

## **Project Fiche – IPA centralised programmes**

### **Regional programme to support the establishment of the Regional School of Public Administration (ReSPA) in South-East Europe**

#### **1. Basic information**

- 1.1 CRIS Number:** 2008/020-047
- 1.2 Title:** Regional programme to support the establishment of the Regional School of Public Administration (ReSPA) in South-East Europe
- 1.3 Statistical code:** 06.26: Priority Axe: Horizontal and Regional Support/Education and Culture
- 1.4 Location:** Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo (as defined by UNSCR 1244)<sup>1</sup>

#### **Implementing arrangements:**

- 1.5 Contracting Authority:** European Community represented by the Commission of the European Communities for and on behalf of the Beneficiary countries<sup>2</sup>.
- 1.6 Implementing Agency:** N.A.
- 1.7 Beneficiary:** Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo (as defined by UNSCR 1244)

#### **Financing:**

- 1.8 Overall cost (VAT excluded):** €3,000,000
- 1.9 EU contribution:** €3,000,000
- 1.10 Final date for contracting:** at the latest by 31 December 2009.
- 1.11 Final date for execution of contracts:** Two years following the end date for contracting
- 1.12 Final date for disbursements:** Three years following the end date for contracting

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

##### **2.1 Overall Objective:**

The overall objective is to improve regional cooperation in the field of public administration, by strengthening the administrative capacity as required by the European integration process and by developing human resources in line with the principles of the European Administrative Space.

##### **2.2 Project purpose**

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<sup>1</sup> Hereafter referred to as "Kosovo"

<sup>2</sup> Including Kosovo

The project purpose is to assist the development of Regional School of Public Administration (ReSPA) and its capacity to deliver professional training, in liaising with the National Schools and Agencies in order to develop coherent and complementary actions for up-grading the professionalism of the civil service and promoting European Integration.

### 2.3 Link with AP/NPAA/EP/SAA

ReSPA is a regional network, consisting of representatives of all Western Balkan countries. Its development is fully compatible and complementary to the national development plans concerning the public administration reform as ReSPA aims to become the nucleus of a network of the existing schools of Public administration in the Region and play an advisory role in improving the performance of national administrations.

The Enlargement Strategy and Main Challenges 2007-2008 paper mentions the importance of administrative capacity as being a crucial aspect in fulfilling the Copenhagen membership criterion on the ability to take on the obligations of membership, as was stated by the European Council in Madrid. More precisely the Strategy paper makes reference to ReSPA that will contribute to the strengthening of administrative capacity in the Western Balkans.

### 2.4 Link with MIPD

The Multi-beneficiary MIPD is designed to complement and be consistent with National MIPDs. Areas of intervention are addressed through the Multi-Beneficiary MIPD where there is a clear comparative advantage to be gained, for instance through tackling cross-border problems or – as is the case for this project - in obtaining efficiencies through establishing harmonised approaches.

The Multi-beneficiary MIPD 2007-2009 foresees the development of ReSPA. Among the objectives of the same chapter is to facilitate further reform and strengthening of civil service and public administrations' capacities for efficient and effective reform implementation. In relation to the activities foreseen MIPD makes clear reference to the training of civil servants. At the regional level the training of civil servants will be assured via ReSPA.

### 2.5 Link with National Development Plan

**Albania:** TIPA and its partner government institutions have undertaken the effort of designing a multi-year training strategy that would respond to the demands of the Albanian participation in the SAP/SAA and the European integration processes. With donor support the training concentrates on different aspects related to European integration, as well as development of managerial, cooperation and negotiation skills.

**Bosnia-Herzegovina** There is no central horizontal in-service training institution. Most training is provided by different donors, often in support to different CSAs and their training units. Coordination of training activities (and training strategies) among different institutions and at different levels of government remains weak. Training is being provided in the areas of European integration, management, strategic planning as well as ICT and HRM by both the state and entity level.

**Croatia:** Training in European integration issues is well developed, and the same evaluation seems to hold for some special branches of the administration, such as customs or finance. General training under the leadership of the Central State Office for Administration (CSOA) remains limited, importantly due to financing constraints.

#### **The former Yugoslav Republic of Macedonia:**

Pursuant to the Law on Civil Servants, the Civil Servants Agency is responsible for coordination of the activities referring to professional development and training of civil servants, as well as promoting efficient and effective performance of the civil servants. Hence, the Civil Servants Agency adopted

the “National system for training coordination and professional development of civil servants in the Republic of Macedonia” (“Official Gazette of the Republic of RM No 91/05). Annual Programmes for training in all institutions covered by this document are in the final phase of preparation but not completed yet.

Regarding the requirements and phases for realisation of the public administration reform and the requirements in the European integration process, in September 2006 the SEA conducted a survey on training assessment needs within the frame of the European integration process, encompassing about 800 civil servants. Currently the TNA assessment is being applied to a wider circle of civil servants. The results will be the basis for the next Operational Plan for EU training.

Regarding the municipal administration and the requirements for professional development in particular due to the process of decentralisation, on the basis of the Memorandum signed in 2003, the Trilateral Committee for Coordination of the Training on Local Level (MLS, CSA and ZELS) supported by UNDP drafted “Assessment of the training needs for civil servants on a local level” and “Guidelines for Preparation of Annual Training Programme”, which is an outcome reflected in the “Programme for Training and Professional Development of Civil Servants in the Municipal Administration”. In 2006 a five-year Strategy for Training of the Municipal Administration was adopted.

**Montenegro:** A training strategy has been adopted. Two studies on training needs assessments have been carried out and some training modules exist on five topics: Legal, Finances, Public Relations, EU Integration and IT. However, systematic training is still not in place. Training remains mainly supply-driven as there is neither sufficient staff allocated to this task in Human Resources Management Authority (HRMA) nor sufficient funds for training earmarked in the national budget.

**Kosovo (under UNSCR 1244):** Training courses are developed on all horizontal issues: in legal drafting, including impact assessment, budget and finance, IT, general administration, general management, HRM and specific municipal issues. According to the Public Administration Reform Strategy, one of the priority actions is the development of a strategy for the training of civil servants. At the same time, Kosovo Institution of Public Administration (KIPA) has in fact developed a strategy for its institutional development, which includes basic training components and specific training.

**Serbia:** The Human Resources Management Service has prepared a First Programme of Civil Service Training for 2007, which was adopted by the government on 29 March 2007. The Programme is composed of nine thematic areas: governmental system and state administration affairs, civil service system, modern administration and management in the state administration, transparency, projects in the state administration, public finance system, towards the European Union, general and common affairs in the state administration and training of trainers in the state administration. EU integration training has been carried out since 2004 by Serbian European Integration Office.

## **2.6 Link with national/ sectoral investment plans**

N/A

## **2.7 Link with other donor's contribution**

Assistance is provided by the Member States and other donors. Sweden-Sida is assisting the administration reform, including in such areas as public finance and statistics, in Bosnia and Herzegovina, Croatia, Serbia and Kosovo. More specifically in Albania Sida has also supported local government development. UK-DFID which focuses on projects related to the development of policy mechanism in the administration is active in Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia and Kosovo. UK-DFID also supports the pay system reform process in Serbia, human resources management capacity development in Croatia and budgetary reform in Albania. France has financed projects mostly related to public administration training in Serbia and Montenegro and

works closely with the EU on tax administration reform as well as labour market development, and the banking sector in Albania. Italy has supported infrastructure, economic development as well as social development in Albania whereas several EU member states are supporting the Government's integrated planning system in the same country. Denmark has financed projects in Croatia, while Germany (including through GTZ and KfW) is present with different projects in Albania, Croatia, and Kosovo.

In Bosnia and Herzegovina attempts are under way to come to a sector wide approach in Public Administration Reform and therefore EC has joined forces with Sida, DfID and the Dutch Government to establish a Public Administration Reform fund through which technical assistance projects in line with the evolving national Public Administration Reform strategy could be financed. In the former Yugoslav Republic of Macedonia, EU member states, including Austria, France, Germany, Greece, Sweden, the Netherlands, and other Member States, have particular focus on institution building in their bilateral assistance programmes. For example, the German government has a programme on establishing a legal framework in the field of competition and achieving fully compliance with the Acquis and training for Monopoly Authority staff on competition issues. The Swedish government provides support to the Ombudsman institution in accordance with their new mandate (deriving from the Ohrid Framework Agreement). The Dutch government has run a programme in providing technical assistance to the Ministry of Finance, in several areas: treasury bills, public finance management, tax collection, fiscal decentralisation, legislation (EU directives), customs procedures, falsification of documents; etc. The Italian government provides support in the area of statistics.

In the former Yugoslav Republic of Macedonia UK, UNDP, Germany, Norway, the Netherlands etc., are working in cooperation with the Secretariat for European Affairs and the Civil Servants Agency.

In Kosovo DFID has provided extensive assistance to the MPS, which resulted in the Civil Service Law promulgated by the SRSG in December 2001, as well as to the Office of the Prime Minister (OPM). An action plan on capacity building was prepared towards the end of 2005. Moreover, DFID has also provided assistance to prepare a staff appraisal system and lately commenced the project on functional review of the PISG across the board. The action plan on capacity building was informed by the Study of the Administrative Capacity in Kosovo carried out in 2005 and financed by the United Nations Development Programme (UNDP). The Organisation for Security and Cooperation in Europe (OSCE) has been actively involved in building the capacities of KIPA.

### **3. Description of project**

#### **3.1 Background and justification**

The Regional School of Public Administration initiative was developed, following the June 2003 Thessaloniki Agenda, with the objective of boosting regional cooperation in the field of public administration, strengthening administrative capacity and developing human resources.

In May 2006 a "Protocol of Cooperation on the Creation of the Regional School of Public Administration (ReSPA)" was signed, at ministerial level, in Brussels by Albania, Bosnia & Herzegovina, Croatia, former Yugoslav Republic of Macedonia, Montenegro, Serbia and UNMIK on behalf of Kosovo, in the presence of the European Commission (Commissioner Rehn).

Following signature, the implementation of a phased development of ReSPA began.

**Phase 1** started on 1 November 2006 and will last until the end of 2008. During this phase, the European Commission is chairing the Steering Committee and is implementing the initiative in close cooperation with the OECD. All the signatories have nominated a member and a deputy member in the Steering Committee of ReSPA.

ReSPA is organising training sessions for public administration professionals from across the Western Balkans region in cooperation with the National Schools of Public Administration of the beneficiary countries, the National Schools of the EU member States and other organisations like the Network of Institutes and Schools of Public Administration of Central Eastern Europe (NISPAcee), the International Labour Organisation (ILO), the European Institute of Public Administration (EIPA) etc. During this phase preparatory work is being undertaken for ReSPA to develop its own institutional and management set-up with the objective of establishing a Professional School in the Western Balkans Region at the beginning of 2009 (Phase 2, see infra).

In Article V of the Protocol of Cooperation on the Creation of the Regional School of Public Administration (ReSPA) it is foreseen that *"Within two years from the entry into force of this Protocol, the Parties will consider further institutionalisation of their cooperation, including participation by all Parties in the funding arrangements"*.

**Phase 2** is planned to last at least three years, during which time ReSPA will evolve into a professional School, established in the region focusing on in-service training. During this Phase ReSPA will have its own legal personality, following an intergovernmental agreement (e.g. MoU) that will be signed in May 2008 and will operate in the region. After a selection procedure which was completed at the end of January 2008, it was decided that ReSPA will be located in Montenegro, Danilovgrad ReSPA will have its own organisational structure, including a governing board. The European Institute of Public Administration will be closely involved in the new phase of the ReSPA project. Active cooperation with the national schools of public administration of the Member States is also sought. The development of training and other activities of ReSPA will be supported by the EC whereas the signatories to the MoU will bear the expenses related to the running cost of ReSPA, as stated in Article V. 1 of the existing Protocol of Cooperation, signed by the beneficiaries on May 2006. The new MoU will define the amount that each beneficiary will have to contribute to the running costs of ReSPA.

Finally, in **Phase 3**, from 2012 onwards, and upon decision of the signatories ReSPA may develop into a more comprehensive model combining both academic education and professional training dimensions.

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

The beneficiary countries have made progress in replying to the training needs of the public sector. Albania has a Training Institute of Public Administration as well as local training institutions for local government; there is also an Agency for Vocational and professional training. Trainings on various fields have been offered since ReSPA has been established, which have been considered very efficient and have brought Albanian public administration, a step further to the European Union's standards and professionalism. There is still however a clear need for the public service to professionalize and de-politicise, and a sustainable and continuous training should be offered to officials. Bosnia and Herzegovina has three Civil Service Agencies, but no Institute for Public Administration. Montenegro established a Human Resources Management Authority in 2005 as a requirement under the Civil Servant Law. Croatia has established the Training Centre for Civil Servants within the Central State Office for Administration and in 2006 a new postgraduate programme in public administration was launched at the University of Zagreb. The Kosovo Institute of Public Administration, responsible for training civil servants, is expected to play a central role in managing a coordinated response to the limited expertise across Kosovo's institutions.

Whereas efforts are made at the national level, ReSPA is addressing the common needs of South-East Europe countries<sup>3</sup>. An analysis on regional training needs has been elaborated in the course of 2007 based on the information provided by the beneficiaries. The analysis identified the following sectors of common priorities:

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<sup>3</sup> See footnote 2 *supra*.

- Management and strategic planning skills. This need has been identified in all seven beneficiaries.
- Human Resources Management. This need has been identified in 5 of seven beneficiaries.
- Civil service ethics, client service culture. This need has been identified in four of seven beneficiaries.
- Public Administration and good governance principles. This need has been identified in four of seven beneficiaries.
- Training management. This need has been identified in four of seven beneficiaries.
- European Integration. This need has been identified in four of seven beneficiaries.
- Public finance. This need has been identified in three of seven beneficiaries.
- Negotiation skills. This need has been identified in three of seven beneficiaries.
- Policy-making and coordination. This need has been identified in two of seven beneficiaries.
- Project management. This need has been identified in two of seven beneficiaries.

The idea of such an institution where civil servants from seven different administrative systems will get training is a unique historical endeavour. ReSPA in cooperation with the institutions of the beneficiaries will facilitate the strengthening of beneficiaries' administrative capacities in educating staff in line with the principles of the EU and it will also help to strengthen the capacities of public administration in the process of EU policy implementation and regulation. Moreover, the fact that it will also offer improved qualifications of public servants and develop networks of cooperation and exchange of experience and best practices will contribute to the overall objective, that is: improve regional cooperation in the field of public administration, to strengthen administrative capacity as required by the European integration process and to develop human resources in line with the principles of the European Administrative Space.

In order to ensure the sustainability of ReSPA the European Commission has followed a plan of gradual development of the institution in different phase, as described in point 3.1. So there is a strategic vision for the development of ReSPA but there is also the commitment of the beneficiary countries to collaborate for the success of this institution. This commitment was expressed through the signature of the Protocol of co-operation for the Creation of ReSPA, signed on May 2006.

By its nature, ReSPA is a regional project involving all Western Balkan counties. The co-operation of the beneficiaries between them is essential for the functioning and the development of the activities of the School.

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

#### **Activity 1:**

Results:

The equipment (IT equipment; mechanical equipment; electro-technical equipment; furniture; other school equipment) necessary for the operation of the School is in place.

Measurable indicators:

- Equipment purchased and installed

#### **Activity 2:**

Results:

- Operation of ReSPA as a Regional professional School on Public Administration
- Administrative capacity of the beneficiaries strengthened

Measurable indicators:

- Organigramme adopted
- Staff of ReSPA recruited
- Annual programmes elaborated
- +/-2.500 man/days /training delivered per year
- Cooperation between public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks established

- Mobility schemes developed
- Web page and electronic news letters developed and /or maintained
- Methodological guidelines based on good practice for training and education programs developed
- Training sessions organised in cooperation with regional and EU institutions.

### **3.4 Activities:**

#### **Activity 1**

- Refurbishment of the building and campus of ReSPA, including procurement of office equipment and furnishing of offices, meeting rooms, classrooms, library room, campus documentation and information room;
- IT equipment procurement and installation;

#### **Activity 2**

In order for ReSPA to become fully operational, assistance shall be provided both for the operation of the institution (development of its administrative capacity and of its capacity to prepare training programmes) and for actual the delivery of training. The assistance to ReSPA will be provided by the European Institute of Public Administration (EIPA) following the signature of a service contract. The long-term experience of EIPA will be transferred to ReSPA in order to enable it to operate on its own capacity in the future.

EIPA will assist ReSPA in fulfilling its objectives, as described in the Protocol of Cooperation for the Creation of ReSPA and focusing on:

- a) improving regional cooperation in the field of public administration;
- b) strengthening administrative capacity as required by the European integration process;
- c) developing human resources in line with the principles of the European Administrative Space.

To this end EIPA will assist ReSPA to implement the activities described in the Protocol such as:

- a) Stimulating cooperation between public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks;
- b) Holding seminars and summer/winter schools for public administration professionals, as well as an annual conference for public administration training and education institutions;
- c) Acting as a catalyst for trans-national communities of practice, through the implementation of training by mobility schemes allowing public servants to gain experience of different contexts;
- d) Sharing information resources through the publication of a newsletter, the creation of a joint electronic library, and the issuing of other specialized publications such as training materials.
- e) Developing methodological guidelines based on good practice for training and education programs, and encouraging innovation by reviewing existing ones;
- f) Strengthening the research base of training and education for public administration through joint study groups for comparative research on topics of immediate interest;
- g) Advising on the strengthening of the institutional framework for the management of quality training and education for public administration, including under the auspices of the network;

- h) Improving the availability and quality of training and education by delivering, in cooperation with national institutions, high quality programmes on issues relevant to the European integration process.

### 3.5 Conditioning and sequencing

The co-operation with the host country is of utmost importance for the development of Phase 2 of ReSPA. Support is also requested by all beneficiaries for ReSPA on political and operational level.

### 3.6 Linked activities

Several beneficiary countries received assistance or plan to have assistance under national programmes for the national training centres or Agencies. Also other donors (international organisations and some EU Member States) support the public administration reform in the region

Support from national IPA programmes is essential for the successful upgrading of the national public administration training schools/agencies. ReSPA project, supported by the multi-beneficiary programme, ensures coordination among the national training schools/agencies as it ensures their co-operation. In parallel, the national IPA programmes cover country-specific actions and the institutional support at national level.

### 3.7 Lessons learned

Phase zero and one of the project have proven that all beneficiary countries are strongly committed to this project. It should, however, be noted that for each step a long consultation procedure between the Commission and the beneficiary countries should take place.

The selection of the seat of ReSPA and the purchase of the relevant equipment, so that it would be fully operation would speed up the development of the institution and its establishment in the region.

## 4. Indicative Budget (amounts in €)

Activities	TOTAL COST	SOURCES OF FUNDING										
		EU CONTRIBUTION				NATIONAL CONTRIBUTION					PUBLIC	
		Total	% *	IB	INV	Total	% *	Central	Regional	IFIs	Total	% *
Activity 1	1.000.000	1.000.000	100	-	-	-	-	--	-	-	-	-
Activity 2	2.000.000	2.000.000	100									
<b>TOTAL</b>	<b>3.000.000</b>	<b>3.000.000</b>										

Amounts net of VAT

\* expressed in % of the Total Cost

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

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1	2 <sup>nd</sup> Q 2008	4 <sup>th</sup> Q 2008	1 <sup>st</sup> Q 2009
Contract 2	4 <sup>th</sup> Q 2008	4 <sup>th</sup> Q 2008	1 <sup>st</sup> Q 2010

## 6. Horizontal issues (where applicable)

**6.1 Equal Opportunity:**

The principles and practice of equal opportunity will be guaranteed so as to ensure equitable gender participation in the project.

Furthermore minority and vulnerable groups' concerns will be reflected in all activities of the project, in particular when it concerns participation in the training activities and institutional development of ReSPA.

**6.2 Environment:**

Not applicable

**6.3 Minorities:**

Not applicable

**6.4 Good Governance:**

The purchase of the equipment is necessary for the operation of ReSPA. The aim of ReSPA is to strengthen the administrative capacity of its members and therefore develop their ability in public governance in line with the principles of European Administrative space.

However, the building human capacity in the region is a long-term process for which international assistance may be required for a long period. The public institutions suffer from a high staff turnover at all levels, insufficient levels of financial and IT resources and may be exposed to political pressures.

**ANNEXES**

- 1- Log frame in Standard Format
- 2- Indicative amounts contracted and disbursed by quarter for the project
- 3- Reference to laws, regulations and strategic documents
- 4- Details per EU funded contract

**ANNEX 1: Logical framework matrix in standard format**

LOGFRAME PLANNING MATRIX FOR Project Fiche Regional programme to support the establishment of the Regional School of Public Administration (ReSPA) in South-East Europe.	<b>Programme name and number:</b>	Regional programme to support the establishment of the Regional School of Public Administration (ReSPA) in South-East Europe  CRIS Number: 2008/020-047
	Contracting Period expires: 31 December 2009	Disbursement period expires: 3 years following the date of contracting
	Total budget: <b>€3,000,000</b>	IPA budget: €3,000,000

<b>Overall objective</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
The overall objective is to improve regional cooperation in the field of public administration, to strengthen the administrative capacity as required by the European integration process and to develop human resources in line with the principles of the European Administrative Space.	SAA process requirements, issues raised in Progress Reports	Monitoring reports from the stability pact, Commission Progress Reports, Commission and Council documents related to regional co-operation and SAP.	

<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
The project purpose is to assist the development of Regional School of Public Administration (ReSPA) and its capacity to deliver professional training, in concerting with the National Schools and Agencies in order to develop coherent and complementary actions for up-grading the professionalism of the civil service and promoting European Integration.	Operation of ReSPA as an independent professional School in the region.	Training programmes elaborated and delivered	Continuous support of the beneficiary countries
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<p>- The equipment (IT equipment; mechanical equipment; electro-technical equipment; furniture; other school equipment) necessary for the operation of the School in place.</p> <p>-Operation of ReSPA as a Regional professional School on Public Administration in line with the principle of equal opportunity for equitable gender participation in the project.</p> <p>- Administrative capacity of the beneficiaries strengthened</p>	<p>Supplies tender specifications drafted.</p> <p>Procurement tender completed in time.</p> <p>Equipment purchased and installed</p> <p>Service contract Terms of reference drafted.</p> <p>Service contract signed</p> <p>-Annual programmes elaborated delivered per year</p> <p>- +/-2,500 man/days /training delivered per year</p> <p>- Cooperation between</p>	<p>Experts' and Commission staff mission reports</p> <p>Tender evaluation reports</p> <p>Contractor's reports</p> <p>Decisions of the Steering Committees</p> <p>Participants lists</p>	<p>Successful tender</p> <p>Participation of the beneficiaries to the training sessions</p>

	<p>public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks established</p> <ul style="list-style-type: none"> <li>- Mobility schemes developed</li> <li>- Web page and electronic news letters developed and /or maintained</li> <li>- Methodological guidelines based on good practice for training and education programs developed</li> <li>- Training sessions organised in cooperation with regional and EU institutions.</li> <li>- Statistics on gender participation to the trainings.</li> </ul>		
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Activities	Means	Costs	Assumptions
<p>1. Refurbishment of the building and campus of ReSPA, including procurement of office equipment and furnishing of offices, meeting rooms, classrooms, library room, campus documentation and information room;</p> <p>IT equipment procurement and installation;</p> <p>2. Technical assistance for the sustainable development of ReSPA in phase 2. In order ReSPA to become fully operational, assistance shall be provided both for the operation of the institution (development of its administrative capacity and of its capacity to prepare training programmes) and for actual the delivery of training. The assistance to ReSPA will be provided by the European Institute of Public Administration (EIPA) following the signature of a service contract. The long-term experience of EIPA will be transferred to ReSPA in order to enable it to operate on its own capacity in the future.</p>	<p>Supply Contract and Service Contract</p>	<p>€3,000,000</p>	<p>In time provision of the supplies.</p>

**ANNEX 2: Amounts (in €) contracted and disbursed by quarter for the project**

<b>Contracted</b>	Q1 2008	Q2 2008	Q3 2008	Q4 2008	Q1 2009	Q2 2009	Q3 2009	Q4 2009
Contract 1				1.000.000				
Contract 2				2.000.000				
<b>Cumulative</b>				<b>3.000.000</b>				

<b>Disbursed</b>								
Contract 1				800.000	200.000			
Contract 2				1.400.000				600.000
<b>Cumulative</b>				<b>2.200.000</b>	<b>2.400.000</b>			<b>3.000.000</b>

**Annex 3: Reference to laws, regulations and strategic documents**

- Multi-Beneficiary Multi-annual Indicative Planning Document (2007/2009), SEC(2007)749 of 29.05.2007;
- Council decision of 20/02/2006 (2006/145/EC) on the principles, priorities and conditions contained in the Accession Partnership with Croatia and repealing Decision 2004/648/EC;
- Council decision of 30/01/2006 (2006/55/EC) on the principles, priorities and conditions contained in the European Partnership with Bosnia and Herzegovina and repealing Decision 2004/515/EC;
- Council decision of 30/01/2006 (2006/56/EC) on the principles, priorities and conditions contained in the European Partnership with Serbia, Montenegro and Kosovo as defined by the UNSCR 1244 of 10/06/1999, and repealing Decision 2004/520/EC;

#### **ANNEX 4: Details per EU funded contract**

Both contracts will be implemented by centralised management.

The supplies tender will be carried out by DG Enlargement and will follow the procedures laid down in the Practical Guide.

A service contact will be signed with European Institute of Public Administration (EIPA) for the assistance to ReSPA in accordance with article 242 1b of the Implementing rules of the Financing Regulation. EIPA is a non profit institution and the services it will provide will be directed to institutional support of ReSPA and to the benefit of the civil servants and consequently of their administrations.