

2009 ANNUAL PROGRAMME

MEMBER STATE:	Republic of Latvia
FUND:	External Border Fund
RESPONSIBLE AUTHORITY:	Ministry of the Interior, Čiekurkalna 1.līnija 1, k-2 Rīga, LV 1026
YEAR COVERED:	2009

1. GENERAL RULES FOR SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME

1.1. General principles for selection of projects

As a general principle, the projects can be selected and implemented in two methods:

- **Responsible Authority acting as awarding body.** In this case open call for proposals is being organized, where project applicants compete equally for application approval and financing assignment;
- **Responsible Authority acting as executing body.** In this case the amount of financing allocated to action and the Competent Authority for implementation of respective action is known beforehand. This information is determined by the management committee while developing planning documents of the fund. Within executing body implementation method Competent Authorities are responsible for preparation and submission of the project application to the Responsible Authority for evaluation and approval. Responsible Authority will approve and finance all of the project applications of Competent Authorities that correspond to evaluation criteria and will sign the agreement with Competent Authorities, which will be similar to grant agreement.

For evaluation of submitted project applications within both implementation methods – awarding body and executing body – will be applied similar evaluation procedure. Submitted project applications will be evaluated against predefined criteria by project applications' evaluation commission (established by Responsible Authority) within executing body implementation method. Within awarding body implementation method submitted project applications will be evaluated not only by project applications' evaluation commission, but also by the Management Committee of the Fund. Criteria for evaluation of the submitted project applications are approved by the respective regulations of Cabinet of Ministers of Latvia¹ and fully comply with the minimum selection criteria defined in the basic act.

1.2. Specific issues of the fund

Considering the fact that all actions of External Borders Fund (hereafter – Fund) can be implemented only by a limited number of state authorities who have *de jure* monopoly rights on implementation of these actions due to their specifics and connection to national security matters, all the actions will be implemented in executing body implementation method.

1.3. Timeline of selection and approval of projects

Regarding actions to be implemented under annual programme 2009 Responsible Authority will send out invitations to the Competent Authorities to submit project applications in the 2nd half of year 2009. Afterwards project evaluation will take place and it is foreseen that evaluation of the submitted projects will last approximately 3 months, and if project applications will correspond

¹ Regulations of the Cabinet of Ministers of the Republic of Latvia No 425 "Procedure for selection of projects and implementation of the technical assistance activity within External Borders Fund, European Return Fund and European Refugee Fund under General programme „Solidarity and Management of Migration Flows”, dated 21 June 2008

to evaluation criteria, projects will be approved and grant agreements (or similar agreements with Competent Authorities) will be signed.

1.4. Procurement issues

Competent Authorities will be responsible for implementation of approved project, including organization of procurement procedures and signing contracts with contractors according to national legislation and Article 11 of the implementing rules of the Fund. In national legislation concerning implementation of the Funds there are included requirements concerning procurements. Public bodies are obliged to comply with the rules of Public procurement law (entered into force on 1st of May 2006, with amendments on 8th February 2007), which states that the minimum threshold for carrying out public procurement procedure in Latvia is 10 000 lats (~ 14 228 euro). If the value of the planned contract is less than the abovementioned threshold, simplified procedure of public procurement has to be carried out having regard of basic requirements for public procurement principles (value for money principle, clearly defined criteria for the selection of the best offer, etc.).

2. CHANGES IN THE MANAGEMENT AND CONTROL SYSTEMS

N/A

3. ACTIONS TO BE SUPPORTED BY THE PROGRAMME UNDER THE PRIORITIES CHOSEN

3.1. *Actions for implementation of the priorities chosen by the Republic of Latvia*

PRIORITY 4: Support for the establishment of IT systems required for implementation of the Community legal instruments in the field of external borders and visas

Action 4.1. *“The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guard and Consular officials”*

Action 4.2. *“The integration of the national biometrics data processing system with the Integrated Information System of the Ministry of the Interior and SIS IP”*

PRIORITY 5: Support for effective and efficient application of relevant Community legal instruments in the field of external borders and visas, in particular the Schengen Borders Code and the European Code on Visas

Action 5.1. *“Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code and the Common Consular Instructions”*

Action 5.3. *“Elaboration of a handbook for usage of National VIS”*

Action 4.1. *“The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guard and Consular officials”*

1. Purpose and scope of the action

In order to ensure implementation of Priority 4, within the framework of annual programme 2008 implementation of action 4.1. was commenced by updating software of the National Visa Information System (N.VIS) in compliance with the final version of technical documentation (Interface Control Document v1.72), provided by European Commission, which describes data

exchange between N.VIS and Central Visa Information System (C.VIS). With the financing that was available within the framework of annual programme 2008 was not sufficient in order to ensure complete implementation of action 4.1. which foresees not only update of the software of N.VIS, but also update of N.VIS system equipment according to the requirements of the final version of technical documentation (Interface Control Document v1.72), and also elaboration of the Data Base of Invitations (DBI), as indicated in section 3.1.1. "*Purpose and scope of the action*" of the annual programme 2008.

According to information received from the European Commission regarding allocations to the Member States for the budgetary year 2009 for the External Borders Fund (EC letter dated on 16 July 2008, No B4(2008)D/11296), amount of financial means available to Latvia have been increased by 434 000 EUR (including Community contribution and Public allocation). After close analysis of current requirements in Latvia regarding migration and external border control, on 29th August within the Management Committee of the Fund decision was taken to use the respective financing for acquisition of equipment and licenses – fingerprint scanners and biometric data processing licenses – needed for aggregation and processing of biometrical data. By the end of year 2009 authorities involved in Schengen visa issuance – State Border Guard (SBG), Office of Citizenship and Migration Affairs (OCMA), Latvian diplomatic and consular representations abroad and Ministry of Foreign Affairs – will be under obligation to aggregate and verify fingerprints of persons to whom Schengen visa is issued and these authorities will also be responsible for including the aggregated biometrical data in N.VIS therefore supplementing effective functioning of C.VIS.

By taking in to consideration the fact that the usage of aforementioned equipment is closely linked to development of N.VIS, acquisition of fingerprint scanners and biometric data processing licenses for the needs of aforementioned authorities was delegated to OCMA within the Management Committee of the Fund.

Within the aforementioned Management Committee meeting also was taken decision on count of fingerprint scanners and biometric data processing licenses that can be acquired for the respective amount of financing as well as possible distribution of the acquired equipment and licenses among involved authorities. According to calculations which are based on approximate price of one fingerprint scanner and biometric data processing license for one work station, and amount of additional financing available within annual programme 2009, it is possible to acquire approximately 55 fingerprint (4 fingers) scanners and biometric data processing licenses.

According to the draft amendments to the Common Consular Instructions state that Member States shall collect biometric identifiers comprising the facial image and ten fingerprints from applicant in accordance with the safeguards laid down in the European Convention for the Protection of Human Rights and Fundamental Freedoms and in the United Nations Convention on the Rights of the Child. These amendments also state that regarding Schengen visa issuance biometric data are considered to be a photograph, scanned or taken at the time of submission of the visa application, as well as ten fingerprints taken flat and digitally captured.

Although it is planned to acquire approximately 55 fingerprint (4 fingers) scanners and biometric data processing licenses for the needs of authorities involved in Schengen visa issuance – State Border Guard (SBG), Office of Citizenship and Migration Affairs (OCMA), Latvian diplomatic and consular representations abroad and Ministry of Foreign Affairs – the acquired fingerprint (4 fingers) scanners will secure the possibility to aggregate 10 finger fingerprints from the Schengen visa applicants. By using the acquired 4 finger fingerprint scanners there will be taken and captured four fingers and a thumb fingerprints from both applicant hands. By acquiring 4 fingers fingerprint scanners and biometric data processing licenses it is possible to fulfill the requirements of the Common Consular Instructions (taking in to consideration also the draft amendments to Common Consular Instructions) regarding Schengen visa issuance and aggregation of the biometric data from the visa applicants.

Therefore for the needs of SBG 19 fingerprint scanners will be acquired, which according to current assessment will provide SBG with all of the needed equipment regarding verification and aggregation of fingerprints. For the needs of OCMA 7 fingerprint scanners will be acquired providing OCMA with all of the needed fingerprint scanners of this type (according to approximate calculations OCMA will still need 25 one finger fingerprint scanners).

As regards Ministry of Foreign affairs and Latvian diplomatic and consular representations abroad, there will be needed approximately 57 fingerprint (4 fingers) scanners and biometric data processing licenses in order to enable all of Latvian representations abroad to collect and process person's biometrical data. Within the Management Committee meeting decision was taken to provide Ministry of Foreign Affairs partly with the required equipment by acquiring 29 fingerprint scanners and licenses. According to provisions of VIS roll out it is foreseen that aggregation of person's fingerprints in diplomatic and consular representations abroad will take place gradually. Therefore acquisition of 29 fingerprint scanners would enable Ministry of Foreign Affairs to provide Latvian representations abroad with required equipment and licenses in the first regions according to provisions of VIS roll out. For acquisition of remaining fingerprint scanners and licenses Ministry of Foreign Affairs plans to use financing from the national budget.

According to national legislation, visa application can be submitted based on an Invitation and there are defined rules for processing of Invitations. Information about the Inviter, the Invited person and the visa request is registered in DBI in the process of registration of the Invitation. Necessary internal consultations are carried out regarding the invited person. After receiving a visa application in a consulate abroad, Invitation data are checked and processed in N.VIS. Processing of Invitations in DBI essentially facilitates and accelerates processing of Visas at the consulates abroad therefore enhancing to a great extent an efficient visa issuing process. DBI is broadly used for territory check activities by SBG and consulting activities about inviters by the Ministry of Foreign Affairs and the OCMA.

From the statistical information gathered from N.VIS it is evident that 75% from all visas issued by Latvia in year 2008 are issued based on Invitations.

DBI was established in year 2001 and works already 8 years. Taking into account evolution of IT, solutions which were advanced 8 years ago now are out-of-date. Data processing formats are different from data formats used by VIS, DBI does not have audit and users control functions determined by the safety requirements of personal data processing.

Therefore within the framework of annual programme 2009 the new DBI will be elaborated and approximately 55 fingerprint scanners and licenses will be acquired for the needs of SBG, OCMA and Latvian diplomatic and consular representations abroad and Ministry of Foreign Affairs.

2. Expected grant recipients

By taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authorities and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 4.1. is Office of Citizenship and Migration Affairs.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Office of Citizenship and Migration Affairs is competent in the Republic of Latvia to issue identification and travel documents, as well as residency permits and visas, to maintain the visa information system and to implement the state migration policy. The Office of Citizenship and Migration Affairs has already commenced development of the National Visa Information system

within the framework of the *Schengen Facility* programme by implementing project No.PMLP/2/9 “Development of Latvian National Visa Information System”. By taking into account the aforementioned, the Office of Citizenship and Migration Affairs can be considered to be as the only possible Competent Authority that can implement action 4.1.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “*Results for AP 2009*”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<ul style="list-style-type: none"> • Elaborated new Data Base of Invitations, as a part of the National Visa Information System; • Ensured access to the new Data Basis of Invitations for the employees of Office of Citizenship and Migration Affairs, State Border Guards and Ministry of Foreign Affairs (including diplomatic and consular representations abroad) at approximately 110 places (border control points, OCMA regional units, representations abroad, etc.); • Ensured acquisition of fingerprint scanners for the needs of authorities involved in Schengen visa issuance 	A new Data Base of Invitations has been elaborated which will be the sub-system of the National VIS	100 %	The process of issuing Schengen visas is improved	yes/no
	Number of acquired fingerprint scanners and licenses	55		

5. Visibility of EC funding

By implementing projects within the framework of the Fund, Competent Authorities responsible for implementation of the projects will be under obligation to provide information regarding use of Fund financing within the implementation of the project. Therefore Responsible Authority has drafted guidelines for publicity and visual identity measures, which include requirements for Competent Authorities on publicity and visual identity measures to be taken depending on specifics of the project. As the main examples of the visual identity and publicity measures to be applicable during implementation of the projects can be mentioned the following:

Information boards and commemorative plaques at the project implementation site – regarding the implementation of project related to the development of the infrastructure object whose total budget exceeds 100 000 EUR.

Labels on the acquired equipment – regarding the implementation of project related to the acquisition of any kind of equipment.

Posters in the training premises and Funds logo on the **training materials** – regarding the implementation of project related to organising trainings.

Information and communication material – publications (such as newsletters, booklets, brochures, handout materials produced for the organization of trainings), data basis and audiovisual materials the front page will have to contain the information about the use of Funds financing in the production of the respective materials.

Information events (such as conferences and seminars) – on the documents and hand out materials used in such information events, the reference on the use of the Funds financing and logo of the Fund will have to be clearly visible.

Websites – the information given on the internet regarding the implementation of the project under implementation of the Fund will have to contain the reference on the use of Funds financing and also the hyperlink to other European Commission websites concerning the implementation of the Fund will have to be included.

Press releases – information in national or local mass media on the implementation of the project under implementation of the Fund will have to contain the reference on the use of the Funds financing within implementation of the project.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the project will be attached as annex to the agreement concluded between the Responsible Authority and other Competent Authorities.

According to the requirements of Article 33 (2)(a) of the implementing rules the Responsible Authority will organize annual information activity with participation of the representatives of the media and all of the institutions involved in the implementation of the Fund with aim to give the information on the launch of multiannual programme, the actions set for receiving financing within the Fund, the amount of financing allocated for implementation of the actions; information on the annual programmes regarding the actions to be supported from within the framework of annual programme concerned and also the information on the achievements of the implementation of the previous annual programme. The expenditure related to the annual information activity will be covered from the financial means of the technical assistance.

Also the names of the Final beneficiaries of the Fund as well as the names of the Competent Authorities, names of the approved projects as well as the information on the Community funding and public funding allocated to implementation of the approved projects will be published in the official home page of the Responsible Authority (<http://www.iem.gov.lv>) on annual basis according to the requirements of Article 33 (2)(b) of the implementing rules.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

Action 4.1. envisages carrying out the necessary works for development of the National Visa Information System thus continuing the commenced development of the National Visa Information System which has been commenced by implementation of project No.PMLP/2/9 “*Development of Latvian National Visa Information System*” under implementation of *Schengen Facility* programme. Within implementation of the aforementioned project there was developed software and acquired and installed equipment needed for establishment of the National Visa information system, as well as there was developed training software for the end-users of the system (total costs 2 073 929, 84 EUR). System was developed according to the latest version the interface control document, describing the data exchange between N.VIS and C.VIS (Interface Control Document v1.5).

7. Financial information implementation of the action 4.1.

Financial means of approximately 784 000 EUR are required for implementation of action 4.1. within the framework of annual programme 2009. Disposition of these funds is envisaged for the following works:

- Elaboration of technical specifications for development of software for the Data Base of Invitations;
- Development of software for the Data Basis of Invitations;
- Acquisition of equipment for aggregation of biometrical data for authorities involved in Schengen visa issuance.

Action 4.2. *“The integration of the national biometrics data processing system with the Integrated Information System of the Ministry of the Interior and SIS IP”*

1. Purpose and scope of the action

In order to ensure implementation of Priority 4, implementation of action 4.2. will be commenced within the framework of annual programme 2009. By taking into account the scope of works to be performed within the framework of the aforementioned action, it is considered to be a multiannual action, in accordance with the European Commission decision regarding the implementation rules for the Fund. Aim of this action is to ensure that at border control points border crossing persons biometrical data are processed adequately and that biometrical data are properly checked in order to ensure that border control procedures on the EU external border are in line with the standards and requirements of EU. In order to achieve the aforementioned aim, it is planned to integrate the National Biometrics Data processing system with the Schengen Information System II (SIS II) and the Integrated Information System of the Ministry of Interior of the Republic of Latvia (IIS).

Creating such an integrated solution would allow ensuring possibility to search for information concerning person biometrical data in *on-line* mode, and at the same time to receive information from the National Biometrics Data processing system and SIS II. Therefore efficiency of border control procedures regarding checks of person identity at the EU external border in Latvia would improve. At the same time integration of the aforementioned systems would allow to add information on person biometrical data in SIS II from the IIS and National Biometrics Data processing system. Therefore supplementing functioning of SIS II by providing new persons biometrical data in the system that are accessible to the respective services responsible for migration control and EU external border control in other EU member states.

Initially it was planned that the development of National Biometrics Data processing system will be ensured by financing from the national budget of Latvia. But after evaluation of priorities for distribution of financial means of the national budget, it became evident that it will be impossible to allocate necessary financing from the national budget for the development of the aforementioned system. Therefore the creation of National Biometrics Data processing system is taking place within implementation of European Regional Development Fund (ERDF), wherein for the development of the system there have been allocated 4 995 845 EUR under operational programme *“Infrastructure and Services”* priority 2 measure 2.2. *“ICT infrastructure and Services”*. According to the provisions, development of National Biometrics Data processing system will be completed within 21 months. Therefore in the fourth quarter of year 2010 system itself for adequate biometrics data processing will be developed. But in order to ensure effective use and functioning of the National Biometrics Data processing system it will be necessary to integrate it with SIS II and IIS.

Integration of the aforementioned systems is a complex of measures to be implemented including elaboration of software, development of local area networks, creation of technical infrastructure and performing testing of the integrated solution. Therefore it is foreseen that implementation of the action will be performed within the framework of annual programmes 2009 and 2010. Accordingly within implementation of annual programme 2009 there will be carried out elaboration of software needed for integration of National Biometrics Data processing system with SIS II and IIS, as well as respective local area networks will be developed.

2. Expected grant recipients

By taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authorities and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 4.2. is Information Centre of the Ministry of Interior of Republic of Latvia.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

According to the law on Biometrical Data Processing system (accepted by the Parliament of the Republic of Latvia on 28.06.2007.) elaboration and support of the National Biometrics Data Processing system is under jurisdiction of the Information Centre of the Ministry of Interior of the Republic of Latvia. According to the law Information Centre of the Ministry of Interior of the Republic of Latvia is responsible for development and maintenance of the Schengen Information System. By taking into account the aforementioned as well as accessibility of the information and system infrastructure, Information Centre of the Ministry of Interior of the Republic of Latvia can be considered to be as the only possible Competent Authority that can implement action 4.2.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “Results for AP 2009”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<ul style="list-style-type: none"> • Elaborated software for ensuring integration of National Biometrics Data processing system with SIS II and IIS; • To develop local area networks needed for integration of National Biometrics Data processing system with SIS II and IIS 	Necessary software of the National Biometrics data processing system has been elaborated	Indicator is applicable partly. Complete application of the indicator will be possible after complete elaboration of the software within AP 2010	The effectiveness of the SIS II and IIS operation is improved	yes/no
	Technical infrastructure has been provided and the effectiveness of the local area networks have been improved	Indicator is applicable partly. Complete application of the indicator will be possible after providing technical infrastructure within AP 2010		

5. Visibility of EC funding

Please see page 4 and 5 of the document.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

Action 4.2. envisages integration of the national biometrics data processing system with the Integrated Information system of the Ministry of Interior of the Republic of Latvia and Schengen Information System II thus supplementing further development of the National Biometrics Data Processing System which has been commenced by implementation of project “Development of Biometrics Data Processing System” under implementation of European Regional Development Fund (ERDF), wherein for development of the system for the programming year 2008 there have been allocated 4 995 845 EUR under operational programme “Infrastructure and Services” priority 2 measure 2.2. “ICT infrastructure and Services”. Within implementation of the

aforementioned project there will be developed National Biometrics Data Processing System, including elaboration of the technical project and implementation of the system.

7. Financial information for implementation of the action 4.2.

Financial means of approximately 1 475 000 EUR are required for implementation of action 4.2. within the framework of annual programme 2009. Disposition of these funds is envisaged for the following works:

- Research of software requirements;
- Software designing;
- Development of the software;
- Development of local area networks needed for integration of National Biometrics Data processing system with SIS II and IIS.

Action 5.1. *“Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code and the Common Consular Instructions”*

1. Purpose and scope of the action

In order to ensure implementation of Priority 5, within the framework of annual programme 2008 implementation of the action 5.1. was commenced, by organizing the 1st round of the regional trainings for the consular officials, as indicated in section 3.1.1. *“Purpose and scope of the action”* of the annual programme for the year 2008. Trainings were organized in two flows – consular official’s trainings in the CIS region (Baku, Azerbaijan) and in other regions of the world (Budapest, Hungary). By taking into consideration high level of staff rotation among Latvian diplomatic and consular representations abroad, with trained officials within the 1st round of the trainings will not be sufficient. Therefore it is planned to organize such trainings within framework of every annual programme starting from annual programme 2008.

In comparison with implementation of action within the framework of annual programme 2008, there will be made formal adjustments in consular official’s trainings within annual programme 2009. Taking in to consideration the status of Latvia as Schengen member state, consular official’s trainings will not be organized as trainings in CIS region and other regions of the world. By beginning with annual programme 2009 consular official’s trainings will be organized according to the following division of flows – consular official’s trainings in Schengen region and trainings in non – Schengen region. These changes will be formal and will not bring any impact to the content of trainings. Therefore main topics of the trainings will remain the same as for annual programme 2008:

- Latest amendments in legal basis regarding processing of visa applications and visa issuing and effective application of the provisions of legal basis regarding visa issuing;
- Effective use of different information systems concerning visa issuing;
- Practical aspects for application of the provisions of legal basis and information systems regarding visa issuing – during particular phase of training participants are trained in praxis on visa issuing in respective region.

Additionally it is foreseen to invite to the consular trainings also guest lecturers from other Schengen member states in order to supplement creation of a unified approach to application of provisions of Community law regarding issuing of Schengen visas.

Therefore within the framework of annual programme 2009 the commenced regional trainings for the consular officials will be continued by implementing the 2nd round of trainings for the consular officials and by training approximately 23 consular officials in the Schengen region and approximately 32 consular officials in non – Schengen region.

2. Expected grant recipients

By taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authority and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 5.1. is Ministry of the Foreign Affairs.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Ministry of Foreign Affairs of the Republic of Latvia is competent to issue Schengen visas, and it is ensured by the network of diplomatic and consular missions of Latvia, as well as to ensure the co-ordination function among such diplomatic and consular missions. By taking into account the specifics of the action set for the acquiring of co-financing of the Fund and its direct relation to operation of diplomatic and consular missions, the Ministry of the Foreign Affairs of the Republic of Latvia can be considered to be as the only possible Competent Authority that can implement action 5.1.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column "Results for AP 2009"), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as "yes/no".

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
• During the 2 nd round of regional training of consular officials trained approximately 40 consular officials in Schengen region and approximately 35 consular officials in non – Schengen region	Number of the organised training courses	2	The common approach to the implementation of the legislation of the European Community on visa issue procedure is ensured	yes/no
	Number of the trained consular officials	55	The comprehensive use of the Visa Information System in the Diplomatic and Consular Representations is guaranteed	yes/no

5. Visibility of EC funding

Please see page 4 and 5 of the document.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

Action 5.1. envisages continuation of training for consular officials which has been commenced by implementation of project No.ĀM/5/5 "Consular officials at the embassies and consulates of the Republic of Latvia have all the necessary qualification for issuance of Schengen visas" under implementation of Schengen Facility programme. Within implementation of the aforementioned project there were two sessions of regional trainings for consular officials held (total costs 173 537, 91 EUR):

- in 2005 there were 13 consular officials trained in the CIS region (St. Petersburg (the Russian Federation)) and 23 consular officials in the EU region (Athens (Greece));
- in 2006 there were 29 consular officials trained in the CIS region (Tashkent (Uzbekistan)) and 24 consular officials in the EU region (Lisbon (Portugal))

7. Financial information

Financial means of approximately 165 000 EUR are required for implementation of action 5.1. within the framework of annual programme 2009. These costs comprise of the following:

- travel expenses of participants of training;
- accommodation expenses of participants of training;
- involvement of a foreign expert;
- preparation of training aids.

Action 5.3. "Elaboration of a handbook for usage of National VIS"

1. Purpose and scope of the action

In order to ensure implementation of Priority 5, the implementation of action 5.3. will be commenced within the framework of annual programme 2009. Complete implementation of action 5.3. is feasible within the framework of annual programme 2009. Aim of this action is to improve the mechanism of visa issuance and to ensure a unified approach in application of provisions of Community legislation regarding visa issuance, by elaboration of a handbook for usage of National VIS in electronic form and by granting access to the handbook in *on-line* mode.

Taking into consideration status of Latvia as an EU member state and since the end of year 2007 also a member state of Schengen, it is crucial for Latvia to successfully integrate in common area of freedom and security in EU. In order to reach the aforementioned target one of the main tasks to be done is to improve control over the migration processes at EU external border, by ensuring common application of provisions of Community law regarding migration control, therefore ensuring free movement of persons and fair attitude to all migrants.

In the course of 2010 it is planned to start working with C.VIS. To ensure data exchange with C.VIS it is necessary to implement new functionalities and change the existing functionality of N.VIS. Since the end users of N.VIS are located all over the territory of Latvia, on the external borders and consular offices all around the world, the number of end users is high and there is labor turnover – full time training of all end users of N.VIS is complicated. Elaboration of such a handbook will ensure access to auxiliary materials for current and prospective end users and supplement effective and proper use of N.VIS.

Till now there hasn't been elaborated such kind of handbook and work with N.VIS for its end users has been inconvenient. Handbook for usage of N.VIS will help to increase work efficiency and administrative capacity

Currently in Latvia a N.VIS is being used, and for ensuring an effective use of the aforementioned system safe and up-to-date data transmission network between the central system servers and all of the border control points at the EU external border and Latvian diplomatic and consular representations abroad has been created. Therefore the same data transmission network will be used also for ensuring effective use of handbook on the best visa issue practice.

2. Expected grant recipients

By taking into account the specifics of the action it will be implemented by Responsible Authority acting as an executing body, implementing projects in cooperation with other Competent Authorities and by concluding agreement with Competent Authority, which will be similar to grant agreement. The only authority that can be referred to be as the only possible Competent Authority that can implement action 5.3. is Office of Citizenship and Migration Affairs.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Office of Citizenship and Migration Affairs is competent in the Republic of Latvia to issue identification and travel documents, as well as residency permits and visas, to develop and maintain the National Visa Information System and to implement the state migration policy. Taking into consideration the fact that access to elaborated handbook on visa issuance best practice will be granted to all of the border control points, diplomatic and consular representations abroad as well as all of the regional units of the Office of Citizenship and Migration Affairs by using the same data transmission network which is used for National Visa Information System, Office of Citizenship and Migration Affairs can be considered to be as the only possible Competent Authority that can implement action 5.3.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the action under annual programme 2009 is presented in the table below (see column “Results for AP 2009”), as well as information on indicators to be used for measuring progress within annual programme 2009 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2009. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2009 is presented as “yes/no”.

Results for AP 2009	Indicators			
	Output		Outcomes	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<ul style="list-style-type: none"> • Elaborated Handbook for usage of National VIS; • Granted access to the elaborated Handbook for usage of National VIS in on-line mode for all of the Latvian representations abroad (currently 45), OCMA regional units (currently 32) and all of the border control points (currently 29) 	Handbook for usage of National VIS has been compiled, which is available in the <i>on line</i> mode in the electronic form for all of the Office of Citizenship and Migration Affairs regional units (currently 32), all of the border control points (currently 29) and all of the Latvian representations abroad (currently 45)	100 %	The common approach to the implementation of the legislation of the European Community on visa issue procedure is ensured	yes/no

5. Visibility of EC funding

Please see page 4 and 5 of the document.

6. Complementarity with similar actions financed by other EC instruments, if appropriate

So far for elaboration of such a handbook in Latvia there have not been any investments made neither from the financial means of the national budget, nor from any other EU financial instrument.

7. Financial information

Financial means of approximately 70 000 EUR are required for implementation of action 5.3. within the framework of annual programme 2009. These costs comprise of the following:

- Development of a technical specifications of the on-line Handbook for usage of National VIS;
- Programming and implementation of the on-line Handbook for usage of National VIS.

4. TECHNICAL ASSISTANCE

4.1. Purpose of the technical assistance

In order to strengthen the administrative capacity of the institutions involved in management, control and supervision of the implementation of the fund (responsible authority, certifying authority and audit authority), as well as to ensure qualitative and adequate fulfillment of their tasks, possible areas of application of the technical assistance financing are as follows:

Responsible authority:

- Salaries of employees involved in ensuring of fulfillment of functions of the Responsible Authority (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund) and expenses of business trips related to implementation of the Fund;
- Improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Responsible Authority by organizing training courses;
- Ensuring the realization of *on-the-spot* checks;
- Expert fees of experts forming project applications evaluation commission;
- Translation of documents related to the implementation of the External Border Fund;
- Ensuring of the organization of the annual information activity.

Certifying authority:

- Salaries of employees involved in ensuring of fulfillment of functions of the Certifying Authority and expenses of business trips related to implementation of the Fund (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund);

Audit authority:

- Drawing up of part C of an annual audit report to the European Commission about the annual programme – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned by the use of outsourcing. For achievement of this objective, procurement procedure is planned in accordance with national legislation;
- Expenses of business trips that are related to implementation of the Fund (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related to implementation of the Fund);
- Improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Audit Authority by organizing training courses.

Precise division of the technical assistance financing among the institutions involved in management, control and supervision of the implementation of the fund, as well as precise areas of application of this financing will be determined in agreement concluded between responsible authority and the recipient of the technical assistance financing.

4.2. Expected quantified results

Responsible authority:

- For fulfillment of the functions of the Responsible Authority, currently it is planned to involve approximately 9 employees, which will be employed with tasks concerning implementation of the 3 funds which are under management of one Responsible Authority (Ministry of Interior);
- Realized at least one *on-the-spot* check at the site of the implementation of every project under implementation of the annual programme 2009;

- Ensured evaluation of the project applications submitted within the framework of annual programme 2009;
- Held annual information activity according to the requirements of Article 33 (2)(a) of the implementing rules;
- Ensured improvement of professional qualification of employees involved in ensuring of fulfillment of functions of the Responsible Authority by organizing training courses
- Ensured elaboration of the documentation related to the implementation of the Fund and ensured adequate translation of the documentation to English.

Certifying authority:

- For fulfillment of the functions of the Certifying Authority, currently it is planned to involve approximately 4 employees, which will be employed with tasks concerning implementation of all 4 funds;
- Ensured certification of the expenditure and submission of the declaration of the certified expenditure to the European Commission.

Audit authority:

- For fulfillment of the functions of the Audit Authority, currently it is planned to involve approximately 12 employees, which will be employed with tasks concerning implementation of all 4 funds;
- Ensured drawing up of part C of an annual audit report to the European Commission about the annual programme 2009 – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned, by the use of outsourcing, after carrying out the appropriate procurement procedure according to the requirements of the national legislation.

Considering the fact that in Latvia there are common authorities responsible for management, control and supervision of the implementation of several funds, expenditure of technical assistance actions will be directed to a particular fund, basing upon the proportion of financing amount available within funds.

4.3. *Visibility of EC funding*

By implementing technical assistance projects within the framework of the Fund the authorities involved in management, control and supervision of the implementation of the Fund that will be receiving the technical assistance funding, will be under obligation to provide information regarding use of Fund financing within the implementation of project. Therefore Responsible Authority has drafted guidelines for publicity and visual identity measures, which will include requirements on publicity and visual identity measures to be taken. The nature of guidelines is similar to those described in section 3.1.5. (*Visibility of EC funding*) of this document.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the technical assistance project will be attached as annex to the agreement concluded between Responsible Authority and the recipient of the technical assistance financing.

5. DRAFT FINANCING PLAN

Annual Programme - Draft Financial Plan

Table 1 - Overview table

Member State: [Republic of Latvia]

Annual programme concerned: [2009]

Fund: [External Borders Fund]

(all figures in euro)	Ref. priority	Ref. specific priority (1)	Community Contribution (a)	Public Allocation (b)	Private Allocation (c)	TOTAL (d= a+b+c)	% EC (e=a/d)	Share of total (f=d/total d)
Activity 4.1. The development of the National VIS, providing its compliance with the final version of the technical documentation provided by the EC and the provision of the necessary training courses for the personnel of the State Border Guards and Consular officials	Priority 4	N/A	588.260	196.040	0	784.300	75,00%	29,41%
Activity 4.2. The integration of the National Biometrics Data Processing System with the Integrated Information System of the Ministry of the Interior and SIS II	Priority 4	N/A	1.105.740	368.580	0	1.474.320	75,00%	55,29%
Activity 5.1. Providing the regional training for the consular officials about the policy of issuing the unified EU visas, in accordance with the requirements of the European Visa Code and the Common Consular Instructions	Priority 5	N/A	123.750	41.250	0	165.000	75,00%	6,19%
Activity 5.3. Elaboration of a handbook for usage of National VIS	Priority 5	N/A	52.500	17.500	0	70.000	75,00%	2,63%
Technical assistance	N/A	N/A	173.010	0	0	173.010	100,00%	6,49%
TOTAL	N/A	N/A	2.043.260	623.370	0	2.666.630	76,62%	100,00%

Head of Responsible Authority
State Secretary of the Ministry of Interior



I. Pētersone

Latvijas Republikas Iekšlietu ministrijas
Finanšu vadības departamenta
direktors

Arturs Bērziņš

21.09.09.

A.Šon/A.Šarņeva
18.08.2009.

Iekšlietu ministrijas
Eiropas lietu un starptautiskās
sadarbības departamenta
direktore Tija Kūmmane

Tija Kūmmane
20.09.2009

I. Čodars
20.08.2009

