

Ms Małgorzata Wierzbicka
Ministry of Regional Development
Department for Aid Programmes and Technical Assistance
Wspolna Street 2/4
00-926 Warsaw
Poland

Brussels, 3 April 2009

Subject: Application PL0467 – Acquisition and Distribution of Information about Buildings in Zachodniopomorskie Region

Dear Ms Wierzbicka,

It is my pleasure to inform you that the Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs made a positive decision regarding grant application PL0467 – entitled “Acquisition and Distribution of Information about Buildings in Zachodniopomorskie Region” on 2 April 2009.

This correspondence constitutes a Grant Offer Letter as described in section 4.7 of the Rules and Procedures for the implementation of the EEA Financial Mechanism 2004-2009 and the Norwegian Financial Mechanism 2004-2009. This letter will form an integral part of the Grant Agreement as Annex I. The offer is subject to the provisions, limitations and conditions set out below.

General description of the Grant

- The Grant shall not exceed the amount of **€ 3,603,714**.
- The estimated eligible project cost is **€ 4,239,663**.
- The estimated total project cost is **€ 4,267,451**.
- The grant rate shall not exceed **85 percent** of the total, final eligible cost for the completed Project.
- First date of eligibility: **02 April 2009**, unless a different date or a method for determining such a date is indicated in this Grant Offer Letter.
- Estimated duration: **24 months**
- Last date of eligibility: **30 April 2011**
- Advance payment: **7 percent** of the grant
- Off-set mechanism: The whole advance is set off when 80% of the grant has been disbursed

Summary description of the Project

The purpose of the Project is to update, ensure on-line access to and electronic integration of land and property registers in the 18 counties in the Zachodniopomorskie region, with the overall objective of strengthening the public administration and improving public access to cadastral information in the Zachodniopomorskie region. Reference is made to the application, dated 27 October 2008 and all subsequent correspondence with the Focal Point.

The completed Project shall include the following activities and results:

- Execution of tender procedure and elaboration of the technical concept/methodology;
- Developing two pilot cases (based in one urban area and one rural area);
- Implementation of the land and property register (L&PR) upgraded design including development of geo-referenced web services;
- Training courses for employees;
- Developing a pilot case with on-line sharing of cadastral data with the use of the Zachodniopomorskie Spatial Information System (ZSIP);
- Management and publicity

The Project Promoter is the Special Purpose Association of Zachodniopomorskie Region Counties. Subject to national law, the Project shall be implemented in cooperation with the Central Land Surveying and Cartography Office and the Norwegian Mapping and Cadastre Authority.

The Focal Point shall ensure that the Project Promoter provides at least 15 percent of the total eligible Project cost.

Project specific conditions

The grant is awarded under the following general conditions specific for this project:

(a) The Focal Point shall ensure that the purchased equipment is kept in the ownership of the Project Promoter and used for the benefit of the Project overall objective by the Project Promoter, both during Project implementation and for at least 5 years after its purchase in the case of the IT (Information Technology) equipment, and for at least 5 years following the approval of the Project Completion Report in the case of all other equipment.

(b) The Focal Point shall ensure that the Project Promoter keeps the equipment purchased within the Project properly insured against losses such as fire, theft and other normally insurable incidents both during Project implementation and for at least 5 years after its purchase in the case of the IT equipment, and for at least 5 years following the approval of the Project Completion Report in the case of all other equipment.

The following conditions shall be fulfilled prior to the first disbursement:

Not Applicable

The following conditions shall be fulfilled before completion of the project:

Not Applicable

After the completion of the Project, the Focal Point shall comply with the following specific post completion obligations:

Not Applicable

The grant /grant rate applied for has been reduced on the following grounds:

Not Applicable

Other:

The Grant amount has been increased with 1 Euro due to rounding.

The Grant Offer is subject to any comments or observations made by the European Commission in relation to the screening process.

The Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs may retain up to 5% of the estimated eligible project cost until the Project Completion Report referred to in Article 3.5 of the Grant Agreement has been approved.

Information related to the implementation of the Project

The implementation of the Grant shall be subject to the Rules and Procedures for the implementation of the EEA Financial Mechanism 2004-2009 and the Norwegian Financial Mechanism 2004-2009, the Grant Agreement entered into between the parties, all Guidelines and Guides published by the Financial Mechanism Office, as well as the conditions set out above. Failure to comply with the rules and conditions will in the first instance lead to suspension of payments of the Grant.

The Focal Point as well as the applicant must accept this grant offer and the conditions made in it in writing no later than **four weeks** from the date of this letter. A completed, electronic version of the Project Implementation Plan must be sent to the FMO at the latest at the date of the sending of the letter with acceptance of this Grant Offer. The Grant Agreement shall be signed within three months from the date of this letter. By signing the Grant Agreement the Focal Point formally confirms its acceptance of the offer, including its conditions.

Payment claims can only be sent to the Financial Mechanism Office once the Grant Agreement has been signed and any pre-disbursement conditions have been met.

Payments from the EEA Financial Mechanism will be disbursed into IBAN bank account no / BIC code: PL14 1010 1010 6033 4415 1697 8000 / NBPLPLPW. Payment from the Norwegian Financial Mechanism will be disbursed into IBAN bank account no / BIC code: PL89 1010 1010 6033 6015 1697 8000 / NBPLPLPW. The holder of these bank accounts is Ministry of Finance of the Republic of Poland - Paying Authority Department.

The Task Manager for this Project at the Financial Mechanism Office is Jon-Gunnar Aasen (jaa@efta.int). The Financial Mechanism Office looks forward to working with you to bring about the rapid signature of the Grant Agreement.

Yours sincerely,



Stine Andresen
Director
Financial Mechanism Office

