



MINISTRY OF THE INTERIOR OF THE REPUBLIC OF LATVIA

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Rīga

03 December 2008 No. 7/2-21/5080

Mrs. Muriel GUIN
Unit B/4 – Financial solidarity for
asylum, immigration and borders
DG Justice, Freedom and Security,
European Commission

Subject: Solidarity and Management of Migration flows; European Return Fund multi-annual programme and annual programme 2008

Please find attached a multi-annual programme of the Republic of Latvia for the European Return Fund for the years 2008 – 2013 and annual programme for the year 2008.

Annex:

1. Multi-annual programme of the Republic of Latvia for the European Return Fund for the years 2008 – 2013 on 32 pages;
2. Annual programme of the Republic of Latvia for the European Return Fund for the year 2008 on 18 pages.

Yours sincerely,

Head of Responsible Authority
State secretary

A. Straume

Iekšlietu ministrijas
Eiropas lietu un starptautiskās
sadarbības departamenta
direktore *Tija Rinmane*

T. Rinmane
02.12.08

Inese Čodare
02.12.2008

Inese Čodare
Eiropas lietu un starptautiskās
sadarbības departamenta
direktora vietniece

02-12-2008

A. Saare
1 A. Saare
02.12.2008

NEOFICIĀLAIS TULKOJUMS:

Eiropas Komisijas
Tieslietas, Brīvība un Drošība
Ģenerāldirektorāta
B/4 – Finansiālā solidaritāte
integrācijas, migrācijas,
un robežu jautājumos
– vienības vadītājai
Muriel GUIN kundzei

Par Solidaritātes un migrācijas plūsmu pārvaldības
pamatprogrammu; Latvijas Republikas daudzgadu programma un
2008.gada programma Eiropas Atgriešanās fonda ietvaros

Nosūtam Jums Latvijas Republikas daudzgadu programmu 2008 – 2013
gadam, kā arī 2008.gada programmu Eiropas Atgriešanās fonda ietvaros.

Pielikumā:

1. Latvijas Republikas daudzgadu programma 2008 – 2013 gadam
Eiropas Atgriešanās fonda ietvaros uz 32 lapas;
2. Latvijas Republikas 2008.gada programma Eiropas Atgriešanās fonda
ietvaros uz 18 lapām.

Ar cieņu,

Vadošās iestādes atbildīgā amatpersona
Valsts sekretārs



A. Straume

Inese Čodere
Eiropas Tieslietu, Brīvības un Drošības
ģenerāldirektorāta
direktora vietniece

07-12-2008

A. Straume
/ A. Straume /
02.12.2008.

2008 ANNUAL PROGRAMME

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

1. GENERAL RULES FOR SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME
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1.1. General principles for selection of projects

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

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

For evaluation of submitted project applications within both implementation methods – awarding body and executing body – a similar evaluation procedure will be applied. Submitted project applications will be evaluated against predefined criteria by project applications evaluation commission established by the Responsible Authority and by the Management Committee of the Fund. Project evaluation will be performed within three stages – administrative criteria, quality criteria and specificity criteria. These criteria are approved by the respective rules of Cabinet of Ministers and fully comply with the minimum selection criteria defined in the basic act.

1.2. Specific issues of the fund

In the framework of 2008 Annual Programme of the Fund one action (Action 2.1. „Participation of employees of state institutions involved in the return sphere in forced return activities and operation organised by FRONTEX and European Union member states”) can be implemented only by definite state authority (State Border Guard) who has *de jure* monopoly rights on implementation of this action due to its specifics and connection to national security matters. In this case the aforementioned action will be implemented in executing body method. All other actions within the framework of 2008 Annual Programme of the Fund will be implemented in awarding body method.

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1.3. Timeline of selection and approval of projects

Within the action to be implemented in executing body method Responsible Authority has sent out invitations to the Competent Authorities to submit the project applications in July 2008. Project applications have been submitted in August 2008.

Within the action to be implemented in awarding body method Responsible Authority has announced open call of proposals for submitting the project applications in July 2008. Project applications have been submitted in September 2008.

Project evaluation will take approximately 3 months. It is anticipated that projects will be approved and grant agreements (or similar agreement with Competent Authorities) will be signed by December 2008, provided that by this time the annual programme will be approved by Commission.

1.4. Procurement issues

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

Taking into consideration the aforementioned the requirements of Article 11 of the implementing rules of the Fund will be fully respected

2. CHANGES IN THE MANAGEMENT AND CONTROL SYSTEMS

N/A

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

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

PRIORITY 1: Support for the development of a strategic approach to return management by Member States

Action 1.1. „Development of unified integrated plan on creation of return system”

Action 1.3. „Support for development and implementation of voluntary return programmes”

Action 1.4. „Support for development and implementation of reintegration activities”

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

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PRIORITY 2: Support for the co-operation between Member States in return management

Action 2.1. „Participation of employees of state institutions involved in the return sphere in forced return activities and operation organised by FRONTEX and European Union member states”

Action 2.2. „Consolidation of cooperation of employees involved in the return sphere with consular institutions and immigration services of third countries”

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

Action 4.1. „Organisation of seminars/visits for employees of competent institutions regarding best practice in the sphere of return management”

Action 4.2. „Seminars, education and training of employees involved in return process, regarding legal and practical aspects of return activities”

Action 4.3. „Language courses for employees involved in the return sphere (English, French and Spanish, perhaps, also Arabic)”

3.1.1. Purpose and scope of the actions

Within those actions where there will be organised opened call for proposals it is complicate at this moment to provide more detailed information on measures that will be implemented as well as precise list of expenditures. Proposals on how to achieve the expected outcomes will be known only after the end of call for proposals procedure. In description of actions listed below there are provided planned and expected results.

Action 1.1.

In order to ensure implementation of Priority 1, within the framework of 2008 Annual Programme there will be started implementation of action 1.1. According to the Multi-annual programme for the European Return Fund at the current moment action 1.1. is planned to be also supported within 2009 Annual Programme of the Fund.

The aim of this action is to carry out research on current situation in return management sphere and developed integrated management models best suited for Latvia circumstances. It is strategically important step in order to develop unified integrated plan on improvement of return system.

Within this action it is planned to organize a working group, that would study current legislation in return management sphere, discover weak points to be improved and offer solutions, as well as work out possible models for integrated plan on management of entire return sphere, not particular fields of it.

Type of eligible costs within this action is mostly connected with expenditures of working groups, such as salaries for members of the working group, involvement and rewarding of local and foreigner experts, if there arises such necessity.

Action 1.3.

In order to ensure implementation of Priority 1, within the framework of 2008 Annual Programme there will be started implementation of action 1.3. According to the Multi-annual programme for the European Return Fund at the current moment action 1.3. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.

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The aim of this action is to carry out research on current situation in the sphere of voluntary return and develop models for voluntary return best suited for Latvian circumstances as well as to try to put developed models into practice in order to test their effectiveness.

Previously from 1998 to 2002, the Riga office of the International Organisation of Migration has successfully carried out several voluntary return projects. However, after 2002 there was no possibility to attract funding for continuation of such programmes. Afterwards within the framework of European Refugee Fund II Latvian multi-annual programme for 2005-2007 there was brought forward an action "Development of a system of voluntary return, as well as system for monitoring and follow-up after voluntary return". However, voluntary return actions were not carried out in that period, because there were no project applications received in framework of calls of proposals that would provide helpful solutions

Within action 1.3. it is planned to organise working group that would develop new normative acts that would facilitate voluntary return. It is planned to organise seminars and visits regarding sphere of voluntary return, develop methodological and informative materials regarding voluntary return as well as to return returnees acting upon newly developed model. Respectively eligible expenses within this action will be connected to aforementioned measures.

Action 1.4.

In order to ensure implementation of Priority 1, within the framework of 2008 Annual Programme there will be started implementation of action 1.4. According to the Multi-annual programme for the European Return Fund at the current moment action 1.4. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund

The aim of this action is to carry out research on requirements of reintegration activities and develop models for reintegration best suited for Latvian circumstances as well as to test developed models in practice in order to study their effectiveness.

Previously in Latvia there were no actions or measures undertaken that would be connected to reintegration activities. That is why it is important step for Latvia to create also follow-up systems after voluntary return in order to be able to provide full range of actions within integrated plan on return sphere.

Within action 1.4. it is planned to organise a working group that would develop new normative acts that would facilitate reintegration activities. It is planned to organise seminars and visits regarding reintegration sphere, develop methodological and informative materials on reintegration activities as well as to test newly developed models on persons that wish to participate in reintegration programme. Respectively eligible expenses within this action will be connected to aforementioned measures.

Implementation of actions 1.1., 1.3. and 1.4. within priority 1 is important for Latvia in order to have in the state in good time prepared systems that are able to work in case of unexpected (rapid) raise of illegal immigration pressure. Importance of support of voluntary return and reintegration within implementation of the European Return Fund is rather high because mentioned actions ensure sustainable return in case of unexpected inflow of illegal immigrants.

Action 2.1.

In order to ensure implementation of Priority 2, within the framework of 2008 Annual Programme there will be started implementation of action 2.1. According to the Multi-annual programme for the European Return Fund at the current moment action 2.1. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund

The aim of this action is to organise participation of employees of state institutions involved in the return sphere in forced return activities and operation organised by FRONTEX and European Union member states in order to realize forced return of illegal migrants to country

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of their origin, obtain needed experience, as well as practical skills in sphere of return of illegal immigrants by joint forced return measures.

Until the end of 2007 there were no actions of such kind implemented. Support of this action is important because participation in joint return operations will reduce administrative and financial burden in forced return management sphere.

Within action 2.1. it is planned to participate in forced return operation organised by FRONTEX. Eligible costs within this action are connected to travel expenditures of returnees and convoy.

Action 2.2.

In order to ensure implementation of Priority 2, within the framework of 2008 Annual Programme there will be started implementation of action 2.2. According to the Multi-annual programme for the European Return Fund at the current moment action 2.2. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.

The aim of this action is to organise experience exchange visits and seminars for employees involved in the return sphere in order to improve cooperation with third countries. As a result of implementation of this action it is planned to exchange with experience and to use information gained in the result of risk analysis with purpose to combat illegal immigration from appropriate third countries. The goal of this action is to activate mutual information exchange and effective collaboration with appropriate services involved in return management sphere of third countries.

Within action 2.2. it is planned to organise seminars and experience exchange visits. Respectively eligible expenses within this action will be connected to covering of business trip expenses and seminar expenses.

Implementation of actions 2.1., 2.2. within priority 2 will ensure consolidation and improvement of cooperation of institution involved in return management sphere both within EU Member States and third countries.

Action 4.1.

In order to ensure implementation of Priority 4, within the framework of 2008 Annual Programme there will be started implementation of action 4.1. According to the Multi-annual programme for the European Return Fund at the current moment action 4.1. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.

The aim of this action is to organise seminars and visits for obtaining of best practice of EU Member States in the sphere of return management in order to observe practice of these countries in issues of integrated return management. Implementation of action 4.1. will allow to be prepared for potential future development possibilities.

Within this action it is planned to organise seminars, invite foreign experts in the sphere of identification of illegal immigrants in order to be able depending on a case to perform return or forced return of these persons. Respectively eligible expenses within this action will be connected to covering of seminars/training expenses, business trip expenses of employees and involvement of experts.

Action 4.2.

In order to ensure implementation of Priority 4, within the framework of 2008 Annual Programme there will be started implementation of action 4.2. According to the Multi-annual programme for the European Return Fund at the current moment action 4.2. is planned to be also supported within 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.

The aim of this action is to organise training of employees involved in return process, regarding legal and practical aspects of return activities.

Previously there was organised participation only in international foreign training project regarding return sphere. It was EU-financed ARGO programme training project "Training on

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forced return measure by airlifting” organized by Netherlands in 2005. The training gave practical knowledge of organisation of removal actions and experience of communication with authorities of target countries, as well important information for direct work with illegal immigrants uncommon for Latvia. Officials of State Border Guard Main Board Immigration Board and State Border Guard Riga Board Immigration Service attended this training project that consisted of theoretical and practical parts. Theoretical part took place in November, 2005, in its turn practical part of the training took part in December 2005, when there was carried out practical organization of forced return of illegal immigrants and their forced return to Cameroon and Nigeria by using a joint chartered flight. Allocated resources consist of ARGO programme funding – 10 000 EUR and national co-financing – 5 000 EUR.

Within framework of action 4.2. it is planned to organise in Latvia or abroad study course regarding different aspects of return that in its turn will facilitate obtaining and improvement of needed knowledge. Respectively eligible expenses within this action will be connected to covering of study course expenses, business trip expenses of employees, involvement of foreign experts, as well as preparation of study materials.

Action 4.3.

In order to ensure implementation of Priority 4, within the framework of 2008 Annual Programme there will be started implementation of action 4.3. 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 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund

The aim of this action is to organise foreign language studies of employees involved in return process. Enhancement of language skills will ensure more qualified interviewing of foreigners, as well as will facilitate international collaboration in immigration sphere.

Previously there were organised foreign language studies mostly oriented on development of English level skills. Such studies were organised within implementation of *Schengen Facility* programme:

- There was implemented Objective No.10 “*Language training for OCMA (Office of Citizenship and Migration Affairs) officials*”. Within Measure No.1 “*French/English language training for OCMA officials in France, in UK and in Latvia*” of this objective 87 employees of the OCMA have finished French / English language courses in France, UK and Latvia. Within Measure No.3 “*English language training for OCMA officials in Latvia*” of the objective 10 employees of the OCMA have finished English language courses in Latvia.
- There was implemented also Objective No.28 “*Training courses*” Within Measure No.1 “*Foreign language training for border guards*” of this objective training courses of foreign languages in Latvia (English, German, French and Spanish languages) have attended and received certificates 428 State Border Guard officials. In its turn within the same measure training courses of foreign languages abroad (English, German, French un Spanish languages) have attended and received certificates 136 State Border Guard officials.

Nevertheless current situation still proves that knowledge level of foreign languages should be improved. That is why within framework of action 4.3. there is planned to organise studies of following languages – English, French and Spanish, perhaps, also Arabic. Respectively eligible expenses within this action will be connected to covering of foreign language study courses expenses, business trip expenses of employees, if necessary, involvement of foreign experts, as well as preparation of study materials. List of topics to be studies and agenda of courses, as well as precise list of expenditures will be known after results of open call for proposals.

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Obtaining of skills mentioned in description of actions that will be implemented under Priority 4 will ensure organising of return process considering all safety measures.

In order to achieve the objectives of the actions set for implementation within framework of 2008 Annual Programme it is planned to ensure implementation of the following actions:

<u>Action 1.1.</u>	To complete research on current situation in return management sphere and develop integrated management models best suited for Latvian circumstances
<u>Action 1.3.</u>	To complete research on current situation in the sphere of voluntary return, develop models for voluntary return best suited for Latvian circumstances and appropriate developed models in practice.
<u>Action 1.4.</u>	To complete research on requirements of reintegration activities, develop models for reintegration best suited for Latvian circumstances and test developed models in practice.
<u>Action 2.1.</u>	To organise participation of employees of state authorities competent in the return sphere in forced return activity and operation organised by FRONTEX
<u>Action 2.2.</u>	To organise experience exchange visits and seminars for employees involved in the return sphere
<u>Action 4.1.</u>	To organise seminars and visits for obtaining of best practice in the sphere of return management
<u>Action 4.2.</u>	To organise studies for employees involved in the return sphere
<u>Action 4.3.</u>	To organise foreign language studies for employees involved in the return sphere

3.1.2. Expected grant recipients

Taking into consideration the specifics of activities set for the acquirement of co-financing of the Fund within the framework of 2008 Annual Programme, the following institutions can be referred to act as possible beneficiaries of financing:

<u>Action 1.1.</u>	In the framework of actions there will be organized opened 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.
<u>Action 1.3.</u>	
<u>Action 1.4.</u>	
<u>Action 2.1.</u>	In the framework of this action there will be organized limited project selection. Competent Authority: State Border Guard
<u>Action 2.2.</u>	In the framework of actions there will be organized opened 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.
<u>Action 4.1.</u>	
<u>Action 4.2.</u>	

Action 4.3.	
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3.1.3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body

Taking in to consideration the specifics of the action 2.1., it will be implemented by Responsible Authority acting as an executing body, and implementing projects in cooperation with other Competent Authority.

In accordance with Immigration law passed on May 1, 2003 measures of forced return are realized by State Border Guard. Therefore in this case State Border Guard can be considered to be the only possible Competent Authority which can implement action 2.1.

3.1.4. Expected quantified results and indicators to be used

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

Results for AP 2008	Output		Outcomes		Applicability of the indicators
	Indicator according to MAP	Value for AP 2008	Indicator according to MAP	Value for AP 2008	
Action 1.1. „Development of unified integrated plan on creation of return system”					
<ul style="list-style-type: none"> Completed research on current situation in return management sphere and developed integrated management models best suited for Latvian circumstances 	There is completed research of current situation in return management sphere	yes/no	There are researched and studied actual situation (strengths and weaknesses) in return management in Latvia, which will contribute to development and improvement in this sphere in Latvia	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009 Annual Programme of the Fund.
	There is formed a working group for creation of integrated return plan	1 group			
	Number of developed integrated management models best suited for Latvian circumstances	2-5 models	Effective and better-coordinated return policy in the state	yes/no	
	Number and type (state institutions, NGO, International organisations) of institutions taking part in creation of integrated return plan	at least two	Improved reliability and integrity of return policy	yes/no	
Action 1.3. „Support for development and implementation of voluntary return programmes”					
<ul style="list-style-type: none"> Completed research on current situation in the sphere of voluntary return and developed models for voluntary return best suited for Latvian circumstances 	Research of current situation and necessary improvements	yes/no	Voluntary return programmes are initiated and successfully carried out in Latvia	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Number of developed models of voluntary return programme	2-5 models			
	Implementation of the most successful model	yes/no	Increase in number of voluntary return cases	yes/no	
	Number of persons benefiting from voluntary return programme	1-10	Decrease in number of forced return activities	yes/no	
Action 1.4. „Support for development and implementation of reintegration activities”					
<ul style="list-style-type: none"> Completed research on requirements of reintegration activities and developed models for reintegration best suited for Latvian circumstances 	Research of requirements of Latvia in respect to reintegration activities	yes/no	Reintegration activities are successfully carried out in Latvia	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual
	Number of developed models of reintegration activities	2-5 models	Support is provided to returnees before their return to homeland (information, material support)	yes/no	
	Implementation of model most appropriate	yes/no			

Results for AP 2008	Output		Outcomes		Applicability of the indicators Programmes of the Fund.
	Indicator according to MAP	Value for AP 2008	Indicator according to MAP	Value for AP 2008	
	for requirements of Latvia		Increased number of professional trainings obtained by returnees before reintegration	yes/no	
	Number of persons taking part in reintegration activities.	5-10			
Action 2.1. „Participation of employees of state institutions involved in the return sphere in forced return activities and operation organised by FRONTEX and European Union member states”					
<ul style="list-style-type: none"> Organised participation of employees of state authorities competent in the return sphere in forced return activity and operation organised by FRONTEX 	Number and type of visited FRONTEX events	1-3 events of at least one type	Ensured successful involvement of competent institutions in activities of European Union and FRONTEX	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Number of returnees	1-5			
	Number of employees sent to forced return activities organised by FRONTEX	2-11*	Improved cooperation with law enforcement institutions of other EU member states	yes/no	
Action 2.2. „Consolidation of cooperation of employees involved in the return sphere with consular institutions and immigration services of third countries”					
<ul style="list-style-type: none"> Organised experience exchange visits and seminars for employees involved in the return sphere 	Number of organised experience exchange visits/seminars	2-4	Improved cooperation of competent institutions and authorities of third countries in respect to combating illegal immigration and return sphere	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Number of consular institutions and immigration services with newly established communication channels and work relationships	at least one			
	Number of consular institutions and immigration services with consolidated or improved cooperation	at least one	Consolidated contacts with officials of third countries for successful cooperation in crisis situations	yes/no	
	Number of employees of competent institutions who took part in visits/seminars	25-30 persons per exchange visit / seminar	Improved information obtaining process and accelerated return procedures	yes/no	

* this indicator can be explained as following: according to the national legislation for return of 1 returnee there are needed 2 conveying persons. As maximum number of returnees indicated in this table is 5, needed number of conveying persons is 10. Besides within return operation there can be needed assistance of 1 supervisor. In total number of indicator makes 11.

Results for AP 2008	Output		Outcomes		Applicability of the indicators
	Indicator according to MAP	Value for AP 2008	Indicator according to MAP	Value for AP 2008	
Action 4.1. „Organisation of seminars/visits for employees of competent institutions regarding best practice in the sphere of return management”					
<ul style="list-style-type: none"> Organised seminars and visits for obtaining of best practice in the sphere of return management 	Number and type of organised seminars/visits	2-4 of at least one type	Obtained knowledge and other valuable information about the best practice of other countries in the sphere of integrated return management.	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Number of subjects covered in seminars/visits	2-5			
	Number of attendees	25-30 persons per seminar / visit			
Action 4.2. „Seminars, education and training of employees of state institutions involved in return process, regarding legal and practical aspects of return activities”					
<ul style="list-style-type: none"> Organised studies for employees involved in the return sphere 	Number of organised trainings and/or seminars	2-4	Facilitation of work and improvement of effectiveness of competent staff	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Number of subjects covered in trainings and/or seminars	2-5			
	Number of employees who took part in organised education events	25-30 per education event			
Action 4.3. „Language courses for employees of state institutions involved in the return sphere (English, French and Spanish, perhaps, also Arabic)”					
<ul style="list-style-type: none"> Organised foreign language studies for employees involved in the return sphere 	Number of organised foreign language training courses	3-5	Securing faster obtaining of information about the illegal travellers	yes/no	Indicators are applicable partly. Complete application of the indicators will be possible after implementation of 2009, 2010, 2011, 2012 and 2013 Annual Programmes of the Fund.
	Foreign languages covered	English, French, Spanish, Arabic			
	Number of employees involved in the return sphere who have successfully completed the course	30-35 persons (20 persons/English 5 persons/French 5 persons/Spanish 5 persons/Arabic)			
Improved efficiency in work with foreign institutions				yes/no	

3.1.5. Visibility of EC funding

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

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

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

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

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

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

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

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

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

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

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

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

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 from state budget national co-financing for implementation of approved actions, as well as for maintenance of established or purchased objects. Fund financing will not overlap with financing of state budget or other programme of the European Union, but only replenish it. With state budget funding or any other EC financial instruments (*PHARE, Community Programmes, EQUAL, Transition Facility, the European Regional Development Fund (ERDF), and the Norwegian Financial Instrument*) the actions set for the acquirement of the co-financing of the Fund do not overlap.

3.1.7. Financial information

For implementation of **action 1.1.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 96 000 EUR that are foreseen for development of unified integrated plan on creation of return system. Financial resources will be allocated in accordance with results of opened call for proposals and are foreseen to cover expenses as follows:

- salaries for members of the working group;
- involvement of local experts;
- involvement of foreign experts;
- business trip expenses and other expenditures connected to implementation of the action.

For implementation of **action 1.3.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 112 000 EUR for support for development and implementation of voluntary return programmes. Financial resources will be allocated in accordance with results of opened call for proposals and are foreseen for covering of expenses as follows:

- salaries for involved experts;
- study seminars and visits regarding voluntary return;
- development of methodological and informative materials;
- business trip expenses;
- expenditures connected to testing developed models in practice;
- other expenditures connected to implementation of the action.

For implementation of **action 1.4.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 75 000 EUR for support for development and implementation of reintegration activities. Financial resources will be allocated in accordance with results of opened call for proposals and are foreseen for covering of expenses as follows:

- salaries for involved experts;
- study seminars and visits regarding reintegration activities;
- development of methodological and informative materials;
- business trip expenses;
- expenditures connected to testing developed models in practice;
- other expenditures connected to implementation of the action.

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For implementation of **action 2.1.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of 27 000 EUR for participation of employees of state institutions involved in the return sphere in forced return activities and operations organised by FRONTEX and European Union member states. Funding is foreseen for covering of expenses as follows:

- flight expenditures for returnees and convoy till European Union Member State that is organising joint return measure;
- expenditures of charter flights for returnees and convoy;
- business trip expenses of convoy;
- other expenditures connected to implementation of the action (visas, vaccines and etc).

For implementation of **action 2.2.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 46 000 EUR for consolidation of cooperation of employees involved in the return sphere with consular institutions and immigration services of third countries. Financial resources will be allocated in accordance with results of opened call for proposals. Funding is foreseen for covering of expenses as follows:

- employees' business trip expenses;
- covering of seminar expenses;
- other expenditures connected to implementation of the action.

For implementation of **action 4.1.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 58 000 EUR for organisation of seminars/visits for employees of competent institutions regarding best practice in the sphere of return management. Financial resources will be allocated in accordance with results of opened call for proposals and are foreseen for covering of expenses as follows:

- covering of seminars/training expenses;
- business trip expenses of employees;
- involvement of foreign experts;
- other expenditures connected to implementation of the action.

For implementation of **action 4.2.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of 10 000 EUR that will be allocated accordance with results of opened call for proposals and are foreseen for seminars, education and training of employees involved in return process, regarding legal and practical aspects of return activities. Funding foresees:

- covering of seminars/training expenses of members of seminars/training;
- business trip expenses of members of seminars/trainings;
- involvement of foreign experts;
- preparation of study materials;
- other expenditures connected to implementation of the action.

For implementation of **action 4.3.** in the framework of 2008 Annual Programme there are allocated financial resources in amount of approximately 187 000 EUR that will be allocated accordance with results of opened call for proposals and are foreseen for foreign language courses (English, French and Spanish, perhaps, also Arabic) for employees involved in return process. Funding foresees:

- covering of course's expenses of members of courses;
- business trip expenses of members of courses (if courses are organized abroad);
- involvement of foreign experts;
- preparation of study materials;

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- other expenditures connected to implementation of the action.

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, while results that can be foreseen at given moment are reflected in the next chapter "Expected quantified results".

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

Certifying Authority:

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

Audit Authority:

- Drawing up of an annual audit report to the European Commission about the Annual Programme by the use of outsourcing. For achievement of this objective, procurement procedure is planned in accordance with national legislation;
- Salaries of employees involved in ensuring of fulfilment of functions of the Audit Authority and expenses of business trips related to implementation of the Fund (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund);
- Improvement of professional qualification of employees involved in ensuring of fulfilment of functions of the Audit Authority by organizing training courses.

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

In the project description there will be reflected precisely measures to be taken under the implementation of the technical assistance projects, and there will be included also measures

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that are in compliance with the eligibility rules on implementation of the technical assistance projects under the Fund, but at the moment it is impossible to indicate clear quantified results to measures mentioned above – this could be the case with the training courses for the employees of the institutions involved in the management and control of the implementation of the Fund. For such measures in the project description there will be clearly indicated the type of the courses, participants of the courses, etc. But in order for expenditure on such measures to be eligible under implementation of the technical assistance project, the organization of training courses is indicated as possible area of application of the technical assistance financing.

4.2. Expected quantified results

Responsible Authority:

- For fulfillment of the functions of the Responsible Authority, currently it is planned to involve approximately 9 employees, which will be employed with tasks concerning implementation of the 3 funds which are under management of one Responsible Authority (Ministry of Interior);
- At least one *on-the-spot* check carried out at the site of the implementation of every project under implementation of the annual programme for the year 2008;
- Ensured evaluation of the project applications submitted within the framework of annual programme for year 2008;
- Annual information activity held according to the requirements of Article 33 (2)(a) of the implementing rules;
- Ensured elaboration of the documentation related to the implementation of the Fund and ensured adequate translation of the documentation to English.

Certifying Authority:

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

Audit Authority:

- For fulfilment of the functions of the Audit Authority, currently it is planned to involve approximately 5 employees, which will be employed with tasks concerning implementation of all four Funds;
- Ensured drawing up of an annual audit report to the European Commission about the annual programme for year 2008 by the use of outsourcing, after carrying out the appropriate procurement procedure according to the requirements of the national legislation.

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

4.3. Visibility of EC funding

By implementing technical assistance projects within the framework of the Fund the authorities involved in management, control and supervision of the implementation of the

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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 the project. Therefore Responsible Authority will draft 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 will be 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:	[2008]								
Fund:	[European Return Fund]								
(all figures in euro)	Ref. Priority	Ref. specific priority (1)	Community Contribution (a)	Public Allocation (b)	Private Allocation (c)	TOTAL (d=a+b+c)	% EC (e=a/d)	Share of total (f=d/total d)	
Action 1.1. [Development of unified integrated plan about creation of return system]	Priority 1	N/A	71.736	23.912	0	95.648	75,00%	14,11%	
Action 1.3. [Support for development and implementation of voluntary return programmes]	Priority 1	N/A	84.339	28.113	0	112.452	75,00%	16,58%	
Action 1.4. [Support for development and implementation of reintegration activities]	Priority 1	N/A	56.226	18.742	0	74.968	75,00%	11,06%	
Action 2.1. [Participation of employees of state institutions involved in the return sphere in forced return activities and operation organised by FRONTEX]	Priority 2	N/A	20.250	6.750	0	27.000	75,00%	3,98%	
Action 2.2. [Consolidation of cooperation of employees involved in the return sphere with consular institutions and immigration services of third countries]	Priority 2	N/A	34.237	11.412	0	45.649	75,00%	6,73%	
Action 4.1. [Organisation of seminars/visits for employees of competent institutions regarding best practice in the sphere of return management]	Priority 4	N/A	43.825	14.608	0	58.433	75,00%	8,62%	
Action 4.2. [Seminars, education and training of employees of state institutions involved in return process, regarding legal and practical aspects of return activities]	Priority 4	N/A	7.500	2.500	0	10.000	75,00%	1,47%	
Action 4.3. [Language courses for employees of state institutions involved in the return sphere (English, French and Spanish, perhaps, also Arabic)]	Priority 4	N/A	140.394	46.798	0	187.192	75,00%	27,60%	
Technical assistance	N/A	N/A	66.769	0	0	66.769	100,00%	9,85%	
TOTAL	N/A	N/A	525.276	152.835	0	678.111	77,46%	100,00%	

Head of Responsible Authority
State Secretary of the Ministry of Interior



A. Straume