Standard Summary Project Fiche

1. Basic information

1.1 CRIS Number: BG2003/004-937.08.03

1.2 Title:

Institution building of the Academy of the Ministry of the Interior and improving the quality of training

1.3 Sector: Justice and Home Affairs

Twinning Code: BG03/IB-JH-02

1.4 Location: Republic of Bulgaria

2. Objectives

2.1 Overall Objectives

- Fulfilment of standards in order to prepare for full participation in the area of freedom, security and justice in accordance with the EU and Schengen *acquis*.
- To strengthen the administrative capacity of the Ministry of the Interior (MoI) to effectively implement the *acquis* in the field of police co-operation.

2.2. Project purpose

- To provide a training development assistance package for the MoI Academy aimed at:
  - Preparation of the teaching staff to implement a new-style training system for current and new recruits covering a range of professional basic and specialised skills.
  - Enabling the MoI staff to carry out its law enforcement functions along the same lines and standards as their EU colleagues.

2.3 Accession Partnership and NPAA priority

*Accession Partnership*

- Improve the internal co-operation within the police and with other law enforcement agencies and with the judiciary in particular to strengthen capacities to fight organised crime;
- Update and implement an integrated strategy for the fight against organised crime, from prevention to prosecution, in collaboration between the Ministry of Justice, the Ministry of Interior and any other concerned agency.

*NPAA*

- To harmonise the system for professional training and qualification of officials responsible for maintaining public order.
2.4. Contribution to National Development Plan

NA

2.5. Cross border effect

NA

3. Description

3.1. Background and justification

In the context of the negotiations under Chapter 24 of the *acquis*, the EU underlines the importance of having "an accountable, reliable, effective and fully co-ordinated police organisation". The EU also recalls that "this police organisation needs to be operational in order to be able to fully and properly implement the *acquis* by the date of accession at the latest". The EU further underlines that "this is essential in particular for the fight against organised crime (inter alia trafficking in human beings, especially women, and illegal transfer of motor vehicles) and new types of crime (financial crime, money laundering and "high-tech" crime)".

The Roadmap for Bulgaria calls upon the implementation of “the strategy on the fight against crime, with special attention for various forms of transborder and organised crime such as trafficking in drugs, human beings, etc…. and for the co-ordination and practical co-operation between law enforcement bodies."

In order to fulfil these requirements, the Ministry of Interior makes continuous efforts to improve and enhance its administrative and operational capacity as a precondition for the effective implementation of the *acquis* and the national strategy to combat crime. Bulgaria has already largely harmonised its legislation with the *acquis* in the field of Justice and Home Affairs.

In the field of law enforcement the training of the Bulgarian MoI officers is delivered by the MoI Academy. The latter has the status of a university. Its main task is to provide education for acquiring educational and qualification higher education degrees, courses for initial training, upgrading the skills, re-qualification of MoI officers and foreign languages teaching. Structurally the MoI Academy comprises 3 faculties, 5 specialisation centres and attendance facilities units.

The faculties “Security”, “Police” and “Fire and Emergency Safety” are established in two different locations in Sofia. The Senior Officers’ Training Centre is situated in Sofia.

The Centres for Police Professional and Specialised Training are located in Sofia (Dolni Bogrov district), Kazanlak and Varna.

The Centre for Specialised and Professional Training - “Fire and Emergency Safety” is situated in Varna.

Annually the faculties and the centres conduct different short-term and long-term training courses for over than 6 000 trainees.

The main target is to provide high quality training for the MoI officers who will be able effectively to implement the MoI functions for safeguarding national security, combating crime and maintaining public order as well as fighting fires and providing rescue.
In order to meet the EU standards and requirements in the field of law enforcement training, the MoI Academy needs to establish a more efficient structural and organisational model, to upgrade the curricula and training methods, to introduce and develop modern quality teaching materials and equipment (including IT), to introduce new training methods such as distance and open learning; to establish a new management culture etc.

The implementation of this project will contribute to the institutional strengthening of the MoI Academy thus enhancing the overall training quality delivered to MoI staff. Furthermore, this will create the necessary conditions for responding adequately to the new developments in the JHA acquis.

3.2. Linked activities:

This project is based on the results achieved under former PHARE projects in this field, and especially on the BG 9911.02 Project, as well as on the efforts of the Bulgarian administration to improve the professional training system of the Ministry of the Interior.

The proposed project is also a key component of the integral process for developing and improving the institutional and administrative capacity of the Ministry of the Interior. This issue is being addressed also through other PHARE projects aimed at: improving human resources management (BG/2002/IB/JH/07), the fight against corruption in the MoI system (BG/2002/IB/JH/02), and information systems (BG/2002/IB/JH/05).

3.3. Results

The implementation of this project will result into:
- A detailed needs assessment for training and equipment needs;
- MoI Administrative capacity and quality of training aligned with EU standards and practices;
- Curriculum development training elaborated and delivered;
- Staff development training elaborated and delivered;
- Resource development plan drafted and introduced;
- Professional language training plan developed and introduced;
- Schengen police co-operation plan developed and introduced;
- Training equipment supplied.

3.4. Activities

3.4.1. Twinning

In general terms, this project should result in the introduction of new methodologies into the police training system and ensure that all training courses meet the operational requirement of modern EU-alike law enforcement agencies.

Therefore, subject to a needs assessment to be conducted by the PAA and his team, within the training package the following components should be delivered by a mix range of experts in the context of this twinning project.
• **Staff Development Training Module**

All the key staff of the MoI Academy will be brought together for a one-week course on the most up-to-date training methodologies employed in the training of police/MoI agents to current EU standards. Topics addressed under this module will include:

- The training cycle
- The systems approach to training
- New methodologies for testing and assessment
- Coping with new curriculum
- New methodologies for the creation of certification
- The use of distance and open learning
- The relevance of accreditation for prior learning
- Civilian accreditation

• **Curriculum Development Training Module**

The senior officers of the Police, along with the training staff of the MoI Academy will participate in a series of training workshops in order to develop a new EU-based curriculum for the police (including police work with minority groups – especially Roma, different marginal groups; human rights, community policing, etc.). There will be three workshops covering the following broad aspects of the work:

- Workshop 1: What new or additional subjects need to be integrated into the current curriculum
- Workshop 2: How to prepare or find suitable materials for the teaching of the new curriculum
- Workshop 3: The design and preparation of a new Bulgarian Police/Law Enforcement Training Curriculum based on EU standards and norms

• **Resource Development Module**

An important feature of the efficient running of the MoI Academy will be the best use of scarce resources and the need to develop new material. Therefore this training module envisages an expert working with the Bulgarian training staff in order to assist in the development of teaching aides and learning the overall skills of resource management.

• **Professional Language Training Development Module**

The Bulgarian law enforcement officers have a requirement to train several hundred officers a year in basic language skills. The main languages are English, German and French as well as the languages of their neighbouring countries. However, the cost both financially and operationally of placing officers at the centre for training is now becoming prohibitive. Therefore, this module seeks to use local educational and training expertise to work with the Bulgarian law enforcement officers to design a new language training package that embraces new concepts for distance learning.
The elements of this design programme are as follows:

- Undertake to review current language training procedure and programmes
- Assess new language requirements in light of EU standards
- Assess existing assets, strengths and weaknesses of language training regime
- On the basis of the above, design a new language training system, using a mix of central instruction and distance learning

The duration of this assignment should be no longer than four months.

- **Schengen Police Co-operation Training Module and Study Visits**

This module will involve a one-week training program for the senior officers and training staff of the Bulgarian law enforcement agencies. The objective of the module is to allow Bulgarian officials the opportunity to listen to MS experts explain the following:

- The philosophy of Schengen
- The requirements for Schengen Police co-operation
- Getting the Balance Right: Equipment v People
- Schengen and the Need for Legislation
- The Importance of the Schengen Information System

Study visits for officers of the Police Directorate and the MoI Academy will also be facilitated. The purpose of these tours is to acquaint the officers with other EU MS police agencies and their training establishments and how they interpret Schengen police co-operation

### 3.4.2 Training Equipment Investment Component

In line with the new training regime at the MoI Academy, there will be a requirement for some basic equipment to support the training. Therefore it is proposed that the PAA first conducts a needs assessment, based on preparatory study conducted by the Bulgarian beneficiary and that he and his team assist Bulgarian Authorities in defining the technical specifications to purchase: computer, communications and audio-visual equipment for training as well as specialised software for training.

### 3.5 Lessons learned

The Academy of the Ministry of the Interior has experience in implementing PHARE projects. This project will build upon the results achieved under current as well as completed PHARE projects.

### 4. Institutional framework

The beneficiary of this project will be the Ministry of the Interior and in particular the MoI Academy. The Bulgarian Project Leader will be Mr. Boyko Kotzev, Deputy Minister of the Interior.

A Steering Group will be created, which will be responsible for:

- co-ordination of project activities;
- implementation of the overall objectives;
- guaranteeing EU experts access to the premises and documentation of the MoI Academy;
In view of achieving the project objectives, additional working groups will be set up with the participation of experts from other MoI Services. The project is consistent with the Government policy for the institution building of the Ministry of the Interior. No risks, which could limit the scope of project implementation, have been identified.

The project beneficiary will work in close co-operation with the Central Financing and Contracting Unit (CFCU) and the Delegation of the European Commission in Sofia.

**Project Leader:**
Mr. Boyko Kotzev  
Deputy Minister of the Interior  
29 Shesti Septemvri Street  
telephone No 982 46 92

**Project co-ordinator:**
Mr. Kalcho Taushanov  
Rector of the Academy of the Ministry of the Interior  
Sofia 1000, P.O. Box 555  
Phone number: (+ 359 2) 9829 206  
Fax: (+ 359 2) 775 153  
E-mail: VIPOND@MVR.BG

5. Detailed budget

<table>
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<tr>
<th>PHARE SUPPORT</th>
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<th>Institution building</th>
<th>PHARE TOTAL</th>
<th>National co-financing*</th>
<th>IFI</th>
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<td>500 000</td>
<td>500 000</td>
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<td></td>
<td>500 000</td>
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<td>300 000</td>
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<tr>
<td>2.1. Procurement of computer, communications and audio-visual equipment for training</td>
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<td></td>
</tr>
<tr>
<td>2.3. Procurement of specialised software for training purposes</td>
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<td>1 400 000</td>
<td>300 000</td>
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<td>1 700 000</td>
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</tbody>
</table>

* Following the twining manual requirements the national co-financing for the twining covenant will be up to 10%

** Based on preparatory study conducted by the Bulgarian beneficiary and is to be confirmed by the needs assessment to be conducted by the PAA.
6. **Implementation Arrangements**

6.1 **Implementing Agency**

The Central Financing and Contracting Unit, CFCU, in Sofia will be responsible as Implementing Agency (IA) for all the tendering and contracting, as well as for the financial control over expenditure throughout the implementation phase.

**Central Financing and Contracting Unit**  
Contact person:  
Director CFCU  
Ministry of Finance  
102 Rakovski St  
Sofia 1000, Bulgaria  
Tel.: +359 2/9859 2772  
Fax: + 359 2/ 9859 2773

6.2. **Twinning:**

The Project is aimed at institutional strengthening, and adoption and implementation of the JHA *acquis*. It will be carried out through standard twinning procedure and its duration will be 24 months.

6.3. **Non-standard aspects**

6.4. **Contracts**

6.4.1 Twinning - total value of 500 000 EURO, of which up to 10% national co-financing

6.4.2 **Technical equipment:**

- Procurement of computer, communications and audio-visual equipment for training – 400 000 EURO.
- Procurement of specialised training equipment - 770 000 EURO.
- Procurement of specialised software for training purposes – 30 000 EURO.

7. **Implementation Schedule**

7.1 Start of tendering/call for proposals – 3\textsuperscript{rd} quarter of 2003

7.2 Start of project activity – 3\textsuperscript{rd} quarter of 2004

7.3 Project Completion - June 2006

8. **Equal Opportunity**

The Bulgarian Ministry of the Interior is an equal opportunity employer. This will fully apply to the proposed project as well.
9. **Environment**

The equipment will not have any negative impact on the environment. The realization of the project will benefit ecological safety.

10. **Rates of return**

In this case no rate of return can be expected, due to the fact that the equipment supplied will have no market value.

11. **Investment criteria**

11.1 Catalytic effect

The catalytic effect of the project is in relation with the fact that the Academy of MoI trains officials for the needs of all services of the Ministry – national, regional, common and specialized administration. The higher quality of their training will contribute to combating crime, public order protection, greater efficiency of the services for combating organized crime, corruption and terrorism and more efficient actions in crisis management.

11.2 Co-financing:

The Bulgarian authorities will provide as co-financing 25% of the investment component of the project.

11.3 Additionally:

The Phare assistance will not replace other bilateral support in this area.

11.4 Project readiness and size:

Phase – standard project fiche

11.5 Sustainability:

The Bulgarian Authorities are fully aware of their responsibilities for maintaining the equipment provided under the project. The project guarantees the fulfillment of EU accession recommendations in the field of home affairs.

11.6 Compliance with state aids provisions

N/A

11.7 Contribution to the National Development Plan

N/A
12. **Conditionality and sequencing**

The MoI leadership will exercise active control over project implementation and is committed to any institutional changes needed in order to achieve the final results set in the project. The necessary conditions will be put in place to ensure that the EC will be able to monitor project implementation and that any corrective measures suggested by it will be implemented.

During project implementation the twinning partners and the Bulgarian experts involved in the project will be guaranteed access to all levels of management.

**Annexes**

1. Logframe matrix
2. Detailed implementation chart
3. Cumulative contracting and disbursement chart
## ANNEX 1: LOGFRAME MATRIX

### LOGFRAME PLANNING MATRIX FOR

**Project**

**INSTITUTION BUILDING OF THE ACADEMY OF THE MINISTRY OF INTERIOR AND IMPROVING THE QUALITY OF EDUCATION**

<table>
<thead>
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<th>Programme name and number</th>
<th>Contracting period expires November 2005</th>
<th>Disbursement period expires November 2006</th>
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<tbody>
<tr>
<td><strong>Total budget: 1,7 MEURO</strong></td>
<td><strong>Phare budget 1,4 MEURO</strong></td>
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<table>
<thead>
<tr>
<th><strong>Overall objective</strong></th>
<th><strong>Objectively Verifiable Indicators</strong></th>
<th><strong>Sources of Verification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fulfilment of standards in order to prepare for full participation in the area of freedom, security and justice in accordance with the EU and Schengen <em>acquis</em>.</td>
<td>• Enhanced administrative capacity of the Ministry of Interior by the end of the project implementation</td>
<td>• EU experts reports on the fulfillment of the accession requirements concerning chapter “Justice an home affairs”;</td>
</tr>
<tr>
<td>• Strengthening the administrative capacity of the Ministry of Interior (MoI) for efficient implementation of the <em>acquis</em> in the field of police cooperation.</td>
<td>• Guaranteed quality of the education delivered by the Academy of the Ministry of Interior corresponding to the best European practices;</td>
<td>• Pre-accession Adviser reports;</td>
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<td>• EU Commission’s Delegation experts reports;</td>
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<td></td>
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<td>• Act for the MoI;</td>
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<td>• Regulation for implementation of the Act for the MoI;</td>
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<td></td>
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<td>• Regulation for the organization and the activities of the Academy of MoI;</td>
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<td></td>
<td></td>
<td>• Decision of the National Evaluation and Credential Agency for the institutional accreditation of the Academy of MoI;</td>
</tr>
<tr>
<td>Project purpose</td>
<td>Objectively Verifiable Indicators</td>
<td>Sources of Verification</td>
</tr>
<tr>
<td>-----------------</td>
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</tbody>
</table>
| • Provision of training development assistance package for the Academy of MoI aimed at:  
  - preparation of the teaching staff for implementation of a new-style training system for current and new recruits covering a range of professional basic and specialized skills.  
  - enabling the MoI staff to carry out its law enforcement functions along the same lines and standards as their EU colleagues. | ✓ Developed project for improved organizational and structural model of the Academy of MoI;  
  • New staff schedule of the Academy of MoI sanctioned by the Minister of Interior;  
  • Endorsed new curricula and syllabi;  
  • Implemented new educational methods;  
  • Raised quality of the teaching staff; | • Report on the executed Project performance control;  
  • Reports on the National Evaluation and Credential Agency control results;  
  • Sociological polls and researches;  
  • Resolution of the Academy Council for adoption of new educative documentation;  
  • Reports on the EU representatives participation in the education process, conducted in the Academy of MoI;  
  • Reports on the results of MoI officers participation in EU Missions and activities;  
  • Position of MoI departments on their staff training; | |

<table>
<thead>
<tr>
<th>Results</th>
<th>Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • MoI administrative capacity and quality of training improved;  
  • Curriculum development training worked out and delivered;  
  • Staff development training worked out and delivered;  
  • Resource development plan drafted and introduced;  
  • Professional language training plan developed and introduced; | • Elaborated and adopted system for recruitment, appointment and development of the Academy of MoI teaching staff;  
  • Built administrative computer network, information technologies studies, Internet and Intranet centers;  
  • Adopted and endorsed new curricula and syllabi; | • The European Commission Delegation monitoring;  
  • EU representatives Project execution reports;  
  • MoI governing body evaluation;  
  • Sociological polls results;  
  • Minutes from the Academy Council sessions;  
  • Plans, reports and analyses of the scientific research activities; | • Financing and co-financing obligations execution according to the Project’s schedule;  
  • Project’s engagement with the MoI projects for launching a system for evaluation, qualification and development of the human resources within the MoI structures and information supply; |
- Schengen police cooperation plan developed and introduced;
- Training equipment supplied.

- Acquired programme credentials for education;
- Unified educational documentation;
- Created research sector and laboratory complex;
- Properly equipped training halls, special studies and laboratories providing qualified educational process for the trainees;
- International activities and specializations accomplished;

- Adopted scientific products in use;
- Acquired licenses;
- Governmental decrees, ordinances of the Minister of Interior and the Rector of the Academy of MoI;
- National Evaluation and Credential Agency assessment reports;
- Lecturers testimonial regulation adopted by the Academy Council;
- Training plans and schedules;
- References and reports from accomplished international activities;
- Public and NGO statements and opinions;

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td><strong>Twinning</strong></td>
<td>- Twinning agreement;</td>
<td>- The MoI governing body engagement in the execution of the Project;</td>
</tr>
<tr>
<td></td>
<td>- Visit of the EU country-partner experts in the Academy of MoI;</td>
<td>- Financing and co-financing obligations execution according to the Project’s schedule;</td>
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<td>- Visit of the involved in the Project Academy of MoI experts in the EU countries;</td>
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<td>- Ongoing bilateral Project’s execution control;</td>
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<td></td>
<td>- Joint sessions of the working groups.</td>
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<tr>
<td><strong>Training Equipment Investment Component</strong></td>
<td>- Preparation of technical assignments;</td>
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<tr>
<td></td>
<td>- Market investigation and necessary equipment specifications preparation (technical projects)</td>
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<tr>
<td></td>
<td>- Bids / tender documents preparation;</td>
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<td>- Bids / tender organization;</td>
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<tr>
<td></td>
<td>- Contracts signing;</td>
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<td></td>
<td>- Control and assistance during the contracts’ execution;</td>
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<tr>
<td></td>
<td>- Assessment and approval of the contracts’ execution results.</td>
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### ANNEX 2: DETAILED IMPLEMENTATION CHART

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<tr>
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<td>Activity 1</td>
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<td>T</td>
<td>I</td>
<td>I</td>
</tr>
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<td>Activity 2.3</td>
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**T** - Tendering; **I** - Implementation; **E** - End

### ANNEX 3: CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (MEUR)

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