



ANNUAL REPORT NO 2

on the Implementation
of
EEA FINANCIAL MECHANISM IN THE CZECH REPUBLIC

Implementation period:

Dated:

Prepared:

November 2005 – January 2007

February 8, 2007

National Focal Point

Centre for Foreign Assistance

Ministry of Finance

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GLOSSARY OF ACRONYMS

BG	Block Grant
CFA	Centre for Foreign Assistance
CP	Contact Point
CFCU	Central Financial and Contracting Unit
EEA	European Economic Area
FM	Financial Mechanism
FMC	Financial Mechanism Committee
FMO	Financial Mechanism Office
GA	Grant Agreement
IP	Individual Project
MoF	Ministry of Finance
MoU	Memorandum of Understanding
NFP	National Focal Point
NGO	Non-Governmental Organization
NF	National Fund
NMFA	Norwegian Ministry of Foreign Affairs
MoC	Monitoring Committee
PRG	Programme
TA	Technical Assistance

PREFACE

The purpose of the **Annual Report No 2** on the implementation of the EEA Financial Mechanism in the Czech Republic is to give comprehensive information on the implementation during the period under review. The Annual Report should provide an overview of the implementation of the mechanisms and compile information the National Focal Point has received from all interested bodies throughout the implementation period November 2005 – January 2007.

The present Annual Report is in compliance with the Beneficiary State monitoring and reporting guidelines on EEA Financial Mechanism.

The reported period covers an evaluation and approval process of applications submitted under the Open Call No1 and grants awarded by the FM Committee and Norway Ministry of Foreign Affairs, start of the Open Call No2 and following process on selection of applications by the check of formal criteria and eligibility assessment, following process and information of present situation on the Block Grants implementation status.

1. Implementation Status
2. Open Call No1
3. Open Call No 2
4. Block Grants
5. Projects Outlines
6. Publicity
7. Work plan 2007/2008
8. Summary and Recommendations
9. Annexes

The National Focal Point confirms that the data included in the Annual Report on implementation of the EEA Financial Mechanism are comprehensive, complete and correct.

1. IMPLEMENTATION STATUS

The National Focal Point (NFP) has submitted 43 applications on grant. 5 of them are Block Grants, 4 Programmes and 34 complete applications on Individual projects

1.1 Open Call No 1

Under the Open Call No.1 the Czech Republic submitted in total 38 complete applications for a grant, which included 34 applications for Individual projects, 4 for Programs.

To the 31st January 2007, the EEA FM Committee / Norwegian Ministry of Foreign Affairs awarded a grant to 33 applications (IP/PRG), 1 application was refused by FMC with a possibility of resubmitting it after the revision.

1 application was annualized after withdrawal of the applicant for the reason of conflict of interest.

1.2 Open Call No 2

A proposal of the Open Call No 2 was discussed at the 2nd Monitoring Committee (MoC) meeting (20/4/2006) and the indicative allocations among priority areas were agreed. The MoC agreed on consulting the possibility of joining 2-3 year allocations for the Open Call No 2 with the FMO. The conditions for the Open Call No 2 were agreed by the FMO on 21st July 2006.

Upon approved conditions by the donor states, the Open Call No 2 was announced on 24th July 2006 with deadline on October 26, 2006. In total there were 367 applications submitted in the total amount of 315,040 MEUR, with the grant applied in the amount of 229,654 MEUR.

1.3 Block Grants

The NFP submitted 5 applications for Block grant to the FMO for approval. To the date of 31st of January 2007 there were 3 Block Grants approved.

The Czech Republic – FM EEA/ Norway - Present State of Allocation *				
	Allocation		Granted	Remaining
	EUR	%		
1st Call	22. 980 000	21,70	13.831.976	9.598.024
2nd Call	27. 510 000	26,00	0	27. 510 000
Block Grants	21. 700 000	20,50	13.100.00	8.600.00
Remaining funds	33. 659 900	31,80	0	33 659 900
Total allocation**	105 849 900	100,00	26.481.976	79.367.924
			25,02 %	74,98 %

* on January 31,2007, ** without administrative costs

2. OPEN CALL NO 1

2.1. ASSESSMENT AND EVALUATION PROCESS

The evaluation process at the Contact Points started on 16/08/2005 and lasted till 30/9/2005 when the Detailed Evaluation Reports were submitted to the National Focal Point. Subsequently the NFP initiated an assessment of all submitted applications with an assistance of Technical Assistance team represented by an international consulting company SBP Consult, Ltd. Technical Assistance (TA) assessed all applications recommended for grant.

The TA was selected according the Czech procurement Law and was financed through a budget of the Ministry of Finance. The contract with the TA was signed on 3/10/2005 and the TA activities started on 5/10/2005.

There were in total **74** applications submitted to the NFP and assessed, out of that **29** complete applications for Individual projects, **8** alternate complete applications for Individual projects, **4** complete applications for Programme and **33** project outlines.

The appraisal process was divided into four phases, so that the appraisal work carried by the TA went fast, effectively and in parallel with the appraisal work carried by the NFP.

For each appraisal phase, there were time schedules and an agreed structure of reasoned opinions. The four phases correspond to four categories of project applications according to the results of the appraisal:

1. projects recommended to the FMO *without objections* - “R”
2. projects recommended to the FMO *with an objection of formal correction of application*- “R*”
3. projects recommended to the FMO *with an objection of essential completion of application* - “R**”
4. not recommended - “N”

A Reasoned Opinion was elaborated for each project proposal and all submitted project proposals were discussed at the 1st meeting of the Monitoring Committee held on 5/12/2005. The outcome of this meeting was a list of applications recommended / not recommended for further submitting to the FMO in Brussels.

Open Call No 1 – Applications recommended by the MoC .			
	Individual projects (IP)**	Programmes (PRG)	TOTAL
Total number of projects approved by the 1 st MoC	29	4	33
Total number of projects * approved by the 2 nd MoC	5	-	5
* Application in the 2 nd Priority - Environment Protection			38

2.2. RECOMMENDED APPLICATIONS

The 1st Monitoring Committee **recommended 33 applications IP/PRG** for submitting to the FMO including alternate applications. The MoC had an objection towards 5 applications evaluated by the Ministry of Environment.

Since submitted proposals of recommended applications exceeded the set allocation under the Open Call No 1, the MoC recommended to the NFP to apply at the FMO (letter from 28/3/2006) for an increase of the allocation from the original amount of 16,830 MEUR to 24,446 MEUR to cover projects recommended by the MoC. The FMO agreed (in the letter of 25/4/2006) with an **increase up to 22,960 MEUR**.

The NFP decided, with a view on degree of completion of particular applications, to reduce the amount of grant applied in some applications which the Regions submitted and which exceeded the indicative allocation of 0,600 MEUR per Region under the Open Call No 1. (*see Annex 1a/1b*)

2.3. PRIORITY AREA NO 2 – PROTECTION OF THE ENVIRONMENT

Technical assistance checked the whole assessment and evaluation process and its results at relevant Contact Points. It was discovered, that the evaluation process guaranteed by the Ministry of Environment was not carried in line with valid rules and requests on transparency and openness.

This issue was discussed at the 1st Monitoring Committee meeting and the members of MoC agreed by the majority of votes on carrying of a new evaluation process of all submitted applications within the priority area no 2, which had been appraised by the Ministry of Environment.

The Evaluation Committee of the Ministry of Environment was held on 9/3/2006 and 22/3/2006. At the 2nd Monitoring Committee meeting, the MoC members recommended 5 applications, selected by the Ministry of Environment under a new process, for submitting to the FMO. English versions of these applications were sent to the FMO during 07/2006.

2.4. PRIORITY AREA NO 7 – STRENGTHENING THE JUDICIARY

The Ministry of Justice submitted under the Open Call No 1 the project “*E-learning programme for state administration in the resort of justice*”. At the 2nd Monitoring Committee meeting it was agreed, that the application must be revised and subsequently assessed by the MoC members.

Ministry of Justice submitted a revised application within a set deadline (31/5/2006). However, the application did not correspond with the requested quality and structure.

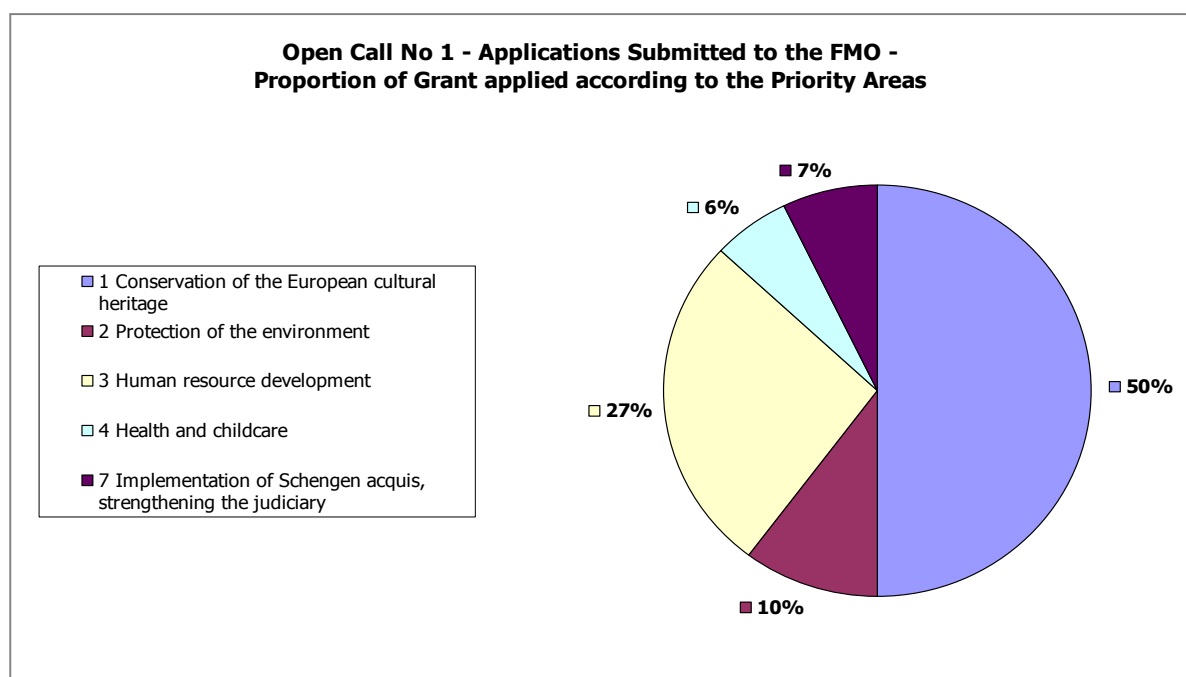
The project contained a lot of equivocalness and deficiencies; especially an inexplicit structure of project management, inadequate guarantee of cooperation with other bodies and the focus of the learning under this project did not correspond with the needs of this sector.

The NFP asked the project promoter to revise the project again and submit the application till 23/2/2007. The application will be subsequently assessed at the 3rd Monitoring Committee meeting hold on 27/2/2007.

2.5. SUBMISSION OF APPLICATIONS TO THE FMO – STATUS AS OF 31/1/2007

The NFP sent all applications submitted under the Open Call No 1 and recommended by the 1st Monitoring Committee meeting to the FMO for approval. These are the **38** complete applications IP/PRG in the total amount of 22,980 MEUR.

To the date 31/1/2007 the EEA FM Committee and the Norwegian Ministry of Foreign Affairs **awarded grant** to **29 Individual projects**, **3 Block Grants** and **1 Programme**, it means in total **33** applications in total out of **43** applications submitted. The list of projects and the present status of each application can be found in the *Annex 2*.



3. OPEN CALL NO 2

3.1. PREPARATION AND DISCUSSION ON THE PROPOSAL OF THE OPEN CALL NO 2

Members of the MoC agreed at the 2nd MoC meeting on an announcement of the Open Call No 2 and recommended a prompt consultation with the FMO on the possibility of joining more year allocations. Further they recommended so that the priority areas No 5 *Promotion of sustainable development* and No 6 *Research and Development* were always included under particular priority.

The Ministry of Environment appealed against this recommendation of MoC members (22) directly to the FMO. Subsequently the FMO / Donors agreed on change of indicative allocations for the Open Call No 2 (*see the Table above*).

With a view on number of applications submitted under particular priority areas within the Open Call No 1, a proposal on indicative allocations for priority areas within the Open Call No 2 was agreed in a following way:

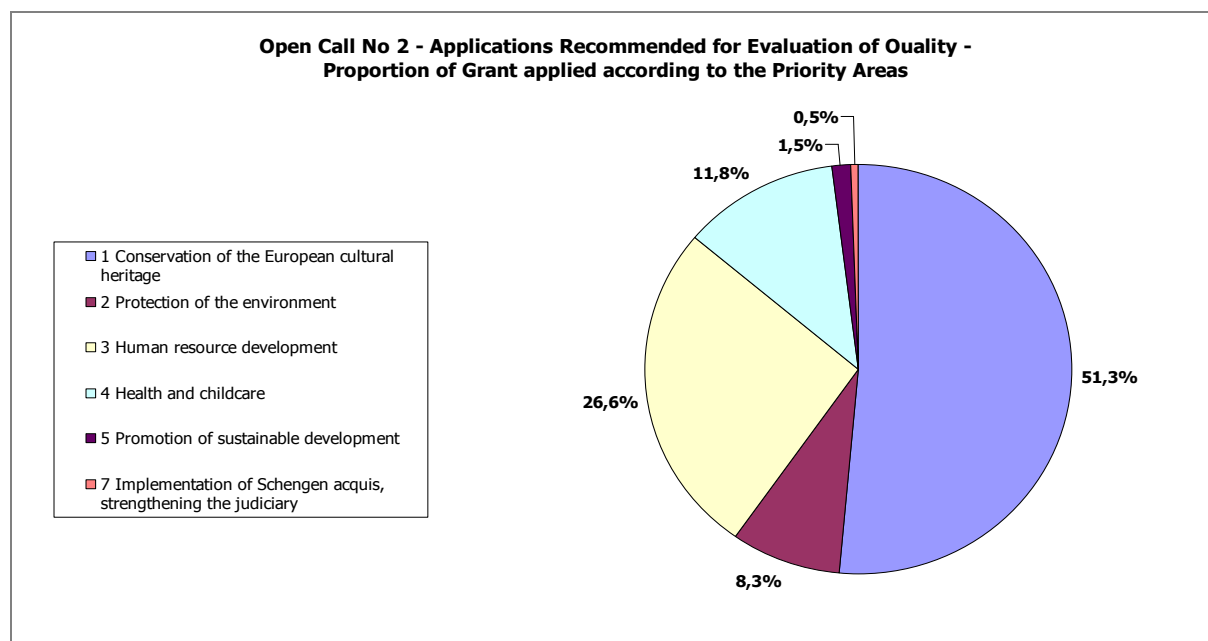
Priority Areas / Indicative Allocation)	MoC Proposal	Agreed by the FMO	Submitted applications *
1. Conservation of the European cultural heritage	35 %	30%	51,3 %
2. Protection of the environment	20%	20%	8,3 %
3. Human resource development	20%	20%	26,6 %
4. Health and childcare	23 %	23%	11,8 %
5. Promotion of sustainable development	-	5%	1,5 %
7. Implementation of Schengen acquis, strengthening the judiciary	2%	2%	0,5 %

* out of the total amount of 367 application submitted under Open Call No2

The **priority area No 6 Research and Development was not opened** under the Open Call No 2. Applications for a grant for complete Individual projects covering the priority area No 6 *Research and Development* could be submitted within opened priority areas – 1, 2, 3, 4, 5 and 7.

A proposal of allocation and conditions for the Open Call No 2 were submitted by the NFP to the FMO on 28/3/2006. Conditions for the Open Call No 2 were approved on 21/7/2006. Regarding the allocation the FMO / Donors approved **joining of only 2 year allocations** in the amount of **27,510 million EUR**.

Under Call No 2 **367** applications were submitted, **17** of them are project outlines and **31** applications were rejected under check of formal criteria and eligibility. **319** applications have been submitted for following quality evaluation. Total eligible costs of submitted application are 258,763 MEUR and for grants **205,754 MEUR (79,5 % average level of grants)** see Annex 3a/3b.



3.2. MODIFICATION OF ASSESSMENT AND EVALUATION PROCESS

In line with a request on assuring a transparency, the process of accepting applications, their assessment and evaluation of the quality was in whole modified with a objective of ensuring final selection of applications in such a way it corresponds to sector or regional strategies. Further, negative impacts, which could influence the whole selection process and its transparency, were eliminated as well.

Upon a proposal of the NFP, it was agreed that applications would be submitted to the Contact Points in the Regions depending on where the proposed operation takes place.

The Contact Points in the Regions assured initial check of administrative compliance and eligibility of each application in the period lasting until 30/11/2006. Eligible applications were subsequently submitted for detailed evaluation of quality.

Evaluation Committees:

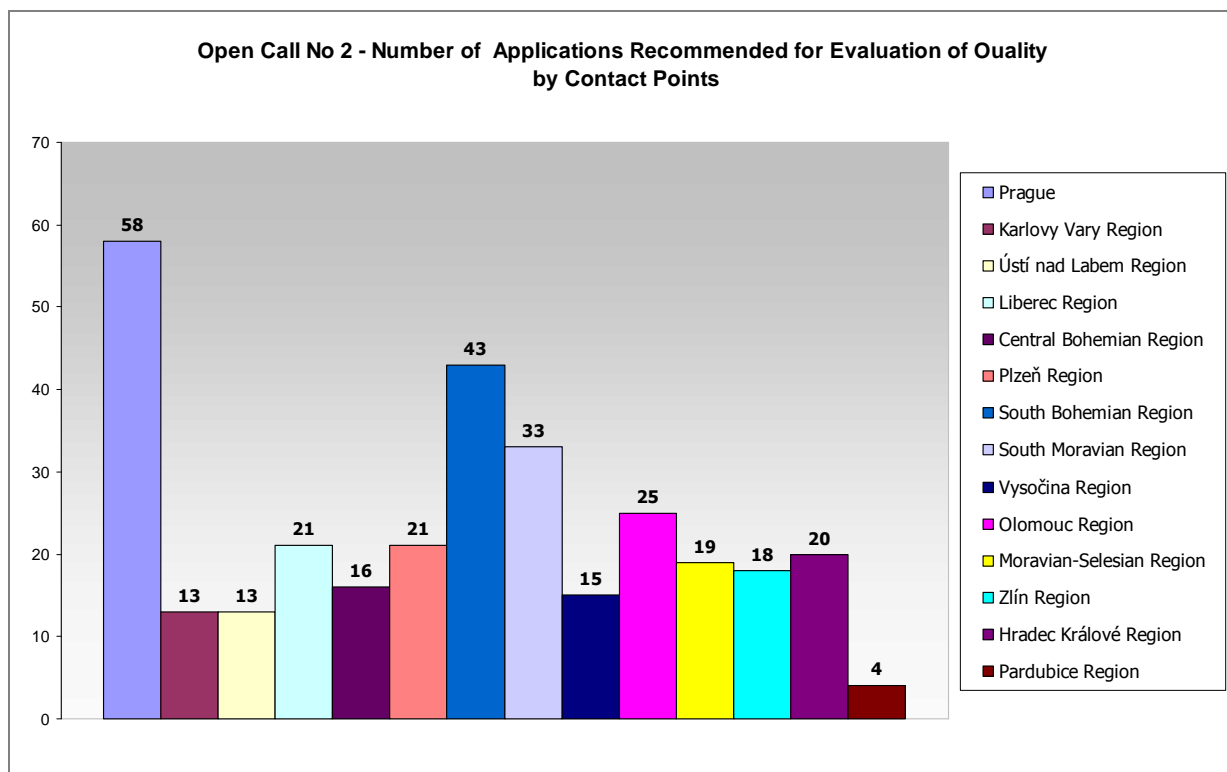
Priority areas	Evaluation Committee: at sector ministry
1. Conservation of the European cultural heritage	Ministry of Culture
2./5. Protection of the environment/ Promotion of sustainable development	Ministry of Environment
3. Human resource development	Ministry of Labour and Social Affairs
4. Health and childcare	Ministry of Health
7. Implementation of Schengen acquis, strengthening the judiciary	**Ministry of Interior

*** For the priority area No 7, there is a join evaluation committee consisting of representatives of Ministry of Interior (MI) and Ministry of Justice (MJ). Both representatives of MI and MJ at this appraisal committee dispose of the equal number of votes.*

Each evaluation committee consists of 8 voting members representing 4 representatives appointed by the line-ministry and 4 representatives appointed by regions (including their substitutes). For each application an appraisal report is elaborated by external appraisers (1 from region and 1 from ministry) as base for evaluation process under each Evaluation Committee.

Evaluation committee will discuss those proposed applications for a grant, which receive at least 70 points out of hundred in external appraisal reports according to the conditions set in the *Manual on Implementation*.

Final decision of the evaluation committee must be accepted by at least 75% of voting members (i.e by 6 members at minimum). Evaluation committee follows evaluation with points awarded by external appraisers and sets a final proposal of list of applications with an attached reasoned opinion included in the Appraisal report. This procedure was set in a revised version of the **Manual on Implementation** from 27/7/2006 and it was also agreed by the FMO.



3.3. MEMORANDUM ON CO-OPERATION

For ensuring a cooperation and allocating a responsibility among individual the Contact Points and the NFP in the whole process of receiving applications for a grant from the FM EEA/Norway in the Czech Republic, a *Memorandum on cooperation* (further only Memorandum) was signed between Ministry of Finance as the NFP and individual Contact Points at sector Ministries and regions.

The Memorandum defines tasks of individual parties and divides responsibilities in applying the process consisting of the announcement of the open call, submission of an application for a grant, further of accepting, assessment and appraisal of the application and its submission to the FMO for final decision. The Memorandum results from the *Manual on Implementation* dated 24/07/2006 and approved by the Deputy Minister of Finance together with an updated version of the *Guidelines for Applicants* dated 24/7/2006.

3.4. ANNOUNCEMENT OF THE OPEN CALL NO 2 – SUBMITTED APPLICATIONS

The Open Call No 2 was announced on **24/7/2006** with a deadline for submission of applications for a grant set on 26/10/2006. The Open Call No 2 was opened only for complete Individual projects with an exception of Programs whose outline was already submitted within the Open Call No 1 and received a positive opinion of the NFP and was recommended to be submitted as a complete application in the nearest call.

For the purpose of the Open Call No 2, the *Guidelines for Applicants* were updated with an aim to help applicants with filling in application forms and to improve the quality of submitted applications.

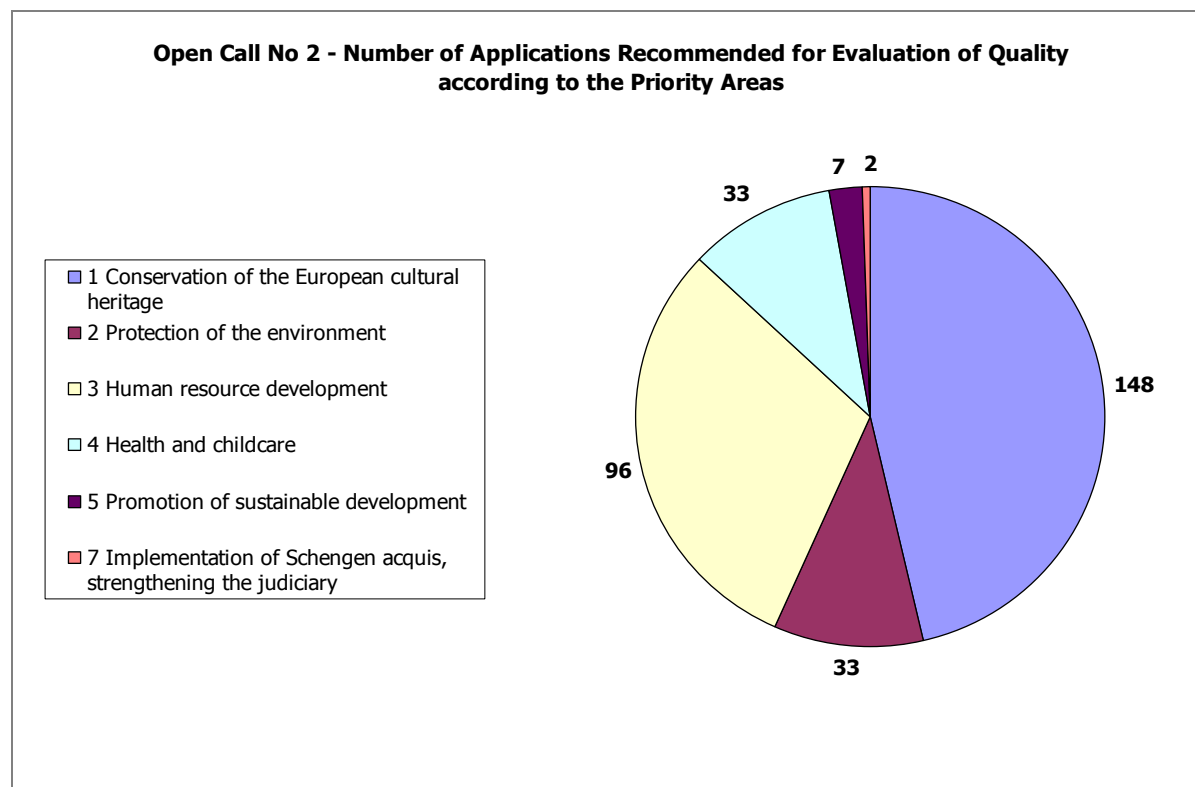
The allocation for the Open Call No 2 amounts to **27,51 million EUR** and applicants could submit applications for a grant within following priority areas:

Priority Areas	Number of submitted applications* for evaluation	part of total number
1. Conservation of the European cultural heritage	148	46,4 %
2. Protection of the environment	33	10,3 %
3. Human resource development	96	30,2 %
4. Health and childcare	33	10,3 %
5. Promotion of sustainable development	7	2,2 %
7. Implementation of Schengen acquis, strengthening the judiciary	2	0,5 %
Total	319	100 %

**Number of applications submitted under the Open Call No 2 at the Contact Points in regions (See Annex 3a/3b)*

There were **4** appeals against the decision of the Contact Point sent to the NFP regarding not forwarding these four applications for further appraisal.

The reasons for refusing these applications by the Contact Point already at the stage of eligibility check was found as correct and the applicants were informed about that. NFP recommended the applicants to revise their applications and submit them in next Open Call No 3 or eventually in an open call under a Block Grant (NGO Fund or Research Fund).



3.5. FOLLOWING PROCESS

In the Annex 3b there is a list of all project proposals sorted by priority areas and submitted under the Open Call No 2.

At present, single applications for a grant are being appraised and evaluated at relevant line ministries and they are expected to be finished in middle of March 2007.

Recommended applications for a grant will be discussed at the 4th Monitoring Committee meeting in 4/2007. It may be expected that English versions of applications will be sent to the FMO subsequently till the end of 7/2007.

For ensuring this process of submitting applications to the FMO and all other relating activities, new Technical Assistance will be chosen under open call procurement procedure.

4. BLOCK GRANTS

The NFP submitted to the FMO 4 Block Grants on 22/12/2005 and 1 BG - Research Fund was sent to the FMO on 16/6/2006.

To the 31st January 2007, the EEA FM Committee / Norwegian Ministry of Foreign Affairs awarded a grant to 3 Block Grants: NGO Fund, Fund for support of cooperation among schools/scholarships and Seed Money Fund.

4.1. NGO FUND

NGO Fund was awarded a grant by the EEA FM Committee / Norwegian Ministry of Foreign Affairs on 24/5/2006. Grant Agreement was signed on 20/6/2006. A *contract on implementation* between the Intermediary and the Ministry of Finance acting as the NFP was signed on 16/11/2006.

The Intermediary of this Block Grant - Civil Society Development Foundation (NROS) announced on 27/12/2006 the 1st Call for NGOs with the deadline of 5/3/2007.

This 1st Call of NGOs Fund was announced for submitting applications in three areas:

Priority		Proposed allocation:
1a	Fostering the Multicultural Environment in Communities	15%
1b	Strengthening the Human Rights and fight against discrimination and Racism	15%
2	Support to children and youth with specific problems	30%
3	Environmental Protection	40%

In accordance with the *Guidelines for Recipients of a Grant from the FM EEA/Norway* (published by the CFCU) NROS presented the first Project Interim Report on 12/1/2007.

4.2. FUND FOR SUPPORT OF CO-OPERATION AMONG SCHOOLS / SCHOLARSHIPS

National Agency Socrates announced on **23/6/2006** the **1st Call** aimed only at individual mobility. Under this 1st Call there were 35 applications submitted and **30** applications were awarded a grant. The **2nd Call** was announced on **1/9/2006** and was aimed already at all activities. Under this 2nd Call in

1.Individual mobility	there were 59 application submitted and 46 were awarded a grant,
2.Cooperation in the area of learning	there were 8 application submitted and 6 were awarded a grant
3.Cooperation of institutions	there were 4 application submitted and 3 were awarded a grant.

The Management Committee of this BG was held on 3/8/2006 and on 27/11/2006. Intermediary the National Agency Socrates presented the first Project Interim Report (PIR) to the CFCU on 20/1/2007. PIR indicates a satisfactory course without any liability or problems.

The Intermediary simultaneously submitted a proposal for changes in the PIP, which include the change in the title of the Intermediary together with the contact data a proposal on change in indicators based on an experience from the first half of the year of the implementation of the Block Grant.

4.3. SEED MONEY FUND (SMF)

The SMF was awarded a grant by the EEA FM Committee / Norwegian Ministry of Foreign Affairs on **20/9/2006** and the Grant Agreement was signed on **16/1/2007**.

At present, the Intermediary of this Fund (the NFP) prepares an announcement of the 1st Call. All information on conditions regarding submission of applications within this Block Grant will be published on the web page: www.eeagrants.cz

4.4. TECHNICAL ASSISTANCE FUND (TAF)

The original application for the BG TAF, which was submitted to the FMO on 22/12/2005, consisted of two parts:

Part A: technical assistance for authorities in the Czech Republic to support a cooperation regarding the acquis and to support an exchange of experience on regional and local levels,

and

Part B: technical assistance for the NFP and the Contact Points.

Based on a request of the FMO, the NFP revised the application in a way, that part A forms an application for a Block Grant and part B was formulated into a new application for as grant for an Individual Project. The application for the Individual project on a technical assistance for the NFP /CPs was awarded a grant on 6/12/2006.

The application for the Block Grant (part A) is in an approval process.

4.5. RESEARCH FUND

For the reason of disagreement with the Ministry of Education on the BG-Intermediary, the NFP announced a tender for an Intermediary of the BG Research Fund. The winner of this tender is the Nation Training Fund, which elaborated an application for the BG RF. The NFP submitted this application to the FMO on 16/6/2006.

5. PROJECT OUTLINES

The NFP received to the date 31/1/2007 in total **55** project outlines in different priority areas. Each project outline is assessed individually by the NFP mainly regarding conformity with priority areas and possibility of financing through the FM EEA/Norway. Subsequently, an elaborated opinion on the project outline is sent to the project promoter. Following table has indicated an interest of potential applicants:

Priority	1 st Call	2 nd Call	Total
1	12	9	21
2	8	1	9
3	9	5	14
4	2	6	8
5	-	-	-
6	1	1	1
7	1	0	-
	33	22	55

6. PUBLICITY

In the period 11/2005 – 01/2007 the National Focal Point provided information and publicity of Financial Mechanisms in compliance with the Publicity Guidelines and the Communication Action Plan both approved by the FMO.

6.1 PRESS CONFERENCE

- The NFP announced the Open Call for proposals No. 2 on **24 July 2006**. The announcement was published on the web page: www.eeagrants.cz, and in 2 nationwide newspapers- *MF DNES* and *Hospodářské noviny*. At the same time a **press conference** was held at the Ministry of Finance with the presence of the Deputy Minister of Finance and the Czech largest newspapers journalists.
- The NROS as an Intermediary of the NGO Fund held the press conference on 18 January 2007 where the 1st Call for grants under NGOs Fund BG was announced. The press conference was attended by the Ambassador of Kingdom of Norway Mr Peter Nicolay Raeder.
- The press conference on the occasion of the commencement of Fund for the Support of Cooperation among Schools/Scholarship (2 October 2006).

6.2. SEMINARS FOR POTENTIAL APPLICANTS

- In view of the announcement of the Open Call No. 2, the NFP organized **2 seminars for applicants**. These seminars were held on 22/8/2006 (attended by **390** persons) and 20/9/2006 (attended by **80** persons).
- The aim of both seminars was to inform the potential applicants about the rules within the Open Call No 2. Various potential applicants (public and private sector, representatives of region and town municipalities, representatives of NGOs, universities and higher schools

in the region, companies operating in research and development area, social partners etc.) attended these seminars. The information on the seminars was publicly available on the web www.eeagrants.cz.

- there will be 6 seminars held in Regions for potential applicants from NGOs Fund Block Grant during January and February 2007. It is expected that the participation at these seminars will count up to **251** NGOs.

6.3 SEMINARS FOR GRANT RECIPIENTS

On January 31, 2007 the CFCU organized a seminar for Project Promoters, who shall receive grant under Open Call No 1. Main objective was to explain the overall monitoring, reporting, procurement and payment procedures and the focus on the contents of the Guideline

6.4 SEMINARS AND WORKSHOPS FOR CONTACT POINTS

During the reporting period the NFP organised 5 information seminars for the Contact Points in regions and line ministries:

14. March 2006	<i>Preparation and modification of conditions for the Open Call No 2</i>
29. June 2006	<i>Submission and evaluation of the applications within the Open Call No 2</i>
26. September 2006	<i>Preparation of Memorandum on Cooperation between NFP and CPs, application assessment process within the Open Call No 2</i>
31. October 2006	<i>Administrative compliance check and eligibility criteria (Annexes 4a/b of the Implementation Guideline), Possible overlap with the EU Structural Funds</i>
9. January 2007	<i>Seminar for Contact Points Application appraisal and evaluation process, financing of Cps, administrative costs related to application appraisal process within the Open Call No 2</i>
March 2007 -Plan	<i>Preparation and modification of conditions for the Open Call No 3, information from the Annual Meeting</i>

6.5 WEB PAGE

National Focal Point in the Czech Republic – (CFA -Preparation and Coordination Unit) is managing a web page on EEA Financial Mechanisms www.eeagrants.cz. This web page is regularly updated. Important seminars, workshops and conferences are mentioned in the section *News*.

The web page is structured into following parts:

- ⇒ News
- ⇒ General Information
- ⇒ Basic Documents – Memoranda of Understanding
- ⇒ Priorities of the programme
- ⇒ Types of the Assistance
- ⇒ Managing structure NFP
- ⇒ Rules for the implementation of the programme
- ⇒ Publications
- ⇒ Frequently Asked Questions
- ⇒ Open Calls and tenders
- ⇒ Approved Projects
- ⇒ Download logos

6.6. PUBLICATIONS AND MANUALS

The National Focal Point published in January 2007 the **Brochure on Foreign Assistance in the Czech Republic** where an implementation of Financial mechanisms EEA/Norway in the Czech Republic is noted (4 pages).

The NFP is going to prepare the **Guideline/Brochure for the Recipients of the Seed Money Grant** in February 2007. The same Guideline/Brochure will be on the Technical Assistance Fund.

The CFA regularly updates and publishes **all manuals** issued by the NFP:

1. *Guidelines for Applicants (updated 21 July 2006)*
2. *Manual on Implementation (updated 21 July 2006)*
3. *Methodology of Financial Flows (updated 1 July 2006)*
4. *Guidelines for Recipients of a Grant from the Financial mechanisms EEA/Norway (12 December 2006)*
5. *Guideline for the Recipients of the Grant from the EEA/Norwegian Financial Mechanisms*

The National Focal Point (CFCU) prepared and published *the Guideline for the Recipients of the Grant from the EEA/Norwegian Financial Mechanisms* for use of the Project Promoters and Intermediaries during the implementation of the projects.

The document was prepared taking into account all available FMO manuals and guidelines or their drafts (issued or submitted before 31 August 2006) and was approved by the Managerial Board of the Ministry of Finance of the Czech Republic on 1 September 2006.

The Guideline includes also the standard implementation contract form on Grant Award (*Decision on the Award of the Grant and the Letter of the Deputy Minister of Finance stating conditions for the usage of EEA/Norwegian Financial Mechanism funds*). The *Guideline for the Recipients* was revised and on 5 December 2006 approved by the Managerial Board of the Ministry of Finance.

The currently valid version of *the Guideline for the Recipients of the Grant* and all its annexes (including the standard implementation contract forms) is published on www.eagrants.cz and can be easily downloaded.

7. WORK PROGRAMME 02/2007 – 02/2008

NFP intends to send recommended applications for a grant under the Open Call No 2 to the FMO till the end of 07/2007. Further, NFP intends to announce the Open Call No 3 before the end of 06/2007.

Activity	Target group	Date
Monitoring Committee		
Preparation of the Monitoring Committee	Members of MoV	January/May/January 08
Monitoring Committee meeting	Members of MoV	January/May/January 08
2nd Call process		
Recommendation by the 4 th MoC of Applications	Members of MoV	May 07/ January 08
Letter sent by NFP asking for translation of AF into English	Successful applicants	May – June January - February
Checking English versions of Afs and preparation NFP Reasoned Opinions – part II of the Application Form	NFP, Applicants, FMO	June – August March - May
Sending recommended applications for grants to the FMO	FMO	June - March May - August
3rd Open Call process		
Preparatory work – approval process	FMO	March -April
Workshop for contact points on outcomes of the Open Call No 1/ presentation and discussion of Open Call No 2	Regions, ministries	March -April
Update of the Manual and the Guide for Applicants based on experience from the Open Call No 1.	Contact Points /FMO	April - May
Start of 3 rd Open Call	NFP	June - September
FAQ updating related to 3 rd Open Call on web site	Applicants, general	June - September
Info seminars at contact points for applicants	Applicants	July – August
Assessment and evaluation process	NFP/CPs	September – December
Approval process – submission of recommended Applications to the FMO	NFP /FMO	January – March 2008
Block Grants - SMF and TFA		
Publication of Open Call for proposals for the submission of applications within Seed money fund (SMF) and Technical Assistance Fund (TAF)	Applicants, general	February-March
Info seminar on SMF and TA	CPs	March
Publication of approved Block Grants on Seed money/TA Funds on web site	Applicants, general	February
Publicity		
Publication of new brochure on FM EEA/Norway	Potential applicants, general	June
Publication of new brochure on SMF and FTA		
Publication of approved grants on www.eeeagrants.cz	Applicants, general	continuously

After selection of applications submitted within the Open Call No 2 and their approval by the 4th MoC, English versions will be prepared and with the NPS Reasoned Opinion will be submitted to the FMO for further process. Once the projects are approved by the EEA FM Committee / Norwegian Ministry of Foreign Affairs, CHU will act in compliance with the guidelines on control and audit. In case of special need the CHU is prepared to carry out financial control immediately.

8. SUMMARY AND RECOMMENDATIONS

Strong Points:

- The appraisal process of applications is ensured in an mutual agreement by regions and line ministries.
- There is a very good publicity in the regions.
- There is a very positive rating of the grant from the FM EEA/Norway in the priority areas which are not supported through the Structural Funds.

Weak Points:

- The indicative allocations do not correspond the real demand in particular priority areas.
- The whole approval process is very long and a lot of duplicate activities between the NFP and the FMO exist (assessment/appraisal).
- The length of the process has a negative impact on end beneficiaries of a grant, as e.g. the real value of the grant decreases. (Under the Open Call No 1, there was a fall in a grant value by 9% - it means that the grant beneficiary must really ensure co-financing at amount of at least 24%)
- There are problems with planning the budget regarding the co-financing of a grant

Recommendations:

- Simplifying the whole approval process, using the assessment results of the TA for both the NFP and the FMO.
- The FMO, while clearing an open call, should take into account the recommendations of the NFP and the MoC, as they are set on the basis of an analysis of a real state.

9. ANNEXES

- 1a** Open Call No 1 – Application submitted to the FMO (*including proposed reduction*)
- 1b** Restricted Call No 1 – Application submitted to the FMO (*including proposed reduction*)
- 2** A present state of an approval process to the date of 31/1/2007
- 3a** Open Call No 2 - Total number of Applications submitted in the Regions
- 3b** Open Call No 2 - Application submitted for Evaluation of Quality by the Priority Areas

Open Call No 1 - Application submitted to the FMO - 16.830 M € (including proposed reduction)								
R№ NFP	Type of project assistance	Title of the operation	Contact Point	Priority area	NFP appraisal	The grant amount applied for in €	after reduction	reduction
44	IP	Preservation of Historical Pragensia and other rare Documents from the Collection of Municipal Library	A	1	D**	403 552	403 552	
46	IP	Preservation digitizing and retrieval of the most valued historical archiving documents of Prague	A	1	D**	483 600	483 600	
54	IP	The Benedictine Abbey Rajhrad, Museum of Literature in Moravia; Exhibition Spaces – 2nd Above-ground	B	1	D*	295 611	295 611	
55	IP	Renovation of small and fortification architecture of the Chateau in Mikulov	B	1	D*	291 094	291 094	
56	IP	Renovation and Preservation of Cultural Heritage Blansko Castle 2005-2006	B	1	D	282 839	282 839	
38	IP	Reconstruction of the Castle in Pardubice to improve protection of museum collections and presentation of the castle	E	1	D*	707 626	533 250	174 376
39	IP	Home Simeon	E	3	D**	599 945	599 945	
49	IP	Revitalization of school playgrounds and their equipment in the Liberec region	L	3	D*	307 525	307 525	
50	IP	Restoration of the Jewish synagogue	L	1	D	280 011		
14	IP	Gateway to knowledge open	M	1	D**	1 979 123	1 640 630	338 493
57	IP	Renovation of the stucco and fresco decorations of the Basilica of the Visitation of the Virgin Mary	M	1	D	367 238	367 238	
16	IP	Improvement of Care for the Movable Cultural Heritage in the Plzeň Region	P	1	D**	590 239	590 239	
40	IP	Central Bohemia On-Line - Intranet	S	3	D**	332 945	332 945	
41	IP	Příbram - modernization and furnishing of primary school in Jiráskovy sady	S	3	D**	282 030	282 030	
42	IP	Revitalization of school playgrounds in the administration district of municipality Vlasim	S	3	D**	374 246	374 246	
22	IP	Enabling the public access to the land-use planning documentation through web technologies	T	3	D**	256 657	256 657	
23	IP	Modernization and Furnishing of Nurseries, Schools and School Educational Centres in Senov	T	3	D**	283 770	283 770	
24	IP	Reconstruction of the castle in Hlučín	T	1	D	337 479	337 479	
17	IP	The Portal Intranet of the Ústí Region	U	3	D**	349 196	349 196	
18	IP	Renewal and renovation of east part of castle Novy Hrad in Jimlin	U	1	D*	254 160	254 160	
27	IP	The Šluknov Chateau Restoration Completion - Restoration of an Immovable Cultural Monument	U	1	D*	350 000	350 000	
28	IP	Town Castle Ústěh	U	1	D**	358 738	358 738	
20	IP	The Open Air Museum and vernicular culture in the new forms of the cultural heritage	MoC	1	D**	2 685 870	2 685 870	
21	IP	The Preservation of Non-periodical Bohemical Publications from the 19th century, Endangered by the Paper Degradation	MoC	1	D**	1 000 000	1 000 000	
30	IP	Improvement of the assessment methods of ambient air pollution loads of PM10 in the Czech Republic	MoE	2	D	366 000	366 000	
32	IP	The project of comprehensive monitoring of the state of natural environment of the České Švýcarko National Park	MoE	2	D**	359 720	359 720	
33	IP	Education of state administration in area of application of biomass as a renewable energy source	MoE	2	D**	275 053	275 053	
81	IP	The Assessment of Impact of the Gothenburg Protocol on Acidified and Eutrophied Soils and Waters	MoE	2	D**	777 511	777 511	
82	IP	Project focused on reducing the degree of biodiversity decline on the territory of the České Švýcarko National Park	MoE	2	D**	811 752	811 752	
58	IP	Swimming pool for recovering and consecutive medical care HL Luže - Košumberk	MoH	4	D	364 339	364 339	
59	IP	Renovation of the Červený dvůr Premises for clients and general public	MoH	4	D*	535 000	535 000	
60	IP	Pilot Project for Primary Drug Abuse Prevention - Ústí n. L. Regional Education and Training Center	MoH	4	D**	400 000	400 000	
		Total Sum of 1st Call Applications - before reduction				17 342 869		
					overplus	512 869		512 869
		Total Sum of 1st Call Applications - after reduction					16 830 000	

Rectricted Call No 1 -Application submitted to the FMO - total Amount 6.150 mil € (including proposed reduction)										
EC NFP	Type of project assistance	Title of the application	Submitted to	Contact Point	Priority area	NFP appraisal	Indicated allocation	The grant amount applied for in €	after reduction	reduction
7	PRG	The Vysočina Cultural Heritage	NFP	J	1	D*	600 000	600 000	600 000	
8	PRG	Development programme of the South-Bohemian Region in the fields of education, cultural and historical heritage and support of programmes for children with specific problems	NFP	C	3	D**	600 000	1 200 000	1 017 748	182 252
9	IP	Modernization of Karlovy Vary Airport – Stage III, Part 1	NFP	K	7	D**	600 000	732 506	692 154	40 352
10	PRG	Strengthening of social, educational and medical services in Hradec Kralove Region	NFP	H	3	D**	600 000	3 000 000	2 270 898	729 102
11	PRG	Preservation, reconstruction and public access of the immovable cultural heritage of the Zlín Region	NFP	Z	1	D**	600 000	600 000	600 000	
12	IP	Setting up the Sirene Bureau Training for Participation in the SIS	NFP	MoI	7	D**	500 000	469 200	469 200	
13	IP	E-learning programme for state administration in the resort of justice under preraration	NFP	MoJ	7	-	500 000	500 000	500 000	
-	-	Central bodies programmes - MV, MSp					2 150 000	0		
		Indicative Allocation under 1st Call					6 150 000			
		Total Sum of 1st Call Applications - before reduction						7 101 706		
		overplus						951706		951 706
		Total Sum of 1st Call Applications - after reduction							6 150 000	

Present State of an Approval Process							ANNEX 2			
pč		Project Number ¹	Project Title	priorita	NFP-FMO	GoL	GA	Grants (Euro)		
								EEA	Norway	Total
1	BG	CZ0001	Technical Expert Fund		10.10.05					
4	BG	CZ0002	Seed Money Fund		10.10.05	2.11.06	16.01.07.	300 000	300 000	600 000
2	BG	CZ0003	Fund for support of co-operation among schools/scholarships			6.6.06	28.08.06	1 250 000	1 250 000	2 500 000
3	BG	CZ0004	Life improvement communities through NGO activities and services -NGO Fund			24.5.06	20.06.06	5 000 000	5 000 000	10 000 000
5	IP	CZ0005	Seeting up the Sirene Bureau Training fro Participation in the SIS	7		14.7.06	9.10.06		437 750	437 750
6	IP	CZ0006	TA for the NFP and the Contact Points		07.02.06	6.12.06	31.1.07	1 037 638	1 037 638	2 075 276
7	PRG	CZ0012	The Vysocina cultural heritage (programme)	1	23.02.06	2.11.06		300 000	300 000	600 000
8	IP	CZ0013	Šluknov Chateau restoration	1	23.02.06	3.10.06	16.01.07.	349 996		349 996
9	IP	CZ0014	Revitalisation of school playgrounds (Liberec)	3	23.02.06	17.10.06	16.01.07.		307 525	307 525
10	IP	CZ0015	Restoration of Jewish synagogue (Turnov)	1	23.02.06	4.10.06	16.01.07.		280 010	280 010
11	IP	CZ0016	Benedictine Abbey Rajhrad	1	23.02.06	6.12.06			295 610	295 610
12	IP	CZ0017	Renovation of fortifications Mikulov castle	1	23.02.06	3.10.06	16.01.07.	291 093		291 093
13	IP	CZ0018	Renovation of church (Olomouc)	1	23.02.06	4.10.06	16.01.07.		367 237	367 237
14	IP	CZ0019	Renovation Blansko Castle	1	23.02.06	7.11.06	31.01.07	282 838		282 838
15	IP	CZ0020	Pardubice castle (museum) reconstruction	1	23.02.06	10.11.06	31.01.07	533 217		533 217
16	IP	CZ0021	Renovation of part of Jimlin castle	1	28.02.06	4.10.06		254 160		254 160
17	IP	CZ0022	Reconstruction of the castle in Hlucín	1	28.02.06	3.10.06	16.01.07.	337 479		337 479
18	IP	CZ0023	Town castle Ústek	1	02.03.06	6.12.06		358 737		358 737
19	PRG	CZ0024	Preservation, reconstruction and public access of the immovable cultural heritage of the Zlín Region	1	02.03.06					
20	IP	CZ0025	Swimming pool for recovering and consecutive medical care HL Luže - Košumberk	4	01.03.06	6.12.06			364 355	364 355
21	IP	CZ0026	Renovation of the Cerveny Dvur Premises for Clients and General Public	4	01.03.06	10.11.06	31.01.07	537 708		537 708
22	IP	CZ0027	Improvement of Care for the Movable Cultural Heritage in the Plzen Region	1	02.03.06	6.12.06				
23	IP	CZ0028	Preservation of historical Pragensia and other rare documents from collection of MLP	1	06.03.06	9.11.06	31.01.07		403 552	403 552
24	IP	CZ0029	The Preservation of Non-periodical Bohemical Publications from the 19th century	1	06.03.06	30.11.06			999 960	999 960
25	IP	CZ0030	Modernization of Karlovy Vary Airport - Stage III,Part 1	7	06.03.06	7.11.06			692 210	692 210
26	IP	CZ0031	Modernization and Furnishing of Nurseries, Schools and School Educational Centres in Šenov	3	06.03.06	6.12.06		283 770		283 770
27		CZ0032	Central Bohemia On-Line - Intranet	3	06.03.06	28.11.06	31.01.07		332 945	332 945
28	IP	CZ0034	Wallachian Open Air Museum and Vernacular Culture	1	22.05.06					
29	IP	CZ0035	Domov Simeon	3	22.05.06	10.11.06	31.01.07	299 972	299 972	599 944
30	IP	CZ0036	Pilot project for primary drug abuse prevention (Usti n. L.)	4	22.05.06					
31	PRG	CZ0037	Strengthening of social, educational and medical services in the Hradec Kralove region (prgm)	3	22.05.06					
32	IP	CZ0038	The pootal intranet of the Usti Region	3	22.05.06	20.12.06		179 196	170 000	349 196
33	IP	CZ0039	Revitalisation of school playgrounds in the administrative district of Vlasim municipality	3	22.05.06	23.11.06			374 247	374 247
34	IP	CZ0040	Gateway to knowledge open	1	22.05.06					
35	IP	CZ0041	Preservation, digitizing and retrieval of the most valued historical archiving documents of Prague	1	22.05.06	30.11.06			483 591	483 591
36	IP	CZ0042	Modernisation and furnishing of primary school Pribram	3	22.05.06	20.12.06			239 391	239 391
37	PRG	CZ0043	Support to education, culture, historical heritage and children with specific problems in the South Bohemia Region	3	22.05.06					
38	IP	CZ0045	Enabling the public access to the land-use planning documentation through web technologies	3	22.05.06	6.12.06		256 657		256 657
39	BG	CZ0046	Research Support Fund		21.06.06					
40	IP	CZ0048	Monitoring the environment of the NP	2	24.07.06					
41	IP	CZ0049	Assessment of air pollution loads	2	24.07.06	28.11.	31.01.07		366 012	366 012
42	IP	CZ0050	Project focused on reducing the degree of biodiversity decline on the territory of the Boh.Switz.NP	2	27.07.09					
43	IP	CZ0051	Goteborg Protocol	2	27.07.06	30.01.		388 756	388 755	777 511
44	IP	CZ-00##	e-learning (Ministry of Justice)							
								12 241 217	14 690 760	26 931 977
Granted 31.01.07	BG	13 100 000		1st Open Call	22 980 000 13 831 977	allocation grants				
	PRG	600 000								
	IP	13 231 977								
	total	26 931 977								

Open Call No 2 - total Number of Applications submitted in the Regions									
Contact Points - Regions		Number of Applications				Total Amounts in €			
		Applications submitted	Rejected applications	Project outlines	Applications recommended for evaluation of quality	All submitted		Recommended for evaluation of quality	
						Eligible costs in €	Grant applied in €	Eligible costs in €	Grant applied in €
A	Prague (including Mol)	72	12	2	58	82 504 705	45 468 237	50 290 704	40 326 059
K	Karlovy Vary Region	16	2	1	13	23 453 000	17 491 343	8 862 241	7 198 033
U	Ústí nad Labem Region	19	3	3	13	9 369 604	7 968 533	6 251 843	5 285 431
L	Liberec Region	23	0	2	21	26 121 452	21 515 764	26 121 452	21 515 764
S	Central Bohemian Region	23	3	4	16	11 804 518	9 925 483	10 892 401	9 145 636
P	Plzeň Region	21	0	0	21	18 538 596	14 717 400	18 538 596	14 717 400
C	South Bohemian Region	44	1	0	43	26 935 290	22 781 882	26 664 214	22 537 914
B	South Moravian Region	38	3	2	33	20 520 280	17 491 343	18 905 988	15 687 540
J	Vysočina Region	16	0	1	15	13 721 658	11 043 562	13 721 658	11 043 562
M	Olomouc Region	26	1	0	25	20 548 263	10 998 238	20 296 317	10 771 487
T	Moravian-Silesian Region	25	5	1	19	21 082 268	17 014 654	19 153 701	15 457 091
Z	Zlín Region	19	0	1	18	17 158 514	13 498 023	17 158 514	13 498 023
H	Hradec Králové Region	21	1	0	20	19 787 453	16 756 027	18 411 453	15 586 427
E	Pardubice Region	4	0	0	4	3 494 741	2 983 964	3 494 741	2 983 964
	TOTAL	367	31	17	319	315 040 342	229 654 453	258 763 823	205 754 331

Open Call No 2 - Applications submitted for Evaluation of Quality by the Priority Areas						
Priority area		Eligible costs in €	Grant applied in €	Priority area - Grant applied %	Average grant applied in €	Number of applications
1	Conservation o the European cultural heritage	132 678 892	105 450 181	51,3%	712 501	148
2	Protection of the environment	22 119 979	17 151 753	8,3%	519 750	33
3	Human resource development	68 143 949	54 746 456	26,6%	570 276	96
4	Health and childcare	30 974 388	24 303 175	11,8%	736 460	33
5	Promotion of sustainable development	3 756 055	3 175 790	1,5%	453 684	7
7	Implementation of Schengen acquis and strengthening the judiciary	1 090 560	926 976	0,5%	463 488	2
TOTAL		258 763 823	205 754 331	100%	644 998	319