

OPERATION IDENTIFICATION SHEET

Direct financing of the expenditure incurred for the functioning of the
Operating Structure for Human Resources Development Component of IPA

1. Operating Structure:

Operating Structure for Human Resources Development Component of IPA (OS), as per Article 16 of the Governmental Decree on DIS, shall comprise of CFCD and the respective structures for IPA implementation established within the Ministry of Education and Science (MES) and the Ministry of Labour and Social Policy (MLSP). The Operating Structure shall be responsible for managing and implementing the OPHRD 2007-2013 in accordance with the principle of sound financial management, as per Article 9 of the Governmental Decree on DIS, point 6 of Annex A of the Framework Agreement and Article 28 of IPA IR.

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Head of Operating Structure

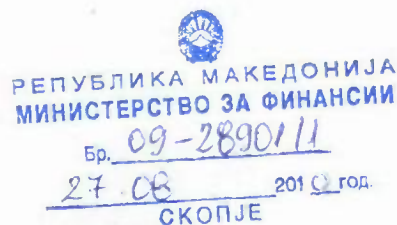
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2. Title of the Operation:

Direct financing of the expenditure incurred for the functioning of the Operating Structure for Human Resources Development Component of IPA

3. Measure

Measure 4.1 Support to the Implementation of the OPHRD 2007-2013

4. Description of the Operation

4.1 Synthetic description:

This operation is developed in line with the Standard ESF method for implementation of activities under the TA priority axis in accordance with the Instruction Note¹ on the Implementation of the technical assistance (TA) priority axis of the Human Resources Development Operational Programme (OPHRD).

The overall objective of this Operation is to achieve efficient and sound management and implementation of the OPHRD (Multi-annual Operational Programme "Human Resources Development" 2007-2013) in the framework of decentralized management, in accordance with the IPA Implementing Regulation² and the Financing Agreement concerning the OPHRD.

The specific objective of this Operation is to support the OS by increasing its administrative capacity in term of preparation, management, implementation, monitoring, audit and control of OPHRD and to ensure an efficient and smooth management and implementation of the Programme in compliance with the relevant community and national rules.

This operation will be composed of 3 components:

Component 1: Organizing Sectoral Monitoring Committee meetings and ad hoc meetings³.

Component 2: Financing salaries of additional staff⁴

Component 3: Financing other costs related to the management and implementation of the OPHRD

¹ Approved by the European Social Fund Policy Management Board (ESF PMB) of 23.9.2009

² Council Regulation (EC) 1085/2006

³ In accordance with article 37 and 38 of the FA

⁴ In accordance with article 36 of the FA

The details with respect to each of the aforementioned components are summarized as follows:

Component 1: Organizing Sectoral Monitoring Committee meetings and ad hoc meetings

This Component shall cover the costs related to the organisation of the Sectoral Monitoring Committee meetings and ad-hoc meetings. In particular it will finance the expenditure incurred with the Sectoral Monitoring Committee for OPHRD and with respect to organizing ad-hoc meetings as well as Evaluation Steering Committee meetings when appropriate.

Consequently, this component shall finance the costs related to expenditures incurred with the organisation of the Sectoral Monitoring Committees and ad hoc meetings as:

- Ad hoc hiring of meeting rooms;
- Ad hoc hiring of audio-visual and other necessary equipment;
- Refreshments/ lunch for participants;
- Travel arrangements for participants (transport and accommodation);
- Stationary for participants (folders, notebooks, pens, etc);
- Designing, copying, printing and distributing invitations, agendas and materials to be subject of discussion;
- Fees/allowances and travel expenditures for participation of experts to ad hoc meetings.

Component 2: Financing salaries of additional staff

The objective of this component is to cover salary costs of additional Human Resources directly recruited (or seconded to) the Operating structure of Component IV. In fact, this Component shall finance salaries (including social contributions) for 8 experts who will support the Operating structure of OPHRD for a secondment up to 36 months. In particular, it is planned to engage 8 additional persons, 2 Procurement and contracting officers for the needs of CFCD, 3 officers for MLSP (Technical implementation and/or Monitoring officers) and 3 for MES (Technical implementation and/or Monitoring officers).

These persons shall be engaged on positions which are equivalent to the level of "adviser" in compliance with the Law on civil servants. Their selection will be carried out in a transparent way using public call, under coordination and

supervision of the Head of Operating Structure for the OPHRD 2007-2013, with close consultation of the IPA Units in MLSP and MES.

The above mentioned expenditure shall be financed if the following conditions are met:

- The staff concerned is directly recruited (or seconded to) the Operating Structure for HRD Component of IPA to execute tasks specifically related to the management and implementation of OPHRD (2007 – 2013) and this is supported by duly-documented decisions of competent bodies;
- The period of secondment or employment does not exceed the final date of eligibility of OPHRD (2007 – 2013) laid down in the Financing Agreement;
- The contribution of the EU to salary costs of the OS is limited to a maximum amount agreed with the CFCD/ MLSP/ MES. Additionally, these costs do not significantly depart from the costs borne by the organisation from which the staff is seconded and shall remain within the normal rules of remuneration of the Operating Structure.

The selection will be organized through an already established and transparent selection procedure. The recruitment of additional staff will be done through an Agency for Temporary Employment (ATE). After the selection has been finalized, ATE shall sign 2 types of contracts: one with the Ministry of Finance and one contract of employment with the selected people. Later on, the Ministry of Finance shall hand-over 6 of these employees to the respective Ministries (MLSP/MES) using appropriate legal arrangements.

All the selection procedure and the recruitment will be done in compliance with Community⁵ and national rules.

Component 3: Financing other costs related to the management and implementation of the OP

This component shall finance miscellaneous activities connected to the management and implementation of the OP, such as but not limited to:

- Per diems as per national law⁶ for covering the costs required to perform on-spot visits and checks by relevant officers of the OS, when field over-night stays are required;

⁵ See. PRAG and Financing Agreement

⁶ The Per diem as per national law covers the daily allowances (meals, phone calls, etc), the transportation costs and the accommodation costs of the relevant officers. The daily allowances are determined in accordance with

- Purchasing 3 digital cameras and 3 voice recorders needed to perform on-spot visits and checks (the cameras and voice recorders will be used for the need of the OS and located in the CFCD);
- Purchasing 2 portable computers (including software) needed to perform on-spot visits and checks (the computers will be used for the need of the OS and located in the CFCD);
- Publishing tenders, calls and other related publicity information in daily newspapers;
- Translation services;
- Purchasing office supplies (including items such as: paper, toner, cartridge, etc.);
- Travel arrangements (including transportation and accommodation) and Per diems as per national law for travels done within the country or abroad for the OS staff, related to issues of the management and implementation of the OPHRD (such as: participation in relevant networks, trainings, conferences, EC and regional events, attendance to technical meetings, etc.);
- Information events for potential grant beneficiaries (including Per diems as per national law for covering the costs required to perform information events by relevant officers of the OS; catering and stationary for participants as well as designing, copying, printing and distributing invitations, agendas and other related publicity materials); and
- Information event/activity publicizing the launch of OP HRD (including hiring of event hall and audio-visual and other necessary equipment; interpretation/ translation services; catering and stationary for participants as well as designing, copying, printing and distributing invitations, agendas and other related publicity materials).

4.2 End recipient (s):

End recipient of this operation is CFCD acting as Contracting Authority under decentralized management of the Human Resources Development Component of IPA.

4.3 Duration:

The Operation will have the possibility to start after the formal approval of this OIS and will last until the final date of eligibility of OPHRD laid down in the Financing agreement.

specific ceilings put forward in national law whereas the transportation/ accommodation costs shall be reimbursed upon presentation of actual receipts.

4.4 Target group(s):

- a) CFCD staff
- b) IPA Units' staff in the Ministry of Education and Science
- c) IPA Units' staff in the Ministry of Labor and Social policy and
- d) OPHRD Sectoral Monitoring Committee participants.

4.5 Expected output, result, impact and indicators

Indicators	Baseline	Target	Definitions and presumptions	Source of data
<i>Outputs</i>				
No of people trained by institutions	0	60		Project Reports
<i>Result</i>				
% of funding consumption	0	70 %		National Fund Database

4.6 Links with other measures or IPA Programmes (if any)

This Operation is linked with the overall implementation of OPHRD.

5.Implementation arrangements, risk and assumptions

5.1 Institutional framework:

The Central Financing and Contracting Department (CFCD) shall act as a Contracting Authority and shall be responsible for launching tenders, organising evaluations, preparing/signing contracts, payments, accounting, and shall have overall responsibility and supervision of contracts' implementation.

IPA Structures in MLSP and MES are responsible for programming and technical implementation of the OP HRD, where MLSP is responsible for Priority Axis 1 (Employment) and Priority Axis 3 (Social Inclusion), and MES is responsible for Priority Axis 2 (Education). In addition, OP HRD Priority Axis 4 (Technical Assistance) will be implemented through joint cooperation of all

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bodies of the Operating Structure for the Human Resource Development (CFCD and the IPA structures in MLSP and MES).

A **Steering Committee**, comprising of representatives of the bodies of the Operating Structure and other relevant stakeholders, shall be established to monitor the implementation of the Operation. The Delegation of the European Union will participate at the Steering Committee as an observer. The Steering Committee will take the necessary decisions related to Operation facilitation and progress and will be the forum to discuss any unforeseen difficulties. The final membership of the Steering Committee will be approved by the Contracting Authority.

The Delegation of the European Union in Skopje shall execute ex-ante control over the whole procedure and shall be kept fully informed on the progress by means of regular briefings during the course of Operation.

5.2 Procedures for the implementation of the operation:

This Operation shall be implemented following the rules of the **Standard ESF method for implementation of activities under the TA priority axis**. This method was chosen by the OS in accordance with the Instruction Note⁷ on the Implementation of the technical assistance (TA) priority axis of the Human Resources Development Operational Programmes (OPHRD) dated as of 6th of October 2009⁸.

In the framework of this Operation the OPHRD Operating Structure will undertake the **specific "in-house" activities** indicated in this OIS, whose total cost is estimated at EUR 305.563,00 (for details on the expenditure breakdown please refer to the detailed Budget as annexed to this OIS).

With regard to the reimbursement of expenditure, the Head of OPHRD Operating Structure shall gather and approve all documentation related to "in house" activities (invoices, accounting documents of equivalent probative value, attendance list, pictures etc.) according to article 40 paragraph 10 of the IPA Implementing regulation and article 63 of the Financing Agreement. A sufficiently detailed audit trail should be ensured in line with article 90 of the IPA Implementing Regulation. The eligibility rules of the IPA Implementing Regulation are applicable to all activities undertaken within the framework of this Operation.

⁷ Approved by the European Social Fund Policy Management Board (ESF PMB) of 23.9.2009

⁸ Letter number EMPL A/4/ D(2009) 21531

All the Documentation will be sent to the National Fund according to the relevant Manuals of Procedure, for subsequently sending the application for interim payment to DG EMPL⁹.

For each purchase to be undertaken under this Operation, it will be ensured that at least 3 offers are received and properly evaluated and that the results of such evaluation shall be formally endorsed by the Head of Operating Structure.

Adequate audit trail shall be kept at all times for every activity during the implementation of the Operation.

5.3 Risk and assumptions (if any)

Risks:

- Lack of coordination of key players involved
- Potential delays in procurement procedures
- Non-eligible expenses that might occur in the course of implementation of this operation.

Assumptions:

- Full coordination and cooperation in the work of all key players involved
- Procurement procedures organized in line with predetermined deadlines
- Swift and efficient contracts' implementation.