

Annual report
on the implementation of the European Economic Area Financial
Mechanism in Poland
October 2004 - August 2005

adopted by the Monitoring Committee for the EEA Financial Mechanism and the
Norwegian Financial Mechanism
on 28 September 2005

National Focal Point
Ministry of Economic Affairs and Labour

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Executive Summary

This document came into existence as a result of a commitment imposed on Poland by an Article 5 of the *Memorandum of Understanding on the implementation of the European Economic Area Financial Mechanism 2004-2009*. It presents preparations made in order to use financial resources under the EEA Financial Mechanism in Poland, shows actual state of implementation process and actions planned for the next reporting period: September 2005 – August 2006.

Preparations to the implementation of the EEA Financial Mechanism involved both programming of the use of financial resources, building the implementation system and undertaking promotion and information activities. During that period the following documents were prepared: *Operational programme for the use of financial resources under the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism*, Framework on Seed Money Fund and Technical Assistance Fund. The Fund for Non- governmental Organizations is currently elaborated. Furthermore, joint Monitoring Committee for the EEA Financial Mechanism and the Norwegian Financial Mechanism, majority of Steering Committees as well as Auxiliary Bodies have been appointed. Significant part of promotion and information activities constitutes a cycle of 16 regional conferences organized in May – July 2005 for the wide range of potential beneficiaries.

Commencing the implementation stage of the EEA Financial Mechanism was possible when the Council of Ministers had approved *Operational Programme*, i.e. on 26 July 2005. There was announced call for proposals for individual projects and programmes (group of projects) for the allocation of 2004 - 2005 in the total amount of €175,6 mln within all 10 priority areas. It will last from 5 September till 30 November 2005. Moreover, the National Focal Point prepared and submitted to the Financial Mechanism Office in Brussels two applications – to launch Seed Money Fund and Technical Assistance Fund.

In the next reporting period, Polish Government plans to continue programming work aiming at starting – up the Scholarship and Training Fund and Polish – Norwegian Research Fund, as well as concluding work over monitoring and reporting system, financial control and audit. Moreover, it is planned to launch 3 thematic conferences on environmental protection, conservation of cultural heritage and healthcare, as well as 16 regional conferences instructing beneficiaries how to fill in application form.

Experience gained during so far implementation work turns out to be helpful while composing a list of amendments that should be introduced to Annexes A, B and C of the Memorandum of Understanding *on the implementation of the EEA Financial Mechanism*. Suggested modifications aim to update and detail records of Annexes in the light of the *Operational programme for the use of financial resources under the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism* and do not introduce any significant system changes.

Introduction

According to Article 5 of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2004 - 2009* as well as Article 3.3 of the *Beneficiary State monitoring and reporting guidelines*, the Ministry of Economic Affairs and Labour, acting as National Focal Point for the implementation of the EEA Financial Mechanism in Poland, prepared a draft document titled *Annual report on the implementation of the European Economic Area Financial Mechanism in Poland October 2004 - August 2005*.

The document aims to present the process of the preparation to the implementation of the EEA Financial Mechanism in Poland, describes actual state of preparations and displays activities planned for another reporting period: September 2005 – August 2006. Furthermore, one of very significant parts of the report constitutes proposal of modifying Annexes of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2004-2009*, deriving from gained so far experiences on the implementation of the EEA Financial Mechanism.

This document will be discussed during annual meeting with the Donor States – Norway, Island and Liechtenstein planned for October 2005. Before submission to the Donor States, the report requires approval of the Monitoring Committee for the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism.

1. Preparation to the implementation of the EEA Financial Mechanism

Preparations to the implementation of the EEA Financial Mechanism included both programming of the use of financial resources, building the implementation system and undertaking promotion and information activities.

1.1. Programming the use of financial resources

Ministry of Economic Affairs and Labour, basing on experiences gained during the implementation of foreign grant assistance in pre-accession and post-accession period, in particular EU structural funds and Cohesion Fund, found that key element in the preparation of the implementation of the EEA Financial Mechanism in Poland is the elaboration of programming framework, including detailed description of activities (types of projects), preferred types of beneficiaries, call for proposals, appraisal and selection of projects eligible for grant assistance under the EEA Financial Mechanism, as well as management and implementation system.

For that purpose, the Focal Point, in co-operation with Intermediate Bodies, Paying Authority and Audit Authority, prepared a document titled *Operational Programme for the use of financial resources under the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism*, which was approved by the Council of Ministers on 26 July 2005.

Furthermore, programming work has been conducted in order to implement three block grants of the Annex C of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism*: Seed Money Fund, Fund for Non - governmental Organizations and Technical Assistance Fund. This resulted in the adoption by the European Committee of the Council of Ministers on 29 July 2005 of the guidelines: *Seed Money Fund- scope and implementation framework* and *Technical Assistance Fund - scope and implementation framework*.

1.1.1. Operational Programme

Work over the Operational Programme had started even before the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism* has been signed, however it was significantly accelerated in IV quarter of 2004.

The draft document was submitted for the opinion of the Donor States in January 2005. Furthermore, between January and February 2005, the document was a subject to social and economic consultations (social and economic partners as well as local and regional authorities were asked for their opinion on that matter).

Donor States of the EEA Financial Mechanism, referred to the draft of the Operational Programme in a letter of 23 February 2005 and during bilateral consultations of 7-8 March 2005 (remarks concerned mainly inaccuracies between description of types of projects stipulated in the Annex B of the *Memorandum of Understanding* and proposed framework document).

In April 2005 the Donor States were given next version of the document for the approval. Due to the necessity of conducting more profound analysis of the issues stipulated in the Programme according to state aid rules, additional consultations were conducted in May – June 2005. Finally, the Operational Programme was adopted by the European Committee of the Council of Ministers on 22 July 2005, by the Council of Ministers – on 26 July 2005.

This document is available on the www.eog.gov.pl (www.eeagrants.pl) website both in Polish and English language.

1.1.2. Framework on Block Grants

Fund for Non - governmental Organizations

Taking into consideration significant role of non-governmental organizations in strengthening democratic processes and acting for public benefit, Norway, Island, Liechtenstein and Poland have decided to establish special Fund for Non - governmental Organizations on the basis of the Annex C of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism* and Article 2.2.3.3. of the *Rules and Procedures*.

The fund will be aiming to support institutional building of the civil society in Poland by supporting the non- governmental sector and developing civil dialogue. Grant applications will be submitted in three basic areas: democracy and civil society, environmental protection and sustainable development as well as equal opportunities and social integration and will be in line with all the priority sectors of the EEA Financial Mechanism and key objectives of the European Union.

The assistance available within the NGO Fund will constitute € 37.35 million (7% of the overall net amount committed by Donor Countries in the European Economic Area Financial

Mechanism and the Norwegian Financial Mechanism over the period 2004 - 2009). The Fund will be implemented as a block grant in 2006 – 2009.

Initial draft of the guidelines on the Fund for Non- governmental Organizations was prepared by the representatives of non- governmental sector. Those guidelines were presented and discussed on 7 April 2005 during NGO conference organized with high engagement of Kingdom of Norway on the use of financial resources under Financial Mechanisms. During the conference there were present both Polish and Norwegian non- governmental organizations, for which this seminar was a convenient forum for establishing relations aiming at preparation of joint projects. After the conference had been finished, the guidelines were intensively consulted with non - governmental sector via www.ngo.pl website till the end of April 2005.

During May – August 2005 the Focal Point and the Financial Mechanism Office were discussing final shape of the framework document. On that basis, they will organize a call aiming to chose operator(s) in line with Public Procurement Law and there will be prepared one joint, for both Financial Mechanisms, application form to be submitted to Donor States.

Seed Money Fund

Seed Money Fund will be established on the basis of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism*, as a block grant, operating in 2005 – 2007 with the allocation of € 10,67 mln (2 % of the overall net amount committed by Donor Countries in the EEA Financial Mechanism and the Norwegian Financial Mechanism). Seed money facility will cover projects aiming to elaborate concept of the individual projects and group of projects (programmes) of significant meaning for the priority areas of the Financial Mechanisms. In particular, grant assistance will include the creation of innovative concepts, complex project themes and partnerships created for the purpose of designing new projects (e.g. organization and participation in the conferences, technical documentation). Additionally, the fund shall finance the preparatory work, including cost of expertise, technical analyses, preparation of a feasibility study or financial analyses, environmental impact report, etc.

The final phase of the preparatory work over Framework on Seed Money Fund took place in May – July 2005. The content was frequently consulted unofficially with the Financial Mechanism Office. On 29 July 2005 the European Committee of the Council of Ministers adopted document *Seed Money Fund - scope and implementation framework*, that became

basis for the Ministry of Economic Affairs and Labour to prepare joint for both Financial Mechanisms application aiming to launch above – mentioned Fund.

Technical Assistance Fund

Technical Assistance Fund will be established on the basis of the *Memorandum of Understanding on the implementation of the EEA Financial Mechanism*, as a block grant, operating in 2005 – 2011 with the allocation of € 13,34 mln (2,5% of the overall net amount committed by the Donor Countries in the EEA Financial Mechanism and the Norwegian Financial Mechanism).

Beneficiaries of the Fund will be all institutions involved in the implementation of the EEA Financial Mechanism, i.e. the Focal Point, Intermediate Bodies, Auxiliary Bodies as well as Paying and Audit Authorities. The Fund shall be used for assistance in the management, implementation, monitoring, control and audit of the projects financed from the Mechanism, including activities related to information and promotion, organizing call for proposals, appraisal and selection of projects, operating costs of the Steering Committees and the Monitoring Committee.

Technical Assistance Fund was being prepared in parallel with the preparatory work over other two block grants and its progress was being discussed on a daily basis with the Financial Mechanism Office. It took frequent consultations with the beneficiaries of the Fund to finally come up with a document *Technical Assistance Fund - scope and implementation framework* as well as financial chart with justifications presenting detailed demand for financial resources of the institutions involved in the implementation of the Mechanisms in Poland.

Above - mentioned material was adopted by the European Committee of the Council of Ministers on 29 July 2005. This document became basis for the Ministry of Economic Affairs and Labour to prepare, joint for both Financial Mechanisms, application aiming to launch above – mentioned Fund.

1.2. Building the implementation system

The process of the implementation of the EEA Financial Mechanism in Poland, besides elaboration of detailed framework and call for proposal, appraisal and selection procedures, requires new administrative structures as well as additional management, implementation, monitoring and control system. Although framework of the implementation system of the Mechanism, stipulated in the Annex B of the *Memorandum of Understanding*, has been based on the schemes of systems functioning at pre - accession and post - accession grant assistance

programmes for Poland, in particular EU structural funds and the Cohesion Fund, it constitutes separate system assuming appointment of new institutions – the Monitoring Committee, Steering Committees and Auxiliary Bodies creation of separate procedures as well as significant system elements like e.g. monitoring and reporting system, audit and cash flow scheme.

1.2.1. Institutional building

Monitoring Committee

Joint for both Mechanisms, the Monitoring Committee for the EEA Financial Mechanism and the Norwegian Financial Mechanism was appointed by means of the *Disposition of the President of the Council of Ministers dated 24 February 2005*. The Committee is made up of representatives of government administration, local and regional authorities as well as social and economic partners (the list of the Committee members is an Appendix No. 1). The main objective of the Monitoring Committee's activity is to monitor project implementation within the framework of both Financial Mechanisms, including making decisions about reallocations of resources among different priorities. Annual reports and periodical information of using financial resources approved by the Committee will ensure appropriate direction of grant assistance committed by the Donor States.

Date of the first meeting of the Committee has been settled on 28 September 2005. This date depended on the adoption of the Operational Programme by the Council of Ministers and the appointment of the Committee members. During that session, apart from the adoption of the by-laws of the Committee, members will also discuss a draft of this report. The Chairman of the Committee invited, as observers, representative of the Financial Mechanism Office and representative of the Royal Norwegian Embassy in Warsaw.

Steering Committees

Steering Committees constitute an important element of appraisal and selection procedures for the projects applying for the support within the EEA Financial Mechanism. Those bodies are appointed by the proper Intermediate Body for each given priority sector and jointly for both Financial Mechanisms (in the case of the priorities related to the environment, the Ministry of Environment appoints one joint Committee).

Steering Committee's tasks include giving an opinion and making recommendations, to the Intermediate Body and the Focal Point, on the list of eligible projects for support within the

EEA Financial Mechanism. The list is submitted to the members of the Committee by the Intermediate Body.

In order to assess projects, the Steering Committee may create working groups and use the services of individual experts or other institutions. The Committee is made up, similarly to the Monitoring Committee, of representatives of government administration, of regional and local authorities, as well as social and economic partners.

Steering Committees are being established by particular Intermediate Bodies according to the model of disposition and regulations elaborated by the Focal Point. By the end of August 2005 Committees were constituted in the majority of the ministries (except for the Ministry of Science and IT Technology, where the creation of the Committee reached its final stage).¹ In the same time, Intermediate Bodies are in the process of appointing members and preparing by-laws, which will be a basis on which the Committees will operate. It is planned to call the first meeting of the Steering Committees in September and October 2005.

Auxiliary Bodies

The Intermediate Body can delegate certain tasks related to priority sector management to an Auxiliary Institution, including in particular appraisal of the application forms and monitoring of projects under implementation. However, not every Intermediate Body reported the need to be supported externally by an Auxiliary Body. Some of them will make up staff shortage with temporarily employed experts, hired out with the help of resources under Technical Assistance Fund. Moreover, some Intermediate Bodies acting as Auxiliary Bodies are the institutions operating in the same ministry. Planned institutional scheme is presented in a chart below:

Priority	Intermediate Body	Instytucja Wspomagająca
Protection of the environment, including the human environment, through, <i>inter alia</i> , reduction of pollution and promotion of renewable energy	Ministry of Environment Environmental Protection Instruments Department	The National Fund for Environmental Protection and Water Management
Promotion of sustainable development through improved resources use and management	Ministry of Environment Environmental Protection Instruments Department	The National Fund for Environmental Protection and Water Management
Conservation of European cultural heritage including	Ministry of Culture Department for Cultural Strategy and	

¹ In the Ministry of Internal Affairs and Administration, Steering Committee was created within Interministerial Team for the use of Schengen Fund Resources and Norwegian Financial Mechanism (appointed by means of the Disposition No. 75 of the President of the Council of Ministers, dated 12 August 2004).

public transport and urban renewal	European Affairs (co-ordination)	
Human resources development through, inter alia, promotion of education and training, strengthening of administrative or public service capacities of local government or its institutions, as well as strengthening the democratic processes that support it	Office of the Committee for European Integration Institutional Development Programmes Department	
Health and childcare	Ministry of Health Healthcare Organization Department	Ministry of Health Office for Foreign Aid Programs in Health Care
Academic research	Ministry of Science and IT Technology Scientific Research Department	

1.2.1. Creation of sub-systems

In order to establish co-operation procedures between institutions responsible for the implementation of the EEA Financial Mechanism, i.e. the Focal Point, Paying Authority and Audit Authority as well as particular Intermediate Body, draft document „Agreement on division of competences under the EEA Financial Mechanism and the Norwegian Financial Mechanism, in particular for the priority area...” has been elaborated. Once the final version of the document will have been agreed on by all engaged parties, Agreements will be signed by the appropriate ministers.

Since June 2005 the Focal Point has created monitoring and reporting system, which was temporarily inhibited in August 2005 due to the adoption by Donor States of *Beneficiary State reporting and monitoring guidelines*. System proposed by Donors is based on 12-month-cycle starting from the date of signing a grant agreement. Previous assumptions of the Focal Point, were to set up the system related to reporting in a calendar-year-cycle, what had already been verified in monitoring systems in other types of foreign assistance granted to Poland. Because of that fact, the Ministry of Economic Affairs and Labour issued request to the Financial Mechanism Office concerning application of monitoring and reporting system according to calendar reporting periods.

1.3. Promotion and information

Taking into consideration importance of promotion and information activities in the process of an effective use of resources under the EEA Financial Mechanism, the Focal Point

undertook efforts aimed at increasing a wide range of recipients' awareness of the financing possibilities under above Mechanism. Those activities were undertaken in the compliance with Donor States' *The EEA Financial Mechanism and the Norwegian Financial Mechanism 2004-2006 Publicity Guidelines*.

Promotion and information activities performed by the Focal Point, conducted jointly for both the EEA Financial Mechanism and the Norwegian Financial Mechanism, have been described in the chart below:

period	activity	remarks
December 2004	Information activity for the representatives of Marshal's Offices (of all 16 regions of the country)	
	start -up of the website www.eog.gov.pl	
January 2005	Print - out of information materials: „Memorandum of Understanding”, „Types of projects and eligibility of costs”, „Rules and Procedures of the implementation”	Edition of each position – 1 800 units
April 2005	Conference for non- governmental organisations „ <i>Non- governmental organisations as beneficiaries of new aid programmes - the EEA Financial Mechanism and the Norwegian Financial Mechanism</i> ”. The conference was attended by 150 participants, including about 30 – of Norwegian party, 120- Polish one.	Organized in a co-operation with the Royal Norwegian Embassy in Warsaw
June 2005	There has been launched Information Point responding to the inquiries of the potential beneficiaries (telephone and e-mail service)	
May - July 2005	16 regional conferences on the EEA Financial Mechanism and the Norwegian Financial Mechanism. There were following participants of the conferences: representatives of local and regional authorities and non-governmental organisations, as well as other public and private sector bodies. Around 3000 people participated in the conferences.	organized in a co-operation with Marshal's Offices, Intermediate Bodies and Royal Norwegian Embassy in Warsaw
July 2005	Press conference of the Minister of Economic Affairs and Labour, Mr. Jacek Piechota, organized on the occasion of adoption by the Council of Ministers of the document - „ <i>Operational programme for the use of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism</i> ”	
August 2005	Press conference with the participation of	

	Undersecretary of State of Economic Affairs and Labour, Ms. Krystyna Gurbiel, Director, Ms. Małgorzata Wierzbicka, and Counsellor - Minister of Royal Norwegian Embassy, Mr. Jon-Age Öyslebö, organized on the occasion of first call for proposals under the EEA Financial Mechanism and the Norwegian Financial Mechanism.	
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Furthermore, there were numerous articles published on the EEA Financial Mechanism and the Norwegian Financial Mechanism in the national and regional press, among others as an effect of interviews made with employees of the Ministry of Economic Affairs and Labour as well as above - mentioned press conferences („Millions from fiords” Rzeczpospolita of 30 June 2005, „Grant assistance from EFTA near by” Puls Biznesu of 1st August 2005, „Finances from outside the Union” Gazeta Prawna of 31 August 2005). Which is more, in August 2005 television channel - TVP3 transmitted an interview on the EEA Financial Mechanism given by the representatives of the Department for Aid Programmes and Technical Assistance, in the Ministry of Economic Affairs and Labour.

2. Implementation of the EEA Financial Mechanism

2.1. Call for proposals

The adoption of the document - „*Operational programme for the use of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism*” by the Council of Ministers on 26 June 2005 constituted basis for the first application round. Call for proposals has been announced for the individual projects and programmes (group of projects) for the allocation for 2004-2005 in amount of € 175,6 mln for all 10 priority areas (the call for proposal is an Appendix No. 2). The call will take place from 5 September to 30 November 2005.

The call was published in line with Donor States’ *Guidelines on Open Call for Proposals*, including the requirement that content of the announcement had to be consulted with the Financial Mechanism Office in Brussels before being published. In total, there were two announcements in a national journal - „Gazeta Wyborcza” (on 31 August 2005 and 6 September 2005). Moreover, the content of the announcement was placed in Polish language on the website www.eog.gov.pl (www.eeagrants.pl) and in English – on www.eeagrants.org.

2.2. Applications submitted to the Financial Mechanism Office in Brussels

After having approved by the European Committee of the Council of Ministers on 29 July 2005 the Framework *Seed Money Fund - scope and implementation framework* and *Technical Assistance Fund - scope and implementation framework*, the Focal Point prepared jointly for both Financial Mechanisms applications for above – mentioned Funds. Applications were submitted in writing to the Donor States for their approval on 10 August 2005.

By the end of August 2005 the Ministry of Economic Affairs and Labour obtained remarks of the Financial Mechanism Office related to the seed money application. They referred mainly to system proposals, among others: number of Fund operators, description of management and implementation system and co-financing procedures. The Focal Point responded in writing to remarks of the Office related to system solutions on 5 September 2005 and also began work aiming to complete application (the Ministry prepares framework for formal and technical and content – related assessment criteria for the projects co-financed under the Fund as well as the application form). It is initially estimated that Seed Money Fund will have been implemented by the end of IV quarter of 2005.

2.3. Preparations of the administration to the project appraisal

According to the information stipulated in point 1.2.1. of this report, in most cases there have been appointed key institutions in the appraisal procedure – Steering Committees and Auxiliary Bodies.

Intermediate Bodies and Auxiliary Bodies have currently started preparations of the staff (completion of necessary employment) and content – related work – there are being elaborated frameworks for formal and technical and content – related assessment criteria for the applications; panels of experts are being established as well.

Furthermore, the Focal Point has elaborated a document titled *State aid – guidelines for Intermediate Bodies*, which after being approved by the Office of Competition and Consumer Protection, will become a basis for the Intermediate Bodies to prepare to the appraisal of applications according to the compliance with the state aid rules.

2.4. Identified problems and legal obstacles

One of the basic objectives of the EEA Financial Mechanism is strengthening bilateral co-operation between Donor States and particular Beneficiary State. This aspect should be reflected in the joint Polish, Norwegian, Liechtenstein and Icelandic projects applying for the assistance under Mechanisms.

Since there is no *unambiguous* framework on partnerships with foreign bodies in Polish legislation, in particular rules on transferring to foreign partners national public resources (which will become also grants from the EEA Financial Mechanism) the Focal Point ordered to prepare adequate expertise. Results of that expertise will be available by the end of October 2005 and will be made public to potential beneficiaries as guidelines on partnerships on the website www.eog.gov.pl (www.eeagrants.pl).

3. Implementation plan for the EEA Financial Mechanism in September 2005 – August 2006

In the next reporting period programming works will be continued on the use of resources under the EEA Financial Mechanism within block grants of the Annex C of the Memorandum of Understanding. Additionally, there will be concluded process of building other elements of the implementation system and undertaken new promotion and information activities. In the same time, there will be successive calls for proposals, including the ones to the Funds from the Annex C, appraisal and selection of eligible projects. There will be also activities related to financial service, monitoring, control and audit of implemented projects.

3.1. Programming the use of resources

Fund for Non – governmental Organizations

Once the final text of the Guidelines on the Fund for Non – governmental Organizations will have been agreed on with the Financial Mechanism Office (the Fund will include financial resources from both the EEA Financial Mechanism and the Norwegian Financial Mechanism), the Focal Point will submit the document at the meeting of the European Committee of the Council of Ministers. After its formal approval, the Focal Point will announce contest for an operator (s) of the Fund, according to the Public Procurement Law. It is estimated that the call will be published in November 2005. The selection of the operator(s) will take place in a co-operation with the representatives of Donor States. Taking into consideration the procedure of signing grant agreement between the Focal Point and operator (s) as well as between the Focal Point and Donor States, predicted date of the first call for proposal under the Fund for Non – governmental Organizations can be fixed on II quarter of 2006.

Scholarship and Training Fund

Programming work over the implementation of the Scholarship and Training Fund is planned to be initiated by the Focal Point in IV quarter of 2005. Similarly to other block grants, in this case guidelines on this Fund will also be elaborated and then consulted with the Financial Mechanism Office. It is planned that the Fund will support co-operation and joint training programmes between universities in Poland as well as in EEA EFTA countries. The Fund will concern, among others, the following projects: exchange of Master and PhD students, internships in didactic units of donor countries, as well as didactic equipment of universities,

which organize courses on language and culture of Donor States. Additionally, the fund will support co-operation and enable exchange of information and experiences between science/research units in Poland and EEA EFTA states (internships, participation in the seminars and conferences).

On the basis of the guidelines the Focal Point will prepare and submit application to Donor States for their approval. After signing grant agreement between the Focal Point and Donor States, the Ministry of Economic Affairs and Labour will organize a contest for an operator (s) of the Fund, according to the Public Procurement procedure selected before.

It is estimated that the first call for proposals under the Scholarship and Training Fund will take place in II half of 2006.

3.2. Building the implementation system

By the end of 2005 activities aiming to build particular elements of the implementation of the EEA Financial Mechanism will have been concluded. There will be established monitoring and reporting system (also in the Intermediate Bodies), on the basis of the Focal Point's guidelines, and cash flow scheme. It is planned to prepare also guidelines on the specific subjects, including establishing partnerships aiming to realize joint projects as well as compliance with the state aid rules. In I quarter of 2006 Intermediate Bodies will have internal audit trails prepared.

Furthermore, there will be constant activities undertaken aiming to increase administrative capacities of institutions involved in the implementation process of the EEA Financial Mechanism in Poland, in particular the level of employment and knowledge of the staff. For that purpose cycle of trainings with the participation of the representatives of the Financial Mechanism Office in Brussels will be arranged for the employees of the Focal Point, Intermediate Bodies, Paying Authority and Audit Authority.

3.3. Promotion and information

Overall objectives of the promotion and information activities performed during reporting period were the following:

- a) increasing awareness of potential beneficiaries of the financing possibilities available under the Financial Mechanisms,
- b) supporting project promoters in the preparation of applications,

- c) informing public opinion about effects of the implementation of the EEA Financial Mechanism.

Taking into account the end of programming stage and the beginning of the implementation phase, promotion and information activities will be directed to specific target groups and thematic areas.

The chart below presents the most important planned activities:

period	activity	remarks
November 2005	Organization of 3 thematic conferences (environmental protection, conservation of cultural heritage, healthcare) by the appropriate Intermediate Bodies in a co-operation with the Focal Point	Also in a co-operation with Royal Norwegian Embassy in Warsaw
November-December 2005	Preparation and print-out of thematic brochures, Print - out of most important framework documents (Operational Programme, Donor States' guidelines), Preparation of promotional gadgets	Edition of each position – about 4000 units
February - March 2006	16 regional conferences on the preparation of the application under the EEA Financial Mechanism. There will be following participants of the conferences: representatives of local and regional authorities and non-governmental organizations, as well as other public and private sector bodies.	organized in a co-operation with Marshal's Offices, Intermediate Bodies and Royal Norwegian Embassy in Warsaw
September 2005 - August 2006	Information Point operation (telephone and e-mail service of the inquiries of potential beneficiaries) expansion (questions and answers section) and current updating of website www.eog.gov.pl (www.eeagrants.pl).	
September 2005 - August 2006	Co-operation with media, including preparation of press conferences on the occasion of successive calls for proposals	

3.4. Calls for proposals

In order to ensure systematic and gradual use of resources under the EEA Financial Mechanism, it is planned that at least once a year, call for proposal will be organized for individual projects and programmes (group of projects) under all 10 priority areas, and also

there will be call for proposals under all block grants set up in the Annex C of the *Memorandum of Understanding*.

The chart below contains predicted schedule of calls for proposals planned in 2005-2006.

date	Type of call	Responsible institution
5 September - 30 November	First call for proposals for individual projects and programmes under all 10 priority areas of the Norwegian Financial Mechanism and 6 priority areas of the EEA Financial Mechanism	Co-ordination – the Focal Point
Turn of 2005/2006	First call for proposals for the Seed money fund	Co-ordination – the Focal Point, implementation – Intermediate Bodies
II quarter 2006	First call for proposals for the Fund for Non- governmental Organizations	Operator (s) of the Fund
I/II quarter 2006	Second call for proposals for individual projects and programmes under all 10 priority areas of the Norwegian Financial Mechanism and 6 priority areas of the EEA Financial Mechanism	Co-ordination – the Focal Point, implementation – Intermediate Bodies
III/IV quarter 2006	First call for proposals for the Scholarship and Training Fund	Operator(s) of the Fund
IV quarter 2006	Second call for proposals for the Seed Money Fund	Co-ordination – the Focal Point, implementation – Intermediate Bodies

4. Review of the Annex A and the Annex B of the Memorandum of Understanding

In order to update and improve management and implementation system of the EEA Financial Mechanism, as well as to ensure cohesion between records of *the Memorandum of Understanding on the implementation of the EEA Financial Mechanism* with the text of the *Operational programme for the use of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism*” the following amendments have to be introduced in the Annex A and B:

- catalogue of the Intermediate Body’s competences should be completed with the following records (point 4 of the Implementation system in the Annex A):
 - conducting formal and technical and content - related application appraisal,
 - presenting to the members of the Steering Committee ranking list together with justification,
- in Annex A, point 5, all the records saying about tasks of Auxiliary Body should be removed, starting from the fragment “An Auxiliary Body, responsible to the Intermediate Body, will in particular...”
- In point 7 of the Implementation system in the Annex A it should be precised, according to the records of the Operational Programme, what are the tasks of the Steering Committee (sentence „These (Committees) are tasked with identifying, collecting and recommending to the National Focal Point projects within the framework of the different priority sectors” should be changed to „ Based on the ranking list of eligible projects and the justification, as presented by the Intermediate Body, the Steering Committee decides on the possible financing from the EEA Financial Mechanism projects on the ranking list”, and also delete representative of the Paying Authority from the list of members of the Steering Committee. Due to conflict of interests, representative of the Paying Authority should participate in the meetings of Steering Committee as an observer,
- In the records of the Annex A related to the application procedure there should be specified assessment procedure and call for proposals. For that purpose, one should change the following part „These (applications) should be submitted to the Intermediate Body/Auxiliary Body, which evaluates completeness of applications and appraises them on the formal aspects. If any deficiencies or irregularities are found, applications shall be returned to the applicants for correction. Initially checked and assessed application forms

shall be appraised with respect to their subject matter and technical contents by the Steering Committee, which, within the appraisal procedure, awards points. The appraisal procedure results in the preparation of a list ranking eligible projects on a scale of highest to lowest score awarded. The list will be submitted to the National Focal Point as a recommendation for proposals to be submitted to the Financial Mechanism Office” to the following: “The project proposals should be submitted to the Intermediate Body/Auxiliary Body, which evaluates completeness of applications and appraises them on the formal aspects. Application forms, after being preliminarily verified and assessed, will be evaluated according to technical and content – related criteria by the Steering Committee, which awards points to the projects within appraisal procedure. The appraisal procedure results in the preparation of a list ranking eligible projects on a scale of highest to lowest score awarded. The ranking list is submitted to the Focal Point as an recommendation of the project proposals to the Financial Mechanism Office.”

- Description of programming framework stipulated in the Annex B before the chart should be completed with overall objective of the EEA Financial Mechanism, i.e. aiming to decrease economic and social disparities within the European Economic Area (in the present version there is only one objective - strengthening the bilateral relations between Poland and Donor States),
- In the chart of the Annex B, in the priority „Human resources development through, inter alia, promotion of education and training, strengthening of administrative or public service capacities of local government or its institutions, as well as strengthening of democratic processes that support it”, in the types of eligible projects Polish side proposes to change a record in turet 7 from „ modernization of local and central government services...” on „modernization of local and regional government administration services...”. The proposed change can be justified by an objective of the priority, that assumes the enhancement of local government administration and not the central one.

5. Review of Annex C of the Memorandum of Understanding

Proposed modifications of the records of Annex C are the following:

- in point 1 – Technical Assistance Fund, there should be specified the scope of grant assistance under the Fund by deleting phrase „(...) preparation of technical documentation” and adding instead „preparation of management, implementation system, including

monitoring, control and audit in the institutions involved in the implementation of the EEA Financial Mechanism”,

- in point 2 there should be used the singular – Fund for Non- governmental Organizations.

Conclusions

All the action of the Focal Point and other institutions responsible for the implementation of the EEA Financial Mechanism in Poland undertaken in the reporting period, i.e. October 2004 – August 2005 were concentrated on the preparations of the programming framework, building implementation system and promotion and information activities. The need to conduct wide consultations over drafts of the programming documents with all the interested parties, ongoing preparatory work on the side of the Donor States (preparations of new

guidelines) as well as initially modest staff determined relatively long programming period of the use of financial resources under the EEA Financial Mechanism.

The beginning of the implementation phase by the end of this reporting period influenced on the structure and content of this document, in which it was not possible to assess the implementation of the EEA Financial Mechanism according to its impact on meeting the objectives of the Mechanism, and also cross - cutting issues such as: sustainable development, gender equality, good governance or bilateral co-operation.

Despite the necessity to continue programming and system work, actions of the institutions involved in the EEA Financial Mechanism in the next reporting period will be concentrated on tasks related to the call for proposals, appraisal and selection of the projects and in the next time perspective monitoring, control and audit of implemented projects.

Appendix 1. The list of members of the Monitoring Committee for the EEA Financial Mechanism and the Norwegian Financial Mechanism

Central government	Krystyna Gurbiel	Undersecretary of State	Ministry of Economy and Labour
	Paweł Dakowski	Undersecretary of State	Ministry of Internal Affairs Administration
	Jacek Mazur	Director	Ministry of Science and IT Technology, Scientific Research Department
	Krystyna Wyrwicka	Director	Ministry of Social Policy, Department for Support and Social Integration
	Monika Smoleń	Director	Ministry of Culture, Department for Cultural Strategy and European Affairs
	Piotr Warczyński	Director	Ministry of Health, Healthcare Organization Department
	Maria Branecka	Acting Deputy Director	Ministry of National Education and Sports, Department of Educational Strategy and EU Structural Funds
	Maciej Kiedrowicz	Acting Deputy Director	Ministry of Justice, Department of Central State Court Registers and Department Information
	Piotr Tworos	Director	Ministry of Finance, Paying Authority Department
	Michał Czyż, Beata Kolečka	Vice Director	Ministry of Foreign Affairs, European Union Department
	Wojciech Jaworski	Director	Ministry of Environment, Environmental Protection Instruments Department
	Jarosław Waszkiewicz	Deputy Director	Ministry of Infrastructure, Department of Infrastructure Financing and European Funds
	Monika Kusina-Pycińska	Director	Office of the Committee for the European Integration, National Assistance Coordinator Department
	Zuzanna Kierzkowska	Director	Office of the Committee for the European Integration, Institutional Development Programmes Department
Magdalena Nowicka	Director of the Secretariat	the Government Plenipotentiary for Equal Status of Women and Men	
Social and economic partners appointed by: 1. Tripartite Commission for Social and Economic Affairs	Stefan Kubowicz	Member of the Presidium	National Commission NSZZ Solidarność
	Jan Klimek	President	Związek Rzemiosła Polskiego
	Norbert Kusiak	President's Advisor	Ogólnopolskie Porozumienie Związków Zawodowych
	Henryk Miecznikowski	Director	Konfederacja Pracodawców Polskich, Departament Ekspertyz Ekonomiczno – Społecznych
	Daria Kulczycka	Economic Expert	Polska Konfederacja Pracodawców Prywatnych Lewiatan
	Zbigniew Żurek		Business Centre Club - Związek Pracodawców
	Andrzej Hanuszek		Forum Związków Zawodowych
2. Public Benefit Council	Marzena Mendza – Drozd		Stowarzyszenie na Rzecz Forum Inicjatyw Pozarządowych
	Ewa Balcerowicz		Centrum Analiz Społeczno –Ekonomicznych
	Danuta Przywara		Helsińska Fundacja Praw Człowieka
	Krystyna Kubica		Górnośląski Polski Klub Ekologiczny
	Krzysztof Kaczmar		Fundacja Bankowa im. L. Kronenberga
	Paweł Jorda		Stowarzyszenie BORIS z siedzibą
3. Rada Główna	Anna Maria Anielak	Prof. dr hab. inż.	Koszalin Polytechnic

Szkolnictwa Wyższego	Tomasz Zdrojewski	Medicine doctor	Medical Academy in Gdańsk
	Stefania Adamiec	Vice Director	Biuro Finansów i Majątku PAN
Regional and local government	Mieczysław Chudzik	Mayor of Częstochowa	Związek Powiatów Polskich
	Marek Wójcik	Deputy Director of ZPP the Office	Związek Powiatów Polskich
	Jerzy Walewski	Deputy Director of the Office of Development strategy and European Integration	Unia Metropolii Polskich
	Marcin Śliwa	Head of Unit in the Office of Development strategy and European Integration	Unia Metropolii Polskich
	Sergiusz Karpiński	Vicemarshal -Silesia	Związek Województw RP
	Tomasz Sieradz	Board of Mazowieckie Voivodship	Związek Województw RP
	Andrzej Kościelny	Mayor-Podkowa Leśna	Unia Miasteczek Polskich
	Andrzej Jakubiec	Mayor -Krasnystaw	Unia Miasteczek Polskich
	Piotr Grzymowicz	Vice President of Olsztyn	Związek Miast Polskich
	Marian Janecki	President of Jastrzębie Zdrój	Związek Miast Polskich
	Adam Struzik	Marshal of Mazowieckie Voivodship	Konwent Marszałków
	Bożena Wrzeszcz- Zwada	Marshal of Warmińsko- Mazurskie Voivodship	Konwent Marszałków
	Marceli Niezgoda	Head of Cabinet of Marshal of Lubelskie Voivodship	Konwent Marszałków
	Renata Szczepańska	Village Mayor Cisna	Związek Gmin Wiejskich
	Dariusz Strugała	Village Mayor Jaraczewo	Związek Gmin Wiejskich
	refusal	-	Forum Polskich Regionów Granicznych

Appendix 2. Call for proposals

**Ministry of Economic Affairs and Labour of Poland
The National Focal Point for the EEA Financial Mechanism
and the Norwegian Financial Mechanism**

**announces a call for proposals
for the submission of applications
for individual projects and programmes (groups of projects)
within the framework of
the European Economic Area Financial Mechanism
and the Norwegian Financial Mechanism.**

The total amount available for call for proposals is **EUR 175 660 000**
within the allocation of **2004-2005**.

The following applicants are eligible:

All public and private sector bodies and non-governmental organisations (NGOs) constituted as legal entities in Poland and operating in the public interest - e.g., national, regional and local authorities, education/research institutions, environmental and branch bodies, social organisations and Public-Private Partnerships.

The following rules of the grant rate ceilings shall apply:

The grant rate shall not exceed 60% of the project total eligible costs. The exceptions are the following:

- a) individual projects and programmes, of which 15% or more of the project costs are co-financed by central, regional or local budget allocations. In this case the EEA Financial Mechanism and the Norwegian Financial Mechanism may provide a grant in the amount not exceeding 85% of total eligible costs.
- b) individual projects and programmes submitted by non-governmental organisations (NGOs) for which the maximum grant assistance may amount to 85% of total eligible costs or more, but in no case exceed 90% of total eligible costs, provided the project within one of the priority areas covered by both the EEA Financial Mechanism and the Norwegian Financial Mechanism.

Applications shall be submitted personally, by courier or sent by post from 5 September 2005 until close of business on 30 November 2005. In case the application is forwarded by post, the date of receipt is binding.

Applications shall be submitted within the framework of the priority sectors listed below to the following institutions:

Protection of the environment, including the human environment, through, inter alia, reduction of pollution and promotion of renewable energy

The available grant assistance of the 2004-2005 allocation amounts to **EUR 36 120 000**

The list of relevant supporting documents, which shall be attached to the application, is available on www.mos.gov.pl/mfeog, www.nfosigw.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Środowiska, Departament Instrumentów Ochrony Środowiska, 00-922 Warszawa, ul. Wawelska 52/54, room No. 122 (8.30-16.00).

Contact:

Elżbieta Pietraszko (tel. +48 22 579 22 13, e-mail: elzbieta.pietraszko@mos.gov.pl), Iwona Siedlecka (+48 22 579 27 79, e-mail: iwona_siedlecka@mos.gov.pl)

Promotion of sustainable development through improved resources use and management

The available grant assistance of the 2004-2005 allocation amounts to **EUR 3 200 000**

The list of relevant supporting documents, which shall be attached to the application, is available on www.mos.gov.pl/mfeog, www.nfosigw.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Środowiska, Departament Instrumentów Ochrony Środowiska, 00-922 Warszawa, ul. Wawelska 52/54, room No. 122 (8.30-16.00).

Contact:

Elżbieta Pietraszko (tel. +48 22 579 22 13, e-mail: elzbieta.pietraszko@mos.gov.pl), Iwona Siedlecka (+48 22 579 27 79, e-mail: iwona_siedlecka@mos.gov.pl)

Conservation of European cultural heritage, including public transport, and urban renewal

The available grant assistance of the 2004-2005 allocation amounts to EUR 28 000 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.mk.gov.pl/eog and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Kultury, Departament Strategii Kultury i Spraw Europejskich, ul. Krakowskie Przedmieście 15/17, 00-071 Warszawa, room No. 117 (09:00 to 16:00)

Contact:

Dorota Jakubowska (tel. + 48 22 421 02 71, e-mail: djakubowska@mk.gov.pl), Magdalena Czarkowska (tel. +48 22 421 02 72, e-mail: mczarkowska@mk.gov.pl), Piotr Giemza (tel. + 48 22 421 01 05, e-mail: pgiemza@mk.gov.pl), Marcin Skrycki (tel. + 48 22 421 05 23, e-mail: mkskrycki@mk.gov.pl)

Human resource development through, inter alia, promotion of education and training, strengthening of administrative or public service capacities of local government or its institutions as well as the democratic processes, which support it

The available grant assistance of the 2004-2005 allocation amounts to EUR 11 840 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.ukie.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Urząd Komitetu Integracji Europejskiej, Departament Programów Rozwoju Instytucjonalnego
ul. Bagatela 14, 00-585 Warszawa, room No 513 (08:15 to 16:15).

Contact:

Izabela Ptaszyńska (tel. +48 22 455 52 28, e-mail: izabela_ptaszynska@mail.ukie.gov.pl)

Health and childcare

The available grant assistance of the 2004-2005 allocation amounts to EUR 16 920 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.mz.gov.pl, www.bpz.gov.pl (section WSPÓLPRACA Z EOG) and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Biuro do Spraw Zagranicznych Programów Pomocy w Ochronie Zdrowia (Instytucja Wspomagająca dla Ministerstwa Zdrowia), Al. Jerozolimskie 155, 02 – 326 Warszawa, room No 111 (09:00 to 16:00).

Contact:

Joanna Sienkiewicz (tel. +48 22 658 10 88, e-mail: joanna.sienkiewicz@bpz.gov.pl),
Krystyna Drogoń (tel. +48 22 659 85 01, e-mail: k.drogon@bpz.gov.pl), Izabela Sendla (tel. +48 22 658 10 88, e-mail: izabela.sendla@bpz.gov.pl).

Academic research

The available grant assistance of the 2004-2005 allocation amounts to EUR 8 120 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.mnii.gov.pl (section: NAUKA/FINANSOWANIE POZABUDŻETOWE) and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Nauki i Informatyzacji, Departament Badań Naukowych, ul. Wspólna 1/3, 00-529 Warszawa, room No 439 (08:15 to 16:15).

Contact:

Jacek Mazur (tel. + 48 22 529 24 82, e-mail: jmazur@mnii.gov.pl).

Implementation of Schengen acquis, support of National Schengen Action Plans, as well as strengthening the judiciary

The available grant assistance of the 2004-2005 allocation amounts to EUR 45 380 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.mswia.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Spraw Wewnętrznych i Administracji, Departament Współpracy Międzynarodowej, ul. Domaniewska 36/38, 02-672 Warszawa, room No 176 (08.15 to 16:15).

Contact:

Katarzyna Pruszyńska (tel. +48 22 601 17 72, e-mail: pruszynska.k@mswia.gov.pl),
Agnieszka Jaworska (tel. +48 22 601 15 20, e-mail: jaworska.a@mswia.gov.pl).

Protection of the environment, with particular emphasis on strengthening the administrative capacity to implement acquis relevant to investment projects

The available grant assistance of the 2004-2005 allocation amounts to **EUR 9 660 000**

The list of relevant supporting documents, which shall be attached to the application, is available on www.mos.gov.pl/mfeog, www.nfosigw.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Środowiska, Departament Instrumentów Ochrony Środowiska, 00-922 Warszawa, ul. Wawelska 52/54, room No. 122 (8.30-16.00).

Contact:

Elżbieta Pietraszko (tel. +48 22 579 22 13, e-mail: elzbieta.pietraszko@mos.gov.pl), Iwona Siedlecka (+48 22 579 27 79, e-mail: iwona_siedlecka@mos.gov.pl)

Regional policy and cross-border activities

The available grant assistance of the 2004-2005 allocation amounts to EUR 15 280 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Ministerstwo Gospodarki i Pracy, Departament Programów Pomocowych i Pomocy Technicznej, Plac Trzech Krzyży 3/5, 00-507 Warszawa, Kancelaria Ogólna (08:15 to 16:00).

Contact:

Przemysław Pierz (tel. +48 22 693 42 28, e-mail: przemyslaw.pierz@mg.gov.pl).

Technical assistance relating to implementation of *acquis communautaire*

The available grant assistance of the 2004-2005 allocation amounts to EUR 1 140 000.

The list of relevant supporting documents, which shall be attached to the application, is available on www.ukie.gov.pl and on www.eog.gov.pl (section DOKUMENTY).

Address for submission of applications:

Urząd Komitetu Integracji Europejskiej, Departament Obsługi Narodowego Koordynatora Pomocy, ul. Bagatela 14, 00-585 Warszawa, room No 515 (08:15am to 16:15)

Contact:

Barbara Mrówka (tel. +48 22 455 52 24, barbara_mrowka@mail.ukie.gov.pl).

A detailed description of all the priority sectors is also available in *The Operational Programme for the use of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism* and Annex B to the memoranda of understanding for the EEA Financial Mechanism and the Norwegian Financial Mechanism, that are available on www.eog.gov.pl.

Procedure for submission of applications:

1. The applicant shall fill in the application form in accordance with *The application form user guide*. There should be no changes made to the original application form. The application form and *The application form user guide* are available on www.eog.gov.pl (section DOKUMENTY).
2. Supporting documents which are relevant to the priority sector and type of project shall be attached to the application. The lists of supporting documents can be

downloaded from above mentioned websites of the relevant institutions. If a supporting document consists of more than 20 pages, a summary shall be attached.

3. The application shall be submitted in Polish in 3 hard copies, originally signed by the applicant.
4. The application shall be forwarded also in electronic version (2 CD-ROMs), which shall be identical to the hard copies.
5. An envelope shall be marked “EEA & Norwegian Financial Mechanisms application – call for proposals 2005”.

The application shall be registered upon submission. No changes shall be made to the registered application. The application which does not meet the formal requirements shall not be processed and shall be returned to the applicant.

The management and implementation system of EEA Financial Mechanism and Norwegian Financial Mechanism in Poland is described in *The Operational Programme for the use of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism*. Both the *Operational Programme* and the *Individual projects and programmes (groups of projects) guidelines* can be downloaded from www.eog.gov.pl.

More information about the EEA Financial Mechanism and Norwegian Financial Mechanism as well as all documentation regarding the application process (such as the application form, user guide, examples of indicators as well the Rules and Procedures, guidelines and guides) are also available on www.eog.gov.pl and www.eeagrants.org.

The National Focal Point for the EEA Financial Mechanism and Norwegian Financial Mechanism in Poland:

Ministerstwo Gospodarki i Pracy

Departament Programów Pomocowych i Pomocy Technicznej

Tel.: (22) 693 58 93, (22) 693 59 28

Fax: (22) 693 40 95

E-mail: eog@mgip.gov.pl

Appendix 3. Action plan for September 2005 – August 2006

Scope	Task	IV quarter 2005	I quarter 2006	II quarter 2006	III quarter 2006
Programming the use of financial resources	Guidelines on the Scholarship and Training Fund				
	Preparation of guidelines on specific subjects, e.g. on partnerships established for the purpose of project realization, co-financed with the Financial Mechanisms				
Building the implementation system	Selection of the NGO Fund operator (s)				
	The start –up of creation of the monitoring and reporting system under the Norwegian Financial Mechanism and the EEA Financial Mechanism				
	Preparation of cash low scheme				
	Creation of a data base of application forms				
	Preparation of audit trail schemes for the Norwegian Financial Mechanism and the EEA Financial Mechanism				
Calls for proposals	Call for proposal under the Seed Money Fund				
	Evaluation of projects from the call for proposals of 2005				
	Call for proposal under the Fund for Non - governmental Organizations				
	Call for proposal under the Scholarship and Training Fund				
Promotion and information	5 thematic conferences				
	Print – out of promotional materials				
	16 regional conferences				
	Information Point operation in the Ministry of Economic Affairs and Labour				
	Current updating and build-up of the website www.eog.gov.pl				
	Co-operation with media				

Appendix 4. Audit Plan for 2006

No.	Subject of the control	Subjective range	Quarter	Controlling entity	Supervising entity
1.	Controlling the correctness of the selection of applications submitted for individual projects and programmes (groups of projects) within the framework of the EEA Financial Mechanism and the Norwegian Financial Mechanism	Bodies listed according to distinct specification. Detailed list of bodies will be delivered after approval of the applications.	II	Revenue Office in Warsaw	Bureau for International Treasury Relations in the Ministry of Finance
2.	Control of meeting the grant assistance conditions of financial resources under the EEA Financial Mechanism and the Norwegian Financial Mechanism (in particular projects)	Bodies listed according to distinct specification. Detailed list of bodies will be delivered after approval of the applications.	IV	Revenue Office in Warsaw	Bureau for International Treasury Relations in the Ministry of Finance