

## 2012 ANNUAL PROGRAMME

MEMBER STATE:	The Republic of Latvia
FUND:	European Refugee Fund
RESPONSIBLE AUTHORITY:	Ministry of the Interior, Čiekurkalna 1 <sup>st</sup> line 1, k - 2, Riga, LV 1026
YEAR COVERED:	2012

### **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 using two methods:

- **Responsible Authority acting as awarding body.** In this case an open call for proposals will be organised, where project applicants compete on equal basis to receive application approval and financing assignment;
- **Responsible Authority acting as executing body.** In this case the amount of financing allocated to an action and the Competent Authority for the implementation of the respective action is known beforehand. This information is determined by the Management Committee of the Fund while developing the planning document of the fund. In the framework of the executing body implementation method the Competent Authorities are responsible for preparation and submission of project applications to the Responsible Authority for evaluation and approval. Responsible Authority will approve and finance all of those project applications of Competent Authorities that correspond to evaluation criteria and will sign an agreement with the Competent Authorities, which will be similar to a grant agreement.

For the evaluation of the submitted project applications within both implementation – the awarding body and the executing body methods – similar evaluation procedures will be applied. In the framework of the executing body implementation method, the submitted project applications will be evaluated by an Evaluation Commission (established by the Responsible Authority). In the framework of the awarding body implementation method, 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 4 activities proposed for financing under the 2012 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 executing body implementation method. The other 3 activities will be implemented using awarding body implementation method.

#### ***1.3. Timeline of selection and approval of projects***

Regarding actions to be implemented using executing body method the Responsible Authority will send out invitations to the Competent Authorities inviting to submit project applications in the 2<sup>nd</sup> half of year 2012.

For actions to be implemented using awarding body implementation method the Responsible Authority will announce an open call for proposals inviting the potential applicants to submit project applications in the 2<sup>nd</sup> half of year 2012.

After the evaluations of received project applications will have been carried out, the foreseen period of project evaluation is of approximately 3 months, and if project applications will correspond to the defined evaluation criteria, projects will be approved and grant agreements/contracts will be signed. The eligibility period for project implementation is from 1<sup>st</sup> January 2012, the end date – at the latest 30 June 2014. 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 approved projects under executing mode, including organisation of procurement procedures and signing contracts with contractors according to the national legislation and the Article 11 of the implementation rules of the Fund. Public bodies are obliged to comply with the rules of the Public procurement law of the Republic of Latvia, which states that the minimum threshold for carrying out public procurement procedure for services and products is 3 000 lats (~ 4 269 euro) and for construction works 10 000 (~ 14 229 euro). If the value of planned contract is less than the above mentioned threshold, simplified procedure of public procurement has to be applied having regard to 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 EU funding***

By implementing projects within the framework of the Fund, the beneficiaries of the grant agreements will be obliged to provide information regarding use of the Fund financing in accordance with the guidelines for publicity and visual identity measures. This includes requirements for all beneficiaries of the grant agreements on publicity and visual identity measures to be applied depending on the specifics of the project. As the main examples of the publicity and visual identity, the measures that have to be applied during the implementation of the projects are the following:

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

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

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

**Information and communication materials** – publications (such as newsletters, booklets, brochures, hand-out materials produced for organisation of trainings), data basis and audio-visual materials on their front page will have to contain information about the use of respective Fund financing in the production of the materials.

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

**Websites** – information published on the internet regarding implementation of the project will have to contain reference on the use of respective Fund financing and also reflect a hyperlink to other European Commission websites concerning the implementation of the Fund.

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

The aforementioned guidelines for publicity and the visual identity measures will be part of the agreement concluded between the Responsible Authority and each beneficiary of the grant agreement.

According to requirements of the Article 33 (2) (a) of implementing rules the Responsible Authority will organise annual information activity with participation of the representatives of all institutions involved in the implementation of the Fund with aim to provide with information on the launch of actions approved 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 the respective Fund as well as information on the achievements on implementation of the previous Annual Programme. Expenditures related to the annual information activity will be covered from the financial means of the technical assistance.

Names of the Final beneficiaries of the Fund as well as the names of the Competent Authorities, names of the approved projects and 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 on annual basis according to the requirements of Article 33 (2) (b) of the implementing rules.

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

In order to reach the strategic targets of the European Refugee Fund, and to facilitate development of the Common European Asylum System, the Office of Citizenship and Migration Affairs (hereinafter – OCMA) is implementing 2 different types of projects - one aiming at raising the reception standards of asylum seekers and another aiming at strengthening the administrative capacity of OCMA and cooperation with other correspondent institutions from other EU Member States.

In order to raise reception standards of asylum seekers provided by the OCMA, several projects providing practical assistance to asylum seekers, improving the conditions in the Asylum Seekers Reception Centre “Mucenieki” and improving the processing of asylum seekers’ personal data were financed under the 2009 and 2010 annual programmes.

The participation of the personnel involved in asylum/refugees matters in training courses organized in the framework of the European Asylum Curriculum was financed under the 2009 and 2010 annual programmes, with the aim of acquiring the necessary expertise in this field.

In addition, several exchange of experience activities were carried out within the 2009 and 2010 annual programmes, aiming at improving the national administrative capabilities and strengthening cooperation with asylum correspondent institutions from other EU member states.

As of 2010 AP, activities aiming at improving information about countries of origin, ensuring continuity of application of the Dublin Regulation, as well as improving cooperation with institutions involved in application of Dublin Regulation have been implemented.

According to the strategic targets of the European Refugee Fund and in order to facilitate development of the Common European Asylum System, continuation of the events commenced during the previous years is planned in the framework of the OCMA projects of AP 2011, AP 2012 and AP 2013 with the aim of ensuring a more comprehensive implementation of the provisions of the legal acts regulating the area of asylum (Directives of the Council 2003/9/EC, 2004/83/EC and 2005/85/EC).

For the annual programmes 2012-2013, the emphasis will continue to be put on "More strategic focus on EU standards through the implementation of actions linked to the requirements of the different directives under the CEAS" and "Improvement of the national capabilities through co-operation between Member States".

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

***PRIORITY 1. Implementation of the principles and measures set out in the Community acquis in the field of asylum, including those related to integration objectives.***

**Action 1.2.1.** – „Raising of reception standards of asylum seekers in the Asylum Seekers Reception Centre “Mucenieki” and providing of necessary works for improvement of technical condition of the Asylum Seekers Reception Centre “Mucenieki””;

**Action 1.2.2.** Strengthening capacity of the State Border Guard to perform activities with asylum seekers;

**Action 1.3.** – Granting of assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection.

***Component 1.3.1.*** Acquirement of professional skills for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection;

***Component 1.3.2.*** Expansion of the opportunities for refugees and persons granted subsidiary protection to receive assistance in solving of social issues, legal issues and material assistance;

***Component 1.3.4.*** Provision of assistance in solving housing issues of refugees and persons granted subsidiary protection.

***PRIORITY 2. Development of reference tools and evaluation methodology to assess and improve the quality of the procedures for examination of claims for international protection applications and to underpin administrative structures in an effort to respond to the challenges brought forward by enhanced practical cooperation with other Member States.***

**Action 2.1.** - Institutional capacity building in the field of refugees and asylum seekers

***Component 2.1.1.*** “Administrative capacity building of the Office of the Citizenship and Migration Affairs and strengthening cooperation between institutions involved in the field of asylum”;

**Component 2.1.4.** Training of employees of the Legal Aid Administration and legal aid providers in the field of provision of state ensured legal aid to asylum seekers;

***PRIORITY 1. Implementation of the principles and measures set out in the Community acquis in the field of asylum, including those related to integration objectives.***

**Action 1.2.1.**                    **Raising of reception standards of asylum seekers in the Asylum Seekers Reception Centre “Mucenieki”**

## **and providing of necessary works for improvement of technical condition of the Asylum Seekers Reception Centre “Mucenieki”**

### ***1. Purpose and scope of the action***

Purpose of **Action 1.2.1.** is to improve asylum seeker reception standards at the Asylum Seekers Reception Centre (ASRC) “Mucenieki”, as well as provide for necessary works to improve ASRC “Mucenieki” technical condition. In the period between January 1998 and December 2011 the number of asylum seekers in Latvia was equal to 702 persons. In 2011 there were 335 asylum seekers in Latvia among them 50 minor asylum seekers.

Measures to be implemented within this Action:

- to provide an opportunity for asylum seekers to receive medical aid (purchase of medication, availability of medical personnel and etc.);
- to provide translation services within the framework of asylum procedure;
- to provide an opportunity for asylum seekers to receive material assistance (food, clothing, hygiene products etc.);
- to provide opportunities for the minors to attend school or provide babysitting service for asylum seekers children;
- to provide transport service for asylum seekers;
- to develop software on ensuring full assistance functionality for asylum seekers in Common Migration Information Systems Asylum seekers subsystem.

Within the given activity improvement and upgrade of the Common Migration Information System is initiated in order to ensure a safe, qualitative un effective service of asylum seekers in future. To achieve that objective with support of AP 2008 ERF programme an overall analyses of current data processing systems was carried out and a future system prototype developed. Within the AP 2009 ERF programme software for three processes of the Common Migration Information System was developed that concern reception of asylum seekers – accounting of asylum applications, decisions and initial version of accounting the assistance provided to the asylum seekers was developed. In addition, within the AP 2009 ERF programme there was elaborated a technical specification in order to proceed with elaboration of software for accounting of judicial and correspondence processes in the projects covered from the AP 2010 of the ERF programme. Within the AP 2011 it has been envisaged to elaborate a software supporting accounting of Dublin communication processes and prepare a technical specification on ensuring full assistance functionality for asylum seekers. In the framework of AP 2012 functionality of the asylum seekers subsystem of the accounting system for provision of aid will be ensured (completed).

Within the Conception on the most efficient maintenance model of the ASRC “Mucenieki”, which was developed within the project of AP 2008 from 1<sup>st</sup> January 2009 till 30<sup>th</sup> December 2009, the needs of ASRC “Mucenieki” have been evaluated and several maintenance models developed with an approximate financial plan. According to the maintenance Conception there are several additional measures to be implemented within this Action. Taking into account the limited resources of the state budget and the European Refugee Fund as well as other needs to be covered by the Fund, the renovation and improvement works of ASRC “Mucenieki” are split under several APs. Within the AP 2012 it is foreseen to perform the following renovation works at the ASRC “Mucenieki”:

- to purchase and repair furniture and household appliances necessary for ASRC “Mucenieki”;

- to provide immediate and required works for improving technical condition of the ASRC “Mucenieki” pursuant to the Conception of ASRC “Mucenieki” most efficient maintenance model.

In case the number of asylum seekers increase rapidly the employees of the ASRC “Mucenieki” are exposed to emotional, psychological as well as health damage threats. Considering the increase in the number of asylum seekers in 2011 support to employees of the ASRC “Mucenieki” will be provided in the framework of European Refugee Fund in their work with the asylum seekers.

The said measures are to be implemented to guarantee asylum seekers the rights pursuant to the “Asylum Law”, exercising thereof in some cases is not possible due to the limited government funding.

## ***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 2012, 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 2012 is the Office of Citizenship and Migration Affairs. The action will be implemented in cooperation with the Provision State Agency of the Ministry of the Interior.

## ***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 is competent in the Republic of Latvia in the field of asylum and its main tasks are:

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

The cooperation partner of the project is the Provision State Agency of the Ministry of the Interior (PSA MoI), which is a state administration institution in subordination of the Ministry of the Interior. From 1<sup>st</sup> January 2010 maintenance functions of ASRC “Mucenieki” are transferred to PSA MoI.

The main tasks regarding management of the realty are the following:

- running and management of the realty in possession of the Ministry of the Interior, transferred under the Agency management;
- inspection, planning of repair and renovation works of buildings and structures, monitoring of implementation;
- provision of uninterrupted operation of engineering communications pursuant to technical requirements, inter alia, preventive maintenance;
- maintenance of the premises and the territory pursuant to hygienic standards and sanitary regulations.

#### **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 2012 is presented in the table below.

<b>Results for AP 2012</b>	<b>Indicators</b>
<b>Action 1.2.1. – Rising of reception standards of asylum seekers in the Asylum Seekers Reception Centre “Mucenieki” and providing of necessary works for improvement of technical condition of the Asylum Seekers Reception Centre “Mucenieki”</b>	
Medical aid is provided to asylum seekers	Basic needs of asylum seekers have been provided
Material assistance and assistance in solving the social issues is provided to asylum seekers	Basic needs of asylum seekers have been provided
Software to ensure registration of asylum seekers accommodated in ASCR “Mucenieki” to account issued household items, paid money for purchase of food, hygiene and first necessity goods to asylum seekers during asylum procedure has been developed	Necessary software ensuring registration of asylum seekers accommodated in ASCR “Mucenieki”, accounting of issued household items, paid money for purchase of food, hygiene and first necessity goods to asylum seekers during asylum procedure is operating
Improvement of ASRC “Mucenieki” has been provided	Necessary repair works have been carried out to maintain buildings
	Redecoration works performed where necessary
	Necessary furniture and household appliances is purchased and repaired
Provide support for staff working with asylum seekers	Employees have received health-related activities, psychological support and improved skills in stressful situations at work.

#### **5. Visibility of EU funding**

The project partners must always refer to the co-financing of this project from the 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 EU instruments, if appropriate**

In order to avoid the risk of overlap and double funding with other EU financial instruments the Responsible Authority coordinates its action with other institutions and EU funding Managing Authorities in Latvia.

#### **7. Financial information**

Financial means in amount of 248 000 EUR are required for implementation of the above mentioned action within the framework of the Annual Programme for year 2012.

<b>Type of allocation</b>	<b>EUR</b>	<b>%</b>
European Union contribution	186 000	75
Public allocation	62 000	25
<b>TOTAL</b>	<b>248 000</b>	<b>100</b>

## **Action 1.2.2. Strengthening capacity of the State Border Guard to perform activities with asylum seekers**

### ***1. Purpose and scope of the action***

Purpose of Action 1.2.2. is to improve capacity of the structural units of the State Border Guard performing actions with the asylum seekers and to improve professional skills of the SBG officials dealing with the asylum applications. Improvement of the SBG's capacity performing activities with the asylum seekers is planned through:

- Providing interpreting/translation services and involving specific identification techniques during identification procedures of asylum seekers, covering fuel expenditures for the transport of asylum seekers, as well as providing material, social and medical aid to the asylum seekers.
- Professional training of the State Border Guard's personnel on asylum seekers related issues.

The Viļaka and Ludza Boards of the State Border Guard accept asylum applications, ensure translation and provide first instance court. The Daugavpils and Riga Boards ensure processing of a specific asylum seeker with the certain deadlines. This includes accepting applications, introducing the person with the Latvian legislation, identifying the asylum seeker, performing all kinds of the necessary expertise, translation of documents and submission of the case materials to the Office of Citizenship and Migration, court.

Since Latvia acceded to the Schengen Convention and abolished its western borders the flow of asylum seekers has increased considerably:

<b>Year</b>	<b>Number of asylum seekers</b>
2007	35 (31 adults/4 children)
2008	51 (35 adults/16 children)
2009	52 (34 adults/18 children)
2010	61 (47 adults/14 children)
2011	<b>335</b> (285 adults/50 children)

Variety of countries of the asylum seekers' origin has also increased – in 2010 and 2011 the asylum seekers were from Africa (Congo, Ghana, Cameroon, Algeria, Cote-d'Ivoire, Libya, Guiney, Angola), Middle East (Lebanon, Syria), Asia (Bangladesh, Turkey, Pakistan, Afghanistan, Iraq, Iran, Sri Lanka), South America (Columbia) and the former USSR republics (Georgia, Russia, Kirgizstan, the Ukraine, Uzbekistan, Belorussia).

According to Article 6 of the Asylum Law *“A person shall submit an application regarding granting of refugee or alternative status (hereinafter – application) in person to the State Border Guard”*.

The State Border Guard controls compliance with the rules on immigration, residence, departure and transit of foreign persons within the territory of the Republic of Latvia, as well as performs specific actions stipulated by the Asylum Law.

Officials of the State Border Guard Riga, Ludza, Viļaka and Daugavpils Boards performing actions with the asylum seekers receive and process asylum applications, provide training on migration and asylum issues to officials of other units in the respective territory therefore they need to be up-to date about the developments in the asylum matters. They are directly involved in identification of the asylum seekers, interviewing them, and sending the case materials to the Office of Citizenship and Migration Affairs.



In order to ensure adequate and timely performance of the SBG's functions concerning identification and handling of asylum seekers at the SBG's asylum seekers premises the action will cover the following activities:

- 1) Support to identification of the asylum seekers through ensuring the necessary interpreting and translation, performing specific expertise (i.e. language, dactyloscopic, DNA)
- 2) Provision of material, social and medical support to the asylum seekers as well as their transportation from border crossing posts to the SBG's premises, to/from courts, doctors, between the SBG's premises for asylum seekers and the ASRC "Mucinieki", etc.
- 3) Training of the involved SBG's personnel through organizing of training seminars on asylum seekers identification methods, interviewing techniques and other asylum related issues.

## **2. Expected grant recipients**

Taking into account the specifics of the action set for acquirement of co-financing of the Fund in the framework of the Annual Programme for 2011, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for implementation of Action 1.2.2. set for acquirement of co-financing of the Fund in the framework of Annual Programme for 2011 is the State Border Guard.

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

The beneficiary of the Project is the State Border Guard, which is a state administration institution in subordination of the Ministry of the Interior and has the jure and the facto monopoly concerning the identification and interviewing of asylum seekers.

According to 2<sup>nd</sup> and 3<sup>rd</sup> part of Article 6 of the Asylum Law the responsibility of the State Border Guard is to carry out identification and interviewing of asylum seekers. *The State Border Guard shall submit information regarding an asylum seeker at the disposal thereof, the information obtained during interviews and the application to the Office of Citizenship and Migration Affairs.*

## **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 2011 is presented in the table below.

<b>Results for AP 2011</b>	<b>Indicators</b>
<b>Action 1.2.2.</b> Strengthening capacity of the State Border Guard to perform activities with asylum seekers	
Providing interpreting/translation services and involving specific identification techniques during identification procedures of asylum seekers, covering fuel expenditures as well as providing material, social and medical aid to the asylum seekers	Asylum seekers provided with the necessary interpreting /translation and transportation services
	Asylum seekers provided with the necessary material, social and medical aid
	Identification procedures of asylum seekers performed
Improvement of the State Border Guard personnel's capacity to apply effective asylum seekers interviewing and	Up to 35 officials or the State Border Guard trained to apply effective asylum seekers

identification methods	interviewing and identification methods
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### ***5. Visibility of EU funding***

The project partners must always refer to the co-financing of this project from the 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 EU instruments, if appropriate***

In order to avoid the risk of overlap and double funding with other EU financial instruments the Responsible Authority coordinates its action with other institutions and EU funding Managing Authorities in Latvia.

### ***7. Financial information***

Financial means in amount of 99 185.84 EUR are required for implementation of the above mentioned Action within the framework of the Annual Programme for year 2011.

<b>Type of allocation</b>	<b>EUR</b>	<b>%</b>
European Union contribution	74 389.38	75
Public allocation	24 796.46	25
<b>TOTAL</b>	<b>99 185.84</b>	<b>100</b>

## **Action 1.3. Providing assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection**

### ***1. Purpose and scope of the actions***

The purpose of the action 1.3. "Providing assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection" is to improve access to education system and to promote acquirement of professional skills for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection; to expand opportunities for refugees and persons granted subsidiary protection to receive material assistance, as well as assistance in solving of social, housing and legal issues.

### **Component 1.3.1. Acquirement of professional skills for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection**

The aim of **Component 1.3.1.** is to provide availability of professional training to asylum seekers, refugees and persons granted subsidiary protection, to ensure improvement of skills and abilities of these persons, in order to promote their integration in the labour market and society of Latvia.

In the framework of the Annual Programme 2012 the action will focus on improvement of professional skills of asylum seekers, refugees and persons granted subsidiary protection to facilitate their inclusion into labour market.

### **Component 1.3.2. Expansion of the opportunities for refugees and persons granted subsidiary protection to receive assistance in solving of**

## **social issues and material assistance**

Purpose of **Component 1.3.2.** is to proceed providing assistance in solving of social issues, legal issues and material assistance to refugees and persons granted subsidiary protection by involving non-governmental organizations (NGO).

In the period between January 1998 and December 2011 the number of refugees in Latvia was equal to 38 persons, among them 14 under age (minor).

At present there are 63 persons granted subsidiary protection in Latvia, among them 20 minors.

Within the framework of Component 1.3.2. different kinds of assistance will be provided to refugees and persons granted subsidiary protection:

- necessary material aid (including clothing and footwear);
- study aids and stationery to the minors;
- psychological and social support;
- legal support to refugees and persons granted subsidiary protection in settlement of accommodation and employment issues including practical legal assistance in signing of housing rental or work agreements, assistance in dealing with financial institutions etc.;

These measures are necessary when the government financing is insufficient to provide assistance in solving of social issues, legal issues and material assistance to refugees and persons granted subsidiary protection, to facilitate their employment and permanent accommodation.

### **Component 1.3.4. Provision of assistance in solving housing issues of refugees and persons granted subsidiary protection**

Purpose of **Component 1.3.4.** is to provide financial assistance to refugees and persons granted subsidiary protection with families to solve their housing issues.

In accordance with the Asylum Law during the first nine months after being granted a refugee status or a status providing subsidiary protection a person is entitled for state granted benefits for solving their basic social needs, which cover their basic housing and subsistence expenses. A family of two adults and three children receive a monthly benefit of about EUR 750, which is sufficient to pay for an apartment and to cover their basic daily needs. When the nine months period is over they don't receive any more financial aid from the state. If they haven't found a job by the time and become financially independent, they have no means to cover their housing expenses. It has been observed that the worst situation in such cases is for families with minor children as they are less flexible in the labour market, therefore Component 1.3.4. will be aimed at covering housing expenditures for six-seven families with minor children.

### ***2. Expected grant recipients***

In the framework of this action, **opened call for proposals** will be organised 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**

NA

**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 2012 is presented in the table below.

<b>Results for AP 2012</b>	<b>Indicators</b>
<b>Action 1.3. Granting of assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection</b>	
<b><u>Component 1.3.1.</u> – Acquirement of professional skills for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection</b>	
Professional skills of asylum seekers, refugees and persons granted subsidiary protection have been improved	Access to education and professional training system has been provided to asylum seekers, refugees and persons granted subsidiary protection
<b><u>Component 1.3.2.</u> – Expansion of the opportunities for refugees and persons granted subsidiary protection to receive assistance in solving of social issues, legal issues and material assistance</b>	
Assistance in the solving of social issues, legal issues and material assistance has been provided to refugees and persons granted subsidiary protection	The necessary assistance in the solving of social issues, legal issues and material assistance to refugees and persons granted subsidiary protection has been provided
Refugees and persons granted subsidiary protection are provided with an opportunity to solve employment issues	Number of refugees and persons granted subsidiary protection have been supported to solve employment issues
<b><u>Component 1.3.4.</u> Provision of assistance in solving housing issues of refugees and persons granted subsidiary protection</b>	
Refugees and persons granted subsidiary protection are provided with an opportunity to solve accommodation issues	Up to six families provided with housing

**5. Visibility of EU funding**

The project partners must always refer to the co-financing of this project from the 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 EU instruments, if appropriate**

In order to avoid the risk of overlap and double funding with other EU financial instruments the Responsible Authority coordinates its action with other institutions and EU funding Managing Authorities in Latvia.

## 7. Financial information

Financial means in amount of 120 000 EUR are required for implementation of the action 1.3. within the framework of the Annual Programme for year 2012.

	European Union contribution EUR	Public allocation EUR	TOTAL	%
	75%	25%	100%	
<b>Total for Action 1.3.</b>	<b>90 000</b>	<b>30 000</b>	<b>120 000</b>	<b>100%</b>
Component 1.3.1.	23 250	7 750	31 000	26%
Component 1.3.2.	45 000	15 000	60 000	50%
Component 1.3.4.	21 750	7 250	29 000	24%

**Priority 2. Development of reference tools and evaluation methodology to assess and improve the quality of the procedures for examination of claims form international protection application and to underpin administrative structures in an effort to respond to the challenges brought forward by enhanced practical cooperation with other Member States.**

### **Action 2.1. Institutional capacity building in the field of refugees and asylum seekers**

#### ***1. Purpose and scope of the actions***

Purpose of Action 2.1. "Institutional capacity building in the field of refugees and asylum seekers" is to improve the skills of employees working in those state institutions dealing with issues related to refugees, asylum seekers and persons granted subsidiary protection. The capacity building is planned through:

1. training activities in the subjects that are most crucial to perform a quick and qualitative procedure in terms of identifying and interviewing an asylum seeker , to carry out a professional procedure and decision making that is in line with all legal rights and obligations of refugees and asylum seekers;
2. supplementation of the Court Register in Latvia with the case files on asylum seekers that so far have been processed and closed as well as to develop the possibility to supplement the Court register with future case files;
3. improvement of foreign language skills (e.g. English, French) of those employees that in real life have to deal with refugees and asylum seekers from different countries.

#### **Component 2.1.1. Administrative capacity building of the Office of the Citizenship and Migration Affairs and strengthening cooperation between institutions involved in the field of asylum**

Purpose of **Action 2.1.1.** "Administrative capacity building of the Office of the Citizenship and Migration Affairs and strengthening cooperation between institutions involved in the field of asylum" in the conditions of constant changes of the *Acquis* regulating the asylum matters both in the national, and the European Union level and taking into account engagement of new employees in the work related to asylum matters, is to provide for on-going training of employees involved in the work related to asylum matters, inter alia, provide for profound training of foreign languages according to training conception (both language and professional) for OCMA employees involved in asylum issues elaborated in the framework of AP 2009 project and to improve inter-institutional cooperation in order to ensure compliance

with the provisions of the Dublin Regulation and ensure that OCMA employees involved in the asylum procedure deal with quality information of states of origin in the stage of preparation of negotiations with an asylum seeker, in the stage of preparation of the decision about granting protection status (hereinafter – the decision) or the stage of preparation of the decision on rejection of the status. Thus the aim is to ensure efficient and quality approach to receipt of information of countries of origin and exchange of information for decision making. Measures to be implemented by the Office of Citizenship and Migration Affairs (OCMA):

- 1) foreign language learning for approximately 20 employees (in Latvia and/or abroad);
- 2) participation of employees involved in the asylum procedure in the measures of the Curriculum implemented within the framework for development of the Common European Asylum System;
- 3) participation of employees involved in reception of asylum seekers in the measures of European Network of Asylum Reception Organizations;
- 4) OCMA employees experience exchange visits to other European Union Member States and participation in conferences and forums in the asylum matters;
- 5) participation of personnel of OCMA and other institutions involved in asylum issues in seminars in the asylum matters;
- 6) Assistance in processing received requests within the Dublin Regulation; verification of data included in the information requests; ensuring collaboration among institutions involved in the application of the Dublin Regulation; preparation statistics of application of the Dublin Regulation.
- 7) improvement of asylum procedure providing for use of quality information of asylum seeker countries of origin;
- 8) elaboration of proposals for the necessary amendments in the national normative acts for introduction of a Single European Asylum System (SEAS) and drafting of instruction to ensure effective asylum procedure according to the SEAS requirements

## **2. Expected grant recipients**

Taking into account the specifics of this action set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2012, the action will be implemented by the Responsible Authority acting as an executing body.

The Competent Authority for the implementation of the Component 2.1.1. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2012 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**

Component 2.1.1.	OCMA is the key public authority responsible for development and implementation of asylum policy in the country.
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## **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 2012 is presented in the table below.

<b>Results for AP 2012</b>	<b>Indicators</b>
<b>Component 2.1.1. Administrative capacity building of the Office of the Citizenship and Migration Affairs and strengthening cooperation between institutions involved in the field of asylum</b>	
The number of OCMA employees, and in particular cases also employees of other	The number of employees, who have improved their foreign language skills

institutions involved in asylum issues, who have improved their knowledge in the asylum matters and foreign language skills, has increased	The number of employees, who have participated in the measures of the Curriculum implemented within the framework for development of the Common European Asylum System
	The number of employees, who have participated in the measures of the European Network of Asylum Reception Organization
	The number of employees, who have taken in service training in European Union Member States and participated in seminars, conferences, forums in the asylum matters and experience exchange visits to EU member states.
Information of countries of origin of asylum seekers has been found, summarised and accumulated. It is ensured that in making decisions on granting of refugee status or alternative status, objective and updated information from various sources is used.	Data on the asylum seekers' countries of origin collected; Decisions on granting of the status to the asylum seekers adopted.
Support provided in processing of applications in the framework of the Dublin Regulation; Continuity of application of the Dublin Regulation ensured and cooperation among the institutions involved in application of the Dublin Regulation improved.	Data collected and verified, statistics prepared.
Recommendations /proposals on the necessary amendments in the national normative acts produced with regard to introduction of the SEAS	Proposals/ recommendations
instructions to ensure effective asylum procedure according to the SEAS requirements drafted	instructions

### **5. Visibility of EU funding**

The project partners must always refer to the co-financing of this project from the 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 EU instruments, if appropriate**

The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments. It complements the project commenced within the framework of the European Refugee Fund AP 2009-2011 thus ensuring the succession of financing. In order to avoid the risk of overlap and double funding with other EU financial instruments the Responsible Authority coordinates its action with other institutions and EU funding Managing Authorities in Latvia

## 7. Financial information

Financial means in amount of **118 000 EUR** are required for implementation of the Component 2.1.1. within the framework of the Annual Programme for year 2012.

	European Union contribution <b>EUR</b>	Public allocation <b>EUR</b>	<b>TOTAL</b>	<b>%</b>
	75%	25%	100%	
Action 2.1.1.	88 500	29 500	118 000	100

### **Component 2.1.4. Training of employees of the Legal Aid Administration and legal aid providers in the field of provision of state ensured legal aid to asylum seekers**

#### **1. Purpose and scope of the actions**

Purpose of Component 2.1.4. is to train employees of the Legal Aid Administration and legal aid providers in the field of provision of state ensured legal aid to asylum seekers. Each year the number of asylum seekers increases, and more and more problems arise from lack of access to competent legal assistance. Some of the cases of asylum seekers are being impacted negatively because not all legal aid providers have the particular skills that are necessary to work with this social group and there are not enough financial resources to train them.

Therefore the issue on training the legal aid providers and employees of the Legal Aid Administration in the field of state ensured legal aid for asylum seekers is of high importance. Implementation of the given Action will significantly strengthen the administrative capacity of the Legal Aid Administration and will ensure that the employees of the Legal Aid Administration and the legal aid providers will be more educated and competent in the issues related to provision of state ensured legal aid to asylum seekers. Eventually it will lead to attainment of the main objective – to ensure a swift, accessible and competent legal aid to destitute asylum seekers.

#### **2. Expected grant recipients**

Taking into account the specific action set for the acquirements of co-financing of the Fund within the framework of the Annual Programme for year 2012, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 2.1.4. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for the 2012 is the Legal Aid Administration - the sole public office in Latvia responsible for legal aid.

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

Component 2.1.4.	The Latvian Legal Aid Administration is the sole public office in Latvia responsible for legal aid and it is directly subordinated to the Minister of Justice of the Republic of Latvia. According to Section 7 of the State Ensured Legal Aid Law the Legal Aid Administration is responsible for the provision of legal aid in the cases and according to the procedures specified in the State Ensured Legal Aid Law, which, in accordance to the sixth paragraph of the Section 33 and Section 15 of State Ensured
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	Legal Aid Law, also includes assignment of legal aid providers to asylum seeker in administrative matters in the appeals procedure during the granting of asylum.
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#### ***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 2012 is presented in the table below.

<b>Results for AP 2012</b>	<b>Indicators</b>
<b><i>Component 2.1.4. – Training of employees of the Legal Aid Administration and legal aid providers in the field of provision of state ensured legal aid to asylum seekers</i></b>	
Legal Aid Administration employees and legal aid providers have improved their professional skills on issues concerning provision of state ensured legal aid to asylum seekers	Nineteen trained Legal Aid Administration employees and two Ministry of Justice of the Republic of Latvia employees in the field of provision of state ensured legal aid to asylum seekers
	Ten trained legal aid providers in the field of provision of state ensured legal aid to asylum seekers
Legal Aid Administration employees have expanded their knowledge that is improved overall service effectiveness and quality by the means of experience exchange on the best practices and best regulations	Eight Legal Aid Administration employees gained invaluable experience and knowledge in the field of provision of state ensured legal aid to asylum seekers

#### ***5. Visibility of EU funding***

The project partners must always refer to the co-financing of this project from the 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 EU instruments, if appropriate***

The components of the action set for co-financing of the Fund does not overlap with actions financed by other EU financial instruments. The Component 2.1.4. continues actions commenced within the AP 2011 on training of judges of Courts in the field of processing legal applications of asylum seekers as well as to supplement court register with category of decisions and case files of asylum seeker thus ensuring continuity of actions financed by the Fund.

In order to avoid the risk of overlap and double funding with other EU financial instruments the Responsible Authority coordinates its action with other institutions and EU funding Managing Authorities in Latvia

## 7. Financial information

Financial means in amount of **36 482 EUR** are required for implementation of the Action 2.1. within the framework of the Annual Programme for year 2012.

	European Union contribution <b>EUR</b>	Public allocation <b>EUR</b>	<b>TOTAL</b>	<b>%</b>
	75%	25%	100%	
Component 2.1.4.	27 361,50	9120,50	36 482	100%

## 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 fulfilment of functions of the Responsible Authority (expenditures 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);
- Expenses of the business trips related to the implementation of the Fund;
- Improvement of the professional qualification of the employees involved in ensuring fulfilment of functions of the Responsible Authority by organising training courses;
- Ensuring the realization of *on-the-spot* checks;
- Expert fees of experts evaluating project applications in the framework of proposal 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 fulfilment of functions of the Certifying Authority and expenses of business trips related to implementation of the Fund (expenditures 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 Programme audit report to the European Commission – 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;
- Expenses of business trips 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 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 are determined in agreement concluded between the Responsible authority and the recipient of the technical assistance financing.

#### **4.2. Expected quantified results**

*Responsible authority:*

- For the fulfilment of the functions of the Responsible Authority currently it is planned to involve employees, who will fulfil the tasks concerning implementation of the 3 funds which are under management of one the Responsible Authority (the Ministry of the Interior);
- At least one *on-the-spot* check at the site of the implementation of every project under implementation of the Annual Programme 2012 will be realised;
- Evaluation of project applications submitted within the framework of Annual Programme 2012 will be ensured;
- Annual information activity according to the requirements of Article 33 (2)(a) of the implementing rules will be held;
- Improvement of professional qualification of employees involved in ensuring fulfilment of functions of the Responsible Authority by organising training courses will be ensured;
- Elaboration of the documentation related to the implementation of the Fund and adequate translation of the documentation to English will be ensured, if necessary;
- Financing of programme evaluation actions will be ensured.

*Certifying authority:*

- For fulfilment of the functions of the Certifying Authority it is planned to involve employees for carrying out tasks concerning implementation of all 4 funds;
- Ensured certification of expenditures and submission of declaration of certified expenditure to the European Commission.

*Audit authority:*

- For fulfilment of the functions of the Audit Authority it is planned to involve employees for carrying out tasks concerning implementation of all 4 Funds;
- Ensured drawing up of the part C of 2012 Annual Programme audit report to the European Commission – declaration assessing validity of request for payment or statement of reimbursement of the final balance and legality and regularity of expenditures concerned using outsourcing, after carrying out appropriate procurement procedure according to requirements of the national legislation.
- Realised one on-the-spot check of selective verification of expenditures.

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

#### **4.3. Visibility of EU funding**

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's financing within the implementation of the project. To facilitate that the Responsible Authority has elaborated 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 EU funding*) of this document.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the technical assistance project are 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: [2012]

Fund: [European Refugee Fund]

<i>(all figures in euro)</i>	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)
<b>Action 1.2.1.</b> – Raising of reception standards of asylum seekers in the Asylum Seekers Reception Centre “Mucenieki” and providing of necessary works for improvement of technical condition of the Asylum Seekers Reception Centre “Mucenieki”	Priority 1	N/A	186 000,00	62 000,00	-	248 000,00	75%	37%
<b>Action 1.2.2.</b> Improvement of the State Border Guard’s capacity to perform activities with the asylum seekers	Priority 1		74 389,38	24 796,46		99 185,84	75%	15%
<b>Action 1.3.</b> – Granting of assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection	Priority 1	N/A	90 000,00	30 000,00	-	120 000,00	75%	18%
<b>Action 2.1.</b> - Institutional capacity building in the field of refugees and asylum seekers	Priority 2	N/A	115 861,50	38 620,50	-	154 482,00	75%	23%
Technical assistance	N/A	N/A	50 677,12	-	-	50 677,12	100%	8%
<b>TOTAL</b>			<b>516 928,00</b>	<b>155 416,96</b>	-	672 344,96		100%

Head of Responsible Authority  
State Secretary of the Ministry of Interior

I.Pētersone-Godmane