

Swiss-Czech Cooperation Programme

TECHNICAL SUPPORT SET-UP

issued by

the Swiss Agency for Development and Cooperation

on

Technical Support

in the Framework of the Second Swiss Contribution

The Federal Department of Foreign Affairs, acting through the Swiss Agency for Development and Cooperation, hereinafter referred to as "SDC"

referring to the Framework Agreement between the Swiss Federal Council and the Government of the Czech Republic concluded on 29 June 2023 in Prague as well as to the Country-Specific Set-Up and the Regulations on the implementation of the second Swiss Contribution to selected Member States of the European Union to reduce economic and social disparities within the European Union issued by Switzerland and setting out the general rules and procedures on the implementation of the Swiss-Czech Cooperation Programme (hereinafter referred to as "Framework Agreement", "Country-Specific Set-Up" and "Regulations"),

considering the financing of the Technical Assistance Fund and the Support Measure Preparation Fund in the Czech Republic,

has decided as follows:

Article 1 – General provisions

The legal framework as defined in Article 2 of the Framework Agreement shall apply. The application of the Regulations mentioned in this Technical Support Set-Up shall be read in conjunction with the derogations defined in the Country-Specific Set-Up.

Article 2 – General purpose and eligibility period

1. This Technical Support Set-Up lays down specific rules and allocations decided upon by Switzerland with regard to the management and the implementation of the Technical Assistance Fund and the Support Measure Preparation Fund.
2. The Technical Support starts on the day when this Technical Support Set-Up enters into force according to rules established in Article 2 paragraph 2 of the Framework Agreement and ends not later than 03.12.2029. Only expenditures incurred during this period are deemed to be eligible as in accordance with Chapter 6 of the Regulations.

Article 3 – The Technical Assistance Fund

1. The purpose of the Technical Assistance Fund is to contribute to the efficient and effective implementation of the Swiss-Czech Cooperation Programme by covering the expenditures incurred by the national entities of the Czech Republic in accordance with Chapter 6 of the Regulations, and further specified in the Country-Specific Set-Up.
2. Switzerland decides to grant a contribution of up to 1.15 million Swiss francs, to be used exclusively to finance the eligible expenditures of the Technical Assistance Fund in accordance with Chapter 6 of the Regulations and the budget in Annex A.
3. The contribution of Switzerland shall cover 100 % of the total eligible expenditures of the Technical Assistance Fund as mentioned in Chapter 6 of the Regulations.

Article 4 – The Support Measure Preparation Fund

1. The Support Measure Preparation Fund provides financial assistance for the management expenditures incurred by Programme Operators in relation to the preparation of Programmes in accordance with Chapter 6 of the Regulations, and further specified in the Country-Specific Set-Up.
2. Switzerland decides to grant a contribution of up to 0.35 million Swiss francs, to be used exclusively to finance the eligible expenditures of the Support Measure Preparation Fund in accordance with Chapter 6 of the Regulations.
3. The contribution of Switzerland shall cover 100 % of the total eligible expenditures of the Support Measure Preparation Fund as mentioned in Chapter 6 of the Regulations.
4. Any remaining funds can be reallocated to other Support Measures within the limits set in the Framework Agreement, in the Regulations and further specified in the Country-Specific Set-Up.

Article 5 – Obligations of the Parties

In accordance with Article 7 of the Framework Agreement, the responsibility of Switzerland with regard to Technical Support is limited to providing funds in accordance with Article 3 paragraph 2 and Article 4 paragraph 2 of this Technical Support Set-Up.

Article 6 – Implementation Responsibility

1. The NCU, the Paying Authority and the Audit Authority shall have the roles and responsibilities as defined in the Regulations, in particular in Articles 3.1 to 3.6, and further specified in the Country-Specific Set-Up.
2. The NCU shall set up, manage and implement the Technical Assistance Fund and the Support Measure Preparation Fund in accordance with the Framework Agreement, the Country-Specific Set-Up, the Regulations and this Technical Support Set-Up.

Article 7 – Procurement

1. The procurements under this Technical Support Set-Up shall be made according to Chapter 7 of the Regulations and further specified in the Country-Specific Set-Up.
2. The procurement plan, including those procurements that are selected by Switzerland, in accordance with Article 7.2 of the Regulations, shall be annexed to this Technical Support Set-Up (Annex B).
3. This procurement plan shall be updated following the identification of subsequent procurements, if any, and be included to the detailed annual plan and budget that the NCU submits to the SCO as described in Article 5.4 of the Regulations.

Article 8 – Intellectual Property

In accordance with the provisions of Article 4.15 paragraph 9 of the Regulations, the disposal of the property of the results of the activities performed under the Technical Support and of the rights to any intellectual property, including copyrights; and of the revenues generated by the intellectual property rights shall be decided by an amendment of the Technical Support Set-Up as soon as such ownership can be determined or on the completion of the Technical Support.

Article 9 – Reimbursement Procedures, Reporting, Audits, Compliance

Reimbursement procedures, reporting, auditing and compliance rules are set-out in the Framework Agreement and the Regulations and further specified in the Country-Specific Set-Up.

Article 10 – Annexes

This Technical Support Set-Up has the following Annexes:

- Annex A: tasks and budget breakdown of the Technical Support including justification
- Annex B: procurement plan

Article 11 – Amendments

1. The Technical Support may be modified by way of an amendment to this Technical Support Set-Up pursuant to Article 2 paragraph 2 of the Framework Agreement.
2. The provision of paragraph 1 shall not apply to:
 - a) Shifts between budget items within the Technical Assistance Fund amounting cumulatively less than 25 % of the total budget of the Technical Assistance Fund;
 - b) Shifts within a budget item from the previous fiscal year to the subsequent fiscal years up to 31 December 2029 with no change of the total item budget allocation.

All changes to budget except shifts amounting less than 15 000 CHF must be submitted to SCO for approval without delay but at the latest with the submission of the annual budget in accordance with Article 5.4 paragraph 1 of the Regulations.

Article 12 – Suspension and Termination

The Technical Support Set-Up may be suspended or terminated according to Article 4.16 of the Regulations.

Article 13 – Entry into force and duration

1. This Technical Support Set-Up covers the duration of the Technical Support as stated in Article 2 paragraph 2.
2. This Technical Support Set-Up shall enter into force according to the rules established in Article 2 paragraph 2 of the Framework Agreement and remain in force until all obligations under it have been fulfilled.

Decision taken in Prague on 29 June 2023

For the Swiss Agency for Development and
Cooperation



Debora Kern
Head, EU Member States Section

Annex A: tasks and budget breakdown of the Technical Support including justification

Technical Support
in the Framework of the Second Swiss Contribution

1. Description of tasks and activities planned

Please note that the below mentioned list of planned expenditures under both the Technical Assistance Fund and the Support Measure Preparation Fund is not exhaustive but includes the main type of expected expenditures. There may be other types of expenditures that are related to performing a particular activity but are not explicitly mentioned in the list. The connection to an activity is not limited to the mentioned expenditures alone. There may be other expenditures that are related to the performance of the activity but are not explicitly listed.

Task and activities under the Technical Assistance Fund will include the following:

- **Meetings with Swiss Authorities** (Art. 6.5 para 1 letter a) of the Regulations): Annual meetings each year 2024-2029 (catering), incl. accompanying project visits since 2025/2026 (transfers, accommodation, rent of venue) and periodic meetings with SCO (refreshment) and possibly participation on meetings abroad with Swiss authorities (travel costs);
- **Meetings of committees** (Art. 6.5 para 1 letter b) of the Regulations): no expenditures anticipated as there are no committees organized by the NCU – the NCU will participate at the Stakeholder consultations and Support Measures Steering Committees organized by the Programme Operators;
- **Publishing calls for proposals** (Art. 6.5 para 1 letter c) of the Regulations): no expenditures anticipated as the NCU will not be responsible for publishing any calls for proposals – the NCU will assess the call for proposals documentation prepared by the Programme Operators within the Programmes before their announcement, NCU will also participate as observer at the Selection Committee meetings organized by the Programme Operators;
- **Information events, exchange of experience** (Art. 6.5 para 1 letter d) of the Regulations): seminars or round tables organized by the NCU to gain or share experience with Programme Operators or PA or AA expected to be held each year until 2028 (refreshment), other possible ad-hoc meetings of different size and scope organized by the NCU (refreshment, rent of venue) and possibly participation on meetings abroad to exchange experience (travel costs);
- **Review of Support Measure proposals** (Art. 6.5 para 1 letter e) of the Regulations): technical consulting and legal services for the review of both stages of Support Measure proposals (external services);
- **Review of tender documents** (Art. 6.5 para 1 letter f) of the Regulations): technical consulting and legal services for the review of tender documents (external services);
- **Monitoring and on-the-spot verification** (Art. 6.5 para 1 letter g) of the Regulations): technical consulting services for the monitoring of Support Measures, incl. samples of Programme Components (external services), and related on-the-spot verifications/monitoring visits (travel costs);
- **Reviews and evaluations** (Art. 6.5 para 1 letter h) of the Regulations): external evaluations in thematic areas and at the level of the Cooperation Programme according to Art. 10.3 of the Regulations (external services);
- **Audits** (Art. 6.5 para 1 letter i) of the Regulations): special technical assistance for audits of AA related to Support Measures, incl. audits of management and control systems at both Support Measure and Cooperation Programme level (external services);
- **Visibility of Cooperation Programme** (Art. 6.5 para 1 letter j) of the Regulations): two big publicity events (Launching and Closing event) in 2024 and in 2029 (rent of venue, catering, publicity materials, travel costs, technical assistance), other publicity events of different size and scope each year 2024-2029 (stands, exhibitions, contests etc.), professional photos and videos (external services), promotional and publicity materials and goods, leaflets, factsheets and publications, web and social media promotion, exceptionally articles in media and technical consulting and services for visibility and surveys (external services);
- **Translation and interpretation** (Art. 6.5 para 1 letter k) of the Regulations): translations of documents and interpretation during meetings, especially Launching and Closing events or project visits within Annual meetings;

- **Additional equipment, incl. software** (Art. 6.5 para 1 letter l) of the Regulations): modification of current software for financial management (IS Viola) for the second Swiss-Czech Cooperation Programme (external services);
- **Public officials of national entities** (Art. 6.5 para 1 letter m) of the Regulations): salaries plus social security contributions and other statutory costs of 4 half-time employees of NCU and 1 half-time employee of the AA during the whole implementation period of Technical Assistance Fund.

Task and activities under the Support Measure Preparation Fund will include the financial contribution for expenditures of the Programme Operators related to the preparation of Programmes. This will cover eligible expenditures for the following Programme Operators:

- **Ministry of Education, Youth and Sports** (Programme "Czech–Swiss Research Infrastructure Initiative");
- **Ministry of Labour and Social Affairs** (Programme "Assisting Migrants to Integrate into the Czech Republic");
- **Ministry of Health** ("Home care Programme");
- **Ministry of Environment** (Programme "Sustainable tourism and enhancing biodiversity").

The Support Measure Preparation Fund will cover mainly the following type of expenditures of the Programme Operators:

- expenditures on salaries plus social security contributions and other statutory costs of the employees of the Programme Operators;
- expenditures on external services (technical consulting and legal services);
- expenditures on meetings related to the preparation of Programmes, incl. stakeholder consultations (rent, refreshment, interpretation);
- translation costs;
- travel costs related to the preparation of Programmes.

2. Budget planning

INDICATIVE BUDGET FOR THE TECHNICAL SUPPORT (for 2023-2029)

| BUDGET ITEM | AMOUNT (CHF) | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| TECHNICAL ASSISTANCE FUND | 1 150 000 | 46 001 | 214 223 | 166 391 | 158 932 | 206 515 | 187 764 | 170 174 |
| Meetings with Swiss Authorities (Art. 6.5 para 1 letter a) of the Regulations) | 48 150 | 50 | 6 767 | 3 433 | 10 100 | 10 100 | 10 100 | 7 600 |
| Meetings of committees (Art. 6.5 para 1 letter b) of the Regulations) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Publishing calls for proposals (Art. 6.5 para 1 letter c) of the Regulations) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Information events, exchange of experience (Art. 6.5 para 1 letter d) of the Regulations) | 39 583 | 1 667 | 6 667 | 7 083 | 6 667 | 7 083 | 7 083 | 3 333 |
| Review of Support Measure proposals (Art. 6.5 para 1 letter e) of the Regulations) | 23 333 | 11 667 | 11 666 | 0 | 0 | 0 | 0 | 0 |
| Review of tender documents (Art. 6.5 para 1 letter f) of the Regulations) | 12 500 | 0 | 3 333 | 5 000 | 3 333 | 834 | 0 | 0 |
| Monitoring and on-the-spot verification (Art. 6.5 para 1 letter g) of the Regulations) | 10 000 | 0 | 0 | 1 167 | 2 500 | 2 500 | 2 500 | 1 333 |
| Reviews and evaluations (Art. 6.5 para 1 letter h) of the Regulations) | 83 333 | 0 | 0 | 0 | 0 | 50 000 | 33 333 | 0 |
| Audits (Art. 6.5 para 1 letter i) of the Regulations) | 4 167 | 0 | 0 | 2 084 | 0 | 2 083 | 0 | 0 |
| Visibility of Cooperation Programme (Art. 6.5 para 1 letter j) of the Regulations) | 190 833 | 5 417 | 45 833 | 21 667 | 22 917 | 20 833 | 21 666 | 52 500 |

| | | | | | | | | |
|---|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Translation and interpretation (Art. 6.5 para 1 letter k) of the Regulations) | 11 125 | 625 | 2 917 | 1 417 | 1 375 | 1 042 | 1 042 | 2 707 |
| Additional equipment, incl. software (Art. 6.5 para 1 letter l) of the Regulations) | 41 667 | 4 167 | 25 000 | 12 500 | 0 | 0 | 0 | 0 |
| Public officials of national entities (Art. 6.5 para 1 letter m) of the Regulations) | 685 309 | 22 408 | 112 040 | 112 040 | 112 040 | 112 040 | 112 040 | 102 701 |
| SUPPORT MEASURE PREPARATION FUND | 350 000 | 140 150 | 209 850 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 1 500 000 | 186 151 | 424 073 | 166 391 | 158 932 | 206 515 | 187 764 | 170 174 |

Swiss-Czech Cooperation Programme

Annex B: procurement plan

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Indicative initial Procurement Plan

| TAF / SMPF | Contract Name | Foreseen procurement procedure | Launch of tender planned | Contract signature planned | Contract completion planned | Initially estimated value | | Comments |
|------------|--|---|--------------------------|----------------------------|-----------------------------|--|--------------------------------------|--|
| | | | quarter / year | quarter / year | quarter / year | CZK | CHF | |
| TAF | Evaluations in thematic areas and at the level of the Cooperation Programme | Services – Open tender below EU thresholds | 3Q 2026 | 4Q 2026 | 1Q 2029 | 2 000 000 with VAT / 1 653 000 without VAT | 83 333 with VAT / 68 875 without VAT | |
| TAF | Catering and related services | Services – Open tender below EU thresholds (Framework Contract) | 4Q 2026 | 1Q 2027 | 4Q 2030 | 2 240 000 with VAT / 2 000 000 without VAT | 93 333 with VAT / 83 333 without VAT | Framework Contract not only for SC II but also for other activities of the NCU (EEA and Norway Grants etc.) |
| SMPF | Assessment of state aid for "Programme Sustainable tourism end enhancing biodiversity" | Services – Small scale tender | 4Q 2023 | 1Q 2024 | 2Q 2024 | 750 000 with VAT / 620 000 without VAT | 31 250 with VAT / 25 833 without VAT | Tender below national thresholds according to the small scale tender procedures of the Ministry of Environment |