

2009 ANNUAL PROGRAMME

MEMBER STATE:	The 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:	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 will be organized, where project applicants compete on equal basis to receive 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 of the Fund 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 other Competent Authorities, which will be similar to grant agreement.

A similar evaluation procedure applies to the evaluation of submitted project applications for both implementation methods – awarding body and executing body – against predefined criteria. For awarding body implementation method submitted project applications will be evaluated also by the Management Committee. Criteria for evaluation of the submitted project applications are approved by the respective regulations of the Cabinet of Ministers of Latvia¹ and fully comply with the minimum selection criteria defined in the basic act. The project applications' evaluation commission will evaluate submitted project applications.

1.2. Specific issues of the fund

Considering fact that 5 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

Regarding actions to be implemented under the Programme in executing body implementation method the Responsible Authority will send out invitations to the Competent Authorities to submit the project applications in the 2nd half of year 2009.

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

For actions to be implemented under the Programme in awarding body implementation method the Responsible Authority will announce an open call for proposals for submitting the project applications in the 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 to evaluation criteria, projects will be approved and grant agreements (or similar agreements with Competent Authorities) will be signed.

The start date of projects is 1 January 2009, the end date – at the latest 30 June 2011.

1.4. Procurement issues

Competent Authorities will be responsible for implementation of an approved project, including organisation of procurement procedures and signing contracts with contractors according to national legislation and Article 11 of the implementing rules of the Fund. In the national legislation, regarding implementation of the Funds, requirements are included concerning procurements. Public bodies are obliged to comply with the requirements of the 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 a 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 1. Implementation of the principles and measures set out in 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 access to the education system and the acquirement of 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.

PRIORITY 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.

In order to ensure implementation of **Priority No.1, 4 actions** will be carried out:

Action 1.2.

1. Purpose and scope of the actions

Action 1.2. is divided into 2 sub actions, where the **Action 1.2.1.** is to provide the necessary reception conditions and assistance for asylum seekers in the Asylum Seekers Reception Centre „Mucenieki”. The aim of the action is to ensure improvement of household conditions and render the necessary assistance for asylum seekers in emergency cases, as well as to continue to implement the results of the Project implemented in the framework of the ERF 2008 programme „The research about optimization of reception functions and improvement of the Refugee Sub-system of the Integrated Migration Information System”. Within the framework of this action, the necessary material, medical, translating etc. kind of assistance, the service of social workers, psychologists will provided for asylum seekers who remain in the Asylums Seekers Reception Centre “Mucenieki” (hereinafter – ASRC). Several recommendations developed within the framework of the project “Examining Optimization of the Reception Functions and Improving the Asylum Seekers Sub-system of the Common Migration Information System” will be implemented in practice.

Work on improvement of the Refugee Sub-system of the Integrated Migration Information System will be continued.

Action 1.2.2. is improving household conditions in the State Border Guard's premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre „Olaine”.

In accordance with the Asylum Law, State Border Guard has rights to detain the asylum seeker. During the detention process, the asylum seeker is kept in the premises intended for this purpose separately from the persons who are suspected of committing crime.

The aim of this activity is to improve the life conditions for asylum seekers who are detained and kept in the premises of State Border Guard by equipping these premises with the accommodation equipment, furniture, and computers for training classes for asylum seekers.

- Asylum seekers and detained foreigners reception centre of Liepāja Office of the State Border Guard;
- Asylum seekers and detained foreigners reception centre of Daugavpils Office of the State Border Guard;
- Detained Aliens Accommodation Centre “Olaine”.

Presently, in compliance with Clause 14 of the Asylum Law, the State Border Guard has the right to detain the following categories of asylum seekers:

- 1) if the identity of the asylum seeker has not been ascertained;
- 2) if there is a reason to believe that the asylum seeker will endeavour to misuse the asylum procedure;
- 3) if there is reason to believe that the asylum seeker will not have, in accordance with the provisions of this Law, a legal basis to reside in the Republic of Latvia; or
- 3) if it is necessary in the interests of State security and public order.

These asylum seekers are accommodated in the above mentioned detention centre separately from persons who are held on suspicion of committing a criminal offence. The necessary

equipment will be used to improve household conditions only for the above mentioned categories of asylum seekers.

In order to achieve the objectives of the actions set in the 2009 Annual Programme, it is planned to ensure the following actions:

<p><u>Action 1.2.1.</u></p>	<ul style="list-style-type: none"> • To provide the necessary assistance for asylum seekers (baby-sitting, medical aid, improving access to translation and interpretation services, material assistance, purchase of food, social worker, psychologist assistance and other kind of assistance) in emergency cases; • To ensure improvement of household conditions; • Consultations to create the software of the Refugee Sub-system of the Integrated Migration Information System regarding the updated document on software's requirements specifications.
<p><u>Action 1.2.2.</u></p>	<ul style="list-style-type: none"> • Improving the household conditions in the State Border Guard's premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre „Olaive”.

2. Expected grant recipients

<p><u>Action 1.2.1.</u></p>	<p>In the framework of this action, restricted call for proposals will be organized. Competent Authority: Office of Citizenship and Migration Affairs</p>
<p><u>Action 1.2.2.</u></p>	<p>In the framework of this action, restricted call for proposals will be organized. Competent Authority: State Border Guard.</p>

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

- **Action 1.2.1** will be implemented by organising a restricted call for proposals (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 1.2.1.**

- **Action 1.2.2** will be implemented by organising a restricted call for proposals (with the Responsible Authority acting as executing body).

The implementer of the project is the State Border Guard, which is a **state administration institution supervised by the Ministry of Interior**.

As stated in the Asylum Law, detention and accommodation of certain categories of asylum seekers in premises intended for this purpose is performed by the State Border Guard (see paragraph 1 of Action 1.2).

According to the Asylum Law, an asylum seeker during detention process is kept in premises intended for this purpose, separately from persons who are suspected committing crime:

- 1) in the border checkpoint or in the territorial structural unit of State Border Guard, if the application has been reviewed as defined in this law;
- 2) in the territorial structural unit of State Border Guard if the application has been submitted to the territorial structural unit of State Border Guard.

In this case, the State Border Guard is regarded as the only institution that can implement **Action 1.2.2**.

4. Expected quantified results and indicators to be used

Information on the expected quantified results within implementation of the actions under the Annual Programme 2009 is presented in the table below (see column “Results for AP 2009”), along with information on indicators to be used for measuring the progress within the Annual Programme 2009 against the baseline situation. The table includes only those indicators that can be applied for evaluation of the results of the project within the Annual Programme 2009. Where possible, the indicator is presented quantified. If the indicator can not be quantified, its value for Annual Programme 2009 is “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
Action 1.2.1. – Providing the necessary reception conditions and assistance in the Asylum Seekers Reception Centre “Mucenieki”				
Provided necessary assistance for asylum seekers in emergency cases	Asylum seekers have received the necessary assistance	50 cases	Improved possibility for asylum seekers to receive necessary assistance	“yes/no”
Ensured improvement of household conditions	Purchased the necessary equipment for kitchens in the ASRC	At least 1 unit	Improved technical condition of the ASRC	“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
	Purchased equipment for tidying up the ASRC surroundings	At least 1 unit	Expanded technical equipment required for tidying up the territory	
	Purchased necessary inventory for the premises	At least 1 unit	Expanded technical equipment, required for housing asylum seekers	
Consultations to create the software of the Refugee Sub-system of the Integrated Migration Information System regarding the updated document on software's requirements specifications	A database created	100%	Improved opportunities to quickly receive information about the residence of an asylum seeker in the ASRC.	"yes/no"
Optimization of ASRC functions	Several recommendations developed during the ERF 2008 programme project will be approbated	100%	ASRC maintenance expenses reduced	"yes/no"
Action 1.2.2. – <i>Improvement of household conditions in the State Border Guard's premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre,, Olaine”.</i>				
Improved life conditions in the State Border Guard's premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre „Olaine”	A room for the improvement of social skills created	100%	The opportunity created for asylum seekers to get working skills and to spend free time	"yes/no"
	Purchased accommodation equipment, furniture and computers in detained aliens' accommodation centres of State Border Guards.	At least 1 unit	Improved reception conditions in detained aliens' accommodation centres	

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 the 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 the Final Beneficiaries depending on specifics of the project. For example, what means can be used to distribute information; where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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 1.2.1 *“To provide the necessary reception conditions and assistance for asylum seekers in the Asylum Seekers Reception Centre „Mucenieki””* foresees to continue the Project implemented in the framework of the ERF 2008 programme “Examining Optimization of the Reception Functions and Improving the Asylum Seekers Sub-system of the Common Migration Information System” by implementing the most effective organizing model of the reception function as well as to continue the work on improvement of the Refugee Sub-system of the Integrated Migration Information System.

Improvement of the Refugee Subsystem of the Integrated Migration Information System will ensure effective cooperation between the responsible authorities (OCMA and State Border Guard) in implementing asylum procedures by expanding the data exchange process, which is ongoing between OCMA and State Border Guard, and is being partly realised within the framework of projects of the External Borders Fund. Improvement of the Refugee Sub-system will give the opportunity for officials of the OCMA and State Border Guards to take decisions on asylum procedures issues quickly and efficiently.

Action 1.2.2 *“Improving household conditions in the State Border Guard’s premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre „Olaine””* does not overlap with the activities of External Borders Fund, because the target groups of both funds differ. Presently, in compliance with Clause 14 of the Asylum Law, the State Border Guard has the right to detain the following categories of asylum seekers:

- 1) if the identity of the asylum seeker has not been ascertained;
- 2) if there is a reason to believe that the asylum seeker will endeavour to misuse the asylum procedure;
- 3) if there is reason to believe that the asylum seeker will not have, in accordance with the provisions of this Law, a legal basis to reside in the Republic of Latvia; or
- 3) if it is necessary in the interests of State security and public order.

These asylum seekers are accommodated in the above mentioned detention centre separately from persons who are held on suspicion of committing a criminal offence. The necessary equipment will be used to improve household conditions only for the above mentioned categories of asylum seekers.

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 a call for tender in executing mode and an open 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.

7. Financial information

For implementation of Action 1.2.1, within the framework of Programme 2009, funds are granted in an approximate amount of EUR 204,279 for implementation of the following actions:

- baby-sitting, medical aid, translator assistance, material assistance, purchase of food, assistance of social worker, psychologist and other kind of assistance);
- The renewal of the necessary equipment;
- Expert consultations;
- Consultations to create the software of the Refugee Sub-system of the Integrated Migration Information System regarding the updated document on specifications of software requirements.

For implementation of Action 1.2.2, within the framework of Programme 2009, funds are granted in an approximate amount of EUR 66,230 for implementation of the following actions:

- Purchase of the equipment for kitchens and living rooms;
- Purchase of domestic and hygiene goods.

Action 1.3.

1. Purpose and scope of the actions

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 the said persons, in order to promote their integration on the labour market in Latvia or his/her country of origin.

In the framework action 1.3 of AP 2008, training courses are being organized for the target group: Latvian language courses; IT skills courses; improvement of professional skills. Also, interactive activities are being organized to introduce the target group with ethnic communities in different regions of Latvia.

In order to achieve the objectives of the actions set in the 2009 Annual Programme, it is planned to ensure the following actions:

<u>Action 1.3.</u>	<ul style="list-style-type: none">• Organizing Latvian language courses;• Creating the introductory course for adults to commence learning in institution type of evening classes, for children – in comprehensive educational institutions;• To provide more possibilities to increase the level of professional skills for asylum seekers, refugees and persons granted alternative status (organizing a training course, drafting the programmes);• To create places of practice in companies.
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2. Expected grant recipients

<u>Action 1.3.</u>	In the framework of this action, opened call for proposals will be organized in which 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.
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3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

NA

4. Expected quantified results and indicators to be used

Information on the expected quantified results within implementation of the actions 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 the progress within Annual Programme 2009 against the baseline situation. The 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 “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
Action 1.3. Improvement of the access to the education system and the acquirement of the professional skills for asylum seekers, including minor asylum seekers				
Training programmes have been developed	Developed/adopted the programmes, methodologies of the educational or definite training course	3	Improved skills and abilities of asylum seekers, refugees and persons granted alternative status	yes/no
Persons from the Fund target group have been trained	Trained asylum seekers, refugees and persons granted alternative status	10		
Created places for practice	Courses organized	3		

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. For example, what means can be used to distribute information: where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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.

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 a call for tender in executing mode and an open 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.

7. Financial information

Approximately 40,000 EUR are provided for the implementation of **Action 1.3.**

Action 1.4.

1. Purpose and scope of the actions

The aim of **Action 1.4.** is to ensure rendering of assistance to asylum seekers, refugees and persons granted alternative status in the solving of social issues, including the provision of accommodation etc.

In the framework of action 1.4 of AP, a professional expert group is being established (including: social worker, psychologist, doctor, lawyer, translator/interpreter, consultant on asylum issues) to work with the target group. Also, material aid is being provided for the target group.

In order to achieve the objectives of the actions set forth in the 2009 Annual Programme, it is planned to ensure the following actions:

<u>Action 1.4.</u>	<ul style="list-style-type: none"> • Ensuring rendering the medical, psychological, material and other kind of assistance for refugees and persons granted alternative status; • Ensuring rendering the humanitarian aid and preparing the reserves of humanitarian aid for asylum seekers, refugees and persons granted alternative status; • Ensuring rendering legal assistance in addition to the assistance guaranteed by the state for the special groups of asylum seekers (for example, women, children with no accompaniment, persons, which are in detention etc.) and in definite stage of the asylum process (for example, from the moment of receiving application); • Assistance for refugees and persons granted alternative status in solving issues regarding accommodation.
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2. Expected grant recipients

<u>Action 1.4.</u>	In the framework of this action, opened call for proposals will be organized in which 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.
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3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

NA

4. Expected quantified results and indicators to be used

Information on the expected quantified results within implementation of the actions 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 the progress within Annual Programme 2009 against the baseline situation. The 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 “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
<i>Action 1.4. Expansion of the opportunities to receive social and material aid, e.g. by involving NGOs</i>				
• healthcare provided	refugees and persons granted alternative status provided with insurance policies/healthcare provided	30	Provided medical aid and social and psychological support for refugees and persons granted alternative status	yes/no
• assistance in resolution of social issues provided	Received services of social worker and/or psychologist	20		
• accommodation for refugees and persons granted alternative status has been created	Created living-spaces for refugees and persons granted alternative status	10	Refugees and persons granted alternative status were provided with living-space	
• legal assistance provided	Asylum seekers have received legal aid	20	Expanded the opportunity for asylum seekers to receive legal aid	
• the necessary material assistance provided	Refugees and persons granted alternative status provided with the material assistance	20	Provided the necessary material assistance to refugees and persons granted alternative status	

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, 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, for example, what means can be used to distribute information; where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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.

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 a call for tender in executing mode and an open 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.

7. Financial information

EUR 50, 000 are provided for the implementation of **Action 1.4.**

Action 1.5.

1. Purpose and scope of the actions

Action 1.5 is divided in 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. Its aim is to support the operation of the Integration Post created by the Secretariat of the Special Assignment Minister for Social Integration (SSAMSI) (from 1 January 2009, Ministry of Children, Family and Integration Affairs has taken over liabilities and rights of SSAMSI) for asylum seekers, refugees and persons granted alternative status with the aim to provide the said groups with information to help them integrate into Latvian society and to ensure their access to integration measures in accordance with the drafted recommendations and conception for integration.

Presently, within the framework of AP 2008, a project is being implemented which includes the following activities: ensuring the operation of Integration Post, providing target group with practical information on such issues as education, employment etc.; administration and updating of web site www.refugees.lv; drafting a booklet on Integration Post; organizing workshops for pupils on asylum issues etc.

Action 1.5.2 is training employees of institutions and organizations which interface in their activities refugees, asylum seekers and persons granted alternative status on the questions regarding asylum. The aim of this activity is to strengthen the sector of NGOs, which operates in the area of asylum as well as to give a chance to organize training course “Social work with asylum seekers and refugees” for social workers.

In order to achieve the objectives of the actions set in the 2009 Annual Programme, it is planned to ensure the following actions:

<u>Action 1.5.1.</u>	<ul style="list-style-type: none"> • To ensure the operation of the Integration Post and to ensure implementing of the definite solutions in the conception of integration and recommendations.
<u>Action 1.5.2.</u>	<ul style="list-style-type: none"> • Training of employees of NGOs involved in the asylum field on the asylum issues; • Implementing the training programme/course “Social work with asylum seekers, refugees”.

2. Expected grant recipients

<u>Action 1.5.1.</u>	In the framework of this action opened call for proposals will be organized in which 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.
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Action 1.5.2.	In the framework of this action opened call for proposals will be organized in which 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.
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3. *Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body*

NA

4. *Expected quantified results and indicators to be used*

Information on expected quantified results within implementation of the actions 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 the 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 “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
Action 1.5.1 <i>To ensure the availability of required information to asylum seekers, refugees and persons granted alternative status</i>				
Operation of the Integration Post for asylum seekers, refugees and persons granted alternative status, created by SSAMSI (from 1 January 2009, Ministry of Children, Family and Integration Affairs has taken over liabilities and rights of SSAMSI) in Riga has been ensured;	Ensured operation of the Integration point for asylum seekers, refugees and persons granted alternative status, developed by Ministry of Children, Family and Integration Affairs	100%	Refugees and persons who have been granted alternative status, have been informed about available social aid, access to education etc.	yes/no
Homepage maintained	Internet homepage operation ensured	100%		
Informative materials prepared	Brochures prepared and printed	100 units		
Refugees and persons granted alternative status have been involved in activities which introduce to Latvian culture and traditions	Events organized for refugees and persons granted alternative status	3 events		

	<i>Indicators</i>			
	<i>Output</i>		<i>Outcomes</i>	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<i>Action 1.5.2 Training of employees of institutions which interface in their activities refugees, asylum seekers and persons granted alternative status on the questions regarding asylum.</i>				
Increased comprehension of asylum issues to the employees of NGOs, which operates in the area of asylum;	Organized training for employees of authorities and organizations, who will be in touch with refugees and persons granted alternative status	20	Society is informed about asylum and refugee issues	yes/no
Trained social workers on questions regarding asylum				

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. For example, what means can be used to distribute information; where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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 1.5.1 foresees to continue the Project „Integration Trust Point for asylum seekers, refugees and persons granted alternative status”, in its framework the operation of Integration Trust Point for asylum seekers, refugees and persons granted alternative status has been ensured.

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 a call for tender in executing mode and an open 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.

7. Financial information

For implementation of Action 1.5.1, within the framework of Programme 2009, funds are granted in an approximate amount of EUR 50,000 for provision of operation of the Integration Post for asylum seekers, refugees and persons granted alternative status, and provision of related services, which has been established by the Secretariat of the Special Assignment Minister for Social Integration (from 1 January 2009, Ministry of Children, Family and Integration Affairs has taken over liabilities and rights of SSAMSI):

- Provision of operation of the Integration Post;
- Assistance for refugees, asylum seekers and persons granted alternative status;
- Homepage maintenance;
- Elaboration and printing of an information brochure;
- Research of the EU Member States' practice in refugee integration (daily allowance, plane tickets, hotel accommodation);
- Organizing of interactive activity for Fund's target group (fuel, representation expenses).

EUR 12,500 are provided for the implementation of **Action 1.5.2** within the 2009 programme, which will be allocated for the implementation of some activities according to the results of an opened call for proposals (see paragraph 2 of Action 1.5).

Implementation of Priority No.2 within the 2009 programme will include 2 actions:

Action 2.1.

1. Purpose and scope of the actions

Action 2.1 is divided into 2 sub actions, where **Action 2.1.1** – *the training of the employees of the State Border Guard*. Its aim is to increase the qualification of the employees of the State Border Guard on the methods of asylum seekers identification and interviewing, and on forming the applications at the external border of the EU.

In the framework of AP 2008 employees of the State Border Guard will be trained, specially focusing on matters related to application of the new Law on Asylum. Also, comments to the new Asylum Law are being developed.

Action 2.1.2. - *the training of the employees of the Office of the Citizenship and Migration Affairs*. Its aim is to train the larger amount of the employees of OCMA on the adapting the new Asylum Law to immediately involve human resources in the case of rapid increase of the asylum seekers.

In the framework of AP 2008 employees of the Office of Citizenship and Migration Affairs will be trained, specially focusing on matters related to application of the new Law on Asylum. Also, comments to the new Asylum Law are being developed.

In order to achieve the objectives of the actions set in the 2009 Annual Programme, it is planned to ensure the following actions:

<u>Action 2.1.1.</u>	<ul style="list-style-type: none"> • Training of the employees of State Border Guard on the methods of asylum seekers identification and interviewing, and on forming the applications at the external border of the EU.
<u>Action 2.1.2.</u>	<ul style="list-style-type: none"> • Training of the employees of OCMA on adapting the new Asylum Law to immediately involve human resources in the case of increasing the number of asylum seekers in reviewing the case and solving the questions regarding reception; and training of foreign languages for corresponding employees and traineeship visits to EU member states.

2. Expected grant recipients

<u>Action 2.1.1.</u>	<p>In the framework of this action, restricted call for proposals will be organized.</p> <p>Competent Authority: State Border Guard.</p>
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Action 2.1.2.	In the framework of this action, restricted call for proposals will be organized. Competent Authority: Office of Citizenship and Migration Affairs
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3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

- **Action 2.1.1** will be implemented by organising a restricted call for proposals (with the Responsible Authority acting as executing body).

The implementer of the project is the State Border Guard, which is a **state administration institution supervised by the Ministry of Interior**.

In the order defined in the Asylum Law, detention and commitment in asylum reception centres is done by State Border Guard.

According to the Asylum Law, certain categories of asylum seekers (see paragraph 1 of Action 1.2) are kept in premises intended for this purpose, separately from the persons, who are suspected committing crime:

- 1) in the border checkpoint or in the territorial structural unit of State Border Guard, if the application has been reviewed as defined in this law;
- 2) in the territorial structural unit of State Border Guard if the application has been submitted to the territorial structural unit of State Border Guard.

In this case, the State Border Guard is regarded as the only institution that can implement **Action 2.1.1**.

- **Action 2.1.2** will be implemented by organising a restricted call for proposals (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 2.1.2**.

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the actions 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 the 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 “yes/no”.

Results for AP 2009	<i>Indicators</i>			
	<i>Output</i>		<i>Outcomes</i>	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
<i>Action 2.1.1 – Training of the employees of the State Border Guard</i>				
Employees of the State Border Guard have been trained	The number of organized visits, seminars, consultancies and courses attended	4	A more qualitative performance of authority functions in the area of asylum	yes/no
	The number of trained employees	32		
<i>Action 2.1.2. – Training of the employees of the Office of Citizenship and Migration Affairs (OCMA).</i>				
Enlarged the number of employees of the OCMA, which in the case of necessity are able to deal with issues regarding asylum.	The number of organized visits, seminars, consultancies and courses attended;	10	A more qualitative performance of authority functions in the area of asylum	yes/no
	The number of trained employees	30		

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, the Responsible Authority will draft guidelines for publicity and visual identity measures, which will include requirements for the Final Beneficiaries depending on specifics of the project. For example, what means can be used to distribute information; where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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 2.1.1 foresees to continue the wider training of employees of the OCMA on the adapting new Asylum Law for to involve these employees in work with asylum seekers in the case of the necessity. In the framework of project of ERF 2008 Programme “The Improvement of the Quality of Asylum Procedures” manual and comments on adapting the new Asylum Law have been worked out and employees of OCMA, State Border Guard and courts have been trained, who really are connected with solving questions regarding asylum.

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 a call for tender in executing mode and an open 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.

7. Financial information

For implementation of Actions 2.1.1, within the framework of Programme 2009, funds are granted in an approximate amount of EUR 60,000. The following activities are planned for implementation of the said actions:

- Costs of workshops in the foreign countries and costs of gaining sample practice (for 32 employees of State Border Guard);
- The salary for the experts from the foreign countries;
- Preparing of training materials;
- Organizing joint workshops for the institutions and NGOs involved in asylum procedures.

For implementation of Actions 2.1.2, within the framework of Programme 2009, funds are granted in an approximate amount of EUR 83,750. The following activities are planned for implementation of the said actions:

- Costs of workshops;
- The costs for preparing the training materials and salary for the experts;
- Costs of traineeship visits;
- Costs of foreign language courses (English, French, Spanish).

Action 2.2.

1. Purpose and scope of the actions

Aim of **Action 2.2.** is to carry out researches on solving the questions regarding the asylum field in Latvia. In the framework of this action it is planned to carry out a research on possibilities for asylum seekers, refugees and persons granted alternative status to receive education in Latvia.

In order to achieve the objectives of the actions set in the 2009 Annual Programme, it is planned to ensure the following actions:

<u>Action 2.2.</u>	<ul style="list-style-type: none"> • Research on possibilities for asylum seekers, refugees and persons granted alternative status to receive education in Latvia. • Distribution of the results.
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2. Expected grant recipients

<u>Action 2.2.</u>	In the framework of this action, opened call for proposals will be organized in which 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.
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3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

NA

4. Expected quantified results and indicators to be used

Information on expected quantified results within implementation of the actions 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 the 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 “yes/no”.

Results for AP 2009	<i>Indicators</i>			
	<i>Output</i>		<i>Outcomes</i>	
	Indicator according to MAP	Value for AP 2009	Indicator according to MAP	Value for AP 2009
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				
Research/assessment has been conducted	Performed research, evaluations	1	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	

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. For example, what means can be used to distribute information; where the ERF and EU logo must be used; requirements how the information stands must be formatted etc.

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.

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 a call for tender in executing mode and an open 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.

7. Financial information

Approximately EUR 20,000 are provided for implementation of **Action 2.2** within the 2009 programme, which will be allocated for the implementation of some activities according to the results of an opened call for proposals (see paragraph 2 of Action 2.2).

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:

- 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); (are these new additional staff or continuation from 2008)
- 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;(are these new additional staff or continuation from 2008)
- 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 2009;
- Ensured evaluation of the project applications submitted within the framework of Annual Programme for year 2009;
- 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:

- Salaries of employees (3 or 4) 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), continuing to ensure the same functions that were indicated in the Annual Programme for year 2008.

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 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);
- Realised at least one *on-the-spot* check at the site of the implementation of every project under implementation of the Programme;
- Ensured evaluation of the project applications submitted within the framework of the Programme;
- 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 fulfilment of functions of the Responsible Authority by organising 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 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;
- Realised one *on-the-spot* check before approval of the expenditure declaration in connection with request of the second advance payment;
- Realised one *on-the-spot* check before approval of the expenditure declaration in connection with request of the final advance payment.

Audit authority:

- For fulfilment of the functions of the Audit Authority, currently it is planned to involve approximately 13 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 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, after carrying out the appropriate procurement procedure according to the requirements of the national legislation.
- Realised one *on-the-spot* check of selective verification of expenditures.

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: [European Refugee Fund]

<u>(all figures in euro)</u>	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)
<u>Action 1.2.1.</u> Providing the necessary reception conditions and assistance for asylum seekers in the Asylum Seekers Reception Centre „Muceneki”	Priority 1	N/A	153.209,85	51.070,00	0	204.279,85	75.00%	31.32%
<u>Action 1.2.2.</u> Improving household conditions in the State Border Guard's premises for asylum seekers in the Offices of Liepāja and Daugavpils and the Detained Aliens Accommodation Centre „Olaine”.	Priority 1	N/A	49.672,00	16.558,00	0	66.230,00	75.00%	10.15%
<u>Action 1.3.</u> - improvement of access to the education system and the acquisition of the professional skills for asylum seekers, refugees and persons granted alternative status;	Priority 1	N/A	30.000,00	10.000,00	0	40.000,00	75.00%	6.13%
<u>Action 1.4.</u> - expansion of the opportunities to receive social and material aid, e.g. by involving NGOs	Priority 1	N/A	37.500,00	12.500,00	0	50.000,00	75.00%	7.67%
<u>Action 1.5.1.</u> Providing the availability of the necessary information to refugees, asylum seekers and persons granted alternative status.	Priority 1	N/A	37.500,00	12.500,00	0	50.000,00	75.00%	7.67%
<u>Action 1.5.2.</u> Training of employees of institutions and organizations which interface in their activities refugees, asylum seekers and persons granted alternative status on the questions regarding asylum.	Priority 1	N/A	9.375,00	3.125,00	0	12.500,00	75.00%	1.92%
<u>Action 2.1.1.</u> the training of the employees of the State Border Guard	Priority 2	N/A	45.000,00	15.000,00	0	60.000,00	75.00%	9.20%
<u>Action 2.1.2.</u> - training of the employees of the OCMA	Priority 2	N/A	62.813,00	20.937,00	0	83.750,00	75.00%	12.84%
<u>Action 2.2.</u> - 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.	Priority 2	N/A	15.000,00	5.000,00	0	20.000,00	75.00%	3.07%
Technical assistance	N/A	N/A	65.381,60	0,00	0	65.382,60	100.00%	10.03%
TOTAL	N/A	N/A	505.451,45	146.690,00	0	652.141,45	77.51%	100.00%

Head of Responsible Authority
State Secretary of the Ministry of Interior

I.Pētersone

