

PROGRAMME COMPLEMENT

Human Resource Development

Operational Programme

VERSION 1.2
JUNE 2005



CONTENTS :

LIST OF ABBREVIATIONS	3
DEFINITION OF TERMS.....	4
1 INTRODUCTION.....	8
2 DETAILED DESCRIPTION OF THE MEASURES.....	9
2.1 PRIORITY 1 ACTIVE EMPLOYMENT POLICY	10
2.2 PRIORITY 2 SOCIAL INTEGRATION AND EQUAL OPPORTUNITIES	22
2.3 PRIORITY 3 LIFELONG LEARNING DEVELOPMENT.....	35
2.4 PRIORITY 4 ADAPTABILITY AND ENTREPRENEURSHIP	52
2.5 PRIORITY 5 TECHNICAL ASSISTANCE (TA)	62
3 MONITORING INDICATORS AND QUANTIFIED OBJECTIVES.....	67
4 FINANCIAL FRAMEWORK.....	91
4.1 FORM OF AID	91
4.2 PROJECT CO-FINANCING.....	91
4.3 STATE AID PROVISION	91
4.4 PAYMENTS	93
4.5 FINANCIAL TABLE ANALYSED BY PRIORITY AND MEASURE FOR PERIOD 2004-2006 ..	95
5 MANAGEMENT AND IMPLEMENTATION	97
5.1 GENERAL BACKGROUND	97
5.2 FRAMEWORK DIVISION OF TASKS BETWEEN THE MANAGING AUTHORITY, INTERMEDIARY BODY AND FINAL BENEFICIARIES	101
6 PROJECT SELECTION PROCEDURES.....	105
6.1 TYPES OF PROJECTS.....	105
6.2 PROJECT SELECTION AND EVALUATION CRITERIA	106
6.3 EVALUATION AND SELECTION OF GRANT PROJECTS.....	109
6.4 APPROVAL OF NATIONAL AND SYSTEM PROJECTS	110
7 INFORMATION AND PUBLICITY.....	111
7.1 OBJECTIVES AND TARGET GROUPS.....	111
7.2 CONTENTS AND STRATEGY	112
8 DATA EXCHANGE	114

Annexes:

EVALUATION STRATEGY

COMMUNICATION ACTION PLAN

LIST OF ABBREVIATIONS

AEP	active employment policy
CAP	Communication Action Plan
CR OPC	Czech Republic Office for Protection of Competition
CSDF	Civic Society Development Foundation
EA	Economic Activity
EC	European Commission
EEPA	Environmental Education and Public Awareness
ESA	Employment Services Administration
ESF	European Social Fund
EU	European Union
FB	Final Beneficiary
FR	Final Recipient
GDP	gross domestic product
GS	grant scheme
HPS	higher professional school
IB	Intermediary body
ICT	information and communication technology
ISS	information system of school leavers' success rate at labour market
JROP	Joint Regional Operational Programme
LO	Labour Office
MA	Managing Authority
MA CSF	Managing Authority of the Community Support Framework
MC	Monitoring Committee
MF	Ministry of Finance
MIT	Ministry of Industry and Trade
MoLSA	Ministry of Labour and Social Affairs
MoE	Ministry of Environment
MoEYS	Ministry of Education, Youth and Sports
MRD	Ministry of Regional Development
MSSF	Monitoring system of Structural Funds
NEAP	National Employment Action Plan
NGO	Non-Governmental Organisation
NIFE	National Institute for Further Education
NUTS	Nomenclature of Territorial Statistical Units
HRD OP	operational programme for human resource development
PA	Paying Authority
PS	primary school
PU	Paying Unit
SEP	self-employed person
SMEs	Small and medium enterprises
SS	secondary school
STS	Secondary Technical School
TA	Technical Assistance

DEFINITION OF TERMS

Active employment policy – according to Act no. 1/1991 Coll., On Employment, an active employment policy is understood to mean a set of measures aimed at ensuring the balance on the labour market. The active employment policy is ensured using the funds designated specifically for the employment policy. Under the active employment policy, the Ministry of Labour and Social Affairs and the employment offices can contribute for the active employment policy tools as stipulated by both the above Act (e.g. requalification, support of people with handicaps) and by specific legislations as well as towards the programmes and measures of the regional and nation-wide nature, including international employment programmes.

Lifelong learning – according to the Council Resolution (EC) 163/2002 of 27 June 2002, lifelong learning must include learning from the pre-school to retirement age including the whole range of formalised as well as non-formal education. Lifelong learning should be understood as all educational activities performed throughout the life with an aim of improving the knowledge, skills qualifications from the personal, civil, social, as well as professional point of view. Equal opportunities and quality of learning represent important principles for an individual as a subject of lifelong learning.

Target groups – groups of individuals or organisations on whom the respective measure is focused, or who are the recipients of the assistance under the measure.

Global grant – a simplified grant scheme that will be used for the allocation of funds for performance of small projects based on invitations with clearly set participation terms and conditions. The Global grant is primarily used to provide assistance to local development initiatives.

Grant scheme – a framework plan of implementation of a measure or its part. Grant schemes may be used to support to the business entities, but also to the public authorities and not-for-profit organisations. Presenters of grant schemes include the final beneficiaries of grant schemes.

Final Beneficiary – is defined by Council Regulation 1260/1999, Art. 9, as a public or private entity responsible for ordering and implementation of a project. Where the assistance is provided by authorities appointed by Member States, final beneficiaries shall be the authorities that provide the assistance.

Final Recipient – the entity that will receive a subsidy and implement a project, for example under the grant scheme, the final recipient may be a SME that receives support for performance of a specified event. If the grant scheme is not the case, the entity shall be identical with the Final Beneficiary.

Small and medium enterprises (SMEs) – are defined in Annex I of the Commission Regulation No 70/2001, On support of small and medium enterprise. (In the Czech Republic the definition has been assumed into Act no. 47/2002, Coll., On Support of Small and Medium Enterprise). SMEs:

- a) have fewer than 250 employees
- b) have either
 - assets stated in the balance sheet not exceeding CZK 980 million or
 - net turnover for the last completed accounting period not exceeding CZK 1,450 million

Human Resource Development Operational Programme Complement

- (if they do not use the double-entry accounting system the above information shall represent their closing income and total assets)
- c) meet the independence criterion (neither a single enterprise, nor several enterprises jointly, falling outside the requirements above, may hold more than 25 % of the share capital or voting rights in the respective small or medium enterprise).

From January 1, 2005 the definition of SMEs was changed as a result of Regulation No. 70/2001 and the existing Annex I was replaced by the Commission Recommendation No. 361/2003 of 6 May 2003.

Monitoring – refers to the monitoring of the results of projects by the Intermediary Bodies, entities of implementation structure of the HRD OP and the Managing Authority from the point of view of the achievement of the set objectives. Monitoring also includes the submission of regular reports to the Monitoring Committee on the progress in implementation of the whole programme, especially the scope of fulfilment of the programme objectives .

Monitoring Committee – The Monitoring Committee is obliged to monitor fulfilment of the programme and its efficiency, as well as correctness of performance of the assistance from the ESF. The MC participates also in considering and approvals of proposals relating to the programme complement, selection of projects and fulfilment and discharge of the programme. The MC is established in accordance with the partnership principle, while its members include representative of the MA, partner ministries, statutory regions, social partners, non-governmental not-for-profit organisations, Paying units and Paying authority. Representatives of the European Commission participate in the MC sessions in the counselling capacity; furthermore, also additional individuals may be invited to be present to the discussion.

Non-governmental organisations –

- a) civic associations that operate in accordance with Act no. 83/1990 Coll., On Association of Citizens
- b) non-profit organisations established in accordance with Act no. 248/1995 Coll., On Non-profit Organisations
- c) religious legal individuals established in accordance with Act no. 3/2002 Coll., On Churches and Religious Corporations, if they provide health, cultural, educational and social services or social and legal protection of children
- d) foundations and foundation trusts incorporated in accordance with Act no. 227/1997 Coll.

Partnership – a relation between two or more entities that has been based on their shared responsibility in preparation and implementation of a project funded from the ESF. Expenses incurred by partners of the applicants that participate in creation and implementation of projects are eligible as allowable expenses of the project. For the purpose of determining shares of the partners in implementation of the project, a contract must be signed between the applicant and partners.

Paying Unit – based on an agreement, the Paying Unit performs some of the Paying Authority's activities (payment functions in relation to the final beneficiaries). The functions of the Paying Unit may not be further delegated.

Paying Authority – an authority responsible for the overall financial management of the funds allocated to the Czech Republic from the Structural Funds and Cohesion Fund.

Business entity – is a business constituted by

- a) a person incorporated based on a record in the Commercial Register,
- b) a person conducting business based on a trade licence,
- c) a person¹ conducting business based on other than trade licence, in accordance with special regulations.

Project – time-limited, purposeful activity carried out by the Final Beneficiaries (Final Recipients) for the purpose of achieving the required result under the Programme; these are specific actions performed by the Final Beneficiary (Final Recipient) and funded through the ESF.

Managing Authority – The Managing Authority is fully responsible for the correct and effective management of the programme and implementation of the ESF assistance in accordance with European Union regulations and national standards. The MA of the HRD OP is the Ministry of Labour and Social Affairs of the Czech Republic; within the framework of the programme, the Ministry is responsible for ensuring of information, publicity, programme's programming, co-ordination, management, monitoring, evaluation and control of the Programme. The functions of the MA of the HRD OP are discharged by the ESF Management Department.

Social partners – include employers and employees represented mainly by associations (entrepreneur or employer associations, employee trade unions) at the nation-wide, regional and local levels.

State aid – is interpreted as any form of support provided in a way that disturbs or can disturb the competition by favouring a certain undertaking or a production industry to an extent that might affect trade between the Czech Republic and European Union Member States. The principal rules on state aid provision in the European Union are defined in articles 87-89 of the Treaty establishing the European Community. The general ban on state aid applies unless the relevant legislation does stipulates otherwise or the Czech Republic Office for Protection of Competition grants an exemption. In the period prior to the Czech Republic's accession to the EU the assessment of state aid compatibility with the Czech Republic's commitments under the Europe Agreement is regulated by Act no. 59/2000 Coll., On State Aid, as amended. In the period after the CR's accession to the EU, provision of any state aid will be governed by the rules as per articles 87-89 of the Treaty establishing the European Community.

Tender – a tender for a supplier (or, contractor), for which a public tender is required in accordance with either the Public Procurement Act and follow the directions the Managing Authority's manual or with the Instructions for Applicants.

¹ Sect. 2 (2)(c) of the Act No.513/1991 Coll., Commercial Code

Intermediary body – based on an agreement, the body performs the Managing Authority's delegated activities with respect to Final Beneficiaries. The intermediary body is responsible to the MA.

1 INTRODUCTION

The Programme Complement to the Operational Programme of Human Resource Development follows on directly from the Operational Programme for Human Resource Development approved in February 2004 by the European Commission.

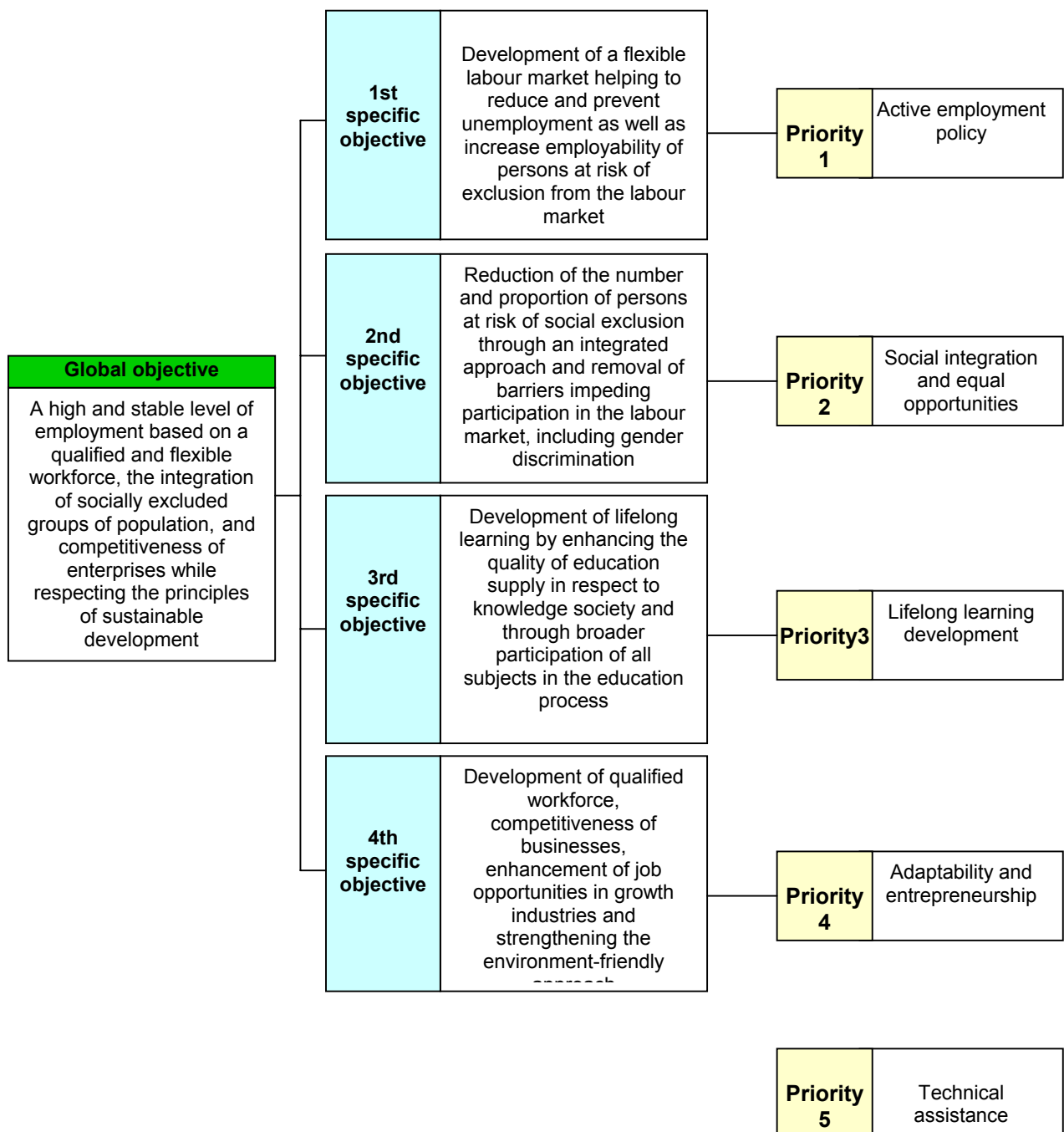
Programme Complement HRD OP has been prepared according to the requirements of Art. 18(3C) of the Council Regulation No 1260/1999 laying down general provisions on the Structural Funds. The Programme Complement is a document describing how the Managing Authority, in co-operation with partners, will implement the strategy and priorities of the HRD OP. The Complement discusses in more detail individual provisions of the HRD OP and sets down financial allocations, monitoring indicators and quantified objectives at the level of the measures. The Complement also describes provisions to ensure promotion and publicity of the Programme and the method of data exchange on the programme implementation with the European Commission (EC).

According to Regulation No 1260/1999, Art. 35(3), the Programme Complement is subject to approval by the Monitoring Committee of the HRD OP. Modifications to the Programme Complement during the programme performance may also be implemented only upon the Monitoring Committee's approval.

2 DETAILED DESCRIPTION OF THE MEASURES

Objectives and priorities of the Operational Programme for Human Resource Development

The structure of the objectives and priorities of the Operational Programme of Human Resource Development that were established based upon an in-depth analysis of the social and economic situation and a SWOT analysis is obvious from the following chart. Specific objectives of the programme and priorities described in the Operational Programme are followed by a detailed description of the measures in the Complement.



2.1 Priority 1 Active employment policy

Measure 1.1 Strengthening the Active Employment Policy for Job Seekers and Job Applicants (code 21)

Background and justification

Considering developments in the labour market, the existing active employment policy tools seem inadequate and not always flexible enough to suit the labour market requirements. The amount of funding designated in the state budget for these purposes enables only 10 % of job seekers to register for the AEP programmes. Practically, the use of AEP tools is restricted to job seekers registered by Labour Offices and does not include the so-called job applicants, or, individuals at risk of unemployment. The Labour Offices only provide information and counselling and guidance services for these groups but the employment services statistics do not contain figures relating to the numbers of potential job seekers and the services provided to them. The new bill on employment is expected to introduce a profound change in this area.

This measure enhances the active employment policy, which is part of the state employment policy. The objective is to remove barriers in the labour market and to help people find employment or increase their employability. The active employment policy especially involves, besides various forms of counselling and guidance programmes, support for further vocational education (requalification in particular) and support for the creation of new jobs, extended both to the employers who employ job seekers as well as to those job seekers who opt to enter an independent gainful activity (i.e. self-employment).

In accordance with the principles of the European Employment Strategy, MoLSA began, as early as in 2001, to shift the focus of the employment policy towards active and preventive measures. Based upon the National Employment Action Plan for 2002, two pilot programmes commenced – one for young job seekers, up to 25 years of age, the 'First Opportunity' programme and one for adults over 25 years of age, the 'New Start' programme. The programmes have been running since 2002 in 15 selected Labour Offices with the objective of obtaining experience in the programme implementation and, following programme evaluation, setting the programme conditions at appropriate levels before general implementation at all Labour Offices in the following year. Individual measures reflect local labour market requirements, governmental and regional development strategies and the prerequisite of using existing active employment policy tools.

Within the framework of the measures implemented by the Labour Offices, emphasis will be put on an individual approach to unemployed individuals. Within the pilot project that continues from 2002, the unemployed are offered an individual Action Plan that spells out individual measures to adopt in order for the given person to obtain a job. When the pilot stage of the above programmes and projects has been evaluated, the measures will be extended to all Labour Offices in the Czech Republic.

A number of Labour Offices implement the '**Bridge**' project that addresses the issue of integrating young people into society. The main focus of this project is to return young people to the education system and enable them to obtain a vocational certificate as a minimum qualification document, as well as to achieve specific work experience with an employer, with possible support by the Labour Office (if using the AEP tools – publicly beneficial work, public utility jobs and jobs where young people can obtain qualifications), and to register for further retraining. The starting point for the project concept was a pilot Czech-British project 'Help for Young Disadvantaged people in the Czech Labour Market' that was implemented by the district Labour Office in Most. The Most district is an area with a high concentration of young people with uncompleted education coming from socially disadvantaged families. A number of young people come from the Roma community. Based on the experience of the Most Labour Office a systematic long-term approach to tackling the issue of the integration of maladjusted young people into society has been prepared; based on the Government Resolution No. 640/99 it has been extended to apply to all Labour Offices.

The measure will contribute towards the implementation of accompanying social programmes for individuals at risk of redundancy following company restructuring. The **accompanying social programme** refers to a collection of measures targeting an increase in the employability of employees at risk of redundancy for the period of restructuring of the region or principal employer.

Increases and reductions of numbers of individuals in the unemployment register have been rising every year and are significantly higher than in other Central and Eastern European countries. This testifies to a large number of individuals to have changed jobs and often even profession. The main problems relating to the labour market, as identified through an analysis, consist in increasing long-term unemployment and unemployment of young people aged under 25 and people aged over 50. The increase in long-term unemployment (more than 12 months) is an indicator of the structural character of the unemployment itself and a logical result of the on-going restructuring of the economy. The problem affects 37 % out of all unemployed, compared to 20 % 5 years ago. In the mid-1990s, the unemployment rate of the young people was 50 % of the level in the European Union Member States. Resultant to the increases over the recent years, the level is now quite close to the EU Members average, while the situation for women in this age category is significantly worse than the situation for men. Another Czech labour market problems are the great differences in unemployment levels at NUTS IV regions and micro-regions.

Since 1997, the situation has been marked by continuous decrease of the employment rate and a reduction of numbers of vacancies (a short-term increase in the number of jobs occurred in 2001 only, since then the number of jobs has been falling again). Therefore, any expected developments in the labour market require the following:

- Enhancement of the active employment policy tools with new types that will better respond to labour market needs, increase the participation numbers of registered job seekers in the AEP programmes, and make the programmes accessible also for the job applicants, or, individuals at risk of unemployment, as well as for individuals re-entering the labour market. This will mainly involve creation of new

jobs with employers and for the self-employed, as well as development of retraining programmes

- Development of preventive measures with an emphasis on measures aiming to motivate individuals to obtain and retain a job – motivational courses, accompanying social programmes, brokerage and counselling courses, support for projects for individuals at risk of long-term unemployment of the Labour Pool type, long-term unemployment prevention programmes of the First Opportunity and New Start types and programmes addressing long-term unemployment of the Bridge and Chance type
- Development of an information system for the labour market with an emphasis on information concerning the offer and demand for jobs, and counselling and guidance services
- Involvement and co-operation of all entities concerned (stakeholders) – in addition to the employment services, gearing of social partners, local and regional authorities, educational institutions, non-governmental organisations, SMEs etc.

This measure complements the state active employment policy, primarily through a wider range of activities. It enables a greater number of job seekers to participate in the AEP programme and focuses the programme activities on the groups of individuals that are not registered at any Labour Office. The measure will mainly enhance the scope and efficiency of active interventions in the labour market, aimed at addressing the above problems of the **target groups**, which are specified as follows:

- **job seekers** – these include individuals registered at Labour Offices for less than 6 months (individuals aged 25 or under) or less than 12 months (for individuals over 25) who want to and are able to work;
- **long-term unemployed and individuals at risk of long-term unemployment** – this primarily concerns individuals from the pool of job seekers belonging to the so-called disadvantaged groups in the labour market. They are mostly individuals under 25 and graduates within two years of graduation, up to the maximum age of 30, pregnant women, breast-feeding mothers, individuals caring for children under 15 years of age or a long-term disabled family member, handicapped individuals, individuals over 50 let, individuals registered as a job seekers for longer than 6 months, individuals who require special help (individuals who find themselves in exceptionally difficult circumstances or live in such circumstances, individuals not socially adapted and individuals from a socially and culturally disadvantaged environment); individuals without qualifications or with low-level qualifications; the worst exposed are those with cumulative handicaps; these individuals must be reached before they become long-term unemployed
- **job applicants** – these include individuals registered with Labour Offices as job applicants and who are either still employed work, while facing the risk of redundancy or individuals who wish to re-enter the labour market (especially mothers after their maternity and parental leave or other individuals who care for infants, men after military service and alternative civil service, individuals returning after their term of imprisonment, etc.). An ever increasing need of unemployment prevention and availability of AEP programmes without being put on the unemployment register are prominently relevant to this group, concerned with

ensuring their transition from one job to another or their return to the labour market is smooth.

- **employees at risk of redundancy** – individuals who are not registered at a Labour Office as job seekers and who work at organisations undergoing restructuring and are facing the risk of individual or mass dismissals; this includes employees in manual professions as well as managers; primarily this will concern individuals for whom special programmes are prepared by employers, employee organisations (social partners) or Labour Offices on how to retain a job in their current company or how to find a new job in the labour market.

Global objective:

Increasing the effectiveness of the active employment policy in placing job seekers and job applicants

Specific objectives:

- Preventing an increase in the numbers of long-term registered job seekers, focusing on the unemployed facing the risk of long-term unemployment
- Introducing new active employment policy tools (for example reintegration plans targeted to the needs of the individual) providing greater individualisation and effectiveness of the existing tools and extending them to job applicants, employees at risk of redundancy, and re-entrants
- Extending preventive counselling and information services and enhancing the motivation and activation measures for labour market participants in prevention of unemployment
- Promoting new forms of employment
- Encouraging closer links between labour market institutions, social partners and their associations, employers, educational and training institutions, schools, municipalities, regional authorities and NGOs

Target groups:

- Job seekers
- Long-term unemployed and individuals at risk of long-term unemployment
- Job applicants
- Employees at risk of unemployment

Types of activities for target groups:

- Retraining – aimed at improving qualifications and gaining other skills, adding professional knowledge, obtaining qualifications that lead to new opportunities in the labour market, including knowledge in the area of information and communication technology, programmes of the Bridge type
- Motivation activities – assist with orientation with respect to labour market requirements, requirements for vacancies in the labour market, preparation for participation in retraining or another AEP tool, including refreshing work habits, programmes of the First Opportunity or New Employment Start type

Human Resource Development Operational Programme Complement

- Counselling and guidance – professional counselling and guidance, as per the Act on Employment, relates to the activation and provision of expert counselling and guidance services in the area of finding jobs for all citizens, especially for job seekers and applicants, pupils and students and elderly citizens as a form of unemployment prevention, including counselling on job selection
- Balance and work diagnostics – balance diagnostics as one of the special counselling methods searches for a balance between the skills, education and work potential of an individual and the real chances of finding a job in the labour market; work diagnostics as a balance diagnostics subsystem directly targets the possibility of finding a particular job appropriate to the individual client's skills and interests
- Brokerage – job brokerage relates to finding a job for a job applicant, finding employees for an employer who is looking for new employees, employment of natural individuals to perform jobs for a legal person or another natural person, counselling and guidance and information services in the area of work opportunities
- Supporting in the creation of new jobs – especially support aimed at the employer's payroll cost contributions concerning new forms of employment as a method of creating conditions for women and young people to find jobs in the labour market (part-time, job rotation, job-sharing), support for new sheltered workshops and workplaces
- Supporting jobs at risk – support in the form of the retraining of employees and support aimed at the employer's payroll cost contributions
- Supporting for the creation of jobs for the self-employed – courses for starting entrepreneurs, education development in the field of information and communication technology for entrepreneurs, support for the setting up and equipping of jobs for the self-employed including the operational costs
- Accompanying measures to take up and maintain employment – support for individuals with dependent family members, assistance services in the form of subsidies for transportation, accommodation costs and costs of other associated activities that enable the individual to participate in the labour market

Implementation arrangement:

The Intermediary Body for this measure is the Employment Services Administration of the MoLSA. For the part of the measure that is implemented through national projects based on direct allocation, the Final Beneficiaries are the Labour Offices of regional jurisdiction and the Employment Services Administration, i. e. its designated specialized department.

For the part of the measure that is implemented through grant schemes, the Final Beneficiaries are the Labour Offices of regional jurisdiction and the Employment Services Administration, i. e. its designated specialized department. The projects of the Final Recipient will be in this case selected based upon calls for proposals. Employers, educational institutions, NGOs, employment agencies and social partner organisations will, in particular, be involved in the implementation of projects, activities and providing services for target groups .

Co-financing:

The European Social Fund contributions for Measure 1.1 will amount to 75 % out of the total eligible public expenditure. National co-financing will amount to 25 % and will be provided from the MoLSA budget chapter.

Financial framework of the measure

Measure/ Year	Total	Public funds (€)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 1.1	114 425 360	-	85 819 020	-	-	28 606 340	-	-	-	-
2004	26 669 676	-	20 002 257	-	-	6 667 419	-	-	-	-
2005	38 199 489	-	28 649 617	-	-	9 549 872	-	-	-	-
2006	49 556 195	-	37 167 146	-	-	12 389 049	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 1.1

Equal opportunities

The intention of the measure is determinedly associated with active support of the equal opportunity principle for access and opportunity in the labour market. Preventive and active approaches to tackling the employment issues manifested in the key activities such as keeping or maintaining jobs, enhancing employability and quick return to the labour market (supporting women after maternity leave and men in the same situation), emphasises the equality of approach in professional practice. An important tool involves support for the extended use of non-traditional, flexible forms of employment, which significantly assists female involvement in the labour market.

Sustainable development

The measure improves individual skills, knowledge and motivation to work, and aims to achieve lasting results in employment that supports sustainability. Education, counselling and motivation provisions included in this measure will support, amongst others, the enhancement of environmental awareness and, where appropriate, specific activities associated with environmental issues. Within the framework of vocational education and training the participants will be taught about their industry's relation to the environment, about possible environmental dangers and about ways of affecting sustainability in a positive way via their newly acquired knowledge and skills. For newly created jobs, support will be directed towards activities that do not threaten the environment, rather that lead to its enhancement.

Information society

The primary skills necessary for more successful participation in the labour market include computer literacy. The measure will support the acquisition of such skills necessary for the information society, mainly through re-training. The use of information technology will be especially supported for individuals who have had either no or little experience of it.

Local initiatives

The use of local initiative activities and their incorporation into the creation of partnerships within individual projects will make possible the targeting of specific addresses with respect to individual supported activities directed towards the needs of individuals belonging to target groups of projects in particular localities. It will also make the work-integration of the individuals easier. In some cases it might even positively influence the economic situation of municipalities and micro-regions through the development of local services, crafts or tourist centres, etc.

Measure 1.2 Public Employment Services Modernisation (code 23)

Background and justification

Up until mid-1990s, Labour Offices have been relatively well equipped. The well functioning network of local Labour Offices benefited from qualified staff capable of providing good quality services within the framework of the existing active employment policy tools. Since the late 1990s, this picture has been changing with a number of limiting factors for the planned extension of pro-active preventive labour market measures. The main reasons are as follows:

- The introduction of pilot programme measures of the European Employment Strategy under the 2001-2002 NEAP revealed the need for further theoretical and practical training of the employment services staff to enable, mainly, (1) common approach to individual action plan design, implementation and assessment and (2) individual and pro-active approach to Labour Office clients, i.e. job seekers and job applicants, employers and training facilities and their acquisition.
- With the recent stabilisation of the business sector and regional development in the new and transformed economic sectors, there is a need for employment services staff to start focusing on the development of tailor-made training programme, i.e. programmes meeting the needs of employers in the relevant region, and on more co-operation with employers in the labour market..
- With the groups of individuals difficult to place in the labour market getting more numerous, causing long-term unemployment and other – health, age or ethnic handicaps of these groups in dire need of re-entry, induce the necessity of developing modular training programmes and training courses for employment services administration being able to provide special counselling service (balance diagnostics, work diagnostics); and, of preparing and implementing projects aiding the marginalized groups in the labour market.
- The expansion and deepening of the preventive measures and the current tools, and their more efficient utilisation require the continual education of employment services staff to get trained in application of these preventive and targeted employment policy tools, depending on the changing conditions in the regional labour markets that need to be flexibly react.
- To ensure more efficient and better quality services will be essential to modernise the public employment services management systems. Development and modernisation of information technology will be necessary, including the development of technical and information infrastructure and enhancement of training programmes directed at developing information systems for employment services staff.
- Currently, human resources of the public employment services can no longer guarantee quality discharge of all services, whether on the central or regional levels; hence, there cannot be any reliance as to any higher performance levels in execution of an even more extensive scope of the employment policy measures that are expected in the labour market in the forthcoming periods.
- Insufficiently developed systems and tools for predicting and monitoring changes in employment and in qualification requirements, together with a limited range of adequate policy measures, do not allow for the application of new approaches in the active employment policy to the desired extent.

Employment services staff have been already or will, in the near future, be implementing on their own or in partnership with other organisations in a range of programmes and projects co-financed by the EU, the outputs and effects of which have been and will be verified through pilot programmes in individual regions. After a detailed evaluation of their benefits, they may possibly be incorporated into the proposed amendments to legislation. In the near future, the employment services will be involved in the implementation of measures of the National Employment Action Plan, the National Programme of Preparation for Ageing for 2003-2007, the National Action Plan for the Fight against Poverty and Social Exclusion, in accordance with the European Employment Strategy.

Employment services staff members working with cooperating organisations must be able to integrate their clients, i.e. job seekers, job applicants and employers for the participation in standard counselling, retraining and employment programmes of the employment services. This is where direct contact departments of employment services work with a number of private or public organisations from the social, health, education or counselling areas. To ensure that the individual measures achieve their maximum efficiency it is necessary to ensure internal co-ordination between all participants is more efficient. The need for comprehensive training and integrated approach to clients aiming for their social and working integration is a factor that has a multiplication effect on the whole process.

The implementation of these activities within the framework of HRD OP Measure 1.2 will contribute towards the modernisation and higher efficiency of employment services.

Global objective:

Increasing the comprehensiveness and quality of services provided by employment services and partner organisations

Specific objectives:

- Increasing the number and qualification levels of the staff of employment services and partner institutions providing services for active employment policy implementation; raising the quality of the IT infrastructure
- Developing standards for approaching and serving individual groups of job seekers
- Developing preventive and pro-active employment policy tools and making them accessible to the target groups
- Changing the approach to clients with a special emphasis on the activation of clients through individual approach
- Interconnecting and improving information systems, to develop unemployment statistics and the process of monitoring and evaluating the effectiveness of programmes as a foundation for the analysis of the development and success of the counselling, training and placement measures

Target groups:

- Employment services bodies
- Co-operating organisations

Ultimate target groups:

- Employment services staff
- Employees of co-operating organisations

Types of activities for target groups:

- Creation and implementation of specific integrated training programmes for the social (work) integration of job applicants facing the risk of social exclusion
- Creation of training programmes aimed at improving professional skills for working with exposed groups, plus their practical implementation
- Creation of a uniform approach programme for the creation, implementation and evaluation of individual Action Plans, based upon an individual approach and job seeker activation, in order to educate regional trainers
- Preparation of training programmes for the social and work integration of ethnic group members and migrants for public administration and NGO employees
- Special upgrading training programmes for employees of the network of balance diagnostics centres, designed for the purposes of employment services
- Preparation of training programmes for employment services staff in the area of preventive measures and information services for clients, including publicising the services provided by Labour Offices
- Development of a public employment service management system, including more efficient internal co-ordination of all components
- Preparation of a specific training counselling and guidance programme for efficient co-operation with employer entities in the labour market
- Development of information, monitoring and evaluation systems aimed at the requirements of employment services
- Development of the training system and training and practical training potential of the employment services training centres
- Creation of new tools and programmes for the active employment policy, preparation of a methodology for their application and pilot testing thereof
- Development of an adequate personnel, technical and information infrastructure, necessary to deliver efficient employment services
- Development of systems and tools to forecast and monitor changes in employment and in qualification requirements
- Creation of a quality standard system for employment services

Implementation arrangement:

The Employment Services Administration of MoLSA is the Intermediary Body for this measure. The Final Beneficiary (and the Final Recipient at the same time) of Measure 1.2 is the Employment Services Administration, i.e. its designated specialized department.

For the part of the measure that focuses on training staff members of the co-operating organisations, the Final Beneficiaries (and at the same time Final Recipients) are the Labour Offices of regional jurisdiction. Projects will be implemented based upon the direct allocation of funds. Labour Offices of regional jurisdiction, educational and research institutions, professional associations and NGOs will, in particular, be involved in the implementation of projects, activities and service provision for the target groups.

Co-financing:

The European Social Fund contributions for Measure 1.2 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be provided from the MoLSA budget chapter.

Financial framework of the Measure

Measure/ Year	Total	Public funds (in €)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 1.2	22 377 095	-	16 782 821	-	-	5 594 274	-	-	-	-
2004	5 215 539	-	3 911 654	-	-	1 303 885	-	-	-	-
2005	7 470 316	-	5 602 737	-	-	1 867 579	-	-	-	-
2006	9 691 240	-	7 268 430	-	-	2 422 810	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal theme in Measure 1.2

Equal opportunities

An integral part of obtaining higher qualifications for employment services staff is the issue of equal opportunities, adherence to the principle in practice and awareness of specific needs that play a role in the labour market success of different groups of individuals.

Sustainable development

The Measure will support a wider application of the sustainability principles by means of modernisation of the public employment services. In addition to the core activities area, the employment services employee capabilities will also be reinforced with regard of their understanding of the sustainable development issues.

Information society

Improvement of employment services employee qualifications in modern information and telecommunication technologies will form an integral and significant part of the support mechanism within the framework of this Measure.

Local initiatives

The main point of Measure 1.2 relates to the implementation of the system project in the national or trans-regional scope. Therefore, the role of local initiatives in the implementation of the measure will not be of a major importance. On the other hand, local initiatives may play a not so insignificant role while mediating contacts between the modernised system of public employment services (or its individual segments) and its clients on the local level.

2.2 Priority 2 Social Integration and Equal Opportunities

Measure 2.1 Integration of Specific Population Groups at Risk of Social Exclusion (code 22)

Background and justification

Activities in the employment and social services sectors will be implemented under this measure.

In the area of employment this measure will focus on long-term unemployment, especially determined by an altered work capacity (AWC), low qualification level and higher age category. The key disadvantaged groups include graduates and the young people, disabled individuals, individuals over 50 years of age, individuals with no or low qualification and individuals with young children. Those facing the greatest risks are groups of individuals that accumulate various disadvantages. Special attention should be paid to marginalized groups that have not achieved social integration in their native environment as a prerequisite for of full social and work integration into society.

Amongst the groups with most problems in the labour market are those who belong to the Roma community. Their situation is affected by open, as well as hidden, xenophobia and discrimination based upon ethnicity exhibited by members of the majority of society, especially by those with low or no qualifications and from different social and cultural environments.

Labour Offices provide motivational, counselling and guidance and retraining activities for mothers returning to the labour market following maternity leave. As part of enhancing active measures, special attention is being paid to this group of job seekers who are difficult to place. The measure will also focus on assisting individuals with physical disabilities who are facing the risk of suffering disturbed psychosomatic potential that would restrict their participation in the labour market. The objective is to achieve an integrated approach to dealing with the issues challenging this disadvantaged group.

In the area of social services this measure will be implemented two groups of activities.

The first group includes system-oriented activities aimed at supporting the education of providers of and commissioners for social services in order to enhance their knowledge and skills. Social services themselves will ensure the integration of service users in everyday life, in society and, especially, in the labour market. The training programmes include the support of lifelong learning, specific vocational training and, especially, programs for training tutors. The training programmes will focus on ensuring the quality of social services aiming at social integration (following the principle of the existing quality standards), ensuring local and type availability of services (support of the partner negotiations principle between the participating entities at local and regional level – community planning) and providing the professional education of employees who support the integration of individuals belonging to the target group in the labour market.

Training programmes associated with the above-mentioned areas have, to a certain extent, already been implemented in the Czech Republic. After a special act is passed to regulate the area, funding from the state budget will be provided.

Under the second group, with target groups of individuals in focus, only such nation-wide activities will be supported that aim at the selected target groups whose risk of social exclusion is not of a merely regional character but impacts the entire society through adverse externalities. This, for example, concerns Roma community members, immigrants, victims of crime, commercially exploited individuals, the homeless, etc. Regional activities aimed at these target groups will receive funding within the framework of the JROP.

Social service providers in the Czech Republic are the following:

- Non-governmental non-profit organisations – civic associations, beneficiary corporations, church legal organisations, or foundations and endowment funds under special arrangement.
- Municipalities, contributory organisations established by municipalities in order to provide social services and municipality employees who provide social services as part of their job description.
- Regions and contributory organisations established by regions in order to provide social services, regional authority employees who provide social services as part of their job description.
- The state organisational arms and the state contributory organisations established in order to provide social services, state authority employees who provide social services as part of their job description.
- Unions of municipalities – individual municipalities may associate in voluntary associations in order to achieve more efficient and economical implementation of their priority tasks, including those of social integration.

Primary target groups (individuals):

Descriptions of selected groups of individuals at risk of social exclusion, for whom activities on the national scale will be implemented:

- **Ethnic minorities and individuals from a different social and cultural background including immigrants** – at the moment they represent a small percentage of the population however their number will increase in the future. Described by: a high level of unemployment, low qualifications, low work and education motivation, a dependence upon social benefits, recurrent and long-term unemployment. Their main employment classification is short-term. Methods must be investigated of opening up possibilities of better and more attractive employment through innovative measures, particularly on a local level.
- **Homeless individuals** – the homeless usually have few opportunities and no disposable funds, there are many hurdles for them to negotiate with regards the availability of social assistance, they are stigmatised in society, their self-esteem is low and they tend towards social isolation.
- **Individuals released from prison** are stigmatised and become unable to be placed in the labour market, although the majority of them could support themselves by working. The social services administration offices are not

sufficiently interconnected with the work of Labour Offices, although the problems needed to be solved are complex: accommodation, material needs, psychological counselling, motivation, retraining and participation in the labour market, etc.

- **Victims of crime, home violence and commercially misused people, victims of human trafficking** – these groups of individuals are handicapped when joining the labour market, by disturbed personal integrity, an accumulation of mental and physical damage, frustration, low self-esteem and loss of confidence in state administration authorities. Long-term forms of abuse (prostitution, victims of human trafficking) increase the likelihood of the loss of work habits.

Global objective:

Providing for equal access to education, employment and other self-expression in the social and work life of the members of groups at risk of social exclusion

Specific objectives:

- Ensuring a complex approach to solving the problems of persons with special needs, persons with disabilities and those at risk of disturbance of their psychosomatic potential with an impact on their placement in the labour market
- Developing specific integrated programmes and promoting new job creation for long-term unemployed and persons at risk of social exclusion
- Development and implementation of training programmes in the field of quality and availability of provided social services leading to social integration and access to the labour market of persons or groups in danger of social exclusion
- Development and implementation of train-the-trainers programmes in the field of quality and availability of services leading to social integration and access to labour market
- Development and implementation of programmes of life-long professional learning of workers in social services aimed at labour market integration
- Strengthening the capacity of entities and organisations involved in social integration of socially excluded individuals or persons in danger of social exclusion.

Target groups:

In the area of employment:

- Socially excluded individuals or individuals at risk of social exclusion based upon long-term unemployment caused by low level or no education, low level of qualifications, age, physical or mental disabilities, belonging to a different social or cultural environment or performing long-term care for a dependant family member,
- Young people living in a disadvantaged social environment or different social and cultural environment.

In the area of social services:

- Social services employees and volunteers
- Municipalities, municipality associations
- Regions

Human Resource Development Operational Programme Complement

- Social service providers for target groups facing the risk of social exclusion
- Specific target groups for which projects will be implemented on a national scale

Types of activities for target groups:

- Education
- Job creation
- Support activities to remove barriers hindering access to education and jobs
- Special counselling and guidance services
- Professional education for social services staff members
- Social services for target groups of individuals at risk of social exclusion
- System support for the professional education of social service providers

Implementation arrangement:

The Employment Services Administration of the MoLSA is the intermediary body for this measure. For the part of the measure that is implemented through national projects based upon direct allocation, the Final Beneficiaries are the Labour Offices of regional jurisdiction and the Employment Services Administration or its designated specialized department.

For the part of the measure that is implemented through a central grant scheme, the Employment Services Administration or its designated specialized department is the Final Beneficiary. The Final Recipient project will in this case be selected based upon an invitation to submit applications. The implementation of projects, activities and service provision for target groups will primarily involve Labour Offices of regional jurisdiction, employers, educational institutions, NGOs, municipalities, regional authorities and social partner organisations.

For the part of the Measure relating to social services the Final Beneficiary will be as determined by the Managing Authority of the MoLSA (Section 22). This part will be implemented based upon the direct allocation of funds as well as through grant schemes. The Final Recipient project will be selected based upon an invitation to submit applications. The implementation of projects, activities and service provision for target groups will primarily involve NGOs, municipalities and municipality associations, regional authorities, social service providers and educational institutions.

Co-financing:

The European Social Fund contributions for Measure 2.1 will amount to 80 % of the total eligible public expenditure. National co-financing will amount to 20 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the Measure

Measure/ Year	Total	Public funds (€)								Private funds
		EU				Czech Republic				
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	Private
Measure 2.1	39 942 984	-	31 954 387	-	-	7 988 597	-	-	-	-
2004	9 309 706	-	7 447 765	-	-	1 861 941	-	-	-	-
2005	13 334 470	-	10 667	-	-	2 666 894	-	-	-	-

Human Resource Development Operational Programme Complement

			576							
2006			13 839					-	-	-
	17 298 808	-	046	-	-	3 459 762	-			
	100 %	-	80%	-	-	20 %	-			

Horizontal themes in Measure 2.1

Equal opportunities

The centre point of this measure is to ensure equal opportunity access to employment and therefore also to social integration. Implementation of this measure is directly tied to ensuring equal opportunities for members of disadvantaged groups and groups facing the risk of social exclusion. The responsibility of social service providers, who should observe compliance with the principle while working with clients within the framework of their organisations, is also significant.

Sustainable development

Equal access to the labour market, as well as in providing everyone with opportunities to find employment, is of key importance not only for achieving social cohesion however also for achieving sustainable development at appropriate levels. The measure will support members of groups facing the risk of alienation by, for example, integrating environmental education into the matrix of basic education information as well as into the advice services offer. Proposals for new jobs will emphasise the kind of activities that do not threaten the environment. Where applicable, the sustainable development strategy will be included in the professional education of social service providers.

Information society

The absence or lack of information literacy inhibits people so much that it could lead to a differentiation (stratification) of the population, or it could at least further emphasise existing differentiation. Activities within the framework of this measure will support the creation of equal conditions and opportunities for the integration of all population groups into the information society.

Local initiative

The involvement of local initiatives in the process of project implementation within the framework of the measure enables and supports the establishment of contacts and communication connections between the individual target group members (addressees and beneficiaries of the supported activities and procedures) and the institutions that provide the activities. The initiatives carry with them detailed knowledge of the local environment that may be significant for the successful implementation of the project. The development of the initiatives, then, might also reflect positively in the economic stability of individual localities, for instance by developing the service sector, tourism, local employment levels, etc. The development of the initiatives might also contribute towards restricting social exclusion rate for the measure's target groups and towards setting conditions for sustainable development.

Measure 2.2 Equal opportunities for women and men in the labour market (code 25)

Background and justification

In spite of the female employment rate being higher in the Czech Republic than in the EU Member States there are many differences between the position of women and men in the labour market. Most importantly, female unemployment rate is higher than male unemployment. Employers have not been very forthcoming so far to allow women to reconcile their work and family life through flexible working hours. Due to this and some other factors, share of female in part-time jobs is very low. Moreover, part-time jobs are on a long-term decline trajectory in the CR. Women are facing many obstacles in setting up their own business – only 9.2 % of entrepreneurs are women.

The major trends and issues in the area of female participation in the labour market are as follows:

- high women participation (economic activity) rate
- dropping percentage of unemployed women in total registered unemployment – this percentage however still remaining higher than the proportion of women in total employment
- female unemployment higher than male unemployment in almost all age groups
- specific female unemployment rate higher than specific male unemployment rate
- continuing wage and salary differences between men and women

In order to reconcile their work and family life women often spontaneously choose jobs with lesser working hours and make do with less qualified jobs entailing lesser responsibilities. Besides wage discrimination, women face more difficulties in reaching management and decision-making positions, hidden discrimination of those looking after their children or next of kin, the tendency of employers to lay off women first and only then men when facing economic difficulties, discrimination concerning vocational training development in companies and the feminisation of some sectors.

This measure will help to remove the continuing disparities between or rather the discrimination of both genders and women in particular. The key equal opportunities priority is to assist enforcing the gender equality principle in practice. Little understanding of and for the whole issue, ignorance or misunderstandings leading to passivity or even indifference in both the public and the state administration proves the major obstacle to this effort. Key to effective implementation therefore is the monitoring of the current situation and identification of areas with inequalities in each programme.

The measure is to help in:

- removing the continuing inequalities between or rather the discrimination of both genders and women in particular while assisting in the enforcement of the gender equality principle in practice,

Human Resource Development Operational Programme Complement

- increasing the female participation rate in non-traditional sectors through the development of female counselling and training activities in these sectors, enhancing female qualification through distance learning courses,
- raising the proportion of women entrepreneurs by developing the supply side of education, training and counselling and guidance services for women entrepreneurs,
- motivating employers to use new employment forms and enable maximum female participation in the labour market, increasing the women participation rate in in-company training,
- assisting women to adapt to new labour market requirements through IT retraining programmes,
- preventing long-term female unemployment by implementing measures targeting women re-joining the labour market after their maternity and parental leave, women in pre-retirement age and low-qualified women.

Description of the main target groups:

- Women, especially mothers with small children, self-supporting mothers (and men who are in a similar situation as mothers with small children or self-supporting mothers), women who have lost contact with the labour market after maternity or parental leave, women who look after a family member – this is a group that encounters discrimination from the side by employers with respect of care for a dependent family member, has difficulty finding a job when the care period is over or after maternity/parental leave based on the length of the interruption of employment, and employers' concerns relating to frequent absences from work.
- Women at risk of unemployment – women are first to be laid off, before men; women are facing greater risks regarding lay-offs especially in companies that undergo restructuring.
- Women close to retirement age – this is a group of women who are not tied by child care but are not viewed by their employers as having sufficient prospects with regards their age and potential health problems.
- Women with basic or no education – low qualifications are a significant contributory factor towards unemployment.
- Long-term unemployed women – this group includes women in the above-mentioned groups. Women often become long-term unemployed because of an accumulation of handicaps from the labour market perspective.
- New entrant entrepreneurs – women who have decided to resolve their situation via self-employment or by setting up a business that will become a potential employer.

However, all the activities under this measure that aim to reinforce female participation in the labour market also require accompanying measures that will make the principal assistance easily available to individuals. Within the framework of the measure, this would primarily involve assistance with care for dependent family members, for instance through nursing services or contributions towards childcare.

Global objective

Enforcing the principle of equal opportunities for women and men in the labour market

Specific objectives:

- Promoting the education and training of women enabling them to take up non-traditional jobs
- Removing barriers impeding women's participation in the labour market
- Developing and creating activities eliminating the discrimination of women in the labour market
- Encouraging women starting their own business
- Supporting new forms of employment and creating conditions for a maximum women participation in the labour market
- Developing distance learning programmes and providing a broader access to this learning by women
- Providing greater female access to information technologies
- Increasing female participation in employer-organised training

Target groups (individuals):

- Women:
 - mothers with small children
 - self-supporting mothers
 - long-term unemployed women
 - women at risk of unemployment
 - women with basic or no education
 - women close to retirement age
 - new entrant entrepreneurs
 - women returning to the labour market
- Men who are in situations similar to those of mothers with small children and self supporting mothers

Target groups (organisations):

- Employers
- Educational and counselling and guidance organisations that deal with equality policies for men and women
- Organisations championing female and male equality

Types of activities for target groups:

- analyses and monitoring of the labour market from the point of view of equal opportunities
- support activities to remove barriers to equal access in education and employment
- creation of jobs in the social sector

Human Resource Development Operational Programme Complement

- development of programmes for women to acquire work skills in non-traditional professions
- development of retraining and qualification improvement programmes for women in non-traditional professions
- making the further vocational education offer, retraining and qualification improvement more accessible to women
- advice facility for career decisions concerning non-traditional female professions
- making specific programmes accessible to women interested in a change of profession or women considering self-employment, analysis and monitoring of the labour market
- support of activities to extend the offer of jobs with flexible working hours, part-time jobs, jobs shared by multiple employees with an option for longer leave for the duration of school holidays, home working
- support for the creation of new jobs through the establishment of micro-nurseries and kinder gartens, the development of social services (primarily child care and looking after seniors) especially in the countryside
- creation and development of programmes aiming to remove manifest examples of discrimination based on gender in the labour market – searching for the most serious manifestations of discrimination, implementation of new anti-discrimination programmes, active development of new independent activity possibilities focusing on the removal of discrimination.

Implementation arrangement:

The Employment Services Administration of the MoLSA is the Intermediary Body for this measure. For the part of the measure that is implemented through. The Final Beneficiary is the Employment Services Administration, or its designated specialized department. The measure will be implemented by means of a central grant scheme. The Final Recipient projects will be selected based upon an invitation to submit applications. Implementation of projects selected on the central level will be carried out by Labour Offices of regional jurisdiction. The implementation of projects, activities and provision of services for target groups will primarily involve employers, educational institutions, and NGOs.

Co-financing:

The European Social Fund contributions for Measure 2.2 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the Measure

Measure/ Year	Total	Public funds (€)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 2.2	10 144 249	-	7 608 187	-	-	2 536 062	-	-	-	-
2004	2 364 369	-	1 773 277	-	-	591 092	-	-	-	-
2005	3 386 532	-	2 539 899	-	-	846 633	-	-	-	-
2006	4 393 348	-	3 295	-	-	1 098 337	-	-	-	-

Human Resource Development Operational Programme Complement

			011							
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 2.2

Equal opportunities

The global objective of the measure is to establish equal opportunities for women and men in the labour market. The measure reflects the necessity to differentiate between the different kinds of exclusions relating to women and men and offers opportunity for the implementation of projects that provide the necessary specific support for the issue of equal opportunities for both sexes.

Sustainable development

Equality with regards access to and opportunity for employment, for all men and women, is a key issue in the pursuit of social cohesion; appropriately, it is also a prerequisite for sustainable development. Within the framework of educational activities covered by this measure, basic environmental education will be supported. In association with projects that make non-traditional professions more accessible to women, attention will be paid to environmental assessment of these professions and their impact on the environment.

Information society

The measure will contribute to female adaptation to new labour market requirements primarily through retraining focused on information technology, which should improve women's position in the labour market.

Local initiative

Use and support of local initiatives is very important with regards the implementation of this measure. A detailed knowledge of local conditions, both at home and at work, and any abilities in the direction of making an efficient contribution to additional support activities and services might significantly enhance the establishment of conditions suitable for the efficient and purposeful harmonisation of both family and career life, as well as for the removal of barriers to women's (parents') career growth.

Measure 2.3 Strengthening the Capacity of Social Service Providers (code 22)

Background and justification

Within the context of Priority 2 Social Integration and Equal Opportunities, 1% of EU contribution to HRD OP will be designed for small grants to be allocated through the global grant. The purpose of the Global grant is to enable the NGOs, which are capable of complying with the objectives and indicators of the measures, to receive funds under HRD OP although their capacities are not yet sufficiently developed for them to apply for the funds using standard, more complex mechanisms, which are in force for HRD OP mainstream. Therefore, the guidelines and forms for the global grant will be made simpler for applicants and the procedures will be accelerated in comparison with standard mechanisms.

The Global Grant will be used mainly to develop new capacities and to supplement the existing ones, which are associated with long-term sustainability and improvement of the services provided by NGOs, which implement activities aimed at supporting and integrating the groups of individuals endangered by their worsened social position and by subsequent social exclusion. The global grant has a cause-based focus on support to the organisations and their capacities, and, in addition, assistance to separate groups at risk of social exclusions is channelled through it. The global grant is therefore closely affiliated with Measure 2.1 – Integration of specific population groups at risk of social exclusion.

NGOs are often the main representatives (as social service providers) or intermediary bodies (as training institutions, educators, best practice tutors) of new approaches and methods of work of users and personnel of social service providers; they also maintain compliance with user rights. As such, the NGOs supported within the framework of this measure may assist in improving the standards and quality of social services and education and contribute towards the solution of more significant problems in the labour market through their specific projects that support social integration.

Global objective:

Providing for equal access to education, employment and other self-expression in the social and work life of the members of groups at risk of social exclusion.

Specific objectives:

- Strengthen the capacity and quality of the entities implementing programmes for social integration of socially excluded persons or those at risk of social exclusion.
 - Expand the offer and availability of social services according to the needs of persons at risk of social exclusion and according to the requirements of regions.
 - Education in the area of the transformation of residential services and the extension of the capacity for street services focusing on reducing social exclusion in relation to the labour market

Target groups:

NGOs that work in the area of social services offered to individuals at risk of social exclusion and that can prove their non-governmental and non-profit status

The assumption is that partnerships will be formed between NGOs and local public administration authorities for the implementation of individual projects. The project owner, in the case of a global grant, however, will always be the NGO.

Ultimate target groups:

NGOs must primarily work for the benefit of the following selected groups of individuals at risk of social exclusion:

- Long-term unemployed individuals
- Individuals with a physical or mental handicap
- Individuals looking after children or other family members in need of care
- Young people from disadvantaged social environments
- Roma community members
- Ethnic minorities, individuals from a different social and cultural environment including migrants
- Homeless individuals
- Individuals released from prison
- Victims of crime, home violence and commercially exploited individuals, victims of human trafficking

Types of activities for target groups:

- Development and implementation of training programmes focusing on the improvement of the quality and accessibility of social services;
- Development and implementation of programmes for training the trainers and educators from the NGOs in the use of the modern methods of social work and social services;
- Development and implementation of counselling and guidance services with an impact on the social integration of vulnerable groups and the labour market;
- Providing professional education for NGO employees who provide social services with an impact on the labour market;
- Providing special services for groups facing the risk of social exclusion;
- Support for the development of organisations and of human resources in the NGO that provide social services to the disadvantaged groups and to group of individuals at risk of social exclusion.

Implementation arrangement:

The Intermediary bBody, and at the same time the Final Beneficiary of Measure 2.3, is the Civic Society Development Foundation (CSDF). CSDF will co-operate with regional authorities towards the administration of the measure in individual regions. Based on a contract with the CSDF, the regional partners will serve primarily as a contact, information, consultation and collection point for local applicants.

The global grant will be implemented as a simplified grant scheme. The Final Recipient projects resulting from the numbers of applicant NGOs will be selected based upon an invitation to submit an application. The minimum value for a project is set at CZK 150,000; the maximum amount is CZK 650,000.

Co-financing:

The European Social Fund contributions for Measure 2.3 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the measure

Measure/ Year	Public funds (€)									Private funds
	Total	EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 2.3			3 188					-	-	-
	4 250 926	-	194	-	-	1 062 732	-	-	-	-
2004	990 784	-	743 088	-	-	247 696	-	-	-	-
2005	1 419 119	-	1 064 339	-	-	354 780	-	-	-	-
2006	1 841 023	-	1 380 767	-	-	460 256	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 2.3

Equal opportunities

The primary task with regards implementation of the horizontal themes within the framework of the global grant is the principle of maintaining equal opportunities. For this reason it is crucial that the applications from individual NGOs be assessed according to the extent the orientation of their services, whether existing or proposed, is towards target groups facing the risk of social exclusion and towards the method of treating the disadvantaged individuals' access to social integration services.

Sustainable development

Enhancing the capacity of NGOs and establishing partnerships between non-profit sector institutions and business entities while providing activities leading towards the social integration of vulnerable groups of population is in accordance with the effort to achieve sustainable development.

Information society

Modern society based upon the information economy uses information technology and, therefore, the use of IT must also be integrated in the training programmes intended for target groups within the framework of this measure.

Local initiative

Orientation towards local initiatives and towards the establishment of local partnership connections is very important for the successful implementation of the global grant; it can also positively influence the function of social integration services in the medium as well as long-term horizon, especially once the period of ESF funding has finished.

2.3 Priority 3 Lifelong Learning Development

Measure 3.1 Enhancing the Quality of Education at Schools and School Facilities and Developing Support Systems for Education (code 23)

Background and justification

The measure will motivate individuals towards lifelong learning and thus enhance their chances of finding a job. The adopted activities focus on assistance for individuals as well as on the development of support systems in education that are necessary for the modernisation of training programmes and the entire education system.

The measure framework includes improvement of conditions and enhancement of chances for the **education of children, young people and adults with special educational needs**. Based on individual education plans and conditions for a close cooperation between the school and the family, prepared by the school, the individuals in question will be able to realise their maximum potential of skills and knowledge. The implementation of the measure will support the further vocational education of teachers, the preparation of teaching and information material, organising seminars for parents, etc.

The measure will also support re-education programmes as well as the education of children and young people placed in social care facilities (for example those abusing addictive substances), programmes of social adaptation for children before leaving such an institution, formative and educational activities for the various types of facilities designed for performance of education in facilities for institutional, protective and preventive care etc.

The measure will lead to projects aiming at the **transformation of school into a naturaeducation centre of an area**. Schools will have an opportunity to use their personnel and material resources to offer further vocational education, collaborate with other participants (social partners, representatives of municipalities, parents) and involve them actively in the implementation of various educational activities (courses, seminars, free-time activities) focused, for example, on environmental protection issues, living with minorities, development of information literacy, language skills, etc.

The changing requirements of the labour market require from schools to prepare for and implement training programmes **focused on developing key competences** that would support the employability and flexibility of those attending. The decisive factor, therefore, is the preparation and gradual introduction of conceptual and school-based training programmes at both the primary and secondary schools. An emphasis will be put on improving the quality of foreign language teaching and other areas of education that are substantial for the school leavers' success in the labour market; improved information literacy; support of the civic, intercultural and environmental education, etc. Courses will be organised for teachers involved in the preparation of the training programmes as well as for the other teachers, and new or innovative programmes will be developed, focused on activation methods, approaches and working teaching tools (including their adaptation to the needs of children and pupils

with special educational needs); publishing and awareness-raising activities will be promoted, methodological and teaching materials prepared, multimedia teaching programmes (including teacher training) purchased, etc.

With respect of the lower secondary level (i.e. upper forms of the Czech 9-year basic schools), the aim will be to restrict early selectivity in the educational system by means of **education differentiation and individualisation**. Within that framework the method of teaching will be enhanced that maintains heterogeneous classes, while carrying out internal differentiation of the content and methods, recognising individual differences among pupils. The content differentiation will both include segmentation of teaching into branches within one school and offer optional classes and content alternatives within individual subjects at the same school. Yet another aspect will be the differentiation according to each pupil's skills, performance or interests (establishing homogenous or heterogeneous groups).

Emphasis will also be put on **the creation and implementation of adult educational services** for early leavers from the educational system or those seeking to complement their education. In particular, various forms of short studies (post-secondary, post-GCE) will be developed, including possibilities to supplement education to a higher secondary professional level. All forms of education will stem from, and respond to, individual needs (of the individuals taking evening classes, individuals pursuing complementary education) and offer a wide range of education styles (special distance courses, special purpose classes, etc.) where the students can attain or change their qualification.

Improvements in the quality of the education opportunities offered by the secondary and higher secondary professional schools will bring along the necessity of developing **study programmes with wider professional profiles** that should integrate general and professional education. For instance, inclusion of branches with and without certification (GCE equivalent) of the secondary vocational or technical education within one school will support permeability between individual groups of vocational education curricula. At the same time practical classes will be enhanced for vocational school pupils in a real work environment, as well as professional practice in companies for secondary professional and higher secondary professional school pupils. The schools will be supported in establishing partnerships and cooperation with employers with the intention of providing the pupils with practical experience and of developing work habits in a real work environment. Development will be supported of new study programmes and programmes for newly established professions, qualification programmes and qualification enhancement programmes as well as for the development of independent creative and art activities within professional schools, etc. (Professional education has been focused on by the development programme *Support of vocational education* that has the intention of modifying the structure of secondary vocational education, and the development programme *Balancing disproportions in regional education offered in relation to development needs* that has created conditions for increased participation in secondary vocational education while maintaining sufficient scope of the vocational curricula. The curricula have been continually evolved and adapted to a wider professional foundation so that the graduates become adaptable to the changing labour market.)

The measure will motivate schools towards an innovative approach to teaching aimed at more efficient fulfilment of their pupils' educational needs and achievement of more significant changes in the educational system. The use of activation methods or non-traditional class forms as well as tools will be enhanced; a change in the relationship between the teacher and the pupil will be supported. A more active cooperation between schools as concerns sharing positive experiences will be enhanced, for instance, in the form of information and publishing activities with regards teaching innovations or the organisation of educational seminars for teachers.

An integral part of, or even a prerequisite for, a change in education is the systematic further vocational education **of education professionals**, primarily in the areas of curricular reforms (implementation of curriculum documents), evaluations (including self-evaluation), education aiming at changing the school climate, education in personal and social training, foreign languages (at the moment there are two development programmes: *Support of summer language courses for teachers with no relevant qualifications to teach foreign languages at PS* and *Programme of language methodology for teachers with no relevant qualifications to teach foreign languages at PS*, the main purposes of which are to increase teachers' competency with regards methodology and to improve the quality of their teaching), environmental and intercultural issues, information skills, psychological counselling and the prevention of social-pathological phenomena, and the individual approach to the pupils. Teachers must have an opportunity to further improve their professional as well as teaching qualifications, to improve the evaluation culture in the education process, come into contact with new information in the field, with new teaching strategies, progressive teaching methods, new tools and evaluation methods, and thus contribute to the improvement of the quality of the teaching process. The activity will support the education of headmasters and headmistresses in the area of school management and the further vocational education of teaching professionals (seminars, training, etc.).

Because of the non-existence of any systemised collection, evaluation and mediation of information concerning labour market requirements, developments and trends in qualification requirements, a working information system **of school leavers' success rate in the labour market** (ISS) needs to be developed. It will allow the collection, processing and analysis of information relevant to the development of an educational system relative to the economic development, demographic development, market and employer demand and requirements. Gradually it will also allow prognosis of school leavers' integration from the point of view of the labour market, and mediate this information in a relevant form and suitable time moments? to the interested sections of the public (potential students of secondary, higher secondary schools and higher education institutions, school leavers, counselling and guidance systems of schools as well as to the state employment policy, employers and state administration bodies). The ISS database will collate data from a number of information sources concerning economic and demographic trends.²

²) For example, from the Employment Services Management Information System – data on unemployed school leavers divided according to regions, education level, groups of profession, basic professions and schools; also processed analyses of registered job applicants and jobs available according to KZAM, ÚIV, output from labour force surveys conducted by the Statistics Office and specific surveys on the subject of the labour market by other professional bodies.

As part of the strategic tasks for the next period, the Czech Republic will use the principle of the so-called two-stage **curriculum determination**, which allows the incorporation in the specific school training programme of both national policy objectives and the intentions and requirements for education that arise from the particular environment of the school and the region's social partners. During the implementation of such activity implementation, the new school programmes will be tested at selected schools.

Simultaneously, it is necessary to coordinate the school counselling and guidance services with education aimed at career decision support and labour market orientation with respect to the individual development and specific features of the applicant.³ Within the framework of the measure, attention will be paid to educational, methodological and information support for the teachers. At the same time, harmonisation of school, psychological counselling and information and counselling and guidance centres of the Labour Offices' activities will be supported so that a complex, complementary and efficient system of career decision services can be put into service to address every individual who faces a career selection decision.

In association with the growing mobility of the workforce, attention will be paid to a system of various qualifications and their certification as to the conditions for the **interconnection and comparability of education**. The entire process will require a cooperation between the education sphere and the social partners. Emphasis will be put on three basic aspects: characteristics and place of the given qualification in the overall qualification system, requirements for obtaining the qualification and the relevant certificate, and the mechanism for acknowledgment of the individual certificates and their categorisation.

The use of various forms of internal and external evaluation, as well as the creation of mechanisms for the use of evaluation information to improve the quality of the educational system and the individual schools, will be supported. An important objective is the establishment and support of a **Centre for Education Results Evaluation** as a special centre for the development of tools (tests, rating surveys, etc.) and the development of external evaluation that will monitor and measure educational effects on the national, as well as international, level. Thanks to its professional potential, the Centre will also contribute towards the cultivation and objectification of tools for the selection of applicants for studies at secondary schools, higher secondary schools and higher education institutions by means of cooperation between the relevant schools, institutions and the authorities in charge.

Global objective:

Improved quality of education in basic, secondary, higher professional schools as well as other school facilities and the establishment of support systems for the development of education and its connection to the labour market.

³ At the moment, basic schools have *Education for career decision* and secondary schools have *Introduction to the world of work*.

Specific objectives:

- Modernising school educational programmes aiming to develop key competences
- Enhancing the learning environment for pupils with special educational needs
- Developing continuing education schemes in secondary and higher professional schools
- Developing continuing education schemes for teachers and school staff
- Developing and enhancing an integrated diagnostic, information and counselling system in education, training and career guidance
- Connection of initial and continuing education
- Establishing and promoting the Centre for Education Results Evaluation

Target groups:

a) for activities directed at the support of individuals:

- Pupils at the school age and SS and HSS students
- Individuals with physical disadvantages
- Individuals with social disadvantages
- migrants
- asylum seekers
- ethnic minorities (Roma, Vietnamese, etc.)
- children and young people in facilities for institutional and protective care
- individuals interested in further vocational education taught at SS and HSS
- individuals who leave the educational system early
- teachers, headmasters, counsellors, counselling and guidance specialists in education, other experts in education

b) for activities directed at the support of systems and structures:

- PS, SS, HSS, including schools for pupils with special educational needs
- School facilities (institutions of detention and protective care, school clubs, school counselling and guidance centres)
- Organisations managed directly by the MoEVS
- NGOs
- social partner organisations
- administration authorities
- Czech School Inspection

Ultimate target groups (for activities directed towards the support of systems and structures):

- PS, SS, HSS pupils and students, including schools for pupils with special educational needs
- Teachers, councillors and other experts and management employees from all types of schools and educational institutions
- School leavers from all types of schools
- Individuals interested in further vocational education taught at SS and HSS

Types of activities for target groups:

a) for activities directed at the support of individuals:

- Creation and implementation of integration programmes for disadvantaged pupils in the education system
- Creation and implementation of programmes for the improvement of education in state institutions of reformatory and protective care
- Creation and implementation of programmes for the improvement of education opportunities at SS and HSS (with an emphasis on professional practice)
- Organising activities focusing on educational and counselling needs in the relevant location (programmes of multicultural co-operation, using the school as a social centre, language courses and other courses)
- Creation and implementation of school training programmes, including the differentiation and individualisation of education
- Creation and implementation of programmes for the further vocational education of teachers and other educational employees, advisors and other experts in the education industry
- Creation and implementation of training programmes for those interested in further vocational education, taught at SS and HSS

b) for system activities

- Creation of a network of schools with innovative teaching
- Creation and testing of pilot school training programmes at selected schools
- Creation of a network of school counselling centres
- Preparation and implementation of the Information system of school leavers' success rate in the labour market (ISS)
- Creation of training programmes in the area of career advice and education at schools
- Implementation of initial and further vocational education in the area of career decision making and orientation in the world of employment
- Creation of a national qualification system, including the determination of evaluation standards associated with qualifications (a system of identification, evaluation and proof of the results of informal education and learning)
- Creation of a complex monitoring and evaluation system, including the establishment and support of the Centre for Education Results Evaluation (external evaluation and self-evaluation including counselling and guidance and information services)
- Creation of a network of schools that provide adult education services – centres of lifelong learning

Implementation arrangement:

The intermediary Body for this measure will be the Department for European Community Affairs (dep.60), of the MoEYS. For the part of the measure implemented through national and system projects based upon direct allocation the Final Beneficiary is the specialized department of the MoEYS (in group 2), and the Final Beneficiary (and at the same time the Final Recipient) is the National institute for Further Education.

Human Resource Development Operational Programme Complement

For the part of the measure implemented through grant schemes the Final Beneficiary is the designated specialized department of the MoEYS (in group 2). Final Recipient projects will be selected based upon an invitation to submit applications. The implementation of projects, activities and the service provision for target groups will primarily involve schools and educational facilities and institutions of the MoEYS, NGOs, municipalities and municipality associations, regional authorities, and social partners.

Co-financing:

The European Social Fund contributions for Measure 3.1 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoEYS national budget chapter.

Financial framework of the measure

Measure/ Year	Public funds (€)									Private funds Private
	Total	EU				Czech Republic				
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 3.1			54 778 951			18 259 651				-
	73 038 602	-		-	-		-	-	-	-
2004	17 023 463	-	12 767 597	-	-	4 255 866	-	-	-	-
2005	24 383 032	-	18 287 274	-	-	6 095 758	-	-	-	-
2006	31 632 107	-	23 724 080	-	-	7 908 027	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 3.1

Equal opportunities

Within the framework of the measure the issue of equal opportunities is addressed primarily in association with the creation and application of tools that allow for the integration of all disadvantaged group members (those with health disadvantages, social disadvantages, migrants, asylum seekers, ethnic minorities, children and young people from the state institution for detention and protective care, individuals leaving the education system prematurely) in a quality initial education, which is a basic prerequisite for the further improvement of qualifications and for subsequently finding a job.

Sustainable development

Good quality education is a condition for the prevention of social exclusion and degradation of the environment as well as for increasing the adaptability of individuals to the changing conditions in labour market. Projects included in this measure will involve (where possible and appropriate) the sustainable development, particularly environmental education, issues. The project will also participate in supporting the foundations of lifelong learning for sustainability. The vehicle used will be the development of cross-section capabilities in primary, secondary and higher secondary education for the comprehension of the environmental consideration principles but also of other (social and economic) issues with an impact on sustainable development. The objective is to provide knowledge, skills and habits necessary for environmental protection and an understanding of the sustainable development principles all through the education process. A part of the measure will be projects directed specifically towards the development of ecological education in schools and teachers' professional growth in this area.

Information society

The measure will focus on distributing information and communication technology in the education industry. Identifying a suitable method for using modern technology in the teaching process allows the students to master the subject matter in a shorter time and develops their information processing skills. Information technology and processing are generally better understood by young people than by older people. The use of such processes is understood to be a part of 'literacy' and it is crucial that the same attention be paid to them as to mastering mathematics or a first language within initial education. No less important is the systematic preparation of teachers for the application of information technology.

Local initiatives

Programmes presume an interconnection of activities and close cooperation between schools, school facilities, central administration bodies, regional authorities, and local authorities with other institutions from the education industry and non-profit sector at the local level together with parents. The use of the knowledge of the local environment and activities of the local initiatives are vital for this kind of cooperation.

**Measure 3.2 Promoting Tertiary Education, Research and
Development (code 23)**

Background and justification

The objective of the measure, and at the same time an integral part of active labour market policy, is a steady support for the development of tertiary education at higher education institutions so that the graduates from individual types accredited study programmes (Bachelors, Masters and PhD) could find employment at the labour market and be flexible in responding to the growing requirements for university graduates looking for a job. Therefore it is necessary to emphasise **improvements to the study programmes concerning both the content and form** and allow the students (graduates), through modular organisation of study programmes, to study individual modules in sequence, with a possibility to pick up studies at any moment if the previous module has been completed successfully. Another part of the above-mentioned is the implementation of a credit system, in other words an expression of the study load that is a better method of comparison of difficulty level in individual study programmes – modules not only in domestic and foreign higher education institutions but also in participation in the labour market.

The current labour market requires university graduates who are able to start employment immediately after graduation without any transitional period to become acquainted with application of the acquired knowledge and skills in practice, or to first acquire the knowledge and skills. One of the possible solutions therefore is **an enhancement of co-operation between higher education institutions, employer organisations and professional companies in performance of the practical part of study programmes**. That will also reduce the number of university graduates who are very difficult to place at the labour market after completing university.

Teachers play a crucial role in all stages of education and in all subjects that are taught. Therefore it is necessary to intensify not only professional preparation (the subject in itself, foreign languages, information literacy etc.) but also teaching training for new teachers (not only for work with children with special needs) and simultaneously allow those currently with no teaching qualification to obtain one. This primarily concerns knowledge from the area of teaching, psychology and methodology of individual subjects. The objective is to **raise the level of teachers' professional skills**, which will also raise the level of education and readiness for further professional and private life of pupils and students.

To implement active labour market policy it is also necessary to change people's attitudes to education which must be understood, especially in the case of secondary school and university graduates, as a continual activity during the entire life span. For this reason it is necessary to allow **individuals interested in continuing their education to upgrade their qualification or acquire a new one** in the programme framework of the lifelong learning performed at higher education institutions. Programmes and courses that will allow retraining to SS, HSS and university graduates must form an integral part.

Also the area of research and development needs, with respect to insufficient performance caused by the absence of education in research and development management, support for further training and qualification improvement for research

and science employees in the areas of financial management as well as of enhancement of their professional knowledge and skills. Czech scientists and researchers' participation in the general research and development programmes in the European Union requires their further education in the area of European issues to enhance their chances of success and competitiveness.

Global objective:

Increased employability of graduates of all types of study programmes and lifelong education programmes and enhanced expertise of research fellows.

Specific objectives:

- Enhancing education at higher education schools
- Developing teacher study programmes
- Developing further education at higher education schools
- Promoting HRD in R&D

Target groups:

- higher education institutions
- employer associations and professional companies
- research and development institutions

Ultimate target groups:

- university students,
- those interested in further studies at higher education institutions,
- university academics,
- research and development institution employees.

Types of activities for target groups:

- emphasising internal differentiation and especially quality enhancement of bachelor, master and PhD study programmes, modular organisation of study programmes (including credit systems),
- co-operation between schools and employer organisation and professional companies,
- improvement of quality and performance of study programmes for teachers at all education levels,
- improvement of quality and performance of programmes for teaching competences for university graduates from non-teaching curricula,
- improvement of quality and performance of extended offer of further vocational education at higher education institutions,
 - creation and implementation of programmes of further vocational education for research and development employees.

Implementation arrangement:

The intermediary body for this measure is Department for European Community Affairs (dep. 60) of the MoEYS. The Final Beneficiary for measure 3.2 is the designated specialized department of the MoEYS (from group 3)

The measure will be performed through grant schemes. The Final Recipient project will be selected based on an invitation to submit applications. Implementation of projects, activities and providing services for target groups will involve primarily higher education institutions and research and development institutions.

Co-financing:

The European Social Fund contributions for Measure 3.2 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoEYS national budget chapter.

Financial framework of the measure

Measure/ year	Total	Public funds (€)								Private funds private
		EU				Czech Republic				
		ERDF	ESF	EAGGF	FIFG	central	regional	local	other	
Measure 3.2	24 346 199	-	18 259 649	-	-	6 086 550	-	-	-	-
2004	5 674 487	-	4 255 865	-	-	1 418 622	-	-	-	-
2005	8 127 677	-	6 095 758	-	-	2 031 919	-	-	-	-
2006	10 544 035	-	7 908 026	-	-	2 636 009	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 3.2

Equal opportunities

Equal opportunities for everyone is a basic prerequisite of an efficient educational system. Performance of this measure will affect the enhancement of equal opportunities in access to tertiary education as well as a more balanced gender representation in the role of educators.

Sustainable development

Tertiary education continues developing the knowledge necessary for sustainability. Environmental issues, comprehension of economic context and social processes that are conditional to sustainable development will be required in an adequate extent in projects for professional growth of teachers as well as in projects focusing on individual student groups. Also projects focusing on research and co-operation with business subjects will include parts studying the individual pillars of sustainable development with an emphasis on cross-section environmental issues. The project will also give impetus for application of new information from environment research, its cross-field integration and easier availability of information on research results in the relevant training programmes.

Information society

Within the framework of this measure, activities using modern teaching methods including e-learning will be supported. Modern technology, e-learning and educational software generally represent an important opportunity to improve computer literacy. Therefore it is necessary to support their use in the area of tertiary education.

Local initiatives

The involvement of local initiatives and their partnership in the programme will contribute towards consideration and incorporation of local positions and approaches in implementation of individual projects and possibly also towards consensus and wider state aid in individual localities.

Measure 3.3 Further vocational education Development (code 23)

Background and justification

The measure concentrates on **development of vocational training development offer** in a systematic manner and introduction of key system mechanisms in the area. Completion of the measure will contribute towards building of a system of acknowledged qualification that would interconnect educational and business spheres, motivate employers and other social partners to become involved in creation and methods of education and certification requirements. Tools and methodologies for vocational training development, associated with regional labour market requirement, will be created. The measure will contribute towards creation of a verification system for qualifications obtained in further vocational education interconnected with the initial education system.

The measure will facilitate greater offer of vocational training development through supporting the development and supply of the 'soft' (intangible) infrastructure within the framework of building a network of educational and practical multi-functional centres for adults in the regions, including material and personnel equipment. In comparison with EU countries the Czech Republic lacks in educational and practice centres for adults that would provide generally accepted qualifications for all adult applicants who have completed school education, practiced a professional and, for various reasons, they need or require another or specific (exceptionally initial) qualification. The centres offer a wide range of qualification programmes based on methods and approaches of competence enhancement directly associated with regional market requirements, and have state aid.

Within the framework of the measure, better quality and availability of vocational training development will be enhanced by development of further vocational education support services, especially counselling and guidance and information services that would facilitate orientation in the offer primarily to those who are in need, that is to individuals with low qualifications or another disadvantage at the labour market. The Czech Republic lacks in knowledge and experience of market requirement forecast methodology, regional qualification potential estimating, and educational needs analysis. Building a permanent professional background for research and development in the area of adult education methodology, trend evaluation, development of new concepts, transfer and publicising of good practice examples in the area of further vocational education and international cooperation in the area of further vocational education are all areas with insufficient support in CR. The measure will facilitate development of institutional framework and sufficient professional capacities for development of further vocational education on a regional level.

Also the offer and quality of vocational training services will be enhanced which usually lags behind the prospective requirements of companies and labour market and which requires an efficient and systematic support. The use of progressive forms and techniques in education is still not extensive. Education of vocational training providers – teachers, lecturers, tutors, management and administration employees in education – is not efficiently facilitated.

Global objective:

Developing a functioning further vocational education system in line with the requirements of knowledge-based society

Specific objectives:

- Designing a comprehensive system of further vocational education with an adequate regional infrastructure providing further and specialised skills to adults with work experience through advanced forms, methods and approaches based on the development of competencies in direct link to labour market needs and enjoying financial support from public funds
- Creating conditions for setting up a system for verification of qualifications obtained in further vocational education, using the accreditation and certification system linked with the initial education certification system
- Improving the access to information, assisting in orientation and enhancing the quality of further vocational education services, developing the R&D of adult training methodology including institutional capacity building
- Developing further vocational education supply (new programmes, distance learning, e-learning, better anticipation of employers' needs)
- Upgrading professional and pedagogical capability of trainers, consultants, teachers, methodology experts and managers in further vocational education area

Target groups:

- MoLSA
- Other state administration bodies
- Regions and municipalities
- Education and consulting institutions
- Professional associations
- Employer and employee representatives
- NGOs providing vocational training development

Ultimate target groups:

- Lecturers and consultants
- Teachers, methodology and management employees of schools and adult education institutions
- Research and development institution professionals
- Labour Office experts
- State administration professionals
- Employer association and trade union experts.

Types of activities for target groups:

Establishing a further vocational education system – preparing tools, mechanisms and complex methodology for creation and development of a vocational training development system. Methodology of standardisation for the adult education qualification content, standardisation of competence profiles for individual qualification, methodology of acquired knowledge and skill verification using the

accreditation and certification system, application of forms, methods and approaches based on competence development, implementation of quality assurance and quality evaluation, creation of funding methodology;

Building infrastructure for further vocational education in regions – building a network of educational and practical training centres for vocational training development in regions, projects and specification of technical and technology requirements for equipment in the centres, preparation of an organisation and management model, development of complex methodology for professional education and counselling for adults, educational and development programmes for social partners and other regional partners that are engaged in the area of vocational training development;

Development of support systems for further vocational training (information, analysis, counselling and guidance and diagnostics services) – completion of an information survey system of vocational training development offer, providing updates, creating a quality evaluation system for the vocational training development offer, research and development of vocational training development methodology, counselling and guidance for vocational training development project preparation, creating and implementing methodologies for individual diagnostics of knowledge and skills, implementation of methodology for labour market requirement forecasting and estimation of regional qualification potential, counselling and guidance focusing on individuals and using diagnostics techniques, providing information on educational possibilities and professional development perspectives associated with labour market requirements;

Extending the further vocational education range on offer, in accordance with the labour market requirements and economy development needs – developing new vocational training development programmes; cooperation between companies and educational institutions during preparation, implementation and evaluation of training programmes; modularisation of training programmes with a close cooperation with companies and in association with the accepted qualification system, programmes of a second chance for employees with low qualifications, distance learning and combined forms of education, multimedia and e-learning vocational training development programmes;

Educating lecturers, consultants, examination committee members, teachers, methodology and management employees in the further vocational education sector– development and implementation of training programmes for these target groups; exchange of experience and know-how; implementation of further professional development systems for lecturers, consultants and teachers in associations of educational and consulting institutions including qualification certification, training for lecturers, consultants, teachers and management employees.

Implementation arrangement:

The intermediary body for this measure is the Employment Services Administration department of the MoLSA. The Final Beneficiary (and at the same time the Final Recipient) designated for implementation and development of further vocational education system including infrastructure and support services (that is for system projects), is the Employment Services Administration department, or its designated specialized department.

Human Resource Development Operational Programme Complement

The regions and the Employment Services Administration department, or its designated specialized department, are the Final Beneficiaries determined for implementation of the part of the measure that focuses on capacity development of further vocational education providers (development of training programme offer and education for educators). This part of the measure will be performed through grant schemes. The Final Recipient project will in this case be selected based on an invitation to submit applications. Implementation of projects, activities and providing services for target groups will involve primarily educational and consulting institutions, professional associations, employer and employee representatives, trade unions, NGOs.

Co-financing:

The European Social Fund contributions for Measure 3.3 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the measure

Measure/ Year	Total	Public funds (€)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 3.3			34 693 334			11 564 445				-
	46 257 779	-		-	-		-	-	-	
2004	10 781 525	-	8 086 144	-	-	2 695 381	-	-	-	-
2005	15 442 587	-	11 581 940	-	-	3 860 647	-	-	-	-
2006	20 033 667	-	15 025 250	-	-	5 008 417	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 3.3

Equal opportunities

Equal opportunity is a fundamental prerequisite for an efficient further vocational education system to work. Performance of this measure will affect the extended possibilities of accessing further vocational education as an open process accessible to all population groups with no differences. Equal opportunities for women and men will be maintained in the training programmes performed with respect to maintaining the proportion of sexes according to the professions.

Sustainable development

Lifelong learning should tackle the issues of social exclusion, environment degradation and competitiveness enhancement in a preventative manner. This measure's projects will participate in lifelong learning by building capacities of further vocational education. This type of education is an important vehicle for building individual knowledge of the sustainable development issues and for publicising new information associated with this issue. The project will be required to consider sustainability issues where relevant. Environmental protection will form a part of vocational training programmes in association with the given field, its relationship to environment and its possible negative impact on environment.

Information society

Considering the fast development in the ICT area, achieving information literacy is not a one-off matter but a continual process. Therefore, it must constitute a part of the further vocational education system. The ability to use information technology motivates to further self-education. Performance of this measure will facilitate the use of ICT as modern technology in the teaching process through compilation of new training programmes where ICT will constitute an integral part of teaching process technology. At the same time the measure will support activities that use modern teaching methods based on ICT, including e-learning.

Local initiatives

The involvement of local initiatives in implementation of this measure will, on one hand, significantly contribute towards building capacities for further vocational education in individual localities, on the other hand it will allow the citizens of those localities an active participation in the lifelong learning process by providing access to such educational activities. Participation in implementation of the measure will be significant also for further development and employment of the participants as a condition of their full social integration.

2.4 Priority 4 Adaptability and entrepreneurship

Measure 4.1 Increasing Adaptability of Employers and Employees to Economic and Technological Changes; Promoting Competitiveness (code 24)

Background and justification

The situation in the CR may be characterised by a not-quite-completed privatisation, restructuring in progress, a high incidence of sick leave, a low level of innovative processes and insufficient time and economic space for the further vocational education of employees. This situation could cause a significant impact on the lesser competitiveness of businesses and organisations if nothing were done about it. Despite the current economic recovery, further redundancies should be expected in association with foreign investors coming to the CR and implementing new technology to boost productivity, and also in association with the completion of privatisation. An important factor affecting competitiveness has increasingly been the ability of the employer and employee to adapt to continually changing market conditions.

The implementation of this HRD OP measure will contribute towards extending the availability and efficiency of active employment policy tools and towards the implementation of the National Employment Action Plan measures. In contrast to the measures proposed within priorities 1 and 2 that focus on the problems of groups facing risk in the labour market, this measure focuses on support of the competitiveness of enterprises and organisations in the economy's growth potential areas.

This measure will focus on the development of professional knowledge and competencies as well as the improvement in the qualifications of employers and employees associated with the structural changes in progress through the implementation of appropriate professional education programmes, including education in the area of information technology, sustainable development and occupational safety (including limiting risk factors at work⁴). Emphasis will primarily be put on the support of modern forms and methods of further vocational education for adults.

An important prerequisite for increased competitiveness is the use of modern management systems with emphasis on conceptual human resource management, especially in small and medium enterprises.

The Czech Republic is significantly lacking with regards flexibility and diversity of employment forms and forms of work organization, together with the absence of flexibility and mobility of the workforce. The HRD OP measure 4.1 will, therefore, focus on the use of flexible forms of work organization. Besides the development of

⁴ The Government Ordinance of 18 April 2001, laying down occupational safety standards for employees

educational activities, the measure will also target support for maintaining the number of jobs as well as creating new jobs.

The measure will also include individuals interested in starting up business as potential employers so that the new organisations have good conditions for employee development associated with the changing economic conditions, together with the support of education and support services for this target group.

Description of the target groups of the measure:

- **employees** –the group is extremely diverse and includes both employees in manual and other professions, as well as in middle and top management ;
- **employers** – this concerns small, medium and large enterprise entities out of which the small ones in particular experience difficulties based upon a lack of experience and knowledge in the complex areas of law, economics, finance, occupational safety, environmental protection, etc.
- **Those interested in setting up a company** – a group of individuals who are interested in starting up business and who will therefore become potential employers. The majority of these individuals also have trouble caused by a lack of experience and knowledge in the complex areas of law, economics, finance, occupational safety, environmental protection, etc.

Global objective:

Increasing adaptability of employers and employees to changing economic conditions and technologies; enhancing competitiveness.

Specific objectives:

- Providing employers and employees with specialised knowledge, skills and competencies necessary to cope with occupational, structural and technological changes
- Increasing the accessibility of further education and training in organisations
- Safeguarding existing jobs that remain viable through adaptation and stimulating new job creation
- Extending the application of flexible work organisation schemes
- Developing activities of enterprises towards healthy and safe working environment

Target groups:

- Employees
- Employers
- Those interested in setting up a business

Types of activities for target groups:

- education provided by employers
- professional education for employees and employers focused on updating, extending and improving qualifications, including educational activities in the area of information and communication technology
- implementation of modern methods of conceptual company management including human resource management
- application of modern forms and methods of employer and employee education
- creation of new jobs and retention of existing jobs (for instance through subsidies towards cost of labour, subsidies towards improvements in qualifications, etc.)
- use of flexible forms of work organization
- self-employment – through education and support services (for instance information, counselling and guidance, analytical services, etc.)
- education for employees, employers and those interested in setting up a business focused on updating, extending and improving knowledge and its application in the area of occupational safety

Implementation arrangement:

The intermediary body for this measure is the Employment Services Administration of the MoLSA. For the part of the measure that is implemented through national projects based upon direct allocation, the Final Beneficiaries are the Labour Offices of regional jurisdiction and the Employment Services Administration or its designated specialized department. The Final Recipient project will in this case be selected based upon an invitation to submit applications.

For the part of the measure associated with the implementation of modern human resource management methods in industrial companies, the Final Beneficiary is the Agency for the support of enterprise and investment, CzechInvest. This part of the measure will be implemented in the form of a national project based upon the direct allocation of funds.

Implementation of projects, activities and service provision for target groups will primarily involve employers, educational institutions, NGOs, employment agencies and social partner organisations.

Co-financing:

The European Social Fund contributions for Measure 4.1 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the measure

Measure/ Year	Total	Public funds (in EUR)								Private funds
		EU				Czech Republic				
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	Private
Measure 4.1			29 215 440			9 738 480		-	-	-
	38 953 920	-		-	-		-			
2004	9 079 180	-	6 809 385	-	-	2 269 795	-	-	-	-
2005	13 004 284	-	9 753 213	-	-	3 251 071	-	-	-	-

Human Resource Development Operational Programme Complement

2006	16 870 456	-	12 652 842	-	-	4 217 614	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-

Horizontal themes in Measure 4.1

Equal opportunities

The equal opportunity principle will be respected in the selection of participants of the education courses. The activities leading to the fulfilment of the measure's objectives include such activities that cause improvements in employee approach to education in enterprises and organisations. The measure may boost motivation to pursue further vocational education programmes for employees and for employers to respect the equal opportunity principle. The employers will receive incentives to provide further vocational education for employees. Greater use of new forms of work organization that improve women's chances of accessing the labour market will be supported.

Sustainable development

The adaptability and readiness of both employers and employees to respond to the changing requirements is a prerequisite of a working economy and social stability, which also contributes towards sustainable development. The project will be required to include sustainable development aspects and integrate them together with proactive and environmental protective approaches in the project activities. Special attention will be paid in this measure, in accordance with the State environmental policy recommendations, to the issues of the effective use of energy and new technologies that decrease air and water pollution as well as the economic production and disposal of waste. Projects that also support the enhancement of knowledge concerning modern company management with respect to quality, the environment, occupational safety and the social responsibility of the company will receive support.

Information society

One of the ways to achieve increased competitiveness is through the use of new technology that is, to a great extent, based upon the use of qualified labour and modern information and communication technology. Activities included in the measure will champion these progressive trends and contribute, thus, to the development of an information society.

Local initiatives

Local initiative participation within the framework of the newly established partnerships might positively affect the efficiency and focus of some projects, especially from the point of view of their particular target in local needs, interests and motivation or boost interest for groups of citizens who face the risk of potential job losses caused by them lagging behind in terms of professional qualifications.

Measure 4.2 Specific Training (code 23, 24, 174)

Background and justification

This Measure will support specific activities of selected sectors of industry, businesses, services and tourism with regard to their growth potential, described also by their employment absorption capacities. The Measure will support also cross-sector activities in environmental education and training with regards to their significance for amenity value benchmarking in lifelong learning. Activities within the frame of this Measure will contribute to the better adaptability of target groups to changes of economic, social, technological and environmental conditions. In the same time they will support gaining sufficient knowledge by business and service managers enabling sustainable high qualification level of their employees.

Industry is an important contributor to the GDP (contributing 33.9 % of the total) and employs approximately 26 % of the total workforce in the CR. Development of industry and therefore also development of employment in the sector will depend on it's ability to absorb new information quickly and efficiently and put it to practical use as well as rapid involvement in international cooperation in the area of research, development and innovative activities. The growth of production and services can be expected in the professions and industries that require new knowledge, science, research and development and the involvement of top technology and qualified labour.

Tourism is an industry that contributes significantly to the GDP. The income from tourism in 2002 amounted to 4.2 % of the GDP and 7.7 % of Czech export earnings. Tourism employs approx. 3 % of the total employee number in the tourist industry (direct tourist services) and approximately a further 6 % in the so-called tourism economy (activities induced by tourism – e.g. construction industry, food industry, transport of the requirements of tourism). Development of tourism in the CR, to achieve volumes comparable to neighbouring EU countries, requires, besides the development of good quality infrastructure and products to offer, the creation of conditions suitable for the preparation and education of qualified labour that will ensure a competitive service is being offered by the industry.

On one hand, the environmental protection issues come under the cross-measure activities that affect, to varying degrees, all the other sectors (which is also expressed in the concept of horizontal activities for sustainable development) however, on the other hand, they form a part of an economy that has a dynamic development potential. The objective of SEEIP⁵ is to build a complex working system of environmental education and information in the CR that would manifest itself in the society's more caring attitude towards the environment and, as a result, also in lower levels of costs necessary for environmental protection and higher levels of public involvement in solving and removing environmental problems or in issues associated with sustainable development (e.g. within the framework of Local Agenda 21⁶).

⁵ SEEIP – State Environmental Education and Information Programme, CR Government Decree no. 1048/2000 of October 23, 2000

⁶ Agenda 21 – a comprehensive plan of action and procedures (in the economic, social and environmental areas) leading to sustainable development, as agreed at the Rio de Janeiro

The „Specific Training“ measure concentrates mainly on the support of a new information economy development, a boost of professional qualifications and education in selected sectors (industry, environment and tourism), especially specific, as yet, insufficiently developed areas, (e.g. innovation in industry, IT development, integration of environmental aspects in common activity management, regional marketing and management of tourism).

Building the capability to provide education and information centres and advice points focusing on the environmental issues will provide the public with more access to structured information on the condition of the environment, appropriate approaches to environmental protection (including prevention procedures, new technologies and ecological products). This should gradually influence, at least partially, the consumption patterns in our population, institutions and companies and improve conditions for qualified participation of the public in decision-making processes relating to environmental issues.

The „Specific training“ measure includes the improvement of qualification levels and knowledge of employees, entrepreneurs, other groups as well as individuals and the provision of access to information.

Global objective:

Development of the adaptability and qualification of the workforce in the business and service sectors and raising awareness on horizontal theme of sustainable development

Specific objectives:

- Increasing qualification and knowledge of employees in enterprises in relation to the introduction of progressive systems of production management, high-tech⁷, sophisticated ICT products and services, and environment-friendly techniques⁸.
- Improving vocational education and training of graduates from schools focused on travel & tourism, employees and entrepreneurs in the tourist industry, and public administration experts on travel & tourism issues
- Improving the quality of regional marketing and management of travel & tourism.
- Building capacities of regional EEPA systems based on a regional network of environmental information and education centres
- Raising awareness of the public, businesses and institutions on environmental legislation, and information about their environmental rights, opportunities and responsibilities, esp. by implementation of Local Agenda 21 projects

Target groups:

- Enterprises, especially small and medium-sized,
- Public administration,

Environmental Conference in 1992. Local Agenda 21 concerns public participation in solving particular local problems.

⁷ high-tech – according to the OECD-ISIC classification

⁸ techniques – technologies and procedures

- Public institutions (including schools),
- NGOs

Ultimate target groups:

- Employees and management of enterprises,
- Entrepreneurs, including start-ups,
- Public administration and public institution employees (including schools),
- Education and information action participants

Types of activities for target groups:

- specialised⁹ education of industrial enterprise employees and service employees,
- preparation of new education standards for secondary school and university programmes in tourism including specialised university degrees in tourism, destination marketing and management, regional and municipal tourism managers,
- creation and implementation of lifelong learning programmes for tourism, including retraining and counselling and guidance programmes for tourism and spa tourism, ecotourism as well as the use and protection of natural resources and ecosystems,
- preparation and implementation of SEEIP programmes (courses, information services, pilot projects)
- education for employees of institutions that provide SEEIP,
- programmes to enhance public participation in the decision-making process as concerns environmental issues,
- support for new jobs and the development of voluntary activities relating to the environment

Implementation arrangement:

The Final Beneficiaries, determined by the Managing Authority, will be (i) Ministry of Industry and Trade (MIT), (ii) Ministry of Regional Development (MRD) and (iii) Ministry of the Environment (MoE). Final Recipient projects will be selected based upon an invitation to submit applications (MIT, MoE), or they will be implemented based upon the direct allocation of funds and grant scheme (MRD). The implementation of projects, activities and service provision for the target groups will primarily involve enterprises, public administration, public and educational institutions and NGOs.

Co-financing:

The European Social Fund contributions for Measure 4.2 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be provided by individual beneficiaries designated by the Managing Authority within the

⁹ Specialised education – according to the Guidance Notes by the Czech Republic Office for Protection of Competition of April 25, 2000, for assessment of public support of employee education as per Act no. 59/2000 Coll on Public Aid – included theoretical and practical training, directly applicable for existing or future positions of the employee in the supported company. It is associated with the company's specific activity. A part of the education is usually undertaken at the employee's place of work. The acquired skills may only be used for work in other companies or other positions to a limited extent.

Human Resource Development Operational Programme Complement

framework of their budget allocations in proportions determined by the indicative ratio of financial allocations of Measure 4.2 between the individual sectors, which means:

MIT	30 %
MRD	30 %
MoE	40 %

Financial framework of the measure

Measure/ Year	Total	Public funds (in EUR)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 4.2	28 403 901	-	21 302 925	-	-	7 100 976	-	-	-	-
2004	6 620 235	-	4 965 176	-	-	1 655 059	-	-	-	-
2005	9 482 291	-	7 111 718	-	-	2 370 573	-	-	-	-
2006	12 301 375	-	9 226 031	-	-	3 075 344	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Horizontal themes in Measure 4.2

Equal opportunities

Compliance with the equal opportunity principle must be considered in employer education. However, the principle must be respected in the relationship between the employee and client and therefore it is necessary to integrate it with the educational, training and counselling and guidance activities provided for employee groups from the relevant areas.

Sustainable development

Specific Training projects will include aspects of sustainable development. The projects will also include protective environmental approaches. Special attention will be paid to procedures for minimising pollution and environmental impact as well as to the implementation of environmentally friendly technologies. Tourism training programmes will include the sustainable development perspective where applicable and employees in tourism will be informed of the possibilities that the industry can offer to environmentally-conscious visitors. When developing tourism it is also necessary to consider the possible negative impact of its growth on situations in various critical areas as well as considering the location of new tourism activities outside the existing visitor centres that are already overburdened by tourism. This measure will, moreover, subsidise environmental education and information projects, including environmental information centres and Local Agenda 21 activities. The aim of this part of the measure is to provide direct support for the concept of sustainable development. The project will, amongst other things, support activities that boost public participation in decision-making processes concerning the environment.

Information society

People acquire more and more skills necessary for work with new technology; more and more industries prove that insufficient IT qualification is at least a disadvantage and may even lead to disqualification from entry to the labour market. Ensuring good conditions for the efficient creation, management and publication of information has a significant development potential at the small and medium enterprise level, as well as at the level of large enterprises, the State and local administration. The measure will support the possibilities of acquiring, enhancing and maintaining information literacy.

Local initiative

Local initiative participation within the framework of the newly established partnership may positively influence the efficiency and focus of some projects, particularly from the point of view of their focus on particular local needs and interests as well as the invocation of interest or motivation of population groups facing potential risk of job loss due to the lower levels of professional qualifications. Local initiatives can play an important role in supporting the establishment of an environmental education and information system and its subsequent use; they may also be involved in the use of educational and information programmes within the framework of tourism, spa tourism and ecotourism services.

2.5 Priority 5 Technical assistance (TA)

Measure 5.1 Promoting the Management, Implementation, Monitoring and Control of HRD OP Operations (code 411)

Background and justification

This measure will provide technical assistance to the Managing Authority and Intermediary Bodies for the proper management and administration of the programme that will include activities associated with the selection and evaluation processes, advice for applicants, implementation monitoring and implementation co-ordination support.

The Structural Fund rules specify stringent requirements for implementation structures, especially for the correctness of the management and control procedures. The HRD OP will be implemented via several Ministries and their implementation structures that have not had sufficient experience thus far and that will have only had limited opportunity to gain such experience in the period up to when the HRD OP implementation starts. During the HRD OP programming, all implementing bodies have expressed a desire to use the technical assistance guidelines for the management and control of their particular part of the programme.

Global objective:

To ensure proper HRD OP implementation through providing reliable and efficient management of and expert services for programme management and administration.

Types of activities will include inter alia the following:

- Supporting the secretariat of the Monitoring Committee
- Drafting reports for meetings of committees
- Assistance in preparation and selection of projects/actions, contracting, monitoring, evaluation, information and publicity within the Programme in a unified and coherent manner;
- Training and workshops for the personnel of implementing bodies
- Supporting the process of appraisal and selection of projects/actions
- Advisory service for applicants for support from the HRD OP in preparation of projects/ actions
- Audit and on-the-spot checks of projects/actions

The proposed maximum amount of eligible expenditure from the ESF for Measure 5.1. is 2.17 % of the total ESF contribution towards the HRD OP.

Target groups:

- Managing Authority
- Intermediary Bodies

Human Resource Development Operational Programme Complement

- Final Beneficiaries
- Final Recipients

Implementation arrangement:

Technical assistance will be provided by one or more bodies. The contract with technical assistance providers will be concluded in compliance with the legislation in force on awarding public contracts.

Co-financing:

The European Social Fund contributions for Measure 5.1 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the measure

Measure/ Year	Total	Public funds (in EUR)								Private funds
		EU				Czech Republic				Private
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 5.1	9 168 515	-	6 876 386	-	-	2 292 129	-	-	-	-
2004	2 136 951	-	1 602 713	-	-	534 238	-	-	-	-
2005	3 060 795	-	2 295 596	-	-	765 199	-	-	-	-
2006	3 970 769	-	2 978 077	-	-	992 692	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Measure 5.2 Other Eligible Activities (code 411 - 415)**Background and justification**

Within the framework of the measure, primarily, the measures of the Communication Action Plan for the HRD OP will be implemented. The measure will also support activities focused on the implementation of the Evaluation Strategy for the HRD OP. The implementation and further development of the monitoring and information system will also be supported.

Types of activities will include for example the following:

- Public promotion of the Programme, seminars, an information actions
- Research studies and surveys aiming at further developing the Programme
- Evaluation (including the final evaluation), tracking studies
- Operation, maintenance and further development of the monitoring and information systems
- Studies and sharing of experience concerning the multiplication effect
- Drafting programme documents for the next programming period, including the ex-ante evaluation

Costs of the Measure 5.2 activities amount to 2.63 % of the HRD OP total budget.

Target groups:

- Managing Authority
- Intermediary Bodies
- Final Beneficiaries
- Final Recipients
- Monitoring Committee
- the public

Implementation arrangement:

Technical assistance will be provided by one or more bodies. Contracts with technical assistance providers will be concluded in compliance with the legislation in force on awarding public contracts.

Co-financing:

The European Social Fund contributions for Measure 5.2 will amount to 75 % of the total eligible public expenditure. National co-financing will amount to 25 % and will be drawn from the MoLSA national budget chapter.

Financial framework of the measure

Measure/ Year	Total	Public funds (in EUR)								Private funds Private
		EU				Czech Republic				
		ERDF	ESF	EAGGF	FIFG	Central	Regional	Local	Other	
Measure 5.2	11 119 985	-	8 339 989	-	-	2 779 996	-	-	-	-
2004	2 591 789	-	1 943 842	-	-	647 947	-	-	-	-
2005	3 712 269	-	2 784 202	-	-	928 067	-	-	-	-

Human Resource Development Operational Programme Complement

2006	4 815 927	-	3 611 945	-	-	1 203 982	-	-	-	-
	100 %	-	75%	-	-	25 %	-	-	-	-

Areas of intervention

Having regard to the Council Regulation (EC) No 1260/1999 as regards the management and control systems for assistance granted under the Structural Funds we name a list of areas of intervention of the Structural Funds, which are contained in HRD OP Programme Complement, which was create with a view to help EC with reporting about activities of the Stuctural Funds.

Areas of intervention:

- 21 Labour market policy
- 22 Social inclusion
- 23 Developing educational and vocational training not linked to a specific sector (persons, firms)
- 24 Workforce flexibility, entrepreneurial acitivity, innovation, information and communication technologies (persons, firms)
- 174 Tourism-specific vocational training
- 411 Preparation, implementation, monitoring, publicity
- 412 Evaluation
- 413 Studies
- 414 Innovative actions
- 415 Information to the public.

Work with monitoring indicators is described in the Annex I - Evaluation Strategy.

3 MONITORING INDICATORS AND QUANTIFIED OBJECTIVES

Note: All groups of individuals (indicators of individuals) will be divided in addition to explicitly determined separations in tables of indicators of particular Measures in course of data collections to indicators "total and women".

Measure 1.1 – Strengthening the Active Employment Policy for Job Seekers and Job Applicants

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.05	No. of assisted individuals – services clients • <i>Out of those the specified groups</i> ¹⁾	FB
	1.15	Number of services provided in institutions for dependant family members	FB
	1.18	Number of participants in courses – services clients • <i>Out of those specific groups</i> ¹⁾ • <i>Out of those participants in short-term, medium-term and long-term courses</i> ²⁾	FB
	1.24	Coverage rate of people receiving support (Share of assisted services clients in the total number of unemployed people)	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.29	Number of supported individuals whom was extended help in framework of associated measures	FB
	1.04	Number of supported organisations • <i>Out of those specific groups</i> ³⁾	FB
	1.11	Number of supported projects	FB
	1.02	Number of supported training programmes	FB
	1.09	Number of supported jobs • <i>Out of those number of positions taken by women</i>	FB
Results	2.41	Proportion of successfully trained individuals – services clients • <i>Out of those specific groups</i> ¹⁾ • <i>Out of those participants in short-term, medium-term and long-term courses</i> ²⁾	FB
	2.36	Share of successfully trained individuals – services clients for whom the administrated support achieved the intended purpose • <i>Out of those specific groups</i> ¹⁾	FB

Human Resource Development Operational Programme Complement

	2.12	Number of newly created/innovated products	FB
Impact	3.21	Sustainability of positive results of assistance to individuals	Evaluation study

1) **Specific groups of individuals:**

- a) according to their position in the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)

2) **types of courses:**

- short-term courses – up to 40 hours
- medium-term courses – 40 to 300 hours
- long-term courses – over 300 hours

3) **specific groups of organisations:**

- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for measure1.1	114 425 360 EUR
Output	Number of supported individuals- services clients	60 000
	Number of participants in courses– services clients	53 200
	Number of supported jobs	7 100
Results	Proportion of successfully trained individuals– services clients	70%
Impact	Sustainability of positive results of assistance to individuals	50 %

Measure 1.2 - Public Employment Services Modernisation

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.01	Number of supported individuals providing services or promoting services	FB
	1.17	<ul style="list-style-type: none"> • Number of participants in courses providing services and promoting services • <i>out of those short-term, medium-term and long-term courses¹⁾</i> 	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations <ul style="list-style-type: none"> • <i>out of those specific groups²⁾</i> 	FB
	1.11	Number of supported projects	FB
	1.02	Number of supported training programmes	FB
Results	2.43	Proportion of trained individuals providing services or promoting services	FB
	2.12	Number of newly created/innovated products	FB
	2.09	Number of newly created/innovated training programmes	FB
Impact	3.21	Sustainability of positive results of assistance to individuals	Evaluation study

¹⁾ **types of courses:**
short-term courses – up to 40 hours
medium-term courses – 40 to 300 hours
long-term courses – over 300 hours

²⁾ **specific groups of organisations:**
a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	22 377 095 EUR
Output	Number of supported individuals providing or promoting services	9 000
	Share of participants in courses with an information technology component	22 %
	Number of supported organisations	40
	Number of supported projects	30
Results	Proportion of trained individuals providing or promoting services	75 %

Measure 2.1 – Integration of Specific Population Groups at Risk of Social Exclusion

monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.05	Number of supported individuals– services clients • <i>out of those specific groups</i> ¹⁾	FB
	1.01	Number of supported individuals providing or promoting services	FB
	1.18	Number of participants in courses– services clients <i>out of those specific groups</i> ¹⁾ • <i>out of those participants in short-term, medium-term and long-term courses</i> ²⁾	FB
	1.17	Number of participants in courses providing or promoting services	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations • <i>out of those specific groups</i> ³⁾	FB
	1.11	Number of supported projects	FB
	1.09	Number of supported jobs • <i>out of those number of positions taken by women</i>	FB
	1.02	Number of supported training programmes	FB
Results	2.41	Proportion of successfully trained individuals– services clients • <i>out of those specific groups</i> ¹⁾ • <i>out of those participants in short-term, medium-term and long-term courses</i> ²⁾	FB
	2.36	Proportion of individuals – services clients, for whom the provided support fulfilled its purpose • <i>out of those specific groups</i> ¹⁾	FB
	2.43	Proportion of trained individuals providing or promoting services	FB
	2.37	Proportion of individuals trained in community planning and quality standard implementation processes	FB
	2.12	Number of newly created/innovated products	FB
	2.06	Number of newly created programmes focusing on the social integration of socially excluded individuals or individuals at risk of social exclusion	FB
Impact	3.21	Sustainability of positive results of assistance to individuals	Evaluation study

¹⁾ specific groups of individuals:

Human Resource Development Operational Programme Complement

- a) according to their position on the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)
- 2) **types of courses:**
- short-term courses – up to 40 hours
 - medium-term courses – 40 to 300 hours
 - long-term courses – over 300 hours
- 3) **specific groups of organisations:**
- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
 - b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	39 942 984 EUR
Output	Number of supported individuals– services clients • <i>out of those women</i>	16 100
	Number of participants in courses– services clients	14 000
	Number of supported individuals providing or promoting services	1 500
	Number of supported projects	650
	Number of supported organisations	700
	Number of supported jobs	1 000
Results	Proportion of individuals – services clients for whom the provided support served its purpose	70 %
	Proportion of successfully trained individuals– services clients	70 %
	Proportion of trained individuals providing or promoting services	80 %
	Number of newly created programmes focusing on the social integration of socially excluded individuals or individuals at risk of social exclusion	30
Impact	Sustainability of positive results of assistance to individuals	50 %

Measure 2.2 - Equal Opportunities for Women and Men in the Labour Market

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PUO
Output	1.05	Number of supported individuals– services clients <ul style="list-style-type: none"> • <i>out of those specific groups</i> ¹⁾ 	FB
	1.18	Number of participants in courses– services clients <ul style="list-style-type: none"> • <i>out of those specific groups</i> ¹⁾ • <i>out of those participants in short-term, medium-term and long-term courses</i> ²⁾ 	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations <ul style="list-style-type: none"> • <i>out of those specific groups</i> ³⁾ 	FB
	1.11	Number of supported projects	FB
	1.09	Number of supported jobs <ul style="list-style-type: none"> • <i>out of those number of positions taken by</i> 	FB
	1.15	Number of services provided in institutions for dependant family members	FB
	1.02	Number of supported training programmes	FB
Results	2.41	Proportion of successfully trained individuals- services clients <ul style="list-style-type: none"> • <i>out of those specific groups</i> ¹⁾ • <i>out of those participants in short-term, medium-term and long-term courses</i> ²⁾ 	FB
	2.36	Proportion of individuals – services clients for whom the provided support served its purpose <ul style="list-style-type: none"> • <i>out of those specific groups</i> ¹⁾ 	FB
	2.12	Number of newly created/innovated products	FB
Impact	3.21	Sustainability of positive results of assistance to individuals	Evaluation study

¹⁾ **Specific groups of individuals:**

- a) according to their position on the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)
- c) socially excluded individuals

²⁾ **types of courses:**

- short-term courses – up to 40 hours
medium-term courses – 40 to 300 hours
long-term courses – over 300 hours

³⁾ **specific groups of organisations:**

Human Resource Development Operational Programme Complement

- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other.

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	10 144 249 EUR
Output	Number of supported individuals– services clients	5 300
	Number of participants in courses– services clients	4 600
	Number of supported jobs	600
Results	Proportion of successfully trained individuals- services clients	70 %
	Proportion of individuals – services clients for whom the provided support served its purpose	70 %
Impact	Sustainability of positive results of assistance to individuals	50 %

Measure 2.3 - Strengthening the Capacity of Social Service Providers

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.01	Number of supported individuals providing or promoting services	FB
	1.17	Number of participants in courses providing or promoting services	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations	FB
	1.06	Number of directly supported individuals from groups at risk of social exclusion	FB
	1.11	Number of supported projects	FB
Results	2.43	Proportion of trained individuals providing or promoting services	FB
	2.29	Number of established partnerships	FB
	2.12	Number of newly created/innovated products	FB

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	4 250 926 EUR
Output	Number of supported individuals providing or promoting services	900
	• <i>out of those women</i>	585
	Number of supported projects	300
	Number of supported organisations	300
Results	Proportion of trained individuals providing or promoting services	88 %
	• <i>out of those women</i>	90 %
	Number of established partnerships	180

Measure 3.1 - Enhancing the Quality of Education at Schools and School Facilities and Developing Support Systems for Education

monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.01	Number of supported individuals providing or promoting services	FB
	1.01.31	Number of initial education providers and managers participating in training	FB
	1.01.32	Number of further vocational education providers and managers participating in training	FB
	1.05	Number of supported individuals– services clients ▪ <i>out of those specific groups</i> ¹⁾	FB
	1.05.31	Number of supported individuals in initial education	FB
	1.05.32	Number of supported individuals in further vocational education	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations ▪ <i>out of those specific groups</i> ²⁾	FB
	1.04.31	Number of supported educational institutions providing initial education	FB
	1.04.32	Number of supported educational institutions providing further vocational education	FB
	1.11	Number of supported projects	FB
	Results	2.12	Number of newly created/innovated products
2.11		Number of newly created/innovated programmes of initial education	FB
2.10		Number of newly created/innovated programmes of further vocational education	FB
2.14		Number of newly created courses with an environmental component	FB
2.08		Number of newly created courses with an information technology component	FB
2.43		Proportion of trained individuals providing or promoting services	FB
2.47		Creation of an integrated diagnostics, information and counselling and guidance system in the area of education and career choice	FB
2.25		Number of segments in the certification system of acknowledged qualifications	FB
2.24		Number of segments in the complex monitoring and evaluation system for educational effects	FB
2.46		Creation of the two-step system of curriculum document compilation	FB
2.48		Establishment and operation of the Centre for the Evaluation of Educational Effects	FB

Human Resource Development Operational Programme Complement

	2.29	Number of established partnerships	FB
Impact	3.14	Number of participants in the newly created/innovated training programmes of initial education	Evaluation study
	3.13	Number of participants in the newly created/innovated training programmes of further vocational education	Evaluation study

1) Specific groups of individuals:

- a) according to their position on the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)

2) specific groups of organisations:

- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	73 038 602 EUR
Output	Number of supported individuals providing or promoting services	14 900
	Number of initial education providers and managers participating in training	11 350
	Number of further vocational education providers and managers participating in training	3 550
	Number of supported individuals– services clients	12 900
	Number of supported individuals in initial education	4 400
	Number of supported individuals in further vocational education	8 500
	Share of participants in courses with an information technology component	20 %
	Share of participants in courses with an environmental component	15 %
	Number of supported organisations	820
	Number of supported educational institutions providing initial education	770
	Number of supported educational institutions providing further vocational education	50
	Number of supported projects	740
	Results	Number of newly created/innovated products
Number of newly created/innovated programmes of initial education		540
Number of newly created/innovated programmes of further vocational education		180

Human Resource Development Operational Programme Complement

	Number of newly created/innovated courses with an environmental component	140
	Number of newly created/innovated courses with an information technology component	190
	Proportion of trained individuals providing or promoting services	90 %
	Creation of an integrated diagnostics, information and counselling and guidance system in the area of education and career choice	1
	Number of segments in the certification system of acknowledged qualifications	3
	Number of segments in the complex monitoring and evaluation system for educational effects	5
	Creation of the two-step system of curricular documents	1
	Establishment and operation of the Centre for Evaluation of Educational Effects	1
	Number of established partnerships	2 220
Impact	Number of participants in the newly created/innovated training programmes of initial education	0 (at mid-2007 i.e. 12 800)
	Number of participants in the newly created/innovated training programmes of further vocational education	0 (at mid-2007 i.e. 4 250)

Measure 3.2 - Promoting Tertiary Education, Research and Development

monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.01	Number of supported individuals providing or promoting services	FB
	1.05	Number of supported individuals– services clients • <i>out of those specific groups</i> ¹⁾	FB
	1.05.31	Number of supported individuals in initial education	FB
	1.05.32	Number of supported individuals in further vocational education	FB
	1.12	Number of supported research and development employees	FB
	1.04	Number of supported organisations • <i>out of those specific groups</i> ²⁾	FB
	1.11	Number of supported projects	FB
Results	2.11	Number of newly created/innovated programmes of initial education	FB
	2.10	Number of newly created/innovated programmes of further vocational education	FB
	2.49	Number of newly created/innovated courses with an environmental component	FB
	2.08	Number of newly created/innovated courses with an information technology component	FB
	2.12	Number of newly created/innovated products	FB
Impact	3.14	Number of participants in newly created/innovated programmes of initial education	Evaluation study
	3.13	Number of participants in the newly created/innovated training programmes of further vocational education	Evaluation study

¹⁾ **Specific groups of individuals:**

- a) according to their position on the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)

²⁾ **specific groups of organisations:**

- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	24 346 199 EUR
Output	Number of supported individuals providing or promoting services	500
	Number of supported individuals– services clients	8 780
	Number of supported individuals in initial education	3 900
	Number of supported individuals in further vocational education	4 500
	Number of supported research and development employees	380
	Number of supported organisations	70
	Number of supported projects	280
Results	Number of newly created/innovated programmes of initial education	180
	Number of newly created/innovated programmes of further vocational education	110
	Number of newly created/innovated educational programmes with an environmental component	60
	Number of newly created/innovated educational programmes with an IT component	150
	Number of newly created/innovated products	290
Impact	Number of participants in newly created/innovated programmes of initial education	0 (at mid-2007 i.e. 3 600)
	Number of participants in the newly created/innovated training programmes further vocational education	0 (at mid-2007 i.e. 2 050)

Measure 3.3 - Further Vocational Training Development

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.01	Number of supported individuals providing or promoting services	FB
	1.08	Number of supported employees - lecturers, methodology experts, consultants and managers in courses	FB
	1.10	Number of supported employees - social partner representatives and regional public administration representatives in courses	FB
	1.04	Number of supported organisations • <i>out of those specific groups</i> ¹⁾	FB
	1.11	Number of supported projects	FB
	1.02	Number of supported training programmes	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
Results	2.12	Number of newly created/innovated products	FB
	2.09	Number of newly created/innovated training programmes	FB
	2.19	Number of supported employees - lecturers, methodology experts, consultants and managers, for whom the support served its purpose	FB
	2.20	Number of supported employees - social partner representatives and regional public administration representatives for whom the support served its purpose	FB
	2.31	Number of established regional centres of further vocational education	FB
	2.33	Number of educational institutions that extended their offer	FB
Impact	3.13	Number of participants in the newly created/innovated training programmes of further vocational education	Evaluation study
	3.25	Creation of a system for the verification and acknowledgement of qualifications	Evaluation study

¹⁾ specific groups of organisations:

- large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	46 257 779 EUR
Output	Number of supported individuals providing or promoting services	2 250

Human Resource Development Operational Programme Complement

Results	Number of established regional centres of further vocational education	13
	Number of newly created/innovated training programmes	810
	Number of supported employees - lecturers, methodology experts, consultants and managers, for whom the support served its purpose	1 600
	Number of supported employees - social partner representatives and regional public administration representatives for whom the support served its purpose	650
Impact	Creation of a system for the verification and acknowledgement of qualifications	End of 2005

Measure 4.1 – Increasing Adaptability of Employers and Employees to Economic and Technological Changes; Promoting Competitiveness

Monitoring indicators

Type	Number	Title	Source
Input		Total budget for the measure	HRD OP
		Eligible expenses disbursed	PU
Output	1.05	Number of supported individuals– services clients • <i>out of those specific groups</i> ¹⁾	FB
	1.18	Number of participants in courses– services clients • <i>out of those specific groups</i> ¹⁾ • <i>out of those short-term, medium-term and long-term courses</i> ²⁾	FB
	1.25	Share of participants in courses with an information technology component	FB
	1.26	Share of participants in courses with an environmental component	FB
	1.04	Number of supported organisations • <i>out of those specific groups</i> ³⁾	FB
	1.11	Number of supported projects	FB
	1.09	Number of supported jobs - <i>out of those, divided according to the specific groups of organisations</i> - <i>out of those, new (flexible) forms of employment</i>	FB
	1.02	Number of supported training programmes	FB
	1.14	Number of supported human resource management systems	FB
	Results	2.36	Proportion of individuals - services clients, for whom the support served its purpose • <i>out of those specific groups</i> ¹⁾
2.17		Number of organisations whose employees were trained	FB
2.04		Number of organisations that implemented newly created/innovated human resource management programmes	FB
2.41		Proportion of successfully trained individuals - services clients • <i>out of those specific groups</i> ¹⁾ • <i>out of those short-term, medium-term and long-term courses</i> ²⁾	FB
2.12		Number of newly created/innovated products	FB
Impact	3.21	Opportunities to maintain positive results of personal support	Evaluation study

Human Resource Development Operational Programme Complement

1) specific groups of individuals:

- a) according to their position in the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals
- b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)

2) types of courses:

- short-term courses – up to 40 hours
- medium-term courses – 40 to 300 hours
- long-term courses – over 300 hours

3) specific groups of organisations:

- a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other
- b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	38 953 920 EUR
Output	Total number of supported individuals- services clients	20 600
	Number of participants in courses - services clients	18 100
	Number of supported jobs	2 400
Results	Number of organisations that implemented newly created/innovated human resource management systems	570
	Proportion of successfully trained individuals – services clients	70 %
Impact	Opportunities to maintain positive results of personal support	60 %

Measure 4.2 - Specific Training

Monitoring indicators

Type	Number	Title	Source	
Input		Total budget for the measure	HRD OP	
		Eligible expenses disbursed	PU	
Output	1.05	Number of supported individuals– services clients • <i>out of those specific groups</i> ¹⁾	FB	
	1.01	Number of supported individuals providing or promoting services	FB	
	1.17	Number of participants in courses providing or promoting services	FB	
	1.18	Number of participants in courses– services clients • <i>out of those specific groups</i> ¹⁾ • <i>out of those short-term, medium-term and long-term courses</i> ²⁾	FB	
	1.25	Share of participants in courses with an information technology component	FB	
	1.26	Share of participants in courses with an environmental component	FB	
	1.04	Number of supported organisations • <i>out of those specific groups</i> ³⁾	FB	
	1.11	Number of supported projects	FB	
	1.09	Number of supported jobs	FB	
	1.02	Number of supported training programmes	FB	
	1.28	Number of one-time educational and information activities	FB	
	Results	2.41	Proportion of successfully trained individuals - services clients • <i>out of those specific groups</i> ¹⁾ • <i>out of those short-term, medium-term and long-term courses</i> ²⁾	FB
		2.29	Number of established partnerships	FB
2.14		Number of newly created/innovated courses with component of environment	FB	
2.43		Proportion of trained individuals providing or promoting services	FB	
2.03		Number of organisations whose employees were trained	FB	
2.09		Number of newly created/innovated training programmes	FB	
2.05		Number of newly created environmental programmes	FB	
2.12		Number of newly created/innovated products	FB	
Impact	3.21	Opportunities to maintain positive results of personal support	Evaluation study	

¹⁾ specific groups of individuals:

- a) according to their position on the labour market: employees, self-employed individuals, long-term unemployed (more than 6 months for individuals under 25, more than 12 months for individuals over 25), other unemployed, other individuals

Human Resource Development Operational Programme Complement

b) disadvantaged groups: under 25, over 50, individuals with AWC, individuals with low qualifications (primary education at the most)

²⁾ **types of courses:**

short-term courses – up to 40 hours

medium-term courses – 40 to 300 hours

long-term courses – over 300 hours

³⁾ **specific groups of organisations:**

a) large enterprises, SMEs, public administration bodies, other public institutions, NGOs, other

b) educational and consulting institutions, institutions providing employment services, institutions providing social services, institutions promoting these services, other.

Quantified objectives

Type	Title	Quantification
Input	Total budget for the measure	28 403 901 EUR
Output	Number of supported individuals– services clients	38 500
	Number of participants in courses– services clients	26 500
	Number of supported individuals providing or promoting services	1 200
	Number of supported jobs	120
	Number of one-time environmental education and information activities	500
Results	Proportion of successfully trained individuals - services clients	80 %
	Proportion of trained individuals providing or promoting services	83 %
	Number of newly created environmental programmes	130
Impact	Opportunities to maintain positive results of personal support	60 %

4 FINANCIAL FRAMEWORK

4.1 Form of aid

Within the framework of all HRD OP Measures, aid will be provided to Final Beneficiaries/Final Recipients in the form of a non-returnable direct subsidy as per Art. 28 para. 3 Council Regulation No 1260/1999.

The subsidies will be provided to Final Beneficiaries/Final Recipients from ESF funds and from CR public funds (state budget).

The sum of the direct subsidy will always be determined as a proportion of the total eligible expenditure of the project.

4.2 Project co-financing

Contribution from national sources

Contribution from national sources will be directed to all selected Final Beneficiaries/Final Recipients.

The HRD OP is co-funded from the European Social Fund and the Czech Republic's national sources - from the state budget, from the MoLSA, MoEYS, MRD, MIT and MoE budgets. The individual Ministries that are involved in co-financing are responsible for providing the appropriate funds for co-financing from the state budget.

The financial framework of the HRD OP determines the sum of EU contribution as a percentage of the total eligible expenditure at the Programme Measure level. The maximum level for ESF contributions observes Art. no. 29 Council Regulation No 1260/1999 and it has been determined to be **75 %** of the total eligible expenditure, with the exception of Measure 2.1 (**80 %**). The remaining 25 % (or 20 % (Measure 2.1)) will be provided from national sources – from the state budget.

4.3 State aid provision

In the period prior to the CR's accession to the EU, the assessment of compatibility of the state aid with the CR's commitments under the Europe Agreement was governed by Act no. 59/2000 Coll., on State Aid, as amended. Validity of the Act finished in May 1, 2004. At present Czech legislation in force is lean on Act. No. 215/2004 Coll., about correction in field of state aid and change of act about support of research and development. After the CR's accession to the EU, the administration of state aid will be governed by rules as per Articles 87-89 of the EC Treaty.

The exception to the rule regarding the ban on state aid for the Human Resource Development Operational Programme for the period 2004 – 2006 was issued by CR Office for Protection of Competition (OPC) Decision No. VP/S 81/04 - 160 dated April 28, 2004. CR OPC submitted the above-mentioned Decision to the European Commission for approval. The Commission notified the Decision through the interim procedure under: CZ 178/2004 Human Resource Development Operational Programme for the period 2004-2006.

Human Resource Development Operational Programme Complement

The intensity of state aid allowed for enterprises in the above-mentioned exception are implemented in the calls for proposals.

The *de minimis aid*, as per Council Regulation No 69/2001 of January 12, 2001, on the application of articles 87 and 88 of the EC Treaty to *de minimis* state aid, represents such aid that may not, in conjunction with other *de minimis aid funds* provided to one recipient in the period of the preceding three years, exceed the amount adequate to the sum of 100,000 EUR. This limit is applied regardless of the form or purpose of the *de minimis aid* granted in the preceding three-year period. To calculate the appropriate amount in CZK use the Czech National Bank's currency exchange rates valid on the first day that the given state aid is used. In case of a *de minimis aid*, the Beneficiary of the aid will report that the state aid is of a *de minimis* nature.

In case the state aid within the framework of a Measure will be provided outside the framework of the *de minimis* rule and no exception regulation should apply, the Managing Authority will notify an intention to administer the aid in compliance with the legislation in force.

State aid within the framework of the HRD OP

Measure number	Title of the state aid programme or of the <i>ad hoc</i> state subsidy	State aid number	Reference to Letter of Approval	Duration of the programme ¹⁾
1.1	Strengthening the Active Employment Policy for Job Seekers and Job Applicants	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
1.2	Public Employment Services Modernisation	Notification via interim procedure: CZ 178/2004 HRD OP for period 2004		2004-2006
2.1	Integration of Specific Population Groups at Risk of Social Exclusion	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004		2004-2006
2.2	Equal Opportunities for Women and Men in The Labour Market	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
2.3	Strengthening the Capacity of Social Service Providers		No state aid	2004-2006
3.1	Enhancing the Quality of Education at Schools and School Facilities and Developing Support Systems for Education	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
3.2	Promoting Tertiary Education, Research and Development	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
3.3	Further vocational education Development	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
4.1	Increasing Adaptability of Employers and Employees to Economic and Technological Changes, Promoting Competitiveness	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
4.2	Specific Training	<i>De minimis</i> rule Notification via interim procedure: CZ 178/2004 HRD OP for period 2004-2006		2004-2006
5.1	Technical assistance – capped		No state aid	2004-2006
5.2	Technical assistance – uncapped		No state aid	2004-2006

¹⁾ Programmes will run in 2004-2006, however, the administration of funds will continue until 2008.

In accordance with the stipulations of Art. 34(1)(g), Regulation No 1260/1999, the Managing Authority is obliged to update the State aid table and inform the EC of any modifications. Implementation of a new subsidy programme or any *ad-hoc* state aid by the Final Beneficiary requires subsidy approval from the EC.

4.4 Payments

Payments made to Final Recipients under grant schemes

The method and amounts of payments made to Final Recipients/Final Beneficiaries under grant schemes will be agreed during the approval of individual grant schemes and determined in the Agreement on Financing concluded between FB and FR or in the Award decision, which release FB. Generally, the mechanism of advance payments, with the exception of support programmes or individual programmes, are implemented by enterprises in grant schemes of the Ministry of Industry and Trade in Measure 4.2. The individual advance payment amounts for individual projects will be determined by the Final Beneficiaries.

Advance payments

Advance payments may be paid out to the Final Recipient, usually up to the value of 30 % of the eligible expenditure of the project's first year (twelve months in succession), within 30 days of signing the agreement on financing at the latest. In justified cases the advance payment may be even higher.

Interim payments

Interim payments will only be paid out based upon submitted applications for a payment. The Final Recipient must submit, as an application appendix, a progress report on the implementation based upon factual and financial indicators. With the application for a payment FB also submit copies of vouchers for realized expenditures.

Interim payments will be provided following the verification and approval of the application, including confirmation of compliance with the financial plan. The total of the advance and interim payments paid out may not exceed 90 % of the total eligible expenditure of the project.

The number of interim payments will depend upon the duration and character of individual projects. The individual schedule of payments will be specified in the award decision.

Final payments

The final payment, i.e. minimum 10 % of the eligible expenditure of the project, will be paid out after the FB has approved the Final Recipient's final report, including the general breakdown of the project.

Human Resource Development Operational Programme Complement

4.5 Financial table analysed by priority and measure for period 2004-2006

Reference no. of the related OP or SPD allocated by the Commission:

Title:

Last Commission decision on the related OP or SPD: of __/__/

(in
EUR)

Priority/Measure ** - 2004 - 2006	Field of Intervention ***	Total expenditure	Public												Private	Cohesive fund	Other financial tools (to be specified)	EIB loans
			Total	EU participation				National public participation				Other (to be specified)						
				Total	ERDF	ESF	EAGGF	FIGG	Total	Central	Region.		Local					
Priority 1		136 802 455	136 802 455	102 601 841	0	102 601 841	0	0	0	34 200 614	34 200 614	0	0	0	0	0	0	0
Measure 1.1	21	114 425 360	114 425 360	85 819 020	0	85 819 020	0	0	0	28 606 340	28 606 340	0	0	0	0	0	0	0
Measure 1.2	23	22 377 095	22 377 095	16 782 821	0	16 782 821	0	0	0	5 594 274	5 594 274	0	0	0	0	0	0	0
Priority 2		54 338 159	54 338 159	42 750 768	0	42 750 768	0	0	0	11 587 391	11 587 391	0	0	0	0	0	0	0
Measure 2.1	22	39 942 984	39 942 984	31 954 387	0	31 954 387	0	0	0	7 988 597	7 988 597	0	0	0	0	0	0	0
Measure 2.2	25	10 144 249	10 144 249	7 608 187	0	7 608 187	0	0	0	2 536 062	2 536 062	0	0	0	0	0	0	0
Global grant	22	4 250 926	4 250 926	3 188 194	0	3 188 194	0	0	0	1 062 732	1 062 732	0	0	0	0	0	0	0
Priority 3		143 642 580	143 642 580	107 731 934	0	107 731 934	0	0	0	35 910 646	35 910 646	0	0	0	0	0	0	0
Measure 3.1	23	73 038 602	73 038 602	54 778 951	0	54 778 951	0	0	0	18 259 651	18 259 651	0	0	0	0	0	0	0
Measure 3.2	23	24 346 199	24 346 199	18 259 649	0	18 259 649	0	0	0	6 086 550	6 086 550	0	0	0	0	0	0	0
Measure 3.3	23	46 257 779	46 257 779	34 693 334	0	34 693 334	0	0	0	11 564 445	11 564 445	0	0	0	0	0	0	0
Priority 4		67 357 821	67 357 821	50 518 365	0	50 518 365	0	0	0	16 839 456	16 839 456	0	0	0	0	0	0	0
Measure 4.1	24	38 953 920	38 953 920	29 215 440	0	29 215 440	0	0	0	9 738 480	9 738 480	0	0	0	0	0	0	0
Measure 4.2	23, 24, 174	28 403 901	28 403 901	21 302 925	0	21 302 925	0	0	0	7 100 976	7 100 976	0	0	0	0	0	0	0
Priority 5		20 288 500	20 288 500	15 216 375	0	15 216 375	0	0	0	5 072 125	5 072 125	0	0	0	0	0	0	0
Measure 5.1	411	9 168 515	9 168 515	6 876 386	0	6 876 386	0	0	0	2 292 129	2 292 129	0	0	0	0	0	0	0
Measure 5.2	411 - 415	11 119 985	11 119 985	8 339 989	0	8 339 989	0	0	0	2 779 996	2 779 996	0	0	0	0	0	0	0
Total		422 429 515	422 429 515	318 819 283	0	318 819 283	0	0	0	103 610 232	103 610 232	0	0	0	0	0	0	0
Total for ERDF																		
Total for ESF																		

Human Resource Development Operational Programme Complement

Total for EAGGF																			
Total for FIGG																			
Of which ****																			
Regions that do not receive the transitional subsidy																			
Regions that do receive the transitional subsidy																			

* Financial plans should only include eligible expenditure
 ** The ESF contribution relates to the total state or similar eligible expenditure
 *** Each Measure should be associated with the Field of Intervention code according to the standard classification on a three-digit level; if necessary (in case of heterogeneous Measures) more than 1 code should be stated that responds to the estimated proportion
 **** Only for Objectives 1 and 2 and where applicable

5 MANAGEMENT AND IMPLEMENTATION

5.1 General background

The Czech Government in its Resolution No.102/2002 appointed MoLSA to be the Managing Authority of the HRD OP. The Government also decided that the MF will be the Paying Authority (PA) for all Structural Funds. Government Resolution No. 401/2002 confirmed that the HRD OP will be co-financed from the ESF only. Government Resolution No. 822/2002 determined delegation of some of the activities from the PA to Paying Units (PU), within the framework of individual operational programmes. The Paying Unit (PU) for the HRD OP is established within the MoLSA and is organisationally independent of the HRD OP Managing Authority. The functions of the Paying Units may not be further delegated.

The main principle in implementing ESF assistance to meet HRD OP objectives is to clearly divide implementation, payment and control functions.

The HRD OP Managing Authority is the Ministry of Labour and Social Affairs of the Czech Republic. The Minister of Labour and Social Affairs has entrusted the Department of ESF Management (Department 72) to operate as the Managing Authority, the Paying Unit Department (Department 65) to perform the functions of the Paying Unit and the Internal Audit and Control Department (Department 12) to perform sample checks of operations.

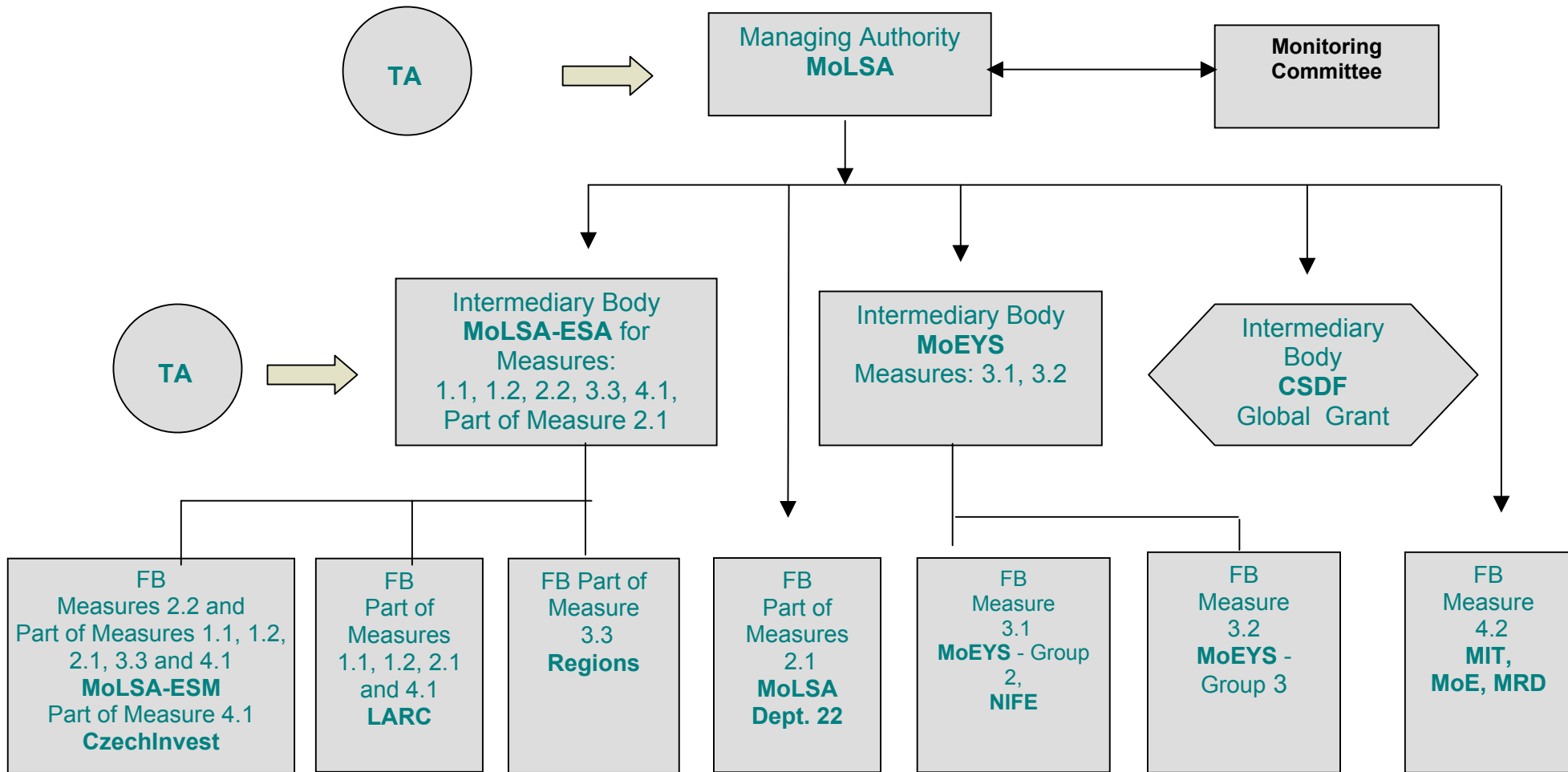
A primary prerequisite for the HRD OP implementation is for the MoLSA Managing Authority to focus its capabilities on programming functions (compliance with the strategic plans and policies during programme preparation and implementation), co-ordination functions (ESF and HRD sectors) and management, monitoring and evaluation functions (compliance with rules and procedures guiding the SF financial management). The majority of HRD OP measures shall be delegated from the MA to the relevant Ministries (including MoLSA sections) that will operate as the Intermediary Bodies for the part of the programme. Measure 4.2 Specific Training and a part of Measure 2.1 Integration of specific population groups facing the risk of social exclusion shall be implemented by the relevant Ministries that act as Final Beneficiaries designated by the Managing Authority.

The HRD OP will be implemented on a partnership principle. MoLSA as the Managing Authority has the overall responsibility for HRD OP implementation. Responsibility for the implementation of the Measure will be, based upon a written agreement with the Managing Authority, delegated to partner ministries – designers of the individual Measures or contractually determined based upon the projects submitted by the Final Beneficiaries designated by the Managing Authority. Measure 2.3 (1 % of the HRD OP allocation) will be implemented by the Intermediary Body by means of a global grant mechanism. The delegation of activities for the implementation of individual HRD OP Measures is proposed in accordance with the European Commission Recommendations and is based upon EU countries experience with the management of ESF-type programmes, as well as upon the Czech experience of the management of similar programmes within the framework of Phare.

HRD OP Measure	Responsibility
1.1; 1.2; 2.1; 2.2; 3.3; 4.1	MoLSA
3.1; 3.2;	MoEYS
4.2	MIT, MOE, MRD
2.3	CSDF

The proposed implementation structure and allocation of powers and activities is *transparent* and provides sufficient space and guarantee for inclusion of the MA's mechanisms of the ex-post verification of the Intermediary Bodies. The the ex-post verification relates to the delegation of the project selection, project allocation, decision-making and contract signing activities to the Intermediary Body or the Final Beneficiary (in the case of grant schemes). The MA carries out control of the legitimacy of commitments after contracts are signed by the Intermediary Bodies or Final Beneficiaries. The basic assumptions for the application of this mechanism are (1) binding guidelines and procedures issued by the MA for the entire project cycle (information and publicity - call/tender - project selection - contract - monitoring - payments - control - evaluation); (2) internal written procedures for the management and control of activities drafted by individual Intermediary Bodies/Final Beneficiaries; (3) system audit confirms the ability and capability of the Intermediary Bodies/Final Beneficiaries to perform the delegated competencies according to the rules set by the MA.

A simplified chart of HRD OP implementation structure



<p><i>Explanation:</i> FB Final Beneficiary MRD Ministry of Regional Development MIT Ministry of Industry and Trade</p>	<p>MoE Ministry of Environment CSDF Civic Society Development Foundation ESA Employment Services Administration TA Technical Assistance from ESF</p>
--	---

Human Resource Development Operational Programme Complement 05/2004

MoEYS Ministry of Education, Youth and Sports NIFE National Institute for Further Education	LARC Labour Office with Regional Competence
--	---

5.2 Framework division of tasks between the Managing Authority, Intermediary Body and Final Beneficiaries

HRD OP Managing Authority

- general responsibility for providing State co-financing and maintaining the co-financing percentage at programme level
- General responsibility for the management of the programme and for communication and co-operation with the European Union
- Responsibility for the preparation of and amendments to the Programme Complement
- Management and supervision of the Intermediary Bodies from the point of view of management and control systems
- Preparation and publication of manuals concerning technical, financial and procedural requirements
- Chairing the Monitoring Committee
- Responsibility for the implementation of the monitoring system for the gathering of reliable financial and statistical data on assistance implementation and responsibility for the monitoring indicators
- Responsibility for the maintenance of the monitoring system and ensuring data exchange with the Commission
- Responsibility for the maintenance of the approved project database
- General responsibility for the completion and submission of progress, annual and final reports on the programme implementation
- Checking the correctness of activities funded from the HRD OP
- Ensuring that the entities involved in the management and implementation of aid have independent accounting systems or use appropriate code descriptions for all aid-related transactions
- Ensuring compliance with EU policies and monitoring of the compliance
- Ensuring information, publicity and promotion of the programme
- Support to Final Beneficiaries during project preparation
- Providing efficient co-ordination with other programmes
- Approving projects and grant schemes submitted by Final Beneficiaries (if not delegated to the IB by agreement)
- Management and monitoring of the programme evaluation strategy implementation

Intermediary Bodies of the HRD OP

- Providing State co-financing and maintaining the co-financing percentage at Measure level
- proposals for Programme Complement amendments
- active development of co-operation with partners during Measure implementation (building partnerships), providing methodological support to Final Beneficiaries
- ensuring the implementation of the Communication Action Plan within the framework of their competence
- management of theme work groups and evaluation/selection committees
- ensuring the Final Beneficiary project selection process (national and system projects) includes the following:
 - receipt and registration of applications
 - formal evaluation of applications in accordance with the approved criteria
 - project selection or approval
 - signing of the agreement on financing with the Final Beneficiaries (based upon the model in the Operation Manual)
 - receipt, confirmation, and approval of Final Beneficiaries' applications for payment (national and system projects)
 - checking compliance with the project's actual objectives – contractual obligations (output and results)
 - checking the Final Beneficiary's admissible expenses
 - checking compliance with the co-financing percentage
 - issuing the „Certificate of Work Done“
 - monitoring and checking projects (Art. 4, Decree 438/2001)
 - evaluation of reports submitted by the Final Beneficiaries and project support
 - ensuring that the Final Beneficiaries maintain proper files and have adequate management and control systems
 - checking and verification of projects on the spot from the point of view of factual and financial performance, ensuring compliance with EU policies, and elaboration of reports
 - project result and impact evaluation
 - document elaboration and data collection concerning Final Beneficiary projects (national and system projects), inserting them in the MSSF Monitoring system

- reporting to the Managing Authority
- elaboration of documents for the relevant parts of progress, annual and final reports on programme implementation
- approving projects and grant schemes submitted by the Final Beneficiaries (based on the MA's authorisation)

Note: The above-mentioned list is only a framework distribution of tasks between the Managing Authority and the Intermediary Bodies. Specific distribution will be determined in individual agreements on delegation of tasks and powers from the Managing Authority to the Intermediary Body.

Final Beneficiaries

Final Beneficiaries are entities responsible for project implementation. Final Beneficiaries either issue grant schemes or prepare their own projects (national and system projects) for which they find suppliers based upon tenders. Within the framework of programme implementation they perform the following activities:

- preparing and issuing grant schemes (calls for proposals)
- preparing their own projects (national and system projects) and issuing tenders
- selecting suppliers (or suppliers of individual components) for their own project implementation (national and system projects)
- accepting receipts for payments from suppliers, checking their correctness and admissibility, ensuring that the approved amounts are paid out
- selecting projects within the framework of their own grant schemes (grant projects)
- receipt and registration of applications
- formal evaluation of applications in accordance with the approved criteria
- selection and approval of projects (they nominate and provide evaluators, evaluation committee and selection committee members)
- signing agreements on funding with the Final Recipients (based upon the model in the Operation Manual)
- receipt, checking and approving the Final Recipients' applications for payments (grant projects)
- checking compliance with the project's actual objectives – contractual obligations (output and results)
- checking the Final Recipients' eligible expenditure

- checking compliance with the co-financing percentage
- issuing the „Certificate of Work Done“
- ensuring the implementation of the Communication Action Plan within the framework of their competence
- monitoring and checking projects (Art. 4, Decree 438/2001)
- evaluation of reports submitted by the Final Recipients and project support
- ensuring that the Final Recipients maintain proper files and have adequate management and control systems
- checking and verifying projects on the spot from the point of view of factual and financial performance, ensuring compliance with EU policies, and elaboration of reports
- project result and impact evaluation
- document elaboration and data gathering concerning Final Recipient projects (grant projects), inserting them in the MSSF Monitoring system)
- reporting to the Intermediary Body (to the MA if an IB is not defined)
- elaboration of documents for the relevant parts of progress, annual and final reports on the programme implementation for the Intermediary Body (for the MA if an IB is not defined).

6 PROJECT SELECTION PROCEDURES

6.1 Types of projects

Within the framework of the HRD OP, three basic types of projects will be implemented - grant projects, national projects and system projects. Different procedures of selection and implementation will be employed for each individual project type.

Grant projects

Projects submitted under grant schemes, based upon calls for applications and the Grant Scheme (GS) administrator's announcement. Projects will focus primarily on target groups of individuals or organisations. The projects will be initiated by entities acting on regional and local levels that have an idea and are capable of putting it into practice. The projects allow for the implementation of innovative approaches to tackling existing problems and to working with clients. Grant projects complement the programmes and tools of the relevant national policy.

Grant projects may also focus on enhancing the capacity of service providers (public as well as private) for target groups. Grant projects may also be submitted, under precisely specified conditions, to apply for state aid available to enterprises.

The projects will be submitted by the Final Recipients to the Final Beneficiaries for grant schemes, on the pre-defined form in the MSSF – Benefit, based upon the Applicant Instructions issued by the Managing Authority and the Detailed Instructions issued by the GS administrator.

National projects

Projects based on the direct allocation of programme funds for the implementation of, or to complement, national/State policies and programmes. The projects are submitted exclusively by Final Beneficiaries – entities with competence to implement national/State policies and programmes in the relevant area. The Final Beneficiaries are designated by the approval of the HRD OP Complement by the Monitoring Committee. The project must have a clearly defined national framework and focus especially on target groups of individuals. The projects must comply with the complement principle and the added value criterion. Therefore, they must extend the existing programmes and tools of the policy (e.g. AEP), extend the target group range or increase the number of services clients. The projects will be implemented by the Final Beneficiary that is simultaneously the Final Recipient either directly in co-operation with partners or through a contracted sub-provider or a combination of both.

The projects will be submitted for assessment by the Final Beneficiaries to the Intermediary Body for the relevant measure or directly to the MA (if no IB is defined) on the pre-defined form in MSSF – Benefit based upon the Applicant

Instructions issued by the MA and detailed instructions issued by the IB or the MA.

System projects

Projects based upon the direct allocation of programme funds for the development of National policy and programmes and for the modernisation (extending the capacity and quality of supply) of public services. The projects will be submitted exclusively by the Final Beneficiaries - entities competent to develop national/State policies and programmes in the relevant area. The Final Beneficiaries are designated by the approval of the HRD OP Complement by the Monitoring Committee.

The projects will be submitted for assessment to the Intermediary Body for the relevant measure or directly to the MA (if no IB is defined) on the pre-defined form in MSSF – Benefit based upon the Applicant Instruction issued by the MA and detailed instructions issued by the IB or the MA. The projects will be implemented by the Final Beneficiary that is simultaneously the Final Recipient, either in direct co-operation with partners or through a contracted sub-provider or via a combination of both.

6.2 Project selection and evaluation criteria

The principles of transparency, equal opportunity and non-discrimination must be observed for all methods of project selection. The selection results are available to the public. The provision of results is not conditional.

Project selection will be performed based upon the evaluation of the project proposal elaborated by the applicant for programme funding. The projects within the framework of the HRD OP will be selected based upon the following two basic procedures - direct allocation and calls for applications.

Direct allocation

This project selection procedure will be used to allocate funds to national and system projects where the ESF funds are used as a subsidy for the implementation of a specific national policy measure (e.g. active employment policy or development training programmes). These projects, submitted by the Final Beneficiary designated for implementation of the relevant measure or its part, will be quality-evaluated (as part of the project acceptance procedure) by the Intermediary Body or the Managing Authority (if no IB is defined).

Calls for applications

Calls for applications is a selection system to be used for the allocation of funds for grant project implementation based upon an open calls with clearly defined participatory conditions. The calls for applications will be announced by the Intermediary Body or Final Beneficiary of the grant scheme. The grant scheme may be implemented only after the Managing Authority or the Intermediary Body has approved it.

Global grant

Global grant is a simplified grant scheme to be used for the allocation of funds to small project implementations (grants for individual projects are determined as CZK 150,000 – 650,000) based calls with clearly defined participatory conditions. The purpose of the global grant is to enable NGOs that have the potential to fulfil the measure objectives and indicators but do not have, as yet, sufficient capability to apply for the funds within the framework of the standard and more difficult mechanisms valid for the HRD OP mainstream, to access to HRD OP funding. Therefore the application forms will be simpler in comparison with standard mechanisms for the other programme measures. The calls for applications will be announced in a simplified form by the Intermediary Body – Civic Society Development Foundation.

Selection criteria for the evaluation of projects

Selection criteria are determined for all types of projects funded by the ESF. The criteria do not apply to the assessment of submitted grant scheme proposals.

Criterion	Weight of criterion
1. project justification	30%
2. target group	15%
3. implementation of project	16%
4. output and results	14%
5. horizontal themes	10%
6. specific requirements	15%
Total	100%

The project justification assesses the reasoning for the necessity of the project, relative strategic documents and the benefits for the target group. The considered issues are why it is necessary to implement the programme with respect to the needs and weaknesses of the target groups discovered in the relevant area, whether and to what extent the project is in accordance with the governmental, state or national strategy policy and programmes in the relevant HRD areas, what impact the project has on the target group and how it facilitates the solution of its problems.

For **target groups**, the appropriateness and involvement are evaluated. The evaluation includes the feasibility of the project with respect to the size of the target groups, whether the numbers of recipients are adequate, whether the applicant or partners are capable of achieving the project objectives, the method of target group identification, knowledge of target group problems, the involvement of partners, methods of work with the target group and whether the applicant performed an analysis of the target group with respect to equal opportunities.

Project implementation evaluates key activities and stages of implementation, project monitoring, the applicant's previous experience with managing similar projects and the publicity and sustainability of the project. Key activities and stages of the project are evaluated together with planning and performance, methods of monitoring and evaluation of implementation throughout the project's duration and after project completion, the identification of evaluated indicators for project management quality and the monitoring of them through the entire duration of the project, the applicant's experience with the management of similar projects, promotion of the project and the use of ESF logo, whether the project will continue when the ESF funding ceases, what other funding sources have been identified and whether the project can be self-supporting in the future.

Output and results evaluate the projected output and results and the methods of achieving them. The evaluated criteria are the number of individuals who find employment, become better educated or extend existing qualifications, the increase in target group employment, what steps will be taken to achieve the proposed results or output, whether there is a plan in the event that the project does not achieve the planned results or output what the possible project implementation problems are and ways of solving them. The output and results will be evaluated with respect to their contribution towards the equal opportunity principle.

The **horizontal themes** evaluate equal opportunities, sustainable development, information society and local initiative support. The impact of the project on men and women, ethnic minorities, individuals with physical disabilities and possibly other groups facing a risk of social exclusion is evaluated together with the relation of the project to the environment, steps towards restricting negative environmental impact, use of information technology in the project, appropriateness of the technology to the target group knowledge and the expected benefit and impact of the results on the increased computer literacy, as well as integration into the information society, the participation of local partners in the planning and implementation of the project, how the project responds to local needs and how the project supports local initiatives.

The **specific requirements** evaluate the project requirements as determined by the announcer. This especially means specific regional and sector project requirements. With respect to the evaluation process the specific requirements may not be divided into more than five parts.

Minimum point score

Every project, to be eligible for ESF funding, must achieve a score of at least 65 points in the evaluation.

Excluding factor

Each successful project must achieve at least 10 points in the category "relation to a governmental strategy". The excluding factor thus allows the direction of funds within the framework of project selection into the areas that are in accordance with governmental strategy.

6.3 Evaluation and selection of grant projects

The Intermediary Body or the Final Beneficiary of a grant scheme announces calls for applications for programme funding. The recommended time period between the calls and the deadline for submitting applications is 8 weeks. The Intermediary Body or the Final Beneficiary of the grant scheme must use at least two methods of publicising the calls, of which one must be the ESF webpage (www.esfcr.cz). The call's conditions may not be changed after the call has been announced.

The Final Beneficiary of the grant scheme will collect and register the submitted applications. The register will be closed when the submission deadline as stated in the invitation is reached or when the pre-defined number of projects has been collected. Applications will be collected in both paper and electronic form.

Project evaluation, *per se*, consists of two parts. The Final Beneficiary of the grant scheme will perform the formal evaluation of applications after the completion of the registration according to the pre-defined criteria. The applicants whose applications do not comply with formal criteria may be invited to amend or specify such information before the substantive evaluation begins. Applications that do not comply with the formal criteria even after the specification or amendment has been requested will be excluded by the Final Beneficiary from further participation in the selection process.

Substantive evaluation follows the criteria as approved by the Monitoring Committee. Each application or project will be evaluated by at least two independent evaluators or two members of the evaluation committee. When using independent evaluators the final evaluation will be the average score of the partial evaluations. In the event of a significant difference in the partial evaluations, the Final Beneficiary of the grant scheme will provide another evaluation. In such a case the final evaluation will be the average score of the two partial evaluations, once the extreme score has been excluded. In the case of evaluation within the evaluation committee, the final evaluation is the consensus of all committee members. Within the framework of the grant scheme approval process, the Final Beneficiary will propose specific criteria to be approved by the Managing Authority or the Intermediary Body before the call is announced.

All applications that have fulfilled the formal criteria will be submitted to the evaluation committee together with the evaluation elaborated by the evaluators. The selection committee's task is to assess the projects based upon the

evaluators' evaluation, select the projects and approve the project list for funding. The evaluation committee decides either through voting or after a consensus has been reached.

Once the selection committee has completed its task, the Final Beneficiary of the grant scheme will publish a list of projects selected for funding and a list of projects that have not been selected for funding. The applicants will be informed of the result in writing by the Final Beneficiary of the grant scheme.

6.4 Approval of national and system projects

National and system projects will be submitted for assessment exclusively by the Final Beneficiaries to the Intermediary Body for the relevant measure or directly to the MA (if no IB has been defined). The Managing Authority or the Intermediary Body collects and registers the submitted applications.

Project evaluation, *per se*, consists of two parts. The Managing Authority or the Intermediary Body will perform the formal evaluation of applications after the completion of the registration according to the approved criteria. The applicants whose applications do not comply with formal criteria will be invited to amend or specify such information before the substantive evaluation begins.

Substantive evaluation follows the criteria as approved by the Monitoring Committee. Each application or project will be evaluated by at least two independent evaluators or two members of the evaluation committee. When using independent evaluators the final evaluation will be the average score of the partial evaluations. In the event of a significant difference in the partial evaluations the Managing Authority or the Intermediary Body will provide another evaluation. In such a case the final evaluation will be the average score of the two partial evaluations once the extreme score has been excluded. In the case of evaluation within the evaluation committee, the final evaluation is the consensus of all committee members.

The final approval of projects for funding will be performed by the Managing Authority or the Intermediary Body based upon the evaluations from the evaluation committee or the evaluators. Once the project approval has been completed, the Managing Authority or the Intermediary Body will publish a list of projects selected for funding, including the total expenditure of the project and the value of ESF co-financing. The applicants will be informed of the result in writing.

7 INFORMATION AND PUBLICITY

In accordance with European Commission Regulation No 1159/2000, on information and promotion measures to be performed by Member States in association with Structural Fund aid, the HRD OP Managing Authority (HRD OP MA), in co-operation with partners, has prepared a Communication Action Plan, which specifies the communication strategy for aid from the European Social Fund. The HRD OP CAP is based upon the communication strategy for the Community Support Framework, as compiled by the CSF Managing Authority (MA CSF), and shall be consistent with it.

According to Art. 34 C Council Regulation No 1260/1999 and Art. 3 of the Council Regulation Implementing Provisions No. 1159/2000, the Managing Authority (MA) authorised to administer EU structural aid bears responsibility for the fulfilment of obligations associated with information and promotion, particularly with regards informing the target groups listed below. Publicity will be conducted in co-operation with the European Commission. The EC will be informed of measures adopted to achieve this aim. Information and promotion measures will be conducted through the Communication Action Plans for the Community Support Framework, individual operational programmes, uniform programme documents and EU initiatives.

Information and promotion measures associated with the Structural Fund aid will increase public awareness of EU activities, enhance transparency of the activities and create a uniform notion of the aid in question in all Member States.

7.1 Objectives and target groups

The global objective of the information and promotion measures in progress is to increase general public awareness of the aid provided to the Czech Republic from the Structural Funds, especially from the ESF, to enhance the transparency of the aid and to establish a uniform notion of the aid.

Specific objectives of the information and promotion measures to be performed are the following:

- Increase and promote public interest in information on the HRD OP and its role within the framework of the CSF and the NDP.
- Inform the key interest groups, including the social partners on individual measures, to enable a smooth implementation.
- Inform the potential Final Beneficiaries on the objectives and measures of the HRD OP and on the opportunities that the programme offers for their development.
- Inform the Final Beneficiaries and the applicants, particularly concerning the following administration procedures; mechanisms of application processing, tender criteria, evaluation mechanisms and names of contact individuals or centres on the national, regional and local levels.

- Inform the general public on the role of the European Union and the member state in the project in question and on their mutual co-operation.
- Train the employees who will be involved in processing the ESF aid.
- Promote the mutual exchange of information with other entities involved in the HRD OP implementation.

Target groups

The target group with regards the information campaign on ESF aid, project selection results and project implementation is the general public.

In relation to the HRD OP implementation, *per se*, the promotion activities will be directed towards the following groups:

- HRD OP implementation entities;
- potential applicants and recipients of ESF aid;
- public authorities (regional and local bodies);
- professional associations and economic circles;
- social partners;
- NGOs;
- Project facilitators and organisers;
- The general public;
- the media;
- the Monitoring Committee;
- the European Commission.

7.2 Contents and strategy

ESF publicity must be interpreted in the context of the Structural Fund general aid. Therefore, basic information relating generally to the EU, its joint economic policy and social cohesion, the Structural Funds as the primary tools of the policy as well as the objectives of individual funds, will form part of the information and promotion measures at the HRD OP level.

A detailed description of the methods of financing, management, implementation and evaluation of the HRD OP information and promotion tools is available in the Communication Action Plan, which is attached.

Publicity will be provided at all HRD OP implementation levels.

1. The HRD OP Managing Authority is responsible for the preparation of communication strategy, methodological management and implementation of information and promotion measures related to the ESF aid.
2. The Intermediary Bodies are responsible for the implementation of the communication and information measures in the direction of the Final Beneficiaries.

3. The Final Beneficiaries and the Final Recipients promote the grant schemes and projects at the implementation location, with emphasis on information concerning the ESF's participation in the co-financing. The promotion forms depend upon the recipient of the aid and will be contained in the agreement on funding (the recommended forms are EU and ESF logos on the recipient's web-page, information leaflets, brochures and other printed material, including the advertising and publishing of information in regional newspapers).

The individual projects will always, duly, emphasise the role of the EU in the implementation of the project so that the project applicants are fully aware of the fact that the project is proportionally funded by the EU and so that the general public is aware of the EU role in funding projects focused on professional education, employment and human resource development.

8 DATA EXCHANGE

Transfers of data between the Czech Republic and the European Commission will be executed in electronic form in accordance with the mechanisms for computerised data exchange as agreed between the Czech Republic and the European Commission. The basis of the electronic data exchange is the use of a uniform complex data gathering system for all operations funded by the Structural Funds – i.e. the Monitoring System of the Structural Funds (MSSF). The system administrator is the Community Support Framework Managing Authority. The CSF Managing Authority and the Paying Authority will ensure that the MSSF complies with the requirements of Regulation Nos. 1260/1999 and 438/2001, particularly as stated in Art. No. 18, and in Annexes IV. and V., that specify the data to be provided to the European Commission.

The Monitoring System of the Structural Funds is drawn up as a central monitoring system for complex material and financial monitoring. The monitoring system is connected through an interface to the Paying Authority's and the Paying Unit's information system (management and accounting system Viola), which monitors the financial flows and maintains the accounts for the Structural Fund's resources.

Each entity that participates in a programme implementation will have installed a computer data collection and storage system appropriate to the entity's responsibilities and activities in relation to the relevant HRD OP assistance.

The structure of information to be provided to the European Commission is generally defined in Annex IV., Regulation No 438/2001, that contains the items to be provided, upon request to the Commission, for the purpose of documentary and on-the-spot checks. This concerns the following information:

- A. Project information
- B. Expenditure declared on operation (project)
 - 1. Expenditure declared by Final Beneficiary for inclusion in expenditure declarations to Commission
 - 2. Data on individual payments by the Final Beneficiary or the body or firm carrying out the operation

Annex V., Regulation No 438/2001 defines the recommended technical specifications for computer file transfers to the Commission. These are the methods of transfer (magnetic media, electronic data transfer via e-mail or File Transfer Protocol (FTP)) and the recommended standards for computer file statement compilation.

The structure of items in the MSSF modules is compatible with the above-mentioned structure of mandatory items according to Regulation No 438/2001, Annex IV. During negotiations with the Ministry of Regional Development the European Commission, as the body responsible for MSSF, confirmed that the Monitoring system contains all data (in the scope of Regulation Nos. 1260/1999 and 438/2001) that are to be submitted to the Commission upon request. Dates have been agreed as well as the data exchange format. The data batch will be generated in the MSSF central database, converted into the relevant format and sent to the European Commission via e-mail.