

STANDARD TWINNING LIGHT PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference:
- 1.2 Programme: Transition Facility IPA/2013/24986 (Annex of C (2013) 8057 final); Institution Building Envelope
- 1.3 Twinning Number: HR 14 IPA EN 01 16 TWL R
- 1.4 Title: Supporting monitoring for safer management of hazardous chemicals that can be used as a chemical weapons in the Republic of Croatia (CRO CHEMICALS)
- 1.5 Sector: Environment
- 1.6 Beneficiary country: Republic of Croatia

2. Objectives

- 2.1 Overall objective:

The overall objective is to support the implementation of provisions of the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction in the Republic of Croatia.

- 2.2 Project purpose:

The project purpose is to strengthen capacities of the Ministry of Economy of the Republic of Croatia for safe management of hazardous chemicals that can be used as chemical weapons.

- 2.3 Contribution to Accession Treaty/Relevant national documents:

Accession Treaty

Following the signature of the Accession Treaty on 9 December 2011 by the heads of State or Government of the 27 Member States (MS) and the Republic of Croatia and its ratification procedure, Croatia joined the European Union (EU) on 1 July 2013. This Twinning light project is in compliance with general objectives set in the Accession Treaty.

Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction

The Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (in further text: Chemical Weapons Convention – CWC) entered into force in 1997. It has been accepted by 188 states and represents one of three most important international acts in the field of control over mass destruction weapons. The states participating in the implementation of the CWC have obliged themselves that they will neither produce nor use chemical weapons, nor trade with the chemical weapons. Further, they have also obliged themselves to the elimination of such weapons in case they would possess them.

The Republic of Croatia joined the CWC in April 1995, and the Croatian Government established in 1997 the National Commission for the Implementation of the Convention to serve as contact

point for the Organisation for the Prohibition of Chemical Weapons (in further text: OPCW) and to monitor the implementation of the CWC.

The OPCW, with its seat in the Hague/Netherlands, started its operation in 1997 and is mandated to ensure an efficient implementation of the CWC. It supervises the elimination of the chemical weapons reserve stock, monitors the status of all chemicals that may be used for production of chemical weapons, promotes international cooperation and exchange of all scientific and technical information in the chemical industry.

All states participating to the CWC are obliged to provide an annual declaration, with a list of all civilian-type facilities that might produce chemical weapons under specific circumstances. The OPCW is mandated to carry out independent inspection of such facilities. If a participating state does not abide by the provisions of the CWC, and by doing so possibly puts peace and stability at risk, the OPCW can report the case to the UN General Assembly and Security Council, in line with the agreement between the OPWC and the UN.

The Republic of Croatia does not possess chemical weapons; its responsibility includes providing annual declarations on civilian-type chemical facilities and cooperation in the implementation of inspection of such facilities by the OPCW.

The Croatian Law on Management of Chemicals Contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (Official Gazette no. 127/13) stipulates that the Ministry of Economy is responsible for supervising the management of chemicals listed in the CWC.

Article 5, paragraph 1 of Law stipulates as follows: “The Ministry of Economy is the national level competent authority (hereinafter referred to as the Authority) for the management of chemicals contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction.”

Paragraph 2 of same article states the following: “The competent authority shall monitor the implementation of this Act, including transport of toxic chemicals and their precursors, and shall perform professional or administrative tasks, which include coordination activities with other ministries, the National Commission for the Implementation of the Convention and other national authorities in the implementation of national policies, programs and measures in accordance with international agreements.”

National Strategy for Chemical Safety

The National Strategy for Chemicals Safety (Official Gazette no. 143/08) stipulates, among others, the following goals: preparation and adoption of appropriate legislation for chemical safety in Croatia, data collection and monitoring, capacity building for safe management of chemicals, including education, the establishment of adequate supervision and the establishment of an effective system of preparedness and intervention.

This project will contribute to fulfilment of the objectives from the National Strategy for Chemical Safety, and more specifically to monitoring and efficient inspection of the management of chemicals that can be used as chemical weapons. It will also assist in building capacity to prevent the misuse of chemicals that can be used for industrial purposes as well as chemical weapons, which are contained within on the list 1, 2, 3 of Law on Management of Chemicals Contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction.

European Security Strategy and Internal Security Strategy

Further to the above, the European Council adopted in December 2003 the European Security Strategy which was complemented in March 2010 with the Internal Security Strategy. The Internal Security Strategy is a joint program of work to address common security issues that concern the EU member states. A Commission Communication of 22 November 2010 entitled "***Internal Security Strategy of the EU in Action: five steps towards a safer Europe***" turns the principles and guidelines of the strategy into concrete measures by identifying five strategic objectives for the EU: to stop the international crime networks, prevent terrorism and solve issues of radicalization and attract new supporters, raise the level of security of citizens and businesses in the computer area, strengthen the security of border management and increase the resilience of Europe in dealing with crises and disasters.

National Security Strategy of the Republic of Croatia

In March 2002, the Croatian Parliament adopted the Croatian National Security Strategy (Official Gazette no. 33/02) as a basis for the elaboration of measures and actions which would address security challenges in the Republic of Croatia. As stated under point 71 of the Croatian National Security Strategy, Croatia does not have, nor is developing weapons of mass destruction. The Croatian contribution in preventing the spread of weapons of mass destruction consists in a thorough application of existing international mechanisms and in development of an efficient control of transport of chemicals that may be used for mass destruction. The success of these efforts is to be achieved through coordinated activity of relevant bodies of the Croatian administration, the adoption of modern legislative solutions, as well as further international cooperation in data exchange.

Chapter 4.2. outlines the strategic framework for chemical safety which is based on the following five main areas:

- (1) The general framework of protection against hazardous chemicals
- (2) The protection of the health of harmful chemicals in products for human use
- (3) The protection of the health of harmful chemicals in the environment
- (4) The prevention, preparedness and response to accidents with chemicals
- (5) An integrated system of chemical safety.

In addition to increasing the capacity of national institutions to meet obligations under the Chemical Weapons Convention, this project should contribute to the prevention of proliferation of weapons of mass destruction, and to meeting the above stated objectives of the European Security Strategy in the field of border security and resilience to crises and disasters.

3. Description

3.1 Background and justification:

The area of hazardous chemicals is regulated by the Law on Management of Chemicals Contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (Official Gazette no. 127/13).

Other relevant legal sources include the Law on Inspections in the Economy (Official Gazette no. 14/14) and the Rules on the Management of Chemicals contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (Official Gazette no. 34/14).

Hazardous chemicals mentioned in the *Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction* are used in the pharmaceutical, chemical and other industries, however those chemicals and their precursors can be used as chemical weapons of mass destruction. For the stated reason, this issue is very sensitive.

It is therefore necessary to strengthen the competencies of the participants involved in the management of hazardous chemicals and to develop procedures for tracking hazardous chemicals from the production stage to the final use stage. It is also essential to strengthen control capacity of the inspection services in order to increase general security/safety of people and the environment.

By strengthening controls and improving inspection procedures, the level of security of citizens would be raised, and the resilience of Croatia as an EU member state in dealing with crises and disasters would be increased. The Republic of Croatia as a new EU member state is not yet a member of the Schengen system of border surveillance and it is exposed to higher risk with regard to the transport of chemicals that could be used chemical weapons. This consequently might result in the increased risk of proliferation of mass destruction weapons in the whole EU.

Therefore, the main strategic goal is to build such a system which will guarantee high level of protection of human health and the environment from potential adverse effects of hazardous chemicals that can be used as chemical weapons.

After the implementation of this Twinning light project, it is expected that the Croatian national institutions responsible and involved in the supervision of hazardous chemicals, would increase their efficiency in managing hazardous chemicals that may be used as chemical weapons.

3.2 Linked activities:

Transition Facility project: “Chemicals and hazardous substances monitoring improvement and integration of Seveso database into Croatian Environmental Information System (CEIS) as the unique Central Seveso Information System” (CRO SEVESO)

This Twinning project (HR 14 IB EN 02) is expected to start in 4Q 2016 with duration of the project implementation of 18 months. The main beneficiary of the project is Croatian Agency for the Environment and Nature (CAEN). The expected results of the project are: Reporting towards the Republic of Croatia and European Union improved, Software for validation tools for SMS and MAPP integrated; GIS integrated, The CSIS integrated into the CEIS, combined with implementation of SMS and MAPP procedures and GIS and Institutional capacity of the CAEN, competent authorities (CA) and other stakeholders strengthened

Transition Facility project: “Improvement of Croatian Environment Pollutant Register (Croatian EPR) and its Integration into Croatian Environmental Information System (CEIS)” (CRO EPR)

This Twinning project (HR 14 IB EN 01) has started with implementation in January 2016 with implementation period of 18 months and Austria, Germany and France as MS project partners and CAEN as main beneficiary. The expected results of the project are: Croatian EPR system improved in order to fulfil reporting requirements primarily towards EU (E-PRTR, IED, ETS Directive, GHG Monitoring Mechanism Decision) and UN (LRTAP, UNFCCC, PRTR), Croatian National Portal of Environmental Pollution Register (CNPEPR) improved, including GIS component, through development of the web portal for Croatian EPR system in order to meet the requirements of PRTR in the field of data quality and availability of data to the public, Manual for air emissions

calculation for the national E-PRTR operators prepared, Recommendations on E-PRTR reporting produced based on results of the pilot testing of data and Capacities of CEA experts and other national authorities strengthened with the purpose of improvement of collecting, validating and reporting Croatian EPR data.

IPA 2007 project “Chemical Safety - Strengthening Legal Framework and Institutional Infrastructure for Protection from Dangerous Chemicals”

The project was implemented from June 2010 to May 2012 with the Ministry of Health and Social Welfare as the main beneficiary.

The purpose of this project was to assist in transposing the REACH, SEVESO and other EU relevant Directives into Croatian legislation and in building up the institutional and administrative capacity for efficient protection of human health and the environment from dangerous chemicals at the central and local levels. The project achieved the following results:

- Institutional set up established for inter-sectoral coordination and safe management of chemicals including control of major-accident hazards (SEVESO)
- Transposed relevant EU chemical legislation into Croatian legislation such as REACH, SEVESO and other EU regulations
- Upgraded institutional capacity for implementation of chemical safety regulations
- Qualified and authorized enterprises and individuals for safe management of chemicals
- Established inter-sectoral preparedness and response system for chemical incidents
- Developed public communication in chemical safety
- Developed chemical information system, including central chemical safety management registry

IPA 2007 project “Health and Safety at Work”

The Ministry of Economy (inspectors in the field of occupational safety) participated in IPA 2007 project “Health and Safety at Work” with the Ministry of Labour and Pension System as the main beneficiary. The main objective of the project was to develop an effective system of health at work in the Republic of Croatia, harmonized with the EU standards, as well as to strengthen administrative capacity of institutions responsible for the area of health and safety at work in accordance with the standards of Chapter 19 - Social Policy and Employment. The project, *inter alia*, provided IT and medical equipment for participating institutions, as well as vehicles to enhance mobility of State Inspectorate and Croatian Institute for Health Protection and Safety at Work.

The activities of this Twinning light project will not overlap with activities of the abovementioned projects, since they are designed to contribute specifically to safe management of hazardous chemicals that can be used as chemical weapons and strengthening capacities of the Ministry of Economy of the Republic of Croatia in relation to supervision of management of these chemicals.

3.3 Results:

Result 1: Methodologies and procedures, including supporting documents, for safe management of hazardous chemicals that can be used as chemical weapons developed and implemented

Indicators of achievement:

- Analysis of the existing Croatian legal framework, procedures and methodologies in the management of hazardous chemicals that can be used as chemical weapons analysed against

- the practice in the EU Member State(s), and the corresponding analysis report prepared;
- Analysis on the current structure and mandate of the Service for Supervision in the Field of Toxic Chemicals Management, and of the Department for Weapons and Licences, conducted and recommendations for improvement of existing structure prepared;
- Report with recommendations for safer handling of chemicals from the list 1,2,3 of the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction prepared;
- One round table in the premises of Ministry of Economy on the topic “Supporting monitoring for safe management of hazardous chemicals that can be used as chemical weapons in the Republic of Croatia” organised;
- Manual of Procedures for the Service for Supervision in the Field of Toxic Chemicals Management prepared, including a comprehensive set of practical formats/templates as attachment to the Manual;
- Pilot implementation of inspection procedure based on the prepared Manual of Procedures.

Result 2: Employees from the Ministry of Economy, and employees from other institutions in charge of protection from hazardous chemicals that can be used as chemical weapons, educated and trained in order to acquire relevant competencies

Indicators of achievement:

- Training needs analysis for employees of the Service for Supervision in the Field of Toxic Chemicals Management and Department for Weapons and Licences carried out and training needs analysis report prepared;
- Train the Trainers (ToT) programme for employees of the Ministry of Economy and educational materials for producers and users of hazardous chemicals prepared, with the following modules:
 - Module 1: best practices in chemical safety in the EU member states, in the field of hazardous chemicals that can be used as chemical weapons
 - Module 2: procedures for safe management of hazardous chemicals that can be used as chemical weapons from the list in the Convention
 - Module 3: risk register, track record and procedures for ex-post control
 Developed materials are intended to be used by the Service for Supervision in the Field of Toxic Chemicals Management staff who will implement training activities;
- ToT for at least 5 employees of the Ministry of Economy organized and conducted;
- Materials for workshops for employees of relevant institutions¹ prepared and at least 5 workshops for 15 participants implemented;
- Study visit of 5 days for 5 employees of Ministry of Economy to the selected EU member state (MS) organized.

3.4 Activities:

Member State is kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.

Minimum two visibility events will be organized in the course of the implementation of the project:

¹ The activity is expected to include the following institutions: Ministry of Health –Sanitary Inspection, Ministry of Interior – responsible Service, Ministry of Environmental Protection, Ministry of Defence, Ministry of Finance - Customs Administration, Ministry of Foreign and European Affairs – Service for Licence for Dual-use Goods, Croatian Environment Agency, Ministry of Health, National Protection and Rescue Directorate, State Office for Radiological and Nuclear Safety, Croatian Institute for Toxicology and Antidoping

kick-off meeting at the start of the implementation and the final meeting at the end of the implementation of the project activities.

3.5. Means/ Input from the MS Partner Administration:

MS Project Leader may participate in the project also as the short-term expert (STE) and in this case the MS Project Leader should satisfy requirements stipulated in the fiche for both the Project Leader and the relevant STE profile.

3.5.1. Profile and tasks of the Project Leader

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 10 years in public or business administration
- Minimum 5 years of experience in supervision of safe management of hazardous chemicals
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5.
- Computer literacy
- Experience in project management

Assets:

- Experience in managing EU projects
 - Experience in organizing and conducting trainings
 - Experience with the processes related to strengthening national capacity for safe management of chemicals, including adequate supervision and effective system of preparedness and intervention
- Experience in supervision of safe management of the hazardous chemicals that can be used as chemical weapons

Tasks of the Project Leader:

- Providing efficient leadership of the project
- Overall coordination and joint management of project implementation in cooperation with the BC Project Leader;
- Ensuring sound implementation of envisaged activities and, if necessary, proposing remedial actions
- Overall coordination of MS experts' work and availability
- Project reporting
- Ensuring backstopping and financial management of the project in the MS
- Participation in Steering Committee meetings
- Organization of visibility events (kick-off and final event)
- Coordination and networking with relevant institutions in Croatia and in the MS
- Organization of study visit

3.5.2. Profile and tasks of the short-term experts

Profile of the Short-term expert

Requirements:

- University level education or equivalent professional experience of 8 years in public or business administration
- Minimum 3 years of experience in inspection and/or supervision of safe management of hazardous chemicals
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5.

Assets:

- Experience in inspection of safe management of the hazardous chemicals that can be used as chemical weapons
- Experience in conducting trainings

Tasks of the Short-term experts

- Conducting analysis of Croatian legal framework, existing procedures and methodologies in the management of hazardous chemicals in the Republic of Croatia, comparing them with procedures and methodologies applied in the EU Member State(s), and preparing corresponding report;
- Reviewing the current structure and mandate of the Service for Supervision in the Field of Toxic Chemicals Management and providing recommendations concerning improvement of the existing structure;
- Preparing report which provides specific recommendations to be applied, in accordance with National Security Strategy of Republic of Croatia, Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction and other strategic documents in the field of hazardous chemicals that can be used as a chemical weapons;
- Organizing round table discussion on the topic “Supporting monitoring for safe management of hazardous chemicals that can be used as chemical weapons in the Republic of Croatia”;
- Preparing Manual of Procedures for the Service for Supervision in the Field of Toxic Chemicals Management responsible for monitoring hazardous chemicals, and a comprehensive set of practical formats/templates as attachment to the Manual;
- Supervising pilot implementation of inspection procedure based on the prepared Manual of Procedures;
- Training needs analysis for employees of the Service for Supervision in the Field of Toxic Chemicals Management and Department for Weapons and Licences and preparing training needs analysis report;
- Preparing ToT programme (at least 3 modules), organizing and conducting ToT;
- Preparing workshop materials, organizing and conducting at least 5 workshops.

4. Institutional Framework

The Ministry of Economy is the national competent authority for the management of chemicals contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction.

Within the Ministry of Economy and its Directorate for Economic Inspection, the Service for Supervision in the Field of Toxic Chemicals Management will be the main project beneficiary. In the Ministry of Economy 378 employees are currently employed, 156 of them are inspectors in the Directorate for Economic Inspection. 2 employees are employed in the Service for Supervision in the Field of Toxic Chemicals Management, while 3 employees are employed in the Department for Weapons and Licensing

The Service for Supervision in the Field of Toxic Chemicals Management has the obligation to monitor the implementation of Law on Management of Chemicals Contained in the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction, including transport of toxic chemicals and their precursors. The Service performs expert and administrative tasks, which include coordination activities with other ministries, the National Commission for the Implementation of the Convention and other national authorities in the implementation of national policies, programs and measures in accordance with international agreements.

Other institutions that are expected to be included in the project as partners are the following: Ministry of Health –Sanitary Inspection, Ministry of Interior – responsible Service, Ministry of Environmental Protection, Ministry of Defence, Ministry of Finance - Customs Administration, Ministry of Foreign and European Affairs – Service for Licence for Dual-use Goods, Croatian Environment Agency, Ministry of Health, National Protection and Rescue Directorate, State Office for Radiological and Nuclear Safety, Croatian Institute for Toxicology and Antidoping.

The Ministry of Economy will be responsible for coordinating the participation of all other institutions in project activities.

The results of this project might result in a change of the institutional framework after the analysis and recommendations provided in Final Report.

Two Steering Committee meetings will be held for the purpose of reviewing the progress made under the project as well as to discuss results achieved and/or problems occurred. The first Steering Committee meeting will be held during the third month of project activities implementation in order to discuss and comment the draft Start-up Report. The second Steering Committee meeting will be organised during the last month of the implementation period of the Action to discuss the draft Final Report.

It should be noted that the participation of the Member State Project Leader in Steering Committees meetings has to be combined with expert missions in case the Member State Project Leader is also a short-term expert in the Twinning light project. If the Member State Project Leader is not short-term expert in the Twinning light project then his visits to Croatia, (one visit every three months) as part of his overall task to ensure coordination and political steering of the project, should be organised at the same time as the two Steering Committee meetings of the project.

The exact participants of the Steering Committee meetings will be defined during the implementation of the project, but will at least include the following members:

- BC Project Leader
- MS Project Leader
- CFCA Project Manager
- MRDEUF Sector Manager

The beneficiary is committed to provide all necessary infrastructure such as office space and desktop computers with internet connection for experts, venue for holding seminars and

workshops, and to ensure the necessary local staff/experts inputs.

5. Budget

Supporting monitoring for safer management of hazardous chemicals that can be used as a chemical weapons in the Republic of Croatia (CRO CHEMICALS)	Transition Facility Contribution	National Co-financing	TOTAL
Twinning light contract	180.000 EUR 90%	19.999 EUR 10%	199.999,00 EUR

The total amounts of the Transition Facility contribution and national co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning contract, while the relevant ratio (percentages) should be maintained as fixed.

The co-financing requirement foreseen under Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Interpretation costs will be reimbursed from the budget only for the purpose of workshops and seminars, up to 7% of the Contract amount can be used for translation and interpretation purposes.

Provisions for visibility costs and expenditure verification costs should be included in the budget.

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting

Central Finance and Contracting Agency (CFCA)
Ulica grada Vukovara 284
10000 Zagreb, Croatia
Mr Tomislav Petric, Director
Phone: +385 1 6042 400
Fax: +385 1 6042 598
E-mail: procurement@safu.hr

Twinning Administrative Office
Central Finance and Contracting Agency
Ulica grada Vukovara 284
10000 Zagreb, Croatia
Ms Nirvana Sokolovski, Twinning NCP
Phone: +385 1 6042 400
Fax: + 385 1 6042 598
E-mail: twinning@safu.hr

6.2 Main counterpart in the BC:

Senior Programme Officer

Mr. Željko Pravdić, Assistant Minister of Directorate for trade and internal market

Ministry of Economy
Ulica grada Vukovara 78
10000 Zagreb, Croatia
Phone: +385 1 6106 937
Fax: +385 1 6109 150
E-mail: Zeljko.Pravdic@mingo.hr

BC Project Leader

Mr. Nikša Sirotković, Head of Service
Ministry of Economy
Directorate General for Inspection Affairs
Mike Tripla 6
21000 Split, Croatia

6.3 Contracts:

It is envisaged that the Project will be implemented through one Twinning light contract, with an indicative amount of 199,999.00 EUR.

6.4 Reporting:

The Start-up Report will cover first two months of the contract and will be submitted during the third month.

The Start-up report should:

- Clearly define the aims and purpose of the aid provided by the project,
- Give detailed description of the content of particular parts of the project,
- Work out in detail the activities carried out and the results achieved,
- Work out in detail all modifications agreed with the beneficiary institution,
- Review difficulties met during the implementation of the project and measures that were undertaken for their removal,
- Provide all findings obtained in the meanwhile and preliminary conclusions, and
- Contain a general plan of activities for the implementation of the remained duration of the project.

The Final Report shall be submitted within three months upon the completion of the project activities and in any case within the legal duration of the project, and it should contain the following:

- Complete review of all activities carried out by MS experts during the implementation of the project,
- Achieved progress concerning each activity,
- Summary of all project results, with particular emphasis on mandatory results,
- Estimation of the project impact compared with the project aims and measures of the achieved progress,
- Identification of all important problems met during the implementation of the contract and solutions that have been applied,
- Lessons drawn from the project, and
- Recommendations for further steps in future projects

The reports must be endorsed and countersigned by the beneficiary, who may make additional comments.

Reports shall be submitted to Ministry of Economy, the Central Finance and Contracting Agency, the Ministry of Regional Development and EU Funds and the concerned service of the European

Commission in a form of 3 hard copies and an electronic version. All reports should be written in English.

6.4 Language:

Working language of the project will be English.

7. **Implementation Schedule (indicative)**

7.1 Launching of the call for proposals: 3Q 2016

7.2 Start of project activities: 4Q 2016

7.3 Project completion: 2Q 2017

7.4 Duration of the execution period (number of months): 9 months; the execution period will end 3 months after the implementation period of the Action (work plan) which will take 6 months

8. **Sustainability**

This Twinning light project will contribute to the development of the Service for Supervision in the Field of Toxic Chemicals Management of the Ministry of Economy in the area of hazardous chemicals, whereby the Service will support effective project implementation and guarantee sustainability of project results.

The procedures, methodologies, and documents developed in the course of project implementation will be used by the members of the Service for Supervision in the Field of Toxic Chemicals Management in their further work. Furthermore, capacity building activities, especially activities implemented according to the train-the-trainers model, should contribute to the sustainability of the results. This project is expected to reinforce cooperation between the administration of the Republic of Croatia and the member EU Member States institutions, which would continue after the project implementation.

9. **Crosscutting issues**

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access, regardless of gender, sexual orientation, religion or belief, racial or ethnic origin, disability or age.

10. **Conditionality and sequencing**

N/A

ANNEX TO PROJECT FICHE

1. Logical framework matrix in standard format

Annex 1. Logical framework matrix in standard format

Supporting monitoring for safer management of hazardous chemicals that can be used as a chemical weapons in the Republic of Croatia (CRO CHEMICALS)	Programme name and number: Transition Facility IPA/2013/24986 (Annex of C (2013) 8057 final); Institution Building Envelope	
Ministry of Economy	Contracting period expires: 3 years from the day on which the Commission notifies the Republic of Croatia that all of its internal procedures necessary for the adoption of this Decision have been fulfilled.	Disbursement period expires: 4 years following the expiration of the contracting deadline.
	Total budget: 199.999,00 EUR	Transition Facility: 180.000 EUR (90%) National co-financing: 19.999 EUR (10%) ²
Overall objective	Objectively Verifiable Indicators	Sources of Verification
The overall objective is to support the implementation of provisions of the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction in the Republic of Croatia.	<ul style="list-style-type: none"> • Overall level of security in hazardous chemicals management in the Republic of Croatia increased 	<ul style="list-style-type: none"> • Reports of Service for Supervision in the Field of Toxic Chemicals Management • Relevant reports and statistics of Ministry of Economy

² The total amounts of the Transition Facility Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning light contract, while the relevant ratio (percentages) should be maintained as fixed. The co-financing requirement foreseen under the Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>The project purpose is to strengthen capacities of the Ministry of Economy of the Republic of Croatia for safe management of hazardous chemicals that can be used as chemical weapons.</p>	<ul style="list-style-type: none"> • All relevant data concerning hazardous chemicals regularly produced for reporting and decision-making purposes • System for reporting hazardous chemicals enhanced • Number of ex-post controls increased by around 20% compared with the controls before the project implementation (the number varies depending on the number of economic entities dealing with the use and transport of hazardous chemicals) • Methodologies and procedures for safe management of hazardous chemicals that can be used as chemical weapons developed and implemented • Capacities of the employees from the Ministry of Economy in charge of supervision of safe monitoring hazardous chemicals that can be used as chemical weapons strengthened 	<ul style="list-style-type: none"> • Annual report of Service for Supervision in the Field of Toxic Chemicals Management • Twinning light project reports • Twinning light project documentation (analyses reports, recommendations etc.) • Manual of Procedures • Study visit report • List of participants in ToT, workshops and roundtable 	<ul style="list-style-type: none"> • Cooperation in the implementation of the monitoring of hazardous chemicals by the relevant economic operators who are subject to inspection • Financial and human resources for the implementation of inspection of hazardous chemicals secured in the Ministry of Economy and state budget
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Result 1: Methodologies and procedures, including supporting documents, for safe management of hazardous chemicals that can be used as chemical weapons developed and implemented</p>	<ul style="list-style-type: none"> • Analysis of the existing Croatian legal framework, procedures and methodologies in the management of hazardous chemicals that can be used as chemical weapons analysed against the practice in the EU Member State(s), and the corresponding analysis report prepared; • Analysis on the current structure and mandate of the Service for Supervision in the Field of Toxic Chemicals Management, and of the Department for Weapons and Licenses, conducted and recommendations for improvement of existing structure prepared; • Report with recommendations for safer handling of chemicals from the list 1,2,3 of the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their 	<ul style="list-style-type: none"> • Twinning light project reports • Twinning light project documentation (analyses reports, recommendations etc.) • Manual of Procedures • Study visit report • List of participants in ToT, workshops and roundtable 	<ul style="list-style-type: none"> • Cooperation of partner institutions (state administration bodies) in the implementation of project activities • Sufficient response in terms of potential trainers who would further provide training to economic operators/producers

<p>Result 2: Employees from the Ministry of Economy, and employees from other institutions in charge of protection from hazardous chemicals that can be used as chemical weapons, educated and trained in order to acquire relevant competencies</p>	<p>Destruction prepared;</p> <ul style="list-style-type: none"> • One round table in the premises of Ministry of Economy on the topic “Supporting monitoring for safe management of hazardous chemicals that can be used as chemical weapons in the Republic of Croatia” organised; • Manual of Procedures for the Service for Supervision in the Field of Toxic Chemicals Management prepared, including a comprehensive set of practical formats/templates as attachment to the Manual; • Pilot implementation of inspection procedure based on the prepared Manual of Procedures. <ul style="list-style-type: none"> • Training needs analysis for employees of the Service for Supervision in the Field of Toxic Chemicals Management and Department for Weapons and Licences carried out and training needs analysis report prepared; • Train the Trainers (ToT) programme for employees of the Ministry of Economy and educational materials for producers and users of hazardous chemicals prepared, with the following modules: <ul style="list-style-type: none"> ○ Module 1: best practices in chemical safety in the EU member states, in the field of hazardous chemicals that can be used as chemical weapons ○ Module 2: procedures for safe management of hazardous chemicals that can be used as chemical weapons from the list in the Convention ○ Module 3: risk register, track record and procedures for ex-post control <p>Developed materials are intended to be used by the Service for Supervision in the Field of Toxic Chemicals Management</p>		
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	<p>staff who will implement training activities;</p> <ul style="list-style-type: none"> • ToT for at least 5 employees of the Ministry of Economy organized and conducted; • Materials for workshops for employees of relevant institutions prepared and at least 5 workshops for 15 participants implemented; • Study visit of 5 days for 5 employees of Ministry of Economy to the selected EU member state (MS) organized. 		
Activities	Means	Specification of costs	Assumptions
Activities to be implemented correspond to the activities developed in the selected MS proposal	Consultations, analysis, preparation of documentation, training, workshops, practical assignments (pilot implementation), study visit	Twinning light project: 199.999,00 EUR	In line with the assumptions specified for results.
			Preconditions: N/A