STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1. Désirée Number: 2002/000-590-10-01
   Twinning Component Number: LE/2002/IB/JH-01
1.2. Title: Preparation for participation in Schengen Information System
1.3. Sector: Justice and Home Affairs
1.4. Location: Ministry of the Interior

2. Objectives

2.1. Overall Objective:
   Increase national and regional public safety and security and strengthen EU external borders

2.2. Project Purpose:
   To develop a National Law enforcement Information System compatible for future application of the Schengen Information System II

2.3. Accession Partnership and NPAA priority

   Accession Partnership priority:
   - “Continue preparation for future participation in the Schengen Information System by developing national databases and registers”;
   - “Ensure implementation of the Schengen Action Plan”;
   - “Strengthen law enforcement bodies and co-operation among them, including the judiciary, in the fight organised crime….”

3. Description

3.1. Background and justification:

   Latvia will be ready to fully participate in the Schengen Acquis (SIS II) as soon as it will be possible for new members of the European Union (after the separate decision will be passed by the Council of Ministers). Full participation in the Schengen Acquis and the Schengen Information System (SIS II) is a long-term priority for Latvia as well as one of the most important issues in the EU accession negotiations in the field of Justice and Home Affairs. The SIS and future SIS II are regarded as one of the key instruments to ensure security within the European Union area. Therefore full application of the Schengen Acquis requires ensuring a technically operational National Schengen Information System (N.SIS), establishing a well organised SIRENE bureau, providing the necessary resources and know-how for the management, operation and exchange of information within future SIS II.

   Development and establishment of N.SIS is one of the necessary actions to be undertaken in order to fulfil the requirements of Schengen Acquis (Schengen Acquis (Title IV)). The development of the N.SIS is foreseen in the Action Plan for Implementation of the Schengen Acquis in Latvia. The Cabinet of Ministers has approved an up-dated version of the Action Plan on October 2, 2001. The Action Plan for implementation of the Schengen Acquis in Latvia (the Schengen Action Plan) provides harmonization of national legislation, strengthening of administrative capacity, personal training and development of IT systems as well as states the responsible institutions for implementation of the Action Plan. The Information Centre (IC) of the Ministry of Interior, the Criminal Police Department
of the State Police, the Department of Citizenship and Migration Affairs, the State Border Guard, the Ministry of Foreign Affairs and State Revenue Service are involved in setting up the SIRENE bureau and National Schengen Information System.

The implementation of the Schengen Action Plan is already taking place in Latvia. The identification of the state institution, which will undertake the general responsibility for future NSIS in Latvia as well as the evaluation of the functions of the institution are currently been analysed. Following the Schengen Action Plan the identification of services entitled to access to the data included in the future SIS II (SCH/Com-ex (97) decl. 12 – 07.10.97) also takes place. The identification is based on the EU Member State practice on selection of the institutions as well as estimations on necessity of access to the future SIS II contained information for Latvian authorities and services in order to perform the tasks under the Schengen Acquis efficiently.

Under the Phare 2001 project “Asylum and Migration Management System” the setup of the Common Information System is addressed, which will integrate a number of existing and newly developed databases regarding asylum and migration issues. This Common Information System will partly cover the requirements of the Schengen Acquis. Development of this system consists of two parts—establishing legal basis and technical supply. With the establishment of the information system the data exchange with other systems such as Common visa information system, Border Guard's electronic information system etc. will be improved. The system will ensure quick, operative and secure data transfer between all involved institutions and will be protected from non-sanctioned connection to the system. So, there will be developed data bases with a high level of data protection for a register of foreign persons, database on asylum seekers and a database on refugees, a database with country of origin information, database on interpreters and invitation database.

This project will be a logical continuation of the Phare 2001 project “Asylum and Migration Management System” and will ensure integrity of other databases not related to migration and asylum issues (data on wanted persons (criminals), searched transport, invalid documents etc.). This project will further facilitate and ensure all the preconditions for establishment of the National Law enforcement Information System (consisting from Common Information System with data only on migration and asylum issues and other relevant databases).

It is planned that the National Law Enforcement Information System will be continuously developed under the national investment project “Unified Communications and Automated Information System of the Republic of Latvia Ministry of Interior”. The results of Phare 2000 project “Development of an integrated Border Management Strategy and Infrastructure” as well as a comprehensive needs assessment to establish the effective border management system are fully taken into account when establishing the National Law Information System.

An analysis by independent experts in the field of IT has already been prepared for the Ministry of the Interior and a needs assessment has been developed. The Ministry of the Interior has contracted experts for the realization of an Integrated information system for the Information Center of the Ministry of the Interior. A concept for the integrated information system for the Ministry of the Interior as well as software specification has been developed. The main objectives of the mentioned Concept are as follows:

- analysis of the main bodies of the Ministry of the Interior responsible for ensuring of the main functions;
- assessment cooperation possibilities among different bodies of the Ministry of the Interior;
- development of proposals for improvement and optimization of the cooperation;
- assessment possibility to develop Integrated information system in field of competence of the Ministry of the Interior

The document was prepared in close cooperation with representatives from the Ministry of the Interior (State Police, Security Police, State Rescue and Fire Service, State Border Guards,
Department of Citizenship and Migration Affairs, Information Center of the Ministry of the Interior) and it clarifies the model of the Information system to be developed. During the development of Concept the inquiry of the staff of the Ministry of Interior was made and the State legislation was examined.

The Concept of the United Information System of the Ministry of the Interior had been approved in 2001 by the Ministry of the Interior and binds all institutions under supervision and subordination of the Ministry of the Interior. Coordination of implementation of the Concept is under the responsibility of the Information Center of the Ministry of the Interior.

Expertise from EU Member States will be essential to assess the current situation (essential legislation, co-operation and administration system) and to provide relevant recommendations on how to further improve the existing national databases and develop the national law enforcement information infrastructure. These would have to address amongst other things the functioning of the information flow, development of data collection model, provisions of data reliability and quality as well as technical support for further development of the Latvian information infrastructure in order to meet all the necessary requirements of the Schengen Acquis. The accumulated knowledge and assistance will serve as a base for implementation of the National Schengen Information System II in future.

In addition, the project is to include a training needs assessment, on the basis of which a special training system will be developed and implemented (defined content of training seminars and courses, places to convene them, number of participants etc.) to improve the professional skills of personnel to operate effectively on a day-to-day basis. The project includes also training for trainers and qualified specialists and the follow-up training programmes for involved personnel after the project is completed will be prepared.

The major acquisition of the project would also:

- ensure the implementation of the relevant national legal instruments corresponding to EU legal framework into evident administration and harmonize the use of the EU legislation;
- increase operational and administrative capacity of the Ministry of Interior by obtaining qualified human resources, and optimize available resources at the same time;
- create the Common National Law Enforcement Information Infrastructure in Latvia (under the Ministry of Interior) compatible the future Schengen Information System II;
- improve the public order and security in Latvia and crossing the State border;
- facilitate Latvia’s future incorporation in the EU security system.

3.2. Linked activities:
Under PHARE:

- Phare 2000 “Development of integrated Latvian border management strategy and infrastructure” (LE0010.01)
- Phare 2001 “Asylum and Migration Management System” (LE 01.04.02)

The contribution / assistance from the State Investment Program (1997-2004)

IA-04 “Unified Communications and Automated Information System of the Republic of Latvia Ministry of Interior” (UCAIS)
IA-09 “Development of the Communications System of the Ministry of Interior”
IA-17 “Accommodation of Common Border Control Points with Systems of Technical Surveillance, Control and Communications”
IA-22 “Creation of the Technical Surveillance, Control and Information System of the Border”
IA-30 “Infrastructure’s Improvement and Information System’s Modernization of the Population Register”. 

(million, LVL)
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</table>

*- Planned

### 3.3. Results

**Twinning guaranteed results:**

- Developed Common Strategy and Action Plan for the development of the Information System of the Ministry of Interior according to requirements of Schengen Acquis
- Harmonized legislation in the field of National registry and automatic data processing as well regulations concerning involved institution co-operation and administration of the systems
- Evaluated and elaborated organizational and technical plan
- Training needs analysis on current qualification of IT specialists of the MoI is compelled
- Training programs both for field specialists and managers are elaborated and operational
- Staff is trained for effective administration and maintenance of the developed Information System
- Training of trainers for the National Law Enforcement IS users is performed
- Developed model of future structure and profile of SIRENE bureau
- EU/Schengen issues, the data system of the SIRENE bureau and the organization of its work prepared
- Development of data systems concept in order to prevent duplication of data

**Other guaranteed results of this project:**

- National Law Enforcement registers, databases and information systems are developed, improved and modified
- Established National information system, which is compatible with future SIS

**Activities:**

**Project Component 1- Strengthening of the administrative capacity of institutions involved in implementation of the National Law Enforcement Information System as well as future National Schengen Information System**

*Inputs: Twinning (one long-term (PAA) expert for 15m/m and short term expertise (2 short-term experts each for 6m/m)*

**Activities:**

- Develop Common Strategy and Action Plan for the development of the Information System of the Ministry of Interior according to requirements of Shengen Acquis
- Evaluation of organizational and technical plan
- Comparison of relevant EU and Schengen provisions and their impact on national legislation
- Analysis of national and EU legislation guiding the use of registers and data protection
- Harmonize legislation in the field of National registry and automatic data processing as well regulations concerning involved institution co-operation and administration of the systems
• Monitoring of the project implementation
• Training of staff for effective administration and maintenance of the developed Information System
• Organization of seminars in field of:
  - SIRENE bureau, its structure, objectives and functions;
  - characterization of data to be included in SIS II;
  - organization SIS II and NSIS mutual data exchange method;
  - NSIS administral management, and requirements for personnel qualification;
  - description of NSIS regulations and its characteristics;
• Organization of seminars for system specialists in field of:
  - IT and data protection;
  - modern information systems;
  - secure data transfer technology;
  - adoption of information system technological requirements in line with Shengen Acquis in the area of protection of individuals with regard to automatic processing of personal data.
• Organisation of training for trainers
• Circulation of knowledge of EU/Schengen Acquis, the SIRENE bureau and its tasks
• Development of model for future structure and profile of SIRENE bureau
• Preparation of the EU/Schengen issues, the data system of the SIRENE bureau and the organization of its work
• Agreements relating to co-operation between the involved responsible institutions
• Development of data systems concept in order to prevent duplication of data
• Ensure effective access to necessary information apart from in which database (state or self-governed) it is stored
  i. Ensure effective access to necessary information apart from where the requester of information is located
  ii. Ensure possibility to contact any self-governed institution, transfer and receive information due to mediation of electronic means
  iii. Ensure operative and effective information recording, administration and continuous storage
  iv. Establish National information system, which is compatible with future SIS

Long-term expert’s (PAA) profile (15 m/m):

• University degree in the Information Technologies;
• at least 10 years experience in the field of police field
• familiar with the legislation of the European Union
• specific knowledge on issues related to the Schengen Information System
• knowledge on the harmonization process of Acquis with the national legislation
• experience in planning and implementation of the action plans
• knowledge about the co-operation mechanisms between the responsible institutions
• fluency in English

Short-term experts profile (6 m/m):

• at least 6 years experience with information systems
• specific knowledge on issues related to the Schengen Information System and development of N.SIS
• knowledge and experience of elaboration of technical concepts
• knowledge in technical design and development of local and inter-institutional information systems (for example experience with ORACLE or equivalent software systems)
• experience in work with institutional information networks
• the experience in the training of practical issues
• fluency in English
Project Component 2- Technical Assistance

Technical Assistance expert participating in the framework of this project will be subordinated and will perform his/her duties under the supervision of PAA.

Activities:

• development and revising of the National Information Infrastructure
• necessary training selection (for system analysts and system users)
• detailed training programme development (for system analysts and system users)
• development of overall use of National Registry
• development of the software specifications for information system
• designing, development and installation of software
• testing of information system, drawing up documentation, training of users

Long-term expertise – IT experts (2) profile for 8 m/m each

• at least 3 years experience in the corresponding sphere
• Certified Information Systems Security Professional or Systems Security Certified Practitioner
• Certified Design Professional or Certified Network Professional or equivalent
• Certified Information Systems Auditor
• fluency in English

Project Component 3- Development of proper IT infrastructure and equipment corresponding to SIS Requirements

Inputs: Supply contract

Supply contract

• Network equipment (proxies, firewalls, routers, switches, racks, cabling system)
• Virtual Private Network devices (VPN data encryption devices);
• National Law Enforcement IS Database server cluster;
• Database management software licenses;
• 2xWeb applications servers;
• National Law Enforcement IS database backup system;
• User workstations and software licenses;
• Printers and network printing systems

* the beneficiary of the equipment listed above will be the Information Centre of the Ministry of the Interior

3.5. Lessons learned

So far the Information Centre has not received any Phare assistance and therefore there is no any Interim Evaluation and M&A Reports regarding to the project design in this field.

As regards Phare projects in Justice and Home Affairs sector conclusions and recommendations made by the JMC 2000 states: “…Value of money should be a stronger consideration at the design phase. Each proposal for funding should be accompanied by a needs and costs assessment, a full report of the functions of the proposed object of funding, and a prognosis of future needs etc. ”.
4. Institutional Framework

In Latvia the responsible authorities for providing and storage of information, which is subject of Schengen Information system are the Ministry of Interior (and the institutions under its control and supervision), the Customs and the Constitution Defence Bureau.

Therefore the Ministry of Interior will be the principal responsible authority for setting up the Schengen Information System, and this System will be built on the basis of information stored at the Information Centre of the Ministry of Interior (detailed scheme of responsibilities and data exchange as well as information on current IS is annexed).

For development and implementation of this project there will be established the Steering Committee, which will pass strategic decisions regarding the building of the System and Project (Technical) Working Group, the task of which will be to find corresponding solutions and implement the decisions passed by the Steering Committee.

The Head of the Steering Committee and the Project Leader will be the Deputy State Secretary of the MoI. The Steering Committee will include representatives from the Administrative Department of MoI, the Information Centre, the State Police, the State Border Guard, the Department of Citizenship and Migration Affairs. And representatives from other concerned institutions (the Constitution Defense Bureau, Customs, Consular Department of the Ministry of Foreign Affairs, Ministry of Transport etc.).

The Project (Technical) Working Group will consist of information technology specialists and will be set up especially for implementation of this Project. The duties of the this Working Group will include regular reporting and submission of information to the Steering Committee on the results of its activities, its plans and existing problems.

5. Detailed Budget (EUR)

<table>
<thead>
<tr>
<th></th>
<th>Phare Support</th>
<th></th>
<th>National Co-financing</th>
<th>IFT*</th>
<th>TOTAL</th>
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<tbody>
<tr>
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<td>Investment</td>
<td>Institution</td>
<td>Total Phare</td>
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<td></td>
<td>Support</td>
<td>Building</td>
<td></td>
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<tr>
<td>Contract 1 - Twinning covenant</td>
<td>740 000</td>
<td>740 000</td>
<td>90 000</td>
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<td>830 000</td>
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<td>Contract 2 – Technical Assistance</td>
<td>500 000</td>
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<td>60 000</td>
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<td>560 000</td>
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<tr>
<td>Contract 3 – Supply</td>
<td>750 000</td>
<td>750 000</td>
<td>250 000</td>
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<tr>
<td>Total</td>
<td>750 000</td>
<td>1 240 000</td>
<td>1 990 000</td>
<td>400 000</td>
<td>2 390 000</td>
</tr>
</tbody>
</table>

6. Implementation Arrangements

6.1. Implementation Agency

Implementing Agency for this project will be Central Financing and Contracting unit (CFCU), PAO - Ms Valentina Andrejeva, State Secretary, Ministry of Finance; Smilsu 1, Riga Latvia, LV-1050 (phone +371 7226672, fax +371 7095503).

The overall technical responsibility is under the Ministry of Interior, SPO – Mr. Viktors Elksnis, Deputy State Secretary, Ministry of Interior Stabu 89, Riga Latvia, LV-1009; +371 7208322, fax: +371 7227913.

CFCU will be responsible for management of tendering, contracting and payments.
Responsibility for technical implementation of the project (preparation, implementation and control) will remain in the recipient institution- Information Centre of the Ministry of the Interior.

6.2. Twinning

The responsible contact person for the PAA within the project will be Mr. J. Stukans Chief of the Information Centre (phone +371-7208244, fax: 371-7208219, e-mail: J.Stukans@ic.iem.gov.lv)

The office of the PAA will be at the premises of the Information Centre.

The contact persons for the Twinning short-term experts will be nominated before the inception of this project.

6.3. Non-standard aspects

During the project implementation DIS Manual will be strictly followed and contracts will be signed according to the procedures provided in Practical Guide for Phare, ISPA and SAPARD Contracting Procedures.

Ratio: if during project implementation the project cost for some reasons will decrease, the Phare financing will also decrease proportionally.

6.4. Contracts

- Contract 1: Twinning Covenant - 740 000 EUR
- Contract 2: Technical Assistance - 560 000 EUR
- Contract 3: Supply Contract - 1 000 000 EUR

7. Implementation Schedule

<table>
<thead>
<tr>
<th>Contract</th>
<th>Start of tendering</th>
<th>Start of project activity</th>
<th>Completion</th>
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<tr>
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<td>II Quarter of 2003</td>
<td>III Quarter of 2003</td>
<td>III Quarter of 2004</td>
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<tr>
<td>Contract 2</td>
<td>III Quarter of 2003</td>
<td>II Quarter of 2004</td>
<td>IV Quarter of 2004</td>
</tr>
<tr>
<td>Contract 3</td>
<td>IV Quarter of 2003</td>
<td>II Quarter of 2004</td>
<td>IV Quarter of 2004</td>
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8. Equal Opportunity

Participation in the project will require professional qualifications and competence in the particular area and will allow an equal opportunity for women and men to participate in implementation of the project.

9. Conditionality and sequencing

- Performed need assessment on development of the Common Information System before start of project activities
- Established Steering Committee and Project (Technical) Working Group for improvement of network system between involved institutions
- The process on realization of the Action Plan for implementation of the Schengen Acquis in Latvia is taking place
- Sufficient financial support from the Latvian government (financial years 2003-2004)
- The National legislation in the field of person data protection and automatic data processing according to Schengen Acquis is in place.
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
4. Description of the current information system of the Ministry of Interior
5. Institution Co-operation Model in the Field of Information Exchange
6. Functions of the Information Centre
7. Legislation Acts
## LOGFRAME PLANNING MATRIX FOR

<table>
<thead>
<tr>
<th>Project</th>
<th>Programme name and number</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
<th>Total budget: 2 390 000</th>
<th>Phare budget: 1 990 000</th>
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</thead>
<tbody>
<tr>
<td>Preparation for participation in Schengen Information System</td>
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</table>

### Overall objective
- Increase national and regional public safety and security, strengthen future EU external border control
- Requirements of Schengen Agreement are fulfilled

### Project purpose
- To develop a national law enforcement information system compatible with future application of the Schengen Information System II
- National Law Enforcement information infrastructure is modified and is ready to establish the future N.SIS

### Results

<table>
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<tr>
<th>Indicators of Achievement</th>
<th>Sources of Information</th>
<th>Assumptions</th>
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- National Law Enforcement Information infrastructure is modified and is ready to form the N.SIS
<table>
<thead>
<tr>
<th>Twinning guaranteed results:</th>
<th>Other guaranteed results of this project:</th>
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<tbody>
<tr>
<td>• Developed Common Strategy and Action Plan for the development of the Information System of the Ministry of Interior according to requirements of Schengen Acquis</td>
<td>• Developed model of future structure and profile of SIRENE bureau</td>
</tr>
<tr>
<td>• Harmonization of legal base is fully completed</td>
<td>• Preparation of the EU/Schengen issues, the data system of the SIRENE bureau and the organization of its work</td>
</tr>
<tr>
<td>• Established adequate co-operation and administrative system</td>
<td>• Development of data systems concept in order to prevent duplication of data</td>
</tr>
<tr>
<td>• Number of trained personnel</td>
<td>• National Law Enforcement registers, databases and information systems are developed, improved and modified</td>
</tr>
<tr>
<td>• Number of elaborated training programmes</td>
<td>• Established National information system, which is compatible with future SIS</td>
</tr>
<tr>
<td>• National Law Enforcement registers, data bases and information systems are linked into one information system and is compatible with future SIS</td>
<td>• Harmonized legislation in the field of National registry and automatic data processing as well as all regulations concerning involved institutions co-operation and administration of the systems</td>
</tr>
<tr>
<td>• Monitoring reports</td>
<td>• Evaluation and elaborated organizational and technical plan</td>
</tr>
<tr>
<td>• Project reports</td>
<td>• Training needs analysis on current qualification of IT specialists of the MoI is compulsory</td>
</tr>
<tr>
<td>• Staff is trained for effective administration and maintenance of the developed Information System</td>
<td>• Training programs both for field specialists and managers are elaborated and operational</td>
</tr>
<tr>
<td>• Training of trainers for the National Law Enforcement IS users is performed</td>
<td>• Number of trained personnel</td>
</tr>
<tr>
<td>• Developed model of future structure and profile of SIRENE bureau</td>
<td>• Established adequate co-operation and administrative system</td>
</tr>
<tr>
<td>• Prepared the EU/Schengen issues, the data system of the SIRENE bureau and the organization of its work</td>
<td>• Number of elaborated training programmes</td>
</tr>
<tr>
<td></td>
<td>• Development of data systems concept in order to prevent duplication of data</td>
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<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Harmonization of legal base is fully completed</td>
<td>Monitoring reports</td>
<td>Adequate expertise from Member State</td>
</tr>
<tr>
<td>Established adequate co-operation and administrative system</td>
<td>Project reports</td>
<td>Availability of training specialists</td>
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<tr>
<td>Number of trained personnel</td>
<td></td>
<td>Support from Ministry of Transportation, State Data inspection and Ministry of Foreign Affairs</td>
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<tr>
<td>Number of elaborated training programmes</td>
<td></td>
<td>Adequate financing from state investment project (support from Ministry of Finance and Ministry of Economics)</td>
</tr>
<tr>
<td>National Law Enforcement registers, data bases and information systems are linked into one information system and is compatible with future SIS</td>
<td></td>
<td>Trained staff stay in public service</td>
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</table>

Activities: Twinning guaranteed results, Other guaranteed results of this project
Means: Harmonization of legal base is fully completed, Established adequate co-operation and administrative system, Number of trained personnel, Number of elaborated training programmes, National Law Enforcement registers, data bases and information systems are linked into one information system and is compatible with future SIS
Assumptions: Monitoring reports, Project reports, Adequate expertise from Member State, Availability of training specialists, Support from Ministry of Transportation, State Data inspection and Ministry of Foreign Affairs, Adequate financing from state investment project (support from Ministry of Finance and Ministry of Economics), Trained staff stay in public service
**Twinning:**
- Develop Common Strategy and Action Plan for the development of the Information System of the Ministry of Interior according to requirements of Schengen acquis
- Evaluation of organizational and technical plan
- Comparison of relevant EU and Schengen provisions and their impact on national legislation
- Analysis of national and EU legislation guiding the use of registers and data protection
- Harmonize legislation in the field of National registry and automatic data processing as well regulations concerning involved institution co-operation and administration of the systems
- Monitoring of the project implementation;
- Training of staff for effective administration and maintenance of the developed Information System.
- Organization of seminars in field of:
  - Sirene bureau, it’s structure, objectives and functions;
  - characterization of data to be included in SIS II;
  - organization SIS II and NSIS mutual data exchange method;
  - NSIS administral management, and requirements for personnel qualification;
- description of NSIS regulations and it’s characteristics;
- Organization of seminars for system specialists in field of:
  - IT and data protection;
  - modern information systems;
  - secure data transfer technology;
  - adoption of information system technological requirements in line with Shengen Acquis in the area of protection of individuals with regard to automatic processing of personal data.
- Organisation of training for trainers
- Circulation of knowledge of EU/Schengen Acquis, the SIRENE bureau and its tasks
- Development of model for future structure and profile of SIRENE bureau
- Preparation of the EU/Schengen issues, the data system of the SIRENE bureau and the organisation of its work
- Agreements relating to co-operation between the involved responsible institutions
- Development of data systems concept in order to prevent duplication of data
- Ensure effective access to necessary information apart from in which database (state or self-governed) it is stored
- Ensure effective access to necessary information apart from where the request of information is located
- Ensure possibility to contact any self-governed institution, transfer and receive information due mediation of electronic means
- Ensure operative and effective information recording, administration and continuous storage

**Long-term expert (PAA) 12 m/m**
- Two short term experts 6 m/m
- Training seminars and study courses
- Study visits
- Training seminars for top level management (5-10 persons);
- 10 training seminars for practitioners (20 persons)
- 1 study visit for top level managers (5-10 persons)
- 1 study visit for practitioners (5-10 persons)
- 5 seminars for system analysts

**Technical Assistance**
- Specification of necessary software for the requirements of NSIS in accordance with future SIS II requirements
- Development and revising of the National Information Infrastructure
- Necessary training selection
- Detailed training programme development
- Development of overall use of National Registry
- Development of the software specifications for information system
- Designing, development and installation of software
- Testing of information system, drawing up documentation, training of users
- 10 seminars for system users
- 3 seminars for computer analysts

**Supply contract**
- Network equipment (proxies, firewalls, routers, switches, racks, cabling system)
- VPN devices (data encryption devices);
- N.SIS Database server cluster;
- Database management software licenses;
- 2xWeb applications servers;
- N.SIS database backup system;
- User workstations and software licenses;
- Printers and network printing systems;

**Project reports**

**Management and staff of all of involved institutions are committed to implement the project**
| Establish National information system, which is compatible with future SIS  
| SIRENE bureau and the organisation of its work  
| Agreements relating to co-operation between the authorities  
| Development of data systems concept in order to prevent duplication of data  
| Ensure effective access to necessary information apart from in which database (state or self-governed) it is stored  
| Ensure effective access to necessary information apart from where the requester of information is located  
| Ensure possibility to contact any self-governed institution, transfer and receive information due mediation of electronic means  
| Ensure operative and effective information recording, administration and continuous storage  
| Establish National information system, which is compatible with future SIS  
| Technical Assistance and Supply:  
| Development of common use of National Register  
| Development and modification of National Information Infrastructure |

<table>
<thead>
<tr>
<th>Preconditions</th>
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<tbody>
<tr>
<td>Realization of the Action Plan for implementation of Schengen Acquis in Latvia</td>
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<tr>
<td><strong>Long term expert PAA (15 m/m)</strong></td>
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<tr>
<td>PAA daily tasks while residing in Information Centre</td>
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<tr>
<td>Assistance in the evaluation of existing information system and data bases</td>
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<td>Training of staff of the MoI Information centre and other involved institutions</td>
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<td>Assistance in the preparation of Common strategy and Action plan</td>
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<td>Assistance in harmonization of legislation</td>
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<td>Risk analysis</td>
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<tr>
<td><strong>Short term expertise (6 m/m)</strong></td>
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<tr>
<td>Preparation of assessment report of existing information system, drawing up conception of the new system</td>
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<tr>
<td>Training computer experts of the MoI and other involved institutions</td>
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<tr>
<td>Assistance in the designing software information system and specification of technical requirements</td>
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<tr>
<td>Participation in the testing process and implementation of information system</td>
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<tr>
<td><strong>Short term expertise (6 m/m)</strong></td>
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<tr>
<td>Analysis of the logical and physical methods data transmission network of the MoI</td>
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<tr>
<td>Formulating of recommendations and directions of development to perfect the data transmission network of MoI</td>
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<tr>
<td>Development of comprehensive assessment of the physical and logical security of the data transmission network</td>
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*ANNEX No.2*
**Services (Technical assistance)**

**Long term expertise – 2 IT experts (8/m/m) each**

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<td>Testing of information system, drawing up documentation, training of users</td>
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<td>Development and revising of the National Information Infrastructure and National Registry</td>
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<td>Selection of necessary trainings and developing them</td>
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**Supply**

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<td>Purchase of required equipment</td>
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<tr>
<td>Installation of equipment and software</td>
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| Contract 2 – TA      |            |            |            |            |            |            |            |            |            |
| Contracted           |            |            |            | 0.56       |            |            |            |            |            |
| Disbursed            |            | 0.168      | 0.336      |            |            |            |            |            | 0.56       |

| Contract 3 – Supply  |            |            |            |            |            |            |            |            |            |
| Contracted           |            |            |            |            | 1.000      |            |            |            |            |
| Disbursed            |            |            |            | 0.600      | 0.900      | 1.000      |            |            |            |
DESCRIPTION OF THE CURRENT INFORMATION SYSTEM OF THE MINISTRY OF INTERIOR

At present, the Ministry of the Interior (MoI) maintains several data bases containing the data on persons having committed crime, persons convicted or having disappeared; on invalid documents, stolen or lost belongings, vehicles in search, etc. (for detailed description of MoI databases see Annex Nr. 4) The databases are maintained by several structural units of the MoI (the Information Centre, the State Police, the State Border Guard, Department of Citizenship and Migration Affairs) and are not linked with each other. That complicates the acquisition of information and reduces the effectiveness of data exchange between involved institutions. To eliminate this particular shortage an integration of the MoI databases is in progress (according to investment project “Unified Communications and Automated Information System of the Republic of Latvia Ministry of Interior”). Today, when MoI has launched a project of information systems transfer from obsolete software platforms to modern software, it is important to design the new system logically and correctly while preserving all the stored data. Significant data volumes are stored in all the information systems of MoI IC, and these data have very crucial and great value in MoI activities. The fact should be noted here, however, that whole masses of information still exist only in paper form. On the one hand, transformation of this information into electronic format was prevented by lack of time and financial resources, while; on the other hand, there are not corresponding information systems for all kinds of information at the time being so as to make such transformation work possible and rational. In order to overcome this specific shortcoming, it is necessary to integrate the MoI databases and to create an integrated information system (IIS) of the Ministry of Interior, able to provide unified and operative information exchange between all interested institutions. The system must ensure the following basic functions in respect to information necessary for the staff of the Ministry of Interior to carry out their direct service responsibilities, ensuring successful integration of information systems (IS) in an integrated system for circulation of electronic documents in state governance on all levels:

- unified and integrated data (structured information) registration (collection),
- data collection, storage and retrieval,
- operative data processing and transmission,
- system integration with all necessary primary registers and information systems of the state with possibility of its further logical development in the future,
- differentiated access rights of potential system users,
- auditing users’ activities in the integrated information system,
- interface with:
  - certain information systems of governments of the Baltic States,
  - Schengen Information System II,
- integration of the MoI IIS in the internet environment which, together with corresponding amendments to the legislation, will provide the possibility of exchanging legal electronic documents between:
  - MoI and other state authorities on all levels,
  - MoI and private institutions,
  - MoI and individuals by using personal identification cards.

The system must be available for use not only to subunits of the Ministry of Interior but also to other law enforcement agencies (Prosecutor’s Office, Courts, the State Revenue Service, etc.) to ensure the performance of their direct functions.

IS “Search of Persons”

“Search of Persons” is an IS for storage of information about persons under search, which have been declared as searched according to the operative registration files in the Republic of Latvia. This IS provides for collection and storage of unified and full information, facilitates faster finding of searched persons, identification of unidentified dead bodies, information exchange with the users of the system, allowing access to the data base in the on-line regime, providing also access to a photo of the person searched.

Problems:

- insufficient information exchange with the Register of Fingerprints;
- necessity to ensure timely initiation of an operative registration file;
- registration of persons without the primary information (name, surname, birth data, identity code, registered place of residence);
• timely deregistration of persons on the basis of closing of cases;
• insufficient, incomplete description of persons.

IS “Searched Transport”

“Searched Transport” is an IS which contains data about searched transport vehicles registered in Latvia and abroad and about vehicle registration number plates.
The following information is stored in this IS:
• about transport vehicles, their makes, colour, numbered parts, registration certificates;
• about the owners or holders of vehicles, their places of residence;
• about the search of vehicles or registration numbers, motivation of search, initiator of the search.
This IS is intended to be used:
• to detect criminal offences and other offences against the law;
• to facilitate information exchange between its users;
• to search persons who have committed criminal offences and other offences against the law;
• to prepare versions of criminal offences and other offences committed;
• to carry out preventive measures;
• to prepare and analyse statistical information.

Problems:
• links must be ensured with other IS;
• transmission of information (signalling system) must be ensured for data about vehicles detained on the border as well as vehicles which have caused traffic accidents;
• a unified screen form must be established for information entry and search;
• an automated system for preparation of statistical reports have only been partially set up;

IS “Register of Invalid Identification Documents”

“Register of Invalid Identification Documents” is an information system which ensures unified national computerized registration of invalid identification documents (passports, seamen’s certificates, driving licenses, etc.). This IS collects, retrieves, stores and issues information to authorized users about invalid personal identification documents of Latvia and foreign countries and the forms of these documents. This IS has been established in order to provide a unified information system in this country with the purpose to facilitate the search of Latvian and foreign documents and to prevent the illegal use of invalid documents.

Problems:
• delayed receipt of information from institutions which provide information, mainly from those territorial agencies of the State Police where information is not entered in the Register of Invalid Identification Documents in the on-line regime;
• the possibility to enter information in the on-line regime is not ensured in all institutions of the State Police, the State Border Guard and the Citizenship and Migration Agency;
• unsatisfactory quality of information entered (especially in territorial agencies of the State Police);
• the problem of “information twins” – there are still double entries in the data base according to the data of persona and documents;
• lack of control mechanisms in the information system;
  • lack of links with information systems of the Road Traffic Safety Directorate and the Latvian Seamen’s Register of the Latvian Maritime Administration. These links are necessary in order to check the particulars in driving licences and seamen’s certificates and in order to import the data about invalid driving licences and seamen’s certificates in the Register of Invalid Identification Documents;
  • No link is provided with the Register of Deaths of the Council of Riga information system “Family”. This link is necessary to import data about dead persons’ documents, which have not been returned, into the Register of Invalid Identification Documents.

Information System “Weapons”

“Weapons” is an information system containing data about light threaded-bore barrel and smooth-bore barrel firearms, owned or held by individuals and corporations.
This information system allows to find out the owner of the weapon, whether a person has a registered firearm, whether an organization, enterprise, institution has a registered firearm, and to control the timely registration of weapon permits.

Problems:
• No links with other IS;
No unified account available about the import, export, transit of and trade in weapons.

**Information system “Things”**

“Things” is an information system containing data about things stolen, seized, found and lost. This IS provides collection and storage of full information about things searched on the territory of the Republic of Latvia and in foreign countries; it facilitates the finding of searched things thus contributing to the detection of criminal offences.

**Problems:**
- Identification of non-current information (no mechanism available to determine which information is not more relevant);
- Registration of non-numbered things;
- Identification of things (especially things of art);

**IS “Contingent”**

“Contingent” is an IS containing information about persons who have committed repeated, serious and aggravated crimes, about the crimes they have committed and about mentally disturbed persons dangerous to the public. This IS facilitates the detection of criminal offences, identification of offenders, it ensures collection, storage, issue and updating of unified and complete information.

**Problems:**
Lack of links to other IS.

**IS “Phototheque”**

“Phototheque” is an IS containing photographic pictures of persons who have committed less serious, serious and aggravated crimes, persons who have been released from prison after serving their terms, as well as persons of other categories, in order to facilitate recognition of persons who have committed crimes and in order to find such persons.

**Problems:**
Lack of links with other IS.

**Problems related to information safety**

Different information systems differ according to their functional importance and data secrecy. They can be sub-divided into three main groups:
- closed systems with operational significance,
- open (or partially open) systems for inquiry,
- statistical data processing systems.

The demand for data from the aforementioned IS is very high, the number of users of these systems can be counted in several thousands. This causes enormous problems regarding delegation of user access rights and further auditing of users’ activities:
- access rights must be defined for each user to each of the existing systems, which is an enormous volume of work,
- at the time being, it is actually impossible to provide a mechanism for regular change of user passwords, which is impermissible from security point of view,
- there is no dynamic control mechanism to ensure blocking of access rights for the respective staff after staff replacement,
- it is actually impossible now to make a full audit of the activities of users in each of the said IS, but these IS contain confidential data.

The IS users also have to spend too much time, when using the existing IS, to receive complete information about persons, objects, etc., involved in an event. Today it is not technically possible to submit a single search request in all systems, it requires an enormous amount of time, since connection must be made to each IS, and the search request must be repeatedly submitted in each of them.
INSTITUTION CO-OPERATION MODEL IN THE FIELD OF INFORMATION EXCHANGE

State Police

State Border guards

Department of Citizenship and Migration Affairs

Security police

Ministry of Transport Road Transport Safety Directorate

Benefits Department of the Ministry of Foreign Affairs

Law Enforcement Directorate (Finance police, Prosecutor office etc.)
FUNCTIONS OF THE INFORMATION CENTRE

COLLECTS information from:
- STATE POLICE
- MUNICIPAL POLICE
- SECURITY POLICE
- FINANCE POLICE
- PROSECUTOR’S OFFICES
- COURTS
- BORDER GUARDS
- DEPARTMENT of CITIZENSHIP and MIGRATION AFFAIRS
- MINISTRY of FOREIGN AFFAIRS
- MINISTRY of DEFENCE
- OTHER STATE OFFICES
- INTERPOL
- FOREIGN LAW ENFORCEMENT AGENCIES

PROCESSES and STORES information
- AUTOMATED DATA BASES
- MANUAL FILE STORAGE
- DEPOSITARY of ARCHIVES FUNDS

FURNISH information
- CERTIFICATES
- REFERENCES
- SUMMARIES
- BULLETINS
- CASES
- COPIES
- EXTRACTS
- PHOTOGRAPHS
ANNEX No.7

LEGISLATION ACTS

1. “Personal data protection law” (passed in 23.03.2000);
2. Law on State information systems (passed in 29.10.1998);
3. Law on “The Council Of Europe Convention For The Protection Of Individuals With Regard To Automatic Processing Of Personal Data”
4. Regulations of the Cabinet of Ministers No.106 “Regulations on Information Systems security”
5. Regulations of the Cabinet of Ministers No.40 “Compulsory technical and managerial requirements on the security of personal data processing system”
6. “Freedom of Information Law” (passed in 29.10.1998);
7. “Law on Police” (passed in 04.06.1991);
8. “Border Guard Law” (passed in 27.11.1997);
9. Law “On the Constitutional Defence Bureau” (passed in 05.05.1994.);
10. “Customs Law” (passed in 11.06.1997.);
11. Cabinet of Ministers Regulation No. 105 “Statute of the Security Police” (passed in 23.03.2000);
12. Cabinet of Ministers Regulation No. 360 “Statute of the Department of Citizenship and Migration Affairs” (passed in 23.03.2000);
13. Cabinet of Ministers Regulation No. 106 “On information System security” (passed in 23.03.2000);

REGULATIONS OF THE INFORMATION CENTRE OF THE MINISTRY OF INTERIOR

15. Instructions for development and use of information system „Filter” (Approved by ordinance No.1530 of Minister of Interior in 27.12.2000.);
16. Instructions for development and use of information system „Search of Persons” (Approved by ordinance No.1515 of Minister of Interior in 21.12.2000.);
17. Instructions for development and use of information system “Searched Transport” (Approved by ordinance No.675 of Minister of Interior in 21.06.1999.);
18. Instructions for development and use of information system “Things” (Approved by ordinance No.125 of Minister of Interior in 23.02.2001.);
19. Instructions for development and use of information system “Contingent” (Approved by ordinance No.722 of Minister of Interior in 19.10.2001.);
20. Instructions for development and use of information system “Phototheque” (Approved by ordinance No.871 of Minister of Interior in 05.12.2001.);
21. Instructions for development and use of information system “Weapons” (Approved by ordinance No.300 of Minister of Interior in 05.11.1996.);
22. Instructions for development and use of information system “Register of Invalid Identification Documents” (Approved by ordinance No.448 of Minister of Interior in 21.10.1998.);

SIGNED AGREEMENTS CONCERNING DATA EXCHANGE

1. Ministry of Justice of the Republic of Latvia and Ministry of Interior of the Republic of Latvia agreement “On data exchange between information systems;
2. Information Centre of the Ministry of Interior of the Republic of Latvia and Road Transport Safety Directorate of the Ministry of Transport of the Republic of Latvia agreement “On information exchange on in State registered vehicles and vehicles being in search between Information centre and Road Transport Safety Directorate”;