2011 ANNUAL PROGRAMME

MEMBER STATE:	the Republic of Latvia
FUND:	European Return Fund
RESPONSIBLE AUTHORITY:	the Ministry of the Interior, Čiekurkalna 1st line 1, k - 2, Riga, LV 1026
YEAR COVERED:	2011

1. GENERAL RULES FOR SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME

1.1. General principles for selection of projects

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

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

For evaluation of submitted project applications within both implementation methods – the awarding body and the executing body – similar evaluation procedure will be applied. Submitted project applications will be evaluated by the Project Evaluation Commission (established by the Responsible Authority) in the framework of the executing body implementation method. In the framework of the awarding body implementation method the submitted project applications will be evaluated by the Project Evaluation Commission and the Management Committee of the Fund. The 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

In the framework of 2011 Annual Programme (hereinafter – Programme) of the Fund following actions will be implemented only byappointed state authorities (in executing body implementation method):

- Action 1.2.1. "Support for organisation and improvement of forced return activities";
- Action 1.2.2. „Creation and development of digital archive of cases of illegal immigrants";
- Action 1.3.2. „Development of returned persons record-keeping system";
- Action 1.6. "Improving cooperation with the Third-country structures involved in return sphere";
- Action 1.7. "Development of monitoring system for forced return of illegal immigrants "
- Action 4.3. „Language courses for employees of state institutions involved in the return sphere";
- Action 4.4. "Training courses for State Border Guard escort".

The State Border Guard and the Office of Citizenship and Migration Affairs have *de jure* monopoly rights on the implementation of these actions due to its` specifics and connection to national security matters.

1.3. Timeline of selection and approval of projects

Regarding actions to be implemented under the Annual Programme 2011 the Responsible Authority will send out invitations to the Competent Authorities to submit project applications in the 2st half of year 2011.

For actions to be implemented under the Programme in the awarding body implementation method the Responsible Authority will announce an open call for proposals for submitting the project applications in the in the 2st half of year 2011.

Afterwards project evaluation will take place and it is foreseen that evaluation of the submitted projects will last approximately 3 months, and if project applications will correspond to evaluation criteria, projects will be approved and grant agreements will be signed. The eligibility period for project implementation is from 1st January 2011, the end date – at the latest 30 June 2013. 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, including organisation of procurement procedures and signing contracts with contractors according to the national legislation and the Article 11 of the implementing rules of the Fund. Public bodies are obliged to comply with the rules of the Public procurement law, which states that the minimum threshold for carrying out public procurement procedure in Latvia for services and products is 3 000 lats (~ 4 269 euro) and for construction works 10 000 (~ 14 228 euro). If the value of the planned contract is less than the abovementioned threshold, simplified procedure of public procurement has to be carried out having regard of the basic requirements for the public procurement principles (value for money principle, clearly defined criteria for the selection of the best offer, etc.).

1.5. Visibility of EC funding

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

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

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

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

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

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

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

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

The aforementioned guidelines for publicity and the visual identity measures will be attached to the agreement concluded between the Responsible Authority and the Competent Authorities.

According to the requirements of the Article 33 (2)(a) of the implementing rules the Responsible Authority will organise annual information activity with participation of the representatives of the media and all of the institutions involved in the implementation of the Fund with aim to give the information on the launch of the multiannual programme, the actions set for receiving financing within the Fund, the amount of financing allocated for the implementation of the actions; information on the annual programmes regarding the actions to be supported from within the framework of the annual programme concerned and also the information on the achievements of the implementation of the previous annual programme. The expenditure related to the annual information activity will be covered from the financial means of the technical assistance.
Also the names of the Final beneficiaries of the Fund as well as the names of the Competent Authorities, names of the approved projects as well as the information on the European Union funding and public funding allocated to implementation of the approved projects will be published in the official home page of the Responsible Authority (http://www.iem.gov.lv) on annual basis according to the requirements of Article 33 (2) (b) of the implementing rules.

2. CHANGES IN THE MANAGEMENT AND CONTROL SYSTEMS

N/A

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

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

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

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

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

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

Action 1.3.2. "Development of returned persons record-keeping system"

Action 1.6. "Improving cooperation with the Third-country structures involved in return sphere"

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

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

Action 4.3. „Language courses for employees of state institutions involved in the return sphere"

Action 4.4. "Training courses for State Border Guard escort"

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

1. Purpose and scope of the action

This action as a multiannual action was implemented within Annual Programmes 2008, 2009 and 2010.

Due to importance of this action it's implementation will be continued in the Annual Programme 2011.

The aim of this action is to organise forced return operations according to the Immigration law..

Within this action it is planned to:

1) use commercial flights for forced return of illegal immigrants;
2) purchase individual food sets that shall be given to illegal immigrants and escorts before forced return operation, thus providing illegal immigrants and escorts with the required food during realisation of forced return;
3) to participate forced return operation organized by the Member States to rise practical knowledge.

The benefit of this action is ensuring of Immigration structural units of the State Border Guard with the number of trained officials for work with illegal immigrants.

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 2011, 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 2011 is the State Border Guard.

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	**Indicators**
Action 1.2.1." Support for organisation and improvement of forced return activities"	
To organise forced return operations	Number of illegal immigrants expelled from the country to the illegal immigrant's country of origin (from 110 persons till 160

	persons)
To participate in forced return operations organised by the Member State	Number of officials of the Immigration structural units of the State Border Guard trained in practice

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

6. Complementarity with similar actions financed by other EC instruments, if appropriate
The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.
The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information
For implementation of **Action 1.2.1.** in the framework of Programme there are allocated financial resources in amount of **150 000 EUR**.

European Union contribution	112 500 EUR	75 %
Public allocation	37 500 EUR	25 %
Total of public sources	150 000 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	**150 000 EUR**	**100 %**

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

1. Purpose and scope of the action
Within the Annual Programme 2009 the multi-annual action "Creation and development of digital archive of cases of illegal immigrants" was commenced in order to strengthen administrative capacity of the Office of Citizenship and Migration Affairs and provide fast decision making procedure and appropriate data handling security in the field of return, to establish digital documents file archive about persons who have contravened the conditions of immigration and residence permit. Main activities to be performed are determination of the most typical documents, development of the procedures for the movement of personal files of illegal immigrants during the period of adoption of digital archive; selection of cases; establishment of 2 scanning work stations; increasing the performance of the existing server system, software adjustment work.
After the Action 1.2.2. is realized within the Annual Programme 2010, the following activities are planed to accomplish within this action:

- work of experts for determination of atypical types of documents, consultations to the contractor regarding development and introduction of digital archive;
- continuation of selection of files of subsequent 10,000 illegal immigrants and sorting of the same according to developed procedures (within the Annual programme's 2009 Action 1.2.2. already 10 000 files were selected);
- development and introduction of digital archive, by continuing the works for supplementing and integration of the existing software by the contractor;
- scanning of documents from selected files of illegal immigrants.

In the Annual Programme 2011 it is planned to continue implementation of this action. The Annual Programme 2011 anticipates providing of such activities:

- work of experts for determination of atypical types of documents, consultations to the contractor regarding development and introduction of digital archive;
- commencing the development of procedures for the use of digital archive;
- selection and sorting of files of illegal immigrants according to the developed procedure;
- development and introduction of digital archive, by the contractor by continuing the work for supplementing and integrating the existing software;
- scanning of selected documents in files of illegal imigrants.

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

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

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

2. Expected grant recipients

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

The only Competent Authority for the implementation of the action 1.2.2. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 is the the Office of Citizenship and Migration Affairs.

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 1.2.2. "Creation and development of digital archive of cases of illegal immigrants"	
To develop and support specialised programming adjustments	Contractor has been consulted regarding development and introduction of digital archive; Software supplementing and integration works performed pursuant to the scope of terms of reference specified in the agreement
To comence to develop procedures for the use of digital archive	Draft procedures for the use of digital archive developed
To select and scan certain number of personal files	Next 10,000 files selected and 8,000 personal files scanned

5. Visibility of EC funding

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

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

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

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

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

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

7. Financial information

For implementation of **Action 1.2.2.** in the framework of Programme there are allocated financial resources in amount of **170 744,63 EUR**, which will be used to finance experts, to supplement and integrate the software (subcontracting), to cover amortization costs for supplied equipment.

European Union contribution	128 058,47 EUR	75 %
Public allocation	42 686,16 EUR	25 %
Total of public sources	170 744,63 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	**170 744,63 EUR**	**100 %**

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

1. Purpose and scope of the action

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

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

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

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

Due to importance of this action it's implementation will be continued in the Annual Programme 2011.

Given measures are necessary in order to continue functioning of voluntary return in Latvia according to the Directive 2008/115/EC of the European Parliament and of the Council of 16 December 2008 that in its turn the priority will be given to voluntary return instead of forced return and will give an opportunity to the returnees when returning to their countries of origin to able to provide for themselves.

Within this action it is planned:

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

2. Expected grant recipients

In the framework of this action there will be organised **open call for proposals** in which the legal entity responsible for implementing projects such as NGOs, national, regional or local authorities, other non-profit organisations, private or public-law companies or international organisations can take part.

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

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 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 1.3.1. „Development and implementation of voluntary return programmes and reintegration activities"	
To carry out voluntary return programmes	Number of persons taking part in voluntary return programmes (~ 60)
To carry out reintegration activities	Number of persons taking part in reintegration activities (~ 20)

5. Visibility of EC funding

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

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

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

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

7. Financial information

For implementation of **Action 1.3.1.** in the framework of Programme there are allocated financial resources in amount of **101 000 EUR**. Financial resources will be allocated in accordance with results of opened call for proposals and are foreseen for covering of expenses as follows:

- expenditures connected to realisation of voluntary return of returnees;
- expenditures connected to realisation of reintegration programmes of returnees;
- study seminars and visits regarding voluntary return;
- development of methodological and informative materials;
- other expenditures connected to implementation of the action.

European Union contribution	75 750 EUR	75 %
Public allocation	25 250 EUR	25 %
Total of public sources	101 000 EUR	100 %
Private sources	0 EUR	0 %

TOTAL	101 000 EUR	100 %

Action 1.3.2.	"Development of returned persons record-keeping system"

1. Purpose and scope of the action

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

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

Taking into account the mentioned above, the **objective** of the action is to ensure quality data collection regarding all persons who have been returned forced or voluntarily, and regarding the returnees for whom entry ban has been stated and returnees for whom entry ban has not been stated, as well as regarding received assistance in voluntary return programmes, and also in order to provide necessary statistics in the return field according to Regulation No. 862/2007 (Statistics Regulation) of the European Parliament and of the Council.

The improved subsystem will be linked to the digital archive of cases of illegal immigrants where personal file documents will be stored in electronic form, thus good synergy will be ensured between the electronic documents archive and the returned persons' record-keeping system. User will have access not only to basic data on returned persons but also to all personal file documents, thus speeding up the proceedings.

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

1) to develop the legal framework for data collection;
2) to develop a data collection concept;
3) to develop a requirements specification for data record-keeping system.

Within the Annual Programme 2011 within this action it is foreseen to develop and implement design and prototype for returned persons data record-keeping system.

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

2. Expected grant recipients

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

The only Competent Authority for the implementation of the action 1.3.2. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 is the Office of Citizenship and Migration Affairs.

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	**Indicators**
***Action 1.3.2.* "Development of returned persons record-keeping system"**	
to develop and implement design and prototype for returned persons data record-keeping system	developed and implemented design and prototype for returned persons data record-keeping system

5. Visibility of EC funding

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

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

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

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

7. Financial information

For implementation of **Action 1.3.2.** in the framework of Programme there are allocated financial resources in amount of **99 600 EUR** which will be used to finance involved institutions' experts and external experts and to develop data record-keeping system's design and prototype (subcontracting).

European Union contribution	74 700 EUR	75 %
Public allocation	24 900 EUR	25 %
Total of public sources	99 600 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	**99 600 EUR**	**100 %**

Action 1.6.	**Improving cooperation with the Third-country structures involved in return sphere**

1. Purpose and scope of the action

The implementation of Action 1.6. was launched within the Annual Programme 2010.

Within Annual Programme 2011 implementation of this action will be continued by organising experience exchange visits and seminars for employees involved in the return sphere (immigration officials) of the Third-countries immigration officials to Latvia.

The aim of this action is to organise experience exchange visits and seminars for employees involved in the return sphere (immigration officials) of the Third-countries immigration authorities (for example from Armenia, Georgia, Kazakhstan, Uzbekistan, Belarus and other countries) to Latvia.

Aforementioned exchange visits and seminars would include:

- return policy in the context of fight against Third-counties nationals illegal immigration;
- establishment and enhancement of effective, independent and sustained cooperation with Third-countries immigrations services to facilitate successful returns;
- facilitation of the identification process of Third-counties nationals;
- facilitation of the obtaining process of the travel documents to provide fast and successful return and expulsion of Third-countries nationals.
- exchange of best practice on return with Third-countries nationals.

The main benefit is facilitating fast identification of Third-countries nationals, processing of return documents and return of persons to their countries of origin.

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 2011, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 1.6. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 is the State Border Guard.

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 1.6. Improving cooperation with the Third-country structures involved in return sphere	
To improve skills of the officials of the State Border Guard in area of return	120 officials involved in return sphere from the Central Asian and Caucasus countries 6 experts from the State Border Guard
To improve cooperation with respective authorities in Armenia, Georgia, Kazakhstan, Uzbekistan, Belarus and other countries in the area of return	Improved cooperation with respective authorities in the area of return

5. Visibility of EC funding

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

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

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

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

7. Financial information

For implementation of **Action 1.6.** within the framework of Programme there are allocated financial resources in amount of **47 300 EUR**.

European Union contribution	35 475 EUR	75 %
Public allocation	11 825 EUR	25 %
Total of public sources	47 300 EUR	100 %
Private sources	0 EUR	0 %

TOTAL	47 300 EUR	100 %

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

1. Purpose and scope of the action

The implementation of Action 1.7. will be launched within the Annual Programme 2010. Within Annual Programme 2011 implementation of this action will be continued by developing and verifying monitoring system for forced return of illegal immigrants (II stage).

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

For the above mentioned aim during the period of time from 30 June 2012 until 30 June of 2013 the following activities shall be carried out - development of inspection guidelines .

For the development of the concept and methodology for the *inspection guidelines* following measures are foreseen within this action:

- to develop research methodology for desk study on monitoring mechanisms in EU and EEC (ex.: Norway, Iceland, Switzerland);
- to prepare desk study on monitoring mechanisms in EU and EEC (ex.: Norway, Iceland, Switzerland);
- to organize study visits to 2 EU states based on the results of the desk study;
- to develop concept note for the guidelines of Supervisory institution;
- to develop full package of guidelines and methodologies (work group or external expert in cooperation with Ombudsman`s Office responsible staff);
- to make the trips for Ombudsman Office personnel to Daugavpils to review the relevant system information with the State Border Guard staff in the Centre;
- to review concept note and make final adjustments (stakeholder meeting);
- to develop the draft of inspections form and coordination of the process for forced return of illegal immigrants;
- to develop inspection form for the full package of guidelines and methodologies (work group or external expert in cooperation with Ombudsman`s Office responsible staff);
- to make the trips for Ombudsman Office personnel to Daugavpils to review draft inspection form with the executive agency;
- to discuss draft of the inspection form (stakeholder meeting);

- to test the inspection form during the visits of the Centre for detained immigrants in Daugavpils;
- to make proposal for amendments to the legal framework or policy established by the government.

Effective monitoring system will be developed and tested that will facilitate further improvement of monitoring.

2. Expected grant recipients

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

The only Competent Authority for the implementation of the action 1.7. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 is the Ombudsman of the Republic of Latvia.

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 1.7. "Development of monitoring system for forced return of illegal immigrant"	
Desk study To visit countries by the project team To prepare a draft of inspections guidelines and form To prepare a draft of guidelines of removal of the individual and coordination of the process	One desk study prepared 2 reports of country visits prepared 1 inspection form prepared Guidelines of removal of the individual and coordination of the process for transportation of luggage prepared

5. Visibility of EC funding

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

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

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

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

7. Financial information

For implementation of **Action 1.7.** in the framework of Programme there are allocated financial resources in amount of **45 000 EUR.**

European Union contribution	33 750 EUR	75 %
Public allocation	11 250 EUR	25 %
Total of public sources	45 000 EUR	100 %
Private sources	0 EUR	0 %
TOTAL	**45 000 EUR**	**100 %**

Action 4.3.	**Language courses for employees of state institutions involved in the return sphere**

1. Purpose and scope of the action

The implementation of Action 4.3. was launched within the Annual Programme 2008 and continued within the Annual Programmes 2009 and 2010 to pursue Priority 4 of the Programme. According to the Multi-annual programme for the European Return Fund at the current moment action 4.3. is planned to be also supported within 2012 and 2013 Annual Programmes of the Fund.

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

Within Annual Programme 2009 the language training for the Office of Citizenship and Migration Affairs and the State Border Guard were organised jointly under the action 4.3. trainings (English, French, Spanish and Arabic languages) for more than 80 officials of the OCMA and SBG.

Following the implementation of the Action 4.3 within the Annual Programme 2009, foreign language training in Latvia has been developed for officials of the OCMA and the SBG and the language training in the Annual Programmes 2011-2013 will be carried in accordance with approved concept.

If the Action 4.3. is realized within the Annual Programme 2010, then 40-60 the OCMA and the SBG officials will be trained in Latvia within this Action.

Within Annual Programme 2011 implementation of this action will be continued by organising foreign language (English, French, Spanish and Arabic languages) studies for the approximately 40 officials of the OCMA and the SBG working on return.

Component 4.3.1. **Language courses for employees of the Office of the Citizenship and Migration Affairs involved in the return sphere**

The aim of this action is to organise foreign language courses for employees of the OCMA involved in return sphere.

Component 4.3.2. **Language courses for employees of the Office of the State Border Guard involved in the return sphere**

The aim of this action is to organise foreign language courses for employees of the SBG involved in return sphere.

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

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 2011, the action will be implemented by the Responsible Authority acting as an executing body.

The Competent Authorities for the implementation of the action 4.3. according to components set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 are:

Component 4.3.1.	the Office of Citizenship and Migration Affairs
Component 4.3.2.	the State Border Guard

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

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

4. Expected quantified results and indicators to be used

Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 4.3. „Language courses for employees of state institutions involved in the return sphere"	
To organise foreign language courses for employees involved in the return sphere	40 employees of state institutions involved in the return sphere who have successfully completed the course

5. Visibility of EC funding

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

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

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

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

7. Financial information

For implementation of **Action 4.3.** in the framework of Programme there are allocated financial resources in amount of **48 343,42 EUR** which will be used to finance Project's administrative costs and for organizing language training (subcontracting).

	European Union contribution **EUR**	Public allocation **EUR**	**TOTAL**	**%**
	75%	25%	100%	
Total for Action 4.3.	**36 257,57**	**12 085,85**	**48 343,42**	**100**
Component 4.3.1.	18 128,79	6 042,92	24 171,71	50
Component 4.3.2.	18 128,78	6 042,93	24 171,71	50

Action 4.4.	**Training courses for State Border Guard escort**

1. Purpose and scope of the action

The aim of this action is to train the State Border Guard escort for knowledge of forced return of illegal immigrants.

Within the Annual programme 2010 there will be elaborated training courses of skill development and established training classroom for officials of the State Border Guard employees involved in forced return of illegal immigrants by escort.

Due to importance of this action it's implementation will be continued in the Annual Programme 2011.

This activity will provide landfall of operative target defined in point 2.2. of multiannual programme promoting professional readiness level of personnel of competent institutions thereby ensuring realization of activities of forced return of illegal immigrants in accordance with EU standards and requirements.

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 2011, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for the implementation of the action 4.4. set for the acquirement of co-financing of the Fund within the framework of the Annual Programme for year 2011 is the State Border Guard.

3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body
In accordance Section 50, Paragraph 2 with Immigration law passed on May 1, 2003 measures of forced return are realised by State Border Guard.

4. Expected quantified results and indicators to be used
Information on expected quantified results and indicators within the implementation of the action under the Annual Programme 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 4.4. Training courses for State Border Guard escort	
To develop training courses for escort thus the State Border Guard officials regularly improves their theoretical and practical knowledge in the field of escort that will provide the European Union standards and requirements for forced return of illegal immigrants.	5 training courses 60 employees of state institutions involved in the return sphere who have successfully completed the course.

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

6. Complementarity with similar actions financed by other EC instruments, if appropriate
The action set for co-financing of the Fund does not overlap with the actions financed by other EU financial instruments, but only replenish it.
The national budget of the Republic of Latvia provides funds for direct functioning of institutions involved in return matters, however, it does not provide funds for development and improvement of these functions. The Fund investment is intended to be used for improvement of the return sphere in particular. It is planned to allocate national co-financing for implementation of approved actions and for maintenance of established or purchased objects from state budget.

7. Financial information
For implementation of **Action 4.4.** in the framework of Programme there are allocated financial resources in amount of **14 400 EUR**.

European Union contribution	10 800 EUR	75 %
Public allocation	3 600 EUR	25 %
Total of public sources	**14 400** EUR	100 %
Private sources	0 EUR	0 %

TOTAL	14 400 EUR	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 of fulfilment of functions of the Responsible Authority (expenditure will be covered in full amount from the financial means of technical assistance for the employees whose direct duties will be related only to implementation of the Fund);
- Travel expenses related to the implementation of the Fund;
- Improvement of the professional qualification of the employees involved in ensuring of fulfilment of functions of the Responsible Authority by organising training courses;
- Ensuring the realisation of *on-the-spot* checks;
- Expert fees of experts forming project applications evaluation commission;
- Ensuring project and programme evaluation;
- Translation of the documents related to the implementation of the Fund (English – Latvian, Latvian – English);
- Ensuring the organisation of the annual information activity.

Certifying authority:

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

Audit authority:

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

Precise division of the technical assistance financing among the institutions involved in management, control and supervision of the implementation of the fund, as well as precise

areas of application of this financing will be determined in agreement concluded between the Responsible authority and the recipient of the technical assistance financing.

4.2. 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 2011 will be realised;
- The evaluation of the project applications submitted within the framework of annual programme 2011 will be ensured;
- The annual information activity according to the requirements of Article 33 (2)(a) of the implementing rules will be held;
- The improvement of professional qualification of employees involved in ensuring of fulfilment of functions of the Responsible Authority by organising training courses will be ensured;
- The elaboration of the documentation related to the implementation of the Fund and adequate translation of the documentation to English will be ensured;
- The financing of the 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 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 it is planned to involve employees for carrying out tasks concerning implementation of all 4 Funds;
- Ensured drawing up of the part C of an annual audit report to the European Commission about the annual programme 2011 – declaration assessing the validity of the request for payment or statement of reimbursement of the final balance and the legality and regularity of the expenditure concerned, by the use of outsourcing, after carrying out the appropriate procurement procedure according to the requirements of the national legislation.
- Realised one on-the-spot check of selective verification of expenditures.

Considering the fact that in Latvia there are common authorities responsible for 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 EC funding

By implementing the technical assistance projects within the framework of the Fund the authorities involved in management, control and supervision of the implementation of the Fund that will be receiving the technical assistance funding, will be under obligation to provide information regarding use of the Fund financing within the implementation of the project. Therefore, the Responsible Authority has drafted guidelines for publicity and visual

identity measures, which will include requirements on publicity and visual identity measures to be taken. The nature of the guidelines is similar to those described in the section 3.1.5. (*Visibility of EC funding*) of this document.

The aforementioned guidelines for publicity and visual identity measures to be taken during the implementation of the technical assistance project will be attached as annex to the agreement concluded between the Responsible Authority and the recipient of the technical assistance financing.

5. DRAFT FINANCING PLAN

Annual Programme - Draft Financial Plan
Table 1 - Overview table

Member State: [Republic of Latvia]
Annual programme concerned: [2011]
Fund: [European Return Fund]

(all figures in euro)	Ref. Priority	Ref. specific priority (1)	European Union Contribution (a)	Public Allocation (b)	Private Allocation (c)	TOTAL (d=a+b+c)	% EC (e=a/d)	Share of total (f=d/total d)
Action 1.2.1. [Support for organisation and improvement of forced return activities]	Priority 1	N/A	112 500,00	37 500,00	0,00	150 000,00	**75,00%**	**20,58%**
Action 1.2.2. [Creation and development of digital archive of cases of illegal immigrants]	Priority 1	N/A	128 058,47	42 686,16	0,00	170 744,63	**75,00%**	**23,43%**
Action 1.3.1. [Development and implementation of voluntary return programmes and reintegration activities]	Priority 1	N/A	75 750,00	25 250,00	0,00	101 000,00	**75,00%**	**13,86%**
Action 1.3.2. [Development of returned persons record-keeping system]	Priority 1	N/A	74 700,00	24 900,00	0,00	99 600,00	**75,00%**	**13,67%**
Action 1.6. [Improving cooperation with the Third-country structures involved in return sphere]	Priority 1	N/A	35 475,00	11 825,00	0,00	47 300,00	**75,00%**	**6,49%**
Action 1.7. [Development of monitoring system for rorced return of illegal immigrants]	Priority 1	N/A	33 750,00	11 250,00	0,00	45 000,00	**75,00%**	**6,17%**
Action 4.3. [Language courses for employees of state institutions involved in the return sphere]	Priority 4	N/A	36 257,57	12 085,85	0,00	48 343,42	**75,00%**	**6,63%**
Action 4.4. [Training courses for State Border Guard escort]	Priority 4	N/A	10 800,00	3 600,00	0,00	14 400,00	**75,00%**	**1,98%**
Technical assistance	N/A	N/A	52 387,13	0,00	0,00	52 387,13	**100,00%**	**7,19%**
TOTAL	**N/A**	**N/A**	**559 678,17**	**169 097,01**	**0,00**	**728 775,18**	**76,80%**	**100,00%**

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

I. Pētersone-Godmane

J. Zvilna

A. Novokreščenniha
29.11.11.

Latvijas Republikas Iekšlietu ministrijas
Eiropas lietu un starptautiskās
sadarbības departamenta
starptautisko projektu koordinācijas
nodaļas vadītāja
Inese Godmane