electronic newsletter in two languages (i.e. Polish and Russian) issued semi-annually. Subscriptions are submitted online. JTS shall be responsible for sending the newsletter to all interested parties free of charge.

4. Information materials in two languages (i.e. Polish and Russian), e.g., brochures, leaflets, CD-ROMs concerning the operation of the programme, as well as posters, flags and other products advertising the EU.

5. At least twice a year, training sessions and information meetings shall be organised for target groups in all areas encompassed by the programme. The estimated number of participants will be 200 persons per year. In the case of the Micro Project Facility implemented under Measure 2.2 of the Neighbourhood Programme, the estimated number of trained potential beneficiaries will be 400

Activities:

1. Providing information supplied by all organisations and beneficiaries involved in the implementation of the programme to the public through the website, newsletters, etc.;
2. Co-operation with media in all the countries (radio, TV, press) with respect to the information concerning support under the programme, including the presentation of model or pilot projects;
3. JTS shall be responsible for:
 - publishing at least 10,000 brochures concerning the programme and at least 10,000 leaflets;
 - issuing 5,000 posters and labels with the EU logo, as well as other products advertising the EU;
 - issuing 5,000 CD-ROMs concerning the programme;
 - preparing a semi-annual issue of the electronic newsletter and sending it to the interested parties.

The beneficiaries will be informed about the regulations regarding the dissemination of information. During the process of monitoring the implementation of projects, attention will be paid to the observance of such regulations.

Section 11

Procedures for amending the Programme Complement

These procedures are subject to Article 34.3 of the General Regulation which allows the Managing Authority to amend the Programme Complement, at the request of the Monitoring Committee or on its own initiative, without changing the total amount of the contribution from the Funds granted to the priority concerned nor its specific targets.

Once the Monitoring Committee has approved amendments, the Managing Authority shall inform the Commission of the amendments within one month.

There are no restrictions on the timing or frequency of such amendments that remain at the discretion of the Monitoring Committee.

Annex 1

Rules of Procedure of the Monitoring Committee for Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006

Article 1 Provisions and Tasks

1. In accordance with:

- a) Council Regulation (EC) No 1260/1999 of 21 June 1999 laying down general provisions on the Structural Funds (OJ L 161 of 26.06.1999, p. 1), hereinafter referred to as “General Regulation”;
- b) European Commission decision No 4366/2004 of 5 November 2004 on the approval of The Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006 the hereinafter referred to as “Neighbourhood Programme”

Having regard to:

- c) the Communication from the Commission to the Member States of 2 September 2004 laying down guidelines for a Community initiative concerning trans-European cooperation intended to encourage harmonious and balanced development of the European territory - INTERREG III (2004/C226/02), hereinafter referred to as “INTERREG Guidelines”;
- d) Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders of 11 June 2004, hereinafter referred to as “Implementing Guidelines”;
- e) the Communication from the Commission of 1 July 2003 Paving the way for a New Neighbourhood Instrument (COM (2003) 393 final), hereinafter referred to as “Neighbourhood Communication”;
- f) Programme Complement for the Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004 – 2006.

Poland, Belarus and Ukraine (hereinafter referred to as “partner states”) will set up the Monitoring Committee. The Monitoring Committee (hereinafter referred to as “MC”) will supervise and will be responsible for the effectiveness and quality of the implementation of the Neighbourhood Programme.

2. The main tasks of the MC shall be as follows:

- a) to confirm or adjust the Programme Complement (in the meaning of Article 15 of General Regulation) including the physical and financial indicators to be used to monitor the assistance; its approval must be obtained before any further adjustment is made;
- b) to consider and approve the criteria to be used in the selection of projects financed under each measure;

- c) to periodically review progress made towards achieving the specific objectives of the assistance;
- d) to examine the results of the Neighbourhood Programme implementation;
- e) to consider and approve the annual and final implementation reports before they are sent to the Commission;
- f) to consider and approve any proposal to amend the contents of the Commission decision on the contribution of the Funds;
- g) to propose, if necessary, to the Managing Authority any adjustment or review of the assistance likely to make possible the attainment of the objectives referred to in Article 1 of the General Regulation or to improve the management of assistance, including in respect of financial management. Any adjustment to the assistance shall be made in accordance with Article 34 (3) of the General Regulation;
- h) to negotiate and approve, or if necessary amend the Rules of Procedure of the Steering Committee and the Joint Steering Sub-committee;
- i) to approve the framework for the Joint Technical Secretariat's tasks (hereinafter referred to as the JTS);
- j) to approve operations under the Technical Assistance budget.

Besides the above tasks, the MC shall also provide a forum for discussion and information exchange of issues relating to the implementation of the Neighbourhood Programme, its evaluation and adaptation with the aim of ensuring high quality of the implementation process.

Article 2 Composition of the Monitoring Committee

1. The MC shall consist of the representatives of national, regional and local levels of the partner states as well as economic and social partners of the Neighbourhood Programme. The list of the relevant institutions responsible for the nomination of the MC members in Poland, Belarus and Ukraine are enclosed in the Annex.
2. The institutions, listed in the Annex shall nominate in writing one representative and one deputy. If the nominated MC member is not able to attend the meeting, the deputy has the voting right. The nomination shall be submitted to the Managing Authority.
3. Observers, experts and advisors have the right to participate in the MC meetings
 - 3.1 Subject to the approval of the Chair and to prior notification to the JTS at least 10 working days before the meeting, the MC meeting may be attended by observers, experts and advisors. The Chair shall have the right to appoint observers, experts, and advisors to the MC meetings on an ad hoc basis. If the Chair so decides, s/he shall inform the MC members before the meeting.
 - 3.2 The representatives of Polish Voivodship Offices and Euroregions, not being the voting members, may participate in the MC meetings as observers.
 - 3.3 In accordance with Article 35(2) of General Regulation and chapter 2.6 of the Neighbourhood Programme the representatives of the European Commission shall take part in the MC meeting in an advisory capacity.

Article 3 Chairmanship and Meetings

1. The MC shall have a Chair representing the lead minister responsible for regional development in Poland.

2. The post of the Co-Chair will rotate among representatives of Belarus and Ukraine.
3. The Chair shall:
 - a) convene the MC at least once a year or at the written and substantial request of one or more of its members;
 - b) draw up draft agendas of the meetings, which shall be sent electronically together with the invitation and the necessary documents *via* the JTS to the members of the MC and their deputies at least 15 working days in advance of the meeting. In exceptional cases the documents may be sent out shortly before the meeting.
 - c) authorize the JTS to notify all MC members and their deputies of the revised agenda not later than 5 working days before the MC meeting date in case of substantial agenda changes occur; any request for a change of the proposed date of the meeting or of its agenda must be notified to the Chair at least 10 working days before the set date. If no requests or objections are submitted, the Chair is responsible for organising the meeting in co-operation with the JTS;
 - d) include extra points in the agenda in the course of the MC meeting, if sufficient evidence of their urgency is provided;
 - e) chair the meetings: declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings, etc.
 - f) be responsible for the proper functioning of the MC;
 - g) approve and send draft minutes to the MC members and their deputies via the JTS for comments within 10 working days after a meeting both in Polish and Russian. If no objections are raised within 10 working days after the minutes were received, they shall be considered approved. If objections are raised or comments received, the Chair shall revise the minutes accordingly, decide on a final version and send it to the MC members and their deputies. The final minutes will be translated into English according to Polish version.
4. The MC meetings are not held in public. The decisions of the MC will be made available by the JTS.

Article 4 Working Groups

1. The Chair may establish working groups composed of MC members and experts to deal with individual agenda points. For each working group the Rules of Procedure shall apply, whereas the structure of these working groups shall be established on case-by-case basis.
2. If necessary, the Chair of the MC shall nominate the external experts to the working groups in writing.

Article 5 Decision-Making and Written Procedure

1. MC meetings must be quorate for decisions and activities to be valid. 2/3 of the delegations of the participating partner states present at the meeting shall constitute the *quorum*.
2. Each national delegation has one vote. Votes cannot be delegated to other countries, other MC members or third parties.

3. In case of opposition by one delegation the Chair shall decide whether a written procedure is going to be initiated or the decision shall be taken at the next MC meeting.
4. The decisions of the national delegations are agreed by the voting members present at the meeting. The comments made by the advisors attending the meeting shall be taken into account. At the end of each meeting, the Chair shall submit a summary of all decisions approved by the MC, which shall subsequently be used as a basis for the minutes of the meeting.
5. In case the Managing Authority (MA) has profound objections concerning the compliance of a decision taken by the MC with the legal basis of the NP, the decision shall be taken with reservation until the MA can clarify the matter.
6. Should the need arise to take a decision before the next MC meeting, the Chair can initiate a written procedure. In this case the Chair shall send the draft decision via the JTS to all members of the MC and their deputies by electronic mail. MC members and their deputies must confirm the receipt of the documents by electronic mail. Delegations of the participating states shall have 15 working days from dispatch of the proposal by the JTS to respond in writing.
7. If a written objection to the procedure or to the draft decision is raised, the matter shall be placed on the agenda of the next meeting of the MC. Delegations of the participating states can withdraw their objection at any time.
8. If no written objection to the procedure or to the draft decision has been received within 15 working days the decision is deemed to be taken by the MC.
9. In any case, after the 15 working-day time limit has expired, the JTS shall inform all members on whether the decision is deemed to be taken or what objections have been raised.
10. Subject to the decision of the MC, the JTS shall notify the general public of the MC resolution.

Article 6

The Joint Technical Secretariat (JTS)

1. The MC is assisted by the JTS of the Neighbourhood Programme established to support the bodies implementing the Programme in accordance with chapter 2.5 and point 25 (10) and 30 of the INTERREG Guidelines.
2. The JTS will assist and advise the MC in respect of all the functions and procedures set out in these Rules of Procedures. The representatives of the JTS will participate in MC meetings in a supportive function.
3. Within the scope of their competences and in accordance with chapter 2.5 of the Neighbourhood Programme, the JTS's tasks include:
 - a) drafting the MC decisions, agendas and minutes of the MC proceedings;
 - b) supporting the MC Chair and members in administrative procedures, such as the organisation of the meetings, including the preparation and sending-out of the invitations and documents by electronic mail, providing translation and interpretation services, etc.;
 - c) regularly submitting information and data analyses to the MC based on data assembled by the monitoring system;

d) preparing programme implementation reports.

Article 7
Official Languages

1. The official languages of the MC are Polish and Russian. Simultaneous translation of the proceedings shall be provided. If necessary English translation may be provided during the meetings. The costs incurred will be financed from the TA budget of the programme.

Article 8
Costs

1. The costs incurred in organisation and preparation of the meetings of MC and working groups established by the Chair (e.g. rooms, translation, interpreting during the meeting) shall be financed from the programme TA budget managed by the JTS.

2. The costs of travel and accommodation for the MC members will be covered from TA budget. When available TACIS Administrative costs allocation will be used.

Article 9
Revisions of the Rules of Procedures

1. The Monitoring Committee Rules of Procedure were adopted at the first MC meeting on 26th of January 2005.

2. If necessary, the Rules of Procedure may be amended subject to MC decision as specified in Article 5.

ANNEX

The list of the relevant institutions

1. The relevant institutions in Poland are:

- a) Minister of Economic Affairs and Labour
- b) Minister of Finance
- c) Marshal Office of *Podlaskie*
- d) Marshal Office of *Mazowieckie*
- e) Marshal Office of *Lubelskie*
- f) Marshal Office of *Podkarpackie*
- g) Voivodship Offices of *Podlaskie*, *Mazowieckie*, *Lubelskie* and *Podkarpackie* Regions (1 vote, on rotation principle)
- f) Euroregions: *Niemen*, *Bug*, *Karpacki*, *Puszcza Białowieska* (1 vote on rotation principle)

2. The relevant institutions in Belarus are :

- a) Ministry of Foreign Affairs
- b) Ministry of Economy
- c) Ministry of Nature
- d) *Brest* Regional Executive Committee
- e) *Grodno* Regional Executive Committee
- f) *Minsk* Regional Executive Committee
- g) Euroregion *Belovezhskaya Puscha*,

3. The relevant institutions in Ukraine are:

- a) Ministry of Economy and European Integration
- b) TACIS National Co-ordinating Unit
- c) Ministry of Environmental Protection
- d) *Volyn* Oblast State Administration
- e) *Lviv* Oblast State Administration
- f) *Zakarpatska* Oblast State Administration

Annex 2

Rules of Procedure of the Steering Committee for the Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006

Article 1 Provisions and Tasks

1. In accordance with: the European Commission Decision 4366/2004 of 5 November 2004 on the approval of the Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA/TACIS CBC 2004-2006, hereinafter referred to as “Neighbourhood Programme”;

Having regard to:

- a) the Communication from the Commission of 1 July 2003 Paving the way for a New Neighbourhood Instrument (COM (2003) 393 final), hereinafter referred to as “Neighbourhood Communication”;
- b) Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders of 11 June 2004, hereinafter referred to as “Implementing Guidelines”;
- c) the Communication from the Commission to the Member States of 2 September 2004 laying down guidelines for a Community initiative concerning trans-European cooperation intended to encourage harmonious and balanced development of the European territory - Interreg III (2004/C226/02), hereinafter referred to as “INTERREG Guidelines”;
- d) The Programme Complement of Poland-Belarus-Ukraine Neighbourhood Programme INTERREG IIIA/TACIS CBC 2004-2006, hereinafter referred to as “Programme Complement”.

Poland, Belarus and Ukraine (hereinafter referred to as “partner states”) will set up the Steering Committee (hereinafter referred to as “SC”) responsible for the joint selection and approval of projects and the monitoring of their implementation under the Neighbourhood Programme. The SC fulfils the role of the Evaluation Committee described in the Practical Guidelines to contract procedures financed from the General Budget of the European Communities in the context of external actions (PRAG).

The projects shall be selected subject to:

- the provisions applying to the European Regional Development Fund (ERDF) for the beneficiaries from Poland
- the provisions applying to TACIS for the beneficiaries from Belarus and Ukraine
- the rules defined in the Neighbourhood Programme and the Programme Complement.

Article 2

Composition of the Steering Committee

1. The SC shall consist of the representatives at national, regional and local levels of the partner states as well as economic and social partners.
2. The institutions, listed in the Annex shall nominate in writing one representative and one deputy. The nomination shall be submitted to the Managing Authority. If the nominated SC member is not able to attend a meeting, the deputy will take part in the meeting and she/he will have the voting right.
3. Observers, experts and advisors have the right to participate in the SC meetings.
 - 3.1 Subject to the approval of the Chair and to prior notification to the JTS at least 10 working days before the meeting, the SC meeting may also be attended by observers, experts and advisors. The Chair and Co-Chair shall have the right to appoint observers, experts and advisors to the SC meetings on an ad hoc basis. If the Chair or Co-Chair so decides, s/he shall inform the SC members before the meeting.
 - 3.2 The representatives of Polish parts of 3 Euroregions, not being the voting members, may participate in the SC meetings as observers.
 - 3.3 The representatives of Polish Voivodship Offices of Podlaskie, Mazowieckie, Lubelskie and Podkarpackie Regions may participate in the SC meetings as observers.
 - 3.4 Representative(s) of the European Commission shall take part in the SC meeting as observer(s).

Article 3

Meetings and Chairmanship

1. The first Chair and Co-Chair of the first SC meeting will be nominated by the Monitoring Committee of the NP.
2. The post of the Chair will rotate among Marshals or their representatives of Podlaskie, Mazowieckie, Lubelskie and Podkarpackie Regions.
3. The post of the Co-Chair will rotate among representatives of Belarus and Ukraine.
4. The Chair of the SC shall be nominated at least 25 working days before the next meeting. The term of office of the Chair lasts until the next Chair is nominated.
5. The Co-Chair shall be nominated at least 5 working days before the SC meeting.
6. The Chair, after consultation with the MA and the JTS, shall convene the SC at least once a year (if necessary) or at the written and substantial request of one or more of its members.
7. The Chair shall:
 - a) draw up draft agendas of the meetings, which shall be sent electronically together with the invitation and the necessary documents via the JTS to the members of the SC and their deputies at least 15 working days in advance of the meeting;
 - b) authorize the JTS to notify all SC members and their deputies of the revised agenda not later than 9 working days before the SC meeting date if substantial agenda changes occur; any request for a change of the proposed date of the meeting

or of its agenda must be notified to the Chair at least 10 working days before the set date. If no requests or objections are submitted, the Chair is responsible for organising the meeting;

c) chair the meetings: declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings, etc.;

d) be responsible for the due functioning of the SC;

e) supervise the drafting of and be responsible for the approval of the minutes;

f) send the draft minutes electronically in Polish and Russian to the SC members and their deputies via the JTS for comments within 10 working days after a meeting.

8. The Chair in co-operation with the Co-Chair may suggest extra points to be included in the agenda in the course of the SC meeting, if sufficient evidence is provided of their urgency.

9. The SC meetings are not held in public. The decisions of the SC will be made available by the JTS.

Article 4 **Decision-Making and Written Procedure**

1. SC meetings must be quorate for decisions and activities to be valid. 2/3 of the delegations of the partner states present at the meeting shall constitute the *quorum*.

2. Each national delegation has one vote

2.1 The decisions of the national delegations will be agreed between their voting members present at the meeting.

2.2 Votes cannot be delegated to other countries.

2.3 Poland shall have a decisive voice concerning the projects financed exclusively from the ERDF, whereas the decisions on the projects with joint co-financing (ERDF + TACIS) will be taken by consensus. In case of disagreement the project shall be deemed rejected.

3. At the end of each meeting the Chair shall summarize all decisions taken by the SC. The summary will subsequently be used as a basis for the minutes of the meeting.

4. After each meeting, the Chair together with the Co-chair and in co-operation with the JTS will approve the draft minutes of the meeting in Polish and Russian. The approved draft minutes will be sent to the SC members and their deputies. If no observations are received within 10 working days the minutes are deemed to be approved. The approved Polish version will be treated as the basis for the translation of the minutes into English. The minutes of the SC meeting fulfill the role of the Evaluation report.

5. Should the need arise to take a decision before the next SC meeting the Chair can initiate a written procedure. In this case the Chair shall send the draft decision via the JTS to all members of the SC, their deputies and the European Commission and the Delegation of the European Commission to Ukraine and Belarus by electronic mail. Delegations of the participating states shall have 10 working days from dispatch of the proposal by the JTS to respond in writing.

6. If no written objection to the procedure or to the draft decision has been received within 10 working days the decision is deemed to be taken by the SC.
7. In any case, after the 10 working-day time limit has expired, the JTS shall inform all members on whether the decision is deemed to be taken or what objections have been raised.
8. Should any serious doubts occur about the validity of SC decisions, the European Commission may be consulted.
9. The SC decisions are impartial and confidential. The SC members shall sign the declaration of impartiality and confidentiality. The SC members must declare any personal interest they may have in a particular project before the discussion on it begins. A member declaring a personal interest may be asked by the Chair to withdraw from the meeting and leave the room for the duration of the discussion on that item and shall not participate in the agreement process. If the interest is declared by the Chair, the Co-Chair takes over the Chairmanship during the discussion.

Article 5

The Joint Technical Secretariat (JTS)

1. The Steering Committee is assisted by the JTS established to support the bodies implementing the Neighbourhood Programme .
2. The JTS will assist and advise the SC in respect of all the functions and procedures set out above. The representatives of the JTS will participate in SC meetings in a supportive function.
3. The JTS will make sure that all working documents covered by the agenda will be delivered to SC members electronically at least 15 working days before the SC meeting date.
4. Within the scope of their competences the JTS's tasks include:
 - a) drafting the SC agendas, decisions, and minutes of the SC proceedings;
 - b) submitting to the SC members the supporting documents, including the recommendations for the approval of projects;
 - c) supporting the SC Chair and Co-Chair and SC members in administrative procedures, such as the organisation of the meetings, including the preparation and sending-out of the invitations and supporting documents in electronic form, providing translation and interpretation services, etc.;
 - c) regularly submitting information and data analyses to the SC based on data assembled by the monitoring system;
 - d) participation in the assessment of the project applications;
 - e) informing applicants about the SC decisions within 10 working days from the SC meeting.

Article 6

Official Languages

1. The official languages of the SC are Polish and Russian. Simultaneous translation of the proceedings shall be provided. If necessary English translation may be provided during the meetings. The costs incurred will be financed from the TA budget of the programme.

Article 7

Costs

1. The costs incurred in organisation and preparation of the meetings of SC and in the follow up to the meetings (e.g. hiring rooms, translation, interpreting during the meeting) shall be financed by the JTS from the programme TA budget.

2. The costs of travel and accommodation for SC members will be covered from TA budget. When available TACIS Administrative costs allocation will be used.

Article 8 **Revisions of the Rules of Procedures**

1. The Steering Committee Rules of Procedure were adopted by the decision of the Monitoring Committee of the Neighbourhood Programme on 26th of January 2005.

2. If necessary, the Rules of Procedure may be amended subject to the MC decision as specified in Article 5 of the Rules of Procedures of the MC.

ANNEX

The list of the institutions responsible for nomination of SC members:

1. The relevant institutions in Poland are:

- a) Minister of Economic Affairs and Labour
- b) Marshal Office of *Podlaskie*
- c) Marshal Office of *Mazowieckie*
- d) Marshal Office of *Lubelskie*
- e) Marshal Office of *Podkarpackie*
- f) Environmental partners nominated by Marshal Offices (1 vote)
- g) Euroregions: *Niemen, Bug, Karpacki, Puszcza Białowieska* (1 vote on rotation principle)

2. The relevant institutions in Belarus are :

- a) Ministry of Economy
- b) National Co-ordinating Unit of Belarus for the EU's TACIS Programme
- c) *Brest* Regional Executive Committee
- d) *Grodno* Regional Executive Committee
- e) *Minsk* Regional Executive Committee

3. The relevant institutions in Ukraine are:

- a) Ministry of Economy and European Integration (TACIS National Coordinating Unit)
- b) *Volyn* Oblast State Administration
- c) *Lviv* Oblast State Administration
- d) *Zakarpatska* Oblast State Administration

Annex 3

Rules of Procedure of the Joint Steering Sub-committee for Poland-Belarus-Ukraine Neighbourhood Programme INTERREG IIIA/TACIS CBC 2004-2006

Article 1 Provisions and Tasks

1. In accordance with: the European Commission Decision No 4366/2004 of 5 November 2004 on the approval of Poland-Belarus-Ukraine Neighbourhood Programme INTERREG IIIA/TACIS CBC 2004-2006, hereinafter referred to as “Neighbourhood Programme”;

Having regard to

- a) the Communication from the Commission of 1 July 2003 Paving the way for a New Neighbourhood Instrument (COM (2003) 393 final), hereinafter referred to as “Neighbourhood Communication”;
- b) Neighbourhood Programmes 2004-2006 Implementing Guidelines for INTERREG/Tacis and INTERREG/Cards borders of 11 June 2004, hereinafter referred to as “Implementing Guidelines”;
- c) the Communication from the Commission to the Member States of 2 September 2004 laying down guidelines for a Community initiative concerning trans-European cooperation intended to encourage harmonious and balanced development of the European territory - Interreg III (2004/C226/02), hereinafter referred to as “INTERREG Guidelines”;
- d) The Programme Complement of Poland-Belarus-Ukraine Neighbourhood Programme INTERREG IIIA/TACIS CBC 2004-2006, hereinafter referred to as “Programme Complement”

Poland, Belarus and Ukraine (hereinafter referred to as “partner states”) will set up the Joint Steering Sub-committee (hereinafter referred to as “JSSc”) responsible for the joint selection and approval of micro-projects, under the Priority 2 Measure 2 of the Neighbourhood Programme.

The micro-projects shall be selected subject to:

- the provisions applying to the European Regional Development Fund (ERDF) for the beneficiaries from Poland
- the provisions applying to TACIS CBC for the beneficiaries from Poland, Belarus and Ukraine
- the rules defined in the Neighbourhood Programme and the Programme Complement.

Article 2

Composition of the JSSc

1. The JSSc shall consist of the representatives at national, regional and local levels of the partner states as well as other partners.
2. The institutions, listed in the Annex shall nominate in writing one representative and one deputy. The nomination shall be submitted to the Managing Authority of the Neighbourhood Programme and the Joint Technical Secretariat of the Neighbourhood Programme (the JTS). If the nominated JSSc member is not able to attend a meeting, the deputy will take part in the meeting and s/he will have the voting right.
3. Observers, experts and advisors have the right to participate in the JSSc meetings.
 - 3.1 Subject to the approval of the Chair and to prior notification to the Euroregion Office at least 10 working days before the meeting, observers, experts and advisors may also attend the JSSc meeting. The Chair shall have the right to appoint observers, experts and advisors to the JSSc meetings on an *ad hoc* basis. If the Chair or Co-Chair so decides, s/he shall inform the JSSc members and the JTS before the meeting.
 - 3.2 The representatives of Polish Voivodship Offices of *Podlaskie*, *Mazowieckie*, *Lubelskie* and *Podkarpackie* Regions may participate in the JSSc meetings as observers.
 - 3.3 Representative(s) of the European Commission and representative(s) of the JTS of the Neighbourhood Programme shall take part in the SSC meeting as observer(s).

Article 3

Meetings and Chairmanship

1. The JSSc shall be convened at least twice a year or at the written and substantial request of one or more of its Members.
2. The post of the Chair will rotate among Heads of Polish parts of Euroregions: *Niemen*, *Puszcza Białowieska*, *Bug* and *Karpaty* or their representatives.
3. The post of the Co-Chair will rotate among representatives of Belarus and Ukraine.
4. The Chair and the Co-Chair of the SSC shall be nominated at least 25 working days before the JSSc meeting. Their term of office lasts until the next Chair is nominated.
5. The Chair shall:
 - a) draw up draft agendas of the meetings, which shall be sent electronically together with the invitation and the necessary documents, including the recommendations, for the approval of micro-projects, *via* the Euroregion Office to the members of the JSSc and their deputies and the JTS at least 15 working days in advance of the meeting;
 - b) drafting the JSSc agendas, decisions, and minutes of the JSSc proceedings;
 - c) providing the remaining Euroregions and the JTS with the list of approved projects during 3 working days after the JSSc meeting

- d) authorize the appropriate Euroregion Office to notify all JSSc members and their deputies and the JTS of the revised agenda not later than 9 working days before the JSSc meeting date if substantial agenda changes occur; any request for a change of the proposed date of the meeting or of its agenda must be notified to the Chair at least 10 working days before the set date. If no requests or objections are submitted, the Chair is responsible for convene the meeting;
- e) chair the meetings: declare the opening and closing of each meeting, direct the discussion, accord the right to speak, put questions to the vote, announce the decisions, rule on points of order, and pursuant to these rules of procedure, have control of the proceedings, etc.;
- f) be responsible for the due functioning of the JSSc;
- g) supervise the drafting of and be responsible for the approval of the minutes;
- h) send the draft minutes electronically in Polish and Russian to the JSSc members and their deputies and the JTS *via* the appropriate Euroregion Office for comments within 10 working days after a meeting;
- i) regularly submitting via the appropriate Euroregion Office information and data analyses including received from remaining Euroregion Offices to the JSSc members and the JTS;

6. The Chair in co-operation with the Co-chair may suggest extra points to be included in the agenda in the course of the JSSc meeting, if sufficient evidence is provided of their urgency.

7. The JSSc meetings are not held in public. The decisions of the JSSc will be made available by the Euroregion and the JTS.

Article 4 Decision-Making and Written Decision

1. JSSc meetings must be quorate for decisions and activities to be valid. 2/3 of the delegations of the partner states present at the meeting shall constitute the *quorum*.

2. Each national delegation has one vote

2.1 The decisions of the national delegations will be agreed between their voting members present at the meeting.

2.2 Votes cannot be delegated to other countries.

2.3 Poland shall have a decisive voice concerning the micro-projects financed exclusively from the ERDF, whereas the decisions on the micro-projects with joint co-financing (ERDF + TACIS CBC) or from TACIS CBC only will be taken by consensus. In case of disagreement the micro-project shall be deemed rejected.

3. At the end of each meeting the Chair shall summarize all decisions taken by the JSSc. The summary will subsequently be used as a basis for the minutes of the meeting.

4. After each meeting, the Chair together with the Co-chair and in co-operation with the Euroregion Office will approve the draft minutes of the meeting in Polish and Russian. The approved draft minutes will be sent to the JSSc members and their deputies and the JTS. If no observations are received within 10 working days the minutes are deemed to be approved. The approved Polish version will be treated as the basis for the translation of the minutes into English.
5. Should the need arise to take a decision before the next meeting the Chair can initiate a written procedure. In this case the Chair shall send the draft decision via the JTS to all members of the JSSc, their deputies and the European Commission by electronic mail. Delegations of the participating states shall have 10 working days from dispatch of the proposal by the JTS to respond in writing.
6. If no written objection to the procedure or to the draft decision has been received within 10 working days the decision is deemed to be taken by the JSSc.
7. In any case, after the 10 working-day time limit has expired, the JTS shall inform all members on whether the decision is deemed to be taken or what objections have been raised.
8. Should any serious doubts occur about the validity of JSSc decisions, the European Commission's Delegation may be consulted.
9. The JSSc decisions are impartial. The JSSc members shall sign the declaration of impartiality and confidentiality. The JSSc members must declare any personal interest they may have in a particular project before the discussion on it begins. A member declaring a personal interest shall be asked by the Chair to withdraw from the meeting and leave the room for the duration of the discussion on that item and shall not participate in the agreement process. If the Chair declares the interest, the Co-Chair takes over the Chairmanship during the discussion and voting.

Article 5 Euroregion Office

1. The Euroregion Office, appropriate to the JSSc chairmanship, assists the JSSc.
2. The Euroregion Office mentioned in art. 5 (1) will assist and advise the JSSc in respect of all the functions and procedures set out above.
3. The Euroregion Office mentioned in art. 5 (1) will support the JSSc's Chair and Co-Chair and JSSc's members in administrative procedures, such as the organisation of the meetings, including the preparation and sending-out of the invitations and supporting documents in electronic form, providing translation and interpretation services, etc.;
4. Within the scope of their competence all Euroregion Office's tasks include:
 - a) submitting to the mentioned in art. 5 (1) Euroregion Office the supporting documents, including the recommendations for the approval of micro-projects;
 - b) regularly submitting information and data analyses to the mentioned in art. 5 (1) Euroregion Office based on data assembled by the monitoring system;
 - c) participation in the assessment of the micro-project applications;
 - d) notifying all applicants of the decision of the JSSc within 10 days from the JSSc meeting.

Article 6
Official Languages

1. The official languages of the JSSc are Polish and Russian. Simultaneous translation of the proceedings shall be provided. If necessary English translation may be provided during the meetings. The costs incurred will be financed from the TA budget of the Programme.

Article 7
Costs

1. The costs incurred in organisation and preparation of the meetings of JSSc and in the follow up to the meetings (e.g. hiring rooms, translation, interpreting during the meeting) shall be financed by the appropriate Euroregion Office from the programme TA budget.
2. The costs of travel and accommodation for JSSc members will be covered from TA budget. When available TACIS Administrative costs allocation will be used.

Article 8
Revisions of the Rules of Procedures

1. The JSSc Rules of Procedure were adopted by the decision of the Monitoring Committee on 26th of January 2005 and amended by the MC decision on 7th of October 2005
2. If necessary, the Rules of Procedure may be amended subject to the MC decision as specified in Article 5 of the Rules of Procedures of the MC.

ANNEX

The list of the institutions responsible for nomination of JSSc members:

1. The relevant institutions in Poland are:

- a) Minister of Economic Affairs and Labour
- b) Euroregion *Niemen*
- c) Euroregion *Bug*
- d) Euroregion *Puszcza Białowieska*
- e) Euroregion *Karpaty*
- f) Marshal Office of *Podlaskie*
- g) Marshal Office of *Mazowieckie*
- h) Marshal Office of *Lubelskie*
- i) Marshal Office of *Podkarpackie*

2. The relevant institutions in Belarus are :

- a) Ministry of Economy
- b) National Co-ordinating Unit of Belarus for the EU's TACIS Programme
- c) *Brest* Regional Executive Committee
- d) *Grodno* Regional Executive Committee
- e) *Minsk* Regional Executive Committee

3. The relevant institutions in Ukraine are:

- a) Ministry of Economy and European Integration (TACIS National Coordinating Unit)
- b) *Volyn* Oblast State Administration
- c) *Lviv* Oblast State Administration
- d) *Zakarpatska* Oblast State Administration

Annex 4

The eligible area division for the interventions under the Micro-Project Facility (Measure 2.2):

The Polish part of the eligible area is divided in accordance with the localisation of the 4 Euroregions involved:

Euroregions	Polish subregions/poviats
Niemen	<ul style="list-style-type: none">– Part of subregion białostocko-suwalski (poviats: augustowski, białostocki, moniecki, sejneński, sokólski, suwalski,)– Subregion łomżyński– Part of subregion ostrołęcko-siedlecki (poviats: makowski, ostrołęcki, ostrowski, przasnyski, pułtuski, wyszkowski)
Bug	<ul style="list-style-type: none">– Subregion chełmsko-zamojski– Subregion lubelski– Subregion bialsko-podlaski
Puszcza Białowieska	<ul style="list-style-type: none">– Part of subregion białostocko-suwalski (poviats: hajnowski, bielski, siemiatycki)– Part of subregion ostrołęcko-siedlecki (poviats: łosicki, siedlecki, sokołowski, węgrowski)
Karpacki	<ul style="list-style-type: none">– Subregion krośnieńsko-przemyski– Subregion rzeszowsko-tarnobrzeski

Annex 5

Eligible and ineligible costs for TACIS

(Annex II of Implementing Guidelines for INTERREG/TACIS and INTERREG/Cards borders)

Eligible Costs for EU External Funding

For information, more details are provided here on the nature of eligible costs for EU external funding (referred to briefly in section 4.2.4). To be eligible, costs must:

- be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the beneficiaries or their partners during the implementing period for the action, whatever the time of actual disbursement by the Beneficiary or a partner; this does not affect the eligibility of final audit costs;
- be recorded in the Beneficiary's or the Beneficiary's partners' accounts or tax documents, be identifiable and verifiable, and be backed by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs include:

- the cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be;
- travel and subsistence costs (= per diems) for staff taking part in the action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be; any flat-rate reimbursement must not exceed the scales approved annually by the European Commission;
- the cost of purchasing equipment (new or used) and services, provided they correspond to market rates;
- the cost of consumables and supplies;
- subcontracting expenditure;
- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

The following costs are **not eligible**:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries at the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations authorise coverage of taxes.