

ANNEX

2008 ANNUAL PROGRAMME

MEMBER STATE:	Republic of Latvia
FUND:	European Refugee Fund
RESPONSIBLE AUTHORITY:	Ministry of the Interior, Čiekurkalna 1 st line 1, k - 2, Riga, LV 1026
YEAR COVERED:	2008

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) and by the Management Committee of the Fund. Projects' evaluation will be performed within three stages – administrative criteria, quality criteria and specificity criteria. These criteria are approved by the respective rules of Cabinet of Ministers of Latvia and fully comply with the minimum selection criteria defined in the basic act.

1.2. Specific issues of the fund

Considering fact that 4 actions of 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. These actions will be implemented in executing body method. The rest of actions will be implemented in awarding body method.

1.3. Timeline of selection and approval of projects

Within the actions to be implemented in executing body method Delegated Authority has sent out invitations to the Competent Authorities to submit the project applications in July 2008, Project applications have been received in August 2008. Project evaluation process will take place approximately 3 months. It is anticipated that projects will be approved and grant agreements (or similar agreements with Competent Authorities) will be signed by December 2008.

Within the actions to be implemented in awarding body method Delegated Authority has announced open call for proposals in July 2008, project applications should be submitted in September 2008. Project evaluation process will take place approximately 6 months. It is anticipated that projects will be approved and grant agreements will be signed by December 2008, provided that by this time annual programme will be approved by Commission.

1.4. Procurement issues

Final Beneficiaries (Competent Authorities) will be responsible for the implementation of the approved project, including organisation of procurement procedures and signing contracts with companies. Information on procurement procedures within implementation of the projects will be indicated in the Project Fiches. Responsible Authority during the evaluation of Projects Fiche will satisfy whether appropriate procurement procedure is applied and will also check the compatibility of the time limits needed for carrying out the particular procurement procedures with the rules of the eligibility period.

In the national rules concerning the implementation of the Funds there is included requirements concerning the procurements. Public bodies are obliged to comply with the rules of Public procurement law, which states that there should be published an announcement on the procurement that exceeds 1000 lats (~ 1420 euros). All other final beneficiaries are obliged to comply with the special Regulation of Cabinet of Ministers on the procurement procedures within the projects financed by EU¹. In all the grant agreements and agreements with Competent Authorities there will be included the requirement to ensure transparency and to respect the principle of value of money as well as to avoid any interest of conflict in the process of procurement. In case of NGO's, private companies and international organisations the requirement will be included in the grant agreement to obtain at least 3 price offers.

In any case the requirements of Article 11 of the implementing rules of the Fund will be fully respected.

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 No.1. Implementation of the principles and measures set out the Community acquis in the field of asylum, including those related to integration objectives.

Action 1.2. - improvement of the reception conditions and capacity, as well as provision of place and equipment for recreation of asylum seekers, refugees and persons granted alternative status

Action 1.3. - improvement of the access to the education system and the acquirement of the professional skills for asylum seekers, refugees and persons granted alternative status;

Action 1.4. - expansion of the opportunities to receive social and material aid, e.g. by involving NGOs;

Action 1.5. - measures facilitating integration of asylum seekers, refugees and persons granted alternative status;

¹ Regulations of Cabinet of Ministers dated 5 July 2008 No. 65 "Regulations on procurement procedure and appliance of it within the project being financed by contracting entity"

Priority No.2. Development of reference tools and evaluation methodology to assess and improve the quality of the procedures for examination of claims for international protection applications and to underpin administrative structures in an effort to respond to the challenges brought forward by enhanced practical cooperation with other Member States.

Action 2.1. - training of employees of the institutions involved in asylum procedures (seminars, experience exchange visits, consultations, foreign languages training [in Latvia and/or foreign countries]);

Action 2.2. - development of research, evaluations and pilot projects and development of guidelines, guidebooks and instructions, in order to improve the quality of asylum procedures and to provide collaboration between institutions.

3.1.1. Purpose and scope of the actions

In order to ensure implementation of **Priority No. 1**, 4 actions will be carried out. The aim of **Action 1.2.** is to achieve an optimal distribution of reception functions between state and non-government institutions, and to provide appropriate reception conditions to asylum seekers. Within the framework of this action, the economic efficiency of asylum seekers reception centre "Mucenieki" will be evaluated, an action plan will be elaborated for necessary improvement works, as well as the most efficient functionality model of the said centre economically. Division of the existing reception functions must be evaluated among governmental and non-governmental institutions and proposals must be developed for optimization of reception functions. By implementing the above-mentioned action, work will be continued for establishing a healthcare service system and a translation service system as elements of the functionality model, the establishing of which commenced in European Refugee Fund II project "Improvement of service provision capacities to asylum seekers, refugees and persons granted alternative status", within the framework of the 2007 annual programme. In addition to the mentioned above, improvements will be made to the Refugee Sub-system of the Integrated Migration Information System where one will be able to maintain data about progress of the case of an asylum seeker and actions made in relation to such an individual. Action 1.2. is a multi-annual action and it will be continued during next annual programmes of the Fund, within which the conditions of asylum seekers reception centre "Mucenieki" will be improved based on analysis of requirements performed within the 2008 annual programme.

The aim of **Action 1.3.** is to provide clear and perceivable availability of education to asylum seekers, refugees and persons granted alternative status, as well as ensure improvement of skills and abilities of said persons, in order to promote their integration into the labour market in Latvia or his/her country of origin.

Meanwhile, the aim of **Action 1.4.** is to ensure rendering of assistance to asylum seekers, refugees and persons granted alternative status in the resolution of social issues, including facilitating availability of medical help and providing accommodation, etc.

Action 1.5. is divided into two sub actions, where **Action 1.5.1** is to ensure the availability of required information to asylum seekers, refugees and persons granted alternative status. Within its framework, The Secretariat of the Special Assignment Minister for Social Integration (SSAMSI) will create an Integration Centre for asylum seekers, refugees and persons granted alternative status, which will work to provide the said groups with information to help them integrate into Latvian society and to ensure their access to integration measures. **Action 1.5.1** includes the following activities: **Maintenance of operation of an integration post**, the objective of which is provision of necessary support and information services to the target group, public administration institutions, as well as general public. **Homepage maintenance:** objective is to inform the target group, state administration institutions, as well as general public about the current events in the matters of refugees, inform the target group about its urgent matters in three languages: Latvian, Russian and English. **Elaboration of an informative brochure** about operation of the Post, for

distribution to the target audience, state administration institutions, minority NGO's. **Research of the EU Member State practice in refugee integration:** 2 internship and experience gaining visits to EU Member States. **Organizing of interactive seminars for Latvian pupils:** 10 interactive seminars will be organized for youngsters of Latvia in various regions of Latvia, for the purpose of increasing generally available information about refugees in Latvia, as well as reducing any possible threat of intolerance towards refugees in the future. **Action 1.5.2.** is the *organisation of integration measures of asylum seekers, refugees and persons granted alternative status*. It will include announcement of an opened call for proposals for carrying out activities, with the aim to develop a concept on the integration of refugees and persons granted alternative status into Latvian society, which would serve as a basis for development of a national integration programme. In addition, support would also be provided for the organisation of integration events aimed at involvement of asylum seekers in activities of respective ethnic communities, informing society and the enhancement of institutions and organisations employees connected with the said groups in understanding asylum and refugee issues.

Implementation of **Priority No. 2** within the 2008 programme will include 2 actions, which are further divided into sub actions.

Action 2.1 is divided into 2 sub actions, where the aim of **Action 2.1.1** – *training of employees due to changes in asylum procedures in Latvia* – is to ensure the improvement of qualification of employees of the Office of Citizenship and Migration Affairs (OCMA), the State Border Guard and the Ministry of Justice, in respect to the implementation of the new asylum law and use of the created law manual in practice. The Asylum Law is due to come into effect in 2009. The new Law on Asylum, which transposes the 1st stage Directives of the European Common Asylum System to full extent, introduces a range of innovations to the system of asylum of Latvia, therefore it is planned to train judges of administrative district courts about the asylum procedure, as well as employees of state administration institutions involved in the asylum procedure about the procedure for application of the new Law on Asylum. Within the framework of **Action 2.1.1**, comments will be also elaborated for the new Law on Asylum that will be provide advice to persons applying the Law and that will give necessary reference and will serve as auxiliary material after the project closure. It is a long-term action and will be continued during the 2009 programme.

Action 2.1.2. – *Improvement of employee qualification by training* – will include organisation of an opened call for proposals with the aim to improve the quality of international protection application consideration procedures.

Action 2.2. will consist of 2 sub actions, where the aim of **Action 2.2.1.** – *development of guidelines of implementing documents regulating asylum matters, and development and approbation of situation model* – is to ensure a unified approach to implementation of the new Asylum Law and to ensure the ability of institutions to resolve different asylum matters. Within the framework of **Action 2.2.1**, it is planned to elaborate the **Manual of Procedures and Decision Templates** for use by employees of the Office of Citizenship and Migration Affairs because various decisions are made during reviewing of a case of asylum, which pertain to matters of the procedure and the essence of the matter (e.g., decision on granting refugee or alternative status, or rejection of the same, decision on granting allowance, issue of residence permits, etc). In order to facilitate reviewing of a case of asylum, as well as to ensure that persons granted international protection status in Latvia would receive, as soon as possible, their due allowances/identity documents etc., typical decision templates must be elaborated. Such typical decisions will give an opportunity to save time considerable and will ensure making uniform decisions in cases when necessary. Elaborated manual also will serve as auxiliary material for new and existing employees of the Refugee Affairs Department (henceforth – the RAD). The manual will include information about actions to be taken by employees of the RAD starting from receipt of an asylum application and establishing a file up to actions regarding an individual granted refugee or alternative status (issue of identity document, residence permit, payment of allowance, etc.). The manual will give an

opportunity to new employees to understand the specific features of asylum matters in fast manner, and to existing employees of the RAD to increase their work efficiency and create uniform practice in all asylum cases.

Within the framework of this action, the content part of **asylum interview** will be **revised and improved**. Questionnaire, which is currently being used in interviewing an asylum seeker, was developed in 1998 when the first law in the area of asylum was adopted and individual's rights to submit an asylum application were secured. Currently, the asylum procedure in Latvia is valid for 10 years already and experience has been gained which would ensure more efficient interview of an asylum seeker, i.e., reduce time needed for interview and obtaining quality result.

Action 2.2.2. – *research, assessment and quality improvement of asylum procedures* - will include organisation of an opened call for proposals, which will support activities aimed at the improvement of the national asylum system, strengthening of national decision-making in respect to implementation of the *acquis* and improvement of the effectiveness of institutional cooperation.

In order to achieve the objectives of the actions set in the 2008 Annual Programme, it is planned to ensure the following actions:

<p><u>Action 1.2.</u></p>	<ul style="list-style-type: none"> • evaluate the economic efficiency of asylum seekers reception centre “Mucenieki”, elaborate an action plan for necessary improvement works, as well as the most efficient functionality model of the said centre economically, by including opportunities to receive medical aid and translation services; • evaluate the existing division of reception functions among governmental and non-governmental institutions and develop proposals for optimization of reception functions. • make improvements to the Refugee Sub-system of the Integrated Migration Information System, by ensuring an opportunity to maintain data about progress of the case of an asylum seeker and actions made in relation to such an individual.
<p><u>Action 1.3.</u></p>	<ul style="list-style-type: none"> • to improve the education system by increasing its availability; • to provide more opportunities for asylum seekers, refugees and persons granted alternative status to improve their professional skills (training, programmes, etc.), which will enable the person to use them both in the case the person is granted international protection status or is returned to his/her country of origin, and which will also promote the integration of persons granted status in society and the labour market;
<p><u>Action 1.4.</u></p>	<ul style="list-style-type: none"> • to improve the medical assistance system, including availability of medical assistance in asylum seekers reception centre “Mucenieki” (e.g., providing insurance policies to asylum seekers or similar solution, etc.), paying special attention to treatment of asylum seekers with special needs (those having been subjected to torture, rape or other serious violence); • to carry out measures to supply refugees and persons granted alternative status with accommodation, by involving Latvian municipalities and NGOs; • to carry out measures in order to provide help in the resolution of social matters (including services of a social worker and/or psychologist) and to provide legal assistance;

<p><u>Action 1.5.1.</u></p>	<ul style="list-style-type: none"> • to ensure operation of the Integration Centre for asylum seekers, refugees and persons granted alternative status • maintain Internet homepage; • develop an information brochure; • make research of the EU Member States practice in refugee integration; • organize interactive seminars for Latvian pupils.
<p><u>Action 1.5.2.</u></p>	<ul style="list-style-type: none"> • to develop a concept for the integration of refugees and persons granted alternative status in Latvia and proposals for amendments in national law for its implementation; • to organise participation of refugees and persons granted alternative status in activities of respective ethnic communities in Latvia; • to organise public information events and to prepare informative materials; • to organise training of employees of institutions and organisations connected with refugees and persons granted alternative status;
<p><u>Action 2.1.1.</u></p>	<ul style="list-style-type: none"> • train employees of the Office of Citizenship and Migration Affairs, the State Border Guard and the Ministry of Justice, by specially focusing on matters related to application of the new Law on Asylum. • develop comments to the new Law on Asylum.
<p><u>Action 2.1.2.</u></p>	<ul style="list-style-type: none"> • to carry out activities that will ensure improvement of the qualification of persons involved in asylum procedures, in order to improve the quality of international protection application consideration (e.g., training, education programmes, etc.);
<p><u>Action 2.2.1.</u></p>	<ul style="list-style-type: none"> • to prepare a manual on implementation of the new Asylum Law, which will provide exact solutions to exact problems; approbation of some situations in accordance with the created manual will be carried out within the framework of Action 2.1.1.; • update the questionnaire for interviewing asylum seekers.
<p><u>Action 2.2.2.</u></p>	<ul style="list-style-type: none"> • to carry out activities that will ensure performance of different research/assessments, as well as the development of manuals, handbooks/guidelines and methodology, implementation of data base and organisation of pilot-projects, etc., with the aim to improve the national asylum system, strengthen national decision-making in respect to implementation of the <i>acquis</i> and to improve the effectiveness of institutional cooperation;

3.1.2. Expected grant recipients

Taking into account the specifics of activities nominated for fund co-financing in the 2008 programme, the only possible final beneficiaries are the following institutions:

<p><u>Action 1.2.</u></p>	<p>In the framework of this action there will be organized limited project selection.</p> <p>Competent Authority: Office of Citizenship and Migration Affairs</p>
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<u>Action 1.3.</u>	In the framework of action there will be organized opened call for proposals in what the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.
<u>Action 1.4.</u>	In the framework of action there will be organized opened call for proposals in what the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.
<u>Action 1.5.1.</u>	In the framework of this action there will be organized limited project selection. Competent Authority: The Secretariat of the Special Assignment Minister for Social Integration
<u>Action 1.5.2.</u>	In the framework of action there will be organized opened call for proposals in what the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.
<u>Action 2.1.1.</u>	In the framework of this action there will be organized limited project selection. Competent Authority: Office of Citizenship and Migration Affairs
<u>Action 2.1.2.</u>	In the framework of action there will be organized opened call for proposals in what the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.
<u>Action 2.2.1.</u>	In the framework of this action there will be organized limited project selection. Competent Authority: Office of Citizenship and Migration Affairs
<u>Action 2.2.2.</u>	In the framework of action there will be organized opened call for proposals in what the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.

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

- **Action 1.2.**, **Action 2.1.1** and **Action 2.2.1.** will be implemented by organising a limited project selection (with the responsible authority acting as executing body).

The implementer of the project is the Office of Citizenship and Migration Affairs, which is a **state administration institution supervised by the Ministry of Interior**, the main tasks of which in respect to asylum are:

- accommodation of asylum seekers;
- consideration of asylum applications and decision on status (refugee and alternative);
- issuing of personal documents (to refugees and persons granted alternative status);

- issuing of residence permits (to refugees and persons granted alternative status);
- payment of benefit (to refugees and persons granted alternative status);
- decision on reuniting family (for refugees and persons granted alternative status);
- analysis of asylum procedures;
- elaboration of legislation in the field of asylum;
- participation in ensuring integration of refugees in cooperation with other state and municipal institutions and non-government organisations.

In this case, the Office of Citizenship and Migration Affairs is regarded as the only institution that can implement **Action 1.2.**, **Action 2.1.1.** and **Action 2.2.1.**

- **Action 1.5.1.** will be implemented by organising a limited project selection (with the Responsible Authority acting as executing body).

The implementer of the project is The Secretariat of the Special Assignment Minister for Social Integration (SSAMSI), which is the main state administration institution in branch society integration and which is responsible for the development of and enacting national policy in the following areas: social integration, protection of national minorities' rights, strengthening of civil society, support for the Latvian Diaspora abroad, the preservation of the cultural legacy and traditions of the Livonians (the Livs), and the elimination of racial discrimination.

SSAMSI already began the creation of the Integration Trust Centre for refugees and persons granted alternative status within the framework of European Refugee Fund II project "Integration of New Members of Society".

Taking into account the aforementioned, SSAMSI is regarded as the only institution that can implement **Action 1.5.1.**

3.1.4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the actions under annual programme 2008 is presented in the table below (see column "Results for AP 2008"), as well as information on indicators to be used for measuring the progress within annual programme 2008 against the baseline situation. Table includes only those indicators that can be applied for evaluation of the results of the project within annual programme 2008. Where possible the indicator is presented quantified. If the indicator can not be quantified, its value for annual programme 2008 is "yes/no".

Indicators		Outcomes	
Results for AP 2008	Indicator according to MAP	Value for AP 2008	Value for AP 2008
<p>Results for AP 2008</p> <p>1.2. - Improvement of the reception conditions and capacity, as well as provision of place and equipment for recreation of asylum seekers, refugees and persons granted alternative status</p> <ul style="list-style-type: none"> research has been made about optimization of reception functions and the most efficient model economically for maintenance of asylum seekers reception centre "Mucenieki" (ASRC) has been developed; the Refugee Sub-system of the Integrated Migration Information System has been improved; healthcare service provision system for asylum seekers in asylum seekers reception centre "Mucenieki" has been approved; translation service system for asylum seekers, refugees and persons granted alternative status has been approved. 	<p>Output</p> <p>Indicator according to MAP</p> <ul style="list-style-type: none"> An autonomic heating system created in the ASRC; Renovated the communal, hygiene and administration areas in the ASRC; Purchased the necessary equipment for kitchens in the ASRC; Purchased equipment for tidying up the ASRC surroundings; A disinfection chamber and a quarantine room created in the ASRC; Purchased necessary premises inventory; A children playroom created; A room for the improvement of social skills created; A database created; Performed a study about transferring asylum functions to NGOs and organized pilot projects. 	<p>Indicators</p> <p>Value for AP 2008</p> <p>Indicators are applicable partly, because improvements of reception conditions will be continued in the following annual programmes, after determination of needs within 2008 annual programme</p>	<p>Outcomes</p> <p>Indicator according to MAP</p> <ul style="list-style-type: none"> Provided the necessary temperature of heating to premises; Made hot water available for twenty-four hours a day; Improved the technical condition of the ASRC; Improved the possibility for asylum seekers to receive necessary assistance; Expanded the technical equipment required for tidying up the territory; Created the opportunity for asylum seekers to obtain working skills; Provided the observation of the hygiene norms; Expanded the ASRC technical equipment, required for housing asylum seekers; The opportunity created for asylum seekers to get working skills and to spend free time; Improved the opportunity to quickly receive information about the residence of an asylum seeker in the ASRC; <p>Indicators are applicable partly, because improvement of reception conditions will be continued in the following annual programmes, after determination of needs within 2008 annual programme</p>
<p>1.3. Improvement of the access to the education system and the acquirement of the professional skills for asylum seekers, including minor asylum seekers</p>			

Results for AP 2008	Indicators		Value for AP 2008	Outcomes		Value for AP 2008
	Output	Indicator according to MAP		Indicator according to MAP	Value for AP 2008	
<ul style="list-style-type: none"> training programmes have been developed; persons from the Fund target group have been trained 	<ul style="list-style-type: none"> Trained asylum seekers, refugees and persons granted alternative status; 	10	<ul style="list-style-type: none"> Improved the skills and abilities of asylum seekers, refugees and persons granted alternative status 	yes/no		
	<ul style="list-style-type: none"> Developed/adopted education programmes, methodologies; 	3				
	<ul style="list-style-type: none"> Courses organized. 	1				
Action 1.4. Expansion of the opportunities to receive social and material aid, e.g. by involving NGOs						
<ul style="list-style-type: none"> healthcare provided; accommodation for refugees and persons granted alternative status has been created; assistance in resolution of social issues provided; legal assistance provided; 	Asylum seekers provided with insurance policies/healthcare provided	30	<ul style="list-style-type: none"> Provided medical aid and social and psychological support for asylum seekers; Refugees and persons granted alternative status were provided with living-space Expanded the opportunity for asylum seekers to receive legal aid; 	yes/no		
	Created living-spaces for refugees and persons granted alternative status	10				
	Received services of social worker and/or psychologist;	20				
	Asylum seekers have received legal aid;	20				
Action 1.5.1 To ensure the availability of required information to asylum seekers, refugees and persons granted alternative status.						
<ul style="list-style-type: none"> operation of the Integration Centre for asylum seekers, refugees and persons granted alternative status created by SSAMSI in Riga has been ensured; services have been provided to of the Fund target group; Internet homepage operation ensured; a brochure has been prepared and printed; employees of the integration post have been trained; seminars have been organized for school pupils regarding refugee matters 	Provided the operation of the Integration point for asylum seekers, refugees and persons granted alternative status, developed by SSAMSI.	100%	<ul style="list-style-type: none"> Refugees and persons, who have been granted alternative status, have been informed about available social aid, access to education etc. The society is informed about asylum and refugee issues 	yes/no		
	Organized activities of informing society;	10				
	Informative materials prepared;	300				
Action 1.5.2. Organisation of integration measures of asylum seekers, refugees and persons granted alternative status.						

Results for AP 2008	Indicators			Value for AP 2008	Indicator according to MAP	Outcomes	Value for AP 2008
	Output	Indicator according to MAP	Value for AP 2008				
<p>conception of integration of refugees and persons granted alternative status in Latvia and proposals for amendments to legislation for its implementation have been developed;</p> <p>refugees and persons granted alternative status have been involved in activities of respective ethnic communities in Latvia;</p> <p>public information events have been organised and informative materials have been prepared;</p> <p>training of employees of institutions and organisations concerned with refugees and persons granted alternative status.</p>	Concept developed;	1	1	The interaction, collaboration and evolution of the collaboration between the target audience and ethnic communities living in Latvia has been promoted, in order to ease the integration of refugees and persons granted alternative status into society;	yes/no		
	Amendments to legislations developed;	yes/no	yes/no				
	Participation of refugees and persons granted alternative status in operating responsible ethnical communities in Latvia;	10	10	Refugees and persons, who have been granted alternative status, have been informed about available social aid, access to education etc.	yes/no		
	Organized activities of informing society;	3	3				
	Informative materials prepared;	300	300				
	Organized training for employees of authorities and organizations, who will be in touch with refugees and persons granted alternative status	75	75	The society is informed about asylum and refugee issues	yes/no		
Action 2.1.1 – Training of employees due to changes in asylum procedures in Latvia							
<ul style="list-style-type: none"> employees of the OCMA, the State Border Guard and the Ministry of Justice have been trained regarding the implementation of the new Asylum Law; comments have been elaborated to the new Law on Asylum. 	The number of organized visits, seminars, consultancies and courses attended;	3	3	A more qualitative performance of authority functions in the area of asylum.	yes/no		
	The number of trained employees	15	15				
Action 2.1.2. – Improvement of employee qualification by training							
<ul style="list-style-type: none"> improvement of qualification of employees has been carried out in order to improve the 	The number of organized visits, seminars, consultancies and courses attended;	2	2	A more qualitative performance of authority functions in the area of asylum	yes/no		

	Indicators		Value for AP 2008	Outcomes	
	Output	Indicator according to MAP		Indicator according to MAP	Value for AP 2008
Results for AP 2008 quality of international protection application consideration; <ul style="list-style-type: none"> education/training programme (e.g., training, education programmes, etc.) has been developed 	The number of trained employees		30		
	Action 2.2.1. – Development of guidelines of implementing documents regulating asylum matters, and development and approbation of situation model				
<ul style="list-style-type: none"> a manual has been developed with typical decision templates; questionnaire form for interviewing asylum seekers has been improved 	Developed guidelines, guidebooks, instructions		2	Unified approach in the process of decision-making and in addressing other issues related to asylum;	yes/no
				Concretized competency and collaboration of every office;	yes/no
Action 2.2.2. – Research, assessment and quality improvement of asylum procedures					
<ul style="list-style-type: none"> research/assessment has been conducted; proposals for improvements in asylum procedure have been prepared and approbated; 	Performed research, evaluations		1	Unified approach in the process of decision-making and in addressing other issues related to asylum;	yes/no
	Organized pilot projects;		1		
	Developed guidelines, guidebooks, instructions		1	Concretized competency and collaboration of every office;	yes/no

3.1.5. Visibility of EC funding

By implementing projects within the framework of the Fund, Final Beneficiaries will be under obligation to provide information regarding use of Fund financing within the implementation of the project. Therefore, Responsible Authority will draft guidelines for publicity and visual identity measures, which will include requirements for Final Beneficiaries depending on specifics of the project.

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

Actions nominated for fund co-financing do not overlap, but rather supplement the prior work done in the European Refugee Fund II.

Action 1.2 provides for continuation project under ERF Programme 2007 "Improvement of service provision capacities to asylum seekers, refugees and persons granted alternative status", by continuing the work for establishing a healthcare service system and a translation service system.

Action 1.5.1. provides for continuation of the project "Integration of New Society Members", which, thus far, included creation of the Integration Trust Centre for refugees and persons granted alternative status.

Action 2.1.1. provides for continued training of employees of the OCMA, the State Border Guard and the Ministry of Justice, which already was begun within the framework of European Refugee Fund II. Unlike the previous training, the topic of this one is the implementation of the new Asylum Law (the Law is due to come into effect in 2009).

The fund financing does not overlap with state budget financing or other financial instruments (*PHARE, Community programmes, EQUAL, Transition Facility, European Regional Development Fund [ERDF]* and the Norwegian financial instrument).

In the process of organising an opened call for proposals, particularly in the project application evaluation stage, attention will be paid to sections – completed/current/planned projects of similar nature, in order to ensure compatibility of actions supported from the Fund with other financial instruments and to avoid the possibility of double-financing actions. Information provided in these sections will allow corrections to be made in project application and to avoid the possibility of double-financing.

3.1.7. Financial information

For implementation of Action 1.2, within the framework of Programme 2008, funds are granted in an approximate amount of EUR 225,000 for implementation of the following actions:

- **Making of research on optimization of reception functions and development of the most efficient model for maintenance of asylum seekers reception centre "Mucenieki"** (remuneration of experts, evaluation of technical condition, business travel expenses, expenses related to organizing of working parties) EUR 58,000;
- **Improvement of the Refugee Sub-system of the Integrated Migration Information System** (expenses of functional audit, expenses of experts, consultations about development of software requirement specification document and supervision of development of a prototype of asylum and refugee sub-system) EUR 130,000;
- **Improvement of the healthcare service system** (provision of healthcare in 20 cases, salaries of employees) EUR 17,000 EUR;
- **Improvement of the translation service system as an element of a conceptual model** (provision of translation services in 12 cases, salaries of employees) EUR 18,000;
- **General information and publicity activities:** EUR 2,000.

Approximately 140,000 EUR are provided for the implementation of **Action 1.3., Action 1.4. and Action 1.5.2** within the 2008 programme, which will be allocated for the implementation of some activities according to the results of an opened call for proposals (see paragraph 3.2.).

For implementation of Action 1.5.1, within the framework of Programme 2008, funds are granted in an approximate amount of EUR 43,000 for provision of operation of SSAMSI established Integration Post for asylum seekers, refugees and persons granted alternative status, and provision of related services:

- **Provision of operation of the Integration Post** (remuneration to the head of the Integration Post, communication, office goods, purchase and lease of computer equipment): EUR 33,500.
- **Homepage maintenance**: EUR 500.
- **Elaboration and printing of an information brochure**: EUR 1,000.
- **Research of the EU Member States' practice in refugee integration** (daily allowance, plane tickets, hotel accommodation): EUR 7,000.
- **Organizing of interactive seminars for Latvian pupils** (fuel, representation expenses) EUR 1,000.

For implementation of Actions 2.1.1 and 2.2.1, within the framework of Programme 2008, funds are granted in an approximate amount of EUR 62,000 for development of a manual about application of the new Law on Asylum and training of employees of involved institutions. The following activities are planned for implementation of the said actions:

- **Improvement of employees' qualification**: EUR 25,000;
- **Development of comments to the new Law on Asylum** (remuneration to the author and editor) EUR 13,000;
- **Development of the Procedure Manual** (expert expenses): EUR 17,000;
- **Review and updating of list of questions for interviewing of asylum seekers** (expert expenses): EUR 7,000.

Approximately 113,098 EUR are provided for implementation of **Action 2.1.2 and Action 2.2.2** within the 2008 programme, which will be allocated for the implementation of some activities according to the results of an opened call for proposals (see paragraph 3.2.).

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 fulfilment of their tasks, possible areas of application of the technical assistance financing are as follows:

Responsible authority and Delegated authority:

- Salaries of employees involved in ensuring of fulfilment of functions of the Responsible Authority and *Delegated 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);
- Improvement of professional qualification of employees involved in ensuring of fulfilment of functions of the Responsible Authority and *Delegated authority* by organizing training courses;
- Ensuring the realization of *on-the-spot* checks;
- Expert fees of experts forming project applications evaluation commission (expenditure will be covered from the financial means of the technical assistance on the basis of contract);
- Ensuring of the organization of the annual information activity.

Certifying authority:

- Salaries of employees involved in ensuring of fulfilment 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);

- Improvement of professional qualification of employees involved in ensuring of fulfilment of functions of the Certifying Authority by organizing training courses.

Audit authority:

- Drawing up of an annual audit report to the European Commission about the annual programme by the use of outsourcing. For achievement of this objective, procurement procedure is planned in accordance with national legislation;
- Salaries of employees involved in ensuring of fulfilment of functions of the Audit 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);
- Improvement of professional qualification of employees involved in ensuring of fulfilment 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 and Delegated authority:

- For fulfilment 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);
- For fulfilment of the functions of the Delegated Authority, currently it is planned to involve approximately 3 employees, which will be employed with tasks concerning implementation of the European Refugee Funds;
- Realized at least one *on-the-spot* check at the site of the implementation of every project under implementation of the annual programme for the year 2008;
- Ensured evaluation of the project applications submitted within the framework of annual programme for year 2008;
- Held annual information activity according to the requirements of Article 33 (2)(a) of the implementing rules;
- Ensured elaboration of the documentation related to the implementation of the Fund and ensured adequate translation of the documentation to English.

Certifying authority:

- For fulfilment 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 fulfilment of the functions of the Audit Authority, currently it is planned to involve approximately 5 employees, which will be employed with tasks concerning implementation of all 4 funds;
- Ensured drawing up of an annual audit report to the European Commission about the annual programme for year 2008 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 actions within the framework of the Fund, Final Beneficiaries will be under obligation to provide information regarding the use of Fund financing within the implementation of the project. Therefore, the Responsible Authority will draft guidelines for publicity and visual identity measures, which will include requirements for Final Beneficiaries depending on specifics of the project.

5. REVISED FINANCING PLAN

Annual Programme - Draft Financial Plan

Table 1 - Overview table

Member State:	[Republic of Latvia]							
Annual programme concerned:	[2008]							
Fund:	[European Refugee 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)
Action 1.2. - improvement of the reception conditions and capacity, as well as provision of a location and equipment for recreation of asylum seekers, refugees and persons granted alternative status (OCMA)	Priority 1	N/A	167 355	55 778	0	223 113	75.00%	34.34%
Action 1.3. - improvement of the access to the education system and the acquisition of professional skills for asylum seekers, refugees and persons granted alternative status, including minors. (opened call for proposals)	Priority 1	N/A	88 583	29 528	1 423	119 534	74.11%	18.40%
Action 1.4. - expansion of the opportunities to receive social and material aid, e.g. by involving NGOs (opened call for proposals)	Priority 1	N/A	45 914	15 305	0	61 219	75.00%	9.42%
Action 1.5.1. - measures facilitating the integration of asylum seekers, refugees and persons granted alternative status (SSAM(S))	Priority 1	N/A	31 655	10 552	0	42 207	75.00%	6.50%
Action 1.5.2. - organisation of integration measures of asylum seekers, refugees and persons granted alternative status: (opened call for proposals)	Priority 1	N/A	29 494	9 831	0	39 325	75.00%	6.05%
Action 2.1.1. - training of employees due to changes in asylum procedures in Latvia (OCMA)	Priority 2	N/A	25 744	8 581	0	34 325	75.00%	5.28%
Action 2.1.2. - improvement of qualification of employees by training: (opened call for proposals)	Priority 2	N/A	13 067	4 356	0	17 423	75.00%	2.68%
Action 2.2.1. - development of guidelines of implementation of documents regulating asylum matters, and development and approbation of situation models (OCMA)	Priority 2	N/A	16 193	5 398	0	21 591	75.00%	3.32%
Action 2.2.2. - research, assessment and quality improvement of asylum procedures (opened call for proposals)	Priority 2	N/A	19 338	6 446	0	25 784	75.00%	3.97%
Technical assistance	N/A	N/A	65 175	0	0	65 175	100.00%	10.04%
TOTAL	N/A	N/A	502 498	145 775	1 423	649 696	77.34%	100.00%

Head of Responsible Authority

State Secretary of the Ministry of Interior

I. Pētersone