STRATEGIC PLAN OF THE SECRETARIAT FOR EUROPEAN AFFAIRS FOR THE PERIOD 2006-2008

1. DESCRIPTION OF THE SECRETARIAT FOR EUROPEAN AFFAIRS

1.1. Mission of the Secretariat for European Affairs

Provision of professional support and coordination of the operation of the state administrative bodies and other bodies and institutions for the purpose of preparation of the Republic of Macedonia for membership in the European Union.

1.2. Summary of the tasks, obligations and activities

The Secretariat for European Affairs deals, in particular, with the following activities:

- Coordination and harmonisation of the operation of the state administrative bodies and other bodies and institutions for the purpose of preparation of the Republic of Macedonia for membership in the European Union;
- Monitoring of the implementation of the Stabilisation and Association Agreement concluded between the Republic of Macedonia and the European Communities and their Member States, as well as the other agreements concluded between the Republic of Macedonia and the European Union;
- Participation and monitoring of the working bodies established within the frames of the Stabilisation and Association Agreement and
 other agreements concluded with the European Union;

- Coordination and monitoring of the realisation of the Action Plan for implementation of the European Partnership;
- Coordination and preparation of a National Programme for Adoption of the Acquis;
- Preparation of Macedonian version of the acquis communautaire;
- Strengthening of the institutional capacity for conducting the process of European integration;
- Preparation for the negotiations of the Republic of Macedonia for membership in the European Union and participation in the formulation of the future negotiation positions;
- Coordination of the foreign aid from the European Union and its Member States and other foreign aid related to the reforms complementary to the process of integration of the Republic of Macedonia in the European Union;
- Informing the public about the activities related to the process of European integration and European affairs;
- Harmonisation of the operation of state administrative bodies in the Republic of Macedonia as a Member State of the European Union;

1.3. Summary of peculiarities in relation to other state administrative bodies

The Secretariat for European Affairs is a specialised service of the Government of the Republic of Macedonia, managed by the member of the Government in charge of European Affairs, having the rights and obligations of an official managing a state administrative body. The operation of the Secretariat for European Affairs is regulated by the Law on the Government of the Republic of Macedonia. The Secretariat for European Affairs has a horizontal coordinative function for the issues related to the preparation of the Republic of Macedonia for membership in EU. The Secretariat has no administrative function.

2. OBJECTIVES AND PRIORITIES OF THE SECRETARIAT FOR EUROPEAN AFFAIRS

<u>General Objective:</u> The Secretariat for European Affairs, as an efficient service, to provide full professional support to the Government of the Republic of Macedonia in the implementation of the strategic determination for membership in the European Union.

	OBJECTIVE/PRIORITY:		2006 planned results		2007 planned results		2008 planned results
2.1.	Strengthened capacity for efficient implementation of the process of integration of the Republic of Macedonia in the European Union.		Employment of 55 persons at the Secretariat for European Affairs and other line departments of the state administration, working on the process of European integration.		Employment of 20 persons at the Secretariat for European Affairs and line departments of the state administration, working on the process of European integration.	•	Employment of 20 persons at the Secretariat for European Affairs and line departments of the state administration, working on the process of European integration.
		•	Implementation of the 2005-2006 Operational Plan for EU training. Realisation of at least 13 training courses, and participation of 325 civil servants in the training courses. Evaluation of 13 training courses. Determination of the needs	•	Realisation of at least 20 training courses, and participation of at least 600 civil servants, according to the 2007-2008 Operational Plan for EU training. Evaluation of at least 20 carried out training courses. Implementation of a programme for awarding	•	Implementation of the 2007-2008 Operational Plan for EU training Realisation of at least 20 training courses, and participation of at least 600 civil servants, according to the 2007-2008 Operational Plan for EU training. Evaluation of at least 20 carried out training courses.

		•	for future training courses on the basis of carried out survey/analysis of the employees at the ministries and at the state administrativethe state administrative bodies for the needs of future training in EU affairs. Preparation of 2007-2008 Operational Plan for EU training of the civil servants. Implementation of a programme for awarding of funds for post-graduate studies in the field of EU affairs abroad. Strengthening of the capacity of the Permanent Mission of the Republic of Macedonia in Brussels by engaging 2 persons from SEA.	•	of funds for post-graduate studies in the field of EU affairs abroad. Strengthening of the capacity of the Permanent Mission of the Republic of Macedonia in Brussels by engaging 2 persons from SEA.	•	Implementation of programme for awarding of funds for post-graduate studies in the field of EU affairs abroad. Strengthening of the capacity of the Permanent Mission of the Republic of Macedonia in Brussels by engaging 1 person from SEA.
2.2.	Efficient functioning of the national system for management and coordination of the process of European integration.		Realisation of efficient monitoring of the implementation of the National Strategy for EU	•	Realisation of efficient monitoring of the implementation of the National Strategy for EU	•	Realisation of efficient monitoring of the implementation of the National Strategy for EU

Integration.

- Realisation of efficient monitoring of the implementation of the National Programme for approximation of the legislation of the Republic of Macedonia to the EU acquis communautaire.
- Holding of 10 meeting of the Working Committee for European Integration (WCEI).
- Monitoring the realisation of the conclusions of WCEI through written communication and meetings of WCEI with the ministries and other state administrative bodies.
- Holding of 3-5 meeting of the WCEI Sub-committee for approximation of the legislation.
- Monitoring the realisation of the conclusions of the Sub-committee through written communication and

Integration.

- Realisation of efficient monitoring of the implementation of the National Programme for approximation of the legislation of the Republic of Macedonia to the EU acquis communautaire.
- Holding of 10 meeting of the Working Committee for European Integration (WCEI).
- Monitoring the realisation of the conclusions of WCEI through written communication and meetings of WCEI with the ministries and other state administrative bodies.
- Holding of 3-5 meeting of the WCEI Sub-committee for approximation of the legislation.
- Prepared minutes for the held meetings of the Subcommittee.
 - Monitoring the realisation •

Integration.

- Realisation of efficient monitoring of the implementation of the National Programme for approximation of the legislation of the Republic of Macedonia to the EU acquis communautaire.
- Holding of 10 meeting of the Working Committee for European Integration (WCEI).
- Monitoring the realisation of the conclusions of WCEI through written communication and meetings of WCEI with the ministries and other state administrative bodies.
- Holding of 3-5 meeting of the WCEI Sub-committee for approximation of the legislation.
- Prepared minutes for the held meetings of the Subcommittee.
- Monitoring the realisation

		•	meetings of WCEI. Participation in the work and coordination of the working groups for preparation of the National Programme for Adoption	•	of the conclusions of the Sub-committee through written communication and meetings of WCEI. Participation in the work and coordination of the	•	of the conclusions of the Sub-committee through written communication and meetings of WCEI. Participation in the work and coordination of the
			of the Acquis (NPAA).		working groups for preparation of the National Programme for Adoption of the Acquis (NPAA).		working groups for preparation of the National Programme for Adoption of the Acquis (NPAA)
	1	I		1		1	
2.3.	Monitoring of the implementation of the Stabilisation and Association Agreement (SAA) concluded between the Republic of Macedonia and the European Communities and their Member States, as well as the other agreements concluded between the Republic of Macedonia and the European Union.	•	Timely alarming on the due obligations arising from the Stabilisation and Association Agreement (SAA), by updating the Matrix for monitoring the implementation of SAA.	•	Timely alarming on the due obligations arising from the Stabilisation and Association Agreement (SAA), by updating the Matrix for monitoring the implementation of SAA.	•	Timely alarming on the due obligations arising from the Stabilisation and Association Agreement (SAA), by updating the Matrix for monitoring the implementation of SAA.
		•	Participation at the Meeting of the Stabilisation and Association Council.	•	Participation at the Meeting of the Stabilisation and Association Council.	•	Participation at the Meeting of the Stabilisation and Association Council.
		•	Holding one meeting of the Stabilisation and Association Committee.	•	Holding one meeting of the Stabilisation and Association Committee.	•	Holding one meeting of the Stabilisation and Association Committee.
		•	Preparation of agreed minutes for the held meeting of the Stabilisation and Association	•	Preparation of agreed minutes for the held meeting of the Stabilisation and Association	•	Preparation of agreed minutes for the held meeting of the Stabilisation and Association

Committee.

- Preparation of information for the realised meeting of the SAA Committee, and its adoption by the Government of the Republic of Macedonia.
- Monitoring the realisation of the conclusions of the Stabilisation and Association Committee through written communication with the ministries and other state administrative bodies.
- Holding of one meeting by each of the seven Subwithin the committees Stabilisation and Association Committee: justice and home affairs, human resources development, research, technological development and social cooperation, transport, environment, energy and regional development, internal market and competition,

Committee.

- Preparation of information for the realised meeting of the SAA Committee, and its adoption by the Government of the Republic of Macedonia.
- Monitoring the realisation of the conclusions of the Stabilisation and Association Committee through written communication with the ministries and other state administrative bodies.
- Realisation of one meeting by each of the seven Subwithin the committees Stabilisation and Association Committee: justice and home affairs, human resources development, research, technological development and social cooperation, transport, environment, energy regional and development, internal market and competition,

Committee.

- Preparation of information for the realised meeting of the SAA Committee, and its adoption by the Government of the Republic of Macedonia.
- Monitoring the realisation of the conclusions of the Stabilisation and Association Committee through written communication with the ministries and other state administrative bodies.
- Realisation of one meeting by each of the seven Subcommittees within the Stabilisation and Association Committee: iustice and internal affairs, human resources development, research, technological development and social cooperation, environment, transport, energy and regional development, internal market and competition, financial economic and

		•	economic and financial affairs, agriculture and fishery and trade, industry, customs and taxes. Preparation of agreed minutes for the held meetings of the Subcommittees. Preparation of information on the held meetings of the SAA Sub-committees, and its adoption by the Government of the Republic of Macedonia. Monitoring the realisation of the conclusions reached at the meetings of SAA Sub-committees	•	economic and financial affairs, agriculture and fishery and trade, industry, customs and taxes. Preparation of agreed minutes for the held meetings of the Subcommittees. Preparation of information on the held meetings of the SAA Sub-committees, and its adoption by the Government of the Republic of Macedonia. Monitoring the realisation of the conclusions reached at the meetings of SAA Sub-committees	•	affairs, agriculture and fishery and trade, industry, customs and taxes. Preparation of agreed minutes for the held meetings of the Subcommittees. Preparation of information on the held meetings of the SAA Sub-committees, and its adoption by the Government of the Republic of Macedonia. Monitoring the realisation of the conclusions reached at the meetings of SAA Subcommittees.
2.4.	Preparation of National Programme for Adoption of the Acquis (NPAA).	•	at the meetings of SAA Sub-committees. Participation at the 2-4 meetings held (monthly) by the working groups for preparation of the National Programme for Adoption of the Acquis (NPAA). Integration of the	•	at the meetings of SAA Sub-committees. Participation at the 2-4 meetings held (monthly) by the working groups for preparation of the National Programme for Adoption of the Acquis (NPAA). Preparation of NPAA	•	Participation at the 2-4 meetings held (monthly) by the working groups for preparation of the National Programme for Adoption of the Acquis (NPAA). Preparation of NPAA

obligations arising from the Action Plan for implementation of the European Partnership and the findings and recommendations presented in the Avis of the European Commission (NPAA). • Preparation of the first edition of NPAA in cooperation with the ministries and state administrative bodies. • Verification of the Republic of Macedonia. • Submission of NPAA realisation report by both WCEI and the Government of the Republic of Macedonia. • Submission of NPAA realisation report by both WCEI and the Government of the Republic of Macedonia. • Submission of NPAA realisation report to the EC Services. • Updating of NPAA database. • Updating of NPAA database.
Submission of NPAA to the EC Services.
Preparation of NPAA realisation reports.
Updating of NPAA

2.5. Preparation of Macedonian version of the acquis communautaire. • Adoption of the Strategic Plan for preparation of the		
national version of the acquis communautaire by the Government of the Republic of Macedonia. Carrying out a tender for translation of 10,000 pages. Realised monitoring of the process of translation of 10,000 pages of the Official Journal of the European Union (translation, terminological and legal revision of 10,000 pages and establishment of terminology). Updating the bases for monitoring the process for preparation of the Macedonian version of the acquis and updating the	translation of 15,000 pages.	 Carrying out a tender for translation of 20,000 pages. Translation of 20,000 pages of the Official Journal of the European Union (translation, terminological and legal revision of 20,000 pages and establishment of terminology).

- 2.6. Support in the establishment of a system for conducting the negotiations of the Republic of Macedonia with the European Union and participation in the establishment of the future negotiation positions.
- Establishment of the negotiation structure of the Republic of Macedonia for EU membership.
- Preparation of analysis for future negotiation positions on the basis of comparative analyses of the processes of negotiations of the Member States and the Candidate Countries.
- Preparation of documents (Rules of Procedure on the manner of operation of the negotiation structure of the Republic of Macedonia for EU membership).
- Preparation of minutes from the preparatory meetings of the members of the negotiation structure of the Republic of Macedonia for membership in the EU.
- Establishment of a database related to the negotiations.

- Preparation of minutes from the preparatory meetings of the members of the negotiation structure of the Republic of Macedonia for EU membership.
- Updating of the database related to the negotiations.
- Preparation of draft Agreement on Accession of the Republic of Macedonia in the European Union.

- 2.7. Maximising the use of foreign aid related to the reforms complementary to the process of integration of the Republic of Macedonia into the European Union.
 - Commencement of the process of accreditation of the decentralised system for usage of the European Union aid.
 - Updating of Central Donor Assistance Database of the Government of the Republic of Macedonia (CDAD).
- Functioning of decentralised system for usage of European Union aid.
- Signing of Financial Memorandum for usage of IPA financial instrument for 2007 and approval of strategic documents/plans of other donors.
- Efficient functioning of the decentralised system for usage of European Union aid.
- Signing of Financial Memorandum for usage of IPA financial instrument for 2008 and approval of strategic documents/plans of other donors.

		•	documents/plans other donors. Signing of 2-5 f	2006 Action approval strategic of the financial bilateral projects donors, which is orts on the foreign ublic of year. UNDP gn Aid e II) to gthening	•	Functioning of decentralised system for usage of European Union aid - 2005 CARDS Project on capacity strengthening for decentralised system for EU aid. Signing of financial memoranda on bilateral aid. Efficiently realised projects financed by foreign donors. Updating of Central Donor Assistance Database of the Government of the Republic of Macedonia (CDAD). Preparation of reports on monitoring the implementation of foreign aid in the Republic of Macedonia, twice a year.	•	Signing of 2-5 financial memoranda on bilateral aid. Efficiently realised projects financed by foreign donors. Updating of Central Donor Assistance Database of the Government of the Republic of Macedonia (CDAD). Preparation of reports on monitoring the implementation of foreign aid in the Republic of Macedonia, twice a year.
2.8.	Rising of public awareness about the integration of the Republic of Macedonia in the European Union and the European affairs.	•	Preparation of Operational according to	2006 Plan the	•	Preparation of 2007 Operational Plan according to the	•	Preparation of 2008 Operational Plan according to the Public

Information and Public Communication Strategy on the European Integration Process of the Republic of Macedonia, and its adoption by the Government of the Republic of Macedonia.

- Carrying out a tender for information campaign on the implementation of the 2006 Operational Plan.
- Implementation of the 2006 Operational Plan.
- Updating and upgrading of the web site of the Secretariat for European Affairs.
- Preparation of 12 bulletins.
- Organisation of at least 12 press conferences.
- Organisation of at least 3 information events.
- Carrying out 2 surveys on public opinion and analyses of the public opinion.

Information and Public Communication Strategy on the European Integration Process of the Republic of Macedonia, and its adoption by the Government of the Republic of Macedonia.

- Carrying out a tender for information campaign on the implementation of the 2007 Operational Information Plan.
- Implementation of the 2007 Operational Plan.
- Updating and upgrading of the web site of the Secretariat for European Affairs.
- Preparation of 2 to 5 publications.
- Preparation of 12 bulletins,
 2 brochures and 2-3 pamphlets.
- Organisation of at least 12 press conferences.
- Organisation of at least 5

Information and Communication Strategy on the European Integration Process of the Republic of Macedonia, and its adoption by the Government of the Republic of Macedonia.

- Carrying out a tender for information campaign on the implementation of the 2008 Operational Plan.
- Implementation of the 2007 Operational Plan.
- Updating and upgrading of the web site of the Secretariat for European Affairs.
- Preparation of 2 to 5 publications.
- Preparation of 12 bulletins,
 2 brochures and 2-3 pamphlets.
- Organisation of at least 12 press conferences.
- Organising at least 5 informative events.

3.2.1	Employment of civil servants in the Secretariat for European Affairs and the organisational units within the ministries	 Imp Rec 	elementation of employment procedures. deployment of the newly employed staff istries and other state administrative	in the	Strengthened capac	city for implementation of the n of the Republic of Macedonia in					
	PROGRAMME	Sub-r	programmes included in the Program	me	Respective objective	e/priority					
			3.2.Horizontal Programmes								
3.1.1											
	PROGRAMME	Sub-p	programmes included in the Programm	ime	Respective objective	e/priority					
	DDOOD ALMAE	0.1			<u> </u>	,					
			3.1. Vertical Programmes								
		OF THE	SECRETARIAT FOR EUROPEAN AFF	FAIRS							
	3. PROGRAMMES FOR ACHIEVING THE OBJECTIVES AND THE PRIORITIES										
				public analy opinic	rses of the public	opinion.					
			•	Carry	native events.	Carrying out 2 surveys on public opinion and analyses of the public					

	and other state administrativestate administrative bodies directly included in the process of European integration (European Integration Departments/Units, working groups for preparation of the National Programme for Adoption of <i>Acquis</i>) and other.	•	administrative bodies. Introduction of training for the newly employed persons to the end of their training and more successful integration in SEA and the ministries and other state administrative state administrative bodies.	
3.2.2	Training in European affairs for the civil servants in the state administrativestate administrative bodies regarding European Union (EU) - related issues.	•	Implementation of the 2005-2006 Operational Plan for EU training. Organisation and implementation of at least 13 training courses. Carrying out evaluation of the realised training courses. Preparation of analyses determining the needs for future training courses on EU issues for the employees at the ministries and state administrativestate administrative bodies.	Strengthened capacity for implementation of the process of integration of the Republic of Macedonia in the European Union.
3.2.3	Awarding of funds for post-graduate studies in the field of EU affairs abroad	•	Implementation of the procedure for granting scholarships for post-graduate studies. Continuous communication with the competent institutions and engaged institutions and donors.	Strengthened capacity for implementation of the process of integration of the Republic of Macedonia in the European Union.
3.2.4	Strengthening of the capacity of the	•	Provision of budget resources to send 2	Strengthened capacity for implementation of the

	Permanent Mission of the Republic of Macedonia in Brussels by engaging 2 persons from the Secretariat for European Affairs.	•	employees from the SEA in the Permanent Mission of the Republic of Macedonia in Brussels. Implementation of a procedure for engaging 2 persons from SEA for foxed-term in the Permanent Mission of the Republic of Macedonia in Brussels.	process of integration of the Republic of Macedonia in the European Union.
3.2.5	Coordination, monitoring and provision of professional support to the national system for management and coordination of the European integration process.	•	Monitoring the implementation of the National Strategy for Integration of the Republic of Macedonia. Monitoring the implementation of the Programme for approximation of the national legislation to the EU acquis communautaire and preparation of reports. Organization of 10 meetings of the WCEI. Preparation of agreed minutes at the meetings of the WCEI. Preparation of letters to the ministries and other state administrative bodies to the end of efficient implementation of the conclusions of the WCEI. Organisation of 3 to 5 meetings of the Subcommittee of WCEI on approximation of the legislation. Preparation of minutes from the held meetings of the Sub-committee.	Efficient functioning of the national system for management and coordination of the European integration process.

		•	Preparation of letters to the ministries and other state administrative bodies to the end of efficient implementation of the conclusions of the Subcommittee. Participation in the work and coordination of the working groups for preparation of NPAA.	
implem Associ betwee the Ei member agreen	olic of Macedonia and the European	•	Updating of the Matrix on monitoring the implementation of SAA by pointing the outstanding obligations Participation in the meeting of the Stabilisation and Association Council Organization and holding of one meeting of the Stabilisation and Association Committee. Preparation of agreed minutes on the meeting held by the Stabilisation and Association Committee. Preparation of Information on the meeting held by the Stabilisation and Association Committee to be adopted by the Government of the Republic of Macedonia Monitoring of the realization of the conclusion of the Stabilisation and Association Committee via written communication with the Ministries and other state administrative bodies Organization and holding one meeting by each	Implementation of the Stabilisation and Association Agreement (SAA) concluded between the Republic of Macedonia and the European Communities and their member states as well as other agreements concluded between the Republic of Macedonia and the European Union.

		•	of the seven Sub-committees: for Justice and Internal Affairs, for Development and Human Resources, for Research, for Technological Development and Social Cooperation, for Transport, Environment, Energy and Regional Development, for Internal Market and Competition, for Economic and Financial Affairs, for Agriculture and Fishery and for Trade, Industry, Customs and Taxes Preparation of agreed minutes from the meetings held by the SAA Sub-committees Preparation of information on the on the meetings held by the SAA Sub-committees and their adoption by the Government of the Republic of Macedonia Monitoring of the realization of the conclusions from the meetings held by the SAA Sub-committees	
3.2.7	Preparation and monitoring of the realization of the National Programme for Adoption of the Acquis (NPAA)	•	Participation in the meetings of the working groups for preparation of the National Programme for Adoption of the Acquis (NPAA)	Preparation of the National Programme for Adoption of the Acquis (NPAA)
		•	Integration of the obligations under the Action Plan on the Implementation of the European Partnership and the recommendations given in the <i>avis</i> by the European Commission in the NPAA	

		•	Preparation and submission of annotations and guidelines for the final version of the NPAA	
		•	Preparation of the first issue of NPAA in cooperation with the Ministries and state administrative bodies	
		•	Verification of the final version of the NPAA by the WCEI	
		•	Adoption of the NPAA by the Government of the Republic of Macedonia	
		•	Submission of the NPAA to the EC Services	
		•	Preparation of reports on implementation of NPAA	
		•	Updating of the database of NPAA	
		ı		
3.2.8	Coordination of the process of preparation of Macedonian version of the EU acquis communitaire	•	Adoption of the Strategic Plan for preparation of the <i>acquis communautaire</i> by the Government of the Republic of Macedonia	Preparation of Macedonian version of the acquis communitaire
		•	Announcement of tender for translation of the EU acquis communautaire	
		•	Monitoring of the process of translation of the EU legislation	
		•	Monitoring of the process of professional and legal revision of the EU legislation	
		•	Monitoring of the quality of translation of the	

			Translating Agencies	
		•	Establishing and building sustainable terminology in the area of European Union	
		•	Updating of the databases for monitoring of the process of preparation of Macedonian version of the acquis communitaire (the EU Law)	
		•	Updating of the terminology database	
3.2.9	Establishing a system for conducting negotiations by the Republic of Macedonia with the European Union and participation in the definition of the future negotiating positions	•	Preparation of materials (information, decision and other relevant documents) on establishment of the Negotiating structure of the Republic of Macedonia for accession to the EU and their adoption by the Government of the Republic of Macedonia	Support to the establishment of a system for conducting negotiations by the Republic of Macedonia with the European Union and participation in defining future negotiating positions
		•	Preparation of analyses for the future negotiating positions on the basis of comparative analyses of the negotiation processes of member states and candidate countries	
		•	Preparation of materials (Rules of Procedure of the Negotiating Structure of Republic of Macedonia for Accession to the European Union)	
		•	Preparation of minutes from the introductory meetings of the members of the Negotiating Structure of Republic of Macedonia for	

			accession to the European Union	
		•	Established database relating to the negotiations	
		,		
3.2.10	Coordination and monitoring of foreign aid in the Republic of Macedonia	•	Coordination and monitoring of the decentralized system for management of the foreign aid in the Republic of Macedonia	Maximization of the utilization of foreign aid related to the reforms complementary to the process of integration of the Republic of Macedonia into the
		•	Support to the National Coordinator of foreign aid for programming the priorities of the Republic of Macedonia for utilization of foreign aid and monitoring their implementation	European Union
		•	Provision a professional administrative support to the Committee of Ministers for Coordination of foreign aid and to the Technical Group for support to the Committee of Ministers for Coordination of foreign aid	
		•	Participation in the preparation/creation of the strategies and annual plans of donors for the purpose, scope and value of the programmes	
		•	Defining of and participation in the implementation and monitoring of the programmes and projects the beneficiary of which is the Secretariat for European Affairs	
		•	Updating of the Central Donor Assistance	

			Database of the Republic of Macedonia (CDAD – Central Donor Assistance Database) Coordination and monitoring of the utilization of	
			the Community programmes	
		•	Coordination of the utilization of the TAIEX instrument by the Republic of Macedonia	
		•	Coordination of the utilization of the Twinning instrument by the Republic of Macedonia	
3.2.11	Information to the public on the process of integration of the Republic of Macedonia into the European Union and on EU-related matters	•	Preparation of 2006 Operational Plan and its adoption by the Government of the Republic of Macedonia	Raising the awareness regarding the of integration of the Republic of Macedonia into the European Union
	and on Eu-related matters	•	Information to the public in the country	and the European matters
		•	Information to the public abroad	
		•	Organization and monitoring of polls	

4. ACHIEVED RESULTS			
PROGRAMME	Summary of the expected/achieved results in 2004	Summary of the expected/achieved results in 2005	

	4.1.	Strengthening of the capacity of the state administration for efficient implementation of the process of integration of the Republic of Macedonia into the European Union	 Employment of 32 civil servants in the Sector for European Integration and the organizational units for European integration in the ministries Enhancing the qualifications of the 32 employed civil servants in SEI and the network of European Integration Units via initial training 	 Employment of 8 civil servants in SEI Raising of the organizational structure of SEI into a Secretariat for European Affairs Adoption of rulebooks on internal organization and systematisation of work posts of SEA Realization of the functional analysis for the capacities of the organizational units within the ministries and state administrative bodies Adoption of an Information by the Government of the Republic of Macedonia on functional analysis of the capacities of the organizational units within the Ministries and state administrative bodies with recommendations for strengthening
4	4.2.	Training in European affairs of the civil servants in the state administrative bodies regarding issues related to the European Union	 Realization of a part of the 2004-2005 Operational Plan Implementation of 25 trainings Training of 600 civil servants Holding of 20-30 meetings on cooperation with donors Implementation of the curricula on establishment of the EITC for the first year of the project 	donors

Preparation of 2005-2006 Operational Plan

4.3.	Awarding resources for post-graduate studies on EU-related matters abroad	 Awarding 12 scholarships for post-graduate studies Conclusion of memorandum of cooperation for awarding scholarships for post-graduate studies with Germany 	Awarding 4 scholarships for post-graduate studies
4.4.	Strengthening of the Mission of the Republic of Macedonia in Brussels		Participation in the working group on preparation of a Plan on strengthening of the Mission of the Republic of Macedonia in Brussels and adoption of the plan by the Government of the Republic of Macedonia
4.5.	Coordination, monitoring and provision of professional support to the national system for management and coordination of the European integration process	 Holding of 14 meetings of the Working Committee on European Integration (WCIE) Participation in the preparation of the National Strategy for integration of the Republic of Macedonia into the EU and its adoption by the Government of the Republic of Macedonia and the Assembly of the Republic of Macedonia Preparation of minutes for the meetings held by the WCEI Realization of the conclusion of the WCEI via 	 Monitoring of the implementation of the Strategy for Integration of the Republic of Macedonia into the EU Holding of 10 meetings of the Working Committee on European Integration (WCIE) Preparation of minutes for the meetings held by the WCEI Realization of the conclusion of the WCEI via written communication and meetings of WCEI with the Ministries and other state administrative

		 written communication and meetings of WCEI with the Ministries and other state administrative bodies Holding of 1 meeting of the Sub-committee of WCEI on approximation of the legislation Preparation of minutes from the held meetings of the Sub-committee 	•	bodies Preparation of a review for realization of the obligations assumed under the Questionnaire of the European Commission (March-August 2005)
		Realization of the conclusions of the Sub- committee via written communication and meetings of WCEI		
4.6.	Monitoring and coordination of the implementation of the Stabilisation and Association Agreement (SAA) concluded between the Republic of Macedonia and the European Communities as well as other agreements concluded between the Republic of Macedonia and the European Union	 and Association Council Participation in the meeting of the Stabilisation and Association Committee 	•	Participation in the meeting of the Stabilisation and Association Council Participation in the meeting of the Stabilisation and Association Committee Preparation of minutes on the meeting held by the Stabilisation and Association Committee Realization of the conclusions of the Stabilisation and Association Committee via written communication with the Ministries and other state administrative bodies Holding of one meeting each of the Subcommittee for justice and internal affairs and the Sub-committee for development and human

		resources, research, technological development and social cooperation Preparation of agreed minutes from the meetings held by the Sub-committees Preparation of information on the meetings held by the SAA Sub-committees and their adoption by the Government of the Republic of Macedonia Realization of the conclusions from the meetings held by the SAA Sub-committees	•	resources, research, technological development and social cooperation,, the Sub-committee for transport, environment, energy and regional development, the Sub-committee for internal market and competition, the Sub-committee for economic and financial affairs, the Sub-committee for agriculture and fishery and the Sub-committee for trade, industry, customs and taxes Preparation of agreed minutes from the meetings held by the Sub-committees
			•	Preparation of information on the meetings held by the SAA Sub-committees and their adoption by the Government of the Republic of Macedonia
			•	Realization of the conclusions from the meetings held by the SAA Sub-committees
	T		1	
4.7.	Monitoring of the implementation of the Action Plan for European Partnership	 Preparation of Action Plan on the Implementation of the for European Partnership Adoption of the Action Plan on the 	•	Updating and revision of the Action Plan on the Implementation of the European Partnership with incorporated recommendations of the European Commission
		Implementation of the for European Partnership		
		by the Government of the Republic of MacedoniaSubmission of the Action Plan on the	•	Adoption of the Action Plan on the Implementation
		by the Government of the Republic of Macedonia	•	Adoption of the Action Plan on the Implementation of the European Partnership by the Government

			Implementation of the European Partnership to the European Commission
4.8.	Preparation of National Programme for Adoption of the Acquis (NPAA)		Preparation and adoption of an Information on the preparation of National Programme for Adoption of the Acquis (NPAA) by the Government of the Republic of Macedonia
			Adoption of a decision by the Government of the Republic of Macedonia on establishment of working groups for preparation of a National Programme for Adoption of the Acquis (NPAA) and preparation of the negotiation positions for the negotiations with the EU
			Grounding of Guidelines for preparation of National Programme for Adoption of the Acquis and Technical Guidelines for preparation of the text and tables of the National Programme for Adoption of the Acquis
			Preparation of draft-version of the National Programme for Adoption of the Acquis for comments
			Submission of the annotations and guidelines for preparation of the final version of the NPAA
4.9.	Coordination of the process of preparation of Macedonian version of the	Announcement of tender for translation of 10.000	Announcement of tender for translation of 10.000 pages

	acquis communitaire	 Translation of 1.150 pages of the Official Journal of the European Union (translation and terminological and legal revision of 50 pages, and establishment of terminology) Translation of 14.000 pages of Questionnaire of the European Commission 	 Translation of 4.000 pages of Official Journal of the European Union Updating of the database for monitoring the translation process
4.9.10	Coordination and monitoring of foreign aid in the Republic of Macedonia	 Provision of professional and administrative support for organization of 3 sessions of the Committee of Ministers for Coordination of Foreign Aid (CMCFA) and the Coordinative Technical Group of CMCFA Signing of the Financial Agreement for the 	support for organization of 1 session of Committee of Ministers for Coordination of Foreign Aid (CMCFA) and the Coordinative Technical Group of CMCF Signing of the Financial Agreement for the
		CARDS Annual Action Programme 2004	CARDS Annual Action Programme 2005
		 Participation in the programming of the CARDS Multi-annual Indicative Programme 2005/2006 Operationalisation of the UNDP Project on Coordination of foreign aid, phase 2, within SEI 	Preparation of the Information on the need for decentralization of the management with the European Union Funds and preparations for the new instrument for pre-accession aid (IPA)
		 and 7 Ministries Operationalisation of the Twinning project with Slovenia, CARDS 2004 within SEI Operationalisation of the UNHCR Project – 	Preparation of information for the Government of the Republic of Macedonia on the course of implementation of the programmes financed with foreign donations (TAIEX, TWINNING, EU aid, bilateral aid)

		•	Approximation of the asylum and migration legislation within SEI Implementation of training for project cycle management for representatives of SEI and the Ministries Organization and realization of a mission for EU funds for economic and social development/cohesion and Macedonia Successful finalization of the first phase of the GTZ project – Advisory services in the process of approximation to the EU and beginning of the second phase Completion of the report on the foreign aid within the preparation of APEP	•	Successful implementation of the TWINNING project with the Republic of Slovenia, CARDS 2004 Determination and financing of the priority projects from the package of bilateral aid from Norway Operationalisation of the Norwegian project on technical support in the implementation of the package of bilateral aid from Norway Complete redesigning and updating of the Central database on foreign aid (UNDP project) Issuance of a brochure on donor profiles in the Republic of Macedonia Development and organization of training for SEA representatives and Ministries in management and coordination of foreign aid Preparation of Lists of projects by areas and subject reports on foreign aid (decentralization and justice and internal affairs)
4.9.11	Raising the awareness regarding the of			•	Organization of over 30 press-conferences
7.7.11	integration of the Republic of Macedonia into the European Union and the European matters	•	Announcement of tender for information 2004. Updating and upgrading of the Sector for	•	Preparation of press-clipping/daily information material

European Affairs website

- Preparation and dissemination of daily informative materials
- Preparation and dissemination of electronic informative material to the foreign and domestic public
- Organization of over 20 press-conferences and other media events
- Preparation of 5 brochures and 1 publication
- Establishment of a library within SEI
- Organization of promotional campaign within SEI
- Promotion of the act of application submission for the membership of the Republic of Macedonia into the EU
- Preparation of 2 brochures;
- Preparation of: leaflet, billboards, radio messages and radio show, advertisements in a daily, multimedial CD on promotion of the process of European integration in the Republic of Macedonia, advertising material (memo pads,

- Preparation of 7 e-bulletins
- Organization of the quiz EUforia with formal awards
- Organization of lectures and education classes related to the process of European integration in several high-schools in the Republic of Macedonia
- Marking the Spring Day (March 20) in cooperation with NGOs and the Delegation of the European Commission in Skopje
- Preparation and adoption of the 2005 Operational Plan for implementation of the Public Information and Communication Strategy on the European integration process of the Republic of Macedonia
- Organized celebrations on the Europe Day, May 9, (central event on the Makedonija Square in Skopje, disseminated publications and other advertising materials, participation of the caravan that visited several cities in Macedonia, namely, Bitola, Kumanovo, Tetovo and Kavadarci (In Bitola lecture to the students in the Universities in the Republic of Macedonia on the subject "Preparation for the challenge of the Republic of Macedonia for membership into the EU"; Kumanovo lecture on the subject "Macedonia, a step to the EU"; SEE University Tetovo lecture on the subject "Reforms in the university education guide to Europe"; Kavadarci lecture on the subject "Macedonia, a step to the EU";

		 folders, pencils, envelopes, memos, cards) Preparation of press-clipping of media that cover the process of integration of the Republic of Macedonia into the European Union Organization of events, statements, interviews related to SEA and the process of integration of the Republic of Macedonia into the EU 	 Faculty of Law – Skopje – lecture on the subject "Challenges of the process of European integration") Publishing of 3 publications and 2 brochures Open invitation for collecting bids for services in the area of public relations for the process of integration of the Republic of Macedonia into the European Union Organization of 2 working visits of SEA by groups of pupils and students in the Government of the Republic of Macedonia Information on the video conference with the EC Commissioner for Enlargement Olli Rehn
4.9.12	IT support to SEA	Procurement of the following: 1 server, 23 computers, 12 scanners, 33 laptops, 1 local colour printer, 3 mobile printers and 1 server cabin	 Procurement of the following: 29 computers, 4 servers, 5 network printers, 6 switches, 1 local printer, 2 multifunctional printers and 2 digital projectors. Development of software and databases on NPAL and NPAA
4.9.13	Monitoring, coordination and participation in the process of answering the Questionnaire of the European Commission	 Establishment of a system of answering the Questionnaire of the European Commission Preparation of Guidelines on answering the Questionnaire and coordination of the overall 	 Efficient coordination of the process of answering of the Questionnaire and timely submission to the EC Efficient and timely answering of the additional

			process		questions from EC (organization and coordination)
		•	Adoption of a Decision on establishment of teams for coordination and answering the questions from the Questionnaire within the Ministries and other state administrative bodies Implementation of tender for consultant services for specialized support to the process of European integration		Preparation of the report on the progress in relation to the obligations assumed from the Questionnaire Preparation of a review for realization of the obligations assumed under the Questionnaire of the European Commission
		•	Establishment of database for monitoring the process of answering the questions from the EC Questionnaire		
4.9.14	Preparation of the 2004 National Programme for approximation of the legislation to the EU <i>acquis</i> (NPAL)	•	Preparation of the 2004 National Programme for approximation of the legislation to the EU acquis and its adoption by the Government of the Republic of Macedonia Preparation of reports on implementation of NPAL	•	Preparation of reports on implementation of NPAL