

2011 ANNUAL PROGRAMME

- initial version
- version (number, date dd/mm/year) following dialogue with the Commission
- version revised for other reasons

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

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

Reasons for changes

The rapid increase in the number of asylum seekers in Latvia has created necessity to strengthen capacity of the State Border Guards regional boards of the Eastern border of Latvia. Following the successfully started project under AP 2010 it has become obvious that the State Border Guard's premises for asylum seekers need additional support from the Fund, while the training component is relatively much less resource consuming. Therefore the aim of the revised AP 2011 is to close the training component and create a new activity, covering capacity building component and specific asylum related training (on asylum seekers' identification and interviewing techniques).

In order to make a better use of the funds it has appeared more efficient to perform both capacity building activities of the Office of Citizenship (namely activities 2.1.1. and 2.1.3.) under one project – covering both the work with information about the asylum seekers' countries of origin and training of employees of the Office of Citizenship and Migration Affairs. Therefore the revised AP 2011 merges two activities under Priority 2 implemented by the Office of Citizenship and Migration.

Due to the increased number of asylum seekers in Latvia it has appeared necessary to increase financing to the language and history and culture studies provided by the NGO's.

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 5 actions of the Fund can be implemented only by a limited number of state authorities who have *de jure* monopoly rights on implementation of these actions due to their specific features and connection to national security matters, these actions will be implemented using executing body implementation method. The other 3 actions 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 1st 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 2nd half of year 2011.

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 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 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 EC funding

By implementing projects within the framework of the Fund, the Competent Authorities responsible for implementing the projects 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 the Competent Authorities 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.

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 on the official home page of the Responsible Authority 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
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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

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

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 actions

Purpose of **Action 1.2.1.** is to improve asylum seeker reception standards at the Asylum Seekers Reception Centre (ASRC) “Mucenieki”, as well as to provide for necessary works to improve technical condition of ASRC “Mucenieki”. 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 supplement the Common Migration Information Systems Asylum seekers subsystem with a supporting system for Dublin consultation processes, to develop software on ensuring full assistance functionality for asylum seekers. This measure will include following activities: – supplementation of functionality of the current Asylum seeker subsystem;

The functionality of Dublin consulting support system will allow the employees of Asylum Affairs Division of the Office of Citizenship and Migration Affairs to register and keep an account on the received and sent Dublin reports, to register and process all relevant documents that are enclosed to the reports as well as to ensure proper circulation of those documents in order to ensure quick access to the documents and the status of process to those officials that are involved in the asylum process. The system will also ensure the possibility to react more quickly to requests for Dublin consultations.

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 was developed for three processes of the Common Migration Information System that concern reception of asylum seekers –

accounting of asylum applications, decisions and developed initial version of accounting the assistance provided to the asylum seekers. In addition within the AP 2009 ERF programme a technical specification was elaborated 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 there will be elaborated a software supporting accounting of Dublin communication processes and developed software on ensuring full assistance functionality for asylum seekers.

Within the Conception of ASRC “Mucenieki” on the most efficient maintenance model, which was developed within the project of Annual Programme 2008 of the European Refugee Fund in the time period from 1 January 2009 till 30 December 2009, there have been evaluated the needs of ASRC “Mucenieki” and developed several maintenance models 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 under to financing of the Fund, the renovation and improvement works of ASRC “Mucenieki” are split under several programme years. Within the 2011 Annual programme it is foreseen to perform following renovation needs of 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.

The above mentioned measures are to be implemented to guarantee asylum seekers the rights pursuant to the “Asylum Law”, implementation of which 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 2011, the action will be implemented by the Responsible Authority acting as an executing body.

The only Competent Authority for implementation of Action 1.2.1. set for 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. The action will be implemented in cooperation with the Provision State Agency of the Ministry of the Interior of the Republic of Latvia.

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.

Cooperation partner within the framework of the project is 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 1st 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 management of the PSA MoI;
- inspection, planning of repair and renovation works of buildings and structures as well as 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 2011 is presented in the table below.

Results for AP 2011	Indicators
<i>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”</i>	
Medical aid is provided to asylum seekers	Necessary medical aid is ensured
Material assistance and assistance in the solving of social issues is provided to asylum seekers	Basic needs of asylum seekers have been provided
Supporting software for Common Migration Information System on Dublin consultation processes and developed software on ensuring full assistance functionality for asylum seekers has been developed	Developed supporting software for Common Migration Information System on Dublin consultation processes and developed software on ensuring full assistance functionality for asylum seekers
Improvement of ASRC “Mucenieki” has been provided	Water supply system repaired
	Part of the necessary heating equipment is repaired
	Foundations of the building renovated
	Ordinary repairs of premises performed
	Unforeseen repair works performed in order to ensure maintenance of the building
Providing support to the staff working with asylum seekers	Necessary furniture and household appliances is purchased and repaired
	Health-related activities ensured for employees of the ASRC “Mucenieki”, psychological support provided and their skills to cope with stressful situations at work improved.

5. Visibility of EC 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 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. It complements to the project commenced within the framework of the European Refugee Fund II thus ensuring the succession of financing.

The action foresees to continue work that was started implementing project “Providing the necessary reception conditions and assistance for asylum seekers in the ASRC „Muceniki”” within European Refugee Fund 2009 Annual Programme and the implementation of which followed within the project “„Rising of reception standards of asylum seekers in the Asylum Seekers Reception Centre “Muceniki” and providing of necessary works for improvement of technical condition of the Asylum Seekers Reception Centre “Muceniki”” of AP 2010 of the ERF programme.

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 2011.

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

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 the 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 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.

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

Year	Number of asylum seekers
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	335 (285 adults/50 children)

Variety of the 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, Guinea, Angola), Middle East (Lebanon, Syria), Asia (Bangladesh, Turkey, Pakistan, Afghanistan, Iraq, Iran, Sri Lanka), South America (Columbia) and the former USSR republics (Georgia, Russia, Kyrgyzstan, 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.

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 “Mucenieki”, 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

Implementer of the Project is the State Border Guard, which is a state administration institution in subordination of the Ministry of the Interior.

According to 2nd and 3rd 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.

Results for AP 2011	Indicators
Action 1.2.2. 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 identification methods	Up to 35 officials of the State Border Guard trained to apply effective asylum seekers interviewing and identification methods

5. Visibility of EC 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 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. It complements to the project commenced within the framework of the European Refugee Fund AP 2010 thus ensuring the succession of financing.

7. Financial information

Financial means in amount of 96 000.00 EUR are required for implementation of the above mentioned Action within the framework of the Annual Programme for year 2011.

Type of allocation	EUR	%
European Union contribution	72 000	75
Public allocation	24 000.00	25
TOTAL	96 000.47	100

Action 1.3. Granting of 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. "Granting of 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 assistance in solving of social issues, legal issues and material assistance as well as to provide free legal assistance for asylum seekers in procedures related to taking a decision on status.

Component 1.3.1. Improvement of access to the education system for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection

The aim of **Component 1.3.1.** is to provide clear and perceivable availability of education to asylum seekers, refugees and persons granted subsidiary protection, providing Latvian language training, as well as to give an insight in the Latvian history and development of culture in order to promote their integration in the Latvian society.

In the framework of the Annual Programme 2011 there will be continued implementation of this action, especially paying attention to such measures that are connected to asylum seekers, refugees and persons granted subsidiary protection as:

- organising of Latvian language courses;
- introduction to Latvian history and culture;

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

Purpose of **Component 1.3.2.** is to proceed providing of 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. of different kinds of assistance will be provided to refugees and persons granted subsidiary protection:

- supply of necessary material aid (including clothing and footwear, study aids and stationery to minors);
- provision of social, medical and psychological support;
- provision of additional legal aid (incl. assistance in signing agreements in regard to renting of a living place, assistance in dealing with bank institutions etc.).

The aforesaid measures are necessary to provide assistance in solving of social issues, legal issues and material assistance to refugees and persons granted subsidiary protection in the cases when the government financing is insufficient, to facilitate employment and permanent accommodation of refugees and persons granted subsidiary protection, as well as the ability of the aforesaid persons to provide themselves with subsistence means after termination of disbursement of the state granted allowance.

Component 1.3.3. Provision of free legal assistance for asylum seekers in procedures related to taking a decision on status

Purpose of **Component 1.3.3.** is to provide asylum seekers with free legal assistance in procedures related to taking a decision on the status of the given applicant according to Latvian legislation, EU Aquis requirements and international regulations governing the field

of human rights and freedoms. Within the framework of the action it is foreseen to assign a lawyer to the asylum seeker (the applicant) whose procedure on taking a decision on status is initiated. The lawyer is foreseen to represent the rights of the given asylum seeker free of charge. The lawyers' responsibility will be to represent the rights of the applicant in court throughout the whole procedure related to decision on the status of applicant in the Republic of Latvia. In this way there will be achieved a result of greater legal certainty to applicants, greater knowledge of applicants rights and improved decision making on administrative level.

Within a project aimed at providing legal assistance to asylum seekers in the Republic of Latvia which is being implemented in the framework of AP 2009 of the European Refugee Fund in the first 6 months of project implementation legal assistance has been provided to 22 asylum seekers in the Republic of Latvia.

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 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 1.3. Granting of assistance to asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection	
<u>Component 1.3.1.</u> – <i>Improvement of access to the education system for asylum seekers, including minor asylum seekers, refugees and persons granted subsidiary protection</i>	
The Latvian language skills of asylum seekers, refugees and persons granted subsidiary protection have been improved	Access to education system provided to asylum seekers, refugees and persons granted subsidiary protection
Asylum seekers, refugees and persons granted subsidiary protection have been introduced to the basics of Latvian history and culture developments	
<u>Component 1.3.2.</u> – <i>Expansion of the opportunities for refugees and persons granted subsidiary protection to receive assistance in solving of social issues, legal issues and material assistance</i>	
<ul style="list-style-type: none"> • supply of necessary material aid (including clothing and footwear, study aids and stationery to minors); 	The necessary assistance in the solving of social and legal issues, material and medical assistance to refugees and persons granted subsidiary protection provided
<ul style="list-style-type: none"> • provision of social, medical and psychological support; • provision of additional legal aid (incl. assistance in signing agreements in regard to renting of a living place, assistance in dealing with bank 	

institutions etc).	
Refugees and persons granted subsidiary protection are provided with an opportunity to solve accommodation and employment issues	Number of refugees and persons granted subsidiary protection have been supported to solve accommodation and employment issues
Component 1.3.3. – Provision of free legal assistance for asylum seekers in procedures related to taking a decision on status	
Asylum seekers are provided with legal aid	<ul style="list-style-type: none"> • Number of counsellors • Number of filed legal remedies • Number of positively solved legal remedies

5. Visibility of EC 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 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. It complements to the project commenced within the framework of the European Refugee Fund II thus ensuring the succession of financing.

The Component 1.3.1. of the action foresees to continue measures that were started within framework of the Annual Programme 2009: to organize Latvian language courses, create the introductory course for adults to commence learning in institution type of evening classes, for children – in comprehensive educational institutions. It is planned to provide possibilities to increase the level of professional skills for asylum seekers, refugees and persons granted subsidiary protection, as well as create places of practice in companies.

The Components 1.3.2. and 1.3.3. of the action supplement the projects commenced within the framework of the AP 2009 and AP 2010 of the European Refugee Fund thus ensuring the succession of financing.

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 2011.

	European Union contribution EUR	Public allocation EUR	TOTAL	%
	75%	25%	100%	
Total for Action 1.3.	90 000	30 000	120 000	100
Component 1.3.1.	30 000	10 000	40 000	33.33%
Component 1.3.2.	45 000	15 000	60 000	50.00%
Component 1.3.3.	15 000	5 000	20 000	16.67%

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 **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” 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 (French, English) training 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) experience exchange visits for OCMA employees to other European Union Member States and participation in conferences and forums on asylum matters;

- 5) organizing of seminars for employees of OCMA and other related institutions on asylum matters;
- 6) assistance in processing requests received in the framework of 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) participation as an observer in a fact finding mission organized by another EU member state to the country of origin from which a considerable number of asylum seekers is originating.

Improvement of decision making process of Courts in the field of asylum matters

Component 2.1.4.

Purpose of **Component 2.1.4.** is to train 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 seekers.

The purpose of supplements for the court register is to provide administrative and district (city) courts with necessary case files, their functionality and possibility to receive/transfer data regarding decisions in the field of asylum matters. By implementing this activity the proceeding of asylum seekers' cases and co-operation with other EU member states will be improved.

Taking into account that cases where courts have to take decisions on asylum seekers are becoming more frequent, therefore the issue on training of judges in the field of asylum matters is of high importance. By implementing the given Action judges taking decision on applications of asylum seekers will be more educated and competent in the issues related to asylum matters in this way the time to process one application will be significantly reduced and the quality of decision making improved.

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

The Competent Authorities for the implementation of the action 2.1. 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 2.1.1.	the Office of Citizenship and Migration Affairs
Component 2.1.4.	the Court Administration - a direct administrative institution subordinated to the Minister of Justice

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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Component 2.1.4.	The Ministry of Justice of the Republic of Latvia is the leading justice sector regulatory administration. One of the functions of the Ministry of Justice is to ensure training and raising of qualification of judges and court employees, while Court Administration according to the first paragraph of the Article 107 of Judiciary Law as a direct administrative institution subordinated to the Minister of Justice, fulfil organisational work to ensure that the above mentioned function of the Ministry of Justice is properly performed.
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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 2011 is presented in the table below.

Results for AP 2011	Indicators
Action 2.1. Institutional capacity building in the field of refugees and asylum seekers	
<i>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</i>	
Information about the countries of origin of asylum seekers collected, summarised and accumulated; Use of objective and updated information from various sources in making decisions on granting of refugee status or alternative status ensured.	Data on the asylum seekers' countries of origin collected; Decisions on granting of a status to the asylum seekers issued.
Participation as an observer in a fact finding mission organized by another EU member state to the country of origin from where a considerable number of asylum seekers is originating.	Participation in a fact finding mission as an observer
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.
OCMA employees have improved their knowledge in the asylum matters and foreign language skills	The number of employees, who have improved their French and/or English language skills
	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

	The number of employees participated in seminars, conferences, forums in this way improving proficiency in examination of asylum cases, interviewing asylum seekers, decision making and in the work with the information from the countries of origin
	The number of OCMA experience exchange visits to European Union Member States
OCMA employees and employees of other related institutions have improved their knowledge in the asylum matters	The number of OCMA employees and employees of other related institutions who have improved their knowledge in the asylum matters
<u>Component 2.1.4.</u> – Improvement of decision making process of Courts in the field of asylum matters	
Judges have raised their qualification on issues concerning asylum matters	20 trained judges in the field of asylum matters
Court register supplemented with category of cases on asylum seekers	1 court register system improvement

5. Visibility of EC 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 EC 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.

Component 2.1.2. complements to the project commenced within the framework of the European Refugee Fund II thus ensuring the succession of financing. The component foresees to continue training of the employees of the State Border Guard that was started implementing project “Training of the employees of the SBG” within Annual Programme 2009 and 2010.

7. Financial information

Financial means in amount of 152 025.92 **EUR** are required for implementation of the Action 2.1. within the framework of the Annual Programme for year 2011.

	European Union contribution EUR	Public allocation EUR	TOTAL	%
	75%	25%	100%	
Total for Action 2.1.	114 019.44	38 006.48	152 025.92	100
Component 2.1.1.	88 500.00	29 500.00	118 000.00	77.62%
Component 2.1.4.	25 519.44	8 506.48	34 025.92	22.38%

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 2011 will be realised;
- Evaluation of project applications submitted within the framework of Annual Programme 2011 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 2011 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. <i>Visibility of EC funding</i>

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 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 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: [2011]

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)
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”	Priority 1	N/A	186 000.00	62 000.00	0	248 000.00	75%	37,21%
Action 1.2.2. Improvement of the State Border Guard’s capacity to perform activities with the asylum seekers	Priority 1	N/A	72 000.00	24 000.00		96 000.00	75%	14%
Action 1.3. – 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	0	120 000.00	75%	18,00%
Action 2.1. - Institutional capacity building in the field of refugees and asylum seekers	Priority 2	N/A	114 019.44	38 006.48	0	152 025.92	75%	22,81%
SUB-TOTAL			462 019,44	154 006.48	0	616 025.92		
Technical assistance	N/A	N/A	50 500.80	-	0	50 500.80	100%	7,58%
TOTAL	N/A	N/A	512 520.24	154 006.48	0	666 526.72		100%

Head of Responsible Authority
State Secretary of the Ministry of Interior

I.Pētersone-Godmane