

# 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 02 16 TWL R
- 1.4 Title: Strengthening capacities of the Ministry of Interior in the field of biometric face identification (CRO BFI)
- 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 international police cooperation and effectiveness of the Republic of Croatia in the fight against crime by identifying offenders and solving crimes cases.

### 2.2 Project purpose:

The project purpose is to increase capacities of the Forensic Science Centre (FSC) “Ivan Vučetić” (Department of Dactyloscopy and Identification) and its forensic experts in the field of biometric face identification.

### 2.3 Contribution to Accession Treaty / Relevant National Documents:

#### **Accession Treaty: Treaty concerning the Accession of the Republic of Croatia**

Following the signature of the Accession Treaty on 9 December 2011 by the heads of State or Government of the 27 Member States (MS) and the Republic of Croatia and its ratification procedure, Croatia joined the European Union (EU) on 1 July 2013. Accession Treaty of the Republic of Croatia to the European Union states in Article 36 that Commission shall monitor all commitments undertaken by the Republic of Croatia in the accession negotiation.

#### **Council Conclusions on the Renewed European Union Internal Security Strategy 2015-2020**

This Twinning light project is in line with the Council Conclusions on the Renewed European Union Internal Security Strategy 2015-2020 (9416/15 of 1 June 2015; adopted at 3396th Council Meeting on 15-16 June 2015), which identifies the following priorities for the coming years in the field of European Union internal security: “tackling and preventing terrorism, radicalisation to terrorism, recruitment as well as financing related to terrorism, with special attention to the issue of foreign terrorist fighters, reinforced border security through systematic and coordinated checks against the relevant databases based on risk assessment as well as integrating the internal and external aspects of the fight against terrorism; preventing and fighting serious and organised crime, on the basis of the EU policy cycle; preventing and fighting cybercrime, as well as enhancing cybersecurity.”

Bearing that in mind, the Council considers that the special attention should be given to European Union and Member States actions aimed at the following: “improving information exchange and accessibility, especially by ensuring the interoperability of different information systems and by

encouraging the most appropriate choice of the relevant information exchange channel within the existing legal framework; strengthening the operational cooperation; enhancing prevention and investigation of criminal acts, with a particular focus on organised financial crime and confiscation of criminal assets, and of terrorist attacks, including the prevention of radicalization and the safeguarding of values through the promotion of tolerance, non-discrimination, fundamental freedoms and solidarity throughout the European Union; enhancing the training, funding, research and innovation possibilities, especially further developing an autonomous industrial security policy, inter alia in areas such as border control, interoperability of security equipment and law enforcement services; developing as well as promoting availability and use of safe and secure information and communication technologies in order to enhance cybersecurity within the European Union”.

### **European Security Strategy**

This Twinning project is also in line with the European Security Strategy under Section I. The Security Environment: Global Challenges and Key Threats regarding combating against terrorism and organised crime.

### **Treaty on the Functioning of the European Union**

This Twinning light project is in line with the abovementioned Treaty on the Functioning of the European Union, which indicates under the Article 87 (ex-Article 30 TEU), establishment of the police cooperation in relation to the prevention, detection and investigation of criminal offences as well as support for the training of staff and common investigative techniques as follows:

“1. The Union shall establish police cooperation involving all the Member States' competent authorities, including police, customs and other specialised law enforcement services in relation to the prevention, detection and investigation of criminal offences.

2. For the purposes of paragraph 1, the European Parliament and the Council, acting in accordance with the ordinary legislative procedure, may establish measures concerning:

- (a) the collection, storage, processing, analysis and exchange of relevant information;
- (b) support for the training of staff, and cooperation on the exchange of staff, on equipment and on research into crime-detection;
- (c) common investigative techniques in relation to the detection of serious forms of organised crime.”

**Opinion 03/2012 on Developments in Biometric Technologies**, adopted on 27 April 2012, states the following: “[biometrics] allow for automated tracking, tracing or profiling of persons and as such their impact on the privacy and the right to data protection of individuals is high”. Therefore, facial recognition is considered within the scope of biometrics due to the fact that, in many cases, it allows for an individual to be uniquely identified. Moreover, it states a number of biometric technologies that can be considered mature technologies with several applications in law enforcement, e-government and commercial systems, among which is facial recognition.

### **Strategic Plan for the Ministry of the Interior and other Institutions Involved in Protection and Rescue for the period 2014 – 2016, 2015 – 2017 and 2016-2018.**

This Twinning project is in accordance with the objective “Decrease criminal behavior” which inter alia states the following goals: to reduce the risk of criminal behaviour, improve prevention of criminal behaviour and to improve crime prevention. Among methods of achieving the abovementioned goals are: improving the work of the criminal police, improving the effectiveness of combating corruption and organized crime and strengthening cooperation between the police and the judiciary.

Strengthening capacity in the field of biometric face identification is crucial for effective fight against crime, and will enable forensic experts to prevent, detect and conduct investigation of

criminal offences. This goal is envisaged to be achieved through extensive trainings of forensic experts and study visits, the purpose of which is to obtain practical knowledge which could be effectively and efficiently applied.

### **3. Description**

#### **3.1 Background and justification:**

Forensic Science Centre (FSC) “Ivan Vučetić” is a part of the Ministry of Interior (MoI) and is the only specialised institution for forensic examination in the Republic of Croatia. It provides forensic expertise in the following areas: documents, DNA, drugs, fibres, finger prints, firearms, fire and explosion, handwriting, marks, paint, road accident analysis and when needed crime scene investigations and forensic services to the Ministry of Defense and the Ministry of Finance (Customs Administration).

In order for the Republic of Croatia to adequately participate in and contribute to the European fight against crime it would need to further strengthen capacities of the FSC by upgrading its resources and introducing new methods to be used during crime investigation as well as by establishing procedures and training of forensic experts for applying biometric face identification techniques.

Biometrics is a rapidly evolving technology that has been widely used in forensics, such as criminal identification and prison security and over the years biometric face identification has become an important tool in fighting crime.

Biometric identification refers to identifying an individual based on distinguishing physiological and/or behavioural characteristics (biometric identifiers).

Facial identification is the examination of the differences and similarities between two facial images or a live subject and a facial image (one-to-one) for the purpose of determining if they represent the same individual. Facial images are the most common biometric identifier used by humans to make a personal identification. Identification based on face is one of the most active areas of research, with applications ranging from the static, controlled mug-shot verification to dynamic, uncontrolled face identification in a cluttered background (e.g. airport). Approaches to face recognition are typically based on location and shape of facial attributes, such as the eyes, eyebrows, nose, lips, and chin shape and their spatial relationships; the overall (global) analysis of the face image and its break-down into a number of canonical faces, or a combination thereof.

Currently, in FSC, Department of Dactyloscopy and Identification there are about 200 000 personal records, including mugshots, which are not in use because of lack of expertise on forensic face identification. Through this Twinning light project training for forensic experts in the area of biometric face identification will be provided which will enable the FSC to use these records for identification of individuals.

The Department of Dactyloscopy and Identification uses Croatian national dactyloscopic database and performs detection and expertise of fingerprint traces, their identification and international data exchange. The dactyloscopic database, which was digitalized in 2006, contains dactyloscopic data on 200 000 individuals (fingerprints, palm prints, personal data and portrait photos i.e. mugshots) and more than 70 000 dactyloscopic unsolved traces that need to be processed into the software. The database is currently used for fingerprint identification only and the aim is to use the mugshots for identification as well.

The face recognition software available in the FSC is a pattern recognition system that operates by

acquiring biometric data from an individual, extracting a feature set from the acquired data and comparing this feature set against the template in the database. It enables capturing images from video files, working with poor quality images (minimum 40 pixels between the eyes) or poor captured angles. It can automatically detect multiple faces from a single picture, pose and image correction, candidate review and verification of the results. It supports the history of all graphical changes done and all matching history.

The system operates in verification mode which means that a forensic expert makes the final decision. Face identification process begins with input of images of unknown individuals in the database. Database is searched by using face recognition software which applies relevant algorithms and automatically finds the most similar candidates which are offered for an expert verification.

The face recognition software has been installed in the FSC in December 2015 and 7 forensic experts have been trained for using the software. However, the software is currently not being used for providing forensic expertise because forensic experts have not been trained in biometric face identification yet.

With growing use of one-to-one facial examinations and automated facial recognition systems, the need for trained individuals to perform facial comparisons is increasing. This Twinning light project aims at providing the FSC with face recognition methods and techniques to be applied, which is a powerful tool to be used in solving crimes and identifying the offenders. This goal is envisaged to be achieved through extensive trainings on biometric face identification (e.g. workshops, ToT trainings, study visit), the purpose of which is to obtain practical knowledge. The enhancement of capacities will be supported by preparation of the Standard Operation Procedures for using the face recognition software which will ensure adequate application of the learnt techniques in the future.

### 3.2 Linked activities:

#### **Transition Facility Twinning light project “Advanced biostatistics in routine forensic DNA casework”**

This Twinning light project (HR 14 IPA JH 03 16 TWL) is expected to start in the forth quarter of 2016. The purpose of the project is to develop procedures for implementing and using of advanced statistical programs for DNA mixtures and familial/relatives search as well as train forensic DNA experts in order to upgrade efficiency of forensic science DNA laboratory at the MoI to effectively combat crime and increase cooperation between police and judiciary.

#### **Transition Facility Twinning project “Disaster victim identification in natural and accidental disasters and terrorism acts”**

This Twinning project (HR 14 IPA JH 04 16) is expected to start in the last quarter of 2016. The project purpose is to train forensic experts in order to upgrade efficiency of the FSC and to provide effective disaster response through acquisition of knowledge and skills as well as experience exchange within the international environment.

#### **Transition Facility Twinning project “Implementing Next Generation Sequencing (NGS) technology in DNA forensic science laboratory”**

This Twinning project (HR 14 IPA JH 05 16 R) is expected to start in the first quarter of 2017. The project purpose is to develop procedures for implementing and using of NGS technology and train forensic DNA experts in order to upgrade efficiency of forensic DNA laboratory at the MoI to effectively combat crime.

**IPA 2013 Twinning project “Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data”**

This Twinning project (HR 13 IPA JH 02 16) project is expected to start in the third quarter of 2017. Overall project consists of two components: Twinning and Supply. The purpose of the Supply component is to procure and install automated robotic equipment for DNA analyses and workstations for input of dactyloscopic data, and to educate the staff on usage of the procured equipment. The purpose of the Twinning component is to develop procedures for the automated exchange of DNA and dactyloscopic data and to train forensic science experts in order to establish preconditions for implementation of Prüm Decisions.

**IPA 2011 Twinning project “Strengthening capacities of the Ministry of Interior to combat cybercrime” (HR/11/IB/JH/01, Twinning partners: Spanish/Austrian consortium)**

The purpose of the project, which started in June 2014 and ended in January 2016, was to develop capacities of the FSC to provide support to investigating cybercrime, as well as the expertise and evidence for processing and prosecuting of such criminal offences, following the best practices of the EU Member States. Furthermore, its purpose was to enhance the capacities of the Criminal Police Directorate to investigate cybercrime, including the ability to exchange information and cooperate with the relevant law enforcement agencies of other countries and to operate in line with the EU anti-cybercrime initiatives.

More specifically, this project achieved the following results:

- Standard Operating Procedures for collection, examination, analysis and reporting on electronic evidence according to ISO 17025 standard and ENFSI procedures developed;
- Training programme and training manual, including training of trainers programme and corresponding materials, on forensic cybercrime investigation for forensic science experts prepared;
- Capacity of forensic science experts on providing cybercrime forensic services strengthened;
- Comprehensive Assessment Report with recommendations for improvement of the system for fighting cybercrime prepared and Standard Operating Procedures for cybercrime investigations drafted;
- Proposal of the new organisational model of the Criminal Police Directorate and of Police Administrations - PA Zagrebačka, PA Splitsko-dalmatinska, PA Primorsko-goranska, PA Osječko-baranjska, PA Istarska prepared and presented to the General Police Directorate management;
- Capacity of the Criminal Police Directorate for fighting cybercrime strengthened;
- Capacity of the Police Academy to provide training on fighting cybercrime enhanced.

**IPA 2007 Twinning project “Strengthening Capacities of Ministry of the Interior to Combat Narcotic Drugs Trafficking and Drug Abuse” (HR/07/IB/JH/03; Twinning partners: Austria)**

The project started in January 2010 and finished in July 2011. Its purpose was to strengthening institutional capacities of the FSC in the area of narcotic drugs analysis and establishment of National Contact Point (NCP) for transmission of synthetic drugs samples and data exchange with other Forensic Science Centres on profiling synthetic drugs and to enhance the ability of police officers in the area of combating narcotic drugs trafficking and drugs abuse. Specifically, this project achieved the following results:

Component I - Forensic Science Centre (Toxicology Laboratory):

- Working practices and procedures in Toxicology Laboratory legally and functionally analysed and revised. Detailed Procedure Manual for Toxicology Laboratory adopted by Head of the FSC, introduced and put in operation;

- Ten toxicology experts from Toxicology Laboratory fully trained on advanced methods and procedures, with the aim to increase capacity of the FSC for narcotic drugs analysis and profiling. Mentioned experts should be trained to acquire necessary skills on use of laboratory equipment as follows: four experts trained for GCMS; two for GC-FID; two for HPLC and two for LA-ICP-OES;
- National Contact Point (NCP) for transmission of synthetic drugs samples and data exchange on profiling synthetic drugs legally and functionally established and in operation. Standard Operating Procedures for transmission of synthetic drugs samples and data exchange on profiling synthetic drugs as a tool in regular work of the NCP adopted by Head of the FSC.

#### Component II - Criminal Police Directorate:

- Analysis of current situation in the field of fight against drug crimes done, Assessment Report drafted and revision of relevant laws initiated. Analysis included relevant laws, sub-laws, practices and procedures;
- National Threat Assessment Regarding Organised Crime analysed, with regard to fight against narcotic drug crimes due to Croatian geographical position, and revised or amended by the MoI;
- Guidelines on Handling in Cases of Investigation Narcotic Drug Crimes drafted and adopted by the MoI;
- Protocol on the Improvement of the Communication, Co-operation and Coordination in the fight against narcotic drug production and supply reduction among the Governmental Office for Combating Narcotic Drug Abuse, the MoI, Ministry of Justice, Ministry of Finance, Ministry of Health and other key stakeholders drafted, endorsed by the MoI and adopted by other counterpart institutions;
- Standardised Training Module for newcomers to police units specialized for fight against crimes related to narcotic drugs developed and handed-over to the Police academy to be used. Level of professional knowledge and skills for selected number of persons deployed to regional Offices for fight against organized crime and corruption raised. Approximately 100 persons trained;
- Level of professional knowledge and skills of senior level police officers, customs officers, public attorneys and judges through training programme on narcotic drugs crimes raised. Training of specialized police officers and mid-level police managers to acquire necessary skills on advanced methods of investigations of crimes related to narcotic drugs conducted. Approximately 89 persons trained.

#### **CARDS 2004 Twinning project “Combating trafficking in Firearms, Ammunition on Explosives” (HR 04 IB JH 03; Twinning partners: the Netherlands)**

The project started in June 2007 and finished in November 2008. The project purpose was to strengthen administrative capacities of the MoI for using International Mobile Subscriber Identity (IMSI) Catcher in future criminal investigations. The project enabled the FSC to apply for an accreditation with the Croatian Accreditation Agency in order to obtain a license that will make its findings recognized in the European Union and in other developed countries.

There is no overlapping or duplication in activities or results between the above mentioned projects and this Twinning light project.

### 3.3 Results:

## **Result 1: Standard Operation Procedures for biometric face identification prepared and presented to stakeholders**

Indicators of achievement:

- Based on analysis of the FSC work processes and round-table discussions with at least 5 forensic experts, the Standard Operation Procedures for biometric face identification prepared
- One conference for the identified stakeholders with the aim to present the Standard Operation Procedures for biometric face identification organized and implemented<sup>1</sup>

## **Result 2: Capacity of forensic experts in the field of biometric face identification strengthened**

Indicators of achievement:

- Training needs analysis (TNA) for forensic experts in the field of biometric face identification conducted and TNA report prepared
- Long-term training program, based on the train-the-trainers principle and consisting of training modules on topics related to biometric face identification, prepared
- Training manual (including training materials) on biometric face identification prepared
- Training of Trainers (ToT) on biometric face identification for 5 forensic experts conducted
- Study visit in an EU Member State (5 working days, 5 forensic experts) with the purpose to gain hand-on experience and practical knowledge on usage of biometric face identification methods and techniques conducted; study visit report prepared
- 2 workshops, each for at least 5 forensic experts, with the aim to practically apply the learned techniques for biometric face identification in the BC under the supervision of MS experts conducted

### 3.4 Activities:

**Member State 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 forensic

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<sup>1</sup> It is expected that approximately 40 stakeholders' representatives and 8 forensic experts will participate at the conference.

science or law enforcement

- Minimum 4 years of experience in forensic investigations or law enforcement services
- Experience in project management
- Computer literacy
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5

Assets:

- Experience in biometric face identification
- Experience in managing or implementing international projects

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 the BC and in the MS
- Organization of visibility events (kick-off and final events)
- Organization of study visit
- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS

### 3.5.2 Profile and tasks of the short-term experts

Profile of the Short-term experts

Requirements:

- University level education or equivalent professional experience of 5 years in forensic science or law enforcement
- Minimum 3 years of experience in forensics
- 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 practical application of procedures in the field of biometric face identification
- Experience in conducting trainings
- Experience in developing procedures
- Experience in preparing training materials

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
- Analysing and discussing working processes in cooperation with FSC experts
- Preparing Standard Operation Procedures for biometric face identification
- Organizing and implementing conference for the identified stakeholders
- Conducting training needs analysis
- Preparing long term training programme and training manual
- Implementing trainings and workshops

**Note:**

The pool of experts should include:

- At least 2 short-term experts who in addition to the respective profile requirements have experience in practical application of procedures in the field of biometric face identification.

#### **4. Institutional Framework**

The beneficiary institution of the project is the Ministry of Interior (MoI) of the Republic of Croatia, more specifically the Forensic Science Centre (FSC) “Ivan Vučetić” which will be directly involved in the project activities.

The FSC is a part of the General Police Directorate of the MoI and is the only specialised institution for forensic examination in the Republic of Croatia. The basic professional process of the FSC involves turning material traces taken from a crime scene into valid material evidence. The FSC has five departments: Department of Dactyloscopy and Identification, Department of Biology and Fibers, Traseology Department, Chemical, Physical and Toxicological Department, Department of General and Technical Affairs. Forensic experts directly involved in biometric face identification are situated in the FSC Department of Dactyloscopy and Identification which currently has 18 employees: 13 fingerprint experts (5 of which will be trained in biometric face identification), 4 technicians and 1 administrator.

The results of this Twinning light project will not lead to change in the institutional framework as described above since the project aims at improving procedures and train forensic experts in the specific field of biometric face identification.

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 organized 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 organized 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

Strengthening capacities of the Ministry of Interior in the field of biometric face identification (CRO BFI)	Transition Facility contribution	National Co-financing	<b>TOTAL</b>
Twinning light contract	90% 170 000 EUR	10% 18 889 EUR	<b>188.889,00 EUR</b>

*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 the 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

10000 Zagreb, Croatia

Mr Tomislav Petric, Director

Phone: +385 1 6042 400

Fax: +385 1 6042 598

E-mail: [procurement@safu.hr](mailto:procurement@safu.hr)

Twinning Administrative Office

Central Finance and Contracting Agency

Ulica grada Vukovara 284

10000 Zagreb, Croatia

Ms Nirvana Sokolovski, Twinning NCP

Phone: +385 1 6042 400

Fax: +385 1 6042 598

E-mail: [twinning@safu.hr](mailto:twinning@safu.hr)

## 6.2 Main counterpart in the BC:

### Senior Program 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

Mr Dražen Mayka, Assistant Director  
Forensic Science Centre “Ivan Vučetić”  
General Police Directorate  
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 the maximum amount of 188.889,00 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: 3Q 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**

After successful implementation of the project, the FSC experts at the MoI will be trained on biometric face identification and standard operating procedures will be prepared to ensure high quality results of forensic investigations. The adequate performance of the FSC experts' work will be facilitated and the obtained knowledge through train-the-trainers principle will be further disseminated to other forensic experts, thus ensuring sustainability of the project results. Moreover, achieved results shall be maintained as a permanent asset of the MoI after the implementation of the Twinning light project and will be efficiently used to tackle crime and enable more efficient investigation into crime detection.

### **9. Crosscutting issues**

Based on the fundamental principles of promoting equality and combating discrimination, participation in the operation will be guaranteed on the basis of equal access regardless of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. The activities of the objective have no negative impact on the environment.

### **10. Conditionality and sequencing**

Not applicable.

## **ANNEXES TO PROJECT FICHE**

**Annex 1:** Logical framework matrix in standard format

## Annex 1. Logical framework matrix in standard format

Strengthening capacities of the Ministry of Interior in the field of biometric face identification (CRO BFI)		Program name and number: Transition Facility IPA/2013/24986 (Annex of C(2013) 8057 final); Institution Building Envelope	
Ministry of Interior (MoI)		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: 188.889,00 EUR	Transition Facility: 170 000 EUR (90%)  National co-financing: 18 889 EUR (10%) <sup>2</sup>
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
The overall objective is to enhance international police cooperation and effectiveness of the Republic of Croatia in the fight against crime by identifying offenders and solving crimes cases.	Increased effectiveness of solving crimes cases Increased international police cooperation activities	Relevant Ministry of Interior reports Relevant EC reports Regular EC and Croatian reports and statistics	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
The project purpose is to increase capacities of the Forensic Science Centre (FSC) “Ivan Vučetić” (Department of Dactyloscopy and	Standard Operating procedures for biometric face identification prepared Forensic experts trained in the field of	Twinning project reports Twinning project documentation Standard Operation Procedures	Full commitment of the parties involved Good communication and

<sup>2</sup> 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 the Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Identification) and its forensic experts in the field of biometric face identification.	biometric face identification	TNA report Long-term training program Training manual List of participants on conference and round table discussions List of participants on trainings and workshops Training evaluation report Study visit report	cooperation between experts Staff of the project beneficiary is fully available for project implementation Trained people remain in the Ministry of Interior
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Result 1: Standard Operation Procedures for biometric face identification prepared and presented to stakeholders</p> <p>Result 2: Capacity of forensic experts in the field of biometric face identification strengthened</p>	<ul style="list-style-type: none"> <li>• Based on analysis of the FSC work processes and round-table discussions with at least 5 forensic experts, the Standard Operation Procedures for biometric face identification prepared</li> <li>• One conference for the identified stakeholders with the aim to present the Standard Operation Procedures for biometric face identification organized and implemented</li> <li>• Training needs analysis (TNA) for forensic experts in the field of biometric face identification conducted and TNA report prepared</li> <li>• Long-term training program, based on the train-the-trainers principle and consisting of training modules on topics related to biometric face identification, prepared</li> <li>• Training manual (including training materials) on biometric face identification prepared</li> <li>• Training of Trainers (ToT) on biometric face identification for 5 forensic experts</li> </ul>	<p>Twinning project reports Twinning project documentation Standard Operation Procedures TNA report Long-term training program Training manual List of participants on conference and round table discussions List of participants on trainings and workshops Training evaluation report Study visit report</p>	<p>Full commitment of the parties involved Good communication and cooperation between experts Staff of the project beneficiary is fully available for project implementation Trained people remain in the Ministry of Interior</p>

	<p>conducted</p> <ul style="list-style-type: none"> <li>• Study visit in an EU Member State (5 working days, 5 forensic experts) with the purpose to gain hand-on experience and practical knowledge on usage of biometric face identification methods and techniques conducted; study visit report prepared</li> <li>• 2 workshops, each for at least 5 forensic experts, with the aim to practically apply the learned techniques for biometric face identification in the BC under the supervision of MS experts conducted</li> </ul>		
Activities	Means	Specification of costs	Assumptions
Activities to be implemented correspond to the activities developed in the selected MS proposal.	Analysis, consultations, preparation of documentation, round table discussions, conference, trainings, workshops, study visit	188.889,00 EUR	In line with the assumptions specified for results.
			<p>Preconditions:</p> <p>N/A</p>