Standard Summary Project Fiche for the Transition Facility

1. Basic Information
   1.1. CRIS Number: 2007/019-303.05.04
   1.2. Twinning contract BG/07/IIB/JH/04

Title: Further strengthening of the Academy of the Ministry of the Interior through unification and standardisation of the vocational training of the officers of the Ministry of the Interior

1.3. Sector: Justice and Home Affairs
1.4. Location: Bulgaria, Academy of the Ministry of the Interior

2. Objectives

2.1. Overall Objective(s):
Enhancement of the overall capacity of the Ministry of Interior in the fight against crime through improvement of the administrative capacity of the Academy of the Ministry of Interior, raising the quality of training, as well as unification and standardisation of the vocational training.

2.2. Project purpose:
Establishment of a uniform Centre for organization, delivery and control over the vocational training in the Academy of the Ministry of Interior (AMoI).

2.3. Justification


The September 2006 Report acknowledges the progress made by the Republic of Bulgaria in the areas needing immediate action set in the preceding May 2006 Report. The number of these areas has decreased significantly but still there are concerns. Such are some aspects in the area of Justice and Home Affairs that are related to the activities of the Ministry of the Interior.

While in some of these spheres the Report directly points out the need of training, in others the criticism it directed to the implementation of the activities concerned. However, in both cases the primary means for progress in the respective quoted areas is improvement of the quality of service performance by the officers of the Ministry of the Interior, which in all cases directly depends on the quality of their training.

The paragraphs of the September 2006 Report referred to below illustrate the above said.

ch. 2.1 Bulgaria

In the area of money laundering, Bulgarian legislation is now largely in line with the acquis. However, implementation of legislation is limited to date and so far no successful prosecutions for money laundering can be reported.
„The number of cases prosecuted successfully related to organised crime is still low.”

ch. 3.3. Accompanying measures foreseen for the accession of Bulgaria and Romania
3.3.1. Judiciary and the fight against corruption

„The report shows that further progress is still necessary in the area of judicial reform and the fight against organised crime and corruption.”

Further in the same chapter:

Bulgaria:
- „Take further measures to prevent and fight corruption...”

COUNTRY ANNEX BULGARIA

1. The issues highlighted in the conclusion of the May 2006 report which needed further action
1.1. Political criteria
Justice system
„As regards the pre-trial phase, more training is needed for police investigators.”

1.2. Acquis criteria
Fight against organised crime, fraud and corruption

„As regards the new Penal Procedure Code, there are shortcomings, as outlined in the judicial reform section. In addition, the number of specialised staff conducting police investigations needs to be further raised and more training of the police investigators is necessary.

Data protection and the treatment of confidential information are not always adequate, which hampers international co-operation.”

2. Other issues which needed further progress in May 2006
Ill-treatment in custody and prison conditions

„The issues outlined in the May Report in the areas of prison conditions, treatment and respect of obligations under international conventions in detention centres and prisons, remain to be addressed.”

3. Description

3.1. Background and justification:

In May 2006, with its entry into force, the new Ministry of the Interior Act established the normative basis of the unified system for recruitment and career development of the officers of the Ministry of the Interior (MoI). Another important step towards setting the state service in the MoI in compliance with EU standards and best practices was the demilitarization of the officers of the MoI. The new career development system sets new challenges before the training of the officers of the MoI.
The Academy of MoI is the only educational institution in the Republic of Bulgaria which provides training for the officers of the Ministry of the Interior. The legal basis regulating its function is the MoI Act. Through Resolution of the National Assembly of 14 June 2002 the Academy of MoI acquired the status of a university. As a result of this Resolution, alongside with the MoI Act, the activities of the Academy of MoI are regulated by the Higher Education Act too. Structurally the Academy of MoI comprises three faculties: “Security”, “Police”, and “Fire Safety and Protection of the Population” and five specialization and professional training centres. The faculties train officers from categories A, B, C and D (inspectors and above). The five centres train officers from categories E and F (former sergeant staff).

*The Activities of the Academy have three major directions: 1. Delivery of education for awarding higher education degrees; 2. Vocational training; 3. Science research. Subject to the project at hand are the activities concerning the vocational training of the officers of the Ministry of the Interior.*

In implementation of the latter the Academy organizes and delivers courses for initial professional training, upgrading the qualification, specialization and actualization of the knowledge and skills of the regular staff, the managers and the specialists in the system of the Ministry of the Interior. The initial professional training is a nine months training delivered to newly recruited officers. The training for upgrading the qualification is delivered to officers that are successful in competitions for promotion in category. The duration is 3 to 4 weeks. Specialisation training of 4 to 8 weeks is delivered to officers that are changing their line of work. Training courses for actualisation of knowledge are delivered with duration ranging from 1 to 5 days and are designed for the occasions when changes in the professional duties within a given job position emerge.

Apart from the courses that are held in the Academy, training takes place in the work spots of the officers of the Ministry of the Interior as well. Such training is mainly practical and is conducted according to curricula dedicated to the specific job positions. Each trainee is supervised by a tutor.

Similarly, the Academy delivers training to experts outside the Ministry of Interior (the Ministry of Justice, the Ministry of Finance, the Ministry of Foreign Affairs, the Ministry of Agriculture and Forestry, state organizations, trade companies). Specialized training courses are held on security of trade companies, weapon handling, emergency and fire safety, foreign language teaching, and training of officers for the peace keeping missions of the UN. Conferences, seminars, work shops and courses with foreign participation are annually held in the Academy of MoI.

Additionally, for several years now the Academy of MoI has been participating in the development of the program for Uniform European Police Training (education and training) in cooperation with similar police institutions from the other members of the European Union under the aegis of the European Police College (CEPOL). The Centres for police professional and specialized training located in Sofia, Varna, Pazardzik and Kazanlak provide courses for initial professional training, upgrading the qualification, specialization and actualization of the knowledge and skills of the category E and F staff of MoI police services (former sergeant staff). The Centre for specialized and professional training in fire safety and protection of the population, located in Varna, provides courses for initial professional training, upgrading the qualification, specialization and actualization of the knowledge and skills
of the category E and F staff of the National Service "Fire Safety and Protection of the Population".

One of the main 2007 priorities of the Ministry of the Interior is the need of introduction of the principles in force in the other EU member states, related to the recruitment, training and career development of the offices of the MoI.

Some of the main priorities of the Ministry of Interior for 2007 are:
- Non-admission of terrorist acts on the territory of Republic of Bulgaria;
- Countering organized crime;
- Implementation of the present EU standards for recruitment, training and career development of MoI staff.

A complex examination of the training activities of the Academy of the MoI that took place in the fourth quarter of 2006 identified gaps and weaknesses resulting from:

- Shortage of structural and functional unity in the vocational training of the officers of the MoI;
- Need of optimization of the system for acquiring, sustaining and improving of the professional qualification of the officers of the MoI and its setting in compliance with the new normative and organizational requirements of the Ministry of the Interior Act and the secondary normative acts regulating the state service in the Ministry of the Interior;
- Need of including practical specialists in the vocational training;
- Need of updating the knowledge of the available teaching staff by periodical participation in the field activities of the Ministry of the Interior.

The combination of the above findings leads to the need of a structural and functional focusing of all activities of planning and delivery of the vocational training of the personnel of the Ministry of the Interior.

Presently, one of the structural units of the Academy of the MoI is the Centre for specialization and preparation of managerial staff, situated in the main building of the Academy in Sofia. The work of the centre consists of training of management personnel, juvenile crime inspectors and on request training of specialists for the needs of institutions and organizations outside the system of the MoI.

The centre is structured in a sector, administered by a head of sector, two specialists and one technical assistant. The material base of the sector consists of three office rooms and one classroom.

The solution proposed by this project is to transform and significantly extend the existing centre into a centre for vocational training to encompass all activities related to the vocational training conducted by the Academy.

*The expected annual number of officers that will undergo initial professional training, upgrading the qualification, specialization and actualization of the knowledge and skills is ca. 3000. Additionally, the centre will train ca. 700 trainers and 300 tutors per year.*

*The main target group is police officers but it is expected that state investigators (different from police investigators) and prosecutors are attracted to participate in joint practical training under component d. of the twinning below. Additionally, upon requests, endorsed by the Minister of the Interior the target groups may include trainees from other institutions and organisations.*

The new centre will consist of the following units:
- Vocational training of the regular personnel of the MoI;
  - This unit will have subordinate units for vocational training of officers respectively from the structures of the Ministry of the Interior for protecting the national security, the police structures of the MoI and the National service “Fire Safety and Protection of the Population”;
  - Within the frames of this unit a separate substructure will be created responsible for development and delivery of training for combating organised crime and terrorism;
- Training of teachers, trainers, instructors and tutors;
- Specialised control, methodological guidance and support;
- Administrative and technical support;

Functionally the centre will carry out the following tasks:

- Collection, processing and analysis of information concerning the priorities and needs of the vocational training;
- Development and coordination of the training documentation related to the vocational training of the officers of the MoI;
- Delivery of vocational training to all categories of state officers of the MoI in all types of training through the teaching staff of the academy, its training centres, its own dedicated trainers, field specialists from the structures if the MoI as well as from external institutions and organisations;
- Provision of training content (informational, methodological and didactical) and unification of the vocational training;
- Provision of the maintenance and upgrade of the pedagogical qualification of teachers, trainers (in the off-work vocational training in the academy, as well as in the on-the-spot training in the stations), instructors and tutors;
- Conducting of specialised control over the development and implementation of the training documentation and the pedagogical standards in the field of the vocational training in the Academy of MoI;
- Conducting of joint training of police investigators, state investigators and prosecutors aimed at strengthening team work and improving the effectiveness of the investigative procedures.

3.2. Linked activities:

This project shares an overall objective with the successfully concluded project PHARE BG2003/004-937.08.03 “Institution Building of the Academy of the Ministry of the Interior and improving the quality of training”. The latter set the beginning of the modernisation of the Academy of the Ministry of the Interior by the introduction of and implementation contemporary EU concepts and training methods that were successfully integrated in the training programs of the Academy. The project provided significant, although not overall material equipment for improving the administrative capacity of the Academy and for the police training. The other aspects of training officers for the needs of the Ministry of the Interior were hardly covered.

On the basis of the already achieved, the present project aims at continuing the reform through structural and functional differentiation and modernisation of the vocational training in the Academy of the MoI.

The present project is also related to Twinning Contract BG/2004/IB/H/09 “Modernising Bulgarian Police and Enhancing its Efficiency – Strengthening of the Established Special Structures for Police Investigation in the Ministry of the Interior”, which is a component of project PHARE BG2004/016-711.08.04.
The process of the establishment of the Centre for vocational training will take into consideration the methodological and training curricula outputs of BG/2004/1B/JH/09 related to:
Development of a profile of the actual requirements to the Bulgarian police investigators;
Profiles for training and upgrading the qualification of the police investigators;
Profile of the requirements to the trainers.
The above will serve as the basis for development of concrete curricula and long-term training programmes for police investigators. This forms only a part of the purpose of the current project.
Concerning the training of police investigators it is expected that the two projects will have synergy effect.

3.3. Results:

**Contract 1 – Twinning – 18 months**

1. Unification and standardisation of the vocational training through optimised system for earning, sustaining and improving the professional qualifications of the officers of the MoI;
2. Specialised and established professional training into a unified Centre for organization, delivery and control over the professional training, differentiated from the delivery and awarding of university degrees;
3. Applied EU standards and implemented the best EU practices in the field of specialized training on countering organized crime;
4. Continuity in the improvement of qualifications of MoI officers through direct participation of highly qualified specialists from the professional spheres of the MoI;
5. Developed concrete curricula and long-term training programmes and optimising the academic resources;
6. Increased share of the practical training.

**Contract 2 – Supply of Equipment**

7. Material and technical equipment of the Centre for organization, delivery and control over the professional training;

3.4. Activities:

3.4.1. Twinning

Joint work and delivery of expertise for development and practical implementation of the functional aspects of the professional training into a Centre for organization, delivery and control. It is expected that each one of them will be developed within a dedicated module/component as follows:

a. **Collection, summary and analysis of information concerning the priorities and main goals of the professional training of the officers of the Ministry of the Interior;**
The module includes:
1. Development of projects for Protocols for interaction between the Academy and the major structural units of the MoI in the establishment of the priorities, main goals and thematic needs of the professional training in compliance with Regulation No. 13-2309/13.12.2006 of the
Minister of the MoI concerning the organization of the coordination between the Academy of the MoI and the main structural units of the MoI in the field of professional preparation;

2. Development of practical guidance for collection and evaluation of the trainee feedback concerning the training process and the administrative support;

3. Established procedures for accounting the professional realization of the various categories of trainees;

4. Analysis and summarising of the collected information.

All trainings under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

b. Elaboration and coordination of planning documentation for the professional training of the officers of the MoI; Establishment of unified content for professional training;

The module contains three major categories of actions:

1. Updating and unification of the training programmes and other documentation in all levels and stages of the professional training with the accent falling on the daily work and problems of the officers of the MoI;

2. Unification of the training process and curricula for the various types and forms of training and training units for professional training, retraining and actualization of the knowledge, skills and professional habits of the officers of the Ministry of the Interior;

3. Unification of the training practices;

All trainings under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

c. Ensuring the earning, sustaining and improving of the pedagogical qualification of teachers, trainers (delivering registered-attendance and on the work spot training), instructors and tutors;

The module will be related and will take strict account of the Career development strategy of the Ministry of the Interior.

The main actions in the module will be directed to:

1. Elaboration of Manuals of the probationer (an officer undergoing a practical training session at the local stations) for the main areas of training;

2. Elaboration of Tutor Manuals for the main areas of training (an officer tutoring a probationer);

3. Development of programmes for training of tutors;

4. Development of Train-the-trainer key-point exemplary curricula and other documentation;

5. Establishment of criteria for selection of trainers, instructors and tutors in compliance with Regulation No. 1s-2309/13.12.2006 of the Minister of the MoI concerning the organization of the coordination between the

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Academy of the MoI and the main structural units of the MoI in the field of professional preparation

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

d. Conducting joint training of police investigators and prosecutors for strengthening team work and improving the effectiveness of the investigative work;
The module will consist of actions for conducting practical joint training of police investigators, state investigator and prosecutors that is expected to lead to the elaboration of a Memorandum of understanding/Agreement describing the regular delivery of joint training that will turn into a regular practice after the conclusion of the project. It has the ambition of attracting judges that will be expected to provide essential guidance and greatly contribute to the realistic side of the practical training.

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

e. Delivery of professional training to all categories of officers of the MoI in all forms of training by the lecturers of the Academy of MoI, its training centres, dedicated training staff, specialists from the field units of the MoI and from external agencies and organisations;
The main task of the actions within this module is the restructuring of the existing Centre for specialisation and training of managerial staff into a Centre for vocational training through:
1. Elaboration of a project for a normative document regulating the structure and functions of the Centre;
2. Achievement of pedagogical unity in the applied methods, forms and didactical means by all trainers on a given topic of the approved training plans;
3. Development of rules for conducting of practical training sessions on the work spot during the term of the vocational training of the officers of the MoI;

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

f. Organisation and delivery of specialised training for combating organised crime and terrorism;
The module will consist of development of the following aspects of the specialised training for combating organised crime and terrorism:
1. Collection, systematization, analysis and evaluation of the needs of training on the various aspects of combating organized crime and terrorism;
2. Development of programmes for training the different categories of specialised officers working in the field of combating organised crime and terrorism;
3. Elaboration of training documentation and materials for conducting training on countering organised crime and terrorism;
4. Identification of the threats for the national and European security and definition of the risk criteria related to the activities of organised criminal groups and terrorist organisation;
5. Development of appropriate forms of practical joint training of officers of the Bulgarian MoI and experts from other EU member states.

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

g. Conducting of specialized control over the development and implementation of the training documentation and the implementation of pedagogical standards for professional training in the Academy of the MoI.

The actions within the module will be directed to:
1. Elaboration of a project for a practical guide for control over the implementation of the training documentation, the implementation of the pedagogical standards and teaching norms in the field of professional training;
2. Development of unified procedures for assessment of the knowledge, skills and professional habits of the trainees;
3. Harmonisation of the systems and methods developed with the existing System for controlling the quality of the academic staff of the Academy of MoI;
4. Elaborated project for Rules for attestation of the teaching staff of the Centre and the Centres for specialisation and professional training.

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

RTA Qualifications:

The RTA should be highly-qualified public sector expert in all areas of the Twinning-project and should have managerial skills. He/she should be experienced in the field of professional training for the officers, with over 10 years of experience in internal affairs (police, fire brigade, contra intelligence). Experience in training of teachers, trainers, instructors and tutors in fields that are specific of the activities of the Academy of the Ministry of Interior will be considered an advantage.
RTA Tasks:

- To monitor and control the overall development of the project
- To monitor the concordance and relationship between the successful contribution and the achieved progress;
- To coordinate and ensure the implementation of the various activities;
- To contribute for training of different training missions in Bulgaria;
- To contribute for organisation of different visits of officers of Ministry of Interior in EU countries;
- To assess consequently the twinning project at all its stages and to compare the indexes and the time schedule;
- To prepare issues for regular reports and survey reports;
- To prepare recommendations for optimizing the organization in areas where gaps are recognized;
- To assist in the equipment needs analysis.

Profile of the MS project leader

- Shall be a high ranking public servant
- Shall have sound theoretical and practical experience in areas related to training of staff of public institutions;
- Shall have good knowledge of EU policies on combating organised crime and ability to foster useful contacts with EU MS experts.
- Shall be fluent in English.

Short term experts

The tasks, which are not directly covered by the RTA will be assigned to short term experts within the budget. These experts should be public servants with least 10 years experience in the field of the planned activities.

3.4.2. Investment

The predominantly practical features of vocational training determine the need of considerable general and specialised equipment in several aspects. First, the Academy delivers training for state officers – police investigators and criminology and forensic experts (initial training or upgrade of qualification). It is imperative that police investigators acquire knowledge and practical skills for conducting investigative actions (examination/inspection, search, examination of persons, interview/interrogation, identification, investigative experiment, institution of experts consultation). Additionally, police investigators must acquire knowledge and skills in the field of the forensic methodology for investigation of various types of crimes, as well as develop habits of team work with other participants in the investigative process. Police investigators should be well aware of the abilities of the contemporary forensic technology and have certain skills in operating some technical equipment in the process of conducting the investigative actions. Criminology experts are officers for whom it is imperative that they know and are able to operate contemporary forensic appliances used in the various investigative actions, as well as the forensic appliances used for performing experts consultations.
The forensic equipment supplied in the Academy of MoI is only partial and insufficient. The project envisions the supply of the minimum essential forensic and criminological equipment, the absence of which will render the EU quality training process hardly possible. The project will equip two specialised classrooms on forensic and criminological technology.

Especially sensitive to good technical equipment is the training of the officers of the National service “Fire Safety and Protection of the Population”. The Academy of the MoI lacks almost any contemporary equipment in this field. No equipment has been supplied for the needs of the training on fire safety and protection of the population under EU programmes and projects. The equipment supplied under the PHARE pre-accession programme is dedicated to the needs of police training and its nature is incompatible with the specialised character of fire safety and protection of the population training. In this respect, the project envisages the basic essential equipment of a training complex for fire safety and protection of the population training consisting of:

- Specialised classrooms on fire safety and protection of the population
  - Classroom “First Aid”;
  - Classroom “Operational watch”;
  - Classroom “Accident-rescue technology”;
  - 2 Information technology classrooms;
- 1 lecture and two workshop classrooms in fire safety and protection of the population;
- Specialised laboratories fire safety and protection of the population
  - Laboratory “Special chemistry”;
  - Laboratory “Electric equipment and firefighting automatics”;
  - Laboratory “Respiratory protection”;
  - Laboratory “Hydraulics and firefighting water supply”;
  - Laboratory “Principles of burning”;
  - Laboratory “Firehardiness”;
  - Laboratory “Psychophysical training”;
  - Laboratory “Fire-technical examination”;
- Practical training complex in fire safety and protection of the population.

The present student status information system of the Academy of the MoI is unable to suffice the need of the training process. The system is built on the basis of hard copy information carriers. Thanks to the support provided by the PHARE program the Academy has the necessary hardware for digitalisation of the system. The project envisages the supply of a robust software system allowing the follow-through of the status of the trainees during their life-long training and career development. The purpose of the information system is assuring the basis for improvement of the overall functioning of the Academy of the MoI by establishment of a reliable informational environment, as well as improvement of the processes of monitoring and quality management of the trainees and furthermore, the overall management of the Academy.

The project implementation will start with a secondary equipment needs analysis in order to strictly specify its allocation.

3.5. Lessons learned:
Successful and timely implementation of the previous Phare project is a pre-condition of concluding contracts under this TF07 project fiche.
The experience of the Academy of MoI in preceding programmes and projects financed by the European Union has proven the utmost importance of active partnership with the institutions of other EU member states. With its capability of allowing such partnership to both partners in all phases of a given project, the instrument of twinning has proven its efficiency and effectiveness. The partnership developed on the basis of a twinning contract is sustainable and lasts after the completion of the project. That is why the Academy of the Ministry of the Interior considers that the most appropriate form of achieving the goals of this project is the twinning with a public institution of another EU member state.

Experience and especially the experience in the PHARE pre-accession programme have also taught the following practical lessons. There is a considerable lapse of time between the development of the project fiche and the actual implementation of a project. That is why it is advisory that the indicative budget of a project contains only the full budget lines of the main instruments of the projects, in this particular case – twinning and investment. In case of a necessity such a structure enables the adaptation of the project through internal corrections and consequently leads to better achievement of its objectives.

Concerning investment components, and especially when combined with twinning, it is a good practice that the beneficiary and the RTA conduct a secondary, joint need analysis immediately before the development of technical specifications of equipment. That leads to a more precise specification and allocation of the necessary equipment and takes account of the possible changes occurring in time and consequently – to adaptation of the project and ultimately – better achievement of the objectives of the project.

The above stated lessons learned have been taken into account in the drafting of the project fiche and specifically in the development of its components.

4. Institutional Framework

Beneficiary of this project will be the Academy of the Ministry of the Interior. According to the Ministry of the Interior Act (iss. State Journal No. 17 from 24 February 2006, and. State Journal No. 30 from 11 April 2006, and. State Journal No. 102 from 19 December 2006, and. State Journal No. 105 from 22 December 2006) the Academy is a major structural unit of the Ministry of the Interior responsible for the professional training of the officers of the Ministry. The Academy is the only institution of the kind in Bulgaria. Following a Resolution of the National Assembly of 14 June 2002 the Academy has a university status.

The project will lead to restructuring and extending of one of the structural units of the Academy of the MoI.

A Project Implementation Unit will be established in the Academy that will be responsible for:
- Organisation and coordination of the implementation of the project;
- Ensuring the access of EU experts to the premises and the documentation of the Academy.

The project implementation will include the establishment of additional working groups in accordance with the components of the project, consisting of experts and teachers from the Academy, as well as other units of the MoI if necessary.
The Academy has sufficient, teaching, expert and administrative staff to absorb this project. The training structures of the Academy (faculties and training centres) are sufficiently staffed in compliance with the Higher Education Act. They will provide the respective beneficiary twinning module/component leaders and teachers/trainers/instructors as necessary.

The project administrative and organisational tasks will be carried out by explicitly appointed personnel from the administrative and support units of the Academy which at present are as follows:

1. Department “Organisation of the Training and Research Activities”;
2. Human Resources Department;
3. Financial Department;
4. Logistics Department;
5. Automated Information Systems Department;
6. International Cooperation Department;
7. Secretariat and Legal Department.

The total number of officers in the administrative support departments is over 90 officers. Many of them have experience in project management and implementation and will become part of the Project Implementation Unit. Additionally, the officers from the Centre for specialization and preparation of managerial staff that is subject to transformation by this project, will take part in the implementation of the project as necessary.

The Academy is also able to appoint officers for ad hoc project tasks as necessary.

Equipment supplied under this project will become property of the Academy of the Ministry of the Interior.

The project is in compliance with the Governmental policy for institutional development of the Ministry of the Interior. No risks restricting the scope of the project have been identified.

The beneficiary will work in close cooperation with the Central Financing and Contracting Unit and the Delegation of the European Commission in Sofia.

5. Detailed Budget

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<th>€M</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total cost</th>
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<tr>
<td></td>
<td>Investment</td>
<td>Institution Building</td>
<td>Total Transition Facility (1+1B)</td>
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<tr>
<td>Contract 2 Supply</td>
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*Up to 10% National Co-financing for Institutional Building.

Contributions from the Bulgarian administration for effective implementation of the twinning may be further detailed in the twinning contract.
To ensure smooth implementation of the project, the beneficiary will provide adequately equipped office space with telephone, PC (Internet) and fax. Photocopier and access to the necessary information as well as secretarial support will be ensured during the project life-time. In addition the beneficiary will provide space and facilities for workshops (training), consultations and seminars. The national co-financing will be specified in the twinning contract.

6. Implementation Arrangements

6.1. Implementing Agency

The Central Financing and Contracting Unit (CFCU) within the Ministry of Finance is the Implementing Agency. The CFCU will be responsible for administrative and financial implementation of the project (tendering, contracting, payments and financial control).

The Programme Authorising Officer (PAO) will be the State Treasurer of the Ministry of Finance.

Contact Details:
Ms. Gergana Beremska
State Treasurer of the Ministry of Finance
102, Rakovski St., 1040 Sofia, Bulgaria
Tel.: (+359 2) 9859 2777
Fax: (+359 2) 9859 2773
E-mail: g.beremska@minfin.bg

Deputy PAO:
Mr. Lubomir Tushanov
Director, Central Finance and Contracts Unit, Ministry of Finance
102, Rakovski St., 1040 Sofia, Bulgaria
Tel: (+359 2) 9859 2431
E-mail: ltushanov@minfin.bg

SPO
Mr. Lachezar Elenkov
Director Coordination, Information and Analysis Directorate (CIAD, MoI)
29 Shesti Septemvri Str.
1000 Sofia
Tel. 00359 2 982 29 49
Fax 00359 2 982 49 78

Project Steering Committee:
A project steering committee will be constituted, consisting of at least the following members:
- Member State and Beneficiary Project leaders;
- RTA and Beneficiary RTA Counterpart;
- Representative(s) of the Implementing agency.
The technical development, implementation and control of the project shall be responsibility of the beneficiary, i.e. the Academy of the Ministry of the Interior.

The technical specifications of the supply component will be drafted by the PIU of the beneficiary institution.

6.2. Twinning

The Twinning Manual will apply for this project. The project will be implemented through a standard twinning procedure.
Beneficiary of the project will be the Academy of the Ministry of the Interior.

Beneficiary Project Leader
Mr. Stoyan Rizov
Counsellor of the Minister of the Interior
29 Shesti Septemvri Str.
1000 Sofia
tel. (+359 2) 982 35 35
fax (+359 2) 988 54 40

The Bulgarian Project Leader shall direct the implementation of the project and shall be responsible for the substance and the progress of the project.

Beneficiary RTA Counterpart
Mr. Rumen Markov
Rector of the Academy of the Ministry of the Interior
1715 Sofia P.O. Box 48
Tel. 00359 2 982 92 06
Fax 00359 2 974 37 85
e-mail: academy@mvr.bg

The beneficiary RTA counterpart work on a day-to day basis with the RTA.

6.3. Non-standard aspects
N/A

6.4. Contracts

6.4.1. Contract 1: Twinning – € 1.000.000;
6.4.2. Contract 2: Investment – € 100.000. This component may be tendered in lots. This may result in more than one contract being concluded covering the different lots.

7. Implementation Schedule

7.1. Start of tendering/call for proposals
First quarter of 2008

7.2. Start of project activity
Third quarter of 2008
7.3. Project Completion  
First quarter of 2010

8. Sustainability

All training under this PF is conceived to be sustainable (train trainers, manuals, etc.) in order that more value for money is achieved (in terms of number of trainees, access to training materials, and their dissemination to interested MoI services/directorates/units).

The Project Implementation Unit and the project working groups will consist of employees of the Academy of MoI. For the duration of the project their daily schedules will be modified in a manner ensuring their participation in the implementation of the project.
The funding for maintenance and update of the equipment supplied will be envisaged in the respective annual budgets of the Academy of MoI.

9. Conditionality and sequencing

Conditionality
Successful and timely implementation of the previous Phare project is a pre-condition of concluding contracts under this TF07 project fiche.

Sequencing:

In case necessary – introduction of the twinning partners with the present state of the Academy of MoI;
Secondary assessment of the equipment needs;
Implementation of actions concerning the collection and processing of information and development of training documentation;
Implementation of the activities concerning the actual training process;
Implementation of the activities concerning the exercise of control;
Development of projects of regulatory documentation and documentation concerning the interaction with other structures of the Ministry of the Interior and other institutions and organisations.

The equipment supplies are expected to take place in the second year of the project.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. Need assessment
5. List of relevant Laws and Regulations
## LOGFRAME PLANNING MATRIX FOR
Project “Further strengthening of the Academy of the Ministry of the Interior through unification and standardisation of the vocational training of the officers of the Ministry of the Interior”

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>2007/019-303.05.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires:</td>
<td>15.12.2009</td>
</tr>
<tr>
<td>End of execution of contracts period expires:</td>
<td>15.12.2010</td>
</tr>
<tr>
<td>TOTAL BUDGET: 1,1 MEURO</td>
<td>11: Budget: 1.075 Meuro</td>
</tr>
</tbody>
</table>

### Overall objective
Enhancement of the overall capacity of the Ministry of Interior in the fight against crime by raising the quality of training and unification and standardisation of the vocational training.

### Project purpose
Establishment of a uniform Centre for organization, delivery and control over the vocational training in the Academy of the Ministry of Interior (AMoI).

### Results
1. Unification and standardisation of the vocational training through optimised system for earning, sustaining and improving the

### Objectively Verifiable Indicators

**Overall objective**
- Improvement of the effectiveness of the MoI through higher qualification of MoI staff;
- Implemented recommendations contained in the September 2006 Monitoring Report;
- Implemented recommendations of the Report on Bulgaria’s progress on accompanying measures following Accession (27 June 2007);
- Overall improvement in professional training of the officers of the Ministry of the Interior

**Project purpose**
- Availability of a structurally and functionally established centre by the end of the project;
- Availability of a fully functional centre by the end of the project;
- Unified standards of training practices in the area of home affairs;
- Unified training curricula for the various types and forms of training and training units for professional training, retraining and actualization of the knowledge, skills and professional habits of the officers of the Ministry of the Interior.

**Results**
1. The present Centre for specialization and training of managerial staff restructured and extended to a centre for vocational training;

### Sources of Verification

#### Overall objective
1. Annual and semester reports and analyses for the work of the Ministry of the Interior (MoI);
2. Reports by the EC;
3. Official EU and national statistics;
4. Periodic attestations of the AMoI staff;
5. Periodic performance evaluations.

#### Project purpose
1. Administrative act for the establishment of a Centre for organization, delivery and control over the professional training of the officers of the Ministry of the Interior;
2. Staff allocation table of the Academy of MoI;
3. Annual reports for the work of the AMoI.

### Assumptions
- Issuing of an administrative act for transformation and expanding of the existing Centre for specialization and training of managerial staff into a Centre for organisation, delivery and control over the professional training of the officers of the MoI.
- Willingness and active interest of the participants.

---

**Annex 1: Logical framework matrix**

<table>
<thead>
<tr>
<th>25 Sep. 07</th>
<th>2007/019-303.05.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires:</td>
<td>15.12.2009</td>
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<tr>
<td>TOTAL BUDGET: 1,1 MEURO</td>
<td>11: Budget: 1.075 Meuro</td>
</tr>
</tbody>
</table>
professional qualifications of the officers of the Mol;
2. Specialised and established professional training into a unified Centre for organization, delivery and control over the professional training, differentiated from the delivery and awarding of university degrees;
3. Applied EU standards and implemented best practices in the specialized training on countering organized crime;
4. Consistency in the improvement of qualifications of Mol officers through direct participation of highly qualified Mol specialists;
5. Ensured assistance to the training of Mol officers through developing concrete curricula and long-term training programmes, and optimising the academic resources;
6. Increased share of the practical training and in-training;
7. Material and technical equipment of the Centre for organisation, delivery and control over the professional training.

2. A project for a normative document regulating the structure and functions of the Centre elaborated;
3. A unified procedure for assessment of the knowledge, skills and professional habits of the trainees introduced by the end of the project;
4. Probationers manual elaborated;
5. Tutor manuals elaborated;
6. Developed draft Protocols for interaction between the Academy and the major structural units of the Mol in the establishment of the priorities, main goals and thematic needs of the professional training
7. Elaborated draft Practical Guide for control on the implementation of the training procedures, pedagogical standards and norms;
8. Elaborated draft Rules for attestation of the teaching staff of the Centre;
9. Established procedures for statistics on professional development of the various categories of trainees;
10. Updated and unified training programmes and other documentation in all levels and stages of the professional training with the accent falling on the daily work and problems of the officers of the Mol;
11. Achieved pedagogical unity in the applied methods, forms and didactical means by all trainers on a given topic of the approved training plans;
12. Train-the-trainer exemplary curricula and documentation developed;
13. Training programmes for training of tutors developed;
14. The Catalogue of the Academy of the Mol containing specialised vocational courses for combating organised crime and terrorism;
15. Developed criteria for selection of trainers, instructors and tutors;
16. At least four initial groups of 28 trainers each trained by the end of the project;
17. At least two initial groups of 28 tutors trained by the end of the project;
18. Three initial joint practical training sessions conducted for a minimum number of 3 prosecutors and 15 police investigators each by the end of Twinning module “d.”;
19. Positive evaluation from the “clients” – the major structural units of the Mol;

4. External interim evaluation reports;
5. Tender documentation;
6. Supply contracts;
7. Supply acceptance protocols;
8. Course catalogue of the Academy of Mol;
9. Documents that regulate the work of the Academy.
10. Surveys on the opinion of Mol staff
20. Positive evaluation from the probationers;
21. Equipment delivered according to the structure and the functional specifications of the Centre.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Joint work and delivery of expertise for development and practical implementation of the functional aspects of the professional training into a Centre for organization, delivery and control. It is expected that every one of them to be developed within a dedicated module/component as follows: a. Collection, summary and analysis of information concerning the priorities and main goals of the professional training of the officers of the Ministry of the Interior; b. Elaboration and coordination of planning documentation for the professional training of the officers of the MoI; Establishment of unified content for professional training; c. Ensuring the earning, sustaining and improving of the pedagogical qualification of teachers, trainers (delivering registered-attendance and on the work spot training), instructors and tutors; d. Conducting joint training of police investigators, prosecutors and judges for strengthening team work and improving the effectiveness of the investigative work; e. Delivery of professional training to all categories of officers of the MoI in all forms of training by the lecturers of the Academy of MoI, its training centres, dedicated training staff, specialists from the field units of the MoI and from external agencies and organisations; f. Organisation and delivery of</td>
<td>Twinning</td>
<td>1. Twinning Contract; 2. Project quarterly reports; 3. Project final report; 4. External interim evaluation reports; 5. Tender documentation; 6. Supply contracts; 7. Supply acceptance protocols; 8. Monitoring by the Ministry of Finance</td>
<td>Presence of an organization or institution from an EU member state with the necessary expertise that is willing to twin with the Academy of MoI.</td>
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</tbody>
</table>

- Support from relevant institutions, which representatives/eksperts take part in the activities
- Coordination and transparency in the work of the key partners
- On-schedule delivery of equipment and materials for training
<table>
<thead>
<tr>
<th>specialised training for combating organised crime and terrorism; g. Conducting of specialized control over the development and implementation of the training documentation and the implementation of pedagogical standards for professional training in the Academy of the MoI.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Material and technical equipment of the practical implementation of the above functions.</td>
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<tr>
<td>Investment</td>
</tr>
</tbody>
</table>
Annex 2: Detailed implementation chart

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Q</td>
<td>2 Q</td>
<td>3 Q</td>
</tr>
<tr>
<td>Contact 1: Twinning</td>
<td>T</td>
<td>D</td>
<td>I</td>
</tr>
<tr>
<td>Contact 2: Investment</td>
<td>T</td>
<td>T</td>
<td>T</td>
</tr>
</tbody>
</table>

T - Tendering/Partner Selection; D - Design; I - Implementation; E - End
Annex 3: Contracting and disbursement schedule by quarter for full duration of programme

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Q</td>
<td>2 Q</td>
<td>3 Q</td>
<td>4 Q</td>
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<tr>
<td><strong>Contact 1: Twinning</strong></td>
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<tr>
<td>Contracted</td>
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<tr>
<td>Disbursed</td>
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<tr>
<td></td>
<td>1.0</td>
<td>0.175</td>
<td>0.25</td>
<td>0.425</td>
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<tr>
<td><strong>Contact 2: Investment</strong></td>
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<tr>
<td>Contracted</td>
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<tr>
<td>Disbursed</td>
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Annex 4: Needs assessment

In May 2006 a new Ministry of the Interior Act (MoIA), compliant with the Schengen acquis entered into force. The MoIA is the statutory act for the Ministry. It establishes the normative basis of a unified system for recruitment, training and career development of the officers of the Ministry of the Interior. Another important step towards setting the state service in the MoI in compliance with EU standards and best practices is the demilitarization of the officers of the MoI.

The new career development system sets new requirements before the training of the officers of the MoI.

The September 2006 Monitoring report on the state of preparedness for EU membership of Bulgaria and Romania (Brussels, 26.9.2006, COM(2006) 549 final) acknowledges the progress of the Republic of Bulgaria but also expresses concerns in some areas, incl. the area of Justice and Home Affairs, some of which fall into the sphere of the Ministry of the Interior. While in some cases the Report directly points out the need of training, in others the criticism it directed to the implementation of the activities concerned. However, in both cases the primary means for progress in the respective areas is improvement of the quality of service performance by the officers of the Ministry of the Interior, which in all cases directly depends on the quality of their training.

A complex examination of the training activities of the Academy of the MoI that took place in the fourth quarter of 2006 identified gaps and weaknesses resulting from:

- Shortage of structural and functional unity in the vocational training of the officers of the MoI;
- Need of optimization of the system for acquiring, sustaining and improving of the professional qualification of the officers of the MoI and its setting in compliance with the new normative and organizational requirements of the Ministry of the Interior Act and the secondary normative acts regulating the state service in the Ministry of the Interior;
- Need of including practical specialists in the vocational training;
- Need of updating the knowledge of the available teaching staff by periodical participation in the field activities of the Ministry of the Interior.

The combination of the above factors lead to the need of a structural and functional focusing of all activities of planning and delivery of the vocational training of the personnel of the Ministry of the Interior.

The Academy of MoI is the only educational institution in the Republic of Bulgaria which provides training for the officers of the Ministry of the Interior. The legal basis regulating its function is the MoI Act. Through Resolution of the National Assembly of 14 June 2002 the Academy of MoI acquired the status of a university.

As a result of this Resolution, alongside with the MoI Act, the activities of the Academy of MoI are regulated by the Higher Education Act too. Structurally the Academy of MoI comprises three faculties: “Security”, “Police”, and “Fire Safety and Protection of the Population” and five specialization and professional training centres.

The Activities of the Academy have three major directions: 1. Delivery of education for awarding higher education degrees; 2. Vocational training; 3. Science research.

Subject to this project are the activities concerning the vocational training of the officers of the Ministry of the Interior.
The proposed solution by this project is to transform and significantly extend one of the existing structures of the Academy of the MoI into a centre for vocational training to encompass all activities related to the vocational training conducted by the Academy.

The annual number of officers that undergo initial professional training, upgrading the qualification, specialization and actualization of the knowledge and skills is ca. 3000. With the proposed centre established the above training will take place in it. Additionally, the centre will train ca. 700 trainers and 300 tutors per year.

It has been taken into account that the Academy of the MoI was the beneficiary of project PHARE BG2003/004-937.08.03, which provided significant but partial material equipment of the Academy. Nevertheless, the overall level of equipment is still under the European standard average. Under the above project equipment was supplied for the needs of police training and for improving the overall administrative capacity of the Academy. No equipment support was provided to support the training of the officers of the Ministry of the Interior outside its police services. The latter is especially applicable in the case of the fire safety and protection of the population training. That type of training requires specialised equipment and in this respect the equipment supplied under previous EU funded programmes is largely inapplicable.

The predominantly practical features of vocational training determine the need of considerable general and specialised equipment in several aspects.

I. Forensics and Criminology equipment

Firstly, the Academy delivers training for state officers—police investigators and criminology and forensic experts (initial training or upgrade of qualification). It is imperative that police investigators acquire knowledge and practical skills for conducting investigative actions (examination/inspection, search, examination of persons, interview/interrogation, identification, investigative experiment, institution of experts consultation). Additionally, police investigators must acquire knowledge and skills in the field of the forensic methodology for investigation of various types of crimes, as well as develop habits of team work with other participants in the investigative process. Police investigators should be well aware of the abilities of the contemporary forensic technology and have certain skills in operating some technical equipment in the process of conducting the investigative actions.

Criminology experts are officers for whom it is imperative that they know and are able to operate contemporary forensic appliances used in the various investigative actions, as well as the forensic appliances used for performing experts consultations. The forensic equipment supplied in the Academy of MoI is only partial and insufficient. With a few exceptions delivered under PHARE BG2003/004-937.08.03, the present equipment is limited and out-of-date. That is why it is necessary that this project equips at least 2 specialised classrooms for forensic and criminological technology. The equipment envisaged is the basic minimum required in the daily work of the police investigators and forensic and criminology experts.

II. Firefighting training equipment

Especially sensitive to good technical equipment is the training of the officers of the National service “Fire Safety and Protection of the Population”. The Academy of the MoI lacks almost any contemporary equipment in this field. No equipment has been provided under EU programs and projects. That is why there is a very urgent need of the equipment of a Training complex “Tactical training in fire safety and protection of the population”, consisting of:
- Specialised classrooms on fire safety and protection of the population
  - Classroom “First Aid”;
- Classroom "Operational watch";
- Classroom "Accident-rescue technology";
- 2 Information technology classrooms;
- 1 lecture and two workshop classrooms in fire safety and protection of the population;
- Specialised laboratories fire safety and protection of the population;
  - Laboratory "Special chemistry";
  - Laboratory "Electric equipment and firefighting automatics";
  - Laboratory "Respiratory protection";
  - Laboratory "Hydraulics and firefighting water supply";
  - Laboratory "Principles of burning";
  - Laboratory "Firehardness";
  - Laboratory "Psychophysical training";
  - Laboratory "Fire-technical examination";
- Practical training complex in fire safety and protection of the population.

The project envisages the **basic minimal equipment** of the above fire safety and protection of the population training complex.

### III. Electronic Students Information System

The present student status information system of the Academy of the Mol is unable to suffice the needs of the training process. The system is built on the basis of hard copy information carriers. The project envisages the establishment of electronic system allowing the follow-through of the status of trainees during their life-long training and career development. The Academy has the necessary hardware at its disposal. The project envisages the supply of a professional software component of the system.
Annex 5: List of relevant Laws and Regulations

2. Regulation for Implementation of the Ministry of the Interior Act (iss. State Journal No. 47 from 9 June 2006 r.);
3. Instructions of the Minister of the Interior No. 13-2309/13.12.2006 concerning the organization of the coordination between the Academy of the MoI and the main structural units of the MoI in the field of professional preparation;
4. Report from a complex examination of the activities of the Academy of the Ministry of the Interior;