1. Basic Information

1.1 CRIS Number (Year 1):

1.2 Title: Support to the set up an Asylum and Country of Origin Information (COI) System

1.3 Sector: Justice, Freedom and Security

1.4 Location: Ankara-Turkey

1.5: Duration: 24 months

2. Objectives

2.1 Overall Objective:
Implementation of the Turkish strategy for alignment with the EU acquis in the area of asylum

2.2 Project purpose:
The purpose of the project is to enable the MoI to:

1) Implement and use a COI-system;

2) Get full ownership of the Refugee Status Determination (RSD) procedure in Turkey;

3) Establish the capacity to carry out its own training of staff for the COI and AIS\(^1\).

2.3. Accession Partnership and NPAA priority
The objectives to be reached by this project reflect some of the priorities set out in the Council Decision of 19 May 2003 on the principles, priorities, intermediate objectives, and conditions contained in the Accession partnership with Turkey. The decision i.a. sets out the following objectives:

- Training programmes on the acquis and its implementation in the field of JHA;
- Strengthening of the system for hearing and determining applications for asylum.

\(^1\) Country of Origin Information and Asylum Information Systems
The objectives set out in this project furthermore reflect the priorities nos. 2, 4, 5, and 10 in chapter 24.1.2 of the Turkish Government’s 2003 National Plan for the Adoption of the Acquis. These are:

- Identifying training needs of the personnel and developing training programmes based on the needs identified;
- Organizing seminars on asylum law;
- Developing a strategy on asylum and strengthening the relevant agencies and institutions within the scope of this strategy;
- Strengthening the database keeping track of countries of origin of refugees and asylum seekers.

Furthermore, the project is a step towards priority no. 6 in the above mentioned chapter in the NPAA². This priority being the establishment of a single and centralized institution under the Ministry of Interior specialized in the determination of refugee status and the fulfilment of the legislative, administrative and infrastructural needs for developing its operational capacity.

In addition to this, reference is made to the Mol’s 2003 “Strategy paper Relating to the Work Foreseen in the Area of Asylum in the Context of Turkey’s Accession to the EU”, which sets out as priorities i.a. training for RSD-personnel on the situations in the countries of origin of persons seeking protection in Turkey, training on interviewing techniques and the taking into consideration of the relevant EU and international legal standards.

As such, the present project is an important element in the National Action Plan on Asylum and Migration. The plan was finalised in January 2005 and endorsed and put into force by the Prime Minister on 25 March 2005. This plan sets out a series of steps to be taken in order for Turkey to build up necessary capacity in the area of asylum and migration thereby ensuring alignment with the EU acquis. An element in this plan is the lifting of the geographical limitation to the 1951 Geneva Convention. The plan sets out the year 2012 during which the government will propose to the Turkish Parliament a lifting of the geographical limitation.

2.4. Contribution to National Development Plan
This project is composed both of a Twinning element and an investment component, both of which are means to prepare Turkey for its future accession to the EU mentioned in sections 1.3.3 and 8.5 in the “Preliminary National development plan (2004 - 2006)”, from December 2003.

2.5. Cross Border impact
Generally, the strengthening of the asylum administration in Turkey planned resulting from this project will inevitable have some cross border impact, both on the inflow of asylum seekers and illegal migrants to Turkey and the pattern of population movements in the – in the context of asylum and migration - very important region in which Turkey is situated. The above mentioned NAP³ also foresees that a research has to be done starting in 2005 to assess the consequences of Turkey establishing an asylum system in line with EU standards.

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² Turkish National Programme for the Adoption of the Acquis (NPAA)- 2003, Priority 24.1.2
³ Turkey’s National Action Plan on Asylum and Migration
More specifically, through an electronic filing system and purchase of equipment which will ease identification of asylum seekers foreseen in this project will in itself make it easier to identify asylum seekers, and thereby making it possible for the Turkish authorities to return failed asylum applicants to their countries of origin.

3. Description

3.1 Background and justification:

Migration management process that starts with visa application of foreigners prior to coming to Turkey and that continues even after their admission to the country comprises; foreigners’ entrance to Turkey, checks conducted during their stay in terms of residence and travel, the issue of their residence permit on grounds of work, education and family unification, conducting periodic checks on them through their addresses and at the same time, for reasons of public order and public safety, extradition of those who are found to have violated administrative and political requirements of the country and measures being taken at the border gates in order those persons not to re-enter the country either for a definite or an indefinite period of time.

Nevertheless, migration management is not limited to routine administrative procedures of foreigners who come to and stay in Turkey in conformity with the rules; it also incorporates proceedings of judicial nature such as seizure of foreigners who come to Turkey illegally, who stay in Turkey illegally and who try to leave Turkey unlawfully, capturing the organizers and bringing them to justice, together with their extradition.

The issue of asylum on the other hand is a process that is regulated by international treaties and conventions. The result of a verdict delivered about a person might extend to the European Court of Human Rights. This issue, which is constantly on the agenda of the international public opinion, holds a significant place in the process of joining the European Union. Therefore, it is essential that informed and experienced personnel perform procedures pertaining to refuge.

a) Transition period

Determination of the refugee status which is the result of asylum movement is a fact directly related to human rights and intolerant to delays and looseness deriving from the transition period for it is a continuous process. It is more than important to explain that this process should be executed by trained and experienced specialist staff who has received various trainings in their fields.

Likewise, the following expressions are included in Article 4.1 and 4.2 of the National Action Plan which was put into force on 25.03.2005 after its approval by the Prime Minister respectively:
“For the purpose of increasing the capacity, institutional structuring will be started in order to establish a specialist unit in the field of migration and asylum.”
“Assuring the execution of asylum and migration procedures in accordance with the Acquis Communautaire, current specialisation unit will be strengthened through its expansion.”

Until the new asylum unit is established, as above mentioned, all the procedure regarding asylum, the issues such as acceptance of applications for asylum as from their entrance into the country,
determination of identity, interview, decision making, assessment of the primary objections, agreeing on accommodating the ones whose approvals are rejected in the country within the framework of International Human Rights Law and Law on International Protection, will be carried out by the unit of the General Directorate of Security which has a qualified and expert composition.

b) Future institutional structure

After the establishment of the new asylum unit foreseen to be created in the National Action Plan in 2012, a staff consisting of experts experienced in the above mentioned issues related with asylum will be employed in this unit. Later on, this unit will become qualified to employ and train its own personnel. In need for new personnel in addition to the trained ones, standards to employ them will be determined in accordance with the policy for the employment of public servants. The unit may cooperate with legal advisers, translators and NGO representatives.

This unit, which will be established under the roof of Ministry of Interior, but separate from the Directorate General for Security, will carry out the duties of interview, decision making, assessment of the objections, agreeing on accommodating the ones whose approvals are rejected in the country according to their conditions, within the legal framework of the EU acquis communautaire that is contemporarily in force.

The above mentioned action plan, which was finalised in January 2005 and endorsed by the Prime Minister on 25 March 2005, as the result of the Twinning project TR-02-JH-03 “Support for the Development of an Action Plan to Implement Turkey’s Asylum and Migration Strategy” with the work for its official endorsement ongoing sets out recommendations for Turkey in order to reach alignment with the EU acquis in the area of asylum and migration. Hence, the action plan is a follow up to the Turkish government’s 2003 National Plan for the Adoption of the Acquis and the MoI’s strategy papers on asylum and migration from 2003.

During the implementation of the action plan, a yet to be drafted project fiche for future EU pre-accession assistance programming will set out a project on the establishment of an asylum unit under the MoI. Hence, the setting up of such a unit is an element in the action plan. This unit will have its HQ in Ankara. Furthermore, there will be 7 regional centres of the future asylum unit under the MoI (Istanbul, Izmir, Van, Şırnak, Gaziantep, Konya, Erzurum – located geographically at the same place with the yet to be built accommodation facilities for asylum seekers, refugees and persons to be returned. Depending on the conditions unforeseen for the time being (e.g.; natural disasters, terrorism), if needed, the location of some of the above mentioned 7 regional centres, but not more than 3, might be changed in the future. The action plan sets out that EC pre—accession funds shall be asked for to support Turkey in the construction of these accommodation facilities.

Reaching the objectives set out in this fiche is necessary in the light of Turkey’s efforts towards alignment with the EU acquis on asylum for the following reasons:

• As regards the collecting of COI in Turkey, this presently is a task that to a large extent is being done by the UNHCR and the Ministry of Foreign Affairs. However, from the EU acquis on asylum, notably the Directive on Minimum Guarantees for Asylum Procedures,
on which the Council reached political agreement on 29 April 2004, follows that the unit deciding on the asylum should have access to precise and updated information concerning the countries of origin of the asylum seekers. Thus, to live up to these minimum standards, which will also give the MoI full ownership of the refugee determination procedure, a country of origin system should be established within the Ministry.

- As regards an electronic asylum filing system, this will be an important way to ensure a fast and proper communication between the various actors involved in RSD throughout Turkey, which will ensure a swifter asylum procedure.

- The training of key personnel in asylum law and international human rights law is very important due to the simple fact that neither administering nor policy making in line with the EU acquis is possible without thorough understanding of international and EU asylum law and EU and international human rights law.

- It is important to train operational staff in interviewing techniques and other aspects of RSD, including COI methodology, because presently, the local police, who interview the asylum seekers, are not deciding on their cases. In the future, the same staff will both carry out asylum interviews and decide on the cases in the first instance. This trained staff will then be able to train future staff in interviewing techniques and other aspects of RSD.

- Setting up a training program to be followed by the staff for the future asylum unit will be a useful way to ensure that the persons who will work in this unit will have the needed qualifications. It will also focus future capacity building in the field of asylum so as to ensure that training is in line with the training program or strategy developed taking into consideration the exact set up of the new asylum unit.

- Turkey as of its geographical status is in the situation of a country which receives a lot of asylum claims in its region. Hence, keeping the COI right, coherent and up-to-date in an information system and sharing it digitally with EU members and UNHCR will be an added value by the partners.

- Setting up a good asylum information system is very significant both for Turkey and EU because it will prevent the reiterated asylum applications.

- The staff that will conduct the interviews will be provided with knowledge and skills in the field of refugee psychology, human behaviours and communication techniques.

- Setting up the COI system will help the country experts who will work in this area to evaluate and interpret COI by reaching fast, easy, right, coherent and actual information. The COI which is collected by the COI experts will be easily managed and salutary used by the RSD staff.

- Asylum and COI systems will provide the management and control of the related processes and will contribute to the management of institutional and individual performance.
• Running the processes in the field of asylum on the information systems will carry the existing work modules in digital environment and contribute to develop e-service models. Therefore, the trends towards e-institution model will be supported.

• Asylum and COI systems will ensure the development of e-Turkey and e-Europe in the area

To sum up: the present project will be one in a series of several which will aim at preparing Turkey both administratively (COI specialists, interviewing staff, key personnel with expertise on human rights and asylum law) and infrastructural (IT hardware and software and office equipment) so as to have an asylum system in line with EU standards, with the capability to handle the challenges arising after the lifting of Turkey’s geographical limitation to the 1951 Geneva Convention.

3.2 Sectoral Rationale
N.A.

3.3 Mandatory results:
The targeted participants of the below headlines will fulfil before and after each activity a questionnaire regarding what their knowledge on the subject-matter in order to assess what they have learnt during the training. The results will be evaluated by the project team afterwards via an evaluation report.

3.3.1 COI system:
• Fully functioning COI system, set up within the MoI, serving the information needs of users.

3.3.2 Electronic filing systems for asylum files, accessible for RSD staff:
• Fully functioning asylum information system where individual asylum files are scanned in and from which access is ensured to the relevant users.

3.3.3 Increased capacity within the Turkish administration as regards EU asylum law, including appeals procedures for asylum and migration cases, and EU and international human rights law:
• 25 key personnel trained so as to ensure that the standards of EU asylum and EU and international human rights law are followed as guiding principles in the Turkish administration and lawmaking in the area of asylum and migration. As such, upon completion of the project these 25 staff will be able to train additional staff in these areas in the yet to be established asylum unit. Furthermore, these 25 staff will be capable of policy making and law drafting in the area of asylum.

3.3.4 Expertise on interviewing techniques:
• 50 operational staff trained on how to conduct interviews of asylum seekers, including vulnerable groups (women, unaccompanied minors, mentally disturbed persons, and
torture victims), international and EU asylum law and in other RSD-related aspects. Upon completion of the project, these 50 staff will be qualified as decision makers in the future asylum unit. Furthermore, these 50 staff will have the qualifications to train new staff to be appointed within the new unit.

3.3.5 Training program:
- A training program to be followed by staff of future asylum unit designed and endorsed by the MoI.

3.4 Activities and Means:
Following the trainings as part of this project, the staff trained will not be transferred to duties other than in the field of asylum.4

3.4.1: Activities:
The activities to take place throughout this 24 month project are the following:

Component 1: Setting up of a country of origin information system and an asylum information system:
- 6 relevant Turkish staff participating in traineeships in EU member states for 3 months in order to study various governmental, intergovernmental, and/or non governmental COI-systems and –units so as to get input and inspiration as to how the system most suitable for Turkey’s need should look like, and to get thorough training in how best to run and work in a COI centre.
- 5 relevant Turkish staff participating in traineeships in EU member states for 2 months in order to study and get experience on RSD6.
- Secondment of EU Member State medium term expert(s) in the field of country of origin information. Such medium term expert(s) will be valuable since s/he/they can in a prolonged period focus on training and capacity building in close cooperation with the relevant staff within the beneficiary, with the RTA and other stakeholders without having to deal with the more administrative tasks that the RTA has to tackle as part of the daily work. Such secondment of medium term experts in the area of COI has been used with success in twinning project in other candidate counties, e.g. Romania. In other words, the medium term expert(s) will deliver specialized focused expertise for a long period, which will be crucial for the activities underpinning the following 2 bullet points.
- Training given in Turkey on collecting, analysing, using and disseminating the COI to the 30 staff, which will work on the COI centre. After the 24 months of project implementation the 30 COI specialists will train additional Turkish staff on the collecting, analysing, using and disseminating the COI.
- Training given by the above mentioned 30 persons to operational RSD-officials in the provinces in order for them to get enhanced skills on how to use the output from the

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5 The participants will be within the beneficiary institution as other institutions do not have direct interest on the activity.
6 It is significantly important to see RSD sur place within the framework EU Refugee Law and International Refugee Law etc.
interview and the COI to reach a sound decision on an asylum claim with reasons given for the decision.

- Specialist English language training for 20 of the staff, which will also be trained as country of origin specialists. The need for this training comes from the fact that the working in a COI centre requires fluency in technical English, since most of the relevant documents are written in English, and since an important part of the work in such a centre will consist in international networking. However, the MoI presently does not have the necessary number of staff designated to working in a future COI centre, also having the qualifications of the needed technical English in this field. The targeted groups are permanently employed civil servants within the MoI. Following the training as part of this project, they will not be transferred to duties other than in the field of asylum.

- Establishment of a translation unit, which will ensure translation of background information in to Turkish to RSD officials. The staff to work in this unit will be fluent in at least Turkish and English before being employed by the MoI. The EC pre-accession assistance as such does not cover this unit.

Component 2: Training of 25 Turkish key staff on EU asylum law, including on the EU acquis on appeals procedures on asylum cases, and EU and international human rights law relevant to asylum issues:

- Seminars and workshops arranged in Turkey with the participation of the RTA, Member state short term experts, and relevant personnel within the Turkish aliens administration;

- Relevant Turkish staff participating in study visits and internships to EU Member states so as to get insight on how these international and EU rules are implemented in EU member states.

- Workshops for development of guidelines and standards for procedures and for cooperation with other institutions in the field will be prepared after the trainings mentioned in component 1 and 2.

The staff of the following institutions will participate in these activities as well as beneficiary institution:

- Ministry of Justice
- Police Academy

Component 3: Training 50 Turkish operational staff in interviewing techniques, international and EU asylum law and in other RSD-related aspects:

- Seminars and workshops arranged in Turkey with the participation of the RTA, EU member state short term experts, and relevant personnel within the Turkish aliens administration (assessment of the existing situation, development of recommendations, drawing up of guidelines and operational standards for procedures, for staff, etc.) .

The staff of the following institutions will participate in these activities as well as beneficiary institution:
• General Staff
• Ministry of Foreign Affairs
• Ministry of Justice
• Ministry of Labour and Social Security
• SHÇEK (Social Services and Children Protection Institution)
• Red Crescent
• UNHCR
• NGO/s

**Component 4: Developing a training program to be followed by the staff for the future asylum unit:**

- Seminars and workshops arranged in Turkey with the participation of the RTA, Member state short term experts, and relevant personnel within the Turkish aliens administration;
- Relevant Turkish staff participating in study visits to EU member states;
- Adopting of training program, which will give the outline of the components on such a training program for the staff for the future asylum unit, thereby ensuring necessary qualifications of this staff, which will also give Turkey ownership of its own curriculum development in the future.

The staff of the following institutions will participate in these activities as well as beneficiary institution:

- Ministry of Foreign Affairs
- Ministry of Justice
- Ministry of Labour and Social Security
- SHÇEK (Social Services and Children Protection Institution)
- Red Crescent
- UNHCR

**3.4.2. Means:**

The means necessary to reach the mandatory results comprise both of twinning and technical assistance.

**3.4.2.1 Introduction/Background on the Twinning Package**

The project will be implemented in the form of a Twinning contract between Turkey and a Member State/Member States. The duration of the project is envisaged to be 24 months.

The Twinning partner(s) will provide a Resident Twinning Advisor (RTA) and also secure a pool of short- and medium term experts, who will be called upon whenever necessary to contribute to the achievement of the mandatory results and especially for the purpose of advisory services and training according to the work plan that will be prepared as part of the corresponding contract.

The EU Twinning advisors will work together with the staff of the beneficiary institution under the overall direction of the beneficiary institution and the Project Steering Committee.

The EU Twinning partner will be a Member State institution directly involved in asylum issues. Member States may also form a consortium which could result in a wide range of qualified senior
experts gathered from public administrations or mandated bodies from two or more Member States, provided that national approaches can be harmonized within this consortium.

**A. PL (Project Leader):**

The PL should be a high ranking official with broad knowledge of all processes in the area of asylum that the project deals with, who will continue to work at his/her Member State (MS) administration but devote, some of his/her time to conceive, supervise and co-ordinate the overall thrust of the Twinning project.

The PL will allocate a minimum of 3 days per month including one visit every 3 months (more for complex projects) to Turkey as long the project lasts.

a) **Qualifications:**

- Broad long-term knowledge of all processes in the relevant areas of the acquis that the project is dealing with;
- High-ranking official, commensurate with an operational dialogue at vice-ministerial level;
- Overall appreciation of the problems and solutions in the sector;
- Capable of unblocking any problems at the highest level;
- Good leadership skills.

b) **Tasks:**

- Overall project co-ordination;
- Co-chairing, with the Turkish PL, the regular project implementation steering committee meetings;
- Mobilizing short- and medium term experts;
- Executing administrative issues (i.e. signing reports, administrative orders etc.).

**B. Resident Twinning Advisor (RTA):**

a) **RTA background**

- A RTA expert will provide advice and technical assistance to the Ministry of Interior so as to ensure that the Mandatory results are reached within the project implementation period of 24 months, throughout which s/he will be located at the Ministry of Interior’s General Directorate of Security’s Foreigners Borders and Asylum Department in Ankara, or – in case a new asylum unit within the MoI is set up before the start of the project – within that unit’s Head Quarters in Ankara. S/he has to be a person with significant experience as a manager and should have a capacity for initiating new projects. Experience of working outside of the home country administration would be an advantage.
b) RTA qualifications

- Minimum 5 years of operational and management experience in the field of asylum;
- Good insight into the relevant parts of the EU acquis;
- Preferably a comparative knowledge of other Member States systems;
- Fluency in English;
- Good project management skills with experience in managing a large team of experts;
- Sound communication skills and previous experience of working in a multi-disciplinary and multi-national team;
- Broad international contacts/exposure will be an asset;
- Advanced relevant university degree;
- Good pedagogical skills.

c) RTA tasks

- To design a work plan for the implementation of the program and to assist the process of drawing up the twinning contract;
- To review the appropriateness of the specified equipment if tenders for equipment supplies have not been launched prior to the signature of the twinning contract.
- To assist in the preparation of all strategic project documents;
- To ensure continuity of implementation through: the execution of the day to day management;
- To work on a daily basis with the Turkish Ministry of Interior staff to implement the project;
- To plan and coordinate outputs;
- Together with the Project Leader: to nominate, mobilize and supervise the short- and medium term experts;
- To coordinate and organize study visits, training activities, workshops and public awareness activities;
- To ensure proper quality of outputs;
- To provide detailed reports on the impact of the project.

C. Short and medium term experts

a) Experts’ qualifications

- Minimum of 3 years professional experience within the field of asylum and migration or in areas related to the project activity they have to cover.
• Advanced relevant university degree;
• Previous experience of working in other cultures and countries will be an advantage;
• Good written and oral command of English;
• Proven contractual relation to public administration or mandated body;
• Capacity to integrate into a large expert team;
• Willingness to work in a different cultural environment.

b) Experts’ tasks

• To contribute to the project with his/her specialist knowledge;
• To prepare training course modules;
• Delivery of selected training modules to Turkish staff;
• Advice and backstopping from a national EU asylum unit.

3.4.2.2. Technical assistance for language training
Reference is made to component 1 in section 3.4.1.

In order to determine who will deliver this training there will be a call for proposals for the procurement of the services for the training. Institutions both within Turkey and within the EU will be free to submit their proposals. Where the training will take place will depend upon the selection process.

3.4.2.3 Investment component:
The project comprises 3 investment components, namely:

• Equipment component 1: Equipping of office for COI for 30 persons (for list of equipment see annex 7).

• Equipment component 2: Costs for setting up of COI-database and electronic asylum filing system (for list of equipment, see annex 7).

• Equipment component 3: IT equipment purchased to Turkey’s provinces, border gates, HQ and planned 7 regional centres for new asylum unit. The equipment in this table will be installed at the provinces and border gates where most of the asylum seekers and/or illegal migrants enter. Upon the first contact with the foreigner, an initial interview will be made by the police. The equipment will be placed in the planned 7 regional centres of the future asylum unit under the MoI (Istanbul, Izmir, Van, Şırnak, Gaziantep, Kayseri, Erzurum), in HQ of this unit (Ankara), at the following border gates: Ankara airport, Istanbul airport and seaport, Antalya airport, Edirne, Ağrı, Artvin, Hakkari, Hatay, Kilis, Izmir airport and seaport, Trabzon airport, and Aydın/Kuşadası, as well as other selected provinces with a large inflow of asylum seekers and illegal migrants: Kırklareli, Samsun, and Iğdır. Depending on the needs, the locations of the equipment might be changed in
the future (for a list of equipment see annex 7) The equipment compatible with current
EU standards, i.e. EURODAC is needed, since it will make it possible for personnel at the
most heavily exposed provinces, border gates, and at the planned 7 regional centres to
have fast and easy access to the COI database and electronic asylum filing system.

3.5 Linked activities:
As mentioned in section 3.1, this project is closely linked to the Twinning project no. TR-02-JH-
03 Support for the development of an action plan to implement Turkey’s asylum and migration
strategy. That project, which is in its implementation phase, has close links both to the HLWG-
project “Support to the Turkish Immigration Authorities in the Area of Asylum – Project
2001/HLWG/115” implemented by the German Federal Office for the Recognition of Refugees,
to the UNHCR implemented project “ Developing an Asylum System in Turkey”, the project
”Migration and Asylum Police Training and Cooperation Project“ implemented by the
International Catholic Migration Commission (ICMC), as well as to the Twinning project TR-02-
JH-02 on the support for the development of an action plan to implement Turkey’s integrated
border management strategy.

The German led project was finalized in July 2004.

The UNHCR project was finalized in 2003. 527 security personnel and 276 gendarmerie
personnel working at both central and provincial organizations of the Ministry of Interior have
been trained under the “Project for Developing an Asylum System in Turkey” jointly organized
with Turkish Government and UNHCR.
In addition, UNHCR has been providing training support for judges, public prosecutors and
governors of districts. On the other hand, UNHCR provided technical material as a grant to the
central and provincial organization to be employed by units working in the field of asylum.
Preparatory works are underway for a new cooperation project since the objectives of the said
cooperation project and new gains have been attained.

The ICMC project was implemented between September 2004 and March 2005. The last of the
mentioned projects was implemented between July 2004 and July 2005. In addition, the new
project on interview techniques organised in joint cooperation with ICMC, UK and Turkish
Ministry of Interior is implemented in November 2005. As regards the border management
project, one of the objectives is also to design future projects which will – due to the subject
matter - probably also be linked to the project outlined in this fiche.

3.6. Lessons learned
During the implementation of the HLWG-project “Support to the Turkish Immigration
Authorities in the Area of Asylum – Project 2001/HLWG/115” implemented by the German
Federal Office for the Recognition of Refugees, the above mentioned ICMC project, and the
UNHCR implemented project “ Developing an Asylum System in Turkey” both mentioned above
in section 3.5, the Turkish MoI has gained a general insight in COI systems, interviewing
techniques, asylum filing systems, interviewing techniques, EU and international human rights
and administrative law, as well as on training of personnel. The MoI has also as part of these
projects participated in study tours to various EU Member states to see how asylum systems are
run in line with the EU acquis.
Within the framework of the training taken through above mentioned projects, the following has been realized:

1. Draft Regulation on the amendment of some articles of the “Regulation No. 94/6169 of 30th November 1994 on the procedures and principles related to population movements and aliens arriving in Turkey either as individuals or in groups wishing to seek asylum either from Turkey or requesting residence permits in order to seek asylum from another country” accepted with the Cabinet Decree No. 6169 of 30th November 1994 has been prepared and submitted to the Council of Ministers to be endorsed. Upon the correspondence of the Ministry of Interior dated 15/11/2005 and numbered 3127; it has been concluded by the Council of Ministers on 16/1/2006 to put into force the “Regulation to Amend the Regulation on the Procedures and the Principles Related to Population Movements and Aliens Arriving in Turkey either as Individuals or in Groups Wishing to Seek Asylum either from Turkey or Requesting Residence Permission in order to seek Asylum from Another Country” and it has been published in the Official Gazette on 27.01.2006.

According to this, with the 4th article of the said regulation;

The time limit of 10 days for asylum applications foreseen in the 1994 Regulation has been lifted. Instead of it, it is designated that the applicants for asylum should apply without delay to the relevant authorities and the applications of the people who don’t apply for asylum in the reasonable shortest time will be considered during the assessment of the decision.

With the 6th article,

It is foreseen that the Ministry of Interior, decision-making authority regarding the requests for asylum, if deemed necessary, delegates the provinces to decide on the asylum claims.

It is targeted with the draft amendments of the 1994 Regulation:

- To ensure current system in parallel with the international and EU implementations,
- To establish administrative infrastructure in the field of asylum and asylum law that should be drafted during the alignment to EU.
- To strengthen legal basis of the procedures carried out.

2. Trained staff is working in the field as well as at the border gates. They are dealing with the asylum cases i.a. interviewing the applicants, identifying the applicants, taking fingerprints, and then filing the case etc. Whenever the Ministry of Interior, as decision-making authority regarding the requests for asylum, delegates the provinces to decide on the asylum claims, the trained staff will also be decision makers, and will conduct all procedures related to asylum claim.

Furthermore, the MoI staff is regularly participating in international fora where asylum issues are being discussed. The ongoing twinning project on the support for the development of an action plan to implement Turkey’s asylum and migration strategy will give the Turkish officials further insight in asylum and HR related aspect.

These lessons learned will of course be fundamental to ensure that the mandatory results of the present project are reached within the set temporary and budgetary limits.

4. Institutional Framework

Migration management process that starts with visa application of foreigners prior to coming to Turkey and that continues even after their admission to the country comprises; foreigners’
entrance to Turkey, checks conducted during their stay in Turkey in terms of residence and travel, the issue of their residence permit on grounds of work, education and family unification, conducting periodic checks on them through their addresses and at the same time, for reasons of public order and public safety, extradition of those who are found to have violated administrative and political requirements of the country and measures being taken at the border gates in order those persons not to re-enter the country either for a definite or an indefinite period of time.

Nevertheless, migration management is not limited to routine administrative procedures of foreigners who come to and stay in Turkey in conformity with the rules; it also incorporates proceedings of judicial nature such as seizure of foreigners who come to Turkey illegally, who stay in Turkey illegally and who try to leave Turkey unlawfully, capturing the organizers and bringing them to justice, together with their extradition.

The issue of asylum on the other hand is a process that is regulated by international treaties and conventions. The result of a verdict delivered about a person might extend to the European Court of Human Rights. This issue, which is constantly on the agenda of the international public opinion, holds a significant place in the process of joining the European Union. Therefore, it is essential that informed and experienced personnel perform procedures pertaining to refuge.

a) Transition period

Determination of the refugee status which is the result of asylum movement is a fact directly related to human rights and intolerant to delays and looseness deriving from the transition period for it is a continuous process. It is more than important to explain that this process should be executed by trained and experienced specialist staff who have received various trainings in their fields.

Likewise, the following expressions are included in Article 4.1 and 4.2 of the National Action Plan which was put into force on 25.03.2005 after its approval by the Prime Minister respectively:
“For the purpose of increasing the capacity, institutional structuring will be started in order to establish a specialist unit in the field of migration and asylum.”
“Assuring the execution of asylum and migration procedures in accordance with the Acquis Communautaire, current specialisation unit will be strengthened through its expansion.”

Until the new asylum unit is established, as above mentioned, all the procedure regarding asylum, the issues such as acceptance of applications for asylum as from their entrance into the country, determination of identity, interview, decision making, assessment of the primary objections, agreeing on accommodating the ones whose approvals are rejected in the country within the framework of International Human Rights Law and Law on International Protection, will be carried out by the unit of the General Directorate of Security which has a qualified and expert composition.

b) Future institutional structure

After the establishment of the new asylum unit foreseen to be created in the National Action Plan in 2012, a staff consisting of experts experienced in the above mentioned issues related with
asylum will be employed in this unit. Later on, this unit will become qualified to employ and train its own personnel. In need for new personnel in addition to the trained ones, standards to employ them will be determined in accordance with the policy for the employment of public servants. The unit may cooperate with legal advisers, translators and NGO representatives.

This unit, which will be established under the roof of Ministry of Interior, but separate from the Directorate General for Security, will carry out the duties of interview, decision making, assessment of the objections, agreeing on accommodating the ones whose approvals are rejected in the country according to their conditions, within the legal framework of the EU acquis communautaire that is contemporarily in force.

The Turkish Ministry of Interior which is currently administrating most of the present Turkish legal framework in the area of asylum and migration (presently through its General Directorate of Security) will be the beneficiary institution.

In the area of asylum, the institutional set up as governed by the Turkish 1994 “Regulation on Procedures and Principles Related to Population Movements and Aliens Arriving in Turkey Either as Individuals or in Groups Willing to Seek Asylum from Turkey or Requesting Residence Permit in order to Seek Asylum from Another Country”, the asylum procure is functioning as follows:

The interview of the asylum seeker is presently being done by the local police in the province where the application for asylum is being lodged. The decision is not made by the local police but by the MoI in Ankara after getting the opinion from i.a. the Ministry of Foreign Affairs and the UNHCR, both of which are providing the MoI with most of the country of origin information necessary for the RSD.

Consequently, the RTA together with the implementing Member State(s) will work directly together with the Ministry of Interior where the capacity building foreseen in the project will be administered and take place. However, as outlined above the unit responsible for RSD in the first instance will in the future be a new separate asylum unit under the MoI. If this unit is established before or during project implantation, the RTA will work directly together with that unit.

During project implementation there will be coporation with relevant other ministries and institutions. As part of the contracting phase of this project, it will be decided which other ministries and institutions will be involved. During the contracting phase, it will also be decided how information will be shared between the MoI and these other ministries and institutions before, during and after the project activities they are going to take part in. All these in order to ensure a fruitful corporation between the MoI and the other relevant stakeholders.

A Project Steering Committee (PSC)\(^7\) will be set up comprising of the Turkish Project leader and RTA counterpart, the European Commission, the Central Financing and Contracts Unit, and the EU Member State Twinning partner(s) as well as UNHCR BO Ankara as necessary. The PSC will monitor, supervise and co-ordinate the overall progress and implementation of the project.

\(^7\) In the PSC, the Ministry of Foreign Affairs could participate. Since other relevant institutions in the field of asylum do not have direct interest in this project, they will not participate in the PSC.
The PSC will provide guidance for the different components of the project, will define priorities, approve and monitor budgets and approve the results. The PSC will be chaired by the Senior Programme Officer (SPO), who will have the overall responsibility for all issues concerning the management and monitoring of the project.

As regards the chain of commands within the beneficiary institution, the RTA counterpart reports to the Turkish project leader. As regards the member state twinning partner(s), the RTA reports to the member state project leader. If the project is being implemented by a member state consortium, a memorandum of understanding and an intra-consortium agreement will clearly define and delineate the competences and tasks of the different member state project partners.

The Central Financing and Contracts Unit (CFCU) will be the implementing agency responsible for tendering, contracting and accounting, also as regards the investment components of this project. The contact details of the CFCU are given below in section 6.1.

The MoI’s General Directorate of Security’s Foreigners Border and Asylum Department or the new asylum unit which will in the future be responsible for RSD in the first instance will be responsible for providing the technical expertise needed throughout this project.

The staff trained and the facilities established, the equipment purchased, and the management of the new systems and databases developed throughout this project, will to the widest extent possible continue as part of the future asylum unit mentioned above in section 3.1, as soon as this unit has been established. i.e. transfers of staff and equipment will take place as part of the setting up of the planned 7 regional centres as well as the Ankara HQs for the new asylum unit. The final specifications on the structure of the new asylum unit and the split of competences between this unit and other relevant actors in the field. i.e. the General Directorate of Security will be made in the asylum law which will be based very much on the above mentioned NAP. According to the NAP, the asylum law will be passed by the Turkish Parliament during 2012. Until the establishment of the new asylum unit, the organization responsible for operating and maintaining what has been created by the project will be the MoI’s General Directorate of Security’s Foreigners Border and Asylum Department.

5. Detailed Budget (million euros)

<table>
<thead>
<tr>
<th>Phare/Pre-Accession Instrument support</th>
<th>Co-financing</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>€M</td>
<td>National Public Funds (*)</td>
<td>Other Sources (**)</td>
</tr>
<tr>
<td>Year 2006 - Investment support jointly co funded</td>
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<td>-</td>
</tr>
<tr>
<td>Sub-project 1: IB</td>
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<td>Sub-project 2: TA</td>
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<tr>
<td>Sub-project 3: Supplies</td>
<td>6.773.250</td>
<td>2.257.750</td>
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<tr>
<td>Investment support – sub-total</td>
<td>6.773.250</td>
<td>2.257.750</td>
</tr>
</tbody>
</table>

| % of total public funds | max 75 % | min 25 % |

| Year 2006 Institution Building support | - | - | - | - | - |
| Sub-project 1: IB Twinning | 2.720.000 | - | - | - | 2.720.000 |
| Sub-project 2: TA Language Training | 300.000 | - | - | - | 300.000 |
| Sub-project 3: Supplies | - | - | - | - | - |
| IB support | 3.020.000 | - | - | - | 2.720.000 |
| Total project 2006 | 9.793.250 | 2.257.750 | - | - | 12.051.000 |

1. All investment sub-projects supported by the pre-accession fund must receive co-financing from national public funds. Minimum requirement for co-financing from national public funds is 25% of the combined PHARE and national contributions to the overall investment support.

2. Many Institution building projects will also have a degree of co-financing – this should be quantified and included wherever possible.

3. Expenditure related to equipment (regulatory infrastructure or ESC-related) and to Technical Assistance supporting investment (e.g. pre feasibility study / supervision of works / technical specifications) should be considered as Investment support in the project fiche.

4. All co-financing must be provided on a joint basis. Parallel co-financing will, in a principle, not be accepted. Exceptions to this rule have to be agreed with the Commission in advance.

5. All co-financing should be clearly quantified, also the degree of certainty of such co-financing (i.e. for National Public Funds: is it already earmarked in local or national budget, for FIs Loans, private funds: are they already approved/ under appraisal, etc.).

6. Where parallel co financing is accepted and justified per exception to the normal rule it should be provided in monetary form. If this is not possible there should be clear criteria set out for the valuation of any non-monetary contributions (that should be quantified in the table).

7. If twinning is involved, clearly state the expected budget of the twinning covenant.

8. The financial engineering of the project should be closely monitored against actual delivery during implementation and against the objectives that were set in the project fiche so that corrective actions may be taken where required.
*In cases of co-financing only*

Through the MoI’s endorsement of the project contract, the Turkish government will guarantee the national co-financing of the investment component of the project. In addition to this, the amount for national co-financing within the investment component will be included in the MoI analytical budgets for the years 2006-2008.

Turkey's contribution to the project to fulfil the Twinning co-financing requirements will cover provision of adequate office space and equipment for the Resident Twinning Advisor (RTA), organizational costs of trainings, seminars and workshops (rental fees for training and seminar venues, interpretation equipment, catering as well as international travel of trainees in the framework of study visits and traineeships) and other costs non-eligible for pre-accession funding, as specified in the "Reference Manual on Twinning Projects”.

6. Implementation Arrangements

6.1 Implementing Agency

The Central Financing Contracting Unit (CFCU) will be the Implementing Agency and will be responsible for all procedural aspects of the contracting matters and financial management (including payments) of the project activities.

The Central Financing and Contracts Unit  
Mr. Muhsin ALTUN  
Programme Authorising Officer  
Central Finance and Contracts Unit  
Ehlibeyt Mahallesi, 6.Sokak, Ekşioğlu İş Merkezi  
No: 16/8, 06520 Balgat/ANKARA  
Tel: + 90 312 472 37 00  
Fax: + 90 312 472 37 44

6.2 Twinning

The Beneficiary Institution will be the MoI through its General Directorate of Security, and/or the new asylum unit under the MoI, depending on when it is established.

On the Turkish side the project leader is:  
Deputy Undersecretary Mr. Sebati Buyuran

Ministry of Interior  
Ankara  
Turkey  
Phone: +90 312 418 1370  
Fax: +90 312 417 2380  
E-mail: diab@icisleri.gov.tr

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8 The name of the Project Leader might be changed regarding his assignment to other duty.
The RTA counterpart is
Deputy Head of the Department for Foreigners, Borders and Asylum Director Mr. Kadir Ay
General Directorate of Security
Foreigners, Borders and Asylum Department
Dikmen Caddesi 89
06100 Dikmen
Ankara
Turkey
Phone: +90 312 412 3220
Fax: +90 312 467 7443
E-mail: mkadiray@hotmail.com

6.3 Non-standard aspects
N.A.

6.4 Contracts
There will be three contracts:
   a) Twinning contract for institution building: 2.720.000 euros
   b) Investment contract for purchase of equipment: 9.031.000 euros
   c) Technical assistance for IT needs definition and design/specification\(^9\)
   d) Technical assistance for language training: 300.000 euros

The twinning contract is in the focus of the project and has an estimated value of 2.720.000
euros. The investment contract will consist of 9.031.000 euros.
The costs for technical assistance for language training will consist of a maximum of 300.000
euros.
For details, reference is made to Section 5.

7. Implementation Schedule

7.1 Start of tendering/call for proposals: 3rd quarter 2006

7.2 Start of project activity: 1st quarter 2007

7.4 Project Completion: 1st quarter 2008

For details, reference is made to annex 2.

8. Equal Opportunity

\(^9\) The requirement of an independent feasibility study was notified at a time when it was not possible to conduct
necessary arrangements. Due to this reason, we are unable to submit such a feasibility study within the deadlines of
the 2006 Programming process. However, a feasibility study was made last year by the Turkish authorities. The
confirmation on the necessity of the IT equipment in this study, given by the then Project Leader and the then RTA
of the Asylum and Migration Twinning Project TR-02-JH-03 is provided in Annex 4). At this stage we can proceed
on these two documents. A separate, independent feasibility study could be done by way of Technical Assistance
before the contract is signed.
Appropriate professional qualifications and experience will be the factors for personnel recruitment and evaluation. When recruiting personnel for this project, there will be made no distinction based on sex, race, or religion.

However since the share of female staff is around 5% within the Turkish National Police, albeit with a rising trend, the beneficiary will pay special attention to assure the highest possible participation of women in the project. All periodical progress review reports and other interim reports will include a specific explanation on measures and policies taken with respect to participation of women and equal opportunity for women and men and will provide measurements of achievement of this goal.

9. Environment
N/A

10. Rates of return:
N.A

11. Investment criteria

11.1 Catalytic effect:
The project is a necessary step toward Turkey’s alignment with the EU acquis in the field of asylum. Reference is made to sections 3.1 and 3.4.

11.2 Co financing:
minimum 25 % of the investment components of the project are nationally co financed. Reference is furthermore made to the budget breakdown in section 5.

11.3 Additionally
N.A

11.3: Project readiness and size:
A Technical study has been completed by the MoI to assess the need of the investment components of this project. Reference is made to annex 4.

11.4 Sustainability:
The project is planned in compliance with EU standards. After the project implementation period, the running of the Country of Origin centre and the COI database and the electronic asylum filing system will be financed through the Turkish budget. Reference is furthermore made to section 4 and 12.

12. Conditionality and sequencing

The results developed throughout this project, will continue as part of the future asylum unit mentioned above in section 3.1, as soon as this unit has been established

The equipment purchased and the COI system established will be transferred to the new asylum unit once it is established. Regarding this transfer, reference is furthermore made to section 4.
The launch of a tender for the supply component is conditional upon the completion of an independent feasibility study. The signature of the contract related to the investment components is conditional upon the provision of necessary office spaces by the beneficiary.

The signature of the contract related to the investment for the COI centre is conditional upon the recruitment of the necessary number of staff and provision of necessary office spaces by the beneficiary.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. List of feasibility/pre-feasibility studies and executive
5. Reference list of relevant laws and regulations
6. Reference list of relevant strategic plans and studies (may include institution sector strategies, development plans, business development plans, etc)
7. Indicative list of equipment with costing
8. Technical Specifications
## Annex No. 1: Logframe matrix

<table>
<thead>
<tr>
<th>Overall objectives</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment of Turkey’s asylum system to the EU acquis.</td>
<td>Extent of Turkey’s alignment with the EU acquis and participation in EU asylum related instruments and policies.</td>
<td>EC regular reports Outcome of EC-Turkey subcommittee 8 meetings</td>
</tr>
</tbody>
</table>

### Project purpose

<table>
<thead>
<tr>
<th>Assumptions</th>
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</thead>
<tbody>
<tr>
<td>Turkish willingness to strive towards alignment with EU acquis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project number: TR-05-JH-xx</th>
<th>Date of up-dating: 06.01.2006</th>
</tr>
</thead>
</table>

|-----------------------------------------------|-----------------------------------------------|

<table>
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<tr>
<th>Total budget: 12.051.000€</th>
<th>EC pre-accession contribution: 9.793.250 €</th>
</tr>
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<tbody>
<tr>
<td>Mandatory results</td>
<td>Objectively verifiable indicators</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COI system:</td>
<td>a. COI centre established b. 30 COI experts trained c. COI database established d. Offices for COI centre equipped e. Operational staff in provinces trained f. Up to date computers purchased to Turkey’s provinces g. Asylum information system established with access ensured to all relevant users h. Upon completion of the project these 25 staff will be able to train additional staff in these areas in the yet to be established asylum authority. Furthermore, these 25 staff will be capable of policy making and law drafting in the area of asylum in line with relevant EU and international standards.</td>
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<td>Electronic filing system for asylum files, accessible for RSD staff:</td>
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<td></td>
<td>• Fully functioning asylum information system where individual asylum files are scanned in and from which access is ensured to the relevant users.</td>
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<tr>
<td>Increased capacity within the Turkish administration as regards EU administrative law, including appeals procedures for asylum and migration cases, and EU and international human rights law:</td>
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<td>• 25 key personnel trained so as to ensure that the standards of EU administrative and EU and international human rights law are followed as guiding principles on the Turkish administration and lawmaking in the area of asylum and migration.</td>
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</tbody>
</table>
Expertise on interviewing techniques, international and EU asylum law and in other RSD-related aspects:

- 50 operational staff trained on how to conduct interviews of asylum seekers, including vulnerable groups (women, unaccompanied minors, mentally disturbed persons, torture victims);

Training program:

- Training program to be followed by staff of future asylum authority designed and endorsed by the MoI.

- **Upon completion of the project, these 50 staff will be qualified as decision makers in the future asylum authority. Furthermore, these 50 staff will have the qualifications to train new staff to be appointed within the new authority**

  i. MoI endorsement of training program to be followed by staff of future asylum and migration authority
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Costs</th>
<th>Assumptions</th>
</tr>
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<tbody>
<tr>
<td><strong>Component 1: Setting up of a country of origin information system and an asylum information system:</strong></td>
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<tr>
<td>• 6 relevant Turkish staff participating in traineeships in EU member states for 3 months to study COI-systems and –units.</td>
<td>• Twinning assistance for EU Member state authorities</td>
<td>• Twinning: 2.720.000 euros</td>
<td>• Twinning assistance from appropriate MS authorities</td>
</tr>
<tr>
<td>• 5 relevant Turkish staff participating in traineeships in EU member states for 2 months in order to study as to get input and inspiration on RSD</td>
<td>• Expert assistance from UNHCR(^{10})</td>
<td>• Technical assistance for language training: 300.000 euros</td>
<td>• Effective monitoring of project implementation</td>
</tr>
<tr>
<td>• Secondment of EU Member State medium term expert(s) on COI;</td>
<td>• Specialized English language training</td>
<td>• Investment components: 9. euros</td>
<td>• Effective coordination and day to day corporation and project management between project partners</td>
</tr>
<tr>
<td>• Training given in Turkey on the collecting, analyzing, use and dissemination of COI to the 30 staff who will work on the COI centre.</td>
<td>• Project investment component covered partly by the EC (75%) and by Turkey (25%)</td>
<td></td>
<td>• Timely availability of available resources</td>
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</table>

\(^{10}\) It is not foreseen a grant for UNHCR. But BC could benefit from their expertise.
• COI training given by the above mentioned 30 persons to provincial operational RSD-officials.
• Specialist English language training for 20 of the future COI specialists.
• Provision of office equipment (furniture and IT equipment) for the 30 staff who will work in the COI centre.
• Setting up of COI and asylum information databases which can be used and managed by the staff working in the COI centre, and is accessible to RSD-staff.
• Purchase of IT equipment to Turkey’s 81 provinces.
• Establishment of a translation unit

Component 2: Train Turkish key staff in the minimum standards contained in EU administrative law, including on the EU acquis on appeals procedures on asylum and migration cases, and EU and international human rights law relevant to asylum and migration issues:

• Seminars and workshops arranged in Turkey with the participation of the RTA, MS STEs, and relevant
Activities – continued
Component 3: Train 50 Turkish operational staff in interviewing techniques, international and EU asylum law and in other RSD-related aspects:

- Seminars and workshops arranged in Turkey with the participation of the RTA, MS STEs, and relevant personnel within the Turkish aliens administration. (assessment of the existing situation, development of recommendations, drawing up of guidelines and operational standards for procedures, for staff, etc.)

Component 4: Developing a training program to be followed by the staff for the future asylum authority:

- Seminars and workshops arranged in Turkey with the participation of the RTA, MS STEs, and relevant personnel within the Turkish aliens administration;
- Relevant Turkish staff participating in study visits to MSs;
- Drafting of training program
| Preconditions: |  |
Full commitment of involved authorities

Necessary EC and Turkish funding available

Formal adoption by Turkish Government of the National Action Plan on Asylum and Migration.

Continuation of the results developed throughout this project, as part of the future asylum authority mentioned as soon as this authority has been established.

Transfer of the equipment purchased and the COI system established to the new asylum authority once it is established.

Signature of the contract related to the investment for the COI centre conditional upon the recruitment of the necessary number of staff and provision of necessary office spaces by the beneficiary.
Annex 2: Project implementation chart

C: Tendering and contracting
I: Implementation and payments

<table>
<thead>
<tr>
<th>Component</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
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### ANNEX – III Contracting and Disbursement Schedule (Quarterly – in Euro)

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<tr>
<td>TA Language training</td>
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<tr>
<td>Contract 3</td>
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<td>Supply</td>
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<td>Contract 1</td>
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<td></td>
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<tr>
<td>Twinning</td>
<td>1.000.000</td>
<td>200.000</td>
<td>200.000</td>
<td>200.000</td>
<td>200.000</td>
<td>200.000</td>
<td>200.000</td>
<td>200.000</td>
<td>320.000</td>
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<td>Contract 2</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TA Language training</td>
<td>180.000</td>
<td>40.000</td>
<td>40.000</td>
<td>40.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contract 3</td>
<td></td>
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<tr>
<td>Supply</td>
<td>3.000.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.773.250</td>
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</tr>
</tbody>
</table>
Annex 4. List of feasibility/pre-feasibility studies

Turkey has many experiences from the past on asylum and migration. As such, Turkey faced a mass influx refugee situation in 1998 with around 50,000 peshmergas entering from Northern Iraq, in 1987 around 10,000 Afghans entered Turkey, in 1988-89 Turkey was faced with a high number of Bulgarian migrants, in 1991 around 450,000 Iraqis from North Iraq asked for protection in Turkey, in the 1990s Bosnians and Kosovars were granted temporarily protection in Turkey. Furthermore, Turkey prepared strategic crisis plans to address a potential mass influx from Northern Iraq before and during the coalition intervention in Iraq in 2003.

To identify the needs set out in this project fiche the following planning meetings/studies have taken place:

1. The current status on infrastructure of communication and IT equipment of the provinces was examined.
2. The cities facing intensive refugee flows were identified.
3. Meetings were held between the IT Department, the Criminal Police Laboratories and the Foreigners, Asylum and Borders Department all within the MoI.
4. Turkey’s Long Term Strategy and the 8th Development Plan for 5 years were examined.
5. The challenges that Turkey could face in the future have been taken into consideration.
6. Relevant seminars and trainings organized by the UNHCR and through the HLWG Project (organized by Germany, Denmark, Sweden and the Netherlands), as well as through the ICMC project and the Twinning asylum and migration project, cf. section 3.5 and 3.6 have taken place.
7. The COI systems of UNHCR and some member states (Germany, the Czech Republic, UK, Poland, Denmark and Sweden were examined.

Feasibility study on equipment
The equipment list in annex 7 has been made based on research done during the drafting process of the fiche. This research was done in the provinces to see whether they have enough and good quality IT equipment such as computers, printers able to scan the files etc. Although they have computers, it is seen that the specifications of the computers given by the provinces are not enough to run a COI and refugee information system e.g. the document management system, electronically filing system. These computers will be installed to 81 provinces as well as border gates where the first application might be taken. Documentation of this research process is available upon request from the Foreigners Borders and Asylum Dpt. Within the General Directorate of Security.

If deemed relevant, additional feasibility studies can be conducted within the framework of twinning in the beginning of the project.
Annex 5. Reference list of relevant Turkish laws and regulations

- **Strategy Paper on Asylum** prepared by the Task Force.

- **Law 34/2510**: Law of 14.06.1934 on Settlement with implementing regulation no. 1934/2-1777

- **Law 41/4104**: Law of 11 August 1941 on belligerent foreign army members who take refuge in Turkey with implementing Regulation 95/7473

- **Law 50/5683**: Law related to residence and travels of foreign subjects, 15 July 1950 with amendments contained in Law 98/4360

- **Law 5682**: Passport law of 15 July 1950

- **Constitution**: Constitution of the Republic of Turkey, law no. 2709 of 07.11.1982 including amendment contained in law no. 3361 of 17.05.1987

- **Law 03/4982**: Law of 24.10.2003 on the right to be notified

- **Regulation 94/6169**: The Regulation no. 94/6169 on the procedures and the principles related to population movements and aliens arriving in Turkey either as individuals or in groups wishing to seek asylum either from Turkey or requesting residence permission in order to seek asylum from another country

- **1951 UN Geneva including the 1967 New York protocol Relating to The Status of Refugees**

- **Council of Europe Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data CETS No. 108 28/1/1981.** Has been signed by the Turkish government, presently not ratified by the Turkish Grand National Assembly
Annex 6. Reference list of relevant strategic plans and studies (may include institution sector strategies, development plans, business development plans, etc) (compulsory)

Turkey’s Long Term Strategy and the 8th Development Plan for 5 years pp. 11 ff.
### Annex 7: Indicative list of equipment

List of equipment for the COI Centre

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office tables (180x130cm) with plugging facilities (UPS, internet and intranet) and room for computer, 3 shelves and 1 cupboard</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>Office chairs (ergonomic turnable, with wheels)</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Guest chairs (ergonomic)</td>
<td>60</td>
</tr>
<tr>
<td>4</td>
<td>Book shelves (for individual offices) (160x60x35cm) with lockable glass doors</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>Book shelves (for individual offices) (160x60x35cm) without doors</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>Printer table (60x60x46 cm)</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Tables for photo copying machine (150x100x74cm) (with doors)</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Tables for fax machines (60x60x74cm)</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Book shelves (for meeting rooms) (160x60x35cm) without doors</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>Table for big meeting room (120x440cm)</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Chairs for big and small meeting room (ergonomic)</td>
<td>40</td>
</tr>
<tr>
<td>12</td>
<td>Table for small meeting room (250x110)</td>
<td>1</td>
</tr>
</tbody>
</table>

11 The prices of IT equipment in this annex no. 7 are based on the MoI’s search on the web pages of different IT companies, (excl. VAT) conducted in November and December 2004. Contingencies might have to be used form the budget in order to ensure implementation of the law on electronic signature, which will have impact on the design of the asylum filing system. Whether such costs will arise during project implementation is not sure yet, since the law is not yet in force, neither has the implementation regulation been issued yet. The MoI estimated the additional costs of such implementation to be at some 20,000 euros.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>PC’s</td>
<td>30(^{12})</td>
</tr>
<tr>
<td>14</td>
<td>Multifunction printer advanced type (scanner, photocopying machine)</td>
<td>1(^{13})</td>
</tr>
<tr>
<td>15</td>
<td>Digital cameras or possibly camcorders(^{14})</td>
<td>8</td>
</tr>
<tr>
<td>16</td>
<td>Notebooks(^{15})</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

\(^{12}\) The 30 PC’s are planned for the 30 staff, which will work in the COI and Asylum Information System (Refugee Registering System). These PC’s must be of the latest technology in order to run the system efficiently.

\(^{13}\) The multifunction laser color printer which consists of scanner, photocopying and color printing will be installed and used as shared by the staff who will work in the office, which will be connected to the PC’s with a network line. When necessary, it could be used as scanner for the filing.

\(^{14}\) The digital camcorder or cameras will be used in order to take pictures of the asylum applicants in Turkey and to register them to the programme, which contains the application form consisting of a photo field. These will be used for the preliminary interview with the police in order to identify the asylum seekers. These 7 cameras will be places at the planned 7 regional centres for the new asylum authority (1 per centre) and 1 at the authority’s HQ in Ankara.

\(^{15}\) Notebooks will be needed by the staff working in the COI unit and regional centres, since it will increase their mobility, hence enabling them to work efficiently while on (fact finding) missions abroad, meetings, conferences, seminars, doing RSD interviews outside their normal workplace (e.g. in prisons or hospitals) etc.
List of IT equipment for the provinces, border gates, and foreseen regional centres

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PC’s</td>
<td>110</td>
</tr>
<tr>
<td>2</td>
<td>Multifunction printer basic type (scanner, photocopying machine)</td>
<td>92</td>
</tr>
<tr>
<td>3</td>
<td>Live scanners</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>Switches</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>Digital cameras or possibly camcorders</td>
<td>81</td>
</tr>
<tr>
<td>6</td>
<td>Notebooks</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

16 The equipment in this table will be installed at the provinces and border gates where most of the asylum seekers and/or illegal migrants enter. Upon the first contact with the foreigner, an initial interview will be made by the police. The equipment will be placed in the planned 7 regional centres of the future asylum authority under the MoI (Istanbul, İzmir, Van, Şırnak, Gaziantep, Kayseri, Erzurum), in HQ of this authority (Ankara), at the following border gates: Ankara airport, Istanbul airport and seaport, Antalya airport, Edime, Ağrı, Artvin, Hakkari, Hatay, Kilis, İzmir airport and seaport, Trabzon airport, and Aydın/Kuşadası, as well as other selected provinces with a large inflow of asylum seekers and illegal migrants: Kırklareli, Samsun, and Iğdır. If needed, the locations of the equipment might be changed in the future.

17 This figure is determined according to the research done in the provinces whether they have enough and good qualified IT equipment such as computers, printers able to scan the files etc. Although they have computers, it is seen that the specifications of the computers given by the provinces are not enough to run COI and refugee information system e.g. the document management system, electronically filing system. These computers will be installed to 81 provinces as well as border gates where the first application might be taken.

18 For the justification see footnote 9.

19 The live scanner is a tool through the means of which all fingerprints are taken digitally and send digitally to the main server (AFIS). A good quality live scanner is able to take 10 fingerprints without problems. The information on such a live scanner is taken from the experts who are working in the Dept. of the Criminal Police Laboratories.

20 The digital camcorder or cameras will be used in order to take pictures of the asylum applicants in Turkey and to register them to the programme, which contains the application form consisting of a photo field. These will be used for the preliminary interview with the police in order to identify the asylum seekers. These 7 cameras will be places at the planned 7 regional centres for the new asylum authority (1 per centre) and 1 at the authority’s HQ in Ankara.

21 Notebooks will be needed by the staff working in the COI unit and regional centres, since it will increase their mobility, hence enabling them to work efficiently while on (fact finding) missions abroad, meetings, conferences, seminars, doing RSD interviews outside their normal workplace (e.g. in prisons or hospitals etc.)
List of equipment needed for COI database and asylum information system

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPN/Firewall (incl. cluster) N-IDS and antivirus (for internet and intranet)</td>
<td>4</td>
</tr>
<tr>
<td>Firewall Regional switch 1 for intranet</td>
<td>5</td>
</tr>
<tr>
<td>Firewall Regional switch 2 for internet</td>
<td>2</td>
</tr>
<tr>
<td>Host base IDS</td>
<td>35</td>
</tr>
<tr>
<td>Certificate Server for the digital signature when applicable.</td>
<td>2</td>
</tr>
<tr>
<td>Antivirus server for internet and intranet side</td>
<td>2</td>
</tr>
<tr>
<td>Secure client (Firewall and antivirus)</td>
<td>280(140+17+93+30)</td>
</tr>
<tr>
<td>Infrastructure (cables, plugs etc for PCs and printers)</td>
<td>232</td>
</tr>
<tr>
<td>Switch</td>
<td>100</td>
</tr>
<tr>
<td>AFIS (Automated Fingerprint Identification System)</td>
<td>1</td>
</tr>
</tbody>
</table>

22 If the communication services given by the Telecom are changed in any case, the administration, beneficiary institution, may change the content of the equipment provided that the total cost will not exceed.
In case that the designed systems, technologies and structures are changed, the administration, beneficiary institution, may make any amendments in the project contract for purchasing the furniture and the equipment provided that the total cost will not exceed.
In case that the planned place/centre for the COI and AIS is changed until the project is approved, the administration, beneficiary institution, may change the content of the project and the equipment provided that the total cost will not exceed.
Because of the possible changes in the needs until the project is approved,

23 140 are total of PCs, 17 notebooks and 93 for existing PCs in the provinces and the 30 servers in internet and intranet areas.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>COI Internet Server (Rack) (SAN (storage area network) and Backup library)</td>
<td>1</td>
</tr>
<tr>
<td>COI Internet Server (Rack) (Application, web, DNS (domain name system), Doc. management system Antivirus etc.)</td>
<td>17</td>
</tr>
<tr>
<td>COI Internet rack system DMZ</td>
<td>1</td>
</tr>
<tr>
<td>Intranet (Rack) (SAN and Backup library)</td>
<td>1</td>
</tr>
<tr>
<td>Intranet (Rack) (Application, web, DNS, Doc. management system Antivirus etc.)</td>
<td>17</td>
</tr>
<tr>
<td>Education for use of databases (to be provided by company delivering hard- and soft ware for these databases)</td>
<td>1</td>
</tr>
<tr>
<td>Public key infrastructure (certificate)</td>
<td>250 ((140+17+93))</td>
</tr>
<tr>
<td>Public key infrastructure USB Token/smart card</td>
<td>250((140+17+93))</td>
</tr>
<tr>
<td>Software (2 database management systems, 1 COI system, 1 Document management system, quality document system, HQ training, documentation, regional training analysis design and consulting (all training to be provided by company delivering hard- and soft ware for these databases)</td>
<td>1</td>
</tr>
<tr>
<td>Operating system (for servers)</td>
<td>17</td>
</tr>
<tr>
<td>Operating system (for servers) (2 year upgrade)</td>
<td>17</td>
</tr>
<tr>
<td>Operating system (for servers)</td>
<td>13</td>
</tr>
<tr>
<td>Operating system (for servers) (2 year upgrade)</td>
<td>13</td>
</tr>
<tr>
<td>Internet equipment (rooter, switch, modem etc.)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

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24 For the upgrading existing AFIS to be separated for being used for people seeking asylum and their identification

25 140 is total of PCs, 17 notebooks and 43 for existing PCs in the provinces. These will be used for the digital certificate of the IT equipment used.

26 140 is total of PCs, 17 notebooks and 43 for existing PCs in the provinces. For the digital signature when applicable in yet to be endorsed E-government law.
Annex 8: Technical specifications

Draft technical specifications will be provided not later than September 2006.