

Ensuring Preparedness of the Slovak Public Health Insurance System to Apply the Acquis on Co-ordination of Social Security Schemes

TERMS OF REFERENCE

1. BACKGROUND

The main objective of this project is to set the ground for the future implementation of coordination EU Rules on Social Security within the territory of the Slovak Republic after its effective accession to the EU in May 2004. At this point, the most relevant "Acquis" to be implemented at that time are Council Regulations (EEC) 1408/71 and 574/72; Decisions and Recommendations of the EC Administrative Committee of the European Communities for Social Security of Migrant Workers.

With respect to cost re-funding of health care provided in Member States of European Union (EU), the health insurance companies in Slovakia will have to be developed in terms of their professional skills, human resources and technology. Only afterwards the health insurance companies will be capable to perform the tasks resulting from Council Regulation (EEC) 1408/71 from the day of the Slovak EU accession.

At present the General Health Insurance Company (GHIC), established under Act 273/1994 Coll. on Health Insurance Agency as a public institution administering health insurance is appointed in Annex 4 to Regulation (EEC) 574/72 to work as a liaison body for benefits in kind. GHIC does not have previous experience with application of the exportability principle and application of such a model of financial and information flow through clearinghouse yet.

Liaison body should perform this role after accession.

It means, in General Health Insurance Company a gradual development of human resources and technical equipment is very necessary. The General Health Insurance Company has developed its essential administrative structures for the co-ordination task, but their material and human resources need further development, especially in the area of improvement of the system of entering and storing data, development of a communication system for data and document's transfer with partner institution in the EU Member States.

The overall objective is to support an institution that is common in EU, working as a Liaison body. It should be prepared to implement European legislation in the area of health care in Slovak conditions. It will become an assistance base for other Slovak health insurance companies, so they will be capable to deal with their obligations following from "acquis communautaire".

OVERVIEW OF THE MAIN ACTIVITIES OF LIAISON BODY (LB)

- Cooperation with the individual health insurance companies

- Agreements with foreign liaison bodies (negotiation and creation of conditions for transferring documents for payment of incurred obligations and the means of payment thereof)
- Administrative provision of financial operations between the individual health insurance companies, LB and the liaison bodies abroad, including implementation of accounting
- Creation of joint methods of implementing international agreements, accumulation and distribution of information
- Cooperation with Ministry of Health of Slovak republic (MoH SR) in preparation of new international agreements and administrative provisions for these agreements
- Cooperation in dealing with disputes, including cooperation with the relevant state bodies
- Processing of records of data analyses and of numerical information
- Provision of printed matter for implementation of agreements
- Fulfilling of further tasks according to requests from health insurance companies in SR and state administrative bodies with substantive connection with the sphere of activities of LB

2. DESCRIPTION OF THE ASSIGNMENT

Beneficiary

The project will be carried out by the Ministry of Health of the Slovak Republic for the benefit of the General Health Insurance Company (Všeobecná zdravotná poisťovňa). At the level of the Ministry, Mrs. Eleonora Bránska, European Integration Department of the Ministry of Health, will be the supervisor of the project. According to the annexes of the Regulation 1408/71 (EEC), the Ministry of the Health is the competent office for the co-ordination of social security systems in the area of the health care.

GHIC will be the beneficiary of the results of the project. GHIC is a public institution created by the law to provide public health insurance. It is independent of the Ministry of the Health. The contact person at GHIC will be Mrs. Andrea Galikova.

Contact persons at the MoH SR:

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GLOBAL OBJECTIVES

Preparedness of the Slovak administration and insurance companies to participate in the Community system of social security systems co-ordination in the area of free movement of persons.

SPECIFIC OBJECTIVES

Preparedness of necessary human resources and work organization in Slovak Liaison body for direct implementation of Regulations (EEC) 1408/71 and 574/72 that will be capable to export health insurance benefits (*benefits in kind*) and make the refunding for benefits in kinds.

Requested services

Professional supervision of Liaison body during the process of implementation of the Regulations (EEC) 1408/71 and 574/72.

This activity includes, but is not limited by:

1. Training

- 15-days training of 8 responsible GHIC employees in selected liaison body in EU Member State.
- The objective of the training is to obtain and develop skills in accurate procedures of reimbursement payments for health care within the EU, in the area of processing of E-forms for health care, in the procedures and technologies of the work with E-forms and skills in the statistic procedures of declaration in the area of providing benefits in kind.

2. Ensuring the functioning of Liaison body according its tasks.

- Professional supervision during the project and realisation of the pilot project in the final phase – the Liaison body operational. The pilot project will be carried out during the whole 6.month of the project, or immediately after the date of Slovak accession the EU (1st May 2004).

3. Technical guidebook

- In close cooperation with Slovak experts (relevant employees of GHIC) preparation and issuing of specific technical guidebook – manual. The manual will contain all information about accurate procedures of using and processing the *E-forms* for health care including description of the procedures for the reimbursement of costs used within the EU. Manual will be also used by new employees of LB to understand and perform the E-forms processing faster.

Expected input from Member States:

Twinning light expertise is envisaged. The expert should be working as an adviser to beneficiary institution in the SR, on a daily basis, for a period of 6 months (132 working days) immediately after signing of the contract. Within this period the expert should organize 15-days training according to requirements. Another task of him/her will be preparation of the manual. Cost of the manual will be covered by the project's budget.

TOTAL

150 000 Euro

Commitment of the Recipient

The recipient (GHIC) and beneficiary (MoH) will actively cooperate with the expert by providing all relevant information. Recipient in the course of the Twinning Light will provide amenities as follows:

- office space for Twinning expert
- office equipment

The recipient will cover travel expenses of its employees during the 15-days training in foreign Liaison body in selected Member State.

Expected results

1. Relevant employees of GHIC fully informed and trained to be able to ensure all functions and activities of Liaison body in the conditions of Regulations (EEC) 1408/71 and 574/72 implementation and application in Slovakia.
2. Liaison body operational according to Acquis. The pilot project successfully realized
3. Technical guidebook issued.

3. EXPERT PROFILE

Twinning light expertise is envisaged – II. category

He/she should fulfil the following requirements:

- university diploma in relevant field
- at least 10 years of experience or equivalent combination of education and/or work experience in the field of implementation of the Regulations (EEC) 1408/71 and 574/72
- practice in work in an liaison body of the member state
- experiences in the EU projects in social security systems coordination
- experience in manual drafting
- excellent communication in English
- very good interpersonal and communication skills.

It is expected him/her to do:

- recommend and select appropriate office/liaison body in the EU Member country for training of selected GHIV employees
- organise and ensure the 15-days training
- conduct, help, professional advice and control during the initiative phase of the work of Slovak liaison body - pilot project
- prepare technical manual for further needs of Slovak liaison body employees

Working languages

Working language will be *English, Slovak*.

4. LOCATION AND DURATION

PROJECT STARTING DATE

*December 2003 (indicative)**

* The implementation of project's activities cannot start before the TL contract has been signed by all parties

Finishing date of the assignment

May 2004

Schedule and number of days for the assignment

Twinning light expert

December 2003 – May 2004

132 man/days

Training provided by twinning light

2nd half of January 2004

15 man/days

(schedule of training can be adjusted according to actual needs)

LOCATION OF ASSIGNMENT

Slovak Republic – Bratislava

5. REPORTING

Content, language, format and number of reports

The MS expert will have to submit the reports in English and Slovak, according to the standard Phare format, on the following information:

- general progress, activities, actions, agreements, meetings, etc.
- current state of implementation
- problems and their resolution
- recommendations
- requests

Following reports are to be submitted:

1. Interim Report (IR)

- an introductory report, submitted one month after signature of the contract
- reporting the foreseen activities related to the stated objectives, defining a timetable for each component and if appropriate and necessary, formulating recommendations for some changes

2. Final Report (FR)

- including analysis of the achievements resulting from the implementation of the project divided according to the activities, submitted not later than one month after the end of the project's activities.

The reports have to be submitted to:

- one hard copy and a version in electronic format in English and Slovak of **IR** and **FR** to:

Ministry of Health

Ms. Zuzana Škublova, Sector Aid Coordinator

Limbova 2

813 70 Bratislava

Slovak Republic

Ministry of Health

Mrs Eleonora Bránska

European Integration Department of the Ministry of Health

Limbova 2

837 52 Bratislava

Slovak Republic

- one hard copy in English and Slovak of **IR** and **FR** to:

The Office of the Government

Mr. Ivan Fecenko, Director

Department of Foreign Assistance

Štefánikova 2

810 00 Bratislava

Slovak Republic

- one hard copy in English of **IR** and **FR** to:

Delegation of the EC in the SR

Mr. Dieter Thiel, Head of Phare/Ispra Section

Panská 3

811 01 Bratislava

Slovak Republic

- one hard copy in English and Slovak of **IR** and **FR** to:

Ms. Silvia Czuczorová, Director

Central Finance and Contracting Unit

Ministry of Finance of SR

Radlinského 32

813 18 Bratislava

Slovak Republic

- one hard copy in English and Slovak of **IR** and **FR** to:

Mrs. Andrea Galikova

General health insurance company

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