Title: Integration of the Society Through Information and Education Support to the Naturalisation Board

1. Recipient & Location of Project

Ministry of Justice
Naturalisation Board, Smilūdu Street1/3, LV-1050, Rīga
Ms. Eiženija Aldermane, Head of the Naturalisation Board

2. Project Objectives

The wider objective of the project is to promote integration of the society, especially to promote integration and naturalisation of non-citizens,

The immediate objectives of the project:

1) to develop information centre with trained employees, which will ensure information of the society regarding citizenship and society integration issues, EU citizenship, connection between Latvia’s and EU citizenship, the rights and obligations of the citizens of EU,

2) to create informative base for education and information of the society, for directing the public opinion and social activities towards naturalisation, society integration, EU membership and integration into Europe,

3) by means of pilot projects to popularise citizenship status and facilitate activities connected with integration and naturalisation process, increase the number of persons, who receive citizenship through naturalisation and thereby increase the body of citizens in the state.

III National Programme for Integration into the European Union
Priority Theme: Consolidation of the Integration of Latvian Society
· Sub-priority: Integrated Society
Measure 3.1: Facilitation of naturalisation process

Accession Partnership
Short-term
Political criteria: take measures to facilitate naturalisation process to better integrate non-citizens including stateless children

Medium-term
Political criteria: accelerated integration of non-citizens by facilitating the naturalisation process including for stateless children

3. Description, project components & inputs

It is essential to find a way for the residents of Latvia to form the integrated society. This is one of the basic objectives of the National Programme for Integration in EU. During the implementation of this objective and as a result of it the inter-ethnic tension will decrease and the number of users of the Latvian language will increase, whereby the naturalisation process will be promoted, the number of citizens will increase and preconditions for the increase of national security and stability will be created.

The necessity for education and information of the society is proved by the information on integration processes in Latvia acquired from the opinion poll of the residents of Latvia carried out within the programme for studies and activities “On the Way to a Civil Society”. Taking into account that the
Naturalisation Board has been dealing with questions regarding citizenship and integration, it is necessary to set up a Society Integration and Information Centre as its structural unit (see Annex 1 - Disbursement (Payment) Schedule).

The project includes several subprogrammes:

**Component 1.**
**Setting up of the Society Integration and Information Centre (SIIC), provisions for its functioning and training of the employees -**

- **a) equipment supply:**
  - refurbishment of premises,
  - supply of furniture,
  - supply of the office equipment (computers, copiers, switches, means of communication, audio-video devices, video digital projector) and software (including software for WWW homepage),

- **b) provision of informative materials:**
  - procurement of informative materials in Latvia,
  - procurement of foreign informative materials including materials from international organisations (with assistance of EU experts),
  - provision of multiplication of informative materials (for example, multiplication of results of sociological surveys carried out by the NB (in co-operation with other institutions),

- **c) establishment of information system and cataloguing:**
  - development of bibliographic catalogue of the Centre and interconnections with other catalogues of Latvian libraries and information centres (with assistance of EU experts),
  - development and installation of database regarding legislation on citizenship, repatriation, refugees, migration etc. issues,

- **d) training of the employees:**
  - study visits for the Centre desk-officers, examination of functioning of similar institutions,
  - training of the employees of the NB and of the Centre for work in the Centre,

- **e) EU experts' assistance in development of bibliographic catalogue, preparation and publication of informative bulletins and booklet, development of WWW (Internet) homepage.**

**Component 2.**
**Preparation, publication and circulation of informative materials -**

- **a) preparation, issuing and circulation of informative bulletins about the latest materials of SIIC (once a month).** Estimated number of copies - 1000 copies in Latvian, 1000 copies in Russian,

- **b) preparation, issuing and circulation of a quarterly on Latvia's and EU citizenship issues, society integration and multicultural issues issues (with assistance of EU experts).** Estimated number of copies - 3500 copies in Latvian, 2000 copies in Russian, 200 copies in English,

- **c) preparation, publication and circulation of the informative booklet "Residents of Latvia on the Way to the European Union" - general information regarding the EU citizenship, the rights and obligations of the citizens of Latvia as the citizens of the EU (twice a year) (with assistance of EU experts).** Estimated number of copies - 250000 copies in Latvian, 150000 copies in Russian,

- **d) preparation and publication of a brochure regarding citizenship and naturalisation issues in Latvia (once a year).** Estimated number of copies - 500 copies in Latvian, 500 copies in Russian, 500 copies in English

- **e) acquisition of a vehicle (minibus) for:**
  - regular informative and educational activities in the districts and civil parishes of Latvia,
  - organisation of conferences, meetings, "information days" etc.,
  - circulation of the informative materials prepared by the Centre for central libraries, libraries of the districts and civil parishes and educational establishments and for other information centres in Latvia.

**Component 3.**
**Implementation of pilot projects -**
a) financial support for the pupils' competition "A Citizen of Latvia in the European Union" in 4 rounds. Grant for the winners of the competition to get acquainted with the EU institutions in Brussels.
b) development of a videomaterial for educational establishments on Latvia's and the EU citizenship issues (once a year). Estimated number of copies - 600.
c) organisation of the Centre's excursion informative activities in the regions (to be financed from the Naturalisation Board budget),
d) financial support to carry out sociological investigations when preparing for annual conference "On the Way to a Civil Society",
e) financial support for the organisation of annual conference "On the Way to a Civil Society" (in the years 1999 and 2000).

Component 4.
Project management.
Naturalisation Board will supported by the project management team to implement the project. The team will be overall responsible for performance of the project as a hole and its different parts.

Expected results and outputs

Promoted society integration process, integration and naturalisation of non-citizens.

Established Society Integration and Information Centre, where information about citizenship, naturalisation, society integration and other issues is accessible:
- established SIIC,
- employees of the NB trained for work in the SIIC.

Created informative base for education and information of the society, for directing the public opinion and social activities towards naturalisation, society integration, EU membership and integration into Europe.
Ensured systematic preparation, publication and circulation of materials on topical issues, circulation of information through Internet:
- WWW homepage developed,
- informative bulletins about the latest materials of SIIC issued,
- quarterlies on Latvia's and EU citizenship issues, society integration and multiculturalism issues issued,
- informative booklets "Residents of Latvia on the Way to the European Union" issued,
- informative and educational activities in the districts and civil parishes of Latvia,
- circulated informative materials prepared by the Centre for central libraries, libraries of the districts and civil parishes and educational establishments and for other information centres in Latvia,
- conferences, meetings, "information days" carried out.
- By means of pilot projects citizenship status popularised, activities connected with integration and naturalisation process facilitated, the number of naturalised persons in the state increased:
  - pupils' competition "A Citizen of Latvia in the European Union" in 4 rounds carried out,
  - videomaterial for educational establishments on Latvia's and the EU citizenship issues developed,
  - sociological investigations when preparing for annual conference "On the Way to a Civil Society" carried out,
  - annual conferences "On the Way to a Civil Society" carried out.
4. **Institutional Framework**

The functioning of the information institution will be long term, but the building of it is short term.

The title of the institution could be Society Integration and Information Centre hereinafter referred to as the Centre.

The Centre is expected to be a structural unit of the Naturalisation Board closely linked to the Foreign Relations and Press Department. The Centre will be supported by all the departments of the Naturalisation Board.

The initial number of employees in the Centre:
- its head,  
- a secretary - library officer,  
- 3 co-ordinators:
  - co-ordinator for press and the library,  
  - co-ordinator for electronic mass media,  
  - co-ordinator for publication matters

Taking into account the particular situation and the necessity of information accessibility in the distant regions of the state the Centre has to set up 2 branches - one in the eastern part of the country - in Daugavpils, another - in the western part of the country - in Liepaja.

The premises for the branches of the Centre will be assigned from the premises of the Naturalisation Board Daugavpils and Liepaja regional branches. There will be one work co-ordinator in each branch of the Centre.

5. **Budget (MECU)**

<table>
<thead>
<tr>
<th></th>
<th>Investment</th>
<th>Institution building</th>
<th>Total Phare (=I+IB)</th>
<th>Recipient* (state budget)</th>
<th>Other donors</th>
<th>TOTAL*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up of SIIC, training of the employees</td>
<td>0.000</td>
<td>0.215</td>
<td>0.215</td>
<td>0.105</td>
<td></td>
<td>0.320</td>
</tr>
<tr>
<td>Preparing of information materials</td>
<td>0.018</td>
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<td>0.185</td>
<td>0.015</td>
<td></td>
<td>0.200</td>
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<tr>
<td>Pilot projects</td>
<td>0.000</td>
<td>0.050</td>
<td>0.050</td>
<td>0.030</td>
<td>under discussion</td>
<td>0.080</td>
</tr>
<tr>
<td>Project management</td>
<td>0.000</td>
<td>0.050</td>
<td>0.050</td>
<td>0.000</td>
<td></td>
<td>0.050</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>0.482</td>
<td>0.500</td>
<td>0.150</td>
<td></td>
<td>0.650</td>
</tr>
</tbody>
</table>

* In cases of co-financing only

6. **Implementation Arrangements**

*Technical Implementation:*

This will be the responsibility of the Naturalisation Board
Contractual & Financial Implementation:

This will be the responsibility of the CFCU, Ms. Valentina Andrcjeva, State Secretary of the Ministry of Finance

7. Implementation Schedule

The project is in the planning stage. The expected time frame and implementation schedule after the confirmation, specification and assignment of financing of the project is planned to be the following:
- signing of the Financing Agreement in November 1998,
- start of the project activities in December 1998,
- completion of the project implementation in August 2000.

8. Equal Opportunity

Searching for employees the Naturalisation Board takes into account the professional qualification, level of competence and correspondence to the Law on State Civil Service of the candidates but not their sex, age or nationality. There will be equal opportunity to apply for both men and women.

Information submitted by the applicants regarding their education, job experience etc. is available in the General Department of the Naturalisation Board.

9. Conditionality and Sequencing

♦ Political commitment to undertake measures to accelerate the process of naturalisation (for example in the Integration Strategy which is to be worked out by June 1998).
♦ Adequate staffing of the Naturalisation Board in order to be able to process an increased amount of applications for citizenship which might follow the currently proposed (15 April 1998) liberalisation of the Citizenship Law.
♦ Inclusion in the project (financed by the project) of a project manager and assistant who will be overall responsible for the different project components.
♦ Ensure that bilateral donations do not overlap, but instead complement, this project.
**Annex 1**

**LOGFRAME PLANNING MATRIX FOR Integration of the Society Through Information and Education: Support to the Naturalisation Board**

<table>
<thead>
<tr>
<th>Wider Objective</th>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| · Promotion of society integration in Latvia, esp. integration and naturalisation of non-citizens | · Increase of the number of citizens through naturalisation | · Central Statistical Bureau  
· Residents' Register  
· Opinion of the European Commission and the OSCE regarding integration of the society of Latvia | · Changes in the Law on Citizenship in accordance with the Government decision of 15 April will ensure more successful implementation of the objectives  
· Other changes of internal and foreign policy can provide a risk |

<table>
<thead>
<tr>
<th>Immediate Objectives</th>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| · Development of Society Integration and Information Centre (SIIC)  
· Development of informative base for information of the society  
· By means of pilot projects to facilitate activities connected with integration, naturalisation process | · Development of SIIC  
· Increase of the level of awareness of society regarding society integration, naturalisation etc. issues  
· Increase of the number of citizens through naturalisation | · International experts  
· Central Statistical Bureau  
· Naturalisation Board | · Changes in the Law on Citizenship in accordance with the Government decision of 15 April will ensure more successful implementation of the objectives  
· Other changes of internal and foreign policy can provide a risk  
· Hindrance of the implementation of the project because of insufficient or unduly financing |

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| · SIIC with trained employees  
· Prepared informative materials regarding society integration, citizenship, naturalisation etc. issues  
· Completed pilot projects | · Developed SIIC  
· prepared, issued, circulated the planned informative bulletins, quart-erlies, booklets, brochures etc.  
· Carried out pupils’ competitions, sociological investigations, conferences, prepared videomaterial for educational establishments | · International experts  
· Naturalisation Board | · Changes in the Law on Citizenship in accordance with the Government decision of 15 April will ensure more successful implementation of the objectives  
· Other changes of internal and foreign policy can provide a risk  
· All funds available and on time |

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Indicators of Achievement*</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>
| · T.A. - EU experts’ assistance  
· Equipment  
· Training of the employees | · Set up of SIIC  
· Produced informative materials  
· Implementation of pilot projects | · Establishment and promotion of the activities of SIIC will be evaluated by project implementation work group according to the project implementation schedule | · Hindrance of the implementation of the project because of insufficient or unduly financing |

* Must be quantified and measurable
Annex 2

**Detailed cost breakdown  LE 9803.02**

<table>
<thead>
<tr>
<th>Component</th>
<th>1999</th>
<th>Phare</th>
<th>Other</th>
<th>2000</th>
<th>Phare</th>
<th>Other</th>
<th>Total</th>
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<td>A. EU experts’ assistance</td>
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<td>B. Project management</td>
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</tr>
<tr>
<td>C. Financing for informative materials</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>D. Financing for pilot projects</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>E. Salaries</td>
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<td>0.040</td>
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<td>F. Payment for public utilities</td>
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<td>0.008</td>
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<td>G. Rent of the premises</td>
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<td>0.012</td>
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<td></td>
<td></td>
<td>0.024</td>
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<tr>
<td>H. Other</td>
<td>0.014</td>
<td>0.012</td>
<td>0.020</td>
<td></td>
<td></td>
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<td>0.046</td>
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<td><strong>Investment</strong></td>
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<td>A. Training of employees, study visits</td>
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<td>0.021</td>
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<tr>
<td>B. Refurbishment of premises</td>
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<td>C. Furniture</td>
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<tr>
<td>D. Equipment</td>
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<tr>
<td>E. Vehicle</td>
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<tr>
<td><strong>Total</strong></td>
<td>0.070</td>
<td>0.330</td>
<td>0.080</td>
<td>0.170</td>
<td></td>
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<td>0.650</td>
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</table>
## IMPLEMENTATION SCHEDULE OF THE PROGRAMME

**Programme Title:** INTEGRATION OF THE SOCIETY THROUGH INFORMATION AND EDUCATION  

<table>
<thead>
<tr>
<th>Projects</th>
<th>Sub-Projects</th>
<th>Implementation Schedule (Semesters)</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I Oct 98-Mar 99 II Apr 99-Sep 99 III Oct 99-Mar 00 IV Apr 00-Sep 00</td>
<td>Cost Estimate</td>
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<tr>
<td>1. Setting up of SIIC</td>
<td>D, C, I</td>
<td></td>
<td></td>
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<tr>
<td>2. Preparation, publication and circulation of informative materials</td>
<td>D, C, I</td>
<td></td>
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<td>3. Implementation of pilot projects</td>
<td>D,C,I</td>
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<td>4. Project management</td>
<td>D,C,I</td>
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<td><strong>Total Programme</strong></td>
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</tbody>
</table>

**Legend:**  
D = Design of sub-project  
C = Tendering and contracting  
I = Contract implementation and payment  

**LE 9803.02**  
**Planned Period:** 31.10.98 - 31.10.00  
**Date of Drafting:** April 1998.
## COMMITMENT (CONTRACT) SCHEDULE

<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Date of Drafting</th>
<th>Planning Period</th>
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<tbody>
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<td>LE 9803.02</td>
<td>April 1998.</td>
<td>31.10.98 – 31.10.00</td>
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## INTEGRATION OF THE SOCIETY THROUGH INFORMATION AND EDUCATION

<table>
<thead>
<tr>
<th>Projects Sub-Projects</th>
<th>Expected Contractual Commitments (Semesters)</th>
<th>Budget Allocation</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>P L A N N E D</td>
<td>Cost Estimate</td>
</tr>
<tr>
<td></td>
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<td>II Apr 99-Sep 99</td>
</tr>
<tr>
<td>1. Setting up of SIIC</td>
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<tr>
<td>2. Preparation, publication and circulation of informative materials</td>
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<tr>
<td>3. Implementation of pilot projects</td>
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<tr>
<td>4. Project management</td>
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<td>0.050</td>
</tr>
<tr>
<td><strong>Total Programme</strong></td>
<td><strong>0.500</strong></td>
<td><strong>0.500</strong></td>
</tr>
</tbody>
</table>

**MECU**
<table>
<thead>
<tr>
<th>Programme Title</th>
<th>INTEGRATION OF THE SOCIETY THROUGH INFORMATION AND EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>Disbursement (Payment) Schedule (Semesters)</td>
</tr>
<tr>
<td>Sub-Projects</td>
<td>Budget Allocation Cost Estimate</td>
</tr>
<tr>
<td></td>
<td>P L A N N E D</td>
</tr>
<tr>
<td></td>
<td>I</td>
</tr>
<tr>
<td>Oct 98-Mar 99</td>
<td>Apr 99-Sep 99</td>
</tr>
<tr>
<td>1. Setting up of SIIC</td>
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<td>2. Preparation, issuing and circulation of informative materials</td>
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<td>3. Implementation of pilot projects</td>
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<td>4. Project management</td>
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<tr>
<td>Total Programme</td>
<td>0.165</td>
</tr>
</tbody>
</table>
Annex 5

LE 9803.02

Relation of project with previous Phare activities and with ongoing project financed from other sources (national, bilateral or multilateral funding)

The project is directly related to the project “The Automated System for Maintenance of Naturalisation Process” in the Republic of Latvia (PHARE project No.LE9701.03) which is in its implementation stage. In the future the Society Integration and Information Centre will receive the necessary information from the Government Data Communications Network (GDCN). The link of the Society Integration and Information Centre with GDCN will be ensured by the project “The Automated System for Maintenance of Naturalisation Process” - the Society Integration and Information centre will be included in the local network of the Naturalisation Board. It will give the possibility for the Society Integration and Information Centre to have an efficient access to the data of the Residents’ Register of the Ministry of Interior of the Republic of Latvia and other information at the disposal of the state institutions as well. The Society Integration and Information Centre will have the possibility to circulate information through GDCN.

To promote more productive functioning of the Society Integration and Information Centre the Naturalisation Board is searching for different sources of financing. At the present moment negotiations with representatives of Sweden, Denmark, Norway and the USA are being held regarding the support for development of the Society Integration and Information Centre and co-operation in the promotion of society integration processes.

Part of the costs (payment for public utilities, rent of premises, salaries for the employees of the Society Integration and Information Centre etc.) related to the implementation of the project will be financed from the state budget. The Naturalisation Board will provide the functioning of the Society Integration and Information Centre after the implementation of the project.

The Naturalisation Board will ensure the project management during its implementation.