

2013 ANNUAL PROGRAMME

MEMBER STATE:	the Republic of Latvia
FUND:	European Return Fund
RESPONSIBLE AUTHORITY:	the Ministry of the Interior, Čiekurkalna 1 st line 1, k - 2, Riga, LV 1026
YEAR COVERED:	2013

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 organised, 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 the implementation of the respective action is known beforehand. This information is determined by the Management Committee while developing planning documents of the fund. In the framework of the executing body implementation method the Competent Authorities are responsible for preparation and submission of the project application to the Responsible Authority for the evaluation and approval. The Responsible Authority will approve and finance all of the project applications of the Competent Authorities that correspond to the evaluation criteria and will sign the agreement with the Competent Authorities, which will be similar to the grant agreement.

For the evaluation of the submitted project applications within both open and restricted calls for proposals similar evaluation procedures will be applied. In the framework of the restricted call for proposals, the submitted project applications will be evaluated by an Evaluation Commission (established by the Responsible Authority). In the framework of the open call for proposal, the submitted project applications will be evaluated by the same Evaluation Commission, as well as by the Management Committee of the Fund. Evaluation criteria of the submitted project applications are approved by the 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 the fact that 7 actions proposed for financing under the 2013 annual programme 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 specific features and connection to national security matters, these actions will be implemented using restricted call for proposals.

Action 1.3.1. “Development and implementation of voluntary return programmes and reintegration activities” within the framework of Programme of the Fund will be implemented using an open call for proposal. At this point it is possible to provide approximate measures that will be implemented where open call for proposals will be organised. Proposals on how to achieve the expected outcomes will be known only after the end of procedures of the call for proposals. In the description of actions listed below there are provided planned and expected results.

1.3. Timeline of selection and approval of projects

The Responsible Authority will launch an open and restricted call for proposals for submitting the project applications in the in the 1st half of year 2013.

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 selection criteria, projects will be awarded and grant agreements will be signed. The eligibility period for project implementation is from 1st January 2013, the end date – at the latest 30 June 2015. Project implementation for open call for proposals will start after signing of the grant agreements.

1.4. Procurement issues

The Competent Authorities will be responsible for implementation of the awarded projects through the restricted call for proposal, including organisation of procurement procedures and signing contracts with contractors according to the national legislation and the Article 11 of the implementing rules of the Fund. Public bodies are obliged to comply with the rules of the Public procurement law, which states that the minimum threshold for carrying out public procurement procedure in Latvia for services and products is 3 000 lats (~ 4 269 euro) and for construction works 10 000 (~ 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 the basic requirements for the public procurement principles (value for money principle, clearly defined criteria for the selection of the best offer, etc.).

1.5. Visibility of EC funding

By implementing projects within the framework of the Fund, the Competent Authorities responsible for the implementation of the projects will be under obligation to provide information regarding use of the Fund financing in accordance with the guidelines for publicity and visual identity measures. This includes requirements for the Competent Authorities on publicity and visual identity measures to be taken depending on specifics of the project. As the main examples of the visual identity and publicity measures to be applicable during the implementation of the projects can be mentioned the following:

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

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

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

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

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

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

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

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

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

1.6. State of play on three strategic objectives

The strategic objective *“the further development and improvement of voluntary return activities”* relates to:

Action 1.3.1. „Development and implementation of voluntary return programmes and reintegration activities”

Voluntary return activities in Latvia further continue to be performed attracting the non-governmental sector, the IOM Office in Riga.

The strategic objective *„the promotion of a more strategic focus on EU standards through implementation of actions linked to the requirements of the return directive”* relates to:

Action 1.2.1. “Support for organisation and improvement of forced return activities”

Action 1.2.2. “Creation and development of digital archive of cases of illegal immigrants”

Action 1.3.2. “Development of returned persons record-keeping system”

Action 1.7. “Development of monitoring system for forced return of illegal immigrants”

Action 4.3. „Improvement of professional skills for the employees of the Office of the Citizenship and Migration Affairs involved in the return sphere”

Action 4.6. “Strengthening of the capacity of the State Border Guard in the return sphere”

In order to introduce the requirements of the Return Directive, the Immigration Law was amended, including but not limited to the voluntary return principle, procedures of expulsion and detention of foreigners, as well as minor technical amendments.

During 2011 the number of first-time issued residence permits continued growing – 3777, comparing to 2010, when the number reached 2329 permits.

During 2011 several amendments to the laws and regulations as regards the easement of travel and residence by citizens from third countries to Latvia for the purposes of employment were also introduced. The amendments were related to the economic migration issues by setting higher levels for the investment amounts, based on which legal right to reside in the territory of Latvia may be acquired, within the Immigration Law.

1230 persons were rejected entry into Latvia during 2011 on the border; the number is 51% higher than in 2010. Most often the entry was rejected due to invalid travel documents, visas or residence permits or the presented visa or residence permit was forged. The total number of illegal immigrants, who were detained within the State, is relatively small. The number of detained persons has decreased since 2005 – from 307 persons, who were detained in 2005, to 195 in 2010, and 130 in 2011. Russia, Ukraine and Belarus are still countries, from which the largest number of illegal immigrants is detained.

By preventing the illegal migration trends in 2011, Latvia continued developing the cooperation between authorities, cooperation with third countries and has introduced a number of amendments to the national laws.

By introducing the requirements of the Return Directive, the voluntary return principle has been stipulated, the procedures of the detention and return of foreigners has been set, and minor technical amendments have been made.

To the strategic objective „*the improvement of the national capabilities through co-operation with other Member States*” relates:

Action 1.2.1. “Support for organisation and improvement of forced return activities”

Optional forms of detention were identified – mandatory registration with the State Border Guard or delivery of the travel document. Detention of a foreigner shall only be applied in cases, where it is suspected that a foreigner avoids an expulsion procedure or in case the foreigner exposes danger to the public order and safety. The detention terms and reasons are also clarified – the total detention term is 6 months, in special cases, where the foreigner is not cooperative and thus the receipt of a travel document is hindered, the detention term may be prolonged by another 12 months. Until then the total detention period was 20 months. By prolonging the detention term the judges shall assess the circumstances established during the expulsion procedure, and shall consider circumstances, due to which the foreigner was detained.

Besides the amendments to the Immigration Law, the Cabinet of Ministers Regulations No.454 of 21 June 2011 was also adopted. These Regulations stipulate the form of the forced removal, departure of third-country nationals and the procedures for the issue thereof, and define the term “less protected individuals” by setting special provisions as regards to these individuals. In addition to the aforementioned a one-off benefit amounting to LVL 20,00 was introduced for the foreigners to be removed.

By adopting the requirements of the Return Directive in the Immigration Law, it was stipulated that in case the Office of Citizenship and Migration Affairs or the State Border Guard has established that the foreigner is subject to a departure decree or decision on forced return taken by another Member State, the head of either of the authorities or the authorised officials of him or her shall have the right, having assessed the case circumstances and having got in contact with the relevant Member State, to take a decision on the recognition of such departure decree or decision on forced return.

Till 2012 June, OCMA had organised two business trips to The Contact committee in Brussels about Return Directive and a business trip to Estonia to take part in ERF Project’s „Development of Operational Cooperation in Baltic States on Return of Immigrants” work group.

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: Support for the development of a strategic approach to return management by Member States

Action 1.2.1. “Support for organisation and improvement of forced return activities”

Action 1.2.2. “Creation and development of digital archive of cases of illegal immigrants”

Action 1.3.1. “Development and implementation of voluntary return programmes and reintegration activities”

Action 1.3.2. “Development of returned persons record-keeping system”

Action 1.7. “Development of monitoring system for forced return of illegal immigrants ”

PRIORITY 4: Support for the Union standards and best practices on return management

Action 4.3. „Improvement of professional skills for the employees of the Office of the Citizenship and Migration Affairs involved in the return sphere”

Action 4.6. “Strengthening of the capacity of the State Border Guard in the return sphere”

<u>Action 1.2.1.</u>	Support for organisation and improvement of forced return activities
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1. Purpose and scope of the action

In accordance with Article 3 of the Immigration Law the State Border Guard (hereinafter - SBG) is an body of the Ministry of the Interior which is responsible for dealing with the return issues of foreigners who have breached procedures for the entry and residence in the Republic of Latvia. SBG performs tasks related to taking a decision on removal if a foreigner has breached procedures for the entry and residence and that fact was detected at borderland or border crossing point, determines an entry ban, establishes the identity of foreigners, carries out detention and removal of foreigners, as well as cooperates with consular offices and immigration services of other countries in drawing up necessary documents. Taking into account that Latvia is a member state of the European Union (hereinafter - EU) and the Schengen Agreement, the increased pressures of illegal immigration can be predicted in the future, that creates the need to organize constantly the new removal measures. In order to aware the situation regarding the removal of illegal immigrants, in each case the analysis of removal route is carried out to determine the optimal removal measures.

After accession to the European Union and the Schengen area, Latvia is fully affiliated with the sphere of justice, freedom and security, which one of the fundamental principles is free movement of people, which, in its turn, closely linked to migration. This raises new challenges to the migration process and services involved in border security, in order Latvia would be able to participate in the development of the European Union immigration policy and migration control as an equal partner.

Due to the fact that in recent years, the number of illegal immigrants from exotic countries has increased and their removal has its own specific, it is appropriate to gain the nuances of removal of these third country nationals before their arrival in Latvia. This experience will allow the SBG officials to carry out their tasks qualitatively and achieve the objectives regarding common standards on return throughout the EU.

In accordance with the Immigration Law adopted on 1st May, 2003, the SBG officials shall carry out removal/return of illegal immigrants. Currently the SBG convoys the persons up to the state border, to the country of transit or the country of origin. In total, from 2002 till 1st January, 2011 from the Republic of Latvia 1 797 foreigners were removed. Each removal case is individual. Success is measured in both quantity and quality terms. A significant factor is the removal associated costs. The amount of costs will depend on the country to which foreigners is being removed.

Within the framework of the project it is planned the participation of the State Border Guard officials in charter flights/joint return flights to third countries, organized by EU Member States/Frontex Agency, both removing foreigners from the territory of the Republic of Latvia and gaining experience in the observer status.

The aim of this action is to organise:

1. forced return operations according to the Immigration law;
2. experience exchange visits and seminars for employees involved in the return sphere (immigration officials) of the Third-countries immigration officials.

This action is a multiannual action and is implemented within all Annual Programmes.

Within this action it is planned to:

- 1) use commercial flights for forced return of illegal immigrants;
- 2) provide catering services for illegal immigrants and escorts before and during forced return operations;
- 3) to participate in forced return operations organized by the Member States to rise practical knowledge;
- 4) establish and enhance effective, independent and sustained cooperation with Third-countries immigration services;
- 5) facilitate the identification process of Third-countries nationals;
- 6) facilitate the obtaining process of the travel documents to provide fast and successful return and expulsion of Third-countries nationals;
- 7) exchange of best practice on return with Third-countries nationals.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.2.1. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the State Border Guard.

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

In accordance with Article 50³ (1) of the Immigration Law the State Border Guard shall organize and carry out the forced return of the foreigners.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
<i>Action 1.2.1.” Support for organisation and improvement of forced return activities”</i>	
Number of removed illegal immigratns	60
Number of the State Border Guard officers involved in realization of forced return measures encreased theoretical knowledge and practical skills	10

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on written material. Labels on the acquired equipment must be attached to material objects acquired.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 1.2.1.** in the framework of Programme there are allocated financial resources in amount of **166 464,16 EUR.**

European Union contribution	124 848,12 EUR	75 %
Public allocation	41 616,04 EUR	25 %
Total of public sources	166 464,16 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	166 464,16 EUR	100 %

8. Categorization of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology B – Forced Return	100%
LAYER 2 - (THE TEN TYPOLOGIES)		
	3. Forced Return	75%
	10. Cooperation with third countries	25%

<u>Action 1.2.2.</u>	Creation and development of digital archive of cases of illegal immigrants
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1. Purpose and scope of the action

Within the Annual Programme 2009 the multi-annual action “Creation and development of digital archive of cases of illegal immigrants” was commenced in order to strengthen administrative capacity of the Office of Citizenship and Migration Affairs and provide fast decision making procedure and appropriate data handling security in the field of return, to establish digital documents file archive about persons who have contravened the conditions of immigration and residence permit. Main activities to be performed are determination of the most typical documents, development of the procedures for the movement of personal files of illegal immigrants during the period of adoption of digital archive; selection of cases; establishment of 2 scanning work stations; increasing the performance of the existing server system, software adjustment work.

If the Action 1.2.2. is realized within the Annual Programmes 2009, 2010, 2011 and 2012, the following activities are planned to accomplish within this action:

- work of experts for determination of atypical types of documents, consultations to the contractor regarding development and introduction of digital archive;
- selection of files of subsequent 30,000 illegal immigrants and 100% of those files sorted for further use;
- development and introduction of digital archive, by continuing the works for supplementing and integration of the existing software by the contractor;
- 22 000 files of illegal immigrants scanned;
- development of procedures for the use of digital archive;
- elaboration of agreements with an external user.

In the Annual Programme 2013 it is planned to continue implementation of this action. The Annual Programme 2013 anticipates providing of such activities:

- experts' work for consultation to the contractor regarding the development and introduction of digital archive;
- introduction of procedures for the use of digital archive;
- conclusion of agreements with an external user;
- sorting of documents of personal files according to the developed procedure after scanning;
- development and introduction of digital archive, by the contractor by continuing the work for supplementing and integrating the existing software;
- scanning of selected documents in files of illegal immigrants;
- training of ~60 OCMA and ~30 external users.

As regards the implementation of the Action 1.2.2. it can be confirmed that salaries for following tasks - determination of type of documents, persons files selection and documents scanning - will be paid to public officials who are involved in project implementation. Those persons will fulfil specific tasks which are outside their usual duties.

Digital archive's of the files of illegal immigrants implementation provides:

- fast information receipt on corresponding person;
- faster information administration's process to others EU member state migration services;
- shorter process of decisions making of persons, who contravene immigration and residence conditions;
- elevated person's data safety.

By implementing the digital archive of cases of illegal immigrants the Office of Citizenship and Migration Affairs will be able to ensure fast information receipt on a corresponding person (information about a person will be simultaneously available for several workers of the Office of Citizenship and Migration Affairs), faster information administration's process to migration services, as well as to other competent authorities or institutions abroad, when performing cooperation in the framework of intergovernmental cooperation agreements, as well as cooperating in the framework of intergovernmental consultation networks (SIS, SIRENE, VISION, Dublinet) that in general will shorten process of decision making on persons, who contravened immigration and residence conditions, thus also reducing expenses of accommodation of detained persons. There will be also prevented possibility to lose or damage files during its transmission or storing. Duplication of files additionally in electronic form increases general security of the system, essentially reducing risks connected to ill-intentioned loss of the files. In case that other state institutions involved in migration and return processes, such as the State Border Guard, the State Police, diplomatic and consular authorities of the Republic of Latvia, the Security Police, the Constitution Protection Bureau, etc. will need to get acquainted with certain document's content, it will be possible to send them document's electronic version.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.2.2. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the Office of Citizenship and Migration Affairs.

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

The area of responsibility of the Office of Citizenship and Migration Affairs is part of return process action – delivering a voluntary return decision, making decision on aliens forced return, defining entry ban, delivering departure documents, making decision on person reception – wherewith accordingly own area of responsibility OCMA accumulates persons files, who contravene immigration and residence conditions in state.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
Action 1.2.2. “Creation and development of digital archive of cases of illegal immigrants”	
Number of digital archives of files of illegal immigrants established	1
Number of agreements concluded with external users of digital archive	4
Number of personal files of illegal immigrants scanned	8000
Number of OCMA employees trained	60
Number of external users trained	30

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on written material. Labels on the acquired equipment must be attached to material objects acquired.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The Action 1.2.2. “Creation and development of digital archive of cases of illegal immigrants” provides continuation for the Transition Facility project "Improvement of Circulation, Processing and Safekeeping of Immigration Case Files", which the Office of Citizenship and Migration Affairs implemented from November 2007 to December 2008. This action will take steps to implement the recommendations regarding data security set forth in the Action Plan which was developed within the framework of the above mentioned Transition Facility project."

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 1.2.2.** in the framework of Programme there are allocated financial resources in amount of **160 572 EUR**, which will be used to finance experts, to supplement and integrate the software (subcontracting), to cover amortization costs for supplied equipment and to organize seminars.

European Union contribution	120 429 EUR	75 %
Public allocation	40 143 EUR	25 %
Total of public sources	160 572 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	160 572 EUR	100 %

8. Categorisation of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology A – Assisted Voluntary Return	87 %
X	Typology B – Forced Return	13 %
LAYER 2 - (THE TEN TYPOLOGIES)		
7. Capacity building -infrastructure and tools		100 %

<u>Action 1.3.1.</u>	„Development and implementation of voluntary return programmes and reintegration activities”
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1. Purpose and scope of the action

The aim of this action is implementation of voluntary return programmes and realisation of return of returnees via reintegration activities.

Within the framework of the annual programme 2008 - 2009 voluntary return programmes and reintegration activities were implemented as separate actions:

- 1.3.action "Support for development and implementation of voluntary return programmes";
- 1.4.action "Support for development and implementation of reintegration activities".

Taking into consideration the fact that reintegration activities are considered to be the integral part of voluntary return that will motivate the potential returnees to use this chance starting with the 2010 annual programme the aforementioned actions are planned to be combined and to be implemented jointly.

Due to importance of this action it's implementation was continued within the Annual Programmes 2011 and 2012, furthermore will be continued in the Annual Programme 2013.

Given measures are necessary in order to continue functioning of voluntary return in Latvia according to the Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 that in its turn the priority will be given to voluntary return instead of forced

return and will give an opportunity to the returnees when returning to their countries of origin to be able to provide for themselves.

Within this action it is planned:

- 1) to organise voluntary return and carry out reintegration activities of returnees;
- 2) to develop and distribute respective methodological and informative materials;
- 3) to gather regularly information about of potential returnees and providing information to them on possibilities of voluntary return, and other tasks related to the aim of this action.

2. Expected grant recipients

In the framework of this action there will be organised **open call for proposals** 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.

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

N/A

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
Action 1.3.1. „Development and implementation of voluntary return programmes and reintegration activities”	
Number of persons taking part in voluntary return activities	116
Number of persons taking part in reintegration activities	38

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on information and communication materials and documents used during the information events.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular.

7. Financial information

For implementation of **Action 1.3.1.** in the framework of Programme there are allocated financial resources in amount of **145 000 EUR.**

Private sources	0 EUR	0 %
European Union contribution	108 750 EUR	75 %
TOTAL	145 000 EUR	100 %
Public allocation	36 250 EUR	25 %
Total of public sources	145 000 EUR	100 %

8. Categorisation of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology A – Assisted Voluntary Return	100 %
LAYER 2 - (THE TEN TYPOLOGIES)		
7. AVR (assisted voluntary return)		100%

<u>Action 1.3.2.</u>	“Development of returned persons record-keeping system”
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1. Purpose and scope of the action

Considering that Latvia introduced in the national legislation Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States for returning illegally staying third-country nationals (further – Return directive), conditions, responsible institutions have to provide third country nationals return procedure according to Return directive. On 16 June 2011 the amendments in the Immigration Law came into force, comprising all requirements of the Return Directive. According to the new Immigration Law, voluntary return and forced return decisions are issued both by the Office of Citizenship and Migration Affairs and the State Border Guard.

The Return directive provides that voluntary return should be preferred over forced return, which may result in increase in the number of persons returned voluntary instead of forced return. After implementation of the Return directive, legislation shall provide that the decision in relation to including a foreigner into the list of foreigners banned from entry to the Republic of Latvia should be incorporated in a return decision (removal order). The wording “should be incorporated” comprises also the possibility to act otherwise in which case the aforementioned persons shall enjoy the right of free movement and they shall no longer be subjects of the subsystem of re-entry bans of the Common migration information system. Currently a person shall be included into the subsystem of re-entry bans of the Common migration information system if the person is the subject of return decision with regard to the territory of the Republic of Latvia and the return decision includes re-entry ban. Consequently, the Entry Ban Subsystem of the Common Migration Information System must be reorganized into a system which stores data on all returned persons: regarding persons who have forced or voluntary returned, persons for whom entry ban has been stated and persons for whom entry ban have not been stated. Since persons who return to their country of origin voluntary receive various assistance, which includes national and the EU funds, it is necessary to collect and accumulate data also on the assistance provided to these individuals.

Taking into account the mentioned above, the objective of the action is to ensure quality data collection regarding all persons who have been returned forced or voluntarily, and regarding persons for whom entry ban has been stated and persons for whom entry ban has not been stated, as well as regarding received assistance in voluntary return programmes, and also in order to provide necessary statistics in this field according to Regulation No. 862/2007 (Statistics Regulation) of the European Parliament and of the Council, and the European Pact on Immigration and Asylum which provides Member States to submit information to the European Commission on an annual basis about situation in immigration and asylum sphere.

The improved subsystem will be linked to the digital archive of cases of illegal immigrants where personal file documents will be stored in electronic form, thus good synergy will be ensured between the electronic documents archive and the returned persons’ record-keeping

system. User will have access not only to basic data on returned persons but also to all personal file documents, thus speeding up the proceeding.

Within the Annual Programme 2010 the multi-annual action “Development of returned persons record-keeping system” was commenced in order to ensure quality data collection on returned persons. If the Action 1.3.2. is realized within the Annual Programmes 2010, 2011 and 2012, the following activities are planned to accomplish within this action:

- 1) to develop the legal framework for data collection;
- 2) to develop a data collection concept;
- 3) to develop a requirements specification for data record-keeping system;
- 4) to develop and implement design and prototype for returned persons data record-keeping system;
- 5) to develop and ensure initial data record-keeping system’s functionality in test environment.

Within the Annual Programme 2013 it is foreseen the following measures foreseen within this action:

- 1) to complete development of software of data record-keeping system;
- 2) to implement software of data record-keeping system;
- 3) conclusion of agreements with an external user;
- 4) to train system users.

Implementation of this action will provide effective Return directive accommodation in return of third country nationals.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.3.2. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the Office of Citizenship and Migration Affairs.

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

The Office of Citizenship and Migration Affairs fulfils following return process actions – delivering a voluntary return decision, making decision on aliens forced return, defining entry ban, delivering departure documents, making decision on person reception – wherewith accordingly own area of responsibility OCMA collects persons files, who contravene immigration and residence conditions.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
<i>Action 1.3.2. "Development of returned persons record-keeping system"</i>	
Number of software installation packages of data record-keeping system completed and implemented	1
Number of agreements concluded with external users	~4
Number of system users trained	75

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on information and communication materials and documents used during the information events.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 1.3.2.** in the framework of Programme there are allocated financial resources in amount of **74 880 EUR** which will be used to finance involved institutions' experts, external experts and to implement returned persons data record-keeping system (subcontracting).

European Union contribution	56 160 EUR	75 %
Public allocation	18 720 EUR	25 %
Total of public sources	74 880 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	74 880 EUR	100 %

8. Categorisation of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology A – Assisted Voluntary Return	87 %
X	Typology B – Forced Return	13%
LAYER 2 - (THE TEN TYPOLOGIES)		
6. Capacity building of staff		11%
7. Capacity building -infrastructure and tools		89%

<u>Action 1.7.</u>	Development of monitoring system for forced return of illegal immigrants
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1. Purpose and scope of the action

In accordance with Article 8(6) of Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 on common standards and procedures in Member States for returning illegally staying third-country nationals Member States shall provide for an effective forced-return monitoring system. In Latvia, pursuant to paragraph 7 of Article 50 of the Law on Immigration effective monitoring of forced return is implemented by the Ombudsman of the Republic of Latvia (hereafter, the Ombudsman); which had this function assigned by stipulating the tasks associated with monitoring of the process in the law. Every monitoring must be based on methodology and aimed at reaching effective results, in view of

the possible drawbacks at the development stage. Therefore the Ombudsman as the competent authority must develop and verify monitoring system of effective removal in accordance with Directive No. 2008/115/EC of the European Parliament and of the Council until NGO would be invited to take over this function.

The implementation of Action 1.7. was launched within the Annual Programme 2010. Within Annual Programme 2013 the implementation of this action will be continued by developing and verifying monitoring system for forced return of illegal immigrants (II stage).

The aim of this action is to develop and verify monitoring system for forced return of illegal immigrants in accordance with Directive No. 2008/115/EC of the European Parliament and of the Council.

During the period of time from December 2011 until June 2012 part of the monitoring mechanism has been developed at the Ombudsman's Office – methodology for survey of foreign nationals subject to forced return and a questionnaire; however, it is only a part of tasks to be performed within the monitoring system.

For a purpose to develop, test and improve the monitoring assignments during the period of time from 1 July 2013 until 30 June of 2015 the following activities shall be carried out - it is necessary to develop and adapt stages of inspection of accommodations where the foreign nationals subject to forced return stay (development of questionnaires) and final stage of removal of the individual and coordination of the process for transportation of luggage:

1. Desk study on monitoring mechanisms in EU and EEA. To execute this activity a research methodology will have to be developed (include two aspects - inspection of accommodations where the foreign nationals subject to forced return stay and final stage of removal of the individual and coordination of the process for transportation of luggage);
2. Study visits to at least 2 EU states, monitoring of final stage of removal of the individuals and coordination of the process for transportation luggage, participation at least 2 final stage of removal of the individual and 10 inspection of accommodations where the foreign nationals subject to forced return stay;
3. Development of the concept note for the guidelines and data base for the monitoring institution;
4. Finalise the monitoring guidelines (including site inspection forms and monitoring questionnaire);
5. Testing of the inspection mechanism & guidelines. During the visits in detention places (Centre for detained immigrants in Daugavpils and other detention places) and during final stage of removal of the individual and coordination of the process for transportation of luggage the overall assessment of the proposed forced return monitoring guidelines and methodology will be tested;
6. Propose the amendments to the legal framework or policy established by the government (conclusions and recommendations will be summarized in a project report).

Effective monitoring system will be developed and tested which shall be introduce from the point zero that will facilitate further improvement of monitoring.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.7. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the Ombudsman of the Republic of Latvia.

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

In accordance with the wording of the law “Amendments to the Immigration Law” the Ombudsman will have to carry out supervision of the forced return of foreign citizens. Pursuant to Article 4 of the Ombudsman Law the Ombudsman is an independent official subordinate only to the law having the function to facilitate protection of human rights of private individuals, facilitate prevention of discrimination, evaluate and enhance compliance with the principle of good administration at government offices, establish and remedy deficiencies in laws and regulations and in application of the principle of good administration. Right now the Ombudsman’s Office already performs monitoring of the centre where detained foreigners are accommodated; therefore delegation of the supervisory function to the Office without creating a whole new institution requiring resources from the government budget is the only and most effective option for delegation of the supervisory function. The nongovernmental organizations are not interested in adoption of the government service because they will not receive funding from the government budget.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
<i>Action 1.7. “Development of monitoring system for forced return of illegal immigrant”</i>	
Desk study prepared	1
Study visits to 2 EU states	2 reports of country visits 2 reports of monitoring of final stage of removal of the individuals ~10 reports of inspection of accommodations
The concept note for the guidelines	1
Data base	1
Monitoring guidelines	1
The overall assessment of the proposed forced return monitoring guidelines and methodology	The overall assessment of the proposed forced return monitoring guidelines and methodology is tested
To propose the amendments to the legal framework or policy	The amendments to the legal framework or policy proposed

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on information and communication materials and documents used during the information events.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development

and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 1.7.** in the framework of Programme there are allocated financial resources in amount of **124 800 EUR.**

European Union contribution	93 600 EUR	75 %
Public allocation	31 200 EUR	25 %
Total of public sources	124 800 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	124 800 EUR	100 %

8. Categorisation of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology B – Forced Return	100 %
LAYER 2 - (THE TEN TYPOLOGIES)		
1. Return management (strategy)		20 %
3. Forced return		20 %
6. Capacity building of staff		20 %
7. Capacity building – infrastructure and tools		20 %
8. Capacity building – research / best practices		20 %

<u>Action 4.3.</u>	Improvement of professional skills for the employees of the Office of the Citizenship and Migration Affairs involved in the return sphere”
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1. Purpose and scope of the action

The implementation of Action 4.3. was launched within the Annual Programme 2008 and continued within the Annual Programmes 2009, 2010, 2011 to pursue Priority 4 of the Programme. According to the Multi-annual programme for the European Return Fund at the current moment action 4.3. is planned to be also supported within 2013 Annual Programmes of the Fund.

The aim of this action is to improve English communication skills of the OCMA employees involved in return sphere and to acquire experience of other Member States in the field of management of document flow and storage of documents on returned persons, as well as to apply this experience for Latvia conditions.

Previously within Annual Programme 2008 20 officials of the immigration structural units of the State Border Guard (hereinafter- SBG) and 41 employees of the Office of Citizenship and Migration Affairs (hereinafter- OCMA) had been trained.

Within Annual Programme 2009 within this action OCMA in joint cooperation with SBG organised trainings (English, French, Spanish and Arabic languages) for more than 80 officials of the OCMA and SBG.

After implementation of Action 4.3 within the Annual Programme 2009, foreign language training in Latvia for the OCMA and the SBG officials further will be organized in accordance with developed foreign language training concept.

Previously within Annual Programme 2010 38 employees of the immigration structural units of the OCMA had been trained.

Within Annual Programme 2011 implementation of this action continued by organising foreign language studies in Latvia and/or abroad for the approximately 40 officials of the OCMA working on return.

Within Annual Programme 2013 the employees of the OCMA, involved in return sphere, will continue to improve professional and communication skills and will acquire experience of other Member States in the field of management of document flow and storage of documents on returned persons. In order to ensure improvement of professional skills, the studies in Latvia and/or abroad will be provided for approximately 40 employees.

The Action 4.3. of the Annual Programme 2013 will be implemented within two years period from 01.07.2013 till 30.06.2015, providing that the training of OCMA employees will be carried out within 18 months.

Improvement of language skills will ensure more qualified work approach, facilitate international collaboration in return sphere and effective realisation of interview and profiling measures as well as improve professional level in work with the returnees.

Experience exchange visits and/or seminars to other Member States will expand knowledge of field of management of document flow and storage of documents on returned persons.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.3.2. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the Office of Citizenship and Migration Affairs.

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

Call for proposals should be restricted because, in compliance with Section 3 of the Immigration Law, only the Office of Citizenship and Migration Affairs employees work with return management issues among state institutions in Latvia.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
<i>Action 4.3. " " Improvement of professional skills for the employees of the Office of the Citizenship and Migration Affairs involved in the return sphere"</i>	
Number of employees of state institutions involved in the return sphere who have successfully completed the language course	~ 40
Number of experience exchange visits and/or seminars to acquire experience of other Member States in the field of management of document flow and storage of documents on returned persons	1

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on information and communication materials and documents used during the information events.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 4.3.** within the framework of Programme there are allocated financial resources in amount of **48 344 EUR**, which will be used to finance Project's administrative costs and for organizing language training and experience exchange visits (the employees of OCMA).

European Union contribution	36 258 EUR	75 %
Public allocation	12 086 EUR	25 %
Total of public sources	48 344 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	48 344 EUR	100 %

8. Categorisation of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology A – Assisted Voluntary Return	87 %
X	Typology B – Forced Return	13%
LAYER 2 - (THE TEN TYPOLOGIES)		
6. Capacity building of staff		70%
8. Capacity building – research/best practices		30%

<u>Action 4.6.</u>	Strengthening of the capacity of the State Border Guard in the return sphere
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1. Purpose and scope of the action

In accordance with Article 3(1) of the Immigration Law, entry and stay of foreigners in the Republic of Latvia is documented and controlled by the State Border Guard (hereinafter – SBG) in the scope of its competence; in accordance with Article 50³ of the Immigration Law SBG shall organize and carry out the forced return of the foreigners as well as in accordance with Article 41(3) of the Law SBG shall issue a return decision if SBG officer detects illegal residence of a foreigner in the Republic of Latvia. SBG is dealing with return issues of foreigners who have breached procedures for the entry and residence of foreigners in the Republic of Latvia.

SBG performs tasks related to taking a decision on forced return, determines an entry ban, establishes the identity and carries out detention and removal of foreigners as well as cooperates with the consular offices and immigration services of other states in drawing up necessary documents, implements readmission agreements as well as participates in various international activities on prevention of illegal immigration.

Taking into account that Latvia is a member state of the European Union (hereinafter EU) and the Schengen Agreement, the increased pressures of illegal immigration can be predicted in the future, that creates the need to organize various training courses for the staff depending on the employees' specific requirements

To evaluate the situation regarding staff qualification levels the inspections are regularly carried out in all structural units of the institution. Within the framework of these inspections one of the considered issues is to determine the areas in which the improvement of employees' professional skills is the most substantially. As a result of the carried out inspections it was found that for the State Border Guard it is necessary to train such officers, whose official duties include return and convoy of detained foreigners both in Latvia and to country of foreigners' origin. In addition to the above, the implemented activities must have a lasting impact in order to ensure continued training of the State Border Guard officers involved in the convoy.

While analyzing the performance of the staff tasks, it was found that there is a primary need to organize for SBG officers training courses in English, French, and Arabic languages.

The State Border Guard units, inter alia those, whose tasks include the implementation of return measures, are facing a situation where almost all office equipment is physically and morally obsolete. The average age of office equipment (computers, etc.) is 7-10 years. During all the previous period and during preparations for the EU and Schengen, funding for improvement of work conditions was mainly allocated to the strengthening of external borders. Most part of units which perform return measures does not have portable computers (laptops), voice recorders, video cameras, etc. In recent years, statistics show that the pressure of illegal immigration to Latvia has increased, moreover have been made significant changes in the legislation (for example, the Return Directive is adopted), which has radically changed operations of SBG units, wherewith; in order to ensure the quality of the return process implementation, the technical capacity should be developed. At the same time it is necessary to improve living conditions of the temporary detained persons. For this aim it is planned to renovate temporary detention premises.

In order to ensure the capacity building of the officials of the State Border Guard involved in the return sphere, it is necessary to increase the professional qualification of personal in training courses, also in a form of e-learning. E-learning will consist of some parts, like video, audio, textual materials, as well as animations and simulations and allows any kind of traditional learning materials carried in an electronic environment. For efficient implementation of e-learning courses it is necessary to purchase a server for hosting e-environment with fast Internet connection to the public network.

The overall objective of this action is to ensure effective and high quality control of the external border of the Republic of Latvia and of the European Union, to protect national economic interests, to ensure internal security and prevent external threats.

2. Expected grant recipients

Taking into account the specifics of action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 4.6. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2013 is the State Border Guard.

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

In accordance Section 50, Paragraph 2 with Immigration law passed on May 1, 2003 measures of forced return are realised by State Border Guard.

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2013 is presented in the table below.

Results for AP 2013	Indicators
<i>Action 4.6. Strengthening of the capacity of the State Border Guard in the return sphere</i>	
Improved technical support for officials involved in the return sphere	<ul style="list-style-type: none"> - Purchased 43 pcs. computers - Purchased 15 pcs. portable computers - Purchased 7 pcs. photo printer - Purchased 20 pcs. laser printers (black/white) - Purchased 5 pcs. laser printers (colored) - Purchased 12 pcs. scanners - Purchased 11 pcs. multifunctional equipment (scanner, printer, fax) - Purchased 42 pcs. mobile phones - Purchased 10 pcs. digital specular cameras - Purchased 5 pcs. memory cards for photo cameras - Purchased 7 pcs. digital video cameras - Purchased 18 pcs. digital dictophones - Purchased 8 pcs. filminator - Purchased 46 pcs. flash memory - Purchased 3 pcs. projectors - Purchased 8 pcs. fax - Purchased 4 pcs. documents destruction equipment - Purchased 4 psc. ventilator - Purchased 3 pcs. GPS for cars - Purchased 7 pcs. computer tables - Purchased 14 pcs. computer chairs - Purchased 2 pcs. conditioner - Purchased 1 pc. server - Purchased 1 pc. stewardess trolley (for aircraft model) - Purchased 1 pc. computer (for recording of videomaterials) - Purchased 1 pc. software (for recording of videomaterials) - Purchased 1 pc. record player - Purchased 7 pcs. television surveillance cameras (for aircraft/minivans models and auditorium)

Foreign language training courses of the officials of the Riga Board of the State Border Guard	12 officials improved English language knowledge 2 officials improved French language knowledge 4 officials improved Arabic language knowledge
Driving courses for transporting passengers with seating capacity, excluding the driver's seat, exceeding 8 seats (category D1)	10 officials
Improved theoretical and practical knowledge of escort staff	60 officials of escort staff trained
Improved living conditions of the temporary detained persons	2 bathrooms devices renovated 1 shower renovated 2 keeping premises of the temporary detained persons renovated the facade of the building redecorated

5. Visibility of EC funding

The project partners must always refer to the co-financing of this project from the European Return Fund in communications about this project. The EU logo and the statement of the Fund must be displayed on information and communication materials and documents used during the information events.

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

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.

The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information

For implementation of **Action 4.6.** in the framework of Programme there are allocated financial resources in amount of **239 328 EUR.**

European Union contribution	179 496 EUR	75 %
Public allocation	59 832 EUR	25 %
Total of public sources	239 328 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	239 328 EUR	100 %

8. Categorization of the action according to the typology for the Fund

LAYER 1 – ASSISTED VOLUNTARY RETURN OR FORCED RETURN		
X	Typology B – Forced Return	100%
LAYER 2 - (THE TEN TYPOLOGIES)		
3. Forced Return		75%
10. Capacity building of staff		25%

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:

- Salaries of employees involved in ensuring of fulfilment of functions of the Responsible Authority (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund);
- Travel expenses related to the implementation of the Fund;
- Improvement of the professional qualification of the employees involved in ensuring of fulfilment of functions of the Responsible Authority by organising training courses;
- Ensuring the realisation of *on-the-spot* checks;
- Expert fees of experts forming project applications evaluation commission;
- Ensuring project and programme evaluation;
- Translation of the documents related to the implementation of the Fund (English – Latvian, Latvian – English);
- Ensuring the organisation of the annual information activity.

Certifying authority:

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

Audit authority:

- Drawing up of part C of an annual audit report to the European Commission about the annual programme – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned by the use of outsourcing;
- Travel expenses that are related to the implementation of the Fund (expenditure will be covered in full amount from the financial means of the technical assistance for the employees whose direct duties will be related to the implementation of the Fund);
- Improvement of the professional qualification of the employees involved in ensuring of the fulfilment of functions of the Audit Authority by organising 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 the Responsible authority and the recipient of the technical assistance financing.

4.2. Visibility of EC funding

By implementing the 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 the Fund financing within the implementation of the

project. Therefore, the 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 the guidelines is similar to those described in the 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 the 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:		[2013]						
Fund:		[European Return Fund]						
<i>(all figures in euro)</i>	Ref. Priority	Ref. specific priority (1)	European Union 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 1.2.1. [Support for organisation and improvement of forced return activities]	Priority 1	N/A	124 848,12	41 616,04	0,00	166 464,16	75,00%	16,31%
Action 1.2.2. [Creation and development of digital archive of cases of illegal immigrants]	Priority 1	N/A	120 429,00	40 143,00	0,00	160 572,00	75,00%	15,73%
Action 1.3.1. [Development and implementation of voluntary return programmes and reintegration activities]	Priority 1	N/A	108 750,00	36 250,00	0,00	145 000,00	75,00%	14,21%
Action 1.3.2. [Development of returned persons record-keeping system]	Priority 1	N/A	56 160,00	18 720,00	0,00	74 880,00	75,00%	7,34%
Action 1.7. [Development of monitoring system for forced return of illegal immigrants]	Priority 1	N/A	93 600,00	31 200,00	0,00	124 800,00	75,00%	12,23%
Action 4.3. [Improvement of professional skills for the employees of the Office of the Citizenship and Migration Affairs involved in the return sphere]	Priority 4	N/A	36 258,00	12 086,00	0,00	48 344,00	75,00%	4,74%
Action 4.6. [Strengthening of the capacity of the State Border Guard in the return sphere]	Priority 4	N/A	179 496,00	59 832,00	0,00	239 328,00	75,00%	23,45%
Technical assistance	N/A	N/A	61 230,88	0,00	0,00	61 230,88	100,00%	6,00%
TOTAL	N/A	N/A	780 772,00	239 847,04	0,00	1 020 619,04	76,50%	100,00%

Head of Responsible Authority
State Secretary of the Ministry of the Interior

I. Pētersone-Godmane