Standard Summary Project Fiche for the Transition Facility

1. Basic Information

1.1 CRIS Number: 2005/017-495-03-02
1.2 Twinning Contract LV/2005/-IB/JH/03/01
1.3 Title: Processing of personal biometric data
1.4 Sector: Justice and Home Affairs
1.5 Location: Latvia
   Office of Citizenship and Migration Affairs (OCMA), Ministry of Interior

2. Objectives

2.1 Overall Objective(s):
   Prevention of illegal immigration, crime and terrorism by secure identification of persons, using biometric data

2.2 Project purpose:
   To develop the technical capability of using biometric data in personal ID documents

2.3 Justification
   Reference to the Comprehensive Monitoring Report on Latvia’s preparations for membership;
   Council Regulation (EC) No 1030/2002 of 13 June 2002 laying down a uniform format for residence permits for third country nationals;

3. Description

3.1 Background and justification:

The European Union shall ensure the free movement of persons and a high level of security. In this context one of the important issues is fight against counterfeiting of documents, safe identification of persons, which diminish threats of terrorism and crime, as well as improves control over illegal immigration, establishing an area of freedom, security and justice. The best way to perform safe identification of persons is to compare persons’ biometric data. The simplest example of biometric data is a persons’ photography. It is already used for a long time by including it in the persons’ identification documents however persons’ photography can be used only for visual comparing. It doesn’t ensure sufficient identification, and could sometimes be forged.

Next widely used way of identification of persons is the comparison of fingerprints, but the comparison with the help of dactyloscopic cards is a very time-consuming procedure, therefore wide usage of this method is difficult. Development of technology made available to exploit biometric data, such as digital photography, fingerprints, eye-iris and persons DNA for identification. Creation of informational systems for the biometric data processing and storage are in the process for the present moment.

One of the most effective ways is to incorporate the information on biometric data in the persons’ identification documents. That ensures identification of persons, because it provides the possibility to compare persons’ biometric data with the data set in the identification documents. This type of persons’ identification is widely used in the process of border control in order to prevent entry of persons, which may threaten state security and economy.

To achieve the common objectives Latvia is working on implementation of European Council Regulations:
- Regulation (EC) No 1683/95 laying down a uniform format for visas;
- Regulation (EC) No 1030/2002 laying down a uniform format for residence permits for third-country nationals;

Notice: by the moment changes in Regulations for Visas and Residence permits are not accepted.

In order to incorporate the biometric data in the identification documents it is important to create a system for persons’ data input to the information system. Afterwards it is necessary to find a way for this data storage in order to use it for persons’ identification. For this purpose the microchips can be used. The above mentioned requires complicated technologies and highly qualified experts. So far Latvia has no experience in working with these technologies and it is very important to start achieving competence and necessary knowledge’s. Latvia has to finalize requirements for needed knowledge’s, establish procedures and conditions for the achieving its objectives.

In accordance with Council Regulation (EC) Nr. 2252/2004 on standards for security features and biometrics in passports and travel documents issued by Member States and Proposal for a Council Regulation amending Regulation (EC) No 1030/2002 laying down a uniform format for residence permits for third –country nationals and Council Regulation amending Regulation (EC) No 1683/95 laying down a uniform format for visas there are determined following terms:

<table>
<thead>
<tr>
<th>Table No.1. Terms for implementation of biometric data:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face biometric data</td>
</tr>
<tr>
<td>not yet decided at EU level</td>
</tr>
<tr>
<td>Fingerprints biometric data</td>
</tr>
</tbody>
</table>

In the nearest future Latvia is planning to issue documents with the microchips containing persons’ biometric data. Considering that Latvia now is a member of the EU, it will have to fulfill the requirement of joining the information systems used in the EU, where the biometric data will be used. The first implemented project is EURODAC where the fingerprints of asylum seekers and illegal immigrants are handled. Latvia must provide its own information systems for storage and treatment of biometric data and national systems must be connected to the central system used by the other EU countries (EURODAC). The immediate projects, which are already on the top of the discussion, - are Schengen Information System (SIS) and Visa Information System (VIS).

Training of officials is highly required in order to provide successful participation in the establishment of the aforementioned systems in Latvia. There is a need for knowledge about technologies, which are used for input and processing of biometric data and technologies of microchips and smart cards. The training of officials is requested in order to achieve the highest quality and exactness of biometric data.

Furthermore, it is necessary to acquire basic technical equipment for installation and verification of biometric data within the framework of a project.

To achieve its objectives, Latvia is working on national conceptual model for functionalities in use of biometrics data, taking also in account related sensitive issue for the protection of
personal data. It is important to evaluate administrative capacity and develop cooperation model between institutions involved.

3.2 Linked activities:

Phare 1999 National programme project 99.05.01 “Latvian Eastern Border Management and Infrastructure: Frontier with Belarus”;
Phare 2000 National programme project 00.10.01 “Development of Integrated Latvian Border Management and Infrastructure”;
Phare 2001 National programme project 01.04.02 “Asylum and Migration Management System”;
Phare 2002 National programme project 2002/000-590-10-01 “Preparation for participation in Schengen Information System”;
Phare 2003 National programme projects 2003/004-979-07-03 “Development of State Border Control System”; and
European Commission Visa Information System working group and Schengen Information System II experts meetings.

3.3 Results:

− Scheme of institutional structure and internal organisation to ensure processing of biometric data in Latvia;
− Concept and action plan on use of biometric data in decision-making process by all public institutions involved;
− Educated and trained managerial personnel;
− Amendments to legislative acts on processing of biometric data are drafted.

3.4 Activities:

− Elaboration of scheme of institutional structure and internal organization to ensure processing of biometric data in Latvia;
− Elaboration of concept and action plan on use of biometric data in decision-making process by public institutions involved;
− Experts consultations (training sessions) on:
  - Available technologies for processing of personal biometric data (2nd half of 2006);
  - Biometric data quality and testing of biometric data (2nd half of 2006);
  - Biometric data processing (2nd half of 2006);
  - Standard of ID-documents (2nd half of 2006);
  - Exploitation of micro–chip technology in ID-documents (2nd half of 2006);
  - SIS II (2nd half of 2006);
  - VIS (2nd half of 2006).
− Traineeships in the Member State with regard to use of different fingerprint systems.
− Expert consultations on experience building institutional structure and internal organization.
− Elaboration of the necessary legislative amendments regarding questions about processing of biometric data.

Means: Twinning Covenant (Contract 1).

Long-term expert – resident twinning adviser (RTA) (12 man-months)
The expert will be primarily responsible for:

- Overall coordination of the implementation of the Twinning Covenant;
- Coordination of elaboration process of the scheme of institutional structure and internal organization to ensure processing of biometric data in Latvia;
- Coordination of elaboration process of the concept and action plan on use of biometric data in decision-making process by public institutions involved;
- Organization of the expert consultations and education (training) of personnel;
- Coordination of elaboration process of the necessary legislative amendments.

Indicative profile of EU Twinning expert – RTA:

- Comprehensive and practical at least 5 years experience in issues related to processing of biometric data;
- Specific knowledge of the European policies, associated strategic documents and regulations in the area of biometric data;
- Ability to analyse the different strategies and adapt these to the local environment and understand its constraints and possibilities;
- University degree;
- Good command of English.

**Short – term expertise (STE) (in total 5 man-months)**

The experts will be recruited within the framework of the following tasks, which implementation they will be responsible for:

- Elaboration of the scheme of institutional structure and internal organization to ensure processing of biometric data in Latvia;
- Elaboration of the concept and action plan on use of biometric data in decision-making process by public institutions involved;
- Provision of education (training) of personnel;
- Specific advice on the necessary legislative amendments and their comparative analysis.

Indicative profile of the EU short – term experts:

- Preferably 3-5 years experience in the field of expertise;
- Knowledge of the EU legal acts and practical implementation of those related to the corresponding field of expertise;
- IT literacy;
- Good organizational, communication and presentation skills;
- University degree;
- Good command of English.

3.5 Lessons learned:

- The responsible institution has to maintain on the high level project ownership, especially with regard to overall management and coordination of the project;
- The success of the project to the great extent is related to the ability of RTA to understand the local situation and to be flexible in implementation of the project;
- There should be strong motivation and commitment from the training participants to acquire knowledge, to attend training sessions, to provide input in the training;
- Necessity to establish Project Steering Committee for the management and follow-up of the project.
4. Institutional Framework

The project will be implemented in the following institutional framework:
Overall responsibility for the project lies with the Ministry of Interior (MoI). The Office of Citizenship and Migration Affairs (OCMA) is directly responsible for the implementation of the project and main beneficiary of the project. The State Border Guard and other institutions of the MoI and the Consular Department of the Ministry of Foreign Affairs will be involved in project activities.

In order to ensure smooth implementation of the project, the Steering Committee will be established comprising representatives from the aforementioned institutions, Implementing Authority, Administrative Office and other beneficiaries of the Project – State Border Guard, Main Criminal Police Board, and Consular Department of the Ministry of Foreign Affairs. The Steering Committee will be held regularly - once in three month.

Changes in the aforementioned institutional framework resulting from the project are not foreseen.

Mandated results:
- Scheme of institutional structure and internal organisation to ensure processing of biometric data in Latvia is elaborated and approved;
- Concept and action plan on use of biometric data in decision- making process by all public institutions involved is elaborated and approved
- Educated and trained managerial personnel is working;
- Legislative amendments are elaborated and submitted to the Cabinet of Ministers.

5. Detailed Budget

<table>
<thead>
<tr>
<th>€M</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total cost (TF plus co-financing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Transition Facility (=I+IB)</td>
</tr>
<tr>
<td>year 2006</td>
<td>Twinning Covenant</td>
<td>0.35</td>
<td>0.35</td>
</tr>
<tr>
<td>Total</td>
<td>0.35</td>
<td>0.35</td>
<td>0.035</td>
</tr>
</tbody>
</table>

(§) parallel co-financing from the national budget

6. Implementation Arrangements

6.1 Implementing Agency

Implementing agency of the project will be the Central Finance and Contracting Agency of the Ministry of Finance (CFCA). CFCA will be responsible for the financial and administrative management of the project in accordance with the Extended Decentralised Implementation System (EDIS).
Mr. Armands Eberhards  
Director  
Central Finance and Contracting Agency  
1 Smilšu Street, Riga,  
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Phone: +371 7357840  
Fax: +371 7357841

Mrs. Inta Vasaraudze  
Deputy State Secretary of the Ministry of Finance  
Programme Authorising Officer  
1 Smilšu Street, Riga,  
Latvia, LV-1050  
Phone: +371 7095545  
Fax: +371 7095421

The overall responsibility on technical implementation is under the Ministry of Interior:

Mr. Viktors Elksnis  
Deputy State Secretary of the Ministry of Interior  
Senior Programme Officer  
Raina Boule vard 6, Riga,  
Latvia, LV - 1050  
Phone: +371 7219313  
Fax: +371 7219204

6.2 Twinning

Mrs. Ruta Konstante  
Administrative Officer for the Twinning projects  
The Ministry of Finance  
Smilšu Street 1, Riga  
Latvia, LV - 1050  
Phone: +371 7095622  
Fax: +371 7095625

Contact person for Twinning will be:

Ms. Olita Magone  
Director of the Department of Population Register  
OCMA  
Bruninieku Street 72b, Riga,  
Latvia, LV - 1050  
Phone: +371 7208257  
Fax: +371 7208026

6.3 Non-standard aspects

There will be no non-standard aspects regarding implementation of the project. The project will be implemented through EDIS.  
Ratio: if during project implementation the project cost for some reason will decrease, the TF financing will also decrease proportionally.

6.4 Contracts
Contract I – Twinning Covenant: EUR 350’000 EUR
      (Parallel co-financing EUR 35’000)

7. **Implementation Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Call for proposals</th>
<th>Start of project activity</th>
<th>Project completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract I</td>
<td>IV Quarter, 2005</td>
<td>I Quarter, 2006</td>
<td>IV Quarter, 2006</td>
</tr>
</tbody>
</table>

8. **Sustainability**

The necessary parallel co-financing within the framework of the Twinning activities will be provided from the state budget.

9. **Conditionality and sequencing**
   – MoI has requested co-financing for the project activities from the state budget;
   – Co-financing from the state budget for the project activities is earmarked.

**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);
## ANNEX 1 Logical framework matrix in standard format

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR</th>
<th>Programme name and number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: PROCESSING OF PERSONAL BIOMETRIC DATA</td>
<td>Contracting period expires:</td>
</tr>
<tr>
<td>Program name and number</td>
<td>Disbursement period expires:</td>
</tr>
<tr>
<td>Contracting period expires:</td>
<td>Total budget: 385 000</td>
</tr>
<tr>
<td>Disbursement period expires:</td>
<td>TF budget: 350 000</td>
</tr>
</tbody>
</table>

### Overall objective
Fight against counterfeiting of documents and prevention of illegal immigration, crime and terrorism by secure identification of persons, using biometric data

### Project purpose
To develop the technical and administrative capability of using biometric data in personal ID documents

### Results
- Scheme of institutional structure and internal organisation to ensure processing of biometric data in Latvia drafted and approved.
- Concept and action plan on use of

### Indicators of Achievement

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective</td>
<td>Improved detection rates of illegal immigrants from x in 2003 to y by 2007</td>
</tr>
<tr>
<td>Project purpose</td>
<td>Capability to produce ID documents to include fingerprints and digital photographs by date</td>
</tr>
<tr>
<td>Results</td>
<td>- Concept and action plan approved by OCMA by date; Number of persons participated in trainings; Number of persons</td>
</tr>
</tbody>
</table>

### Sources of Information

<table>
<thead>
<tr>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective</td>
<td>OCMA Annual Public Reports, MoI reports on immigration, Annual Report on Asylum and Migration made by the Commission in cooperation with EMN (European Migration Network)</td>
</tr>
<tr>
<td>Project purpose</td>
<td>OCMA Annual Public Reports, MoI reports, Annual Report on Asylum and Migration made by the Commission in cooperation with EMN</td>
</tr>
<tr>
<td>Results</td>
<td>OCMA Annual Public Reports, MoI monitoring reports on project implementation, Reports from traineeships.</td>
</tr>
</tbody>
</table>

### Assumptions

<table>
<thead>
<tr>
<th>Assumption</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective</td>
<td>EU and Latvian legislative acts or their amendments which refer to persons biometric data processing and biometric data inclusion to the persons identification documents are adopted;</td>
</tr>
<tr>
<td>Project purpose</td>
<td>Personnel involved in processing of personal biometric data is committed to training;</td>
</tr>
<tr>
<td>Results</td>
<td>Personnel involved in</td>
</tr>
</tbody>
</table>
Managerial personnel involved in education and training process are experienced and have good knowledge's in systems related to biometric data processing, and competent to operate equipment and organise training process.

- Amendments to legislative acts are drafted.

- Amendments to legislative acts participated in traineeship;
  - Amendments to legislative acts elaborated and submitted for approval by date.

- Amendments to legislative acts processed; personal biometric data is available;
  - Trainers are qualified.

### Activities

- Elaboration of scheme of institutional structure and internal organization to ensure processing of biometric data in Latvia;

- Concept and action plan on use of biometric data in decision-making process by all public institutions involved;

- Experts consultations (training sessions) on:
  - Available technologies for processing of personal biometric data;
  - Biometric data quality and testing of biometric data;
  - Biometric data processing;
  - Standard of ID-documents;
  - Exploitation of micro-chip technology in ID-documents;

### Means

- Twinning:
  - RTA 12 m/m;
  - STE 5 m/m.
  - 7 two-day training sessions;
  - traineeships.

### Assumptions

- National co-financing is allocated
- SIS II;
- VIS.
- Traineeships in the Member State with regard to use of different fingerprint systems.
- Elaboration of the necessary legislative amendments.

**Preconditions**
- MoI has requested co-financing for the project activities from the state budget;
- Co-financing from the state budget for the project activities is earmarked.
**ANNEX 2 Detailed implementation chart**

<table>
<thead>
<tr>
<th>Institutional Building</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Twinning</strong></td>
<td>J</td>
</tr>
<tr>
<td>x x x x x x x x x x</td>
<td></td>
</tr>
<tr>
<td><strong>Resident Twinning advisor (RTA) (12 m/m)</strong></td>
<td>x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Elaboration of scheme of institutional structure and internal organization to ensure processing of biometric data in Latvia</td>
<td>x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Elaboration of concept and action plan on use of biometric data in decision-making process by public institutions involved</td>
<td>x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Expert consultations and education (training) of personnel</td>
<td>x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Elaboration of the necessary legislative amendments</td>
<td>x x x x x x x x x x x x</td>
</tr>
<tr>
<td>Short term expertise (STE) (5 m/m)</td>
<td>x x x x x x x x x x x x</td>
</tr>
</tbody>
</table>

**Note:** The table represents the implementation schedule with months from January to December. Each cell with an 'x' indicates the month(s) in which the activity is planned to be carried out.
### ANNEX 3 Cumulative contracting and disbursement schedule (€M)

<table>
<thead>
<tr>
<th>2006</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract I – Twinning Covenant</strong>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted total:</td>
<td>0,35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TF:</td>
<td>0,35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursed total:</td>
<td>0,28</td>
<td>0,315</td>
<td>0,35</td>
<td></td>
</tr>
<tr>
<td>TF:</td>
<td>0,28</td>
<td>0,315</td>
<td>0,35</td>
<td></td>
</tr>
<tr>
<td>National:</td>
<td>0,014</td>
<td>0,021</td>
<td>0,028</td>
<td>0,035</td>
</tr>
</tbody>
</table>

* Parallel co-financing