



**GOVERNMENT OF ROMANIA
MINISTRY OF PUBLIC FINANCE**

Programme Complement for

the Technical Assistance Operational Programme

2007-2013



- July 2006 -

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LIST OF ABBREVIATIONS

AFCOS- Anti-Fraud Coordination Service

APE- Action Plan for Evaluation

CA- Certifying Authority

CHUPIA- The Central Harmonization Unit for Public Internal Audit

CSF- Community Support Framework

DCSIM- department for the coordination of structural instruments management – (presently General Directorate Managing Authority for Community Support Framework within the Ministry of Public Finance)

DTA- Directorate for Technical Assistance

ECU- Evaluation Central Unit

EDIS- Extended Decentralised Implementation System

ERDF- European Regional Development Fund

ESF- European Social Fund

GD- Government Decision

IB- Intermediate Body

MA- Managing Authority

MER- Ministry of Education and Research

MPF- Ministry of Public Finance

NAE- National Agency for Employment

N.A.R.M.P.P- The National Authority for Regulating and Monitoring Public Procurement

NCC- National Coordination Committee

NCCSI- National Coordination Committee for Structural Instruments

NDP- National Development Plan

NF- National Fund

NGO- non-governmental organization

NSRF- National Strategic Reference Framework

OP ACD- Operational Programme for Administrative Capacity Development

OLAF- European Anti-Fraud Office

OP HRD – Operational Programme for Human Resources Development

OPTA- Technical Assistance Operational Programme

PIU- Phare Implementation Unit

ROP- Regional Operational Programme

SAICC- State Aid Interventions Central Coordination

SAP-Single Action Plan

SCF- Structural and Cohesion Funds

SME- Small and Medium-Sized Enterprises

SMIS- Single Management Information System

SOP- Sectoral Operational Programme

TDCU- Training Development and Coordination Unit

1 INTRODUCTION

The Technical Assistance Operational Programme (OPTA) is aiming at ensuring that the implementation of the structural instruments in Romania meets the principles and rules on partnership, programming, evaluation, communication, management, including financial management, monitoring and control on the basis of responsibilities shared between the Member States and the Commission, in compliance with the provisions laid down in the General Regulation on the European Regional Development Fund, the European Social Fund and the Cohesion Fund. Since it addresses needs identified for the whole system of management and implementation of structural funds, sometimes common for a range of actors, the programme is by its nature horizontal. The other Operational Programmes can benefit from the Technical Assistance Operational Programme for implementing operations useful for other stakeholders. At the same time, the OPTA gives enhanced support for the coordination process and the financial control and audit system.

Together with the other OPs, the OPTA will substantially contribute to the achievement of the thematic priority established in the National Strategic Reference Framework, namely “*Building Effective Administrative Capacity*”.

The implementation of the programme is the responsibility of the Managing Authority of OPTA, which is the Directorate for Technical Assistance within the Ministry of Public Finance.

2 OUTLINE OF THE OPERATIONAL PROGRAMME

In order to ensure the use of structural funds and cohesion fund in the most efficient way, in compliance with Community *acquis* and relevant policies, each Member State has the obligation to monitor, evaluate and control structural funds expenditure, as well as to inform about and publicise this financial assistance and its implementation system. In this sense, the OPTA complements the TA priority axes within the SOPs and ROP and acts as a tool for the coordination of the cohesion policy thus ensuring general coherence and common approach.

The Operational Programme for Technical Assistance was prepared by the Ministry of Public Finance in agreement with other Ministries acting as Managing Authorities for other operational programmes. The suggested objectives, priority axes and key areas of intervention are horizontal, and were split between the Technical Assistance Operational Programme and the remaining operational programmes on the basis of the principle of complementarity, subsidiarity and logical coherence, with due concern for the guidelines underlying the structural instruments implementation system. The technical assistance priority axis within each other operational programme provides specific assistance for project preparation, monitoring, evaluation and control, as well as for communication activities ensuring appropriate publicity, with regards to specificity of each operational programme. This specific assistance is to be complemented with horizontal assistance tools for the common needs of all structures and actors involved in the management and implementation of the structural instruments, developing an effective single management information system able to provide also transparent information on fund absorptions, with horizontal activities aiming at general public awareness on the role of the Community support and an overview understanding of the interventions of structural instruments. These three general areas of intervention require the preparation and implementation of a horizontal operational programme for technical assistance.

The objective of the Technical Assistance Operational Programme (OPTA) at the national level is to ensure support for the coordination and the implementation of the structural instruments in Romania, to ensure reliable managing and monitoring system for these instruments and to ensure appropriate communication to the general public about the European interventions. All these objectives reflect in the overall absorption and effective use of the structural instruments intervention.

According to the diagnostic and the SWOT analysis presented within the content of OPTA, the most important needs identified are the following:

- Need of coordination
- Need of training actors in all functions regarding the management of structural instruments
- Need of further developing the monitoring system,
- Need of communication.

In order to cover all of these needs, the OPTA sets up as a specific tool at the national level. According to the identified needs, this programme targets with priority the EU funds managers but also projects managers and general public.

The global objective of the Operational Programme for Technical Assistance, to ensure support for the coordination and sound, effective, efficient and transparent implementation of the structural instruments in Romania, will be achieved by two specific objectives:

- A) **Ensuring support and appropriate tools for an efficient and effective structural instruments implementation and absorption during the 2007-2013 period and preparation of the future structural instruments interventions;**
- B) **Ensuring general public awareness on the role of the Community support and an understanding of the interventions of structural instruments among potential applicants.**

A) First Specific Objective

Most of the staff engaged in the management of EU funds in Romania is either newly employed or has very few experience in dealing with some of the attributions imposed by the structural instruments regulations. These weaknesses will be covered by OPTA by various types of guidance and training for the purposes of efficient management of structural instruments.

It is also essential to ensure that structural instruments support is used correctly and the outputs achieved will be of a permanent nature thus contributing to improvement of the conditions for growth and employment, of the quality of investment in physical and human capital, to development of innovation and of knowledge society, to the protection and improvement of the environment as well as to the administrative efficiency within Romania.

Because the Ministry of Public Finance has the overall responsibility of ensuring the accomplishment and functioning of the information system for technical and financial management of the EU funds (SMIS), further development and maintenance of SMIS is financed through OPTA too, so that the system to be operational and to ensure all the monitoring of both projects and programmes.

Furthermore, the OPTA will allow a multiplication at national level of particular concerns and practices. The managing authorities of other OPs will have the opportunity to submit applications for key areas of intervention within the OPTA under the condition that they refer to a horizontal issue that has to be treated at national level.

The first specific objective will be achieved by the implementation of the following axis: **first priority axis** – *Support to the implementation of structural instruments and coordination of programmes* and **second priority axis** – *Further development and support for the functioning of the Single Management Information System*.

B) Second Specific Objective

Ensuring proper level of public awareness of structural instruments as well as providing information on opportunities of EU support is crucial for creating a supply of high quality projects which are necessary to achieve full absorption of available funds.

All the measures under this specific objective are consistent with the EU requirements concerning information and publicity of structural instruments operations and are meant to reach an appropriate level of general knowledge on Structural Instruments and of the possibility of the EU financial support availability among potential beneficiaries.

It is essential to have a coordination of information and publicity measures regarding structural instruments in order to ensure a coherent and balanced approach to information and communication, to avoid contradictory information and to cover the gaps related to the objectives of EU financial support and to the implementation system of structural instruments in Romania.

Specific objective 2 will be achieved by the implementation of the **third priority axis** – *Dissemination of Information and Promotion of structural instruments*.

3 EX-ANTE EVALUATION

4 DESCRIPTION OF KEY AREAS OF INTERVENTION

4.1 Priority Axis 1 - Support to the implementation of structural instruments and coordination of programmes

The objective of the *Support to the implementation of structural instruments and coordination of programmes* priority axis consists in reaching sufficient administrative capacity for an efficient and effective structural instruments implementation and absorption during the 2007-2013 period and preparation of the structural instruments interventions.

There are four aims defined within this priority:

- ensuring efficiency and effectiveness of the process of programming, monitoring, financial management, control and internal audit of the structural instruments;
- developing a common „culture of evaluation” in the Romanian administration;
- preparation of highly qualified staff, capable of efficient and effective implementation of structural instruments;
- ensuring successful implementation of the Technical Assistance Operational Programme, ensuring the coordination with others OPs and covering the needs of the DCSIM , certifying, and audit authorities.

Whereas the TA priority axes in the other OPs provide support for the management of the specific OP, the OPTA through this axis provides common standards and guidelines and enables different MAs to benefit from the experience of others.

Regardless of the technical assistance provided in each operational level, the managers will certainly need general information and guidance. As well, horizontal surveys or studies supporting the management could be extremely useful for the functioning of the whole system. The key point is to give managers unitary and common information so that they all work in the same way: it requires a national coordination to give them the right tools at the right time to maintain a global coherence in the implementation of the cohesion policy.

Because the Member State is responsible for the implementation of SCF, the national level must be able to provide actors and the European Commission some specific data about the implementation of SCF. To fulfill this obligation, the national level intention is to set up national tools to respond to the technical requests of the EU in the same way.

Evaluation shall be used as an instrument in order to adapt or change orientation of programmes if needed. Evaluation reports must give an overview on the European intervention and on its consistency with public policies, to measure the efficiency of the European interventions. This priority axis supports the development of a common „culture of evaluation” among actors involved in the implementation of the priorities in the NDP and NSRF.

The priority axis addresses the capacity building at the level of the whole system of management of structural instruments and therefore training shall be included as a mean to ensure uniform, basic level of knowledge among the staff and managers of different OPs, as well as appropriate dissemination and explication of best practices and guidelines concerning certain functions connected to management.

4.1.1 Key area of intervention 1.1 - *Support to the management and implementation of structural instruments*

4.1.1.1 *Description*

Background and rationale

The intervention will focus on effective management and implementation of NSRF, activities common for all operational programmes requiring a uniform approach at national level. The intervention is meant to provide assistance to the DCSIM, CA and MAs during the major

stages of structural instruments: financial management, monitoring, programming, control and internal audit.

In order to ensure efficiency in adopted procedures, and thereby enhance process efficiency in management, monitoring and control, and proper preparation for the future structural instruments interventions, the use of expert assistance will be essential. Expert support will also be needed to clarify and interpret procedural rules in case of doubt, and adjust them to the European Commission recommendations, conclusions by the Managing Authorities and needs of each Operational Programme, as well as for the process of preparing for the future structural instruments interventions.

Technical assistance will be supplied in order to better measure available information (choice of indicators, sources, updates, etc.) and to detect the gap of information to be filled and define adequate indicators in strategic sectors not adequately exploited by statistical information.

In order to obtain better information, ad hoc surveys will be carried out and collaboration will be offered to improve existing ones.

The intervention will also cover the elaboration of various studies in connection to the programming or implementation at the level of all OPs (NSRF) and NDP.

Also the intervention will support the exchange of experience and multiplication of management methods with a view to effective and efficient implementation of structural instruments, via regular meetings and workshops. Activities enhancing cooperation among actors and exchange of information, as well as publication of best practices brochure and guidelines are essential for multiplying the positive aspects of the implementation.

Objectives

- ensuring efficiency and effectiveness of the process of programming, monitoring, financial management, control and internal audit of the structural instruments.

4.1.1.2 Operations

- Reviews, studies and concept papers on the systems and general procedures linked to certain areas of management and monitoring, certification and payment system, as well as control, based on weaknesses identified at the level of all OPs;
- expert opinions and analyses to develop a methodology for efficient management, monitoring and control, and standardization of procedures;
- elaboration and distribution of reports of activities and guidelines with best practices for all institutions involved in management of the structural instruments;
- different analyses and studies concerning the effectiveness and efficiency of the systems put into place for the implementation of structural instruments;
- macro-analysis studies;
- comprehensive support for the process of preparation for the future structural instruments interventions,
- events and activities connected to exchange of experiences at national and EU level.

1.1.1.1 *Duration of operations*

2007-2015

1.1.1.2 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
82	Preparation, implementation, monitoring and inspection

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.1.1.3 *Use of ERDF / ESF cross-financing*

N/A

1.1.1.4 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.1.1.5 *Project eligibility and selection criteria*

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA. The projects have to address problems/issues common to a range of actors in the structural instruments management and implementation system or at least to have a spill over effect upon the other OPs.

1.1.1.6 *Intermediate Bodies*

N/A

1.1.1.7 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.1.1.8 Beneficiaries

MACSF, CA, AA, other MAs or IBs, National Institute for Statistics, National Commission for Prognosis, UCAAPI, research institutes, NGOs

1.1.1.9 Applicants *

N/A

1.1.1.10 Financial Plan

- Euro -

Total Budget	40 240 000
Community Contribution (ERDF)	34 200 000
National Contribution	6 040 000
- Public	6 040 000
- Private	0

1.1.1.11 Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Elaborated surveys, analysis, studies	No.	0	2006	DCSIM	80
Elaborated methodological and technical information materials	No.	30	2006	DCSIM	30
Financial reports	No.	0	2006	DCSIM, SMIS	30
Events focused on exchanging information	No.	0	2006	DCSIM	15
Result					
Number of assessments surveys, analyses, studies and concepts which include recommendations reacted to in improving CSF managing system	share among all commissions in %	0	2006	DCSIM	100%

1.1.1.12 Horizontal Themes

- Sustainable development

Projects undertaken under this major area of intervention will not damage the environment but, instead, will seek to improve it, for instance through studies on this matter. The interventions will promote the principle of sustainable development as one of the criteria for project selection.

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

- Equal opportunities

The actions needed to integrate equality of opportunity into the outputs to be delivered will be identified through inclusion of equal opportunities in selection criteria.

Applicants will be asked to demonstrate how their project will address key equality issues.

1.1.1.13 *State Aid*

N/A

4.1.2 **Key area of intervention 1.2 - Evaluation**

1.1.2.1 *Description*

Background and rationale

OPTA has a key role to play in supporting the development of a common „culture of evaluation” in the Romanian administration by training people in charge of evaluation in each MA, by networking them, by publishing results, by improving evaluation reports quality all over the period. This requires:

- Implementation of a methodological specific assistance (training sessions) for people in charge of evaluation in each MA to give them common tools (common terms of reference, evaluation guides, for example)
- Implementation of a methodological assistance on project evaluation
- Elaboration of grouping evaluation reports (meta evaluation) at the national level
- Elaboration of specific evaluation reports on specific items
- Publication of the evaluation reports

As regards evaluation of OPTA, NSRF and NDP, a number of specific requirements can be anticipated under this heading. These will include:

- the ex-ante evaluation for the next programming period
- ongoing evaluations of OPTA, NSRF and NDP which will feed into the mid-term evaluation and the ex-post evaluation;
- ad hoc and strategic evaluations proposed by CEU and approved by the National Coordination Committee.

All ongoing evaluations will be commissioned by the Central Evaluation Unit under the general control of the Technical Assistance Monitoring Committee.

The results of the Evaluations will be published, presented to Monitoring Committees and provided in order to inform on any adjustment to be made to the NSRF/NDP and the OPTA.

Objectives

Developing a common „culture of evaluation” in the Romanian administration

1.1.2.2 *Operations*

- support to the Central Evaluation Unit and its activity especially connected to the evaluation network
- capacity building activities in the field of evaluation
- strategic and ad hoc evaluations for OPTA, NSRF and NDP

- on-going evaluations of OPTA

1.1.2.3 *Duration of operations*

2007-2015

1.1.2.4 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
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Technical Assistance

83	Evaluation and studies; information and communication
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- Form of finance

Code	Form of finance
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01	Non-repayable aid
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- Territorial dimension

Cod	Territory Type
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00	Not applicable
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1.1.2.5 *Use of ERDF / ESF cross-financing*

N/A

1.1.2.6 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.1.2.7 *Project eligibility and selection criteria*

- Eligibility criteria

See point 6.2. for general eligibility criteria under OPTA.

- Selection criteria

See point 6.2. for general selection criteria under OPTA. The projects must not refer to the evaluation of a certain OP (other than OP TA), unless it can prove to have spill over effects on the other OPs.

1.1.2.8 *Intermediate Bodies*

N/A

1.1.2.9 *Competent Body for making payments to beneficiaries*

Competent Body for Payments within Ministry of Public Finance

1.1.2.10 *Beneficiaries*

Evaluation Central Unit

1.1.2.11 *Applicants **

N/A

1.1.2.12 *Financial Plan*

- Euro -

Total Budget	8 590 000
Community Contribution (ERDF)	7 300 000
National Contribution	1 290 000
- Public	1 290 000
- Private	0

1.1.2.13 *Monitoring and Evaluation Indicators*

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Commissioned assessment surveys, analyses and evaluation studies and concepts	No.	13	2006	DCSIM	25
Positions co-financed by TAOP	No.	-	2006	Central Evaluation Unit	5
Result					
Recommendations made in evaluation studies followed by DCSIM and MA for OPTA and resulting in improvements to the structural instruments management	%	-	-	DCSIM, MA for OPTA	85

1.1.2.14 *Horizontal Themes*

- Sustainable development

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

Projects undertaken under this major area of intervention will not damage the environment but, instead, will seek to improve it, for instance through evaluation studies on this matter. The interventions will promote the principle of sustainable development as one of the criteria for project selection.

- Equal opportunities

The actions needed to integrate equality of opportunity into the outputs to be delivered will be identified through inclusion of equal opportunities in selection criteria.

The applicant will be asked to demonstrate how the project will address key equality issues.

1.1.2.15 *State Aid*

N/A

4.1.3 **Key area of intervention 1.3** - *Horizontal training in the field of the management of programmes/projects*

1.1.3.1 *Description*

Background and rationale

The horizontal training for Structural Instruments comes as a continuation of the training programmes implemented by the Ministry of Public Finance aimed at strengthening the capacity of the Romanian public administration to manage the pre-accession instruments. The civil servants in the institutions involved in Chapter 21 shall be exposed to regular training, covering issues regarding programming, implementation, monitoring, communication and evaluation of EU structural instruments, as a necessary condition for correct, effective and EU regulations-compliant management, monitoring, communication, evaluation and control of structural instruments implementation.

According to the Training Mechanism, the Training Development and Coordination Unit inside the DTA will act as the authority charged with coordinating the entire training process in the area of management of structural instruments. The TDCU is assisted by a working group created for these purposes composed of representatives from the training units in the other managing authorities and the payment and certification authority. The TDCU, with the support of the institutions involved in the management of the structural instruments will perform on annual basis a training needs analysis and will draft the common annual training plan. The TDCU will also oversee the creation and update of the database for the planning and monitoring of the training in EU funds management.

TDCU will organize training delivery as mentioned below.

A training package shall be developed and implemented on a permanent basis for the new comers in the system with basic information about the different funds, the NSRF, the OPs, the MA and CA and the main mechanisms.

The training should also cover functions that are similarly carried out regardless of the Operational Programme, such as financial management and control.

The training could also include specific sessions for the coordination level (DCSIM, Certifying Authority, Audit Authority).

Besides the horizontal training, addressing basic common needs across the structures involved in the management of the EU structural instruments, each MA, complementary to the horizontal training, will finance through the TA priority axis within the OP and will implement specialized training programmes tailored function of the specific of each operational programme.

The decisions about the selection of a training project within this key area of intervention will be taken following the appraisal by the working group based on the annual training plan agreed by all actors.

Objectives

- preparation of highly qualified staff, capable of efficient and effective implementation of structural instruments;

1.1.3.2 *Operations*

- support for the activities of the working group for the coordination of training in this field
- organization of training events, including training of trainers, training sessions delivery and elaboration of training materials
- elaboration of training reports of activities and guidelines with best practices.

1.1.1.1 *Duration of operations*

2007- 2015

1.1.1.2 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
82	Preparation, implementation, monitoring and inspection

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.1.1.3 *Use of ERDF / ESF cross-financing*

N/A

1.1.1.4 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.1.1.5 Project eligibility and selection criteria

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA. The projects have to address training needs common to a range of actors in the structural instruments management and implementation system or specific to the coordination structures. The training projects specific to a certain OP, other than OPTA, shall be financed under the respective OP technical assistance priority axis. The project will be appraised in relation with the annual common training needs assessment and training plan for all OPs.

1.1.1.6 Intermediate Bodies

N/A

1.1.1.7 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.1.1.8 Beneficiaries

TDCU, training institutes, universities, NGOs.

1.1.1.9 Applicants *

N/A

1.1.1.10 Financial Plan

- Euro -

Total Budget	18 240 000
Community Contribution (ERDF/ESF/CF)	15 500 000
National Contribution	2 740 000
- Public	2 740 000
- Private	

1.1.1.11 Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Training sessions	No.	75	2006	DCSIM, SMIS	500
Trained staff	No.	1500	2005	DCSIM, TDCU	14000
Result					
Training effectiveness assessment based on the participants evaluation	%	-	-	DCSIM, TDCU	80

1.1.1.12 *Horizontal Themes*

- Sustainable development

Projects undertaken under this major area of intervention will seek to address during the training activities the principle of sustainable development. The interventions will promote this principle as one of the criteria for project selection.

- Equal opportunities

The actions needed to integrate equality of opportunity into the outputs to be delivered will be identified through inclusion of equal opportunities in selection criteria.

The applicant will be asked to demonstrate how the project will address key equality issues.

1.1.1.13 *State Aid*

N/A

4.1.2 Key area of intervention 1.4 - Functioning of OPTA, DCSIM, certifying and audit authorities

1.1.2.1 *Description*

Background and rationale

The intervention will support both the functioning of the coordination structures which do not receive any support from the Technical Assistance in the other operational programmes, as well as the functioning of the structures involved in the management of OPTA.

It will finance the human resources employed for ensuring the NSRF management, monitoring and control process within the DCSIM, certifying and audit authorities as well as the eligible administrative expenditure related to their functioning.

The National Coordination Committee established for coordinating the preparations related to structural instruments management will develop as an instrument for enhancing coordination and transparency of the structural instruments interventions. It will normally meet twice a year or more often if necessary. Costs associated with the preparation for and hosting of these meetings and other administration costs of the Committee will be met under this key area of intervention.

The intervention will serve the purpose of supporting the efficient implementation of OPTA, carrying out preparatory, selection, evaluation, communication and monitoring activities arising during the implementation of the programme. Financing of management, implementation, monitoring and control actions of the Technical Assistance Operational Programme will be covered by this intervention. One of the important elements in OP Technical Assistance operation is to ensure efficient functioning of the Monitoring Committee and Steering Committees for the Technical Assistance Operational Programme. Establishment of these bodies is a duty of each Member State and should warrant efficiency and quality of implementing of the structural instruments in general and each operational programme. However, the administrative handling of the above Committees' work entails additional state budget expense and a significant burden.

Objectives

- ensuring successful implementation of the Technical Assistance Operational Programme, ensuring the coordination with others OPs and covering the needs of the DCSIM, certifying, and audit authorities.

1.1.2.2 *Operations*

- employment of contractual staff employed by DCSIM, OPTA, certification, paying and audit authorities to support their functioning in connection to structural instruments management and control;
- support to carrying out the activities of DCSIM, certification, paying and audit authorities;
- OPTA management (including cost of organisation of Monitoring Committee meetings and other relevant meetings, preparation, publication and distribution of materials essential for the Programme management and implementation process, costs of preparation, selection and checking of assistance, etc.)
- Organisation and functioning of national committee for coordination and its subcommittees and coordination between national representatives including preparation of specific documents concerning the national level.

1.1.2.3 *Duration of operations*

2007 - 2015

1.1.2.4 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
82	Preparation, implementation, monitoring and inspection

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.1.2.5 Use of ERDF / ESF cross-financing

N/A

1.1.2.6 Grant size

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.1.2.7 Project eligibility and selection criteria

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.1.2.8 Intermediate Bodies

N/A

1.1.2.9 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.1.2.10 Beneficiaries

MA for OPTA, DCSIM, CA, AA

1.1.2.11 Applicants *

n/a

1.1.2.12 Financial Plan

- Euro -

Total Budget	18 820 000
Community Contribution (ERDF)	16 000 000
National Contribution	2 820 000
- Public	2 820 000
- Private	0

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

1.1.2.13**Monitoring and Evaluation Indicators**

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
SCF working groups' meetings	No.	25	2006	DCSIM	70
Participants to working groups' meetings	No.	500	2006	DCSIM	1000
NCC meetings	No.		2006	DCSIM	14
OPTA monitoring committee meetings	No.	-	-	MA for OPTA	14
OPTA selecting committee meetings or written consultation	No.	-	-	MA for OPTA	28
Additional experts employed for the DCSIM, CA, AA, TAD	No.	0	2006	SMIS	30
Result					
Quality of documents prepared for the national committee for coordination and its subcommittees	Assessment by the NCC members (scale of evaluation: 1-5)	-	-	DCSIM	4
Activities of the DCSIM, CA, AA appreciated by the managing authorities	scale of evaluation: 1-5	-	-	DCSIM	4

1.1.2.14**Horizontal Themes**

- The interventions will seek to observe as much as possible the principle of sustainable development and the equality of chances.

1.1.2.15**State Aid**

N/A

1.2**Priority Axis 2 - Further development and support for the functioning of the Single Management Information System**

The objective of this priority axis is to ensure SMIS smooth operation, organisational and functional development and ongoing expansion of the system so as to allow prompt access to data in all institutions involved in the process of structural instruments instituting.

The priority axis objective will be achieved through:

- expansion of the system with new modules and functions,
- training of SMIS users and persons involved in its administration,
- purchase of equipment required by SMIS administrators and users,
- funding jobs for persons involved in servicing, administration and management of the SMIS system.

The objective of the setting out of SMIS is to guarantee a sound effective management of European programmes, in compliance with national and European regulations. This instrument must be operational during the whole period of programmes implementation, meaning 10 years including closing time.

In order to ensure the functioning of the system throughout the whole programme period (2007-2013), several phases can be identified within the life of the system: *an initial deployment phase* making SMIS able to start and manage programmes, *an increasing phase* that may involve additional needs and therefore further development, *a constant phase* when the system is as stable as possible, and *a closing phase* that may again request additional elements for the system. These four phases are directly linked to the life cycle of the European programmes.

Besides further development, system maintenance will also have to be implemented. This maintenance aims at ensuring the good functioning of the system throughout the whole programme period.

Project support is essential for an effective functioning. The setting out of a new IT system within evolving organisational structures must be associated with support instruments or actions on the benefit of the different stakeholders, at central or local level.

The second support level is again directly related to users. It is essential that they may be supported by a co-ordination mechanism aware of the context and everyday activities of the users as well as the different tasks to be accomplished. Therefore, the setting out of a co-ordinating team at an appropriate level is necessary. These co-ordinators must be an interface between the IT systems, the authorities in charge of the programmes and all the users.

The third support level consists in creating a common centralised support structure for the whole mechanism. This structure must ensure the link between the project management team (monitoring committee, project manager) and the users. The role of this structure is to operationally implement the orientations given by the monitoring committee as concrete actions.

The centralised support structure must guarantee the operational character of the system (system quality), meaning making sure that it is perfectly adapted to the demand of good management and effectiveness, and it must also guarantee an optimal use of the system (mechanism co-ordination).

Users' training is essential since it conditions the quality of the system registered data. The initial training of the system users should be updated on a cycle basis of 2 to 3 years. It is also necessary to foresee specific training when new functions are delivered.

Because the SMIS will cover a large number of users, certain communication activities are needed, such as presentation seminars, regular meeting explaining the developments, etc. the organisation of regular meetings allows the sharing of good practices but also the passing on to the project management team of the possible problems encountered in the field.

In order to ensure appropriate operation of SMIS, maximum security and back-up solutions have to be provided for the system, along communication and users equipment.

4.2.1 **Key area of intervention 2.1 - Development and maintenance of the SMIS**

1.2.1.1 **Description**

Background and rationale

The intervention will cover the whole range of activities focused on further development of SMIS, such as studies and analyses, and elaboration, testing and installation of new versions of SMIS, as well as transfer of data from one version to another.

Future development of the SMIS will be coordinated by the SMIS Central Unit within the System Coordination Compartment of DCSIM based on studies and analyses performed by external experts and the problems perceived during the functioning of the software, as well as the additional needs raised by the users.

The software development will be entrusted to external companies based on open competition. At least one version per year is expected for the SMIS system, especially in the first years of utilisation. Each version will be tested by the SMIS Central Unit with the support of a core user group formed of the representatives of the main users. Procedural guides will be produced in order for everyone to be aware of his/her role and of the elements necessary to an optimal use of the system, providing references to stakeholders and actions to be performed within the system. In order to be fully operational and therefore used by all the stakeholders, this guide must be drafted in partnership with all user departments, because these functional procedures that are not regulation procedures in the strict meaning of this term must be adapted to all the restrictions (role, organisation, team size etc.).

Besides further development, system maintenance will also have to be implemented. This maintenance aims at ensuring the good functioning of the system throughout the whole programme period.

Objectives

- Ensuring the expansion of the system with new modules and functions, as well as appropriate maintenance of the SMIS

1.2.1.2 **Operations**

- elaboration of studies and analyses regarding the functioning of SMIS and the needs for future development;
- elaboration, testing and installation of new versions of SMIS;
- transfer of data from one version to another;
- elaboration of procedural guides;
- performance of SMIS maintenance activities.

1.2.1.3 *Duration of operations*

2007-2013

1.2.1.4 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
82	Preparation, implementation, monitoring and inspection

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.2.1.5 *Use of ERDF / ESF cross-financing*

N/A

1.2.1.6 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.2.1.7 *Project eligibility and selection criteria*

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.2.1.8 *Intermediate Bodies*

N/A

1.2.1.9 *Competent Body for making payments to beneficiaries*

Competent Body for Payments within Ministry of Public Finance

1.2.1.10 Beneficiaries
SMIS Unit

1.2.1.11 Applicants *
N/A

1.2.1.12 Financial Plan

- Euro -

Total Budget	14 700 000
Community Contribution (ERDF)	12 500 000
National Contribution	2 200 000
- Public	2 200 000
- Private	0

1.2.1.13 Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
SMIS versions developed	No.	1	2006	SMIS Central Unit	7
Data transferred from one version to another	%	-	2006	SMIS Central Unit	100
Studies and analyses	No.	?	2006	SMIS Central Unit	15
Procedural guides elaborated and disseminated	No./version	1	2006	SMIS Central Unit	1
Result					
User's satisfaction index for SMIS	%	-	-	SMIS Central Unit	80
Duration of SMIS unavailable	Hours/month	-	-	SMIS Central Unit	Less than 15

1.2.1.14 Horizontal Themes

- The interventions will seek to observe as much as possible the principle of sustainable development and the equality of chances.

1.2.1.15 State Aid
N/A

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

4.2.2 Key area of intervention 2.2 - Functioning of the SMIS Unit

1.2.2.1 *Description*

Background and rationale

The intervention will support employment and retaining of technical staff at central and regional level to handle, service and administration of the SMIS IT system, thus ensuring the continuous operation of the system and the efficiency of management, monitoring, evaluation and control of structural instruments at the programme and individual project levels. The functioning of a help desk within the SMIS central unit will also be supported. Since staff with the relevant skills for these tasks is difficult to employ and retain as civil servants, the SMIS operation will rely mostly on contractual staff to be paid from TA.

The intervention will support the functioning of the SMIS Central Unit operating within the DCSIM - Ministry of Public Finance, as well as the network of coordinators.

Objectives

- ensuring the human resources needed for the system management and administration

1.2.2.2 *Operations*

- employment of contractual staff employed for SMIS Central Unit and coordination network;
- support to carrying out the activities of SMIS Central Unit;

1.2.2.3 *Duration of operations*

2007-2015

1.2.2.4 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
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	<i>Technical Assistance</i>
--	-----------------------------

82	Preparation, implementation, monitoring and inspection
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- Form of finance

Code	Form of finance
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01	Non-repayable aid
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- Territorial dimension

Cod	Territory Type
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00	Not applicable
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1.2.2.5 *Use of ERDF / ESF cross-financing*

N/A

1.2.2.6 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.2.2.7 *Project eligibility and selection criteria*

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.2.2.8 *Intermediate Bodies*

N/A

1.2.2.9 *Competent Body for making payments to beneficiaries*

Competent Body for Payments within Ministry of Public Finance

1.2.2.10 *Beneficiaries*

SMIS Unit

1.2.2.11 *Applicants **

N/A

1.2.2.12 *Financial Plan*

	- Euro -
Total Budget	8 240 000
Community Contribution (ERDF)	7 000 000
National Contribution	1 240 000
- Public	1 240 000
- Private	0

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

1.2.2.13**Monitoring and Evaluation Indicators**

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Number of persons employed for ensuring the operation and development of the SMIS system (within the SMIS Central Unit and network)	No.	-	2006	SMIS	30
Result					
Quality of on-line advice	Quality of on-line advice to be evaluated by system users in a survey (on a scale 0-10)	-	2006	SMIS	8

1.2.2.14**Horizontal Themes**

- The interventions will seek to observe as much as possible the principle of sustainable development and the equality of chances.

1.2.2.15**State Aid**

N/A

4.2.3**Key area of intervention 2.3 - Training of the users, distribution of user guides and communication related to SMIS****1.2.3.1****Description***Background and rationale*

Training is an essential element of the system implementation strategy. All the users must have enough knowledge in order to be able to work with the system during the whole programme period.

A multi annual training plan will be designed for training in SMIS and will indicate the training levels and the target groups.

The intervention will support the organization of training sessions for all users of SMIS. A rough estimation of the number of users is around 3500 users (managing authorities, payment and certification authority, intermediate bodies, audit authority, etc.) at central, regional and local level. Even if most of the users will be trained in the early years of implementation, still there is a need for regular training. For example, a user trained needs an update of the training after 2 to 3 years. Also there is a need to train the users whenever a new module or functionality is introduced in the system. The training should be organized in specific modules

Cod	Territory Type
00	Not applicable

1.2.3.5 *Use of ERDF / ESF cross-financing*

N/A

1.2.3.6 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.2.3.7 *Project eligibility and selection criteria*

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA
- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.2.3.8 *Intermediate Bodies*

N/A

1.2.3.9 *Competent Body for making payments to beneficiaries*

Competent Body for Payments within Ministry of Public Finance

1.2.3.10 *Beneficiaries*

SMIS Unit

1.2.3.11 *Applicants **

N/A

1.2.3.12 *Financial Plan*

- Euro -	
Total Budget	8 290 000
Community Contribution (ERDF/ESF/CF)	7 050 000
National Contribution	1 240 000
- Public	1 240 000
- Private	0

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

1.2.3.13

Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Training sessions attended by each SMIS user	No.	-	-	SMIS Central Unit	2
SMIS training sessions	No.	-	-	SMIS Central Unit	500
Number of meetings, seminars	No.	-	-	SMIS Central Unit	32
Number of publications on the system	No.	-	-	SMIS Central Unit	25
Result					
Training effectiveness assessment based on the participants evaluation	%	-	-	SMIS Central Unit	80

1.2.3.14

Horizontal Themes

- Sustainable development
N/A
- Equal opportunities

The actions needed to integrate equality of opportunity into the outputs to be delivered will be identified through inclusion of equal opportunities in selection criteria.

The applicant will be asked to demonstrate how the project will address key equality issues.

1.2.3.15

State Aid

n/a

4.2.4

Key area of intervention 2.4 - Supply of equipment

1.2.4.1

Description

Background and rationale

The intervention will serve to procure and install IT and communication equipment required for correct operation of the SMIS system. This should apply to servers, computer hardware used as SMIS terminals, hardware used in local and wide area SMIS networks and IT and telecommunication devices.

Regardless of the various levels of endowment, renewal of the equipment is generally needed at least at 5 years because this is becoming obsolete. These elements will allow a guarantee of continuity that the equipment must provide (availability, recovery time etc.).

SMIS infrastructure will provide a maximum security of computer system and back-up solutions.

The equipments needed at the level of end user organisations will be purchased based on applications made by each entity (which will become Beneficiary) and appraisal made with the support of the SMIS Central Unit. One entity may only receive financing for one application for the same type of equipment during the lifetime of the programme, unless exceptional circumstances occur.

It is reasonable to estimate the purchase of a number of equipments at least equal to double the current endowment plus the purchase of equipments foreseen in Phare 2004 and 2005, since at least at regional level the endowment with equipments is rather scarce.

Objectives

- ensuring appropriate endowment with equipments at all levels needed for the correct operation of the SMIS system

1.2.4.2 Operations

- endowment with servers, computer hardware used as SMIS terminals, hardware used in local and wide area SMIS networks and IT and telecommunication devices.

1.2.4.3 Duration of operations

2007 - 2015

1.2.4.4 Categorisation of interventions

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
82	Preparation, implementation, monitoring and inspection

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.2.4.5 Use of ERDF / ESF cross-financing

N/A

1.2.4.6 Grant size

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100

Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.2.4.7 Project eligibility and selection criteria

- Eligibility criteria

See point 6.2. for general eligibility criteria under OPTA. One entity may only receive financing for one application for the same type of equipment during the lifetime of the programme, unless exceptional circumstances occur.

- Selection criteria

See point 6.2. for general selection criteria under OPTA. The equipments to be procured have to be compatible with the SMIS.

1.2.4.8 Intermediate Bodies

N/A

1.2.4.9 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.2.4.10 Beneficiaries

SMIS Unit, MAs, IBs, CA, AA

1.2.4.11 Applicants *

N/A

1.2.4.12 Financial Plan

- Euro -

Total Budget	24 060 000
Community Contribution (ERDF/ESF/CF)	20 450 000
National Contribution	3 610 000
- Public	3 610 000
- Private	0

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

1.2.4.13 *Monitoring and Evaluation Indicators*

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Applications for SMIS equipments	No.	-	-	SMIS Central Unit, MA for OPTA	50
Result					
SMIS users having adequate equipment for appropriate use of SMIS	%	-	-	SMIS	100

1.2.4.14 *Horizontal Themes*

- The interventions will seek to observe as much as possible the principle of sustainable development and the equality of chances.

1.2.4.15 *State Aid*

N/A

1.3 **Priority Axis 3 - Dissemination of Information and Promotion of Structural Instruments**

The objective of this priority axis is to ensure adequate publicity for the Structural Instruments in Romania and raise awareness about the NSRF objectives.

Implementation of this priority axis will serve the following aims:

- to inform the potential applicants about opportunities;
- to promote greater public awareness of the objectives and achievements of the Structural instruments and the National Development Plan and to ensure recognition of the role of the EU Structural instruments.

This third priority axis is mainly dedicated to the general public but it also targets potential beneficiaries and beneficiaries. Its intervention is complementary to the actions inscribed within the first priority axis in terms of national coordination of the communication and of support to the trainings organized in this field.

Information actions focus on the following objectives: information for applicants and beneficiaries; ensuring recognition of the role of the EU Structural instruments; promoting greater public understanding of the objectives and achievements of the Structural instruments and the National Development Plan in Romania.

Even if each OP sets up a communication plan, communication operations must be planned also at national level to ensure the publicity of the global action of the EU and not only in a specific area. It is necessary to have a central coordination of communication regarding structural instruments in order to ensure a coherent and balanced approach to

communication, to avoid overlapping and contradictory information and to cover communication gaps.

As well, a focal point where citizens and potential applicants can obtain information is to be made visible. An information centre organized by the Ministry of Public Finance will provide general information about EU funds in Romania, being as well a resource centre. The Centre will also host a call centre for potential applicants where they could address questions and will direct them to the appropriate managing authority and other relevant institution for issues connected to a specific operational programme. The Centre will also operate a dedicated web page for structural instruments in Romania.

4.3.1 **Key area of intervention 3.1 - Dissemination of general information and publicity activities regarding the structural instruments allocated to Romania**

1.3.1.1 **Description**

Background and rationale

Even if each OP sets up a communication plan, communication operations must be planned also at national level to ensure the publicity of the global action of the EU and not only in a specific area. It is necessary to have a central coordination of communication regarding structural instruments in order to ensure a coherent and balanced approach to communication, to avoid overlapping and contradictory information and to cover communication gaps.

The intervention will support the implementation of the communication strategy to be developed by the DCSIM in 2006 and will cover information and publicity campaigns and events, promotion materials (publications, brochures, folders, CDs and other possible formats), analyses of impact of such actions (opinion polls).

The intervention will also support global grant schemes for NGOs having as objective the promotion of structural funds. A competition on best ideas in area of the structural instruments promotion could be beneficial and may increase the coverage area of the information disseminated.

Objectives

- ensuring promotion and dissemination of information about the structural instruments among all potential beneficiaries
- to promote greater public awareness of the objectives and achievements of the Structural instruments and the National Development Plan and to ensure recognition of the role of the EU Structural instruments.

1.3.1.2 **Operations**

- organization of campaigns and events (seminars, conferences) to be undertaken to promote a greater understanding of the funds and the implementation and monitoring arrangements in Romania
- preparation, publication, translation and distribution of materials (publications, brochures, folders, CDs and other possible formats) with information and promotion of the structural instruments.
- publicity actions and materials connected to OPTA

- carrying out opinion polls
- supporting national information campaigns on TV, radio or other media
- analysis of impact of the promotion and publicity activities.

1.3.1.3 *Duration of operations*

2007 - 2015

1.3.1.4 *Categorisation of interventions*

- Priority Theme

Code	Priority Theme
	<i>Technical Assistance</i>
83	Evaluation and studies; information and communication

- Form of finance

Code	Form of finance
01	Non-repayable aid

- Territorial dimension

Cod	Territory Type
00	Not applicable

1.3.1.5 *Use of ERDF / ESF cross-financing*

N/A

1.3.1.6 *Grant size*

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.3.1.7 *Project eligibility and selection criteria*

- Eligibility criteria

See point 6.2. for general eligibility criteria under OPTA. The projects have to address matters of general publicity concerning structural instruments. The publicity specific to a certain OP will be dealt with in the respective OP's priority axis for TA.

- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.3.1.8 Intermediate Bodies

n/a

1.3.1.9 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.3.1.10 Beneficiaries

DCSIM, NGOs

1.3.1.11 Applicants *

N/A

1.3.1.12 Financial Plan

- Euro -

Total Budget	24 120 000
Community Contribution (ERDF/ESF/CF)	20 500 000
National Contribution	3 620 000
- Public	3 620 000
- Private	0

1.3.1.13 Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Copies of all publications, brochures and information leaflets	No.	14000	2006	DCSIM	1000000
Supported events (conferences, seminars, workshops) promoting structural instruments interventions	No.	17	2006	DCSIM	70
Campaigns	No.	1	2006	DCSIM	14
Opinion polls	No.	1	-	DCSIM	7
Result					
Increase in the number of citizens informed about EU structural instruments per year	%	-	-	DCSIM	2.5

1.3.1.14 Horizontal Themes

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

- Sustainable development

Projects undertaken under this major area of intervention will seek to address the principle of sustainable development. The interventions will promote this principle as one of the criteria for project selection.

- Equal opportunities

The actions needed to integrate equality of opportunity into the outputs to be delivered will be identified through inclusion of equal opportunities in selection criteria.

The applicant will be asked to demonstrate how the project will address key equality issues.

1.3.1.15 State Aid

N/A

4.3.2 Key area of intervention 3.2 - Operation of the Structural Instruments Information Centre

1.3.2.1 Description

Background and rationale

The intervention will support the Structural Instruments Information Centre in communicating and carrying out its activity thus ensuring appropriate access to information concerning structural instruments to the potential applicants as well as to the general public. The Centre will function as a resource centre and will have a dedicated web page. The Centre will also host a help desk for potential applicants where they could address questions and will direct them to the appropriate managing authority and other relevant institution for issues connected to a specific operational programme. The Centre could also organise events connected to its activity.

Objectives

- to create and maintain a focal point where citizens and potential applicants can obtain information.

1.3.2.2 Operations

- remuneration of staff operating the Information Centre
- purchasing books and materials for the Information Centre
- communication about the Centre and its possibilities
- construction and maintenance of the web page
- organisation of events connected to the activity of the Centre, including events carried out in cooperation with other information centres.

1.3.2.3 Duration of operations

2007 - 2015

1.3.2.4 Categorisation of interventions

- Priority Theme

Code	Priority Theme
------	----------------

Technical Assistance

83 Evaluation and studies; information and communication

- Form of finance

Code	Form of finance
------	-----------------

01 Non-repayable aid

- Territorial dimension

Cod	Territory Type
-----	----------------

00 Not applicable

1.3.2.5 Use of ERDF / ESF cross-financing

N/A

1.3.2.6 Grant size

Eligible value of the project (Euro)	Less than 2 500 000
Maximum size of grant to total eligible cost (%)	100
Minimum contribution of the beneficiary / applicant (%)	N/A
Community contribution to the support granted (%)	85
National public contribution to the support granted (%)	15

1.3.2.7 Project eligibility and selection criteria

- Eligibility criteria
See point 6.2. for general eligibility criteria under OPTA.
- Selection criteria
See point 6.2. for general selection criteria under OPTA.

1.3.2.8 Intermediate Bodies

N/A

1.3.2.9 Competent Body for making payments to beneficiaries

Competent Body for Payments within Ministry of Public Finance

1.3.2.10 Beneficiaries

Structural Instruments Information Centre

1.3.2.11 Applicants *

N/A

1.3.2.12 Financial Plan

- Euro -

Total Budget	11 160 000
Community Contribution (ERDF/ESF/CF)	9 500 000
National Contribution	1 660 000
- Public	1 660 000
- Private	0

1.3.2.13 Monitoring and Evaluation Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Connections on the web site	No./month	-	-	DCSIM	30,000
Result					
Satisfaction degree of visitors of the Information Centre	%	-	-	DCSIM	80
Satisfaction degree of visitors of the web site	%	-	-	DCSIM	80

1.3.2.14 Horizontal Themes

The interventions will seek to observe as much as possible the principle of sustainable development and the equality of chances.

1.3.2.15 State Aid

N/A

* It refers to the individual applicants under a grant / aid scheme (SMEs, NGOs, local authorities, etc.)

5 FINANCIAL TABLES

It is expected that nearly 77.4% of the total technical assistance for structural policy tasks financed from the structural funds and national funds (780.91 mil. Euro), i.e 604.46 mil. Euro, will be allocated to TA priority axes of sectoral operational programmes and ROP. The remaining balance of technical assistance funds, approximately 176.45 mil. Euro, will be spent on implementing interventions within the Technical Assistance Operational Programme.

The priority axes and interventions under the Technical Assistance Operational Programme will be entirely co-financed from the European Regional Development Fund. The contribution from ERDF to the Programme over the period 2007-2013 is 150 mil. Euro, which accounts for 85% of the financing of the Operational Programme for Technical Assistance. The national funds co-financing the Programme over the period 2007-2013 will be 15%, i.e. approximately 26.45 mil. EURO.

Table 1: Estimated EU contribution to the Technical Assistance Operational Programme 2007-2013, by Fund and by year

- Mil. Euro -

Fund	2007	2008	2009	2010	2011	2012	2013	2007-2013
ERDF	16	17	19	22	24	26	26	150
ESF	0	0	0	0	0	0	0	0
CF	0	0	0	0		0	0	0
TOTAL	16	17	19	22	24	26	26	150

Table 2: Indicative financial table of the Technical Assistance Operational Programme 2007-2013, by Priority axis

	Community funding (mil. Euro)	National funding			Total OP	EU co-financing rate (%)	EIB, other financial instruments
		Public	Private	Total			
1	2	3	4	5=3+4	6=2+5	7=2/6x100	8
Priority axis 1 ERDF	73	12.88	-	12.88	85.88	85	-
Priority axis 2 ERDF	47	8.29	-	8.29	55.29	85	-
Priority axis 3 ERDF	30	5.28	-	5.29	35.29	85	-
TOTAL	150	26.45	-	26.45	176.45	85	-

Table 3: Indicative financial table of the Technical Assistance Operational Programme, by Priority axis and year

	Community funding (mil. Euro)	National funding			Total OP	EU co-financing rate (%)	EIB, other financial instruments
		Public	Private	Total			
1	2	3	4	5=3+4	6=2+5	7=2/6x100	8
Priority axis 1	73	12.88	-	12.88	85.88	85	-
2007	8.5	1.5	-	1.5	10.00	85	-
2008	8.5	1.5	-	1.5	10.00	85	-
2009	9	1.59	-	1.59	10.59	85	-
2010	10.3	1.82	-	1.82	12.12	85	-
2011	11.3	1.99	-	1.99	13.29	85	-
2012	12.8	2.26	-	2.26	15.06	85	-

	Community funding (mil. Euro)	National funding			Total OP	EU co-financing rate (%)	EIB, other financial instruments
		Public	Private	Total			
1	2	3	4	5=3+4	6=2+5	7=2/6x100	8
2013	12.6	2.22	-	2.22	14.82	85	-
Priority axis 2	47	8.29	-	8.29	55.29	85	-
2007	5	0.88	-	0.88	5.88	85	-
2008	5	0.88	-	0.88	5.88	85	-
2009	5.5	0.97	-	0.97	6.47	85	-
2010	7.2	1.27	-	1.27	8.47	85	-
2011	7.7	1.36	-	1.36	9.06	85	-
2012	8.2	1.45	-	1.45	9.65	85	-
2013	8.4	1.48	-	1.48	9.88	85	-
Priority axis 3	30	5.28	-	5.29	35.29	85	-
2007	2.5	0.44	-	0.44	2.94	85	-
2008	3.5	0.62	-	0.62	4.12	85	-
2009	4.5	0.79	-	0.79	5.29	85	-
2010	4.5	0.79	-	0.79	5.29	85	-
2011	5	0.88	-	0.88	5.88	85	-
2012	5	0.88	-	0.88	5.88	85	-
2013	5	0.88	-	0.88	5.88	85	-
TOTAL	150	26.45	-	26.45	176.45	85	-

Table 4: Indicative financial table of the Technical Assistance Operational Programme 2007-2013, by Priority axis and Key area of intervention

	Community funding (mil. Euro)	National funding			Total OP	EU co-financing rate (%)	EIB, other financial instruments
		Public	Private	Total			
1	2	3	4	5=3+4	6=2+5	7=2/6x100	8
Priority axis 1	73	12.88	-	12.88	85.88	85	-
KAI 1.1.	34.2	6.04	-	6.04	40.24	85	-
KAI 1.2.	7.3	1.29	-	1.29	8.59	85	-
KAI 1.3.	15.5	2.74	-	2.74	18.24	85	-
KAI 1.4.	16	2.82	-	2.82	18.82	85	-
Priority axis 2	47	8.29	-	8.29	55.29	85	-
KAI 2.1.	12.5	2.2	-	2.2	14.7	85	-
KAI 2.2.	7	1.24	-	1.24	8.24	85	-
KAI 2.3.	7.05	1.24	-	1.24	8.29	85	-
KAI 2.4.	20.45	3.61	-	3.61	24.06	85	-
Priority axis 3	30	5.28	-	5.29	35.29	85	-
KAI 3.1.	20.5	3.62	-	3.62	24.12	85	-
KAI 3.2.	9.5	1.66	-	1.66	11.16	85	-
TOTAL	150	26.45	-	26.45	176.45	85	-

6 IMPLEMENTATION SYSTEM

6.1 Management

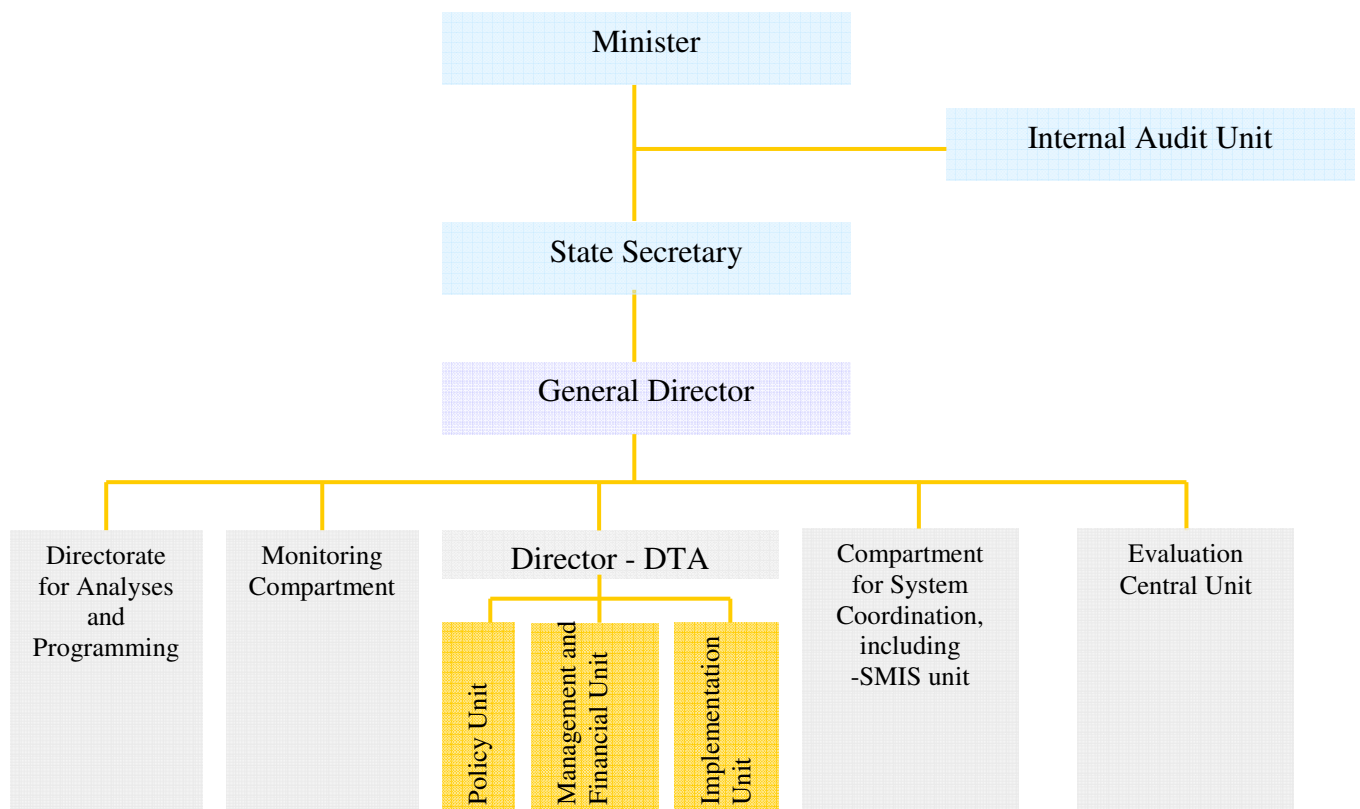
Managing Authority for the Technical Assistance Operational Programme

The Technical Assistance Operational Programme is managed by the Technical Assistance Directorate within the DCSIM- Ministry of Public Finance.

The Managing Authority shall be responsible for managing and implementing the operational programme efficiently, effectively and correctly, according to Article 59 of draft Regulation laying down general provisions on ERDF, ESF and CF.

The overseeing of management is exercised by the Monitoring Committee for the Technical Assistance Operational Programme. The Managing Authority is responsible for regular management and implementation of the Programme.

The Technical Assistance Directorate has 20 positions allocated.



The Policy Unit has the following attributions:

1. preparation of the operational programme and ‘programme complement’ in coordination with the TA priorities in the other OPs
2. organisation of the monitoring committee of the operational programme, taking into account the partnership, the representation and gender equal opportunities principles; assures chairmanship and secretariat of the OPTA monitoring committee
3. preparation of the annual implementation report for OP TA

4. analyses and proposes modifications of operational and complement program and submits it to the proper monitoring committee
5. ensuring the existence of the procedures regarding the maintaining of a proper audit trail
6. organising evaluation of OP TA according to EC regulations
7. develops and promotes partnerships for technical assistance operational programme
8. information and communication plan for OP TA

The Management and Financial unit:

1. management of project application, appraisal and selection
2. management of projects contracting
3. audit trail and ex ante financial control
4. transmission of payment requests to Certifying Authority
5. reporting irregularities

The Implementation unit is in charge of:

1. implementation of the technical assistance expenditures for DTA
2. help desk function for all other beneficiaries of OP TA
3. coordination and implementation of horizontal training in the structural instruments field (Training Development and Coordination Unit)
4. servicing the Steering Committee for OP TA

The unit in charge of project applications within the technical assistance directorate will work in partnership with the other directorates of the DCSIM. The other directorates suggest projects and help technically the unit in charge of project applications.

In order to ensure an **efficient, effective and transparent process** of programming, monitoring, financial management, control and internal audit, the following **separation of tasks** should be observed:

For the national coordination unit (DCSIM), and in particular for the DTA, as managing authority, the applicant will be different from the unit in charge of the appraisal and the selection of project for two objectives:

- *distributing clearly the tasks between actors;*
- *maximizing the competences.*

For the certifying authority, the applicant should be different, at least, from the unit in charge of the certification and payment of technical assistance expenditures.

For the audit authority, the applicant should be different, at least, from the unit in charge of the control of technical assistance projects.

For the managing authorities of other OPs, there is no risk of confusion of tasks because these applicants will not be involved in the management, certifying and audit of the OPTA.

In order to establish clear and transparent relationship between the Managing Authority and the Beneficiaries, project agreements will be signed between the Beneficiaries and the managing authority to establish the duties and responsibilities for each actor.

Certifying Authority

The Certifying Authority is responsible for certifying Operational Programme expenditure to the European Commission and paying back any unused funds or sums wrongly paid out.

In Romania, the Certifying Authority is the National Fund (NF) General Directorate within the Ministry of Public Finance.

Audit Authority

The Audit Authority is responsible for verifying the effective functioning of the management and control systems. It is set up under Law no. 200/2005¹ as an associated body to the Romanian Court of Accounts. An agreement will be signed between the Audit Authority and the MA for OP TA.

Monitoring Committee for the Technical Assistance Operational Programme

Article 62 of the draft Council Regulation on structural instruments provides that the Member State shall set up a monitoring committee for each operational programme, in agreement with the Managing Authority after consultation with the partners.

The Monitoring Committee is chaired by the Head of the MA for OP TA.

As a general rule, decisions of the Monitoring Committees shall be taken by consensus. However, rules of procedures of the Monitoring Committees shall ensure that the decisions necessary for the implementation of the OPs will be taken, including decisions on reallocation of funds as needed. Majority decisions are not conflicting EU rules and practice.

The Monitoring Committee meets at least twice a year (usually in Spring and Autumn). However, they can meet more often if necessary. The first meeting usually reviews progress made for the previous year – ending up with the approval of the implementation report –, while the second meeting looks at progress up to 30th June of the current year. In circumstances where a decision is required before the next meeting is due, the Monitoring Committee can also make decisions by written procedures.

The secretariat for the Monitoring Committee, based in the managing authority, prepares documentation on progress, financial tables on expenditure, agendas and minutes of meetings. Briefs are circulated to members of the Monitoring Committee no later than 3 weeks before the meeting takes place.

The Committee shall include:

- chairman – Director of the Directorate for Technical Assistance
- a representative of the DCSIM
- departments concerned in programme implementation;

¹ for the approval of the Emergency Governmental Ordinance no.22 from 17 March 2005, for the completion of Law no. 94/1992 regarding the organization and functioning of the Romanian Court of Accounts.

- organisations representing horizontal issues (including the Ministry of Environment and Water Management, National Agency for Equal Opportunities, Competition Council).

Advisors:

- European Commission;
- Certifying Authority;
- Audit Authority.

Role of the OPTA Monitoring Committee

The Monitoring Committee has the following roles and responsibilities:

- a) it shall consider and approve the criteria for selecting the operations financed within four months of the approval of the operational programme. The selection criteria shall be revised in accordance with programming needs;
- b) it shall periodically review progress made towards achieving the specific targets of the operational programme on the basis of documents submitted by the Managing Authority;
- c) it shall examine the results of implementation, particularly achievement of the targets set for each priority and the evaluations;
- d) it shall consider and approve the annual and final reports on implementation before they are sent to the Commission;
- e) it shall be informed of the annual control report and of any comments the Commission may make after examining that report;
- f) it may propose to the Managing Authority any adjustment or review of the operational programme likely to make possible the attainment of the Funds' objectives or to improve its management, including its financial management;
- g) it shall consider and approve any proposal to amend the contents of the Commission decision on the contribution of the Funds.

Selection Committee

The selection of projects will be overseen by a Selection Committee chaired by the Managing Authority for OPTA. The Selection Committee will be formed of representatives of TAD, DCSIM, MAs of others OP, CA (the unit not in charge of implementation of TA expenditures), and AA (the unit not in charge of implementation of TA expenditures). The Committee will meet at least once per quarter and whenever called by the MA for OPTA. The written procedure can be also applied for certain cases.

The Management and Financial Unit of TAD will ensure the secretariat of the Selection Committee.

Monitoring, evaluation and control of OPTA

Monitoring

Monitoring of the Technical Assistance Operational Programme, as regards its implementation progress and methods, shall be the Managing Authority's responsibility. As regards its efforts related to implementing priorities and measures under the Programme, the Managing Authority shall be supervised by the OPTA Monitoring Committee. The monitoring process shall cover both physical monitoring related to implementing objectives,

priorities and measures set out in the Programme, and financial monitoring, which is a function of Programme financial management and that of expenditure incurred in implementing individual priorities and measures. The SMIS will support the Managing Authority with the monitoring of the operational programme. The projects will be registered after their receipt and will be monitored during all phases.

The Policy Unit will service the Monitoring Committee for OP TA, prepare all necessary reports and organize evaluation of OP TA according to EC regulations.

Annual Implementation Report (AIR)

Each Annual Implementation Report should comprise the following information:

- a) the progress made in implementing the OP and priorities in relation to their specific, verifiable targets, with a quantification, wherever and whenever they lend themselves to quantification, at the level of the priority axis;
- b) the financial implementation of the OP, detailing for each priority axis:
 - (i) the expenditure paid out by the beneficiary included in payment claims sent to the managing authority;
 - (ii) the expenditure paid out by the body responsible for making payments to the beneficiaries;
 - (iii) the corresponding public contribution, the total payments received from the Commission, and quantification of the financial indicators referred to in Article 65(2).
- c) for information purposes, the breakdown of the allocation of funds by categories, in accordance with the implementation rules adopted by the Commission in accordance with the procedure referred to in article 104(3);
- d) the steps taken by the Managing Authority or the Monitoring Committee to ensure the quality and effectiveness of implementation, in particular:
 - i) monitoring and evaluation measures, including data collection arrangements;
 - ii) a summary of any significant problems encountered in implementing the operational programme and any measures taken, including the response to comments made under Article 67(2) where appropriate;
 - iii) the use made of technical assistance;
- e) the measures taken to provide information on and publicise the OP;
- f) a statement by the Managing Authority that, in so far as they are aware, community law has been complied with in the implementation of the operational programmes. Where problems have been encountered, the Managing Authority should qualify the statement and identify these problems and the measures taken to deal with them;
- g) where appropriate, the progress and financing of major projects;
- h) the use made of assistance released following cancellation as referred in Article 99(2) to the Managing Authority or to another public authority during the period of implementation of the operational programme.

Information referred to in points e), f) and i) shall not be included if there was no significant modification since the previous report

Evaluation

- Mid-term evaluation, will be carried out no later than 2010 to appraise the progress of programming in relation to the commitments taken at the beginning of the period. An external evaluator shall be employed in this respect, following the public procurement procedure. The evaluation will be submitted for Monitoring Committee's approval.
- An on-going evaluation will be carried out, focused on indicators, and its results shall be submitted to the Monitoring Committee's attention, allowing the review of the implementation status of the OP. The levels of project selection and payments will be also analyzed periodically.
- Ex-post evaluation will be carried out under the responsibility of the Commission in cooperation with the managing authority, who shall provide for the gathering of the necessary data. It shall examine the extent to which resources were used, the effectiveness and efficiency of Structural Fund programming, the socio-economic impact and the impact on the Community's priorities. It shall identify the factors contributing to the success or failure of the operational programme, including in terms of sustainability, and identify good practice. Ex-post should be completed by 31 December 2015.

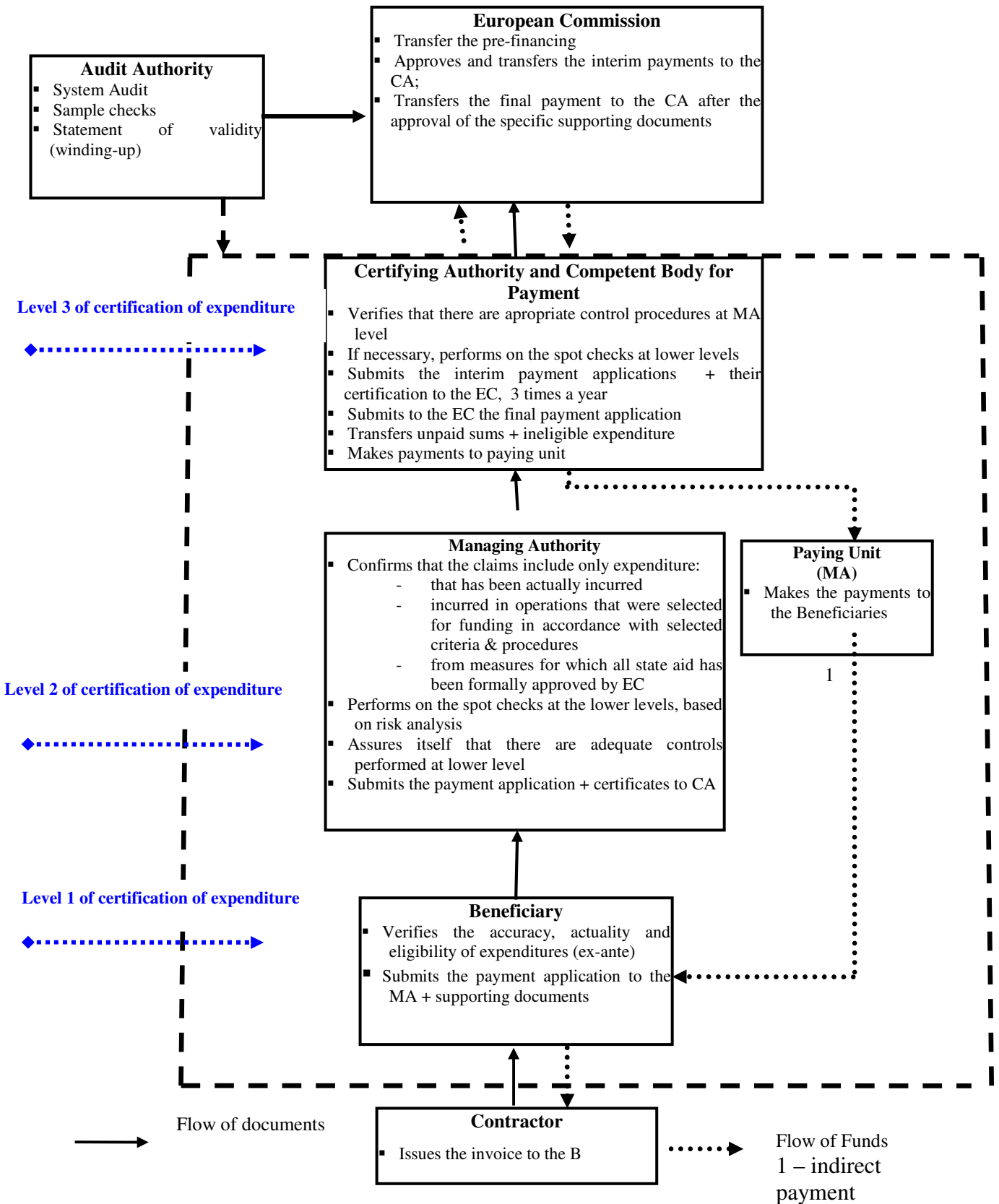
Controls

- First level controls – on the spot checks . All actions financed under the OPTA will be checked on the spot by the managing authority (TAD).
- Sample checks. The sample checks will be done under the responsibility of the Audit Authority based on a representative sample list of projects.
- System audit and statement of validity. The Audit Authority shall verify according to the audit trail that the managing authority for OPTA has put in place procedures and mechanisms for ensuring the conformity and regularity of decisions and the validity of payment claims. The Audit Authority will verify that the management and control systems are in place and functional allowing effective, efficient and transparent use of the EU funds. The Audit Authority will especially check the way that the managing authority has carried out the first level controls. These elements will allow the Audit Authority to give its opinion on the validity of expenditures claimed within the statement of validity.

Financial flows

For OPTA, the indirect payment for European Union financial contribution and co-financing amounts (where applicable) from Competent Body for Payment through the paying unit (Directorate for Budget and Internal Accountability) will apply.

- **Financial flow of the OPTA**



6.2 Principles of project application, selection and appraisal

The Monitoring Committee for OPTA will consider and approve the criteria for selecting the operations financed under each key area of intervention within six months of the approval of assistance.

The Managing Authority for OPTA will manage the Project Selection process, ensuring that the selection criteria are respected and an open and transparent process is maintained.

Application forms will be submitted to the Managing Authority by post or personally. Each application should have a project file. All documents of the stages of project selection, contracting and project implementation should be placed into this single file.

There are 3 (three) elements to the project appraisal process: administrative check, eligibility check and technical and financial appraisal.

The administrative check tests the appropriate filling in of the application form and the submission of the required documents. If the project does not meet all the established criteria, the eligibility, the technical and financial appraisal (scoring processes) cannot be undertaken.

The eligibility check relates to the eligibility of the applicant, the activities to be undertaken in relation to the OP and PC (with a special view to objectives of the priority axis, key area of intervention and operation within the application is submitted) and the time and duration of the project.

Projects that meet the eligibility requirements are then assessed and scored against project selection criteria.

Project technical and financial appraisal is required to ensure that applications fulfill the criteria set out in the Regulations and the Operational Programme. The appraisal process also ensures that both Commission and national government objectives and requirements are met.

The main areas of detailed assessment for a project are relevance, feasibility, effectiveness as well as sustainability. In addition, the effect (policy) and the additionality could be checked during this stage of appraisal.

The above-mentioned areas can also be translated as the following core criteria:

1. Is there a methodology for measuring the outputs described?
2. Are the target groups precisely described? Is the problem analysis carried out, at the level of target groups? The project objectives relate to the benefits of the target group? The objectives are well supported in the problem/needs analysis?
3. Are the activities described and is there a clear link between them and the provided outputs?
4. Is there a realistic timetable for the proposed activities?
5. Are the inputs described?
6. Are the assumptions and the risks identified and the measures to manage them are described?
7. To what extent the results of former projects support the proposed project?
8. Are the costs of the activity set out clearly in a financial plan and does it provides value for money – are comparisons with similar activity provided?
9. What is the management capacity of the applicant? Are the adequate staff and technical background of the applicant proved in the application? Are they and the project economically viable? What are the monitoring and management arrangements?

10. If case, have the relevant partners been identified and involved in the design of the programme?
11. Are the horizontal themes sufficiently integrated into the project?
12. Have the risks associated with the project been identified? Likelihood, impact and mitigating actions should be clear.
13. Public procurement should be considered in detail, as well as national rules detailing the eligibility of expenditure.

6.3 Mechanisms for ensuring co-financing

Since the great majority of the Beneficiaries are public institutions, the co-financing will be national (15% from the intervention's amount). The national public co-financing will be foreseen in the state budget of the Ministry of Public Finance and will be reimbursed in the same time with the ERDF co-financing.

6.4. Indicators

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
<i>Priority Axis 1 - Support to the implementation of structural instruments and coordination of programmes</i>					
Key area of intervention 1.1 - Support to the management and implementation of structural instruments					
Output					
Elaborated surveys, analysis, studies	No.	0	2006	DCSIM	80
Elaborated methodological and technical information materials	No.	30	2006	DCSIM	30
Financial reports	No.	0	2006	DCSIM, SMIS	30
Events focused on exchanging information	No.	0	2006	DCSIM	15
Result					
Number of assessments surveys, analyses, studies and concepts which include recommendations reacted to in improving CSF managing system	share among all commissions in %	0	2006	DCSIM	100%
Key area of intervention 1.2 - Evaluation					
Output					

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Commissioned assessment surveys, analyses and evaluation studies and concepts	No.	13	2006	DCSIM	25
Positions co-financed by TAOP	No.	-	2006	Central Evaluation Unit	5
Result					
Recommendations made in evaluation studies followed by DCSIM and MA for OPTA and resulting in improvements to the structural instruments management	%	-	-	DCSIM, MA for OPTA	85
Key area of intervention 1.3 - Horizontal training in the field of the management of programmes/projects					
Output					
Training sessions	No.	75	2006	DCSIM, SMIS	500
Trained staff	No.	1500	2005	DCSIM, TDCU	14000
Result					
Training effectiveness assessment based on the participants evaluation	%	-	-	DCSIM, TDCU	80
Key area of intervention 1.4 - Functioning of OPTA, DCSIM, certifying and audit authorities					
Output					

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
SCF working groups' meetings	No.	25	2006	DCSIM	70
Participants to working groups' meetings	No.	500	2006	DCSIM	1000
NCC meetings	No.		2006	DCSIM	14
OPTA monitoring committee meetings	No.	-	-	MA for OPTA	14
OPTA selecting committee meetings or written consultation	No.	-	-	MA for OPTA	28
Additional experts employed for the DCSIM, CA, AA, TAD	No.	0	2006	SMIS	30
Result					
Quality of documents prepared for the national committee for coordination and its subcommittees	Assessment by the NCC members (scale of evaluation: 1-5)	-	-	DCSIM	4
Activities of the DCSIM, CA, AA appreciated by the managing authorities	scale of evaluation: 1-5	-	-	DCSIM	4
<i>Priority Axis 2 - Further development and support for the functioning of the Single Management Information System</i>					
Key area of intervention 2.1 - Development and maintenance of the SMIS					
Output					

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
SMIS versions developed	No.	1	2006	SMIS Central Unit	7
Data transferred from one version to another	%	-	2006	SMIS Central Unit	100
Studies and analyses	No.	?	2006	SMIS Central Unit	15
Procedural guides elaborated and disseminated	No./version	1	2006	SMIS Central Unit	1
Result					
User's satisfaction index for SMIS	%	-	-	SMIS Central Unit	80
Duration of SMIS unavailable	Hours/month	-	-	SMIS Central Unit	Less than 15
Key area of intervention 2.2 - Functioning of the SMIS Unit					
Output					
Number of persons employed for ensuring the operation and development of the SMIS system (within the SMIS Central Unit and network)	No.	-	2006	SMIS	30
Result					
Quality of on-line advice	Quality of on-line advice to be evaluated by system users in a survey (on a scale 0-10)	-	2006	SMIS	8
Key area of intervention 2.3 - Training of the users, distribution of user guides and communication related to SMIS					

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Output					
Training sessions attended by each SMIS user	No.	-	-	SMIS Central Unit	2
SMIS training sessions	No.	-	-	SMIS Central Unit	500
Number of meetings, seminars	No.	-	-	SMIS Central Unit	32
Number of publications on the system	No.	-	-	SMIS Central Unit	25
Result					
Training effectiveness assessment based on the participants evaluation	%	-	-	SMIS Central Unit	80
Key area of intervention 2.4 - Supply of equipment					
Output					
Applications for SMIS equipments	No.	-	-	SMIS Central Unit, MA for OPTA	50
Result					
SMIS users having adequate equipment for appropriate use of SMIS	%	-	-	SMIS	100
<i>Priority Axis 3 - Dissemination of Information and Promotion of Structural Instruments</i>					
Key area of intervention 3.1 - Dissemination of general information and publicity activities regarding the structural instruments allocated to Romania					
Output					

Indicator	Unit	Baseline	Baseline Year	Source	Target (2015)
Copies of all publications, brochures and information leaflets	No.	14000	2006	DCSIM	1000000
Supported events (conferences, seminars, workshops) promoting structural instruments interventions	No.	17	2006	DCSIM	70
Campaigns	No.	1	2006	DCSIM	14
Opinion polls	No.	1	-	DCSIM	7
Result					
Increase in the number of citizens informed about EU structural instruments per year	%	-	-	DCSIM	2.5
Key area of intervention 3.2 - Operation of the Structural Instruments Information Centre					
Output					
Connections on the web site	No./month	-	-	DCSIM	30,000
Result					
Satisfaction degree of visitors of the Information Centre	%	-	-	DCSIM	80
Satisfaction degree of visitors of the web site	%	-	-	DCSIM	80

6.4 Promotion Plan

OPTA promotion and publicity shall comply with applicable regulations.

The major focus of the OPTA promotion is to encourage beneficiaries to use all possible funding to manage, monitor evaluate and control process of structural funds implementation effectively.

The Managing Authority is obliged to provide and distribute information about the fund supporting Operational Programme and the projects being implemented. Moreover, the MA shall initialize and implement promotional and informative actions.

Within the framework of promotional actions, the Policy Unit in MA will:

- Sustain and upgrade a website concerning OPTA, with information on calls for proposals, execution of projects within OP TA, selection criteria, application forms, forum, frequently asked questions etc.
- Issue information bulletins,
- Organize conferences, seminars and workshops for beneficiaries and assistance receivers.

The Implementation unit in the MA for OP TA will act also as a help desk for the beneficiaries, supporting them in preparing the application and implementing the TA projects.

A communication plan will be prepared for OP TA, detailing the actions to be undertaken by the MA for OP TA in order to ensure an efficient promotion and publicity related to OP TA.

6.5 Procedures for introducing changes to the Programme Complement

The changes in the PC will be done by the managing authority subject to the Monitoring Committee's approval. All parties concerned will be notified about the changes.