



ANNEX C1: Twinning Fiche¹

Project title: Improvement of forest management in Serbia as a contribution to climate change adaptation and mitigation

Beneficiary administration: Ministry of Agriculture, Forestry and Water Management – Directorate of Forests

Twinning Reference: SR 16 IPA EN 02 20

Publication notice reference: EuropeAid/169457/ID/ACT/RS

EU funded project

TWINNING TOOL

¹ In case of different language versions of the Twinning Fiche it must be clearly indicated which language version prevails.

List of Abbreviations

CFCU	Department for Contracting and Financing of EU Funded Programmes
EC	European Commission
ENVAP	Swedish Environmental Protection Agency Project
EU	European Union
EUTR	EU Timber Regulation
FLEGT	Forest Law Enforcement, Governance and Trade
IPA	Instrument for Pre-Accession Assistance
ISP	Indicative Strategy Paper
MAFWM	Ministry of Agriculture, Forestry and Water Management
MS	Member State
PL	Project Leader
PLAC	Policy and Legal Advice Centre
PSC	Project Steering Committee
RTA	Resident Twinning Adviser
SAA	Stabilisation and Association Agreement
STE	Short term expert
TNA	Training Needs Assessment
TOR	Terms of Reference

1. Basic Information

- 1.1 Programme: Annual Action Programme for Serbia under IPA 2016 – unallocated envelope/Indirect management, with ex-ante control
- 1.2 Twinning Sector: Environment
- 1.3 EU funded budget: EUR 1.000.000

2. Objectives

2.1 Overall Objective(s):

To improve forest governance in Serbia in line with EU standards and requirements and to introduce comprehensive sectoral policy to ensure the reduction of illegal activities and resilience of forests to climate change.

2.2 Specific objective:

To strengthen capacities of forestry sector in Serbia to be able to implement obligations stemming from EU standards and regulations in the field of forestry and forestry related fields, including timber market, Forest Information System, subsidies, NATURA 2000 and bio economy.

2.3 The elements targeted in strategic documents i.e. National Development Plan/Cooperation agreement/Association Agreement/Sector reform strategy and related Action Plans

The attainment of results proposed under this project will contribute to the fulfilment of multiple priorities defined in strategic documents.

In 2013 the Stabilisation and Association Agreement (SAA) between the EU and the Republic of Serbia entered into force. **Article 1, Section 2 (d)** of the SAA states that the aim of the Association established is *"to support the efforts of Serbia to develop its economic and international cooperation, including through the approximation of its legislation to that of the Community"*. Furthermore, **Title VI - Approximation of law, law enforcement and competition rules, Article 72, Section 1** of the SAA states *"the Parties recognize the importance of the approximation of the existing legislation in Serbia to that of the Community and of its effective implementation. Serbia shall endeavour to ensure that its existing laws and future legislation will be gradually made compatible with the Community acquis. Serbia shall ensure that existing and future legislation will be properly implemented and enforced"*. The implementation of project activities, expansion of international network of contacts and working together with MS partner will certainly assist the Republic of Serbia in further development of international cooperation. The international project experts will assist the staff of Directorate of Forests within Ministry of Agriculture, Forestry and Water Management in assessing the existing legislation and implementing procedures in accordance with EU requirements in the area of forestry.

The **Indicative Strategy Paper (ISP)** for Serbia (2014-2020) adopted on 19/08/2014, in Part I: Introduction, states that one of four specific objectives of the financial assistance under IPA II will be "strengthening the ability of the beneficiaries listed in Annex I to fulfil the obligations stemming from Union membership by supporting progressive alignment with, implementation and adoption of the Union acquis" and that one of the five policy areas that will be addressed by the financial assistance will be reforms in preparation for EU membership and related institution- and capacity-building. In Part IV: EU assistance during the period 2014-2020, under Section 3, Environment and climate action, the ISP says "Serbia has advanced with harmonising its legal framework with the environment acquis in recent years, but further substantial efforts are needed, especially in the areas of waste management, water management and wastewater treatment, nature protection, industrial pollution control and risk management, and air quality." The activities within this project will help further harmonizing of domestic regulations in the area of forestry with the respective EU regulations.

3. Description

3.1 Background and justification:

Directorate of Forests is an administrative body within the Ministry of Agriculture, Forestry and Water Management that performs state administration and professional tasks related to: forestry policy, forest conservation, promotion and use of forests and wildlife, implementation of measures for the protection of forests and wildlife, control of seeds and planting material in forestry, inspections in the field of forestry and hunting, as well as other tasks determined by Law.

EU Timber Regulation (EUTR) (EU) No 995/2010 of the European parliament and of the Council of 20 October 2010 laying down the obligations of operators who place timber and timber products on the market lays down the obligations of operators who place timber and timber products on the internal market for the first time, as well as the obligations of traders. The regulation is an outcome of the EU's FLEGT (Forest Law Enforcement, Governance and Trade) Action Plan, which aims to reduce illegal logging worldwide.

Law on Forests (Official Gazette of RS, No. 30/2010, 93/2012 and 89/2015) regulates the area of forestry in the Republic of Serbia, and partly the area of timber trade. However, it doesn't cover the overall substance of the EUTR and FLEGT, and due to this, the Republic of Serbia needs to adopt specific law that regulates the area of timber trade.

In the present time, EUTR is partially implemented in Serbia through certain provisions of the Law on Forests, introduced by amendments from 2015. These amendments introduced traceability of felled timber, but only round wood. Since provisions of EUTR and FLEGT Regulation prescribe different obligations of operators and traders, as well as state bodies and monitoring organisations, these provisions should be introduced into national legislation. Serbia is dedicated to transpose all Regulations into national legislation during the process of EU accession, and EUTR and FLEGT Regulation should be transposed into legislation within forestry sector. The PLAC project „Legal harmonization with FLEGT and EUTR — Demands, Needs and Consequences” produced recommendations for improvement of the Law on forests in order to be in line with EUTR Directive. In addition, this project recommended preparation

and adoption of specific legislation related to timber trade, which should be in line with EUTR. This project also found that FLEGT Regulation is not transposed to national legislation.

Forestry Development Strategy of the Republic of Serbia from 2006² (states that forests have an irreplaceable role in the mitigation of climate changes caused by anthropogenic impacts (e.g. carbon sequestration). It also states that efforts should be made to enhance permanently the forest capacity, by introducing a new contribution for the conservation and enhancement of the regulatory function of forest ecosystems in the mitigation of global climate changes. In addition, Forestry Development Strategy of the Republic of Serbia envisages the necessity of education and innovative knowledge through continuous training of employees in state bodies and public services within the forestry sector.

As defined within the Strategy, the Government will support the development of the forest sector by providing the regulatory, institutional and economic frameworks for the implementation of sustainable forest management, by making decisions in favour of the sustainable use of wood and other forest products and services and thus reduce the existing pressures on forests. The Government will optimally use the available measures of economic policy and ensure the permanent and long-term financial means for the stimulation of private forest owners, to ensure the protection and improvement of the state of private forest resources.

As Serbia is almost 30% covered with forest, and taking also into consideration the transition process from utilization of non-renewable energy sources to renewable sources, and that wood biomass is the largest source of raw material for bio energy, employees in the state administration and generally in the forestry sector should gain certain knowledge related to this issue.

Forestry Development Strategy also recognizes the role of forests in the mitigation of energy balance issues of the country, which will create the preconditions for the activation of the international funds for the advancement of biofuel consumption. Within the Strategy is defined that the economic policy measures will stimulate the consumption of wood for energy and simultaneously help solve the issues of forests in which fuelwood is the major product.

This twinning project should address the aforementioned necessities and gaps.

EU NEGOTIATIONS

The start of Serbia's negotiations to join the EU was formalized by the first Intergovernmental Conference held on 21 January 2014 in Brussels. Explanatory and bilateral screening for Chapter 27 – Environment and climate change (Forestry and timber trade sector are part of this Chapter) were held from September to November 2014. Following the bilateral screening, the Negotiating Group 27 was required to prepare a Post-Screening Document with detailed description of the relevant *Union acquis* transposition and implementation: the strategic framework for full transposition and implementation of directives, preliminary deadlines for full implementation of the relevant EU legislation (particularly for heavy investment

² <https://upravazasume.gov.rs/wp-content/uploads/2015/12/Strategija-razvoja-sumarstva.pdf>

directives), as well as financial sources to fund the implementation, with the aim to demonstrate Serbia's preparedness in the accession process. The Post-Screening Document "Transposition and Implementation of Environmental and Climate Change Acquis (Chapter 27): Status and Plans" was adopted on September 4, 2015, and submitted to the European Commission. The Screening Report from the European Commission was received in January 2017. With no benchmarks, the opening of Chapter 27 is being expected this year. Meanwhile, the preparation of negotiation position is ongoing.

3.2 Ongoing reforms:

The European Council granted Serbia the status of candidate country in 2012. The Stabilisation and Association Agreement (SAA) between Serbia and the EU entered into force in September 2013. Accession negotiations were launched in January 2014. The analytical examination of the Union acquis (screening process) was completed in March 2015.

The European Commission assessed that Serbia should be capable of assuming the membership obligations in the medium term in almost all areas of the acquis, provided that the alignment and adoption of legislation is accompanied by its effective implementation and enforcement. This aspect remains a challenge in a number of sectors. In addition, the screenings of the state of play of Serbian legislation and structures related to the Chapters of the acquis also demonstrated that there is a lack of specific knowledge and expertise in a number of areas.

Accession negotiations will, therefore, require that Serbia improves the capacity of public administration, both in terms of developing the adequate institutional structures, but also in terms of ensuring the sufficient number of qualified experts and competent civil servants with knowledge to work on the harmonisation of the national legislation with the acquis.

In line with the EU requirements, the Serbian administration is planning to prepare draft of the new Law and by-laws which will transpose directives related to timber trade and provide legal background for implementation of requirements.

As previously said, Serbia partially implemented obligations from EUTR and FLEGT legislation, through Amendments of the Law on Forests from 2015. Directorate for Forests had a meeting with Customs Administration and arranged a procedure for half-year reporting to Directorate on importers of wood and wood products by certain codes, which are covered by the EUTR, in order to determine the list of operators. In order to raise awareness of timber operators, Directorate for Forests prepared information on EUTR and FLEGT, which is published on the website of the Directorate (<https://upravazasume.gov.rs/implementacija-timber-i-flegt-regulative-u-svedskoj/>).

3.3 Linked activities:

Two projects supported the Serbian administration in relation to EU timber regulation: **PLAC project "Legal harmonization with FLEGT and EUTR — Demands, Needs and Consequences"** was implemented in period 01.07.2013 - 31.12.2015. The objective of the

project was “Introduction to demands, needs and propositions for harmonization of national legislation with the FLEGT and EUTR regulations, and review of consequences and challenges of their implementation, with the aim to establish and strengthen capacities, as well as raise awareness, of all the stakeholders”. The main results of the project are the provision of compliance of Law on forests with EUTR legislation, as well as proposal of measures for improvement of forest legislation. Some of the proposed measures are included in the Amendments of Law on Forests from 2015.

ENVAP Workshop (November 28th, 2018) - With the support of the ENVAP project, in November 2018, a workshop “Implementation of TIMBER and FLEGT Regulations in Sweden” was organized in order to introduce the employees of the Directorate of Forests with the obligations arising from the aforementioned regulations, within the process of harmonization and implementation with EU regulations. The workshop was held as a video conference, and led by experts in charge of TIMBER and FLEGT regulations in Sweden. Participants of the workshop were the representatives of the Directorate of Forests in charge of forest policy, as well as the Head and Section heads of the Republic Forestry Inspection.

EPPA regional workshop on “Exchange of information and best practices on managing illegal timber” took place on 19-20 February 2020, in Skopje, North Macedonia. The workshop was organized in cooperation with TAIEX, and under the EPPA project work programme activity 5.2.3 “Exchange of information and best practices on managing illegal timber”, and activity 5.2.5 “Exchange of information/ best practices between the EU and beneficiaries’ private sector”. The aim of the workshop was to provide advice and guidance on the process of alignment with the EU Timber Regulation and the Forest Law Enforcement, Governance and Trade Regulation in the Western Balkans. The participants of the workshop came from the relevant authorities of the EPPA beneficiaries.

3.4 List of applicable *Union acquis*/standards/norms:

The List of EU applicable directives is given below:

Regulation (EU) No 995/2010 of the European Parliament and of the Council of 20 October 2010 laying down the obligations of operators who place timber and timber products on the market;

Commission delegated Regulation (EU) No 363/2012 of 23 February 2012 on the procedural rules for the recognition and withdrawal of recognition of monitoring organisations as provided for in Regulation (EU) No 995/2010 of the European Parliament and of the Council laying down the obligations of operators who place timber and timber products on the market;

Commission implementing Regulation (EU) No 607/2012 of 6 July 2012 on the detailed rules concerning the due diligence system and the frequency and nature of the checks on monitoring organisations as provided for in Regulation (EU) No 995/2010 of the European

Parliament and of the Council laying down the obligations of operators who place timber and timber products on the market;

Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora;

Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds;

Council Regulation (EC) No 2173/2005 of 20 December 2005 on the establishment of a FLEGT licensing scheme for imports of timber into the European Community;

Commission Regulation (EC) No 1024/2008 of 17 October 2008 laying down detailed measures for the implementation of Council Regulation (EC) No 2173/2005 on the establishment of a FLEGT licensing scheme for imports of timber into the European Community;

Decision No 529/2013/EU of the European Parliament and of the Council of 21 May 2013 on accounting rules on greenhouse gas emissions and removals resulting from activities relating to land use, land-use change and forestry and on information concerning actions relating to those activities;

Regulation (EU) 2018/841 of the European Parliament and of the Council of 30 May 2018 on the inclusion of greenhouse gas emissions and removals from land use, land use change and forestry in the 2030 climate and energy framework, and amending Regulation (EU) No 525/2013 and Decision No 529/2013/EU.

3.5 Components and results per component

Mandatory Result 1 (Component 1): Forestry sector policy and administrative capacities in the forestry sector of Serbia assessed and improved

To achieve the aforementioned result, the following sub-results are expected to be achieved:

- 1) Beneficiary institutions analysis;
- 2) Capacity building of beneficiary institutions.

Indicators of achievement for Result 1:

- comprehensive assessment of forestry sector of Serbia performed and assessment report with recommendations for improvement developed
- Program of Forestry Development drafted
- competency based Training Needs Assessment (TNA) on staffs conducted
- TNA report and Training Plan developed
- at least two trainings conducted
- three study visits to Twinning partner country's competent institution (5-7 people in each group) conducted

Mandatory Result 2 (Component 2): Payment system in the forestry sector assessed and improved

To achieve the aforementioned result, the following sub-results are expected to be achieved:

- 1) Assessment of subsidies related to forest policy;
- 2) Upgrade of existing database management system.

Indicators of achievement for Result 2:

- assessment report on subsidies developed
- online application for national budget subsidies developed
- existing database structure adapted to modern needs, assessment report and beneficiary needs.

Mandatory Result 3 (Component 3): Timber trade system legislation harmonized with EU requirements in the respective area

To achieve the aforementioned result, the following sub-results are expected to be achieved:

- 1) Improved compliance with relevant EU legislation;
- 2) Proposal for the necessary monitoring system/structure.

Indicators of achievement for Result 3:

- GAP analysis of existing relevant legislation (harvest and trade of timber products) developed
- at least one draft Law and at least one bylaw (if needed) developed
- a study on the necessary system/structure (in terms of number of people and budget) for monitoring of implementation of timber trade system legislation developed.

3.6 Means/input from the EU Member State Partner Administration(s)*:

Proposals submitted by Member State shall be concise and focussed on the strategy and methodology and an indicative timetable underpinning this, the administrative model suggested, the quality of the expertise to be mobilised and clearly show the administrative structure and capacity of the Member State entity/ies. Proposals shall be detailed enough to respond adequately to the Twinning Fiche, but are not expected to contain a fully elaborated project. They shall contain enough detail about the strategy and methodology and indicate the sequencing and mention key activities during the implementation of the project to ensure the achievement of overall and specific objectives and mandatory results/outputs.

The Twinning Partners shall ensure that EU funded Twinning project has high and consistent level of visibility. Minimum two visibility events will be organized during implementation, namely a Kick-off meeting at project commencement and a Final event at the end of the implementation period, to wrap-up work done.

Compliance will be ensured with the provisions of the document ‘Communication and Visibility in EU-financed external actions’, available at https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf.

3.6.1 Profile and tasks of the PL:

The Project Leader (PL) responsible for the overall coordination of project activities, and the Resident Twinning Adviser (RTA) responsible for management and implementation of the foreseen project activities shall provide support to the responsible Serbian authorities in the implementation of this project, thus in strengthening of their capacities. It is essential that the team, short-term experts included, has broad expertise which will cover all the areas included in the description of the project.

During the implementation of this project, the RTA will be positioned in the premises of the Directorate of Forests within the Ministry of Agriculture, Forestry and Water Management.

The MS PL will manage the project team of selected member state(s) experts and supervise and co-ordinate the implementation of project activities.

Tasks of MS PL

- Responsible for the overall guidance and implementation of the project in cooperation with the BC PL;
- Supervises the RTA;
- Ensures that all team members are aware of their tasks and responsibilities;
- Ensures, together with the RTA that the project remains within allocated budget;
- Project reporting;
- Ensuring backstopping and financial management of the project in the MS;
- Ensuring timely, effective and efficient implementation of the project and achievement of results, through proposed activities;
- Coordination of deployment of short-term experts;
- Coordination (with the MS RTA) of the Project Steering Committee meetings;
- Participation at the Steering Committee meetings (every three months);

The PL profile

Requirements:

- High-ranking official/senior civil servant experienced in management position on national or international level;
- University degree or equivalent professional experience of 8 years;
- At least 3 years of specific experience in the area of forestry or timber trade;
- Experience in project management - coordination of national or international project related to capacity building;
- Excellent working knowledge of English language;
- Computer literacy.

Asset:

- Proven experience in the implementation of at least 1 similar project/s;
- Proven experience with EU regulations in the area of forestry.

3.6.2 Profile and tasks of the RTA:

The Resident Twinning Advisor (RTA) works on a daily basis with the BC staff to implement, support and coordinate project activities in the beneficiary country.

The RTA should have adequate experience and knowledge in the field of forestry and timber trade which will enable him/her to organize interdisciplinary team for successful implementation of the project. She/he should be an employee of the governmental competent authority for forestry and timber trade (Ministry or Agency) in an EU Member State.

RTA will liaise with the BC Project Leader and will report to the MS Project Leader. The RTA will also be responsible for ensuring that experts' input and distribution of their working days will be used in the most efficient and effective way and in line with the agreed work plan to enable timely completion of project results.

Tasks of RTA

- Responsible for monitoring project implementation and proposing management actions as required;
- Support and coordination of all project activities in BC in line with the agreed work program to enable timely completion of project results and delivery of the outputs;
- Advise on related EU policies and best practices, legislation and regulations;
- Networking and proactively maintaining cooperation with all relevant beneficiaries involved in the implementation of the project and other related projects (ensuring the avoidance of overlapping), in close co-ordination with the Project Leader;
- Nomination, mobilization and supervision of short-term experts, together with the Project Leader;
- Facilitation of the contacts with peer institutions in EU member states in order to stimulate a proper exchange of information and data;
- Organization of visibility events (kick-off and final event);
- Responsible for organization of the Project Steering Committee meetings and reporting on the project progress in close cooperation with the Project leader;
- Ensures timely reporting to the Contracting Authority, with special attention to all difficulties that may jeopardize the implementation of the project and the achievement of its results.

The RTA profile

Requirements:

- University degree or equivalent professional experience. of 8 years;
- At least 3 years of working experience in the field of forestry or timber trade in the public administration of a Member State or Mandated body;
- Experience in project management (implementation of national or international project related to forestry or timber trade);
- Working knowledge of English language;
- Computer literacy.

Asset:

- Experience in at least 1 project related to the preparation/implementation of relevant EU legislation, preferably in the field of forestry or timber trade, with same or similar assignments.

The aforementioned roles and tasks of the PL and RTA will be detailed and refined by the agreed twinning work plan.

3.6.3 Profile and tasks of Component Leaders:

- University Degree or equivalent professional experience of 8 years;
- At least 3 years of specific experience in forestry or timber trade;
- Proven participation in development of legislation related to forestry or timber trade according to EUTR; development of training plans and training organization and delivery, and development and implementation of communication strategies/campaigns targeted to stakeholders.
- Working knowledge of English language;
- Computer literacy.

3.6.4 Profile and tasks of other short-term experts:

The twinning partner will decide on the profile, number and involvement of the short term experts during the drafting of the project work plan. STEs should be identified by the Project Leader/RTA and have to be agreed with the beneficiary institutions in the course of designing and delivery of the expected project outputs. Selection procedures shall be transparent and based on pre-defined criteria, including detail professional qualifications, and work experience. Each expert will have individual Terms of Reference, including the expert profile requirements and outputs to be produced which will be endorsed by the beneficiary institutions. Following the endorsement by the beneficiary institutions, the terms of reference and selected experts are subject to final approval.

Main areas of expertise required by the team of short-term experts should cover the following fields (the list of fields is non-exhaustive):

- Forestry;
- Timber trade;
- Environmental protection;
- Environmental Law;
- Drafting of legal documents (Laws, bylaws)
- Training material development;
- Organization and delivery of trainings.

Tasks of the short-term experts

STEs will provide specialized know-how for the individual tasks in this project. Therefore, the experts should have a relevant professional experience in administration and project implementation and minimum qualifications required, as well as specific skills needed for individual task. As a general approach, the STEs will take the responsibility for the implementation of the Project and the achievement of the results, each for his/her individual mission tasks, as defined by individual ToR. They will also prepare the required reports and the output described. Detailed profiles and tasks of short-term experts, including the duration of their assignments, will be provided in the Twinning Work Plan. The minimum indicative requirements are the following:

Profile of the short- term experts

Requirements:

- University Degree or equivalent professional experience of 8 years;
- At least 3 years of professional working experience in the field for which the expert is mobilized;
- Working knowledge of English language;
- Computer literacy.

Assets:

- Previous experience in assessing EU membership candidate country's legislation for determining compliance with EU requirements;
- Previous experience in implementation of projects, with same or similar assignments.

4. Budget

Maximum Budget available for the Grant

The total budget for this Twinning is EUR 1.000.000.

Title	IPA Community Contribution	National Co-financing	TOTAL
Twinning Contract (EUR)	100% 1.000.000	0%	1.000.000

Interpretation and translation costs for trainings/training materials, documentation/reports/legal acts and other project activities are estimated up to 6 % of the budget which will be calculated in the twinning working plan budget. At least two major visibility events will be organized in the course of the implementation of the project: Kick-off meeting at the start of the implementation process and the Final meeting at the end of project implementation activities.

5. Implementation Arrangements

5.1 Implementing Agency responsible for tendering, contracting and accounting (AO/CFCE/PAO/European Union Delegation/Office):

The Implementing Agency of the project is the Central Finance and Contracting Unit (CFCU). The CFCU will be the Contracting Authority and it will be responsible for publishing tenders, concluding contracts and authorizing the Treasury to make contract related payments.

Ministry of Finance

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Sremska St, No. 3-5

11000 Belgrade, Serbia

Mr Marko Jovanović, Acting Assistant Minister/Head of Contracting Authority
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5.2 Institutional framework

The main beneficiary of the project will be the administrative body within the **Ministry of Agriculture, Forestry and Water Management – Directorate of Forests/Section for the Forest Policy and implementation of measures for improvement of forestry and Department of Forestry and Hunting Inspection.**

Section for the Forest Policy and implementation of measures for improvement of forestry within Directorate of Forests performs tasks related to: preparation of expert bases for determining and implementing the policy in the field of forestry; preparation of expert bases for drafting laws and by-laws in the field of forestry; development of the Forest Development Program of the Republic of Serbia; preparation of analyses, reports, information and other expert and analytical materials in the field of forestry; preparation of a financial plan in the part referring to expert advisory activities in the forests of owners - natural persons and incentive means for the improvement of forestry; preparation and implementation of a public announcements - for the allocation of incentive funds for the budget for the improvement of forestry; monitoring the realization of contracted works from the budget funds for the improvement of forestry; defining the areas, the types and quantities of forest reproductive material for afforestation; monitoring the state of production of forest seed and planting material and preserving the genetic variability of forest species and proposing measures for the improvement of this activity; organizing professional seminars and advising from the scope of the Department, and other related tasks.

Department of Forestry and Hunting Inspection within Directorate of Forests performs tasks related to: supervision of the performance of entrusted tasks; supervision of the implementation and enforcement of laws and other regulations in the field of forestry, forest seed and planting material, forest protection and hunting; monitoring the implementation and enforcement of standards; overseeing the implementation of laws and other regulations and acts relating to forests included in national parks; supervision of the implementation of public authority tasks by enterprises and other organizations entrusted with the exercise of public authority; coordinating the inspectors work at field; participation in providing expert solutions in drafting regulations and other general acts within the scope of the Directorate of Forests; participating in the preparation of reports, answers to parliamentary questions and petitions related to the scope of the Department; providing opinions, instructions and guidelines for the application of regulations; providing expert assistance to inspectors in the supervision and enforcement of forestry and hunting laws and regulations; drafting of requests for initiation of criminal proceedings, appeals and appeals against decisions of judicial bodies issued upon submitted requests.

Directorate of Forests is an administrative body within the Ministry of Agriculture, Forestry and Water Management that performs state administration and professional tasks related to: forestry policy, forest conservation, promotion and use of forests and wildlife,

implementation of measures for the protection of forests and wildlife, control of seeds and planting material in forestry, inspections in the field of forestry and hunting, as well as other tasks determined by Law.

Ministry of Agriculture, Forestry and Water Management was established in 2017 when, in accordance with the Law on Ministries of 29 June 2017, it succeeded the former Ministry of Agriculture and Environmental Protection. The Ministry performs state administration tasks related to: agriculture and food industry strategy and development policy; analysis of production and agricultural product markets; balances for agri-food products and commodity reserve system of basic agri-food products; measures of market and price policies, structural policy and land policy in agriculture; investment measures for improving agricultural production; proposal of systemic solutions and protective measures in respect of imports of agricultural products and foodstuffs; protection and use of agricultural land; production of agricultural inputs for agriculture and food industry, production and trade of alcoholic and non- alcoholic beverages, ethanol, tobacco and tobacco products as well as foodstuffs; quality control of agricultural products and foodstuffs, wine, alcoholic and non-alcoholic beverages, fruit juices and concentrated fruit juices, mineral water, ethanol, tobacco and tobacco products in domestic and international trade; rural development; agricultural cooperatives; extension services; market information system in agriculture; production, certification and quality and transport control of seed and planting material; acceptance and protection of plant varieties and domestic animal breeds; determination of eligibility, risk assessment and implementation of control measures related to biosafety in respect of limited use; introduction into production, marketing and import of genetically modified organisms; conservation and sustainable use of plant and animal genetic resources for food and agriculture; creating conditions for access and implementation of projects within the competence of the Ministry funded by the EU IPA funds, donations and other forms of development assistance; inspection in the field of agriculture, as well as other tasks prescribed by law.

Other beneficiaries:

- Ministry of Finance – Customs Administration;
- Pool of wood processing companies;
- Chamber of Commerce – Association for forestry, wood processing industry, furniture industry and paper.

Other stakeholders:

Other stakeholders are: Public enterprises “*Srbijašume*” and “*Vojvodinašume*”, Ministry of Environmental Protection, Provincial Secretariat for Agriculture, Water Management and Forestry, Institute for Nature Conservation of Serbia, Belgrade University.

Project Steering Committee (PSC) will be established for the direct control and supervision of the project implementation. The PSC will be responsible for the overall quality of project implementation, provide strategic direction and ensure that the project outputs and goals are met in time, approve work plans and reports, offer guidance and advise on project activities.

The composition of the PSC will be defined by the Twinning Contract. Nevertheless, the PSC will be composed of following members: MS Project Leader, BC Project Leader, RTA, RTA BC counterpart, Assistant Minister in charge for International Cooperation in the Ministry of Agriculture, Forestry and Water Management, representatives of the Ministry of Finance, Department for Contracting and Financing of EU Funded Programs (CFCU), representatives of the MAFWM/IPA Unit, representatives of the Ministry for European Integration (MEI) and the representatives of other key institutions involved in the project. Representatives of the EUD will be invited as observer(s). If deemed necessary, representatives of other institutions with relevant expertise or key experts who can enhance the quality of the project should be invited to join the Steering Committee Meetings as observers.

The role, responsibility and main tasks of the PSC will be as follows:

- to assess progress in achievement of objectives and results planned in the project;
- to ensure exchange of information on implementation of contracts;
- to ensure synchronization of activities within contracts;
- to ensure cooperation of relevant stakeholders;
- to discuss any critical points, risks or bottlenecks in contract implementation;
- to propose and discuss remedies in case of problems;
- to review and make recommendations on reports, submitted by the contractor;
- to closely coordinate with other EU contracts related to this field and with other relevant donors' contracts to promote synergies and integration;
- to ensure that activities of the project and policy proposals are aligned with the priority plans of the Government, other policies and with the EU requirements and standards.

Project will ensure the secretariat function of the PSC, including organization of meetings, preparing and circulating the agenda, as well as writing and distributing PSC minutes to all members. The PSC meetings should be announced at least two weeks before the actual date and all relevant papers (agenda, minutes of the last meeting, progress report and other documents to be discussed at the PSC meeting) should be circulated one week before the meetings to the PSC members. The PSC will meet on quarterly basis and ad hoc when required. It will be chaired by the BC Project Leader and in accordance with the previously circulated agenda to the PSC members.

5.3 Counterparts in the Beneficiary administration:

5.3.1 Contact person:

Daria Janjić Nišavić, Acting Assistant Minister
Nemanjina 22-26
11000 Beograd

5.3.2 PL counterpart

Saša Stamatović, Acting Director of Directorate of Forests
Omladinskih brigada 1
11070 Beograd

5.3.3 RTA counterpart

Ljiljana Sovilj, Head of Section for forest policy and implementation of measures of improvement of forestry
Omladinskih brigada 1
11070 Beograd

6. Duration of the project

24 + 3 months

7. Management and reporting³

7.1 Language

The official language of the project is the one used as contract language under the instrument (English / French). All formal communications regarding the project, including interim and final reports, shall be produced in the language of the contract.

7.2 Project Steering Committee

A project steering committee (PSC) shall oversee the implementation of the project. The main duties of the PSC include verification of the progress and achievements via-à-vis the mandatory results/outputs chain (from mandatory results/outputs per component to impact), ensuring good coordination among the actors, finalising the interim reports and discuss the updated work plan. Other details concerning the establishment and functioning of the PSC are described in the Twinning Manual.

7.3 Reporting

All reports shall have a narrative section and a financial section. They shall include as a minimum the information detailed in section 5.5.2 (interim reports) and 5.5.3 (final report) of the Twinning Manual. Reports need to go beyond activities and inputs. Two types of reports are foreseen in the framework of Twinning: interim quarterly reports and final report. An interim quarterly report shall be presented for discussion at each meeting of the PSC. The narrative part shall primarily take stock of the progress and achievements via-à-vis the mandatory results and provide precise recommendations and corrective measures to be decided by in order to ensure the further progress.

8. Sustainability

In the short run, the project will produce sustainable results since it is designed to support the already existing beneficiary institutions and structures, but which require additional

³ Sections 7.1-7.3 are to be kept without changes in all Twinning fiches.

assistance in the complex process of the harmonisation with the EU Acquis. This process is a key political priority to the Serbian Government, and the resources and attention of the national authorities are strongly geared toward achieving the steps needed for the opening and closing of the negotiation chapters, and for the achievement of all benchmarks in the process of EU accession negotiations. All of the capacities developed through this project will be used in the future period for the further alignment as part of the accession, and they will be a crucial resource for the EU integration process.

The basis for the sustainability of the project will be created through active and dedicated participation of the Ministry of Agriculture, Forestry and Water Management and Directorate of Forests staff involved in implementation of project activities. After the completion of the project, the newly gained information and skills will be disseminated by the staff that was trained during the project.

This project will create an opportunity to establish long-lasting professional relationships between beneficiary administration and its EU MS partner, even after the completion of the project implementation which can enable further cooperation and exchange of ideas in the area of timber trade (e-mails, calls, meetings etc.). In this way, the beneficiaries will remain open to meet and further implement the best EU practices of the present. The sustainability of project results could be also ensured not only by development of new business relations, but by boosting the existing ones as well.

Project will also support development of legal act on implementation of EUTR and FLEGT, as well as draft of RS Program of Forestry Development, as policy document prescribed by Law on Forests. In the course of preparation of these documents the main stakeholders will be involved and public consultations will be organized. Drafts of these documents will be published on the web site of the Directorate of Forests.

Law on Forests in Article 88 prescribes that Budgetary found for forests of RS should be used for financing of measures from RS Program of Forestry Development and thus ensuring sustainability of this document.

In the long run, the project will contribute to environmental sustainability as well.

9. Crosscutting issues (*equal opportunity, environment, climate etc...*)

Equal opportunity

The project activities will support equal participation of both men and women, regardless of their racial or ethnic origin, religion or belief, disability or sexual orientation. Equal opportunities will be also secured through appropriate information and publicity material, in the design of activities and accessibility to the opportunities they offer. The different project implementation structures will ensure the observance of the principles of equal opportunities and non-discrimination.

Minorities and vulnerable groups

The application of the national policy and strategic documents and the best EU standards and practices in the promotion and protection of the rights of the minority and vulnerable groups will be ensured in all aspects of the preparation and implementation of this action. Long term positive consequences of achieved project results will be of benefit to everyone (minorities and vulnerable groups included).

Environment and climate change

Activities envisaged under this project focus strongly on a number of environmental issues. The specific results of the action seek to enhance the alignment of Serbia's legislation, institutional structures, and degree of implementation of the EU acquis and standards, in particular related to forestry and timber trade. The action will have a strong impact on the ability of human capacities of Republic of Serbia to align national regulations with the EU acquis requirements and standards in the environment sector. No specific climate change mitigation or adaptation actions are envisaged. The project will generally have positive effects considering the fact that planning in forestry sector has the aim to upgrade environmental condition and achieve good status for all forest ecosystems.

10. Conditionality and sequencing

There are no specific conditions for the implementation of activities. The Work Plan will further detail and give final shape to activities, results and roles proposed by the twinning fiche.

11. Indicators for performance measurement

The Work Plan will further detail and give final shape to indicators, but main indicators to measure performance of project implementation are:

Result 1:

- comprehensive assessment of forestry sector of Serbia performed and assessment report with recommendations for improvement developed
- Program of Forestry Development drafted
- competency based Training Needs Assessment (TNA) on staffs conducted
- TNA report and Training Plan developed
- at least two trainings conducted
- three study visits to Twinning partner country's competent institution (5-7 people in each group) conducted.

Result 2:

- assessment report on subsidies developed
- online application for national budget subsidies developed
- existing database structure adapted to modern needs, assessment report and beneficiary needs.

Result 3:

- GAP analysis of existing relevant legislation (harvest and trade of timber products) developed
- at least one draft Law and at least one bylaw (if needed) developed
- a study on the necessary system/structure (in terms of number of people and budget) for monitoring of implementation of timber trade system legislation developed.

12. Facilities available

The Directorate of Forests will provide the twinning partner with adequate office space for RTA and experts, meeting rooms and equipment necessary for relevant everyday activities and trainings foreseen within this twinning fiche.

ANNEXES TO PROJECT FICHE

1. The Simplified Logical framework matrix as per Annex C1a (compulsory)

LOGFRAME MATRIX (English)				
Overall objective	Objectively verifiable indicators	Sources of verification		
To improve forest governance in Serbia in line with EU standards and requirements and to introduce comprehensive sectoral policy to ensure the reduction of illegal activities and resilience of forests to climate change.	Establishing functional System towards meeting the accession criteria under Chapters 11 and 27.	Progress Report for Serbia		
Project purpose	Objectively verifiable indicators	Sources of verification	Assumptions	Risks
To strengthen capacities of forestry sector in Serbia to be able to implement obligations stemming from EU standards and regulations in the field of forestry and forestry related fields, including timber market, Forest Information System, subsidies, NATURA 2000 and bio economy.	<ul style="list-style-type: none"> • Draft legislation developed • Program of Forestry Development drafted • At least two trainings conducted. 	Final report of the Twinning Project, Training Participants Lists	<ul style="list-style-type: none"> • Sufficient allocation of human and financial resources by Government of Serbia for institutional structures in sector of forestry • Commitment of all relevant stakeholders in the sector • Realization of activities in line with the timeline. 	<ul style="list-style-type: none"> • Lack of human and financial resources by Government of Serbia and respective Ministry. • Lack of commitment or motivation of all relevant stakeholders to

				<p>participate in project activities.</p> <ul style="list-style-type: none"> • Lack of dedication of high ranking officials to support the project activities. • Timeline of activities not respected.
Results	Objectively verifiable indicators	Sources of verification	Assumptions	
<p>RESULT 1.</p> <p>Forestry sector policy and administrative capacities in the forestry sector of Serbia assessed and improved</p>	<ul style="list-style-type: none"> • comprehensive assessment of forestry sector of Serbia performed and assessment report with recommendations for improvement developed • Program of Forestry Development drafted • competency based TNA on staffs conducted • TNA report and Training Plan developed • at least two trainings conducted 	<p>Interim Report, Quarterly Training Participant Lists, Documents developed during project</p>	<ul style="list-style-type: none"> • Sufficient allocation of human and financial resources by Government of Serbia for institutional structures in sector of forestry • Commitment of all relevant stakeholders in the sector 	<ul style="list-style-type: none"> • Lack of human and financial resources by Government of Serbia and respective Ministry. • Lack of commitment or motivation of all relevant stakeholders to participate in project activities. • Lack of dedication of high ranking officials to support the project activities.

	<ul style="list-style-type: none"> • three study visits to Twinning partner country's competent institution (5-7 people in each group) conducted. 			
<p>RESULT 2.</p> <p>Payment system in the forestry sector assessed and improved</p>	<ul style="list-style-type: none"> • assessment report on subsidies developed • online application for national budget subsidies developed • existing database structure adapted to modern needs, assessment report and beneficiary needs. 	Interim Quarterly Report, Documents developed during project, Database.	<ul style="list-style-type: none"> • Technical and human capacities provided. • Existing data bases are reliable (missing values, errors). 	<ul style="list-style-type: none"> • Lack of adequate technical and human capacities. • Unreliability of existing data bases.
<p>RESULT 3.</p> <p>Timber trade system legislation harmonized with EU requirements in the respective area</p>	<ul style="list-style-type: none"> • GAP analysis of existing relevant legislation (harvest and trade of timber products) developed • at least one draft Law and at least one bylaw (if needed) developed • a study on the necessary system/structure (in terms of number of 	Interim Quarterly Reports, Documents developed during project	<ul style="list-style-type: none"> • Commitment of all relevant stakeholders • Realization of activities in line with the timeline. • Relevant documentation made available to twinning partners. 	<ul style="list-style-type: none"> • Lack of commitment or motivation of all relevant stakeholders to participate in project activities. • Delay in the implementation of Project activities

	people and budget) for monitoring of implementation of timber trade system legislation developed.			<ul style="list-style-type: none">• Relevant documentation unavailable to twinning partners.
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