1. Basic information

1.1 CRIS Number:
1.2 Title: Development of Work with Juveniles and Victims by the Turkish Probation Service
1.3 Sector: Justice and Home Affairs-JHA
1.4 Location: Turkey

Implementing arrangements:

1.5 Implementing Agency:
The Central Finance and Contracts Unit (CFCU) will be Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities as well as overall coordination and monitoring of the project implementation.

The Head of the CFCU will act as Programme Authorizing Officer.

Muhsin ALTUN
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Responsibility for technical aspects related to preparation, implementation and control will rest with the Directorate General of the Prison and Detention Houses of the Ministry of Justice as the beneficiary institution.

1.6 Beneficiary (including details of SPO):
General Directorate of Prisons and Detention Houses, Ministry of Justice will be the beneficiary.

SPO
Mr. Kenan İPEK, Director General of Prisons and Detention Houses
Adilet Bakanlığı Ceza ve Tevkifevleri Genel Müdürlüğü
Gazi Binası Konya Yolu No: 70 Beşevler ANKARA-TURKEY
Tel: +90 312 2236524
Fax: +90 312-223 93 41
kipek@adalet.gov.tr

The contact person in the Ministry of Justice is:
Mr. Vehbi Kadri Kamer, Judge, Head of Department
General Directorate of Prisons and Detention Houses
1.7 Overall cost: 2.000.000 €
1.8 EU contribution: 1.947.500 €
1.9 Final date for contracting: 2 years after the signature of the Financing Agreement.
1.10 Final date for execution of contracts: 4 years after the signature of the Financing Agreement.
1.11 Final date for disbursements: 5 years after the signature of the Financing Agreement.

2. Overall Objective and Project Purpose

2.1 Overall Objective:

Improving implementation of international and European standards in the field of community protection and preventing crime.

2.2 Project purpose:

To improve the capacity of the probation services for rehabilitation of victims of crime and for prevention of re-offending of children.

2.3 Link with AP/NPAA

This project proposal addresses the areas defined in the revised Accession Partnership (AP) and the National Programme for the Adoption of the Acquis (NPAA) for Turkey’s accession to the EU, as follows:

- Accession Partnership 2006:

  Short-term priorities

  - Ensure consistent interpretation of legal provisions, including the new penal code, related to human rights and fundamental freedoms by all judicial authorities in line with the European Convention on Human Rights and its related case law.

  - Promote protection of children’s rights in line with EU and international standards.

  - Continue efforts to tackle the problem of street children.

- National Programme for the Adoption of the Acquis:

  Short-term priorities

  NPAA states that establishing a new national institution for supervising offenders and overseeing their re-socialization will be an objective.
Medium-term priorities
Reduce overcrowding in prisons through the use of alternative measures and sanctions as included in the new Penal Code and protect the victim and the society. Pay a special attention to young people and children as included in new Probation Act and new Child Protection Act.
National Programme (NPAA) on Assuming the Aquis Communautaire Priority: Fundamental Element 24.14.2: “Protection of the physical and financial integrity of the convicted and sentenced……. It is one of the primary objectives of our penal system to reform and to reintegrate these people into society….. As a result the Ministry of Justice follows and aims to put into practice modern developments in the penal system.”

2.4 Link with MIPD

Within the Institution Building component of the Turkey-MIPD (2007-2009) the focus of assistance in the area of political criteria will be on the institutions that are directly concerned by the reforms: the judiciary and the law enforcement services. Among the issues to be addressed, priority will be given to human rights and fundamental freedoms. Under the “Progress towards meeting the Copenhagen political criteria”, assistance will be provided to consolidate the reforms that have been adopted and to improve their implementation on the ground i.e,
–Judiciary: Training for the consistent interpretation of legal provisions related to human rights and fundamental freedoms; Strengthening the efficiency of the judiciary; Implementation of the Istanbul Protocol throughout the country; Enhancement of opportunities for effective defence such as access to legal aid and qualified interpretation services; Strengthening of legal and judicial protection of religious communities;
–Law enforcement services: Training of law enforcement agencies on human rights issues; Implementation of measures adopted in the context of the “zero tolerance”, policy against torture and ill-treatment; Support for the establishment of a system of independent monitoring of detention facilities; Training on combating violence against women.

2.5 Link with National Development Plan

Turkey’s Five-Year National Development Plan no: 8 and 9 include improvement of the effectiveness of judicial services and modernization of penal enforcement system.

2.6 Link with national/ sectoral investment plans

The project is under IPA I - Institution Building component addressing the Copenhagen political criteria. MIPD states that assistance under this area will be provided to consolidate the reforms that have been adopted and to improve their implementation on the ground. This project is a follow-up of the previous "Establishment of the probation services in Turkey" targeting to improve the implementation & to enhance the capacity of this recently established services. Therefore there is no link to any sectoral investment plan. The equipment foreseen under the project is a complementary equipment to the procurement realised under the previous one. Mobile IT equipment compatible with the previous procurements for data feed is a necessity to assess the actual situation on the field (for juveniles and victims). The numbers of the equipment have been decided by taking into consideration the 133 Probation Centers all around Turkey, 5 Staff Training Centers and the HeadQuarters in Ankara.
3. **Description of project**

3.1 **Background and justification:**

In the course of progress towards accession to the European Union and in response to the obligations of the acquis of the EU and its Member States, the Turkish government is actively following a National Programme for the Adoption of the Acquis. Parallel to this, some major amendments were made in the Penal Code, the Penal Procedural Code and the Penal Enforcement Code in 2005. A new enforcement system took effect in Turkey with the Law 5402 on Probation and Help Centre and Protection Boards, which came into effect on 20 July 2005. In this new system, alternative sanctions to custodial sentences were introduced and the opportunity was provided for offenders to serve their sentences in the community.

As part of the Turkish Prison Reform, Directorate General of the Prisons and Detention Houses, which is under the jurisdiction of the Ministry of Justice, has established a professional probation service to provide the full range of services to the judicial authorities and to the prison service.

Following the implementation of the legislation enabling the establishment of Turkish Probation Service, a Twinning Project between Ministry of Justice and Probation Service of England and Wales took place between August 2005 and April 2007, and a variety of activities were undertaken in order to ensure the effective establishment and implementation of probation services in Turkey. Within these activities, basic and more specialist training for the personnel, and seminars on methods of intervention by Probation Service were completed.

In consideration of May 2007, 133 branch manager, 316 experts, 827 enforcement and protection staffs are working in probation services with juveniles under probation and victims. There are 31 psychologists, 51 social workers, 125 teachers and 109 sociologists of 316 experts of them.

After the establishment of the 133 branch directorates and headquarters of the new Turkish Probation Service, the next step is to further develop professional practise. Under this aim, the two priority areas of the professional practise of the Probation Service that need to be improved relate to children drawn into crime and victims. The recent increase seen in the child delinquency in Turkey highlights the importance of early and effective intervention.

**Component 1: To develop interventions for children under probation**

The enactment of the new laws represents an important part of the reform of the Turkish criminal justice system. With this new system, juvenile offenders are placed under supervision and measures to enable the re-settlement of the children under the supervision of an expert are introduced. Interventions needed by the child will be carried out in co-operation with other relevant agencies and institutions. This change also allows children released from prison to be supervised.

The next step in the development of the probation service is to assist the judiciary and the public prosecutors in the implementation of the judicial supervision of offenders by paying special attention to juveniles. Under this aim, in order to strengthen one of the important areas of probation service, there is a need to develop the professional practise delivered to child offenders.

Work with child offenders is important in the prevention of re-offending.
the cycle of offending is necessary to prevent re-offending in the long term. Children and young people are often in conflict with the law because of the environmental, psycho-social or family reasons. Children more often become recidivist if effective intervention programmes have not been implemented. Early intervention will help prevent re-offending, reduce unnecessary overcrowding in prisons, and play an important part in the rehabilitation of juvenile and young offenders into the community.

This project will compliment and enhance the project titled “Development of psycho-social support and intervention programmes for juvenile under custody”, which is being jointly carried out by the Ministry of Justice and UNICEF. That programme has developed and implemented practice with juveniles in custody and their families. This project is aimed at juveniles who are not imprisoned but has been placed under probation supervision, and ensures that they too will benefit from intervention programmes and be supported in their social, moral, mental, physical, psychological, and educational needs.

The main institution which implementing the probation services for children is the Ministry of Justice, Probation and Help Services Branch Directorates, in co-operation with Ministry of Interior, Ministry of Health, Ministry of Education, Social Services and Society for the Protection of Children, local administrations, Turkish Employment Agency, Juvenile Courts, Juvenile Office of The Director of Public Prosecutions, Protection Boards, NGO’s.

Component 2: Victims

The recent legal changes enabled not only works to be carried out with offenders but also other works to be carried out with victims of crime. Even if the offenders are effectively judged at courts and serve the sentences imposed, failure to provide assistance to victims has been a missing point. Society, and especially the criminal justice system, generally focused on the defendant, their rights and the procedures the defendant is subject to. In time the negative results of victims being neglected and the social and individual benefits of helping victims received due attention, as a result of which victim work has found its place in the contemporary criminal justice system. The fact that offences and delinquency have reached a formidable level in Turkey, just as is the case in other countries, mandates a variety of measures being taken. Along with this has come the need to introduce measures aiming at minimizing the impact on the victims.

Under this aim, the critical importance of work with victims to ensure justice in society has not been ignored and an obligation emerged for the government to include victim work in their agenda. The victim rights-related arrangements in the Turkish criminal justice system was introduced with the enactment of the five new laws. Reparation for the harm caused to the victim was regulated primarily in Articles 50 and 51 of Turkish Penal Code No: 5237 and in various sections in Law No: 5271 on Criminal Procedures. However, this topic is mentioned especially in Article 233 and 234 of this law under the title ‘Rights of the Victim and the Plaintiff’. Article 104 of the Law on the Implementation of Sanctions mentions that the victim is to be provided protection during trial/prosecution stages.

Again under the framework of Probation and Help Services and Protection Boards Law no: 5402, Protection Boards are assigned the duty to help those harmed by the offence. Article 12 (c) and 13 (c) of the mentioned Law requires that the social investigation reports include counselling services in the resolution of psycho-social and economic problems by those people harmed by the offence who choose to apply to probation branches, and the provision of help and the assessment of the risk posed by the offender to the victim.
Again Article 17/a of the same Law lists the services as a part of the Protection Boards to be provided to those harmed by the offence. The Protection Boards were set up following the establishment of probation service and as a result of the contributions by public and non-governmental institutions to the 133 branches, and these boards have started providing help to the victims.

Under the frame of the relevant laws, the victims are provided some rights. These are listed as being able to request an attorney be assigned by the Bar Association if they do not have a legal counsel; to be notified about the hearing; to attend a public hearing; to request the copies of the minutes or documents via their legal counsel; to have the right to appeal against the verdict provided that the victim attends the hearing; to benefit from psycho-social and financial support.

During the victim work undertaken through the Protection Boards located in the 133 heavy penalty court within the probation service, help is provided as much as the resources allow in order to resolve psycho-social and financial problems encountered by those applying for help due to offence. To serve this purpose, works to provide assistance such as psycho-social, health, education, loans, cash payment, property aid, employment and other areas of assistance are being carried out.

At this point in time, there is a need to develop national standards on victim works and to carry out these works in a more effective and stronger way along with the support from other agencies and institutions. With these joint works, it will be possible to enable the victims benefit more from these assistance and thus to contribute more to public protection. While the project ensures to establish a new perspective in the area of victim work in Turkey, it will also aim at developing professional practise by means of building on the existing experience accumulated by the other EU countries.

There are many different institutions responsible for psycho-social, economical and other problems that victims come across because of offences. For this reason, in probation services, all of the studies for victims of crime are implemented in co-operation with several institutions in accordance to the needs. These institutions are courts, Ministry of Education, Ministry of Health, Ministry of Interior, Social Services and Society for the Protection of Children, local administrations, Turkish Employment Agency, Administration for Disabled People, NGO’s and private sector agents.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact (where applicable)

Probation service indicates community based implementations which include providing any service, programme and resources necessary for the reintegration of children, suspects or offenders in line with the requirements and time span determined by the court and in parallel to the supervision plan. Within this concept, the court order on children may consist of requirements such as attendance at an educational institution, prohibition of going to certain places, attending certain places or any other requirement deemed appropriate by the court.

The main aim of the probation and help centers is to ensure an environment favouring the resettlement into the community of children and juveniles who are in conflict with law; developing their health, self-confidence and dignity by providing them a new opportunity of
rehabilitation in community. Within this concept developing psycho-social interventions will improve the process and quality. NGOs and other relevant institutions will have greater interest in children and service diversity will be ensured. For this purpose, it is provided publications and documents, held seminars, established joint working group with NGOs and other relevant institutions. In this way NGOs and other relevant institutions’s interest and contributions will provided. As a result of all these, the attitude of the whole community towards child offenders will change.

Work with children who are under probation supervision will continue after the completion of the project in the light of knowledge and experiences accumulated thanks to it. Therefore, more activities aiming at improving the quality and quantity of services provided will be carried out with relevant agencies, institutions and NGOs. Additionally, front line staff will be able to use the knowledge in field and gain experience.

The lack of sufficient victim related work has damaged people’s trust and confidence in justice. This project aims at minimizing the harm done by the offence by developing psycho-social interventions addressing victims. In line with this aim, the number of victim related activities of relevant agencies, institutions and NGOs will be increased. This will help increase people’s confidence in justice.

### 3.3 Results and measurable indicators

#### 3.3.1 Improved quality and quantity of services provided by the Turkish Probation Services regarding juveniles and victims of crime (Activity 1, 2, 3)

*Indicators of achievement: Training methodology, Psycho-social intervention programmes, National Standards available.*

#### 3.3.2 Rehabilitation of the juveniles and victims of crime ensured (Activity 1, 2, 3, 4)

*Indicators of achievement: Decrease 10 % in the number of juveniles re-offending and violation of theirs sanction, increase 100 % in the number of victims benefiting from the services.*

#### 3.3.3 Probation Services on juveniles and victims promoted to public, other institutions and NGOs (Activity 4)

*Indicators of achievement: Increase in the activity of public, other institutions and NGOs in the field of juveniles and victims. Until now, within the context of probation services three different protocols were signed with two public institutions and one NGO’s and two projects were commenced with two NGO’s.*

### 3.4. Activities:

**Activity 1: Training staff working with juveniles and victims in probation services:**

- **3.4.1.1** To conduct needs assessment study to identify the specific training topics needed by the staff,
- **3.4.1.2** To develop training methodology, manuals and tools in line with the needs assessment study,
- **3.4.1.3** To train 30 trainers to be selected among experts and enforcement and protection officers who are working in probation and help center branch manager’s offices,
- **3.4.1.4** To hold training sessions for 300 probation officers (experts and enforcement and
protection officers) in Ankara, Istanbul, Kahramanmaras and Erzurum Training Centers by the trainers.

3.4.1.5 Provision of office equipment particularly material needed for training such as laptops, printers, photocopy machine, projectors, cameras (e.g. to watch role playing exercises)

Contract: Twinning and Supply (3.4.1.5)

Activity 2: Drafting intervention programmes for juveniles and victims in probation services.

3.4.2.1 To establish working groups to conduct research to define the kinds of intervention programmes targeting the juveniles and victims,
3.4.2.2 To develop intervention programmes for juveniles and victims,
3.4.2.3 To develop training manuals and tools for the intervention programmes,
3.4.2.4 To train 15 trainers to be selected among experts who are working in probation and help center branch manager’s offices,
3.4.2.5 To hold training sessions for 150 experts in Ankara, Istanbul, Kahramanmaras and Erzurum Training Centres by the trainers,
3.4.2.6 To implement the developed intervention programmes throughout the country.
3.4.2.7 Study visits of 30 people who work in Ministry of Justice to 5 countries.

Contract: Twinning

Activity 3: Development of national standards and probation service methodologies for juveniles and victims.

3.4.3.1 To develop guidelines, relevant forms, national standards and work programmes for the work with children under probation supervision and victims,
3.4.3.2 To develop guidelines, relevant forms, and national standards and work programmes to ensure effective supervision and protection for children released from penitentiary institution,
3.4.3.3 To develop and print manuals of national standards and guidelines,
3.4.3.4 Study visits of 30 people who work in Ministry of Justice to 5 countries.

Contract: Twinning

Activity 4: Raising awareness of function and developments in probation services regarding juveniles and victims.

3.4.4.1 Publications and visual documents to provide information to crime victims, children under probation, the conditionally released children, their families, members of the Protection Boards,
3.4.4.2 Four seminars for Protection Boards about their role, duties and responsibilities regarding work with victims and juveniles under the probation services,
3.4.4.3 To establish joint working groups with the relevant institutions working on child and victim issues to further develop co-operation (Ministry for Internal Affairs, Ministry of Health, Ministry of Education, Society for the Social Service and Protection of Children, local authorities, Turkish Labour Institution, juvenile units of office of the director of public prosecutions, prisons, juvenile courts, protection boards, NGOs)
3.4.4.4 To hold seminars and develop inter-institutional protocols to introduce works, share information and experiences with institutions.

Contract: Twinning

3.5 Conditionality and sequencing:
Not applicable

3.6 Linked activities:
Within the area of judicial reform the following programmes are linked to this area of the management of offenders

Development of Probation Services in Turkey 2005-2007

The Turkish Government established a probation system in Turkey in June 2005 and implemented an EU Twinning Project called “The Development of Probation Services in Turkey Project No: TR 0404.02 Twinning No:TR 2004/IB/JH/03 in partnership with the United Kingdom. 133 probation centres and a national headquarters have been established, 1256 staff appointed, and basic and more specialized training delivered. These trainings targeted to basic implementation, working with offenders using drugs, community service sanction and working with juvenile offenders.


The Turkish government has planned and implemented various measures on penal reform and judicial modernization. The programme was designed to provide support to enhance these efforts in certain areas and was also seek to contribute more generally to increasing the capacity of the Ministry of Justice to design and implement broader reform strategies for the future, drawing on good practice in the EU. The overall objective was to advance penal reform and modernization of the judiciary in Turkey as foreseen in the Accession Partnership and the National Programme for the Adoption of the Acquis. The programme provided recommendations on the detention conditions of the juveniles in prisons. The programme was finalized in April 2007.

Towards good governance, protection and justice for children in Turkey (2001-2007)

The programme aims to develop common strategies and implementation methods with technical support by UNICEF for the protection of children from negligence, abuse, being victims of crime and forced to commit crime. It is a continuance of the ‘Upgrading of the Juvenile System in Turkey’ programme (2001-2005) again supported by UNICEF which dealt with the upgrading of the Juvenile Justice System, particularly in relation to the development of a juvenile justice code, the improvements to juvenile institutions and the better functioning of juvenile courts.

The Project described in project fiche focuses on the specific duties and activities to be performed by the Probation Service in the execution of its statutory role and is designed by giving importance to the elimination of any dublications of the activities to be developed by the UNICEF project.

TAIEX Seminar on Activities and Intervention Programmes for Children under Probation
A two-days seminar took place in Ankara on 3-4 May 2007 to give information about the types of activities about juveniles under probation, psycho-social intervention programmes and activities which are applied for juveniles, pre-sentence, during sentence and after sentence, and activities for juveniles released from prisons.

TAIEX Study Visit About Psychosocial Assistance and Mediation for Victims:

The General Directorate of Detention Houses and Prisons of Ministry of Justice submitted an application to TAIEX Office in order to make a study visit to Austria regarding victim works and psycho-social assistance. The study visit is planned to take place in September, 2007.

3.7 Lessons learned:

The implementation of the previous project on the establishment of the probation services highlighted the importance of the strategical planning. Instead of short-term planning, long term planning will be performed.

The services being provided by the Probation Services interacts with other services of several institutions. Thus, co-operation with these institutions and NGOs is of utmost importance for the success of the interventions in this area.

One of the lessons learned in this area is that projects addressing the political criteria should not be defined with overly ambitious objectives. Hence assistance in this area will be provided through individual projects making incremental steps within a well defined strategic framework, rather than thorough programmes aiming to address a broad objective comprehensively. Thus, this project has been designed to address specific areas of the probation.

4. Indicative Budget (amounts in €)

<table>
<thead>
<tr>
<th>HContract</th>
<th>TOTAL PUBLIC COST</th>
<th>SOURCES OF FUNDING</th>
<th>NATIONAL PUBLIC CONTRIBUTION</th>
<th>PRIVATE</th>
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<td></td>
<td>Total</td>
<td>EU CONTRIBUTION</td>
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<td>%</td>
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<td>INV</td>
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<td>Type of cofinancing (P / R) **</td>
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<td>%</td>
<td>Central</td>
<td>Regional</td>
<td>IFIs</td>
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<td>1.790.000 €</td>
<td>1.790.000 €</td>
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<td>H</td>
<td>210.000 €</td>
<td>157.500 €</td>
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<td>HSupply</td>
<td>210.000 €</td>
<td>157.500 €</td>
<td>75 %</td>
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<tr>
<td>HTOTAL</td>
<td>2,000,000 €</td>
<td>1,947,500 €</td>
<td>52,500 €</td>
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</table>

**International Financial Institutions (IFIs)
Turkey’s contribution to the project to fulfill 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”.

5. Indicative Implementation Schedule (periods broken down per quarter)

<table>
<thead>
<tr>
<th>Contracts</th>
<th>Start of Tendering</th>
<th>Signature of contract</th>
<th>Contract Completion</th>
</tr>
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<tbody>
<tr>
<td>HTwinning</td>
<td>4Q/07</td>
<td>3Q/08</td>
<td>3Q/10</td>
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<tr>
<td>HSupply equipment</td>
<td>of 1Q/08</td>
<td>4Q/08</td>
<td>3Q/09</td>
</tr>
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</table>

Twinning will be for 24 months. 21 months will be for implementation, three months will be for preparation.

All projects should in principle be ready for tendering in the 1st Quarter following the signature of the FA.

6. Cross cutting issues (where applicable)

6.1 Equal Opportunity

The beneficiary is an equal opportunity employer. Appropriate professional qualifications and experience will be the main factors of personnel recruitment and evaluation. Both women and men have identical prospects. Nevertheless, 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.

6.2 Environment

Not applicable

6.3 Minority and vulnerable groups

According to the Turkish Constitutional System, the word minorities encompasses only groups of persons defined and recognized as such on the basis of multilateral or bilateral instruments to which Turkey is a party.

ANNEXES

1- Log frame in Standard Format
2- Amounts contracted and Disbursed per Quarter over the full duration of Programme
3- Reference to institutional framework
4 - Reference to laws, regulations and strategic documents:
   Reference list of relevant laws and regulations
   Reference to AP / NPAA / EP / SAA
   Reference to MIPD
   Reference to National Development Plan
   Reference to national / sector investment plans

5- Details per EU funded contract (*) where applicable:
   For *twinning covenants*: account of tasks expected from the team leader,
   resident twinning advisor and short term experts
## ANNEX: 1 LOGICAL FRAMEWORK MATRIX FOR PROJECT FICHE

<table>
<thead>
<tr>
<th>PROGRAMME NAME AND NUMBER</th>
<th>Development Of Work With Juveniles And Victims By The Turkish Probation Service, Reference number: 30</th>
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<tbody>
<tr>
<td>TOTAL BUDGET:</td>
<td>2.000.000 Euro</td>
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<td></td>
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<td>VERIFIABLE INDICATORS</td>
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<tr>
<td><strong>OVERALL OBJECTIVE</strong></td>
<td>• Acknowledgement by the European Commission</td>
</tr>
<tr>
<td><strong>PROJECT PURPOSE</strong></td>
<td>• To ensure rate of 10% rises in</td>
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</tbody>
</table>
To rehabilitate the victims of crime and to prevent re-offending of children through improving the institutional capacity of probation services in connection with victims of crime and juvenile studies.

- To ensure rate of 100 % rises on victim’s application to protection boards.
- Training methodology, eight psycho-social intervention programmes, national standards about juveniles and victims available.
- Decrease 10 % in the number of juveniles re-offending and violation of theirs sanction, increase 100 % in the number of victims benefiting from the services.
- Increase in the activity of public, other institutions and NGOs

<table>
<thead>
<tr>
<th>RESULT</th>
<th>RESULT</th>
<th>RESULT</th>
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<tbody>
<tr>
<td>1- By the end of project, improved quality from and quantity of services provided by the Turkish Probation Services regarding juveniles and victims of crime (Activity 1, 2, 3)</td>
<td>2- By the end of project, the instruments of rehabilitation of the juveniles and victims of crime ensured (Activity 1, 2, 3, 4)</td>
<td>3- By the end of project, probation services on juveniles and victims promoted to public, other institutions and NGOs</td>
</tr>
<tr>
<td>• Training methodology, eight psycho-social intervention programmes, national standards about juveniles and victims available.</td>
<td>• Reports from the RTA</td>
<td>• Society and other relevant social circles displaying interest and demonstrating participation anticipated in the work.</td>
</tr>
<tr>
<td>• Decrease 10 % in the number of juveniles re-offending and violation of theirs sanction, increase 100 % in the number of victims benefiting from the services.</td>
<td>• Monitoring reports,</td>
<td>• Reports from the RTA</td>
</tr>
<tr>
<td>• Increase in the activity of public, other institutions and NGOs</td>
<td>• Irregularity reports,</td>
<td>• Monitoring reports,</td>
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<td>• Progress reports,</td>
<td>• Irregularity reports,</td>
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<td>• Quarterly reports</td>
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<td>• IET Reports</td>
</tr>
</tbody>
</table>

and institutions being ready to play an active role and to cooperate with regards to victim and child work.
- Sufficient interest and sufficient number of applications for services by victims and by children conditionally released.

- Statistical data of the Directorate Generate of the Prisons and Detention Houses of the Republic of Turkey
- Judicial Records Statistical data
- Monitoring reports,
- Irregularity reports,
- Progress reports,
- Quarterly reports
- IET reports.

• Reports from the RTA
• Monitoring reports,
• Irregularity reports,
• Progress reports,
• IET Reports
• Quarterly Reports to Steering Group
• Evaluation reports by meetings with partner agencies and institutions
• Protocols and agreement between
**ACTIVITIES**

1. **Training staff working with juveniles and victims in probation services:**
   1.1 To conduct needs assessment study to identify the specific training topics needed by the staff,
   1.2 To develop training methodology, manuals and tools in line with the needs assessment study,
   1.3 To train 30 trainers to be selected among experts and enforcement and protection officers who are working in probation and help center branch manager’s offices,
   1.4 To hold training sessions for 300 probation officers (experts and enforcement and protection officers) in Ankara, Istanbul, Kahramanmaras and Erzurum Training Centers by the trainers.
   1.5 Provision of office equipment particularly

<table>
<thead>
<tr>
<th>MEANS</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Office equipment ,</td>
<td><strong>Contract</strong></td>
</tr>
<tr>
<td>• National and international trainers, advisors,</td>
<td>1 – Twinning– 1.790.000 EURO</td>
</tr>
<tr>
<td>• Training materials ,</td>
<td><strong>Contract</strong></td>
</tr>
<tr>
<td>• Probation staff ,</td>
<td>2 - Supply – 210.000 EURO</td>
</tr>
<tr>
<td>• Other public agencies,</td>
<td></td>
</tr>
<tr>
<td>institutions</td>
<td></td>
</tr>
<tr>
<td>• NGO’s.</td>
<td></td>
</tr>
</tbody>
</table>
material needed for training such as laptops, projectors, printers, photocopy machine, cameras (e.g. to watch role playing exercises)

Contract: Twinning and Supply (1.5)

2. Drafting intervention programmes for juveniles and victims in probation services.

2.1 To establish working groups to conduct research to define the kinds of intervention programmes targeting the juveniles and victims,
2.2 To develop intervention programmes for juveniles and victims,
2.3 To develop training manuals and tools for the intervention programmes,
2.4 To train 15 trainers to be selected among experts who are working in probation and help center branch manager’s offices,
2.5 To hold training sessions for 150 experts in Ankara, Istanbul, Kahramanmaras and Erzurum Training Centres by the trainers,
2.6 To implement the developed intervention programmes throughout the country.
2.7 Study visits of 30 people who work in Ministry of Justice to 5 countries.

Contract: Twinning
3. Development of national standards and probation service methodologies for juveniles and victims.

3.1 To develop guidelines, relevant forms, national standards and work programmes for the work with children under probation supervision and victims.

3.2 To develop guidelines, relevant forms, national standards and work programmes to ensure effective supervision and protection for children released from penitentiary institution.

3.3 To develop and print manuals of national standards and guidelines.

3.4 Study visits of 30 people who work in Ministry of Justice to 5 countries.

Contract: Twinning

4. Raising awareness of function and developments in probation services regarding juveniles and victims.

4.1 Publications and visual documents to
provide information to crime victims, children under probation, the conditionally released children, their families, members of the Protection Boards,

4.2 Four Seminars for Protection Boards about their role, duties and responsibilities regarding work with victims and juveniles under the probation services,

4.3 To establish joint working groups with the relevant institutions working on child and victim issues to further develop cooperation (Ministry for Internal Affairs, Ministry of Health, Ministry of Education, Society for the Social Service and Protection of Children, local authorities, Turkish Labour Institution, juvenile units of office of the director of public prosecutions, prisons, juvenile courts, protection boards, NGOs)

4.4 To hold seminars and develop inter-institutional protocols to introduce works, share information and experiences with institutions.

Contract: Twinning
ANNEX II: Amounts (in €) Contracted and Disbursed per Quarter Over the Full Duration of Programme

<table>
<thead>
<tr>
<th>Contracted</th>
<th>2008</th>
<th></th>
<th></th>
<th>2009</th>
<th></th>
<th></th>
<th>2010</th>
<th></th>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>QR1</td>
<td>QR2</td>
<td>QR3</td>
<td>QR4</td>
<td>QR1</td>
<td>QR2</td>
<td>QR3</td>
<td>QR4</td>
<td>QR1</td>
<td>QR2</td>
</tr>
<tr>
<td>Twinning</td>
<td>1.790.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>157.500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulated</td>
<td>1.790.000</td>
<td>1.947.500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twinning</td>
<td>716.000</td>
<td></td>
<td></td>
<td></td>
<td>895.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply</td>
<td>94.500</td>
<td></td>
<td></td>
<td></td>
<td>63.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulated</td>
<td>716.000</td>
<td>810.500</td>
<td>810.500</td>
<td>810.500</td>
<td>1.768.500</td>
<td>1.768.500</td>
<td>1.768.500</td>
<td>1.768.500</td>
<td>1.768.500</td>
<td>1.768.500</td>
</tr>
</tbody>
</table>

(IPA contribution only)
ANNEX III: Reference to Institutional Framework

_Institutional Framework:_

**Contracting Authority**

Central Finance and Contracts Unit (CFCU) will be Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities as well as overall coordination and monitoring of the project implementation.

The beneficiary for this project is the Ministry of Justice, General Directorate of Prisons and Detention Houses.

Responsibility for technical aspects related to preparation, implementation and control will rest with the Directorate General of the Prison and Detention Houses of the Ministry of Justice as the beneficiary institution.

**Responsibilities of SPO**

The SPO is in charge of the technical implementation project. The main tasks of the SPOs are:

- development of programmes and Project
- preparation and submission of Terms of Reference/Technical Specifications/Works Dossiers
- Provision of technical support to the CFCU during tendering and contracting process,
- technical implementation and monitoring of contracts, notifying the CFCU of difficulties or non-performance during contract implementation

**Project Steering Committee**

A Steering Committee will be established by the representatives from the Ministry of Justice (Probation Services, Prisons and Detention Houses), Ministry for Interior, Ministry of Health, Ministry of Education, Society for the Social Service and Protection of Children, Turkish Labour Institution, juvenile units of office of the director of public prosecutions, juvenile courts, protection boards and Secretariat General For EU Affairs. Representatives from the European Commission Delegation and the CFCU will participate in the steering committee meetings as observers. Two academicians will be invited to the SC meeting as observers.

The Steering Committee will elaborate the strategic options of the programme and address the major problems that the programme might face. The Steering Committee will meet quarterly or when a serious problem arises. The responsibilities of the Steering Committee are the following:

- To discuss the progress of the project,
- To verify the achievement of the outputs and mandatory results
- To discuss actions to be undertaken in the following quarter.

The Project Steering Committee will also discuss the draft of the quarterly report...
submitted to it beforehand, recommend corrections. A final report will be prepared by the end of the project period. The final report should follow the inception report format and include an in-depth assessment of project implementation results and the level of achievement of the objectives.

The responsibility for the organisation of the Project Steering Committee meeting lies with both Project Leaders.

For monitoring of project management and activities, the Ministry of Justice will prepare monitoring reports to be submitted to the National Aid Coordinator (NAC). Besides, an independent Interim Evaluation Team contracted by the EC will also prepare an Interim Evaluation Report for the evaluation of the project management and implementation.
ANNEX IV: Reference to laws, regulations and strategic documents:

1. Draft Turkish Penal Code
2. Law on Enforcement of Sentences No: 647
3. Draft Code of Criminal Procedures
4. Law on Administration of Prisons and Detention Houses No: 1721
5. Law on Amended Adoption of Decree on Organization and Duties of the Ministry of Justice No: 2992
6. Law on Monitoring Boards of Penal Institutions and Detention Houses No: 4681
7. Law on Supervisory Judges No: 4675
8. Law on Staff Training Centers of Penal Institutions No: 4769
9. Bylaw on Administration of Penal Institutions and Detention Houses and the Execution of Punishments
10. Bylaw on Employment of Former Convicts
11. Regulation on Employment of the Disabled and Former Convicts
12. Regulation on Revolving Funds of Workshops in Penal Institutions
13. Regulation on Observation and Classification Centers
15. Regulation on Controllers of Revolving Funds of Workshops in Penal Execution and Reformatory Institutions under the Ministry of Justice
16. Internal Regulation of Prisons and Detention Houses
17. Child Protection Law
18. Regulation on Implementation of Protective and Supportive Measures imposed in accordance with Child Protection Law
20. Probation and Help Centres and Protection Boards Regulation
21. Accession Partnership (APD) 2006
22. National Programme for the Adoption of the Acquis (NPAA)
ANNEX V: Details per EU funded contract (For twinning covenants: account of tasks expected from the team leader, resident twinning advisor and short term experts)

5.1 TWINNING CONTRACT:

5.1.1. PL (Project Leader):
The PL should be a high ranking official with broad knowledge of all processes in the area of the Justice and Home Affairs 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 to Turkey as long the project lasts.

a) Qualifications:
- Broad long-term knowledge of all processes in the area of 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 highest level;
- Good leadership skills.
- To have sufficient language skills and to spare the necessary time to the project

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 order etc.)
- Budget management.

5.1.2. Resident Twinning Advisor (RTA):

a) RTA background
A RTA expert on probation intervention programmes will provide advice and technical assistance to the Ministry of Justice in the development of juvenile probation programmes and studies for 15 months and victims studies for 6 months. He will be located at the Ministry of Justice Ankara, General Directorate of Prisons and Detention Houses-International Affairs. He/she will also work in other probation centres as necessary. He/she 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. In addition to the short term experts, he/she will also occasionally work together with Turkish Ministry of Justice to provide inputs focused on:
- Advice to the Ministry of Justice in the design of a modern probation service intervention programmes and standards relating to juveniles and victims together with the necessary legislative and regulatory changes that will be required under Turkish law.
- co-ordination - together with headquarters in Ankara - of the organization of training and lecturers
- facilitation of transferral of EU member states best practices and developing
potential for their implementation in the new Turkish Probation Service

The RTA must be highly qualified in public affairs in general and the field of probation services in particular covered by the twinning covenant, and must possess good management skills. Experience with the operation of pre-accession programmes would be a comparative advantage.

b) RTA qualifications

- Minimum of 5 years experience in the organization of the practical application of the probation systems at managerial/expert etc. level;
- Familiar with juvenile probation systems and victims field in a European Union Member State with particular emphasis on institutional set-up and implementation;
- Preferably a comparative knowledge of other Member States systems;
- Experience in project management;
- Experience in the participation of a legislative process/law drafting;
- Broad international contacts/exposure will be an asset;
- Advanced university degree;
- Strong written, oral and inter-personal communication skills in English;
- Good communication skills and experience in developing, co-coordinating and conducting training programmes;
- Experience in managing a large team of experts;
- Experience in working in a different cultural environment an advantage.

c) RTA tasks

- To design a work plan for the implementation of the programme and to assist the process of drawing up a covenant;
- Assist in the preparation of all strategic project documents [inception study, sector strategy/policy/plan, quarterly monitoring reports, final project report, training manuals etc.]
- To ensure continuity of implementation through: the execution of the day to day management; working on a daily basis with the Turkish Ministry of Justice 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; together with Beneficiary Country Adviser identify national 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
- Budget management;
- Management of the Project Assistant and Language Assistant(s)

5.1.3. Short-term experts

a) Experts’ qualifications

Minimum of 3 years professional experience in their respective field i.e., probation services, criminal justice agencies, social services, civil societies and in the Ministries of Justice and associated state organizations etc.
• Advanced university degree in a relevant subject;
• They should be professionally qualified and have the appropriate experience in the area and subjects that they are selected for.
• Previous experience of working in other cultures and countries will be an advantage.
• Good written and oral command of English (or other community language);
• 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 specialist knowledge in the area of law enforcement systems and the judiciary;
• To provide specialist support services [e.g. providing Turkey with access to databases];
• To prepare training course modules;
• Delivery of selected training modules to the probation officers.
• Advice and backstopping from a national EU Ministry of Justice.
• To provide necessary documents translated into Turkish about specific issues within the concept of Acquis EU

5.1.4 Operating environment for Twinning:
The RTA will be placed at the Ministry of Justice Ankara, General Directorate of Prisons and Detention Houses. The provision of the operating environment for the RTA and the experts is part of the Twinning co-financing responsibility of the beneficiary.

5.2 INDICATIVE COST PRICE SCHEDULE FOR SUPPLY

Within the previous EU twinning project of “Development of Probation Services”, following equipment has been procured for 133 centers as follows:
133 Desktop PCs,
133 Laser Printers,
133 Scanners,
19 Projectors,
19 Photocopy Machines,
19 Thermal Binding Machines”

This project targets the specialised probation staff working exclusively on juveniles and victims. Thus, laptops are necessary especially for the staff responsible from the supervision of the juveniles outside of the probation centers and for the staff working with victims outside of the centers, in addition to trainers who would be in need of portable computers and printers for their training activities.

For intensive training activities under this project and for the sustainability of these trainings, projectors and video cameras for the Staff Training Centers (5 in total) are required. A photocopy machine is requested for the Ministry due to expanding activities of the Directorate General.
<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>PRICE</th>
<th>UNIT</th>
<th>TOTAL PRICES IN EUROS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>1.350</td>
<td>138</td>
<td>186.300</td>
</tr>
<tr>
<td>Printer</td>
<td>350</td>
<td>5</td>
<td>1.750</td>
</tr>
<tr>
<td>Multifunctional Colour Printing Copier</td>
<td>10.000</td>
<td>1</td>
<td>10.000</td>
</tr>
<tr>
<td>Video Camera</td>
<td>1500</td>
<td>3</td>
<td>4500</td>
</tr>
<tr>
<td>Projector</td>
<td>1400</td>
<td>5</td>
<td>7000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>209.550</strong></td>
</tr>
</tbody>
</table>
## 5.3 Indicative Technical Specifications For It Hardware And Software And Other Equipments

### 1. Laptop Computer

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Characteristics (minimal requirement)</th>
<th>Offered parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Centrino duo-2</td>
<td></td>
</tr>
<tr>
<td>Motherboard</td>
<td>945 chipset</td>
<td></td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>1 GB. DDR II</td>
<td></td>
</tr>
<tr>
<td>Speed of processor</td>
<td>2.00 Ghz.</td>
<td></td>
</tr>
<tr>
<td>Hard disk</td>
<td>Min. 80 Gb</td>
<td></td>
</tr>
<tr>
<td>Display adapter</td>
<td>Min. 128 mb. (256 mb. supported)</td>
<td></td>
</tr>
<tr>
<td>Operating system</td>
<td>Windows xp pro edition Turkish</td>
<td></td>
</tr>
<tr>
<td>Optical driver</td>
<td>DVD+RW</td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td>15”</td>
<td></td>
</tr>
<tr>
<td>Screen resolution</td>
<td>1024*768</td>
<td></td>
</tr>
<tr>
<td>Memory card</td>
<td>5 in 1 SMR (SD/MMC/MS/PRO/XD)</td>
<td></td>
</tr>
<tr>
<td>Ethernet card</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Wireless</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>USB entry</td>
<td>4 x USB Port</td>
<td></td>
</tr>
<tr>
<td>Bluetooth</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Accessories</td>
<td>Mobile case for transport with separated places for notebook and power supplies</td>
<td></td>
</tr>
<tr>
<td>Manuals</td>
<td>User manual in [Turkish] for each notebook</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td>The offered product should bear a CE marking symbolising conformity with all applicable Community provisions and directives. An appropriate certificate concerning design and production of computers is required.</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td>[x]-months on-site warranty from the date of acceptance and other conditions as specified in the Technical Specifications. During warranty period, the supplier is also obliged to provide the end-use with free of charge new versions of BIOS, firmware and</td>
<td></td>
</tr>
</tbody>
</table>
drivers – if applicable

### Delivery (DDP) & Installation time

[x] days from the date of signing the contract

### Origin of the goods

EU states, Turkey or Phare, Meda and Cards beneficiary countries

---

2. **Printer (Colour Laser)**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Characteristics (minimal requirement)</th>
<th>Offered parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pres Speed Colour/Black White A4</td>
<td>Min. 8 page</td>
<td></td>
</tr>
<tr>
<td>Press quality</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>Entry capacity</td>
<td>Min. 250 unit</td>
<td></td>
</tr>
<tr>
<td>Connection</td>
<td>USB 2.0</td>
<td></td>
</tr>
<tr>
<td>LPT Connection</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>Min. 16 mb.</td>
<td></td>
</tr>
<tr>
<td>System</td>
<td>All Windows consistent</td>
<td></td>
</tr>
<tr>
<td>Turkish character assistance</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Power supply</td>
<td>230V, 50Hz, Turkish plug</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td>The offered product should bear a CE marking symbolising conformity with all applicable Community provisions and directives. An appropriate certificate concerning design and production of computers is required.</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td>[x]-months on-site warranty from the date of acceptance and other conditions as specified in the Technical Specifications.</td>
<td></td>
</tr>
<tr>
<td>Delivery &amp; Installation time</td>
<td>[x] days from the date of signing the contract</td>
<td></td>
</tr>
<tr>
<td>Origin of the goods</td>
<td>EU states, Turkey or Phare, Meda and Cards beneficiary countries. If at the time of tendering there are no printers from eligible origin than derogation from the rule of origin is granted.</td>
<td></td>
</tr>
</tbody>
</table>
### 3. Multifunctional Colour Printing Copier

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Characteristics (minimal requirement)</th>
<th>Offered parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU/ Processor</td>
<td>533MHz+400MHz</td>
<td></td>
</tr>
<tr>
<td>Std. Memory- RAM</td>
<td>1 GB</td>
<td></td>
</tr>
<tr>
<td>Max. Memory/RAM</td>
<td>1.5 GB</td>
<td></td>
</tr>
<tr>
<td>Hard disk</td>
<td>80GB</td>
<td></td>
</tr>
<tr>
<td>Pressing Speed (A4)</td>
<td>28 ppm</td>
<td></td>
</tr>
<tr>
<td>Thermal duration</td>
<td>30 second. (Max.)</td>
<td></td>
</tr>
<tr>
<td>First copy duration black/white</td>
<td>5.9 second.</td>
<td></td>
</tr>
<tr>
<td>First copy duration full colourfull</td>
<td>8.9 second.</td>
<td></td>
</tr>
<tr>
<td>Copy resolution</td>
<td>600 x 600 dpi</td>
<td></td>
</tr>
<tr>
<td>Paper capacity (standart manuel feed)</td>
<td>50 page</td>
<td></td>
</tr>
<tr>
<td>Paper capacity (standart cassette)</td>
<td>550 page x 2 casette</td>
<td></td>
</tr>
<tr>
<td>Paper Dimension- manuel feed</td>
<td>A5R, SRA3 (320x450mm), Envelopes, 99x140mm - 320x457mm</td>
<td></td>
</tr>
<tr>
<td>Paper Dimension- casette</td>
<td>305x457mm, A3, A4, A4R, A5R</td>
<td></td>
</tr>
<tr>
<td>Zoom</td>
<td>%25 - %400</td>
<td></td>
</tr>
<tr>
<td>Intensity setting</td>
<td>Automatic / Manuel</td>
<td></td>
</tr>
<tr>
<td>Interface</td>
<td>Ethernet (100Base-TX / 10Base-T), USB 2.0</td>
<td></td>
</tr>
<tr>
<td>Bilateral Printing</td>
<td>Existing</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td>The offered product should bear a CE marking symbolising conformity with all applicable Community provisions and directives. An appropriate certificate concerning design and production of computers is required.</td>
<td></td>
</tr>
<tr>
<td>Warranty</td>
<td>[x]-months on-site warranty from the date of acceptance and</td>
<td></td>
</tr>
</tbody>
</table>

[x]
other conditions as specified in the Technical Specifications.

<table>
<thead>
<tr>
<th>Training</th>
<th>[x] -days on-site on [...] as specified in the Technical Specifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery time</td>
<td>[x] days from the date of signing the contract</td>
</tr>
<tr>
<td>Origin of the goods</td>
<td>EU states, Turkey or Phare, Meda and Cards beneficiary countries. If at the time of tendering there are no digital photocopier from eligible origin than derogation from the rule of origin is granted.</td>
</tr>
</tbody>
</table>

### 4. Video Camera

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Characteristics (minimal requirement)</th>
<th>Offered parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record media</td>
<td>DVD</td>
<td></td>
</tr>
<tr>
<td>Zoom rate (optical)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Zoom rate (digital)</td>
<td>2000</td>
<td></td>
</tr>
<tr>
<td>Extention microphone</td>
<td>Stereo</td>
<td></td>
</tr>
<tr>
<td>Minimum lighting with nightshot</td>
<td>Existing</td>
<td></td>
</tr>
<tr>
<td>White balance</td>
<td>Automatic</td>
<td></td>
</tr>
<tr>
<td>Sound output</td>
<td>Existing</td>
<td></td>
</tr>
<tr>
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<td>LCD Dimension (inç)</td>
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<td>Using casette</td>
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<td>Photograph compression</td>
<td>JPEG</td>
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<tr>
<td>Parameter</td>
<td>Characteristics (minimal requirement)</td>
<td>Offered parameters</td>
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<td>5. Projector</td>
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<td>Parameter</td>
<td>Characteristics (minimal requirement)</td>
<td>Offered parameters</td>
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<tr>
<td>Certificates</td>
<td>The offered product should bear a CE marking symbolising conformity with all applicable Community provisions and directives. An appropriate certificate concerning design and production of computers is required.</td>
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<td>Warranty</td>
<td>[x]-months on-site warranty from the date of acceptance and other conditions as specified in the Technical Specifications.</td>
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<tr>
<td>Training</td>
<td>[x]-days on-site on [....] as specified in the Technical Specifications.</td>
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<td>Delivery time</td>
<td>[x] days from the date of signing the contract</td>
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<tr>
<td>Origin of the goods</td>
<td>EU states, Turkey or Phare, Meda and Cards beneficiary countries. If at the time of tendering there are no camera from eligible origin than derogation from the rule of origin is granted.</td>
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<td>Specifications.</td>
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