

STANDARD TWINNING LIGHT PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference:
- 1.2 Programme: Transition Facility IPA/2013/24986 (Annex of C (2013) 8057 final); Institution Building Envelope
- 1.3 Twinning Number: HR 14 IPA JH 04 16 TWL
- 1.4 Title: Assessment of current evidences and registers concerning collection and processing of the data in the field of asylum and proposal of measures for establishing more effective model of collecting data (CRO ASYLUM)
- 1.5 Sector: Justice and Home Affairs
- 1.6 Beneficiary country: Republic of Croatia

2. Objectives

2.1 Overall objective:

The overall objective is to enhance effectiveness and quality of crisis management in the field of asylum in the Republic of Croatia.

2.2 Project purpose:

The purpose of the project is to enhance reporting capacities of Ministry of Interior (MoI) in the field of asylum through simplification and centralisation of existing asylum registers and evidences by linking and synchronization of its data with common parameters.

2.3 Contribution to Accession Treaty/ Relevant national documents:

Following the signature of the **Accession Treaty** on 9 December 2011 and its ratification procedure in the Member States, Croatia joined the European Union on 1 July 2013 as the 28th Member State. This Twinning light project is in compliance with general objectives set in the Accession Treaty.

Strategic plan for the Ministry of Interior and other institutions involved in protection and rescue for the period 2016-2018

This Twinning light project is in accordance with the future activities planned within the Strategic plan such as “Capacity building in the field of asylum, visa system and illegal migration” and “Improvement and rationalization of operations with foreigners and asylum affairs”. The Strategic plan also emphasises the importance of updated and synchronized databases in information systems and simplified registration procedures resulting in a more efficient procedures and work of the MoI.

Regulation (EC) No 862/2007 of the European Parliament and of the Council, within Article 4 Statistics on international protection *inter alia* states: “Member States shall supply to the Commission (Eurostat) statistics on the numbers of: persons having submitted an application for international protection, persons who are the subject of applications for international protection under consideration, applications for international protection having been withdrawn, persons covered by first instance or final decisions rejecting applications for international protection, granting or

withdrawing refugee status or subsidiary protection status or temporary protection or authorisation to stay for humanitarian reasons under national law concerning international protection, applicants for international protection who are considered by the responsible national authority to be unaccompanied minors during the reference period.” and “Member States shall supply to the Commission (Eurostat) the following statistics on the application of Regulation (EC) No 343/2003 and Commission Regulation (EC) No 1560/2003 of 2 September 2003 laying down detailed rules for the application of Council Regulation (EC) No 343/2003 (1): (a) the numbers of requests for taking back or taking charge of an asylum seeker; (b) the provisions on which the requests referred to in point (a) are based; (c) the decisions taken in response to the requests referred to in point (a); (d) the numbers of transfers to which the decisions referred to in point (c) lead; (e) the number of requests for information.”

By implementation of the activities of this Twinning light project, Croatia will benefit from the experience and know-how of a Member States with longer experience in reporting in compliance with abovementioned requirements.

Regulation (EU) No 439/2010 of the European Parliament and of the Council, within Article 9 Gathering and analysing information *inter alia* states: “The Support Office shall systematically identify, collect and analyse, on the basis of data provided by Member States subject to particular pressure, information relating to the structures and staff available, especially for translation and interpretation, information on countries of origin and on assistance in the handling and management of asylum cases and the asylum capacity in those Member States subject to particular pressure, with a view to fostering quick and reliable mutual information to the various Member States' asylum authorities. The Support Office shall analyse data on any sudden arrival of large numbers of third country nationals, which may cause particular pressure on asylum and reception systems and ensure the rapid exchange of relevant information amongst Member States and the Commission. The Support Office shall make use of existing early warning systems and mechanisms and, if necessary, set up an early warning system for its own purposes.”

Taking into account the importance of early warning systems and mechanisms at a EU level, it is necessary that this mechanism is based on quality data provided by Member States. Currently, Croatia is in position to provide any type of data requested by Support Office, but these data is collected and managed separately, which requires additional time and human resources. In order to ensure better and more effective reporting, Croatia needs a simplified and centralized asylum registers, in line with the purpose of this Twinning light project.

3. Description

3.1 Background and justification:

Within the Ministry of Interior (MoI), Department for asylum and the Reception centre for asylum seekers are in charge of asylum affairs in Republic of Croatia. For the reasons of collection of the data and reporting in the field of asylum several evidences and registers are being kept.

Currently, Reception centre for asylum seekers maintains its own registers for asylum seekers accommodated in the Reception centre, while Department for asylum maintains its registers related to administrative asylum procedure and Dublin procedure. Registers of asylum procedure and Dublin procedure are separated. Moreover, there is also the Register on asylum seekers returned to countries of origin kept in the Directorate for border police. Every register contains data that is important for different phases of the asylum procedure, but many of data in this registers is overlapping e.g. identity data of asylum seekers.

In order to fulfil the obligation of reporting of asylum statistics to Statistical Office of the European Communities (EUROSTAT) and European Asylum Support Office (EASO), the officer in charge of reporting needs to use data from all abovementioned registers. At the moment, all mentioned existing records and registers are Excel tables. However, they are kept by different organizational units within

the MoI, each one keeping and managing them by their own criteria for the asylum procedure phase that they are in charge of and using different parameters. Evidently, these respective databases do not have optimal efficiency level when they need to be used to report comprehensive and common data on asylum procedure.

Taking into account that asylum procedure is a unique procedure which consists of different phases: reception phase, Dublin procedure phase, examination of asylum application phase, return phase, etc. it would be more efficient to link and synchronise data from existing databases rather than keep respective separate databases for every phase in asylum procedure. By synchronising the data and parameters from existing records, the possibility of statistical mistakes will be minimised. Thus simplified and centralized records will leave no space for subjective assessment and interpretation while including data within registers and reports.

Activities of this Twinning light project will focus on how to add the same and clear value to each parameter kept in the database in order to avoid possibilities of mistakes while generating statistics from these databases. The goal is to enable MoI employees in the field of asylum to provide statistics to relevant European bodies in the field of asylum (EUROSTAT, EASO) more efficiently through unified registers in a way that it is assured that the data is accurate and simple to use.

Twinning light activities are envisaged to compare current registers and to screen current situation in order to give a proposal of analytical solution on how to more efficiently arrange and manage record keeping on asylum procedure data with high level of efficiency, no overlaps in data and the minimum possibility of statistical mistakes. Moreover, this Twinning project will provide training, study visit and other capacity building activities in order to ensure that the skills of the MoI employees for reporting in the field of asylum are enhanced.

3.2 Linked activities:

CARDS “Strengthening of asylum procedure: Reform of asylum II” (Twinning project HR/2004/IB/JH/02, MS Twinning partners: Netherlands and Hungary)

The project was implemented from August 2007 to May 2009 and following results were achieved:

1. Action Plan for the Implementation of the Migration Policy has been developed;
2. National asylum legislation has been evaluated and draft of recommendations for improvement made;
3. Secondary asylum legislation has been issued and proposals for the amendment of the Asylum Act have been elaborated;
4. Manuals for the staff of the Reception Centre and case workers have been developed;
5. Handbook for the Integration of Asylees has been developed;
6. Dublin and EURODAC Implementation Plan and Operational Manual have been elaborated;
7. Administrative capacity in the field of asylum enhanced.

Through this Twinning project register for the data in the field of asylum procedure was created. The register is still in use by the Department for asylum, and will be assessed within this Twinning light project in order to propose new solutions for simplified and centralized asylum registers.

Asylum, Migration and Integration Fund (AMIF) Programme for the period 2016-2020

Ministry of the Interior applied for the financial means from AMIF Programme for the period 2016-2020. Through AMIF (Asylum, Migration and Integration Fund), Republic of Croatia nominated the measure to finance the improvement of existing IT systems. All relevant recommendations and outputs from this Twinning light project will be taken into account.

3.3 Results:

Result 1: System for collection and management of information in the field of asylum assessed and relevant measures for its improvement identified

Indicators of achievement:

- Analysis of the current system for collection and management of information in the field of asylum conducted and corresponding report prepared
- The necessary measures for the improvement of the record keeping system through simplification of existing asylum registers and synchronization of included data identified
- Specifications for functional improvement of the current IT registers in the field of asylum drafted

Result 2: Tools available and know-how of employees working in the field of asylum enhanced

Indicators of achievement:

- Standard Operating Procedures on the collection, management and reporting of data in the field of asylum prepared
- One 1-day training for at least 20 participants on the prepared Standard Operating Procedures organized and conducted
- Study visit of the Ministry of Interior's staff in an EU Member State (3 working days, 4 participants) conducted and study visit report prepared

3.4 Activities:

Member State(s) is kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.

Minimum two visibility events will be organized in the course of the implementation of the project; Kick-off meeting at the start of the implementation and the Final meeting at the end of the implementation of the project activities.

3.5 Means/ Input from the MS Partner Administration:

MS Project Leader may participate in the project also as the short-term expert (STE) and in this case the MS Project Leader should satisfy requirements stipulated in the fiche for both the Project Leader and the relevant STE profile.

3.5.1 Profile and tasks of the Project Leader

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 10 years in the field of asylum
- Minimum 5 years of experience in the field of asylum
- Working level of English language
- Computer literacy
- Experience in project management
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5

Assets:

- Experience in the field of reporting statistics to relevant EU institutions (e.g. EUROSTAT, EASO)

Tasks of the Project Leader:

- Overall responsibility of the project, support and coordination of all activities in the Beneficiary Country in cooperation with the BC Project Leader and experts engaged in undertaking activities
- Overall coordination of MS experts' work and availability
- Ensuring sound implementation of envisaged activities
- Reviewing and approving key project outputs and any revisions to the work plan according to the European Commission rules
- Coordination and networking with relevant institutions in Croatia and in the MS
- Organization of visibility events (kick-off and final events)
- Organization of study visits
- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS
- Assuring compatibility with EU requirements

3.5.2 Profile and tasks of the short-term experts

Profile of the Short-term expert

Requirements:

- University level education or equivalent professional experience of 8 years in the field of asylum
- Minimum 3 years of experience in the field of asylum
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5

Assets:

- Experience in the field of reporting statistics to relevant EU institutions (e.g. EUROSTAT, EASO)
- Experience in processing and reporting statistical data
- Experience in conducting business analysis
- Experience in organizing and conducting trainings

Tasks of the Short-term experts:

- Close cooperation with the Croatian experts in undertaking all activities
- Providing professional advice to Croatian experts during the project implementation period
- Undertaking all relevant activities and achieving the mandatory results such as:
 - Conducting analysis of the current system for collection and management of information in the field of asylum conducted and preparing corresponding report
 - Identifying necessary measures for the improvement of the record keeping system
 - Drafting specifications for functional improvement of the current IT registers
 - Preparing Standard Operating Procedures
 - Organizing and conducting trainings

4. Institutional Framework

The main beneficiary of the project is the Ministry of Interior (MoI) of the Republic of Croatia. Within

the Ministry of Interior, relevant organizational units involved in the project implementation will be: Department for asylum and Reception centre for asylum, which are part of Directorate for administrative and inspection affairs, Sector for administrative affairs, aliens and nationality, Service for aliens and asylum. Currently, within Department for asylum 25 persons are employed. Reception for asylum seekers has 14 employees. Department for asylum and Reception centre for asylum seekers are collecting and maintaining the majority of statistics in the field of asylum, while the statistics on the asylum seekers returned to their countries of origin are maintained by the Directorate for border police, also within the Ministry of Interior. In this sense, Directorate for border police is partly involved in the asylum procedure as it is the authority responsible for realisation of the return of rejected asylum seekers.

The results of the project will not lead to a change of the institutional framework as described.

Two Steering Committee meetings will be held for the purpose of reviewing the progress made under the project as well as to discuss results achieved and/or problems occurred. The first Steering Committee meeting will be held during the third month of project activities implementation in order to discuss and comment the draft start-up report. The second Steering Committee meeting will be organised during the last month of the implementation period of the Action to discuss the draft final report.

It should be noted that the participation of the Member State Project Leader in Steering Committees meetings has to be combined with expert missions in case the Member State Project Leader is also a short-term expert in the Twinning light project. If the Member State Project Leader is not short-term expert in the Twinning light project then his visits to Croatia, (one visit every three months) as part of his overall task to ensure coordination and political steering of the project, should be organised at the same time as the two Steering Committee meetings of the project.

The exact participants of the Steering Committee meetings will be defined during the implementation of the project, but will at least include the following members:

- BC Project Leader
- MS Project Leader
- CFCA Project Manager
- MRDEUF Sector Manager.

The beneficiary is committed to provide all necessary infrastructure such as office space and desktop computers with internet connection for experts, venue for holding seminars and workshops, and to ensure the necessary local staff/experts inputs.

5. Budget

Assessment of current evidences and registers concerning collection and processing of the data in the field of asylum and proposal of measures for establishing more effective model of collecting data (CRO ASYLUM)	Transition Facility Contribution	National Co-financing	TOTAL
Twinning Light Contract	90% 117.000 EUR	10% 13.000 EUR	130.000,00 EUR

The total amounts of the Transition Facility Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning light contract, while the relevant ratio (percentages) should be maintained as fixed.

The co-financing requirement foreseen under Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Interpretation costs will be reimbursed from the budget only for the purpose of workshops and seminars, up to 7% of the Contract amount can be used for translation and interpretation purposes.

Provisions for visibility costs and expenditure verification costs should be included in the budget.

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting:

Central Finance and Contracting Agency (CFCA)

Ulica grada Vukovara 284, Objekt C

10000 Zagreb, Croatia

Mr Tomislav Petric, Director

Phone: +385 1 6042 400

Fax: +385 1 6042 598

E-mail: procurement@safu.hr

Twinning Administrative Office

Central Finance and Contracting Agency

Ulica grada Vukovara 284, Objekt C

10000 Zagreb, Croatia

Ms Nirvana Sokolovski, Twinning NCP

Phone: +385 1 6042 400

Fax: + 385 1 6042 598

E-mail: twinning@safu.hr

6.2 Main counterpart in the BC:

Senior Programme Officer (SPO):

Mr Krešimir Perović, Acting Head of Independent Sector for Schengen Coordination and European Union Projects

Ministry of Interior

Ulica grada Vukovara 33

10000 Zagreb, Croatia

Phone: +385 1 61 22 561

Fax: +385 1 61 22 461

E-mail: kperovic@mup.hr

BC Project Leader

Ms Gordana Valenta, Head of Sector for administrative affairs, aliens and nationality

Ministry of Interior

Ilica 335

10000 Zagreb, Croatia

6.3 Contracts:

It is envisaged that the Project will be implemented through one Twinning light contract, with a maximum amount of 130.000,00 EUR.

6.4 Reporting:

The Start-up Report will cover first two months of the contract and will be submitted during the third month.

The Start-up report should:

- Clearly define the aims and purpose of the aid provided by the project,
- Give detailed description of the content of particular parts of the project,
- Work out in detail the activities carried out and the results achieved,
- Work out in detail all modifications agreed with the beneficiary institution,
- Review difficulties met during the implementation of the project and measures that were undertaken for their removal,
- Provide all findings obtained in the meanwhile and preliminary conclusions, and
- Contain a general plan of activities for the implementation of the remained duration of the project.

The Final Report shall be submitted within three months upon the completion of the project activities and in any case within the legal duration of the project, and it should contain the following:

- Complete review of all activities carried out by MS experts during the implementation of the project,
- Achieved progress concerning each activity,
- Summary of all project results, with particular emphasis on mandatory results,
- Estimation of the project impact compared with the project aims and measures of the achieved progress,
- Identification of all important problems met during the implementation of the contract and solutions that have been applied,
- Lessons drawn from the project, and
- Recommendations for further steps in future projects.

The reports must be endorsed and countersigned by the beneficiary, who may make additional comments.

Reports shall be submitted to the Ministry of Interior, the Central Finance and Contracting Agency, the Ministry of Regional Development and EU Funds and the concerned service of the European Commission in a form of 3 hard copies and an electronic version. All reports should be written in English.

6.5 Language:

Working language of the project will be English.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals: 2Q 2016

7.2 Start of project activities: 4Q 2016

7.3 Project completion: 2Q 2017

- 7.4 Duration of the execution period (number of months): 9 months; the execution period will end 3 months after the implementation period of the Action (work plan) which will take 6 months.

8. Sustainability

The achievements, results and recommendations of this Twinning light project will be maintained as a permanent asset to the Beneficiary administration even after the end of the Twinning light project implementation.

Through this project necessary measures for improvement of asylum evidences will be identified and the specification for functional improvements of existing IT registers will be drafted thus ensuring the future more efficient records keeping and statistical reporting in the field of asylum. Skills and knowledge of MoI employees will be enhanced through study visit and training, while Prepared Standard Operating Procedures will enable improved future activities related to collection, management and reporting of the information in the field of asylum.

MoI will ensure adequate participation in the project of its employees who will be in charge of collecting and processing the data after the implementation of the project. MoI will also ensure that the relevant know-how and experiences acquired through the project activities will be passed on to new employees.

9. Crosscutting issues

Based on the fundamental principles of promoting equality and combating discrimination, as provided in Croatia's legislation and practice, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

10. Conditionality and sequencing

N/A

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format

Annex 1. Logical framework matrix in standard format

Assessment of current evidences and registers concerning collection and processing of the data in the field of asylum and proposal of measures for establishing more effective model of collecting data (CRO ASYLUM)		Programme name and number: Transition Facility IPA/2013/24986 (Annex of C (2013) 8057 final); Institution Building Envelope	
Ministry of Interior		Contracting period expires: 3 years from the day on which the Commission notifies the Republic of Croatia that all of its internal procedures necessary for the adoption of this Decision have been fulfilled.	Disbursement period expires: 4 years following the expiration of the contracting deadline.
		Total budget: 130.000,00 EUR	Transition Facility funding: 117.000 EUR (90%) National co-financing: 13.000 EUR (10%) ¹
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
The overall objective is to enhance effectiveness and quality of crisis management in the field of asylum in the Republic of Croatia.	- Effectiveness and quality of crisis management in the field of asylum enhanced - Cooperation among Directorate for Border Police, Reception centre for asylum seekers and Department for asylum improved	- Relevant EC reports and statistics - MoI reports and statistics	
	Objectively Verifiable Indicators	Sources of Verification	Assumptions
The purpose of the project is to enhance reporting capacities of Ministry of Interior (MoI) in the field of asylum through simplification and centralisation of existing asylum registers and evidences by linking and synchronization of its data with common parameters.	- System for collection and management of information in the field of asylum assessed and relevant measures for its improvement identified - Tools available and know-how of employees working in the field of asylum enhanced	- Twinning light project reports - Analysis report - Specifications for functional improvement of the current IT registers - Guidelines - List of participants on training - Training evaluation report	- Relevant MoI employees available for project implementation and participation at trainings. - Full commitment and adequate cooperation among relevant organizational units of the Ministry of Interior - Adequate BC experts appointed to

¹ The total amounts of the Transition Facility Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning contract, while the relevant ratio (percentages) should be maintained as fixed. The co-financing requirement foreseen under Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

		• List of participants on study visit • Study visit report • Other Twinning light project documentation (Recommendations, training materials, etc.)	participate in the project activities
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Result 1: System for collection and management of information in the field of asylum assessed and relevant measures for its improvement identified Result 2: Tools available and know-how of employees working in the field of asylum enhanced	• Analysis of the current system for collection and management of information in the field of asylum conducted and corresponding report prepared • The necessary measures for the improvement of the record keeping system through simplification of existing asylum registers and synchronization of included data identified • Specifications for functional improvement of the current IT registers in the field of asylum drafted • Standard Operating Procedures on the collection, management and reporting of data in the field of asylum prepared • One 1-day training for at least 20 participants on the prepared Standard Operating Procedures organized and conducted • Study visit of the Ministry of Interior's staff in an EU Member State (3 working days, 4 participants) conducted and study visit report prepared	• Twinning light project reports • Analysis report • Specifications for functional improvement of the current IT registers • Standard Operating Procedures • List of participants on training • Training evaluation report • List of participants on study visit • Study visit report • Other Twinning light project documentation (recommendations, training materials, etc.)	• Relevant MoI employees available for project implementation and participation at trainings. • Full commitment and adequate cooperation among relevant organizational units of the Ministry of Interior • Adequate BC experts appointed to participate in the project activities
Activities	Means	Specification of costs	Assumptions
Activities to be implemented correspond to the activities in the selected MS proposal.	Analysis, consultations, discussions, trainings, workshops, preparation of documentation.	Twining light project: 130.000,00 EUR	In line with the assumptions specified for results.
			Preconditions: n/a