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## ANNEX I

### INSTRUMENT FOR PRE-ACCESSION ASSISTANCE HUMAN RESOURCES DEVELOPMENT COMPONENT OPERATION IDENTIFICATION SHEET

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#### 1. Title and number of the Operation:

2. **Operating Structure:** Ministry of Labour and Social Security (MoLSS)-EU Coordination (IPA Management) Department

3. **Organisation Responsible for the Implementation of the Operation:** insert contacts, including contact person

#### 4. Compatibility and coherence with the Operational Programme

4.1 **Title and number of the Programme:** Human Resources Development Operational Programme - CCI No. 2007TR05IPO001

4.2 **Title of the priority axis**

4.3 **Title of the measure**

#### 5. Description of the Operation

5.1 **Contribution to the achievement of the Operational Programme:** Describe how the operation contributes to the achievement of the objectives of the Operational Programme (provided quantified indicators where possible) linked with the appropriate measure.

5.2 **Overall Objective:** *Explain in one sentence*

5.3 **Operation Purpose:**

5.4 **Location(s):** *Please keep in mind the eligible regions*

5.5 **Duration:**

5.6 **Target group(s):**



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## 5.7 Description of the Operation and background:

## 5.8 Results with measurable indicators:

## 5.9 Activities:

## 6. Implementation arrangements<sup>1</sup>

**6.1 Institutional framework:** *institutional arrangements foreseen for the implementation of the operation, e.g. operation coordination unit, steering committee, regional and/or provincial authorities, technical assistance team*

*Please provide information about your operational capacity, project experience, financial capacity.*

**6.2 Proposed monitoring structure and methodology:** *who will be responsible for monitoring of the operation, how will the operation be monitored, what will be the workflow and reporting lines?*

**6.3 Required procedures and contracts for the implementation of the operation and their sequencing:** *list the type of procedures (call for proposals, direct implementation by national institutions without prior call for proposals, direct agreements with international organisations, etc) and the corresponding contracts (grant contracts, contribution agreements with international organisations, services, supplies, works, etc) for the proposed activities, together with their sequencing*

(Please provide detailed chronogram for preparatory states, tendering, contracting and starting of operations.)<sup>2</sup>

## 7. Risks and assumptions:

## 8. Expected impact of the operation on the target group and multiplier/spill over effects:

## 9. Sustainability:

## 10. Horizontal Issues:

*Please provide information about which of the following issues the operation will take into consideration; equal opportunities, sustainable development, environmental protection,*

<sup>1</sup> In this part of the OIS the applicant should prove that it has enough capacity to implement and monitor the operation; upon the selection of the OIS, this part will be developed in accordance with priorities of the OS and the needs of the operation. Furthermore, it is important to use the standart text of the OS regarding the implementation arrangements and Guideline in Annex-IV, which are attached as an annex to this guideline.

<sup>2</sup> This part related to chronogram will be filled after selection of OISs.



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*participation of civil society, geographic, sectoral and thematic concentration, concerns of disadvantaged persons, good governance (According to HRD OP Horizontal Issues Chapter 3.3).*

#### **11. Links with other IPA component/national programmes/policies:**

#### **12. Requested financing from the European Commission:**

The Community contribution shall not exceed the ceiling to 85 % of the eligible expenditure at the level at the priority axis.

(No operation shall benefit from a higher co-financing rate than the one relating to the priority axis concerned (Article 149.3 and 153.3 of IPA Implementing Regulation)).

**13. Co-financing:** *(please identify expected total contribution by the Ministry of Labour and Social Security)*

#### **14. Budget breakdown<sup>3</sup>:**

(Indicative, per operation component if applicable, including estimated total cost, EU contribution, co-financing)

	<b>EU Contribution</b>	<b>Co-Financing</b>	<b>Total<sup>4</sup></b>
<b>Institutional Building (i.e. Technical Assistance)</b>			
<b>Equipment</b>			
<b>Grant</b>			
<b>Total</b>			

#### **15. Cash flow requirements by source of funding<sup>5</sup>:**

<sup>3</sup> These headings in the table (Equipment purchasing and Institutional building) could be adapted according to the proposed components of the operation. Non applicable parts could be deleted.

<sup>4</sup> Please note that, EU contribution is the 85% of the budget and co-financing is the 15% of the budget which will be provided by the Ministry of Labour and Social Security except national public bodies.

<sup>5</sup> This part will be filled after selection of OISs.