EU-INSTITUTION BUILDING PROGRAMME
PHARE TWINNING
CZECH REPUBLIC

Project number: CZ2003/004-338.06.01
Ref. Number: CZ03/IB/SO/01

Sector: Employment and Social Policy, Free Movement of Workers

Information System for Administration of Free Movement of Persons

Commitment of twinning partners

between

The Ministry of Social Affairs and Employment of the Kingdom of The Netherlands,

and

The Ministry of Labour and Social Affairs
of the Czech Republic, as beneficiary institution de iure
and
The Czech Social Security Administration, as beneficiary institution
de facto
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**Twinning covenant**

Reference No. CZ03/IB/SO/01

Between the Ministry of Labour and Social Affairs (MoLSA) of the Czech Republic (hereinafter referred to as the “Candidate Country”) represented by Mr Miroslav Fuchs, Deputy Minister of the European Integration and International Relations Section, who entrusts the implementation of the present covenant for its part to Mr Jiri Hoidekr, Director of the Czech Social Security Administration (CSSA)

on the one part,

and the Minister of Social Affairs and Employment of The Netherlands (hereinafter referred to as the “Member State”), represented by Mr Lauris Beets Director for International Affairs who has been entrusted with the implementation of the present covenant,

on the other part.

THE FOLLOWING COVENANT HAS BEEN AGREED:
Title I: Purpose and Objectives of the Twinning Operation

The CSSA presently is finalising the preparations for EU accession. In order to give proper substance to the issue of free movement of workers, it is necessary to address the area of free movement of persons and more particularly the development / design and operation of a database of migrating EU and Czech citizens as is required by the EU standards (Regs. No. 1408/71 and 574/72). Such a database system should deal with the respective allowances: pensions (old age, invalidity and survivors), sickness benefits in cash, posting of workers. The data are to be stored in a central system (electronically and physically) and should offer access to some 120 contact points situated all over the Czech Republic (existing District Social Security Administrations and their branch offices). The CSSA is also supposed to exchange these data with other Member States and other Czech institutions involved. Fully in line with the strategy of MoLSA adopted by the Government in May 2002 the CSSA has defined three strategic objectives:

1) Transformation of CSSA into Social Insurance Agency,
2) Substantial improvement in the administration of pension and sickness insurance, substantial improvement in the management and administration of the CSSA including the upgrading of its information system into a powerful and efficient tool,
3) Creation of professional prerequisites at CSSA to accomplish the tasks related to the EU accession.

The project is a follow-up to a number of previous projects, namely:

The project under Phare CONSENSUS III programme “Implementing EU Co-ordination Rules as decided by Regulation 1408/71 and 574/72” (CZ99/IB/CO-01 “Coordination of Social Security) targeted not only MoLSA and CSSA but also other involved institutions covered by the regulations. There were 8 main subprojects: Training of staff, Development of self study materials, Data collection and management, A general public information strategy, An assessment of health care costs, Organisation of special seminars, Training with regard to posting of workers and Practical implementation of the export of benefits.

The project CZ 00-03-03 "Support to Pension Reform" (CZ00/IB/SO-01). The general objective of this project was to prepare the CSSA for a transformation into a fully operational insurance agency, with the necessary internal procedures and operational capacities (technical and personnel) to administer a digitalised pension system, meeting the requirements of EC legislation and EU co-ordination of social security, stress is put on the quality of state supervision of the system of supplementary pension schemes, including the employer sponsored schemes analysed/defined, with supervision systems strengthened.

The project CZ 01-08-02 "Testing the preparedness for the application of EC social security legislation" (CZ01/IB/SO-02). The objective of this project was to analyse and improve the capacity of the central institutions which will be responsible for co-ordinating and implementing EU social security (Soc.Sec.) legislation (Reg. 1408/71, 574/72), and recommend the necessary changes to ensure a properly functioning social security system by the time of accession.

The project CZ 02-08-04 „Creation of training capacity of the CSSA“. The objective of this project is the effective functioning of transformed administrative structure responsible for implementation of the most substantial part of the Czech Social Security scheme (pension and sickness) and strengthening institutional and administrative capacity. The project should result in the establishment of structures and procedures that would allow the CSSA/SIA to do their work to a standard that is comparable to the work done by similar bodies in the Member States, and proposals and recommendations for the establishment of a sustainable training capacity within the CSSA/SIA, including a comprehensive training programme, skilled trainers and a fully operational national training centre, the equipment and training materials.
The project as a whole involves, as outlined in the Standard Summary Project Fiche, three major steps to be taken:

1. an investment part, procurement of equipment (supply equipment framework contract)
2. a technical assistance part, procurement of software (TA framework contract)
3. the twinning trajectory, as worked out in this covenant

The planning of steps 1 and 2 is included in the time-schedule of the twinning covenant, not as part of the Czech/Dutch responsibility for implementing the twinning activities under this covenant but to ensure a proper linking between the three steps. The contracting procedure for steps 1 and 2 will be taken care of by the CFCU in cooperation with the CSSA. They are responsible for formulating the Technical Specifications (TS) and the Terms of Reference (TOR) together with the EC-delegation. The Dutch experts will be informed about the progress and contents of the TS and TOR in order to ensure that the twinning efforts will be a logical further step in the process.

For the formulation of the TOR for the Technical Assistance-part (database, software application) it is necessary to take into account the relevant results of preceding projects. Particularly relevant are those mentioned in the project fiche and other projects carried out in earlier stages like the Consensus II technical assistance project (multi-country/horizontal project, Country Report Czech Republic, ZZ-9710-0027-01) concerning development of a working programme for administrative implementation of Regs. 1408/71 and 574/72.

Regulation 1408/71 applies to all legislation concerning the following branches of social security (art. 4 Reg. 1408/71):

- sickness and maternity,
- benefits in respect of accidents at work and occupational diseases,
- occupational diseases,
- invalidity benefits, including those intended for the maintenance or improvement of earning capacity;
- old-age pensions,
- survivor’s benefits,
- death grants,
- unemployment benefits;
- family benefits.

The CSSA will be the competent institution according to article 1 of Reg. 1408/71 and has to be listed in annex 2 of Reg. 574/72 for sickness and maternity benefits in cash, all pensions, the application of the rules for determination of legislation applicable and (partly) the scheme related to accidents at work/occupational diseases. The activities under this project will concentrate on the tasks and competences of the CSSA concerning the branches of social security for which the CSSA is competent. The data information system to be developed under the project should before all support the administrative decision making process with regard to:

1. the decision regarding the entitlements to a benefit
2. the actual instruction for payments of benefits.

Running transformation of the CSSA into modern insurance company is achieving 3 main objectives:

- decentralisation (client service, guarantee of data accession from each workplace)
- centralisation (of all data at the Headquarters)
- unification (of all processes)

Regarding EU issues, the Conception based on this aims has been approved and the relevant organisation changes are required. In the filed of pension benefits, claims for Czech pension will be submitted at DSSAs (District Social Security Administration), but their processing, issuing of
Final decisions and pension payments will be provided at the Headquarters. In the field of sickness benefits, the whole process will be carried out at DSSAs. Posting workers will lie within authority of Headquarters. The liaison body for European agenda will be CSSA Headquarters.

In order to ensure transparent decision making the rules for each branch of social security will have to be elaborated and dealt with within the data system as well as in the training program, taking notice of the various E-forms.

The twinning part will focus on the design of a database system of migrating persons and the respective allowances they are eligible for and the development and introduction / implementation of training programmes, step wise by means of the train the trainer concept and actual training of selected staff of approximately 500 persons of CSSA (who will become core staff for the future maintenance of knowledge transfer).

The content of this twinning part is specifically focusing on architecture of the administrative system (data information system) and the delivery of training and train the trainers. This will result in sufficient numbers of trained staff who will be able to apply the system in the decision making about entitlements and payments of benefits. Because of these specific characteristics of the twinning it can be concluded that it does not have at all any overlap with previous projects. In fact this twinning should be considered an extension and necessary to give substance to the operation of instruments and training developed in previous projects.

**Article 1: Objectives and guaranteed results**

**Overall objective**
- To enable the CC to take on the obligations of membership of the EU, incl. adherence to the aims of political, economic and monetary union.

**Project purpose**
- Support the establishment of a system of centralised information of migrant persons after EU accession, as related to the CSSA project “Integrated information system for management and administration”

**Immediate objectives**
The proposed project has three immediate objectives, which cover the area of the Regulations 1408/71 and 574/72 of the acquis communautaire:

- **Objective A**: To analyse, consult and make recommendations with regard to the architecture, set up and administration of the database system
- **Objective B**: Development of training materials and e-learning including examination structure
- **Objective C**: Training of trainers and training of staff members of CSSA

The project will have as guaranteed results:
- Analyses and recommendations concerning the architecture of the database system
- The architecture of the database system drafted
- Set up and administration of the backbone database system carried out
- Design of train the trainer concept elaborated
- Training manuals and e-learning materials incl. self-examination available
- Trainers examined and certified
- Trainer courses implemented
- Training of staff of CSSA (approx. 500 participants) completed and tested

Guaranteed results, as indicated in this covenant, will be measured in terms of benchmarks for each of the objectives (areas of activity) and tasks as worked out in art.6 hereunder.
Article 2: Acquis communautaire

- Council Regulation (EC) No. 1408/71 on the application of social security schemes to employed persons, to self-employed persons and to members of their families moving within the Community.
- Decisions and Recommendations of the Administrative Commission of Migrant Workers.
- Relevant case law of the European Court of Justice.

Article 3: Contents of the twinning project

Article 3.1: Administrative implementation and training

The project covers an important area of the EU acquis: coordination of social security schemes. Institution building and expanding the administrative capacity are keys to the proper enforcement of the acquis in this area. Therefore the objectives of the project will be further worked out into two main components:

Component A: **administrative implementation**, consisting of an analytical data study, defining the architecture of the administrative set up and starting with the implementation.

Component B: **training**, consisting of the development of material for training and e-learning, a train the trainers programme and training of staff of CSSA.

Components A and B will result in the set up of an information system that will be ready to:
- contain data on migrating workers/self employed persons with regard to pensions (old age, invalidity and survivors), sickness and maternity benefits in cash, posting etc.;
- offer the possibility to process data in the E-form format
- enable to exchange data, written or electronically, depending also on other Member States, with institutions of other Member States;
- offer the possibility, when necessary, to exchange data with other Czech institutions (tax authorities or health insurance companies f.i.)
- provide data for the export of benefits;
- provide data for the import of benefits
- have the staff of the CSSA trained to work with the data base system and after training understanding the background of the coordination system, which forms the basis of the data system

Although the CSSA has a decentralised structure, for coordination reasons the data base will be centralised, which will make contacts with competent institutions in other Member States more practical. The central database will collect data from around 120 contact points across the Czech Republic, which will have limited interactive access to the central database system, and will be linked to partner institutions in EU Member States.

Experts trained in former (twinning) projects – for instance PHARE Project CZ02.08.04 - will be involved in the further development of the database and the training programme. They will preferably be amongst the group that will be trained as trainers.
Article 3.2: Risk analysis

The main risk in this project is a delay in the schedule of activities. If necessary remedial action will have to be taken into consideration by the twinning partners. Risks may occur on both the sides of the CC and the MS as follows:

- Difficulties in identifying key professional staff for the project;
- Institutional build up e.g. the creation of liaison bodies;
- Involvement of non-beneficiary bodies, if necessary;
- Availability of the necessary experts from the MS at the right time and the right place;
- Delay in the preparation of reports and working programmes because of lack of relevant information to be provided by either party;
- Many actors are involved in the project. The PAA and experts should have adequate access to key decision makers on the CC side;
- Training of staff is one of the objectives of this project. This requires specific efforts on the part of management of CSSA in terms of providing sufficient time for participation of staff members on the one hand and the introduction of new working methods combined with computerised administration on the other;
- Various training courses and seminars will be organised. It is of the utmost importance to timely identify the relevant participants who will attend in the courses or attend the seminars;
- Good feedback from training activities and programme;
- Problems with data import from other Czech institutions;
- Problems in implementing the developed data base outline / architecture for administrative implementation;
- Political decisions regarding the competent institution CSSA; competent authorities and, if necessary liaison bodies;
- Misunderstandings between MS experts and CC experts because of language problems;
- Budget overruns especially regarding translation, interpretation and travel costs.

Article 3.3: Risk Management

The risks outlined in this Article can be reduced or eliminated given the following assumptions with regard to the commitment to the project by both Candidate Country and the Member State:

- Continuous priority and ongoing commitment by the Czech government to preparations for European integration and the implementation of the acquis communautaire;
- The commitment and willingness to co-operate with the MS concerning identified policy areas;
- A project structure which provides the necessary capability to manage the complexity of the project (see article 6 of this covenant);
- Full continuous commitment of both Czech and Dutch partners to the objectives of the project as mentioned in Article 1 of this covenant;
- Full support of the Czech partners on all activities undertaken under this project and mentioned in this covenant;
- The beneficiary institution and the CSSA will do their utmost to assure the input of other institutions which are not beneficiaries of the project when this is necessary (e.g. data import);
- Maximum involvement of the Czech partners in the preparations of the training courses and seminars;
- The MS will ensure that sufficient human resources are provided in terms of a project leader, a PAA, short term experts and administrative support (back office);
- The CC will ensure sufficient human resources in terms of a Czech chairperson of the Project Steering Committee, a project leader, counterparts for the PAA for every component for day to day business and communication, local experts and administrative support;
- Sufficient budgetary provisions have to be made available by the CC to support the work of local experts and investments in information technology;
• Project-leaders and PAA will monitor the progress of the project and will meet in regular meetings of the Project Steering Committee in which the quarterly reports of the project leader will be discussed;
• To prevent budget overruns on translation and interpretation there will be a fixed budget on these topics;
• To assure within the terms of reference of the translating contract the possibility of the editing of translations of legal texts;
• The working language will be English. Interpretation and translation from/into Czech will be possible where appropriate and necessary (and as far as the budget allows) after approval by the PAA.

**Article 4: Conditionality**

The parties agree to sign and implement the present Covenant upon notification of endorsement by the EU Enlargement Commission in respect of the Phare contribution to the costs of the project and in accordance with Article 7 and under the Financing Memorandum of May 2003.
The parties’ commitment to the implementation of the present covenant is subject to the receipt of Phare programme funds for the budget set out in Title III below.
Title II: Organisation, methods and time table

Article 5: Human resources

Project steering committee
A Project Steering Committee will be established. The chairperson of this Committee will be Mr Vladimir Fanta, Head of Design and Application Support Division of CSSA, the CC PL

Members of this Committee will be:

From the Czech Republic:
- Mrs. Kateřina Kaplanová, Head of IS Implementation Section of CSSA
- Ms Jitka Konopásková, Head of EU Integration Department of CSSA
- Ms Gabriela Vopatova, Head of the European Integration and International Relations Department of MoLSA, observing member of the Administrative Commission for Migrant Workers.

From The Netherlands:
- Mr Lauris Beets, Director for International Affairs, Ministry of Social Affairs and Employment, the MS PL
- Mr. Willem van de Ree, PAA

The Committee will:
- decide on all policy and strategic issues related to the project
- ensure overall co-ordination of the project
- ensure the quality of the project
- approve the main outputs of the project
- ensure access to the necessary information and support to those working on the project.

The Committee will meet every three months or more frequently if necessary, on request of the Project Leaders and/or the PAA. The Committee will work on the basis of an internal regulation, to be agreed upon during its first meeting; it will not deal with day-to-day issues. In exceptional cases the members of the steering committee will have the possibility to be replaced by deputy members. The members of this committee will maintain a strong commitment to the objectives and tasks of this twinning project.

Representatives from the Delegation of the European Commission to the Czech Republic and Centre for Foreign Assistance will participate as observers.

Day to day contacts
Ms Jitka Zukalová, Phare Programme Unit of the CSSA, will be available for day-to-day contact for the PAA.
For matters directly concerning the MoLSA Ms Gabriela Vopatova will act as counterpart.

Article 5.1: Project responsibility
The executive co-ordination of the project will be the joint responsibility of:
- Mr Vladimir Fanta, the Czech PL
- Ms Kateřina Kaplanová, Head of IS Implementation Section CSSA
- Ms Jitka Konopásková, Head of EU Integration Department of CSSA
- Mr. Lauris Beets the Dutch PL
- Mr. Willem van de Ree, PAA.
Article 5.2: Role of the Dutch partner

General
The Netherlands put at the disposal of the twinning project the following personnel:

- Mr. Lauris Beets as Project Leader, Mr Beets will be responsible for the organisation and implementation of the Project, together with his CC counterpart. More in particular he will be responsible for the co-ordination of expertise delivered by the various involved institutions of the MS. The overall quality of expertise is safeguarded by the PL. The PL will participate in the Steering Committee meetings. Furthermore he will discuss on a monthly basis the project progress with the PAA.
- Mr. Willem van de Ree as Pre Accession Advisor (PAA), Mr van de Ree will take up permanent residence in Prague for the duration of the Project
- Short Term Experts and a competent back office for tasks specified in the working programme. For the input of short term experts from another MS the lead MS assumes full responsibility. (Swedish expertise will be included in accordance with the Notification of Selection by Mr Ramiro Cibrian, Head of Delegation of May 2003. – Note: Swedish short term expert input is foreseen in Component A, Administrative implementation of this Covenant)

PAA Advising & Co-ordination objective
The main objectives of “Pre-Accession Advising and Co-ordination” component are efficient professional, financial and administrative co-ordination of the twinning project, to ensure synergy amongst the different activities to make best use of available resources.
To achieve the objectives of “Pre-Accession Advising and Co-ordination“-component the following five activities shall be implemented:
- Co-ordination of planning and administration;
- Advising on issues of Pre-Accession in training and in self-study materials;
- Establishment of a Team of Experts;
- Reporting;
- Project Steering Committee (monitoring and evaluation).

The PAA: he will coordinate the work but will also directly assist the CSSA in project implementation. The PAA shall provide the following:
- Professional support in the project implementation in close co-operation with the interlocutors of the beneficiaries and the national project leader;
- Co-ordination and supervision of the assistance of the medium and short term experts;
- Channelling institutional foreign relations;
- Overall monitoring the implementation of the project.

The PAA assistant: will support the PAA in implementing the project.
Ms Hartmanova is assigned as PAA assistant; CV is added..

The PAA assistant will assist the PAA and both PL’s in the day-to-day administration of the project. The tasks of the PAA assistant include office management, data processing, arrange, prepare and participate in meetings, organise visits of short term experts in the CC, assist in organising of and participate in training events in the CC and a study visit to the MS, assist the PAA with translation/interpretation and coordinate requirements for external translation/interpretation, to provide bookkeeping assistance for the costs occurring in the CC.
Selection procedure of PAA assistant.

An advert was placed in the Mladá Fronta Dnes presenting the core information of the project and a summary of the requested competencies and skills candidates should have.

The abstract of the task description is as following:
Languages: English / Czech
Skills: clerical duties, office and project organisation, well developed communication skills written and verbal, basic book keeping, translation and interpretation and using PC.
PC literacy: working with word, internet, outlook, excel.
Experience record: practical experience in clerical duties, writing reports of meetings, office and project organisation, financial administration, interpretation and translation of letters, reports and meetings.

In total 55 potential candidates reflected, out of which 13 were invited. Ten candidates were interviewed of which three met the TOR requirements.
The interviewers were Ms Jitka Konopaskova, Ms Jitka Zukalová and Mr Willem van de Ree.

The candidates were categorized on basis of their skills, experience record and their presentation.
The selected candidate, Ms Martmanova appeared to have the most relevant experience record, skills and working back ground.
Non of the three selected candidates have ever been before contracted by the beneficiary institute nor were they involved in the preparation of this covenant.
Ms Hartmanova has confirmed the non conflict of interest and is available for the project (and agreed to stay available until the start of the project which should be at the latest during the 1st quarter 2004).
The two remaining candidates Ms Eva Kadeřábková and Mr Pawel Cerha too have confirmed the non conflict of interest.
Their experience record and presented insight in providing the core skillles referred to in th add, were reason to put them on the reserve list. CV are added under article 9.

Article 5.3: Role of the Czech partner (Candidate Country)

General
MoLSA of the Czech Republic has been appointed the beneficiary institution of this Project. The implementation of this Twinning Project has been entrusted to the CSSA; this responsibility is, in particular, placed upon Mr. Vladimir Fanta, Head of Design and Application Support Division of CSSA. Mr Fanta will assume the role of Project Leader for the CC.
The Czech Project Leader will be assisted in the implementation of this project by:

Component A – Mrs Kateřina Kaplanová, Head of IS Implementation Section, CSSA
Component B – Mrs Jitka Konopásková, Head of EU Integration Department, CSSA

Mrs Kaplanová is responsible for implementation, system integration and further development of information systems in the area of EU integration.
Mrs Konopásková is responsible for the training, organising and methodological preparation works in the EU Integration Section of the CSSA and will ensure the interconnection of the project with the other Phare projects.
The CC Project Leader will have the responsibility on behalf of the Czech Republic for the implementation of the twinning project and will supervise the CC project activities.

The MoLSA as project beneficiary shall take full responsibility on its part in carrying out the actions required to achieve the objectives and guaranteed results set out in Article 1. The CSSA as implementing institution will fully support the programme of assistance being delivered by the MS by providing adequate facilities and resources as appropriate. In particular, the CSSA will provide fully equipped office accommodation (i.e. with computer, printer, e-mail and Internet access, international telephone connections etc.) on its premises for the PAA, his assistant and visiting experts on the day of the PAA’s arrival.
Furthermore, the CSSA and / or MoLSA will set available meeting rooms for all meetings scheduled under this twinning project.

**Article 6 Work programme and work schedule**

**Work programme**
The two components of the project (art. 3, above) are the administrative implementation and training. In the following pages all activities are listed and explained. The activities are presented in the logical sequence of implementation. The total duration of activities under the Project shall not exceed 12 months. In special cases workshops are mentioned and if necessary other workshops may be organised if both MS and CC agree and the budget allows this. It has to be taken into account that activities A 1 and 2 will be the input for the build up of the database information system. The construction of the system architecture is closely related to the technical assistance part of this project. Therefore the Dutch partner will be involved with regard to the drafting of the TOR for selection of the technical assistance part. In this respect the results of the project CZ00/IB/SO-01 “Support to Pension Reform” on this issue will have to be taken into consideration as well.
(See also Component B: Training, NB).

**Kick-off meeting and Closing Conference**
The project will start with a kick-off meeting. Attendants will be the contact person at the beneficiary institution (the deputy minister of the European Integration and International Relations Section of MoLSA), the contact person at CSSA/SIA (the director), the Chairperson of the PSC, the CC PL, the PAA and CC experts, representatives of the DEC and CFCU. Media representatives will be invited. This will be the official start of the Project, where attendance is foreseen at the highest level from all institutions involved in the project.
The project will end with a closing conference, that will address the same audience, where the results of the Project will be presented.

**Component A: administrative implementation**

A 1.1 Analytical data study on data available for E-forms
The E-forms are essential for the administrative implementation of the EU coordination rules. They provide data necessary to make decisions on insurance periods and benefits. They are also necessary to make communication with institutions in other member states possible. The data on the E-forms are the starting point for administrative implementation and therefore it is necessary to analyse, for every branch of social security for which the CSSA is competent, if the CSSA can provide all data necessary to fill in the E-forms. By filling in a questionnaire developed by the Dutch partner it will become clear which data are available and which are missing. The requested data to be filled in not only apply to migrant workers but also to family
members of migrant workers and self employed and their families. The results of the analytical data study will be noted in a report with options for solutions when data are missing.

**Benchmark A 1.1** Analysis and report on data E-forms with recommendations.

A 1.2 Analytical study on gaps in the insurance record of the insured person with regard to the information systems in the CSSA.

A supportive study with regard to activity A1 has to be carried out concerning insurance gaps. The administration of insurance periods is vulnerable especially for periods before 1990. The administration of insurance records at present is person based for self-employed persons and employees of small organizations and company based for employees of large companies (i.e. records are held by employers). Working like this can cause gaps in the insurance record of an insured person which can in some cases give problems when calculating pro-rata pensions and basically when sickness and maternity benefits in cash are concerned. At present some legal changes are being prepared and the study aims at analysing the drop out rates on individualised insurances and studies the possible effects of the new law.

**Benchmark A 1.2:** Report on gaps in the insurance record of insured person with recommendations to close them.

**Benchmark A 1.3:** Workshop on insurance gaps meant for Czech partners, based on the Report on gaps in insurance record (A 1.2).

A 2 Data routing analysis resulting in a data map with a draft of architecture of database system

The division of tasks and responsibilities shall be identified through the production of so-called “data production schemes” per current information systems within CSSA (that means internal data sources) and per branch of social security (that means external data sources). These schemes will offer insight into issues such as who is delivering the information, who has responsibility for the information, any privacy rules that have to be applied etc. The authority and the facilitating tasks of CSSA shall be determined and confirmed as part of the procedures for co-operation and exchange of information between actors. As a result two data flows will have to be managed:

- internal information within CSSA and its 120 regional offices collecting data from all relevant actors (CSSA databases, other institutions involved, clients etc.) or delivering data to relevant actors (benefit data about unemployment, payment assignment to banks etc.)
- communication between the CSSA and other social security institutions in the EU (collecting information from other EU member states - import - and delivery of information to other EU member states – export -).

All data production schemes together will be the data map of the CSSA necessary to build an effective architecture for the CSSA data information system ready to provide data for communication with other member states.

The data exchange from information systems between the CSSA and other organisations shall be arranged either through legal agreements / protocols or by assignment to the CSSA for taking care of activities. The guaranteed results for the establishment of a full data exchange, covering all provisions on social security including posting and frontier workers will depend on the agreements between all involved government and insurance institutes.

Furthermore the delivery of relevant information shall be laid down in procedures between CSSA and the responsible actor for delivery of information. (For instance companies will have to ensure that occupational diseases and accidents at work will be reported in due time).

As a result the data system will have to be structured in such a way that this flow of information between CSSA and other institutions can be safeguarded.

Within the project CZ00/IB/SO-01 “Support to Pension Reform” a detailed study on privacy rules was elaborated but with regard to the fact that a new information system as well as changed legal conditions are expected and prepared, a supporting analysis and evaluation seem to be
very important. The strategy paper produced by the CZ00/IB/SO-01 “Support to Pension Reform” project will have basic importance for this study.

Benchmark A 2.1 Analysis of database systems of the CSSA (Swedish expertise incl.).
Benchmark A 2.2 Data map of the CSSA mapping the flows of data relating to the data necessary for the E-forms within the CSSA and with other Czech institutions.
Benchmark A 2.3 Recommendations on data exchange protocols and/or agreements between CSSA and other organisations when necessary.
Benchmark A 2.4 Basic recommendations concerning data exchange possibilities with the information systems of other Czech institutions involved.
Benchmark A 2.5: Workshop on recommendations mentioned in Benchmarks A 2.1 - A 2.4 (Swedish expertise incl.).
Benchmark A 2.6.1 Drafting the architecture of the database system in joint cooperation among Czech and Dutch partners on the basis of recommendations by the MS partner (A 2.4) and the results of the workshop of A 2.5.
Benchmark A 2.6.2 Workshop in conclusion of A 2.6.1, where the draft architecture of the database system will be discussed (Swedish experts will be invited to this workshop).
Benchmark A 2.7 Supporting study on privacy rules incl. analysis and recommendations concerning communication of the CSSA with other Czech institutions involved with regard to the data based information system (legal aspects, WAN)

A 3.1 Export of benefits
The export of benefits is one of the basic principles of Reg. 1408/71. The purpose of this activity is to prepare the further development or creation of the necessary infrastructure and procedures which will make it possible for the Czech Republic to meet the requirements of Regulation 1408/71 and 574/72 to pay benefits in other countries of the European Union. The data information infrastructure and procedures should support the execution of cross border payments in an efficient way and at reasonable charges. In this activity first an analyses of the current situation will be made and evaluated. On the bases of this analyses and evaluation, recommendations for development will be made. Especially the relation between the processing of the E-forms through the data information system and the decision on payment of benefits will be looked at. Important in this respect are Directives 92/50/EEC and 97/52/EEC on public tender of banking services and Directive 97/5 on cross border credit transfers.
Benchmark A 3.1: Report on export of benefits with recommendations, also addressed to other institutions involved (f.i. Ministry of Finance).

A 3.2 Workshop on levying contributions abroad
The CSSA is responsible for the collection of contributions. It is possible that an employed person works in the Czech Republic while his employer has his seat in another Member State. In these cases the CSSA has to levy contributions from this employer abroad and introduce these data into its data information system. Levying contributions abroad can cause specific problems. The workshop is meant to discuss problems with regard to levying contributions abroad and give recommendations to solve problems in this respect.
Benchmark A 3.2: Workshop on levying contributions abroad. The results of the workshop will be summarised into a report including recommendations.

A 4 Applicable Legislation (i.e. Posting of workers)
The decisions on the legislation applicable are very important in the context of Reg. 1408/71. The CSSA should be capable to decide if a person falls under Czech social security legislation or is insured elsewhere, for instance in case of posting. The application of the posting rules, which makes it possible for workers to work in the Czech Republic to be insured in their own country, requires special data and administrative skills. The administrative proceedings and the use of necessary data to apply the posting rules will be attended under this activity. As the
posting rules are one of the politically most sensitive parts of the Regulation, posting requires
special attention. The Dutch partner will help with the building up within the database system an
application of posting forms (form E101) possible only for close environment of the CSSA WAN.
Therefore data routing by linkage to the total system for migrant workers and correct application
of the posting rules are necessary.

**Benchmark A 4:** The application of posting certificates by the use of the CSSA WAN is
introduced. Examples of relevant E-forms, clearly marked as SPECIMEN for safety reasons will
be put on the CSSA WAN system.

**A 5 Draft pilot on electronic exchange of data on pensions**
More and more Member States are electronically exchanging data on E-forms. The Technical
Committee on Data processing of the Administrative Commission for Migrant Workers is
responsible for the development and supervision of tools required for the implementation of the
regulations as well as of the associated documents and electronic data exchange. The most
important principle of TESS is that the paper-based data exchange by means of E-forms can be
replaced by electronic data exchange when this is practical and pragmatically feasible. In
practise electronic data exchange takes place between member states where many migrant
workers are active. This means also that the paper-based data exchange must be put in place
first and the Czech data information system should be developed to serve this purpose. This
activity is meant to prepare the CSSA for a limited pilot project on electronic exchange of data in
the area of pensions. The main purpose is to get acquainted with electronic exchange as
preparation for electronic exchange in greater quantities in a later stage. One has to keep in
mind that electronic exchange is still in a preliminary phase Notwithstanding the fact that the
European Commission has made considerable efforts to promote electronic exchange, it will still
require a great deal of effort on the part of Member States.

Special attention to this topic was also given in the Phare CZ00/IB/SO-01 “Support to Pension
Reform” project where especially German-Czech possible TESTA data exchange was
discussed and prepared.

Due to the developments in this field both on Czech and EU side the twinning partners will first
discuss the conditions and possibilities for the implementation of the pilot. At the end of the
project a sample exchange of electronic data in the field pensions (E200 series) can then take
place.

**Benchmark A 5:** Provision available for the electronic exchange of data on pensions, incl.
conditions for realisation and eventual sample of electronic data exchange between the
Netherlands and the Czech Republic.

**A 6 Developing work manuals for component A**
The results of all activities of Component A will be listed in work manuals. These manuals show
for every branch of social security within the competence of the CSSA all omissions and
problems to be solved within the information systems of the CSSA necessary to work with the
coordination regulations. The manuals will be drafted in joint cooperation between the Member
State experts and the Czech administration The main purpose of drafting these manuals is to
provide the CSSA with a complete overview of all steps and activities which have to be to be
accomplished for implementing the EU coordination rules. The development of these manuals
will have the advantage that knowledge about the steps necessary to implement the regulation
will stay in written format in the CSSA which will be helpful also for the period after the project
has finished.

Benchmark A6: Work manuals for posting, sickness and maternity, disability-, old age and
survivors pensions.

**A 7 Implementing work manuals**
The Dutch partner will provide advice, consultation and back-office support during the
implementation of the work manuals. The implementation will start during the project.
Benchmark A7: Reports on the implementation of the work manuals.

A 8 Study visit to the Netherlands
To help building up their data information system for migrant workers a study visit for the CSSA experts is foreseen to the Netherlands. During this visit inside information will be given accompanied by a practical demonstration of the Dutch data information system on the spot. In this way exchange of views and information can contribute to the implementation of the Czech system. The institutions to be visited are SVB (Social Insurance Bank; responsible for national insurances like Old Age Pensions, Child Benefits, Survivors Pensions), UWV (Institute for Employee Benefit Schemes; responsible for worker insurances like Unemployment and Disability Benefits and medical assessments), CVZ (Health Insurance Board; responsible for implementation of the Health Insurance Fund Act and the Act on Exceptional Medical Expenses) and GAK (Part of UWV, former partially privatised social security agency responsible for the administration of worker insurances). One of the elements in the visit will be the training provided to staff working in the Dutch institutions. Participants to the study visit will be those who are also involved with training in the CSSA.

The learning objectives for the study visit will be prepared jointly by the participants and the PAA. The objectives will have to result from the forgoing activities. The participants will have to become aware of the gaps in training materials and training needs. On the basis of these gaps and the formulated objectives the institutes will prepare a study programme.

The study programme will not be just absorbing information, but will also have to result in reports, to be prepared by the participants. The reports will contribute to the further formulation of training and of the drafting of the architecture of the system, specifically within the context of this project but also more in general. For that reason the training philosophy and policy of the institutes will also be dealt with during the study visit.

The added value in broadest sense will be the possibility of acquiring information about the operation of Dutch institutes (focusing on managing and processing information within the framework of 1408/71 and 574/72) and to become familiar with training techniques applied in the Netherlands.

Benchmark A 8: Study visit to the Netherlands 5 CSSA persons / 5 nights and report prepared on the basis of the study programme.
The group will be accompanied by the PAA and by the PAA assistant or interpreter.
Note: Because the PAA together with the Czech participants to the study visit will prepare the objectives and learning goals it is decided that the PAA will accompany the delegation during their stay in the Netherlands. This will ensure coherence in the programme. If necessary the PAA can intervene during the programme on the basis of his specific knowledge of the Czech situation, enabling Dutch experts contributing to the visit to focus on the Czech needs. This will optimize the results of the study visit.
Furthermore, the PAA will be able to monitor and judge the reports by the participants and if necessary complete information.

Note: Either the PAA assistant or an interpreter will accompany the group. However because of the request of the Czech side to also have meetings with training experts it might be necessary to split up the group into two parties. In that case an additional interpreter Czech - Dutch will be contracted in the Netherlands.

A 9 Manual on the administrative procedures
Within the Phare CONSENSUS III project CZ/99/IB-CO-01 “Implementing EU Co-ordination Rules as decided by Regulation 1408/71 and 574/72” manuals on administrative procedures concerning application of Coordination Rules have been compiled. On the basis of these
manuals the CSSA is developing its own manual/reference book or instruction for its own officers on how to administer the E-forms. In the context of the build up of the information system for administration of migrant workers, the Dutch side will give comments and recommendations on the contents of the manual.

Benchmark A 9: Recommendations on the contents of the manual on the administrative procedures.

Component B: training

NB It has to be taken into account that training in the use of the soft ware is not included in this training programme. Training on the soft ware component is part of the technical assistance part of the project (see page 11). Software necessary to gather data necessary to process E-forms is closely connected to the processing itself. The software can be reviewed (as far as possible and relevant from the Czech perspective). The review will be taken care of by Czech and Dutch experts jointly. This review will focus on possible consequences for the electronic processing (ensuring that the administrative architecture and software are connecting in a logical way).

Component B deals with the training of staff of the CSSA, approximately 500 persons. The training programme will contain three parts:

1. Train the trainer programme;
2. The training of staff;
3. The development of self study materials which will also be transformed into an e-learning package.

B 1 Train the trainer programme

B 1.1 With regard to training it is important first to train a selected group of staff. We propose to train 15 - 30 persons to become fully licensed trainers with regard to co-ordination of social security, selected from key regions of the CSSA staff. They should be capable to train their colleagues in the training of staff programme (activity B2). The CSSA/MoLSA will select the trainers some of them will participate in the study visit mentioned under activity A8. To become a trainer four elements are important:

- To be aware of the European co-ordination rules;
- Actively attending the training courses;
- Being capable of giving training sessions for the Czech colleagues;
- Passing an exam.

Benchmark B 1.1: 15 – 30 trainers identified.

B 1.2 The train the trainer programme will start with a general half day seminar on the coordination rules. The seminar serves to refresh the memories of persons who already followed training sessions in former projects and to use the force of repetition. This part will deal with the consequences of coordination and the issues general management should be aware of in order to be able to manage and monitor the implementation of it. The seminar is open for general management but they can also become informed through the manual as mentioned under B1.3

The seminar will immediately be followed by three workshop of each maximum half a day. The workshops will deal with juridical matters of applicable legislation focusing on posting, sickness, and pensions. The workshops will result in a direct exchange of information between the CSSA experts and the Dutch experts. The target of the workshops is to identify the CSSA expectations and to jointly formulate specific highlights that should be dealt with in the training sessions. As such the CSSA experts are expected to prepare as much as possible specific questions in writing on before hand. These questions will be forwarded to the Dutch experts. The relevant information related to the questions can then be gathered by the Dutch experts while the debate in the workshops can focus on mutual understanding about problems of interpreting legislation
and rules on the one hand and to discuss about fine tuning of training aspects on the other hand.

**Benchmark B 1.2:** general seminar held, to set the agenda for further training.

After the general seminar specialised training sessions will take place concerning the different branches of social security (act. B 1.5). In these sessions the processing of E-forms will take a central place. However, processing of E-forms will always serve the purpose of implementation of the EU coordination rules. The Dutch trainers will therefore put the E-forms against the background of the coordination rules, decisions/recommendations of the Administrative Commission and Court cases. Also experiences already gained with bilateral agreements should be taken into account.

**B 1.3** Before the actual start of the training programme the Dutch experts will make up a manual according to which the trainings will take place. This manual contains the subjects to be dealt with, background information, examples from practice, routing of E-forms, rules of procedure, network contacts and procedures for data exchange. Material from the manual will also be used for the trainer’s curriculum and self study material for staff.

**Benchmark B 1.3:** trainers manual.

**B 1.4** The training programme for the selected group of trainers should immediately start after the results of the analysis, as mentioned under administrative implementation above (act. A1). The planning will be done by the PAA office in consultation with CSSA.

**Benchmark B 1.4:** time schedule for training of trainers.

**B 1.5** The Dutch trainers will prepare a training curriculum which in a later stage will also be adapted into self study material (activity B 3).

The Dutch trainers will focus on data processing by the use of the E-forms. Software which is developed to gather data necessary for processing the E-forms is, however closely connected, a different thing. Nevertheless, the Dutch side will describe their experience and make recommendations concerning using such software in order to eliminate negative impacts on processing of E-forms and exchange of information.

**Benchmark B 1.5:** A group of qualified trainers trained and capable of training staff with regard to coordination of social security, and the processing of E-forms by use of the data information system.

**B 1.6** An exam will be formulated by the Dutch experts.

**Benchmark B 1.6:** exam formulated.

**B 1.7** The trainers will be examined and certified by Dutch experts at the end of their programme.

**Benchmark B 1.7:** all trainers examined and certified.

**B 2 Training of staff**

The train-the-trainers approach leaves the CSSA with a group of trainers that not only have acquired more in-depth knowledge of the subject matter but who are also trained in training their colleagues. The training of staff will in principle follow the same pattern as the train the trainer sessions: a general part followed by a specialised part referring to the different branches of social security and posting.

The staff training sessions will start in selected regions of the Czech Republic. The trainers, who successfully followed the train the trainers programme, will present these sessions. They will do so in close co-operation with the Dutch experts, who will be attending, monitoring and evaluating (quality assurance, act. B 2.7) some of the training sessions.
It will be the responsibility of the project beneficiaries to recruit the CSSA-staff-to-be-trained (approximately 500 persons) in sufficient numbers and in time and to arrange the technical and physical conditions for the training (act. B 2.3).

**Benchmark B 2.1 and 2.2**: planning of data and three regions for staff training.

**Benchmark B 2.3**: all conditions set for training venues.

**Benchmark B 2.4**: A group of trained administrators capable of processing E-forms for the branch of social security they are working in by using the data information system.

**Benchmark B 2.5**: Professional capacity of the (approximately 500) CSSA/SIA staff tested.

B 2.5 Part of the train the trainer programme is the compilation of a trainer’s curriculum in which sheets, presentations etc used by the Dutch experts will be compiled. The trainers will use the curriculum also after the twinning has finished. The curriculum will also contribute to the self study material.

**Benchmark B 2.6**: trainers’ curriculum compiled.

B 2.6 The curriculum (act. B 1.3) will be translated into Czech language and made available in printed form.

**Benchmark B 2.7**: printed curriculum in Czech in 35 copies.

**Benchmark B 2.8**: the train the staff programme monitored and evaluated by Dutch experts

**B 3 Development of self study material and e-learning application / CD rom**

The training material used under the training sessions will be edited into self study material. The self study materials will include information on free movement of workers, practical tips and explanations about the interpretation of regulations. Based on the inventory of the study visit, the analysis and training activities, the Dutch training experts will jointly with the Czech experts formulate a series of multiple choice questions and examples from practice to give substance to the self study e-learning materials. The e-learning material will also offer the option for self examining questions. An interactive copy of the self study material, which can be published on the intranet or on a CD-rom, will be developed in cooperation with the software provider. Purpose of the development of these materials is to safeguard that knowledge and information are available and can be kept up to date in the Czech Republic after finalisation of the project (act. B 3.1).

**Benchmark B 3.1**: self study material produced.

**Benchmark B 3.2**: procedures laid down in a protocol to maintain training materials including self study materials e-learning incl. self examining questions.

**Benchmark B 3.3**: self study materials e-learning available on intranet and prepared for cd-rom.

**Note**: The CD-rom will be produced as part of the Technical Assistance. The production itself will not be a responsibility of the twinning partners.
All activities under this project and their relating benchmarks can be included in the following project matrix which combines the tasks with areas of activities:

<table>
<thead>
<tr>
<th>Component</th>
<th>Activity</th>
<th>Time period 2004</th>
<th>Benchmarks</th>
<th>Experts</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, admin. Implementation</td>
<td>A 1.1 analysis on availability of data for E-forms</td>
<td>1st quarter</td>
<td>Report with recommendations</td>
<td>M. Huizenga/SVB</td>
</tr>
<tr>
<td></td>
<td>A 1.2 analysis insurance gaps</td>
<td>1st quarter</td>
<td>Report with recommendations</td>
<td>R. Olieman/SVB</td>
</tr>
<tr>
<td></td>
<td>A 1.3 workshop insurance gaps</td>
<td>1st quarter</td>
<td>Report</td>
<td>R. Olieman/SVB Relevant Czech experts</td>
</tr>
<tr>
<td></td>
<td>A 2.1 analysis of data based systems in the CSSA</td>
<td>2nd quarter</td>
<td>Report with recommendations</td>
<td>M. Huizenga/SVB Swedish exp</td>
</tr>
<tr>
<td></td>
<td>A 2.2 data map of CSSA for E-forms</td>
<td>2nd quarter</td>
<td>Report with recommendations</td>
<td>M. Huizenga/SVB</td>
</tr>
<tr>
<td></td>
<td>A 2.3 analysis of protocols/agreements on data exchange with other Cz institutions</td>
<td>3rd quarter</td>
<td>Report with recommendations</td>
<td>Dutch STEs</td>
</tr>
<tr>
<td></td>
<td>A 2.4 analysis of data exchange possibilities with other Cz institutions</td>
<td>3rd quarter</td>
<td>Report with recommendations</td>
<td>Huizenga/SVB</td>
</tr>
<tr>
<td></td>
<td>A 2.5 workshop</td>
<td>3rd quarter</td>
<td>Workshop with report on A 2.1-4</td>
<td>M. Huizenga/SVB P. Donders/SZW Swedish exp</td>
</tr>
<tr>
<td></td>
<td>A 2.6.1 Drafting architectural design database</td>
<td>3rd quarter</td>
<td>Draft based on outcome of A 2.5</td>
<td>Cz experts in joint cooperation with Dutch experts</td>
</tr>
<tr>
<td></td>
<td>A 2.6.2 Workshop on draft architecture of database</td>
<td>3rd quarter</td>
<td>Workshop with report</td>
<td>Cz experts, M. Huizenga/SVB Swedish exp</td>
</tr>
<tr>
<td></td>
<td>A 2.7 study on privacy rules</td>
<td>2nd quarter</td>
<td>Report with recommendations</td>
<td>M. Huizenga/SVB P. Donders/SZW</td>
</tr>
<tr>
<td></td>
<td>A 3.1 export of benefits</td>
<td>2nd quarter</td>
<td>Report with recommendations</td>
<td>J. van Hoof/SVB</td>
</tr>
<tr>
<td></td>
<td>A 3.2 workshop contributions abroad</td>
<td>2nd quarter second half of the qrtr.</td>
<td>Report with recommendations</td>
<td>J. van Hoof/SVB</td>
</tr>
<tr>
<td></td>
<td>A 4 applicable legislation (posting of workers)</td>
<td>2nd quarter</td>
<td>CSSA WAN for posting certificates</td>
<td>Expert posting/SVB, P. Donders/SZW</td>
</tr>
<tr>
<td></td>
<td>A 5 pilot TESS (pensions)</td>
<td>4th quarter</td>
<td>Sample TESS between CZ and NL</td>
<td>M. Huizenga/SVB</td>
</tr>
<tr>
<td></td>
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<td>---</td>
</tr>
</tbody>
</table>
| A 6 | drafting working programmes | 3rd quarter | Report for every branch of soc.sec. | Expert/SVB (pensions, old age, survivors)  
Expert/UWV (disability, incl. medical examinations) – J. de Jong  
Expert sickness benefits in kind – H. Daamen/CVZ, P. Donders/SZW |
| A 7 | implementation of working programmes under act. A 4 | 4th quarter | Progress reports | Cz experts: implementation and reports, Dutch experts: back office |
| A 8 | study visit | 2nd quarter first half of qrtr. | 5 nights, 5 persons | CVZ, SVB, SZW, UWV |
| A 9 | analysis manuals on admin procedures | 4th quarter | Recommendations on basis Consensus III project CZ/99/IB-CO-01 “Implementing EU Coordination Rules as decided by Regulation 1408/71 and 574/72” | P. Donders/SZW Czech experts |
| B training |   |   |   |   |
| B 1.1 | identification of trainers | 1st quarter | 15 – 30 trainers identified | Czech experts |
| B 1.2 | general seminar on coordination rules, in Prague | 2nd quarter first half of qrtr. | Seminar held | G. Vonk/SVB F.Pennings, priv. |
| B 1.3 | developing trainers’ manual | 2nd quarter second half of qrtr. | Manual for train the trainers | Dutch experts B2 |
| B 1.4 | planning data train the trainers programme | 2nd quarter | Time schedule | PAA office |
| B 1.5 | train the trainers, specialised sessions | 3rd quarter | 15 – 30 qualified trainers | 4 Dutch experts B2 |
| B 1.6 | formulation of trainers exam | 3rd quarter |   | Dutch experts B2 |
| B 1.7 | trainers’ examinations | 3rd quarter | 15 – 30 trainers examined and certified | Donders/SZW M.Huizenga/SVB |
| B 2.1 and 2.2 | planning of staff training, incl. 6 regions | 3rd quarter | Data and 3 regions planned | PAA with CSSA |
| B 2.3 | training venues | 2nd quarter | Arrangements made | CSSA with PAA |
| B 2.4 | staff training | 4th quarter | Trained administrators to work with E-forms, using databank | H.Daamen/CVZ: sickness, UWV/J.de Jong: disability P.Donders/SZW: posting |
| B 2.5 developing trainers curriculum | 2nd and 3rd quarter | Curriculum | Dutch experts |
| B 2.6 translating and printing of curriculum | 3rd quarter | Curriculum printed in Czech | PAA office |
| B 2.7 quality assurance | 4th quarter | Ongoing monitoring and evaluation | Dutch experts B2 |
| B 3.1 self study material for e-learning | 2nd to 3rd quarter | Material used in act. B 2 edited into self study material, available on internet, cd-rom | Dutch experts in cooperation with Czech part |
| B 3.2 procedures laid down in protocol in order to keep information up to date. | 3rd / to 4th quarter | procedures for maintenance in protocol | Edit team |
| B3.3 production of cd-rom and eventual placement of self study / e-learning on intranet | 3rd quarter | cd-rom | TA part |

A more detailed work and time schedule is added in annex E of this covenant.
Title III. Breakdown of costs and recipients of funds requested from the Phare programme

Article 7 breakdown of activities and costs.

A detailed budget is enclosed in Annex G of this covenant.

Article 8 Recipients of funds granted by the PHARE programme

The EU contribution to the costs of the input provided under the responsibility of the Member State in fulfilment of this twinning covenant is a maximum of 0.4 million euro under twinning covenant reference No. CZ03/IB/SO/01.

Disbursement of funds

Disbursement of funds is governed by the procedures laid down in Annex B of the present covenant.

Disbursement of funds, except private sector inputs contracted directly by the CFCU will be made to the following bank account by the Czech CFCU:

Member State: The Netherlands
Administration body: The Ministry of Social Affairs and Employment
Unit: Directorate for International Affairs
Address: P.O. Box 90801
        NL 2509 LV The Hague
        The Netherlands
Bank Account no.: 19.23.21.366

Bank: Rabo Bank
        P.O. Box 17100
        3500 HG Utrecht
        The Netherlands
Address: NL-The Hague, The Netherlands
IBAN code NL92 RABO 0192 3213 66
Swift number: Rabo NL 2 U

Payments for private sector inputs contracted directly by the CFCU will be made to the relevant contractors in accordance with standard procedure.

The allowances and expenses owing to Pre-Accession Advisor (category II), as evidenced by invoices drawn up under the responsibility of the Pre-Accession Advisor himself, will be transferred to them by the CFCU. Transfers will be made to the bank account below:

Pre-Accession Advisor: Mr. Willem van de Ree
Address Talmastraat 19-D
            3038 SL Rotterdam
            The Netherlands
Bank Account No. 113 100 47 78 EUR
Bank: Raiffeisenbank Prague,
Bank code 5500,
Swift code RZBCCZPP

16.12.2003 – initialled text
Disbursement of all other twinning-related expenditure (Category III), as evidenced by invoices drawn up under the responsibility of the Member State Project Leader, except private sector inputs contracted directly by the CFCU/Commission, will be made to the following account by the CFCU of the Candidate Country:

Ministry of Social Affairs and Employment
P.O. Box 90801, NL 2509 LV The Hague

Bank Account no.: **19.23.21.366**

Bank: Rabo Bank
Address: PO Box17100
3500 HG Utrecht
The Netherlands

IBAN code: NL92 RABO 0192 3213 66
Swift number: Rabo NL 2 U
### Article 9 staff list (in alphabetical order) and CV’s

<table>
<thead>
<tr>
<th>Name of expert</th>
<th>Present position</th>
<th>Years of experience</th>
<th>Age</th>
<th>Nationality</th>
<th>Educational background</th>
<th>Component</th>
<th>Special areas of knowledge</th>
<th>Experience in the partner state</th>
<th>Languages and degree of fluency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beets</td>
<td>Director International Affairs Ministry of Social Affairs and Employment</td>
<td>16</td>
<td>54</td>
<td>Dutch</td>
<td>University</td>
<td>Steering committee</td>
<td>General management international affairs, senior policy advisor international affairs</td>
<td>All CEEC’s</td>
<td>Dutch VG, French VG, English VG, German VG</td>
</tr>
<tr>
<td>Daamen, Theo</td>
<td>Information specialist CVZ</td>
<td>24</td>
<td>44</td>
<td>Dutch</td>
<td>Higher education</td>
<td>A, B sickness</td>
<td>Data processing in the field of Regulations (EEC) 1408/71 and 574/72 regarding health care benefits in kind and cash</td>
<td>Lithuania</td>
<td>Dutch VG, English VG, German VG</td>
</tr>
<tr>
<td>Dalen, Richard van</td>
<td>Senior policy advisor Department of International Secondment, Insurance Office, Social Insurance Bank in Amstelveen, the Netherlands (SVB)</td>
<td>17</td>
<td>43</td>
<td>Dutch</td>
<td>University</td>
<td>A, B posting</td>
<td>Implementation of title II of Regulation 1408/71 Execution of secondment articles in bilateral agreements on social security</td>
<td>Hungary, Lithuania</td>
<td>Dutch VG, English G, German VG</td>
</tr>
<tr>
<td>Donders, Peter</td>
<td>Director BMT, Ministry of Social Affairs and Employment, coordination specialist</td>
<td>15</td>
<td>42</td>
<td>Dutch</td>
<td>University</td>
<td>A, B</td>
<td>Coordination of social security, free movement of workers, project management</td>
<td>All CEEC’s including Czech Rep.</td>
<td>Dutch VG, English VG, German G</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Education</td>
<td>Language</td>
<td>Specialization</td>
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</tr>
<tr>
<td>Van Hoof, Jacques</td>
<td>ICT consultant for the Information Management Department of the Sociale Verzekeringbank (SVB)</td>
<td>Dutch</td>
<td>Dutch VG</td>
<td>ICT consultant for the Information Management Department of the Sociale Verzekeringbank (SVB)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Huizenga, Martin</td>
<td>International Information manager, data exchange officer, head ICT department (SVB)</td>
<td>Dutch</td>
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<td>Pennings, Frans</td>
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Article 10 Member States bodies involved in the twinning project

The Netherlands
Ministry of Social Affairs and Employment (MoSAE)
Mr. Lauris Beets, Director International Affairs
P.O. Box 2509
NL-2509 LV The Hague, The Netherlands
Tel: 0031 70 333 4555
Fax: 0031 70 3334007
E-mail: lbeets@minszw.nl

Mandated Bodies:
  • Social Insurance Bank, (SVB)
    Attn Mr Herpert Trouw, Head of External Relations Dept.
    van Heuven Goedhartlaan 1
    1181 KJ Amstelveen
    Tel: 0031 020 6564816
    Fax: 0031 020
    E-mail: htrouw@svb.nl

  • Health Insurance Board (CVZ)
    Attn Mr J.L.P.G. van Thiel
    General Director
    Postbus 396
    1080 BD Amstelveen
    Tel.: 0031 020 3475555
    Fax: 0031 020 64 73 494
    E-mail: -

  • UWV Social Security Agency
    (Bos en Lommerplantsoen)
    (1055 AA Amsterdam)
    PO Box 74765
    NL 1070 BT Amsterdam
    Attn Mr Personel & Organisation attn J de Kat
    Tel: 0031 20 687 51 51
    Fax: 0031 20 687 20 40
    E-mail: -
Article 11: Communication and Addresses

For the Candidate Country:
Project Leader: Mr Vladimir Fanta
Position: Head of Design and Application Support Division of CSSA
Address: CSSA, Křižová 25, 225 08 Prague 5, Czech Republic
Tel.: 00420 2 5706 2240
Fax: 00420 2 5706 2039
Email: Vladimir.fanta@cssz.cz

CSSA Project Coordination:
Mrs Jitka Konopásková
Position: Head of EU Integration Department
Address: CSSA Křižová 25, 225 08 Prague 5
Tel. 00420 2 5706 2115
Fax 00420 2 5155 6664
Email: jitka.konopaskova@cssz.cz

For the Member State Administration:
Ministry of Social Affairs and Employment
Mr Henk van der Stelt, senior policy adviser, Directorate for International Affairs, direct contacts
Tel. 0031 70 333 5950
Fax 0031 70 333 4019
Email: hvdstelt@minszw.nl
Project Leader: Mr. Lauris C. Beets
Address: PO Box 90801, NL 2509 LV The Hague
Tel. 0031 70 333 4555
Fax 0031 70 333 4019
E-Mail: lbeets@minszw.nl

For the Member State body receiving the compensation for the salary of the PAA:
Ministry of Social Affairs and Employment
Mr Ferry Bakker.
Position: Financial Co-ordinator
Address P.O. Box 90801, NL 2509 LV The Hague
Tel. 0031 70 333 4790
Fax 00 31 70 333 4019
E-Mail: bbakker@minszw.nl
For the PAA:
Mr. Willem van de Ree
Position: Senior Policy Adviser
Address: Ministry of Social Affairs and Employment
Anna van Hannoverstraat 4
The Hague, Netherlands
Tel. 0031 70 333 5707
Fax 0031 70 3334019
E-Mail: WvdRee@minszw.nl

For the European Commission, according to its financial commitment:
Name: Mr Ruud Van Enk, Head of Investment Section
EC Delegation address: Delegation of the European Commission to the Czech Republic
Pod hradbami 17
160 00 Prague 6
Czech Republic
Tel/Fax: 00 420 2 2431 2835 / 00 420 2 2431 2850
e-mail: delegation-czech@cec.eu.int

Submission of invoices and other communications concerning payments shall be sent to:
CFCU, address:
Mr Jan Slavicek
CFCU
Letenska 15
11810 Prague 1
Czech Republic
Tel: +420-2-57044552
Fax: +420-2-5704-4550
email: cfcu@mfcr.cz

Article 12 Duration

This covenant shall take effect at the date of notification of its endorsement by the EC Delegation and the CFCU, after final signature by both parties. It will remain in effect for 15 months and may be terminated in accordance with Article 3 of Annex A (General Provisions). The duration of this covenant shall not exceed the disbursement period of the relevant Financing Memorandum (31/10/2006).
Article 13 Annexes

The following annexes are an integral part of the present covenant:

Annex A: General provisions

Annex B: Budget execution and payment procedures for the PHARE contribution

Annex C: Reporting

Annex D: CV’s of MS Professional Staff

Annex E: Work and Time schedule

Annex F: Breakdown of Activities and Costs

This covenant does not constitute a Treaty under public international law between the Czech Republic and the Netherlands.

Read and approved for the administrative authority of the Candidate Country

By: Mr. Lauris Beets, Director for International Affairs
At: 
Date: 

Read and approved for the administrative authority of the Member State

By: Mr. Lauris Beets, Director for International Affairs
At: 
Date: 
Endorsed by the European Commission

By: Mr , Head of Delegation
At:
Date:

Endorsed for the Central Project Management Agency (CFCU)

By: Mr , Director of CFCU
At:
Date:
ANNEX A TO THE TWINNING COVENANT: GENERAL PROVISIONS

Article 1. Responsibilities

The implementation of the Covenant is the sole responsibility of its signatories from the Candidate Country and Member State. The Commission shall in no case, and under no circumstances, be held liable for claims arising out of the Covenant relating to damages caused to property or staff of any nationality. No request for indemnity or reinstatement relating to such claims may be addressed to the Commission.

The responsibility of the Commission is limited to the provision of funds, in accordance with the detailed budget contained in Article 7 of the Covenant. The Commission’s sole aim in endorsing the Covenant is to clarify the purpose of the project and the conditions of use of the funds granted. The Candidate Country and the Member State will allow the Commission and the European Court of Audit every facility to verify the correct use of these funds.

Article 2. Changes to the Covenant

2.1 Indicative and mandatory clauses

The Covenant contains indicative and mandatory clauses. The clauses of Articles 1, 2, 4, 10, 12 and 13 are mandatory. The clauses of articles 3 and 6 are mandatory in their definition of the target results and the benchmarks to be achieved, indicative regarding the means used for implementation, the time schedule and dates, and the identity of the Member States’ experts present in the candidate country.

The clauses of articles 5 and 9 are mandatory regarding the identity of the Member State and Candidate Country Project Leaders and the Pre-Accession Advisors (PAAs) and their Candidate Country counterparts, indicative for the remainder.

The procedure for changes to article 7 is defined in Annex B of the covenant. Article 8 is mandatory regarding the total contribution from the EU programme to the project costs, indicative for the rest.

Article 11 is indicative.

2.2 Non-budgetary changes to the Covenant

Changes to the budget of the Covenant are governed by the rules laid down in Annex B of the Covenant. Changes to the Covenant which do not affect its budget may be called for during its implementation. These changes are made upon a joint decision of the two signatories to the Covenant.

If the change sought concerns indicative clauses, it is decided autonomously and jointly by the Member State (MS) and Candidate Country (CC) Project Leaders. They draw up the revised indicative clause in the form of a side letter to the Covenant, which lays down what is changed. The side letter is notified to the Commission (Delegation) and the Central Financing and Contracting Unit (CFCU). The Covenant is considered to have been changed on the date of the latest notification. A side letter can only be used to change indicative clauses of the covenant and is not an addendum in legal terms.

If the change concerns a mandatory clause, it takes the form of a formal addendum to the covenant which must be presented for prior approval by the Commission and the CFCU, failing which the financing granted under EU funding would be called into question.
The addendum, drafted and signed by the signatories to the Covenant, is submitted by one of them to the Commission Delegation for endorsement. The signatories can delegate authority to the Project Leaders to sign any addenda on their behalf. The Commission Delegation is entitled to accept or refuse addenda on behalf of the Commission. It must, however, request formal approval from headquarters before accepting addenda which would have one of the following effects:
- changing the guaranteed result targeted by the Covenant,
- replacing the Member State administration or mandated body initially responsible for the Covenant,
- removing or adding a partner Member State,
- replacing the Member State Project Leader,
- replacing a Pre-Accession Advisor,
- interrupting or ending the Covenant before completion.

If the Commission agrees, the Delegation requests the written approval of the CFCU and sends both Project Leaders the text of their addendum bearing the signed endorsement of the CFCU and the Delegation. The addendum is considered to have been endorsed on the date of this notification.

**Article 3. Termination**
Either Party (Candidate Country or Member State) may terminate the Covenant at any time by giving three months' notice in writing to the other party, after having informed the Commission thereof. The failure of a party to fulfil any of its obligations under the Covenant entitles the other party to terminate the Covenant with immediate effect upon written notice stating the grounds for such action, after having informed the Commission thereof. If such a failure occurs, or for any other duly substantiated external reason, the Commission may also halt funding of the project by giving three months' notice in writing to the Candidate Country and lead Member State.
Should the Covenant be terminated for any reason, no payments shall be due to the Member State except for costs actually incurred or irrevocably committed (including staff contract obligations) up to and including the date of termination.

**Article 4. Project management and implementation**
The Member State and the Candidate Country shall be responsible for their respective experts and the tasks assigned to each party in Titles II, III and IV of the Covenant. The Candidate Country will ensure co-ordination with any other relevant multilateral or national body with significant activity or expertise in the areas covered by the project.

**Article 5. Personnel**
The Member State staff and experts assigned to implement the activities detailed in Articles 5 and 6 of the Covenant shall be appropriately experienced in the implementation and enforcement of the *acquis communautaire* and have the necessary skills to undertake the required tasks. They shall be remunerated in accordance with Article 7 of the Covenant (budget) and with the Framework Agreement between the relevant Member State(s) and the Commission, if applicable.
If the PAA does not comply with the obligations laid down in Annex 6 of the Framework Agreement, or for any other duly substantiated reason, the candidate country and the Member State may by mutual accord terminate a long-term secondment at any time. The termination of a secondment, whether or not there is a substitute for the PAA in question, may give rise to a review by the Commission of the funding for all or part of the Covenant. Termination of secondments thus requires an addendum to the covenant, to be submitted to the Commission (Steering Committee) for prior approval.
If a PAA is not fulfilling his obligations according to Annex 6 to satisfaction, or for any other duly substantiated reason, the Commission may, at its own initiative or at that of the Candidate Country or the Member State alone, propose a review of the funding of the Covenant. In such cases the Commission proposes to the signatories a review of the Covenant as a condition for the continuation of all or part of its funding.

**Article 6. Framework Agreement**
The status and remuneration of civil servants and comparable staff from Member States involved in the implementation of the Covenant will be in accordance with the Framework Agreements signed by the Commission and Member States.

**Article 7. Procurement of goods and services**
The procurement of goods and services from the private sector under the Covenant will be governed by the provisions of the Practical Guide for Phare, ISPA and SAPARD, taking into account the specific rules laid down in Annex B to the Covenant. Derogations require prior approval from the Commission.

**Article 8. Reimbursement of advances**
The Member State signing the Covenant, in its own name and on behalf of any other Member States (administrative authorities) which may be involved in a consortium of which it is the leader, undertakes to reimburse the Commission for any advances made by the latter, including advances granted to PAAs and their home administrations, the use of which is not properly evidenced by subsequent invoices accepted by the Commission.

**Article 9. Confidentiality and Copyright**
The parties shall maintain professional secrecy. All Member State experts and in particular the PAA, will exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of or in connection with the performance of their duties, or pertaining to their work with the host administration in the Candidate Country or the EU. They will not in any form whatsoever disclose, publish or cause to be published any document or information not already made public without obtaining permission from both the Candidate Country and the Commission. Permission will be refused only where the proposed publication is liable to prejudice the interests of the host Candidate Country or the EU. They will continue to be bound by this obligation after their involvement in the project has terminated. These provisions shall apply to all sub-contractors for whom the Member State assumes liability.

**Article 10. Reporting**
The Member State shall furnish the European Commission with regular quarterly reports, with the endorsement of the Candidate Country and its additional comments, if any. Reports shall be sent to the addresses specified in Article 11 of the Covenant. The first, third and subsequent odd-numbered quarterly reports may be restricted to a simple account of implementation, making direct reference to the work schedule and the benchmarks defined in Article 6 of the Covenant. The second, fourth and subsequent even-numbered quarterly reports must, in addition to the above, contain a general analysis of: overall implementation of the project; the main difficulties encountered; compliance with overall objectives as defined in Title I of the Covenant; and any necessary reallocation of the available means in order to achieve the target result despite these difficulties. If serious implementation difficulties arise between two quarterly reports, the Candidate Country or the Commission may ask for a special report to be drafted. On completion of the project, the Member State shall prepare a final report on the project and a critical study of any major problems which may have arisen during the implementation of the
Covenant. The final report shall be endorsed by the Candidate Country and contain its additional comments, if any.

Annex C provides templates of reporting formats. Following the same schedule as for project reporting, i.e. every three months starting as of the date of endorsement notification by the EC Delegation, the MS Twinning partner submits detailed financial reports to the CFCU.

They must document:
1. Project journal, i.e. all expenditure for the project in chronological order
2. Actual expenditure in relation to budgeted expenditure, following the numbered activities and sections of the budget in Title III Article 7 of the Twinning covenant.

The final financial report must be accompanied by an audit certificate from a recognised, independent auditor. The auditor must certify that all the transactions invoiced by the MS Twinning partner in the course of the covenant were duly justified in accordance with the established rules and arose solely as a result of the covenant.

Article 11. Monitoring
In order to monitor the use of the funds which it provides, the European Commission will assess each twinning project once a year to review results and achievements against those set out in the Financing Memorandum in the Covenant. Assessors specially recruited by the Commission for their knowledge and experience in both the technical and administrative aspect of projects will carry out the exercise, in accordance with a Work Plan which will cover all ongoing projects in a country, and will present a report at the end of each exercise. The report will relate the facts as observed by the assessor and draw conclusions based on these facts, putting forward concrete and practical recommendations aimed at improving performance to ensure the objectives are reached. This report will be submitted to the Joint Monitoring Committee established under the Financing Memorandum through its sub-Committee, which will ensure that recommendations are followed-up.

Article 12. Inspection and Audit
In order to verify the conditions of use of the funds which it provides, the Commission shall have the right to send its own agents or duly authorised representatives to carry out any audit that it considers necessary to monitor the implementation of the project. Such audits may be performed in either the Member State or the Candidate Country concerned.

To this end, the Member State and the Candidate Country shall:
(i) keep financial and accounting documents concerning the activities financed by the European Commission under the Covenant;
(ii) ensure that the aforementioned agents or representatives of the Commission have the right to inspect all documentation and accounts pertaining to items financed under the Covenant, including statements of accounts where work is carried out by other parties;
(iii) assist the European Court of Auditors to carry out audits relating to the utilisation of the funds made available.

For the CFCU of the Candidate Country, the national financial control responsibilities laid down in the Memoranda of Understanding on the National Fund and on the CFCU shall apply, in accordance with the implementation arrangements laid down in the Financing Memorandum on the country programme of which the project is a part.

The relevant financial and accounting documents shall be maintained for a period of five years following closure of the above-mentioned country programme.

Article 13. Settlement of disputes
Any dispute relating to the present Covenant which cannot be settled amicably between the two parties shall be referred to arbitration. A Committee for Arbitration shall be established,
comprising one member appointed by each party and a chairman designated by both of them. If the two arbiters cannot agree upon the choice of the chairman within one month of their appointment, either party can request the President of the Court of Justice of the European Communities, in writing, to select the chairman. The decision of the Committee for Arbitration shall be binding on both parties without recourse to appeal. The Committee for Arbitration shall decide ex aequo et bono.

**Article 14. Applicable law**
The present Covenant shall be subject to the law of the Member State (single signatory or lead partner) which has signed it.

**ANNEX B TO THE TWINNING COVENANT: BUDGET EXECUTION AND PAYMENT PROCEDURES APPLICABLE TO THE CANDIDATE COUNTRY’S CENTRAL FINANCING AND CONTRACTING UNIT**

**1. GENERAL PRINCIPLES**
- All costs incurred by the MS Twinning partner and its staff (reimbursement of salary for PAA, allowances and reimbursement of costs to the PAA and all other project costs, formerly categories I, II and III) and detailed in the breakdown of costs, Article 7 of Title III, are in principle cumulated into *one single category* and reimbursed by the EU programme to the MS. (not including any services contracted by the CFCU from the private sector)
- By mutual agreement between the MS Twinning partner and the CFCU, former Categories I (reimbursement of PAA salary) and/or II (allowances and reimbursement of costs for the PAA) may be separated out for direct payment.
- For private sector inputs the appropriate contracting authority will make payments. If the contracting authority is the MS body responsible for the implementation of the project (subject to a ceiling of 5,000€ per item for goods and 10,000€ per item for services), reimbursement will take place in the framework of the settlement of quarterly invoices. For all other private sector inputs the CFCU is contracting authority. However, the parties may agree to assign all private sector contracting to the CFCU or equivalent contracting authority, subject to prior approval of the respective EC Delegation.
- All payments are subject to presentation of either a request for an advance or an invoice.
- Requests for an advance and invoices must bear the original signature of the Member State (MS) Project Leader, designated in Article 11.1 of the Covenant.
- Payments funded by EU programmes are made in Euros. Costs incurred in other currencies must be converted at the rate published by the European Central Bank in the “C” series of the Official Journal applicable on the first day of the month in which the cost was incurred. There will be no compensation for exchange rate fluctuations which may arise between the date when the cost was incurred and its payment by the CFCU. The CFCU covers the costs of its own banking charges; the recipient bears the costs of its banking charges.
- The *payment agent* for Twinning projects is the CFCU (or its equivalent in the beneficiary country). Any reference to CFCU should be understood to mean such payment agent.
- Unless otherwise provided, payments shall be made within 60 days of receipt of the request for payment. Payment may be deferred if the services covered by the payment are contested. The 60-day payment period does not include any delays occurring as a result of banking procedures.

- If the time-limit for payments is exceeded, the signatory Member State shall be entitled to interest calculated pro rata on the basis of the number of calendar days by which payment is delayed, at the interest rate applied by the European Central Bank, as published in the Official Journal of the European Communities for the month in which the payment is made, increased by 1%. This indemnity is exclusive.
2. STRUCTURE OF THE PAYMENT PROCEDURE

Advance: Upon receipt of notification of endorsement of the Twinning Covenant by the Commission, the MS body responsible for the implementation of the project may request an advance proportionate to 9 months of the project costs from the CFCU.

Interim payments: Every three months from the date of notification of endorsement, the MS Project Leader submits to the CFCU a financial report detailing all budgeted costs incurred during the past three months. If the MS Twinning partner can demonstrate more than 50% of the cumulated advances has been consumed, an interim payment equivalent to 4 months pro rata costs of the project may be requested. Prior to final payment/settlement, the accumulated payment of the initial advance and the successive quarterly invoices may not exceed 80% of the total sum allocated to the project by the budget of the covenant endorsed by the Commission.

Final payment: Upon completion, and subject to the approval by the CC beneficiary and EC Delegation of the final project report demonstrating that the targeted result of the twinning project has been achieved, the MS project Leader sends a final invoice to the CFCU, together with the final global financial report. Where over 80% of the initial budget has been spent, the balance will be in favour of the MS Twinning partner. If the final accepted invoice indicates total expenditure below 80% of the budget, the CFCU requests reimbursement of the unused advance from the Member State body responsible for the implementation of the twinning covenant (Annex A, article 8). The Member State body responsible for the implementation of the Twinning project is also liable for reimbursement of any advances paid in respect of the PAAs, which remain unused according to invoices accepted by the CFCU.

The final financial report must be accompanied by an audit certificate from a recognised, independent auditor. The auditor must certify that all the transactions invoiced by the MS Twinning partner in the course of the covenant were duly justified in accordance with the established rules and arose solely as a result of the covenant.

If the MS implementing organisation cannot itself provide an audit certificate in support of the final invoice, an audit valid under the law of the MS shall be commissioned and its cost included within the actual costs invoiced (see ch 5.11).

3. DOCUMENTATION IN SUPPORT OF INVOICES

3.1. Endorsement by the beneficiary of services rendered

On the basis of detailed invoices in accordance with the breakdown of costs (Title III, Article 7) of the covenant the MS Project Leader is responsible for soliciting an endorsement of services rendered from the beneficiary. For the sake of expediency, this task may be facilitated by the Pre-Accession Advisor.

3.2. Receipts and invoices for services

The MS Twinning partner is obliged to keep full accurate and systematic record and accounts in respect of the activities implemented under the Twinning Covenant. They shall be in such form and detail that it is possible to establish accurately the number of days worked in the CC, as well as all actual incidental expenditure budgeted and associated with the implementation of the Twinning covenant.

Such records must be kept for a 5-year period after the last payment made under the covenant. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, in particular mission/timesheets, transport tickets, pay slips for experts and other invoices. Failure to maintain such records constitute a breach of obligations and will result in the termination of EU funding or request for refund of part or all funds to the Commission.
Without prejudice to the rights and obligations of the European Court of Audit, OLAF, the relevant Commission services, representatives of the CFCU or other authorised institutions of the beneficiary country shall be permitted to inspect or audit, at any reasonable time, the records and accounts relating to the implementation of the Twinning Covenant and to make copies thereof both during and after its implementation. The quantity of documentation requested should be based on a judgement of the risk and potential scale of error associated with the items in question. Please note that, contrary to previous requirements, no original documentary evidence shall be submitted to the CFCU. The audit certificate dispenses MS implementing bodies from submitting any documentary evidence according to EC Financial Regulation. CC national legislation may require them to submit certified copies.

4. PRIVATE SECTOR INPUTS: TENDERING, PROCUREMENT AND CONTRACTING
Private sector inputs are subject to the procedures laid down in the Practical Guide for Phare, ISPA and Sapard (PRAG) (web address http://europe.eu.int/comm/europeaid/index).

Supply of goods
• up to 5.000€ per item: direct purchase.

Examples: small equipment to enable the smooth implementation of the project (e.g. small laboratory consumables of measuring equipment.)
• Procedure: no contract, reported in the framework of quarterly financial report
• over 5.000€ per item not financed by the Twinning budget. Mentioned in the breakdown of cost only to signify the commitment of the CC that the relevant equipment will be available at that time of the work programme for the project.
Examples: equipment to measure air quality control, veterinary control materials.
The procedure for the procurement of the equipment is determined by the source of its funding. If it is investment funds from the EU national programme envelope, the CFCU is entirely responsible for tendering and contracting according to the rules laid down in the PRAG.

Supply of services
• up to 10.000€ per item: direct agreement. (exceptional derogation from PRAG!)

Examples: travel costs, translation and interpretation services, software, training material, expert private sector inputs to training.
Procedure: MS Project Leader responsible for procurement and contracting. Reported in the quarterly financial reports.

_ 10.000 – 200.000€ per item, Contracted by CFCU(see PRAG):
(1) Framework Contracts
(2) Simplified procedure
Examples: translation and interpretation services, software, training material, expert private sector inputs to training.
• Amounts for private sector inputs with a unit cost above the ceiling of 10.000€ for supply of services are contracted separately by the CFCU and will be included in the detailed breakdown of costs in the Twinning Covenant with an annotation making clear that they will be contracted by the CFCU.
• Amounts for private sector inputs with a unit cost above the ceiling of 5.000€ for supply of goods may figure indicatively in the breakdown of costs, but are not included in the overall sum in the Covenant and are contracted separately by the CFCU.

Ceiling price
The ceiling on prices of goods and services applies to indivisible units (an item or individual instance of service provision). Even if the total amount of an order for services exceeds €10
000.- it may be contracted and paid by the Project Leader directly if each individual service ordered costs less than € 10 000.

5. CHANGES TO THE BUDGET OF THE COVENANT

5.1. General rules
There should be no change to the guaranteed results defined in the Twinning covenant, but the means of achieving these may be adapted to circumstances, with the activities initially planned being replaced by others.

Any change to the budget must observe the following general rules:

5.1.1. the overall budget for a Twinning project cannot be increased, and so an activity must be reduced or cancelled first in order to finance a new one;
5.1.2. any cost billed under the heading of the activity must be eligible for financing according to the Twinning rules (which excludes funding of CC experts or operational costs of beneficiary administration), and the unit costs (fees, daily allowances, etc) must respect the rates set by the Commission; no redeployment of the budget may be intended to increase the initial unit costs;
5.1.3. each Twinning project must include a Pre-Accession Advisor, resident in the CC for a minimum of 12 consecutive months. Transfers of budgetary resources may not jeopardise this requirement.
5.1.4. procurement of private sector services and use of the contingency funds must comply with the established rules.
5.1.5. introduction of a new activity must be justified by showing that it will be of real use in achieving the guaranteed results targeted by the Twinning covenant; the mere availability of funds (following cancellation of activities originally foreseen) is not sufficient to justify the financing of new activities.

5.2. Procedures
Two procedures shall apply to the budget reallocations listed below. In all cases, the appropriate procedure must be completed and the budget officially reallocated before the newly devised activity can be implemented. No activity implemented before being officially entered in the budget may be financed by the EU programme.

The notifications must be made by a secure means of communication, so that dispatch can be proven in the event of dispute.

5.2.1. Reallocation of appropriations by project leaders (MS and CC), without prior approval by the Commission and the CFCU
- Within and between activities (if they are within the same budget section, the MS Project Leader may act on his own authority)
- between budget sections for a cumulated amount of up to 10% of the total budget for the Twinning project

Practical application
The Project Leaders draw up the budget reallocation in the form of a side letter to the covenant, which lays down what is removed and what is added. This side letter to the covenant is notified to the Commission (Delegation) and the CFCU. The budget is considered to have been reallocated on the date of the latest notification. When the budget reallocation amounts simply to a transfer of appropriations within the same budget section, the transfer decision may be signed by the project leader of the MS alone, who notifies the project leader of the CC at the same time as the Commission and the CFCU.

Such a budget reallocation is not an "addendum" in legal terms, since the breakdown of appropriations between parts of the same activity in the same budget section is given only as an indication.

5.2.2. Reallocation of appropriations by the project leaders requiring prior approval by the Commission and the CFCU
• between budget sections beyond a cumulated amount of 10% of the total budget of the Twinning project.
The addendum signed by both parties is sent to the EC Delegation. The Delegation is authorised to endorse addenda on behalf of the Commission, except in cases where the addendum would have one of the following effects, in which case prior approval from headquarters has to be sought:
• changing the guaranteed result targeted by the Covenant,
• replacing the MS administration or mandated body MS initially responsible for the Covenant,
• removing or adding a partner MS,
• replacing the MS project leader,
• replacing a PAA,
• interrupting or ending the Covenant before completion.
If the Commission agrees, the Delegation requests the written approval of the CFCU and sends both project leaders the text of their request bearing the signed endorsement of the CFCU and the Delegation. The budget is considered to have been amended on the date of this notification.

ANNEX C TO THE TWINNING COVENANT: REPORTING
In accordance with Article 10 of Annex A, reports will be drafted in accordance with the following formats (templates). The first, third and subsequent odd-numbered reports may be limited to points 1-4 and 6.

QUARTERLY REPORTS

1. Identification
- Twinning Project No. (number/reference given to the twinning project)
- Report No. (serial number of the report in the sequence for this project)
- Period covered by the report
- Submitted by : name of the Project Leader

2. Background
Reference to the grounds justifying the twinning in relation to the acquis.

3. Twinning activities during the reporting period
Description of the activities carried out under the twinning project during the period under consideration (PAA, components of the package etc.), with direct reference to the benchmarks and timetable set out in the Covenant.

4. Financial Statement
Report on financial situation; costs incurred and funds remaining in each budget category.

5. Assessment of activities
- Overall evaluation of the progress achieved during the period under consideration
- Judgement on likelihoood of completing project within timescale and budget
- Highlighting of any activities not in the original plan, or activities cancelled
- Update on general environment, including any risks for project implementation

6. Conclusion
Conclusion and comments on progress during the reporting period in relation to delivering the "guaranteed result".

FINAL REPORT
1. **Identification**
- Twinning Project No. (number/reference given to the twinning project)
- Final Report
- Submitted by : name of the Member State Project Leader

2. **Executive summary**
Executive summary of the whole twinning project, with reference to achievement of the expected result.

3. **Background**
Description of the background which led to the establishment of a twinning project, with reference to the *acquis communautaire* involved.
Description of the prevailing environment during the implementation of the twinning operation, showing factors which could have had a direct impact on the project, included unexpected difficulties.

4. **Summary of the twinning activities during the reporting period**
Summary of the activities carried out under the twinning project (PAA, components of the package etc.) and main comments on these activities.

5. **Evaluation of the twinning project**
Overall evaluation of the twinning project, reflecting the main achievements and weaknesses.

6. **Conclusion and Recommendations**
Was the expected result achieved? If not, why not?
In either case, the final report will formulate recommendations for the future.
Annex D: CV’s

Akkies, Dick 44
Beets, Lauris 47
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Ree, Willem van de 73
Sijstermans, Jo 77
Vonk, Gijsbert 79
Eva Kadeřábková (1st reserve for PAA assistant) 82
Pavel Cerha (2nd reserve for PAA assistant) 83
CURRICULUM VITAE: Dick Akkies

Proposed position in project: short term expert (pensions) in training component

1. Family name: Akkies
2. First names: Dick W.
3. Date of birth: 3 November 1958
4. Nationality: Dutch
5. Civil status: Single
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Utrecht</td>
<td>1986</td>
<td>law (1 year); relevant subjects include: constitutional law and administrative law, international social security law, tax law, (additional certificate to graduate diploma).</td>
</tr>
</tbody>
</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
<thead>
<tr>
<th>Language</th>
<th>reading</th>
<th>speaking</th>
<th>writing</th>
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<tbody>
<tr>
<td>Dutch</td>
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</tr>
<tr>
<td>German</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

8. Membership of professional organisations: -

9. Other skills: -

10. Present position:
    1995 - present: Legal policy advisor for the SVB Legal Directives Department

    Current responsibilities:
    Following and analysing relevant developments in the field of international social security law and administrative law. Formulating legal policy, writing manuals on legal implementation, maintaining relations with other institutions and other SVB branch offices. Setting up and providing training programmes on legal implementation. Internal and external consultancy.
11. Years within the firm: 18

12. Key qualifications:
   • EC Regulations 1408/71 and 574/72
   • New and amended social security treaties/agreements
   • Training programmes for the assessment of international claims for pension and survivor’s benefit
   • Developments in national law regarding national pension and survivor’s benefit schemes

13. Specific eastern countries experience: none

14. Professional experience record:
   1985: Review officer at the Sociale Verzekeringsbank (SVB).
   Task: reviewing pension claims with regard to the application of EC Directive 79/7 (equality for men and women)

   1986: Adjudication officer at the SVB International Regulations Department
   Task: assessment of applications for old age pension and survivor’s pension pursuant to international regulations (EC Regulations 1408/71 and 574/72 as well as social security agreements and treaties)

   1987-1994: Legal advisor for the Products and Services Section of the SVB Legal Implementation Department.

Others:
   • Participation in the following projects, including:
     • Preparation for and attendance at Verbindungsstellentagung (talks between Dutch and German social insurance bodies)
     • Amendments to EC Regulations 1408/71 and 574/72
     • Introduction of new and amended social security treaties/agreements
     • Introduction of the means-tested supplementary allowance to the national old age pension,
     • Royal Decree on the scope of coverage under Dutch national insurance legislation (extension and limitation)
     • Amendments to the national pension scheme as of 1/1/1996
     • Introduction of the National Act on Administrative Law (AWB); specifically the set-up and introduction of the review procedure
     • Introduction of the National Survivors’ Benefits Act (Anw) as of 1/7/1996

Additional activities:
   1990-1994: Teacher at the Social Insurance Training Foundation (SOSV)
   Task: providing training programmes on social insurance schemes, marking exams

   1996 to 1999: Teacher at the Social Insurance Help Desk in Groningen

   1999 - present: Teacher at the SOSV for the advanced course on International Social Security Law

15. Selected publications: -
CURRICULUM VITAE Lauris Beets

Proposed position in the project: Dutch project leader

1. Family name: Beets
2. First names: Lauris
3. Date of birth: 19 February 1949
4. Nationality: Dutch
5. Civil status: married
6. Education:

<table>
<thead>
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<td>to (month/year):</td>
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<td>or Diploma(s)</td>
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<tr>
<td>obtained:</td>
<td>1977 (Dutch Literature)</td>
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7. Language skills: (increasing competence from 1 to 5)

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</tr>
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</table>

8. Membership of professional bodies:

9. Other skills: (e.g. Computer literacy, etc.)

10. Present position: Director for International Affairs Ministry of Social Affairs and Employment

11 Years within the organisation: 16 years

12. Key qualifications

13. Professional Experience Record:

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<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Undergraduate lecturer on Dutch language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Also responsible as a final editor of school text books</td>
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<table>
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<tr>
<td>------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Position</td>
<td>Head of Information Department of the</td>
</tr>
<tr>
<td></td>
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14. Other Relevant Information:

15. Contact Address in the Member State, including telephone, fax and e-mail:
    POBox 90801, 2509 LV The Hague, The Netherlands
    Ph. 0031 70 333 4749, fax 0031 70 333 4007
    Email: lbeets@minszw.nl
CURRICULUM VITAE: Theo Daamen

Proposed position in project: short term expert on data exchange

1. Family name: Daamen
2. First names: Theodorus Hans
3. Date of birth: 03-05-1948
4. Nationality: Dutch
5. Civil status: Married
6. Education: Highschool

<table>
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<tr>
<td>Highschool Contardo Ferrini</td>
<td>16th June</td>
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7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
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<th>Language</th>
<th>reading</th>
<th>speaking</th>
<th>writing</th>
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<tr>
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</tr>
<tr>
<td>German</td>
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</table>

8. Membership of professional organizations:
- No specialities at the moment (earlier the Audit Board as expert)

9. Other skills: - good user of Word, Excel, and PowerPoint
- knowledge of Dutch social security
- knowledge of Regulations (EEC) 1408/71 and 574/72 regarding health care

10. Present position: Information-specialist

11. Years within the firm: 24

12. Key qualifications:
- Knowledge of the Regulations (EEC) 1408/71 and 574/72
- Administrative experience during 24 years on this subject

13. Specific eastern countries experience:
- Knowledge and execution of the social security treaty with the countries of the former republic of Yugoslavia

14. Professional experience record:
1979-2002  Location: Amstelveen  
Position: Head of the foreign department  
Company: College voor Zorgverzekeringen (CVZ) Health Insurance Board

Description: Executing the Regulations (EEC) 1408/71 and 574/72 and bilateral treaties for Dutch insured people living or staying temporary in other member-states/countries and people insured in other member-states/countries living or staying temporary in the Netherlands for their registration and the settlement of costs of healthcare. Making settlements for administrative implementation of all kind of national and international regulations

2002-2003  Location: Amstelveen  
Position: Information-specialist  
Company: College voor Zorgverzekeringen (CVZ), Health Insurance Insurance Board

Description: advising in all kind of projects as electronic files, building websites and development of applications and giving administrative support

Others: --
CURRICULUM VITAE: Richard van Dalen

Proposed position in the project: short term expert

1. Family name: Van Dalen
2. First names: Richard Max Arthur
3. Date of birth: 24 October 1959
4. Nationality: Dutch
5. Civil status: married
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
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<tbody>
<tr>
<td>Vrije Universiteit Amsterdam</td>
<td>1981-1984</td>
<td>Diploma, teacher German language</td>
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<tr>
<td>SOSV (Social Insurances)</td>
<td>1986-1988</td>
<td>Diploma</td>
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7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
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<th>Language</th>
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8. Membership of professional organisations: -

9. Other skills:

9. Present position:  
Senior policy advisor Department of International Secondment, Insurance Office, Social Insurance Bank in Amstelveen, the Netherlands

11. Years within the firm: 17

12. Key qualifications:
- Implementation of title II of Regulation 1408/71
- Execution of secondment articles in bilateral agreements on social security

13. Specific eastern countries experience: Hungary; Lithuania

14. Professional experience record:
1985-2001 Location: Amstelveen, The Netherlands
Position: policy advisor
Company: Social Insurance Bank

16.12..2003 –initialled text
Description: Implementation title II reg. 1408/71, bilateral agreements
CURRICULUM VITAE: Peter Donders

Proposed position in the project: expert

1. Family name: Donders
2. First names: Petrus Theodorus Hubertus
3. Date of birth: 1 January 1961
4. Nationality: Dutch
5. Civil status: Married
6. Education:

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<th>Date</th>
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<tbody>
<tr>
<td>University of Nijmegen</td>
<td>1981-1988</td>
<td>Master degree in Science of European Administration</td>
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7. Language skills:

   1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
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</tr>
<tr>
<td>German</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

8. Membership of professional organizations:
   - Member of ACEP, Council of Advise for the Dutch Parliament on European policies
   - Member of the advisory board for migrant workers of the ‘EG-Beraad voor de Bouw’ (EC-Council for the construction sector, an advisory board of the Dutch government)
   - Member of the SPO which is an organization responsible for post academic education. Mr. Donders gives courses in the post academic sector of European social policies

9. Other skills:

   Computers: MS Office (Word/Excel), MS Windows ‘95

10. Present position:

    director/senior consultant BMT, Management and Marketing consultants Ltd.

11. Years within the firm: 10

12. Key qualifications:
   - Expertise in European decision making;
   - European co-ordination of social security (adviser of DGV for Regulations 1408/71 and 574/72);
   - European social policies;
   - Project management.
13. Specific eastern countries experience:

<table>
<thead>
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<tbody>
<tr>
<td>Lithuania</td>
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<tr>
<td>Latvia</td>
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<td>Czech Republic</td>
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<td>Hungary</td>
<td>1998-2002</td>
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<td>Romania</td>
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14. Professional experience record:

1988 -1989 Location: Brussels  
Position: advisor political group  
Company: European Parliament  
Main areas of responsibility: policy advice on the social dimension of the internal market

1989-1992 Location: Woerden (Netherlands)  
Position: advisor European affairs  
Company: Bouw- en Houtbond FNV (Dutch trade Union for construction workers)  
Main areas of responsibility: policy advice on the consequences of European integration for workers in the construction sector

1992-now Location: Utrecht  
Position: director/senior consultant  
Company: BMT, Management and Marketing consultants Ltd.

15. Main areas of responsibility: studies/advise in the field of the co-ordination of European social security systems, project management, European environmental and social policies

16. Selected publications:

- Democracy and policymaking in the European Union, Alphen a/d Rijn 1992;
- Dutch lobbies in Europe, Den Haag 1993
- Prospects of social security coordination, Leuven/Amersfoort 1997
- Application of the provisions of Regulation 1408/71 and the issue of posting: facts and problems, by order of the European Commission (DG) 1995
- Application of the provisions of Regulation 1408/71 and the issue of posting: facts and problems in the new Member States and Norway, by order of the European Commission (DG) 1996
- Note on build 7 of the TESS-program, by order of the European Commission (DG V), 1996
- The statistical registration of posted workers, by order of the European Commission (DG V) Utrecht 1997
• Social Security for workers posted in the European Union, Norway, Iceland and Liechtenstein, a brochure for employers and employees, by order of the European Commission (DGV) 1997 (translated in 9 languages)
• Note on the use of a European Social security card, by order of the European Commission (DG V) 1997.
• Self-employed people and the determination of the legislation applicable (Title II of Regulation 1408/71), Leuven 1996
• The posting of Portuguese and Irish workers in the Dutch construction industry, Utrecht 1995
• The Country Policy Paper of Lithuania, September 1996
• European Workers Councils in 15 European multinationals, September 1997
• Consensus Multi country project Latvia, Estonia and Lithuania on the co-ordination of social security
• Phare program Lithuania: Equal treatment of men and women, 1998
• Consensus Multi Country Project Estonia, Czech Republic, Hungary, Slovenia, Poland on the detailed preparation and planning for the implementation of the EC co-ordination rules, 1999
• The estimation of health care costs in Poland when implementing the EC co-ordination rules, BMT 1999
• Phare Consensus III twinning project on the implementation of the EC coordination rules of Reg. 1408/71 and 574/72, short term expert on posting of workers in the Czech Republic, 2001-2002.
• Phare/Consensus III twinning project on social protection reform, short term expert on social acquis communautaire in Lithuania 2001-2002.
• Project director of Partnership Agreement Social Dialogue between the government of Hungary and the Netherlands, by order of the Dutch Ministry of Social Affairs and Employment.
• Phare/Consensus III twinning project on the implementation of the EC coordination rules of Reg. 1408/71 and 574/72, project director 2001-2002.
• MATRA project on migrant workers in Romania, expert on EC coordination rules, by order of the ROI, 2002.
CURRICULUM VITAE: Hartmanová, Katerina

Position in the project: PAA Assistant

PERSONAL INFORMATION

Name KATEŘINA HARTMANOVÁ
Address NA FOLIMANCE 5, 120 00 PRAHA 2, CZECH REPUBLIC
Telephone +420 777 20 15 87
E-mail Katerina.hartmanova@centrum.cz

Nationality Czech
Date of birth 20 MAY 1977

WORK EXPERIENCE

• Dates (from – to) 2002-2003
• Name and address of employer Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (Madrid) / Spanish Embassy (Prague)
• Occupation or position held Twinning Project’s Coordinator
• Main activities and responsibilities Coordinating of twinning projects with Spanish Participation in the Czech Republic

• Dates (from – to) 2002
• Name and address of employer CFCU, Prague
• Occupation or position held Pre-Accession Adviser Assistant at the Office for Personal Data Protection
• Main activities and responsibilities Providing all the necessary support to the PAA in fulfilling his duties under the EU Phare Twinning Project

• Dates (from – to) 2000-2001
• Name and address of employer Charles University, Economics Institute, Centre for Research and Graduate Education (CERGE), Prague
• Occupation or position held Assistant
• Main activities and responsibilities Online information retrieval, organising documents gathered in the library stock

• Dates (from – to) 2000-2001
• Name and address of employer C.M.M., Prague
• Occupation or position held Assistant
**Main activities and responsibilities**  
Organising economic seminars  

**Dates (from – to)**  
2000-2001  

**Name and address of employer**  
Office for State Information Systems, Personal Data Protection Department, Prague  

**Occupation or position held**  
Translator  

**Main activities and responsibilities**  
Translations from English, Spanish and French  

**Dates (from – to)**  
1996-1997  

**Name and address of employer**  
National Information Centre, Trade Department, Prague  

**Occupation or position held**  
Assistant  

**Main activities and responsibilities**  
Maintaining contact with international non-governmental organisations  

---  

**EDUCATION AND TRAINING**  

**Dates (from – to)**  
2003-1997  

**Name and type of organisation**  
Charles University, Prague – Faculty of Arts  

**Principal subjects**  
Information Science  

**Title of qualification awarded**  
Master Degree received in 2003  

**Dates (from – to)**  
1996-1997  

**Name and type of organisation**  
Charles University, Prague – Faculty of Arts  

**Principal subjects**  
Institute for Translation (Spanish Language)  

**Title of qualification awarded**  

**Dates (from – to)**  
1991-1996  

**Name and type of organisation**  
Czech-Spanish Grammar School, Prague  

**Principal subjects**  
Czech-Spanish Bilingual Program  

**Title of qualification awarded**  
Maturita (Leaving Examination), State Examination in Spanish  

---  

**PERSONAL SKILLS AND COMPETENCES**  

**MOTHER TONGUE**  
CZECH  

**OTHER LANGUAGES**
• Reading skills  excellent
• Writing skills  excellent
• Verbal skills  excellent

SPANISH
• Reading skills  excellent
• Writing skills  excellent
• Verbal skills  excellent

FRENCH
• Reading skills  good
• Writing skills  good
• Verbal skills  good

TECHNICAL SKILLS AND COMPETENCES
Computer Literacy (MS Word, Excel, Power-Point, Outlook), experience with the latest developments in information technology, information retrieving and processing, including Internet seeking

OTHER SKILLS AND COMPETENCES
Communication and organisational skills, experience in a relevant position

ADDITIONAL INFORMATION
References: Mr. Agustín Puente: apuente@agpd.es
Curriculum Vitae: Jacques van Hoof

Position in project: short term expert

1. Family name: van Hoof
2. First names: Jacques J.G.
3. Date of birth: 17 January 1951
4. Nationality: Dutch
5. Civil status: -
6. Education:

Training
Various training programs including courses offered by the Dutch Banking and Stock Exchange Institute and the Dutch Business Management Foundation, as well as courses in project management, information technology, service level agreements, banking, the euro, social security and quality improvement.

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
<thead>
<tr>
<th>Language</th>
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</table>

8. Present position:
1997 - present: ICT consultant for the Information Management Department of the Sociale Verzekeringsbank (SVB)
- Account management for pension funds, health insurance funds, banks, tax authorities, liaison bodies and software houses.
- Managing projects related to these parties.
- Participating in projects for the optimization of SVB business process.

9. Years within the firm: 8

10. Key qualifications: ICT in relation to Social Security

11. Specific eastern countries experience: Hungary

12. Professional experience record:
1996-1997: Member of the SVB reorganization project
- Designing and implementing the structure and procedures for the international payments of the SVB’s nine new branch offices.
- Negotiating related service levels with the banking agents of the SVB.

- Advising and supporting the Director in initiating and formulating office policy.
- Managing the Social Affairs Agencies of the Royal Netherlands Embassies in Cape Verde, Morocco, Tunisia, Turkey and Israel. In the planning stage: negotiations with
Dutch and foreign authorities involved, such as government ministries and liaison bodies.
- Managing public relations at the International Office.
- Preparing and offering presentations and training programs.

- Representing the Dutch Ministry of Social Affairs in Morocco, Tunisia and Cape Verde.
- Reporting on relevant developments in these countries.
- Mediating between Dutch and foreign government ministries and liaison bodies.
- Preparing and conducting negotiations between Dutch and foreign government ministries and liaison bodies.

1985-1989: Adjudication officer at the SVB’s International Regulations Department.

1983-1985: Client information officer at the Board for Victims of Persecution Benefits (WUV).
CURRICULUM VITAE: Martin Huizenga

Proposed position in project: short term expert

1. Family name: Huizenga
2. First names: Martin
3. Date of birth: 14-04-1945
4. Nationality: Dutch
5. Civil status: single
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Several educational levels in ICT and organizational management</td>
<td></td>
<td>Higher education</td>
</tr>
</tbody>
</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
<thead>
<tr>
<th>Language</th>
<th>reading</th>
<th>speaking</th>
<th>writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch</td>
<td>MT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

8. Membership of professional organizations:
   - Dutch representative TESS working group Brussels
   - Director (ai) Public Trust Foundation

9. Other skills:

10. Present position: Advisor data exchange and information technology SVB

11. Years within the firm: 16

12. Key qualifications: Data exchange, information technology, usage electronic keys, international data exchange, EU privacy rules concerning data exchange

13. Specific eastern countries experience: Hungary twinning on coordination of social security

14. Professional experience record:

   1968-1974 Location: Hilversum
   Position: video editor
   Company: Dutch Broadcasting Production Company

   1975-1985 Location: Hilversum
   Position: project leader
   Company: Dutch Broadcasting Production Company
Position: Project manager
Company: Ministry Welfare, Culture and Health

1987- . Location: Amstelveen
Position: head of department ICT
Company: SVB
CURRICULUM VITAE: Johan de Jong

Position in project: short term expert component C

1. Family name: De Jong
2. First names: Johannes
3. Date of birth: 30 July 1953
4. Nationality: Dutch
5. Civil status: Married
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havo</td>
<td>1972</td>
<td>diploma</td>
</tr>
<tr>
<td>SOSV (Social Insurances)</td>
<td>1980</td>
<td>diploma</td>
</tr>
<tr>
<td>Open Universiteit (Law)</td>
<td>1986-1987</td>
<td>no</td>
</tr>
</tbody>
</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
<thead>
<tr>
<th>Language</th>
<th>reading</th>
<th>speaking</th>
<th>writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch</td>
<td>Mother tongue</td>
<td></td>
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</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>German</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>French</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

8. Membership of professional organisations: -

9. Other skills: -

10. Present position:
    Senior policy advisor International Affairs (Social Security), GAK Nederland BV, Amsterdam

11. Years within the firm: 13 years

12. Key qualifications:
    • Interpretation of EC Regulations 1408/71 and 574/72 (including jurisprudence Court of Justice) and employee-schemes in the Netherlands

13. Specific eastern countries experience:

<table>
<thead>
<tr>
<th>Country</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hungary</td>
<td>1999-2002</td>
</tr>
</tbody>
</table>
Many times member of the delegations on bilateral agreements on social security

14. Professional experience record:

1990 - now
Location: Amsterdam
Position: Advisor Ministry of Social Affairs and employment in the Netherlands in relation to the agreement on Social Security (Liaison Body)
Company: GAK/UWV Nederland BV

15. Selected publications: -
CURRICULUM VITAE: Robert Olieman

Position in project: short term expert

1. Family name: Olieman
2. First names: Robert
3. Date of birth: 26 February 1961
4. Nationality: Dutch
5. Civil status: -
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus University of Rotterdam</td>
<td></td>
<td>Economics Program, Graduation in Economics, majoring in General Economics; thesis on local government expenditure.</td>
</tr>
<tr>
<td>Open University</td>
<td>1997</td>
<td>Project management course Introductory informatics course Methods of programming Information analysis Data banks and data structuring</td>
</tr>
<tr>
<td></td>
<td>2000</td>
<td>Management course Social security course</td>
</tr>
</tbody>
</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
<thead>
<tr>
<th>Language</th>
<th>reading</th>
<th>speaking</th>
<th>writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch</td>
<td>Mother tongue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>4</td>
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<tr>
<td>German</td>
<td>5</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

8. Membership of professional organizations: -

9. Other skills: -

10. Present position:
    Since 1999: Head of Forecasting & Statistics Department at Sociale Verzekeringsbank

11. Years within the firm: 3

12. Key qualifications:
    Statistics and forecasts Social Security Developments
13. Specific eastern countries experience:

<table>
<thead>
<tr>
<th>Country</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hungary</td>
<td>2001-2002</td>
</tr>
</tbody>
</table>

14. Professional experience record:
- Project leader at the Employment and Education Division (A&O) of the Netherlands Economic Institute, Rotterdam (NEI)
- Senior researcher at the A&O Division of NEI
- Researcher at the Energy and Environment Department of NEI
- Researcher at the A&O Division of NEI
- Conscripted Reserves Officer at the Budget Management Directorate of the Royal Dutch Army

Graduate Assistant for the Applied Statistics Department at the Erasmus University of Rotterdam
CURRICULUM VITAE: Frans Pennings

Position in project: short term expert component A and C

1. Family name: Pennings
2. First name: Frans Jozef Lodewijk
3. Date of birth: 10 March 1957
4. Nationality: Dutch
5. Civil status: cohabitant

6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Utrecht</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
<td>1982</td>
</tr>
<tr>
<td>Degree(s) or Diploma(s)</td>
<td>linguistics and literature of the Dutch language</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Utrecht</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>1985</td>
</tr>
<tr>
<td>Degree(s) or Diploma(s)</td>
<td>Dutch law</td>
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<table>
<thead>
<tr>
<th>Institution</th>
<th>University of Utrecht</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>1990</td>
</tr>
<tr>
<td>Degree(s) or Diploma(s)</td>
<td>Ph.D. in law</td>
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7. Language skills (mark 1 to 5 for competence):

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
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</thead>
<tbody>
<tr>
<td>Dutch</td>
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<td>5</td>
<td>5</td>
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<tr>
<td>English</td>
<td>5</td>
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<td>5</td>
</tr>
<tr>
<td>French</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>German</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

8. Membership of professional bodies:
   - Member of the Court of Appeal in social security
   - Member of the Vereniging voor Arbeidsrecht

10. Other skills (e.g. computer literacy): Competent in Word Perfect, Windows etc

11. Present position:
    Associate Professor Labour Law and Social Security law at Tilburg University
11. Years with the firm: eight years

12. Key qualifications (relevant to the programme):
   - Experience in teaching law in English and in Dutch
   - Experience with law projects in Central and Eastern Europe
   - Large list of publications on European law subjects

13. Specific Eastern countries experience:

<table>
<thead>
<tr>
<th>Country</th>
<th>Date: from - to (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Czech Republic</td>
<td>February 1991</td>
</tr>
<tr>
<td>Romania</td>
<td>November 1991</td>
</tr>
<tr>
<td>Poland</td>
<td>January 1992</td>
</tr>
<tr>
<td>Poland</td>
<td>May 1993</td>
</tr>
<tr>
<td>Poland</td>
<td>January 1995</td>
</tr>
<tr>
<td>Poland</td>
<td>January 1996</td>
</tr>
<tr>
<td>Poland</td>
<td>January 1996</td>
</tr>
<tr>
<td>Russia (Siberia)</td>
<td>May 1997</td>
</tr>
<tr>
<td>Slovenia</td>
<td>June 1997</td>
</tr>
<tr>
<td>Hungary</td>
<td>2000-2002</td>
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</table>

14. Professional experience record:

<table>
<thead>
<tr>
<th>Date: from - to (month/year)</th>
<th>1982 - 1990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>University of Utrecht</td>
</tr>
<tr>
<td>Company</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Position</td>
<td>Research assistant</td>
</tr>
<tr>
<td>Description</td>
<td>writing PH D thesis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from - to (month/year)</th>
<th>1990 -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Tilburg</td>
</tr>
<tr>
<td>Company</td>
<td>Faculty of Law</td>
</tr>
<tr>
<td>Position</td>
<td>Associate professor</td>
</tr>
<tr>
<td>Description</td>
<td>giving classes/doing research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from - to (month/year)</th>
<th>1990 -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Utrecht</td>
</tr>
<tr>
<td>Company</td>
<td>Court of Appeal</td>
</tr>
<tr>
<td>Position</td>
<td>Judge</td>
</tr>
<tr>
<td>Description</td>
<td>Adjudication in social security</td>
</tr>
</tbody>
</table>

15. Publications: (selection of international publications)


Adress:
Tilburg University
Faculty of Law
Postbox 90153
NL 5000 LE Tilburg
tel. +31 13 4662157
fax + 31 13 4663143
CURRICULUM VITAE: Willem van de Ree

Proposed position in the project: PAA

1. Family name: van de Ree
2. First names: Willem
3. Date of birth: 29.04.47
4. Nationality: Dutch
5. Civil status: separated
6. Education: University

<table>
<thead>
<tr>
<th>Institution</th>
<th>Erasmus University Rotterdam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: from (month/year):</td>
<td>1973</td>
</tr>
<tr>
<td>to (month/year):</td>
<td>1977</td>
</tr>
<tr>
<td>Degree(s) or Diploma(s) obtained:</td>
<td>civil law, subjects: social and labour law, international public law, social insurance law, economics</td>
</tr>
<tr>
<td></td>
<td>1980: postgraduate course in labour law</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Leiden University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: from (month/year):</td>
<td>1982</td>
</tr>
<tr>
<td>to (month/year):</td>
<td>1984</td>
</tr>
<tr>
<td>Degree(s) or Diploma(s) obtained:</td>
<td>Two years sociology, Evening classes, no degree</td>
</tr>
</tbody>
</table>

7. Language skills: (increasing competence from 1 to 5)

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<td>5</td>
<td>5</td>
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<tr>
<td>German</td>
<td>5</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Romanian</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

8. Membership of professional bodies: N/A.
9. Other skills: (e.g. Computer literacy, etc.) word/windows
10.
11. Present position: Ministry of Social Affairs and Employment, Directorate for International Affairs, senior policy adviser
12. Years within the organisation: 23
13. Key qualifications: PAA
14. Specific Countries experience:

<table>
<thead>
<tr>
<th>Country</th>
<th>Date: from (month/year) to (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estonia, Lithuania, Slovak</td>
<td>during membership of governmental</td>
</tr>
<tr>
<td>Republic, Romania,</td>
<td>committee of European Social Charter</td>
</tr>
<tr>
<td>Macedonia, Bulgaria</td>
<td>ESC of Council of Europe, participating</td>
</tr>
<tr>
<td>Lithuania</td>
<td>as expert to promote the ESC in these</td>
</tr>
<tr>
<td></td>
<td>countries at seminars, 1995 – present</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>drafting a covenant and budget for phare</td>
</tr>
<tr>
<td></td>
<td>twinning on social security for migrant</td>
</tr>
<tr>
<td></td>
<td>workers, 2002 – present</td>
</tr>
<tr>
<td></td>
<td>medium term expert on the same project</td>
</tr>
<tr>
<td>Surinam, Netherlands Antilles</td>
<td>several times to set up technical</td>
</tr>
<tr>
<td>Aruba</td>
<td>assistance projects 1995 - present</td>
</tr>
<tr>
<td>New Zealand</td>
<td>1988 - 1993</td>
</tr>
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</table>

14. Professional Experience Record:

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>1967 - 1977</th>
</tr>
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<tbody>
<tr>
<td>Location</td>
<td>Rotterdam, Netherlands</td>
</tr>
<tr>
<td>Company</td>
<td>Amsterdam-Rotterdam Bank N.V.</td>
</tr>
<tr>
<td>Position</td>
<td>fire-insurance broker</td>
</tr>
<tr>
<td>Description</td>
<td>negotiate with policy-underwriters at Rotterdam Bourse.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>1978 - 1981</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>The Hague, Netherlands</td>
</tr>
<tr>
<td>Company</td>
<td>Ministry of Economic Affairs</td>
</tr>
<tr>
<td>Position</td>
<td>Policy adviser, personnel</td>
</tr>
<tr>
<td>Description</td>
<td>recruitment, selection of young academics, legal affairs, labour conditions in state-subsidised institutions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>The Hague, Netherlands</td>
</tr>
<tr>
<td>Company</td>
<td>Ministry of Social Affairs and Employment, Migration Directorate</td>
</tr>
<tr>
<td>Position</td>
<td>acting head of finance dept.</td>
</tr>
<tr>
<td>Description</td>
<td>management, budgeting, subsidies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>1984 - 1988</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>see above</td>
</tr>
<tr>
<td>Company</td>
<td>see above</td>
</tr>
<tr>
<td>Position</td>
<td>head of operations dept./acting director</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Description</td>
<td>management</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>1988 - 1993</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Wellington, New Zealand</td>
</tr>
<tr>
<td>Company</td>
<td>see above</td>
</tr>
<tr>
<td>Position</td>
<td>migration attaché at Netherlands’ Embassy</td>
</tr>
<tr>
<td>Description</td>
<td>responsible for implementation of migration agreement between governments of New Zealand and Netherlands</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>1993 - present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>The Hague, Netherlands</td>
</tr>
<tr>
<td>Company</td>
<td>Ministry of Social Affairs and Employment, International Directorate</td>
</tr>
<tr>
<td>Position</td>
<td>senior policy adviser</td>
</tr>
</tbody>
</table>
| Description                            | **International Labour Organisation:**  
  - International Labour Conference, organising participation of national tripartite delegation, member of applications committee (incl. reporter of cttee),  
  - attending governing body  
  **Council of Europe/European Social Charter**  
  member of governmental committee, presenting Netherlands’ position, 2000 - 2002 chairman of governmental committee, participate at CoE/ESC missions in Middle and Eastern European Countries  
  **Bilateral affairs:**  
  Organising technical assistance projects, f.i. Surinam, Netherlands Antilles and Aruba. |

<table>
<thead>
<tr>
<th>Date: from (month/year) to (month/year)</th>
<th>March 2001 - August 2002</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Bucharest, Romania</td>
</tr>
<tr>
<td>Company</td>
<td>Ministry of Labour and Social Solidarity</td>
</tr>
<tr>
<td>Position</td>
<td>Pre Accession Adviser</td>
</tr>
<tr>
<td>Description</td>
<td>Pre Accession Adviser to the Phare/Twinning Project “Elaboration of a National Action Plan for Employment” RO99/OT/02-RO 9908</td>
</tr>
</tbody>
</table>

<p>| Date: | August 2002 - present |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>The Hague, Netherlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Ministry of Social Affairs and Employment, Senior policy adviser, phare projects</td>
</tr>
<tr>
<td>Position</td>
<td>Senior policy adviser, phare twinning projects, bilateral projects</td>
</tr>
<tr>
<td>Description</td>
<td>Evaluate fiches, write proposals, make presentations, write covenants with breakdown</td>
</tr>
<tr>
<td>Date</td>
<td>July 2003 - present</td>
</tr>
<tr>
<td>Location</td>
<td>Vilnius, Lithuania</td>
</tr>
<tr>
<td>Company</td>
<td>Ministry of Social Security and Labour</td>
</tr>
<tr>
<td>Position</td>
<td>Medium term expert</td>
</tr>
<tr>
<td>Description</td>
<td>60 working days as MTE on Phare Twinning Project Regulation 1408</td>
</tr>
</tbody>
</table>

15. Other Relevant Information:
16. Contact Address in the Member State, including telephone, fax and e-mail
   Willem van de Ree, Ministry of Social Affairs and Employment, PO Box 90801, 2509 LV The Hague, Netherlands, ph. 0031 70 333 5707, fax: 0031 70 333 4007, E-mail: wvdree@minszw.nl
CURRICULUM VITAE: Jo Sijstermans

Position in project: short term expert component A

1. Family name: Sijstermans
2. First names: Johannes Josef Gertrudis (Jo)
3. Date of birth: 2 October 1950
4. Nationality: Dutch
5. Civil status: Married
6. Education:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
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<tr>
<td>Kath. Universiteit Brabant</td>
<td>1981</td>
<td>Fiscal Economics M.A.</td>
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<tr>
<td>Erasmus University Rotterdam</td>
<td>1997</td>
<td>European Fiscal Studies</td>
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</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

<table>
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<th>Language</th>
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<th>speaking</th>
<th>writing</th>
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</thead>
<tbody>
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<td>mother tongue</td>
<td>mother tongue</td>
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<tr>
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<tr>
<td>French</td>
<td>3</td>
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</table>

8. Membership of professional organisations:
   • Tax Authority / Center of Product and Process Development, Utrecht
   • Tax Authority / Taxation of Foreigners, Heerlen

9. Other skills:
   • Chairman supervising board Hestia (housing)
   • Member of counselling boards of HEAO Sittard
   • Author / teacher International Tax School

10. Present position:
    • Head of group of experts on collection of national insurance, invalidity insurance (self employed persons) and health insurance
    • Member of the technical team of taxation foreigners

11. Years within the firm: 21

12. Key qualifications:
    Theoretical and practical knowledge and experience in areas related to EU Regulations 1408/71 in the fields of insurance and levy of contributions in relation to taxation.

13. Specific eastern countries experience: Hungary
14. Professional experience record:

1981-2000 Location: The Netherlands (Heerlen, Maastricht, Utrecht)
Position: tax inspector, teamleader, head technical team tax on wages,
chairman collection national insurance
Company: Ministry of Finance, Tax Department

15. Selected publications:
- Boekhouden voor de salarisadministrateurs, 1991, 1995
- Themnummer Besluit Uitbreiding Beperking Kring Verzekeringen, 1991
- De sociale verzekeringaspecten van uitzending en detachering, 1992
- Verzekering- en premieplicht, 1993
- Internationale aspecten van belastingheffing, verzekeringsplicht en arbeidsrecht, 1995
- Praktijkhandboek verzekering- en premieplicht, 1995
- Werken over de grens NL/België, 1998
- Stand van zaken na twee jaar Waz-praktijk, 2000

Lectures:
- Since 1984 chairman at seminars, workshops, congresses concerning the national
  and international aspects of taxation, compulsory insurance, salary records etc.
CURRICULUM VITAE: Gijsbert Vonk

Proposed position in the programme: Short term expert component A and C

1. Family name: Vonk
2. First names: Gijsbert Johan
3. Date of birth: 1960
4. Nationality: Dutch
5. Civil status: -
6. Education:

<table>
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<tr>
<th>Institution</th>
<th>Date</th>
<th>Degree or diploma obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Amsterdam, Faculty of Law</td>
<td>1984</td>
<td>Degree</td>
</tr>
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</table>

7. Language skills:

1: Basic 2: Fair 3: Good working knowledge 4: Very Good 5: Fluent

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<th>Language</th>
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<td>English</td>
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</tr>
<tr>
<td>French</td>
<td>Fair</td>
<td>Fair</td>
<td>Fair</td>
</tr>
</tbody>
</table>

8. Membership of professional organisations: -

9. Other skills:
Research at University at Exeter, University of London and Max Planck Institut für Ausländisches und Internationales Sozialrecht, München

10. Present position:
Head of department, Sociale Verzekeringsbank, Department of National and International Social Insurance Law

11. Years within the firm: 11

12. Key qualifications:
Mr Vonk has extensive knowledge in the field of Social Law, European Law and Administrative Law as well as in-depth knowledge in social security from a Dutch comparative and supranational perspective. In addition, Mr Vonk has profound experience in preparing, monitoring and carrying out research in legal implementation of social security and other domains. Furthermore, he acts as a barrister for the Social Insurance Bank in legal proceedings before the Court of Justice of the European Community, and is involved in conducting and monitoring of legal proceedings at the national level, including developing criteria for legal evaluation and quality assessment. As an advisor to the Dutch Government, Mr Vonk has been involved in negotiations on bilateral social security conventions between The Netherlands and countries within as well as outside of Europe, and he is an experienced manager and supervisor of legal advisory tasks.

13. Professional experience record:

1992-present  Head of department, Sociale Verzekeringsbank, Department of National and International Social Insurance Law.

Main areas of responsibility:
• Managing legal processes within the social Insurance Bank
• Advisory role in international negotiations on bilateral social security conventions
• Responsible for drawing up binding regulations in the field of social security
• Coordinating legal aspects of benefit policy
• Supervisory role in respect of legal proceedings
• Acting as a barrister for the Social Insurance Bank in major principle cases before the Central Court of Appeal, the Supreme Court and the Court of Justice of the European Community

1991-1992  Senior advisor for International policy, Centraal Bureau voor de Arbeidsvoorziening, Department of International Migration.

Main areas of responsibility:
• Setting legal criteria for foreign workers entering the Dutch labour market
• Advisory role in policy matters
• preparing the revised act on labour migration (de Wet Vreemdelingen)
• Secretariat of joint commission of employer and employee representatives concerning immigration matters
• Participating in EC working group on the freedom of movement of workers

Ongoing:  Member of research foundation, Stichting Centrum Onderzoek Sociale Zekerheid, and chair of research programme on the application of bilateral social security treaties in the Dutch legal order.

Ongoing:  Holds speeches and lectures on a monthly basis to legal advisors and administrators specialised in social security or in international legal matters.

Others:

1994-1997  Advisor to the Dutch Government and Chair of negotiations with liaison bodies in relation to negotiations on bilateral social security conventions between the Netherlands and Israel, Turkey, Chile, Korea, Germany, United Kingdom, Belgium, Norway, Sweden and other countries.

Ongoing Supervising international legal proceedings and delivering speeches on international symposia.

15 Selected publications:
- ‘Het woonlandbeginsel revisited’, Nederlands tijdschrift voor sociaal recht, juni 1988, 187-191
- Het HvJEG-arrest in de zaak Kziber; een levenskus voor de slapende sociale paragrafen van EG-samenwerkingsovereenkomsten’, Migrantrecht, 1991, 149-151
- Migranten in Europa en het recht op gezinsbijslagen’, Belgisch tijdschrift voor sociale zekerheid, 1993, 941-967
- Wijziging WABW en internationaalrechtelijke verplichtingen’, Nederlands tijdschrift voor sociaal recht, 1993, 84-91
- Commentaar bij Europese Hof voor de Rechten van de Mens, 16 september 1996, Gaygusuz/Oostenrijk, Sociaal maandblad, 1997, 253-259
Curriculum Vitae

First reserve candidate for the function of PAA Assistant.

Name: Mgr. Eva Kadeřábková
Date of Birth: August 21, 1977
Address: Petržílkova 2570, 158 00 Praha 5
Phone: +420 728 429 401
E-mail Address: kaader@seznam.cz

Education

- 1997 – 2003 Philosophical Faculty of Charles University in Prague, English for translators and interpreters, major in sociology
- 1996 – 1997 Pedagogical Faculty in České Budějovice
- 1994 – 1995 exchange student at Falls Church High School, VA, U.S.A.
- 1991 – 1996 High School of Economics in Mladá Boleslav
- 1983 – 1991 Elementary School in Mladá Boleslav

Work Experience

- 6/2003 sociological internship in Millward&Brown (a company for public research)
- 9/2001 – 10/2002 translator from/into English and administrative support at the Czech National Committee for Disabled Citizens and Czech Blind United (both are NGOs)
- 5/2001 translator for Lordship, Ltd. (a real estate company)
- 10/1997 – 5/1998 receptionist in English and administrative support at UNICARE (a private medical center for foreigners)

Skills

- PC literacy (MS Windows - Word, Excel, Outlook, Internet Explorer)
- High-speed typewriting

Languages

- English and French
- German partially

Leisure Interests

- Travelling
- Reading
- Sports

Curriculum Vitae

Second reserve candidate for the function of PAA Assistant
Pavel Cerha
Name: Pavel Cerha
Address: Do údolí 125/13, 181 00 Praha 8 - Čimice
Phone numbers: 233 54 0615, mobil: 723 515 794
e-mail: Pavel_Cerha@seznam.cz

Career Objective: To become a Project's Assistant

Education:
6/83 – 12/86 University of Massachusetts at Boston
   Majored in Psychology
1/88 – 5/88 The Harvard University Extension School
   Studied business administration

Work Experience:

Consular Officer Turkish Embassy in Prague
7/02 - 8/03 Pevnostní 3, 160 00 Prague 6 – Střešovice
   Working at the consular section at the Turkish Embassy, processing visa
   application, interpreting at various government meetings; Handling routine daily
   correspondence in English and Czech language; Monitoring daily press articles and
   translating them into English.

Commercial Officer Danish Embassy in Prague
11/01 – present Maltézské nám. č. 5
   118 01 Praha 1 - Malá Strana
   Search on the internet and in databases for Czech companies or authorities
   to promote Danish companies and their products; Interpretation at the meetings; Preparation of visiting
   programs, including schedule of appointments, hotel reservations, and accompanying the visitors to the
designated site of a meeting; business correspondence and reporting in Czech and English, as well as
   representing the Danish Embassy at government level.

Administrative US Peace Corps, Prague, Czech Republic
Coordinator Sinkulova 48/329, 140 00 Prague 4
7/96 – 6/98 Coordinating of Post Small Project Assistance (SPA) program; initiating requests for
   funds following transaction to arrival of hecks/funds; coordinating, initiating,
   and tracking the registration process for all Peace Corps Volunteers working in
   Czech Republic; interpreting and translating official meetings and administrative
   correspondence into Czech/English as needed.

Commercial Assistant American Embassy, Prague
10/94 – 3/95 Foreign Commercial Service, Hybernská 7a, Prague 1
   Writing company profiles for a commercial publication „Eastern Europe Looks for
   Partners“; compiling a list of Investment opportunities for the 1994 White

House
   Conference in Cleveland; making contacts with regional and company
   representatives; participating in business meetings at government level

Management Impact, 37 Dame Street, Dublin 2, Ireland (HQ)
Consultant Trainee Assisting client to achieve significant improvement through identifying appropriate
6/93 – 1/94 corporate and business unit strategies and redesigning core business
   processes
   analyzing external and internal conditions and operating procedures
to provide most efficient implementation of recommended solutions.

Studio Monitor  American Foundation for the Blind
4/89 –12/95  11 Penn Plaza, Suite 300, NY, NY 10011
Coordination of studio assignments; operation of studio recording equipment; vocal
coaching and foreign language instruction; proofreading.

Special Skills:  Fluency in Czech and English; computer literacy in Windows applications;
References:  provided upon request
October 20, 2003

Do údolí 125/13
181 00 Praha 8 - Čimice

To whom it may concern,

I am responding to the advertisement and applying for the position of a Project’s Assistant.

My duty at the Danish Embassy included search on the internet, accompanying the Danish visitors
to various business sites, match-making them with Czech counterparts, translating and interpreting
from Czech to English and vice versa.

I also worked at the RTA News Agency, the US Peace Corps, and the American Embassy in a
commercial section as described in the enclosed résumé.

As a Commercial assistant at the US Embassy, I wrote articles for a bulletin, called Eastern Europe Looks
For Partners, which was available to the public and to companies looking for investments in Eastern
Europe. The embassy database was created as an important information source for people who needed
general information on how to start a business in Czech Republic, how to register a company, and how to
find a specific company in a sector.
I also did just about everything else there was to do in the two embassy positions: met with government
and regional officials, wrote company profiles, mailed questionnaires to companies interested in business
partnerships, created a brochure for the conference in Cleveland, Ohio.

Working for the Peace Corps and monitoring news from the Czech media further broadened my
knowledge about the commercial and political issues in the Czech Republic. I am confident that this
experience will help me to fit in and make a contribution to the Phare funded Twinning project.

The preceding review of my positions briefly describes my work experience. I look forward to meeting you
in person and discuss the matter further. I could visit your office at any time convenient to you.
Annex E:

Work and time schedule (see excel file).
ANNEX F

Breakdown of Activities and Costs (excell file)