



**SISEMINISTEERIUM**  
Estonian Ministry of the Interior

**MINISTRY OF THE INTERIOR**

**ANNUAL PROGRAMME 2008**

**EUROPEAN REFUGEE FUND<sup>1</sup>**

**MEMBER STATE: REPUBLIC OF ESTONIA**  
**FUND: EUROPEAN REFUGEE FUND**  
**RESPONSIBLE AUTHORITY: MINISTRY OF THE INTERIOR**  
**YEAR COVERED: 2008**

---

<sup>1</sup> Approved by the decision No C(2008)8725 final of the Council of the European Union of 17 December 2008

**Tabel of contents**

<b>1. GENERAL RULES FOR THE SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME .....</b>	<b>3</b>
1.1. PREVENTION OF CONFLICTS OF INTEREST.....	3
1.2. SELECTION OF INDIVIDUAL PROJECTS.....	3
<b>2. CHANGES IN COMMON MANAGEMENT AND CONTROL SYSTEM .....</b>	<b>4</b>
<b>3. ACTIONS TO BE SUPPORTED BY THE PROGRAMME UNDER THE PRIORITIES CHOSEN .....</b>	<b>4</b>
3.1. ACTIONS IMPLEMENTING PRIORITY 1 .....	5
3.1.1. Operational objective 1 .....	5
Implementation of a functional, quick and high-quality asylum procedure .....	5
3.1.2. Operational objective 2 .....	6
Improvement of asylum seekers reception conditions.....	6
3.1.3. Operational objective 3 .....	8
Readiness for massive influx of refugees .....	8
3.2. ACTIONS IMPLEMENTING PRIORITY 2 .....	10
3.2.1. Operational objective 4 .....	10
Implementation of a functional, quick and high-quality asylum procedure .....	10
<b>4. TECHNICAL ASSISTANCE .....</b>	<b>12</b>
4.2. Expected quantified results .....	12
4.3. Visibility of EC funding.....	12
4.4. Financial information.....	13
<b>5. DRAFT FINANCING PLAN.....</b>	<b>14</b>

## **1. GENERAL RULES FOR THE SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME**

The selection of projects co-financed by the European Refugee Fund (hereinafter “ERF”) within the 2008 annual programme shall be carried out in accordance with the approved common management and control system of the framework programme “Solidarity and Management of the Migration Flows” for the period 2008–2013 established in the Estonian Ministry of the Interior (hereinafter “MoI”). A detailed description of procedures contains the manual of procedures of the responsible authority for ERF to be adopted as the internal regulation act within the MoI.

The system is set up to provide implementation of projects co-funded by the ERF in the form of individual (via open call for proposals and call for tenders) and national projects.

Within the 2008 annual programme co-financed projects will be selected on the basis of annual open call for proposal(s).

### **1.1. PREVENTION OF CONFLICTS OF INTEREST**

The responsible authority shall ensure transparency in selection processes and include mechanisms for avoiding any conflicts of interest. The rule for preventing any conflicts of interest shall be binding for the following areas and involved persons:

- **Selection and award procedure of individual projects** – persons authorised to assess grant application for individual projects or control of these processes shall not participate in the implementation of individual projects on behalf of a grant recipient of individual project.
- **Implementation, monitoring and evaluation of individual projects** – persons carrying out tasks of the responsible authority within the financial management, monitoring and assessment of individual projects shall not participate in the realisation of individual project as a grant recipient.

### **1.2. SELECTION OF INDIVIDUAL PROJECTS**

The allocation of 2008 funds granted by the ERF shall be arranged through calls for proposals. The responsible authority in cooperation with the relevant departments of the MoI shall prepare the call for proposal and its annexes (grant application forms and budget, applicant’s guideline, the template of the grant agreement and other supporting documents).

The call shall be published in way that ensures the information is released to the general public – in newspapers available throughout Estonia and on the website of the MoI. Participation shall be made possible for non-governmental organisations operating in Estonia, state agencies, county governments, local governments, county government and local government associations, non-profit organisations, private or public undertakings, and international organisations alike. The responsible authority ensures the prevention against discrimination and equal treatment in the process of evaluation of the submitted proposals.

Before submission of the grant applications, the responsible authority shall organize information dissemination day(s) aimed at providing assistance to grant applicants in drafting a project fully in compliance with the eligibility rules and other requirements of the fund.

The administrative evaluation of the grant applications shall be carried out by the employees of the responsible authority by fulfilling a grid prepared for that purpose. The responsible authority shall include all grant applications that comply with the call for proposal into a two-stage evaluation procedure:

- The monitoring committee is in charge of selecting projects for co-financing. The committee will use the evaluation criteria prepared for that purpose, and a grid for the evaluation of the project applications.
- The committee makes a proposal to the Secretary General of the MoI to approve the results.

Grant agreements shall be signed by the Deputy-Secretary General for Internal Security of the MoI and the statutory representative of the grant recipient.

After approval of the grant applications, the responsible authority shall organize trainings aimed at providing assistance to grant beneficiaries for project implementation.

**Indicative timetable**

Publication of the call for proposals:	January 2009
Deadline for submission of grant applications:	February 2009
Evaluation and selection of grant applications:	February 2009 - March 2009
Conclusion of grant agreements:	March 2009 - April 2009
Implementation of individual projects:	March 2009 - December 2009

## **2. CHANGES IN COMMON MANAGEMENT AND CONTROL SYSTEM**

No changes in the management and control systems (MCS) are done compared to the MCS presented to the EC.

## **3. ACTIONS TO BE SUPPORTED BY THE PROGRAMME UNDER THE PRIORITIES CHOSEN**

During the programme period 2008, the aim is to support actions within priority 1 and priority 2 of the ERF multiannual programme for the period 2008–2013. The funds will be implemented by means of individual projects. The actions which will be supported within each priority are described in detail below.

The defined purposes will be subject to monitoring and will be evaluated by means of measurable indicators. The indicators defined for each priority shall quantify the progress achieved by the implementation of the supported actions. Therefore the initial values of the different indicators are not listed. The result and incidence indicators, which are not quantified, will be qualitatively tracked and evaluated by a verbal description of the level to which they accomplish the defined purposes.

### 3.1. ACTIONS IMPLEMENTING PRIORITY 1

**Implementation of the principles and measures provided for in the asylum policy domain of *acquis communautaire*, including the application of principles and measures associated with integration objectives.**

#### 3.1.1. Operational objective 1

##### **Implementation of a functional, quick and high-quality asylum procedure**

#### *1) Purpose and scope of the action*

The purpose of the asylum system is assessment of the need for protection and ensuring protection to persons entitled to it. For this, as quick and efficient asylum procedures as possible are required. To meet the requirements the following trainings shall be carried out:

- Training for officials involved in asylum procedure (first of all, personnel of the Board of Border Guard, Citizenship and Migration Board, Ministry of the Interior), incl. study trips;
- Training for officials involved in the asylum procedure (first of all, personnel of the Board of Border Guard and Citizenship and Migration Board) upon considering differences in the course of procedure of vulnerable groups (e.g. children, victims of excruciation, sexual and other violence behaviour);
- Training and study courses for citizenship and migration officials in connection with the so called Dublin procedure.

#### *2) Expected grant recipients*

The expected grant recipients will be state agencies, non-governmental organisations and international organisations alike.

#### *3) Where appropriate justification regarding projects implemented directly by the responsible authority acting as an executing body*

The projects will not be implemented directly by the responsible authority.

#### *4) Expected quantified results and indicators to be used*

When evaluating the efficiency and usefulness of the ERF projects, the following indicators can be applied:

<b>Name of indicator</b>	<b>Type of indicator</b>	<b>Target value</b>
Number of supported projects	output	2
Number of trainings carried out	output	6
Number of officials trained	output	60
Improved asylum procedure related awareness among target group	impact	yes/no

### **5) *Visibility of EC funding***

Granting the project out of the resources of ERF and co-financing it out of the Ministerial funds has to be clearly visible as regards to each activity related to the project.

The duties of the final beneficiary regarding the visibility of the project's co-financing from the ERF will be defined in the grant agreement and the guidelines for the final beneficiaries:

- if the recipient of grant forwards or discloses either orally or in writing, including at conferences or seminars, any information about the project, he shall make reference to the fact that the activities have been financed by the EU through European Refugee Fund and from the MoI;
- all documents relating to the project activities (inc. advertising materials, information sheets, prints, etc.) must be printed with the logo of the EU and the MoI and the statement that "Project is co-financed by the European Refugee Fund and the Estonian Ministry of the Interior";
- the logo of EU and that of the MoI must be applied on all the devices that are purchased for the execution of activity thereof, as well as into the rooms of the recipient of grant, for which the financial resources allocated by the ERF and the MoI have been used;
- on each publication, which bears reference to the participation of the ERF and the MoI in the financing of the project, must also be stated that the publication expresses the opinions of the author and that neither EC nor MoI shall be responsible in any way for the usage of information published.

### **6) *Complementarity with similar actions financed by other EC instruments, if appropriate***

The project's actions are not eligible for funding within the framework of any other instruments of EC foreign aid and bilateral aid.

### **7) *Financial information***

The action 1 will be financed from the ERF funds and the national co-financing funds in proportion 75% to 25%. Private co-financing will not be used. Expenses financed by the annual programme 2008 shall be eligible until 31 December 2009.

<b>Community allocation</b>	A	<b>209 868,22 €</b>	<b>75.00%</b>
<b>Public allocation</b>	B	<b>69 868,22 €</b>	<b>25.00%</b>
<b>Total public allocation</b>	C=A+B	<b>279 472,89 €</b>	<b>100.00%</b>
<b>Private allocation</b>	D	<b>0.00 €</b>	<b>0.00%</b>
<b>TOTAL</b>	E=C+D	<b>279 472,89 €</b>	<b>100.00%</b>

#### **3.1.2. Operational objective 2**

##### **Improvement of asylum seekers reception conditions**

#### **1) *Purpose and scope of the action***

Asylum seekers and persons enjoying international protection must be provided with information regarding the possibilities for integration and voluntary return, as well as offered social, psychological and juridical help.

To meet the requirements the following trainings shall be carried out:

- Training for officials involved in reception of asylum seekers (e.g. individuals working at the reception centre for asylum seekers, Labour Market Board officials, personnel of the Ministry of Social Affairs, providers of social and psychological assistance to persons enjoying international protection), incl. study trips;
- Offering of social and psychological help to asylum seekers (incl. providing support person services for asylum seekers and persons enjoying international protection; development of recreational activities at the reception centre).

## **2) *Expected grant recipients***

The expected grant recipients will be state agencies, non-governmental organisations and international organisations alike.

## **3) *Where appropriate justification regarding projects implemented directly by the responsible authority acting as an executing body***

The projects will not be implemented directly by the responsible authority.

## **4) *Expected quantified results and indicators to be used***

When evaluating the efficiency and usefulness of the ERF projects, the following indicators can be applied:

<b>Name of indicator</b>	<b>Type of indicator</b>	<b>Target value</b>
Number of supported projects	output	2
Number of trainings carried out	output	1
Number of complementary help recipients (provision of social assistance, information, assistance regarding administrative formalities)	output	5
Number of free-time activity participants	output	5
Improved awareness among officials and other service providers	impact	yes/no
Improved asylum seekers reception conditions	impact	yes/no

## **5) *Visibility of EC funding***

Granting the project out of the resources of ERF and co-financing it out of the Ministerial funds has to be clearly visible as regards to each activity related to the project.

The duties of the final beneficiary regarding the visibility of the project's co-financing from the ERF will be defined in the grant agreement and the guidelines for the final beneficiaries:

- if the recipient of grant forwards or discloses either orally or in writing, including at conferences or seminars, any information about the project, he shall make reference to

the fact that the activities have been financed by the EU through European Refugee Fund and from the MoI;

- all documents relating to the project activities (inc. advertising materials, information sheets, prints, etc.) must be printed with the logo of the EU and the MoI and the statement that “Project is co-financed by the European Refugee Fund and the Estonian Ministry of the Interior“;
- the logo of EU and that of the MoI must be applied on all the devices that are purchased for the execution of activity thereof, as well as into the rooms of the recipient of grant, for which the financial resources allocated by the ERF and the MoI have been used;
- on each publication, which bears reference to the participation of the ERF and the MoI in the financing of the project, must also be stated that the publication expresses the opinions of the author and that neither EC nor MoI shall be responsible in any way for the usage of information published.

**6) Complementarity with similar actions financed by other EC instruments, if appropriate**

The project’s actions are not eligible for funding within the framework of any other instruments of EC foreign aid and bilateral aid.

**7) Financial information**

The action 1 will be financed from the ERF funds and the national co-financing funds in proportion 75% to 25%. Private co-financing will not be used. Expenses financed by the annual programme 2008 shall be eligible until 31 December 2009.

<b>Community allocation</b>	A	<b>69 868, 22 €</b>	<b>75.00%</b>
<b>Public allocation</b>	B	<b>23 289, 42 €</b>	<b>25.00%</b>
<b>Total public allocation</b>	C=A+B	<b>93 157, 63 €</b>	<b>100.00%</b>
<b>Private allocation</b>	D	<b>0.00 €</b>	<b>0.00%</b>
<b>TOTAL</b>	E=C+D	<b>93 157, 63 €</b>	<b>100.00%</b>

**3.1.3. Operational objective 3**

**Readiness for massive influx of refugees**

**1) Purpose and scope of the action**

Arrangement of regular sectoral and general training exercises for testing and improvement of the emergency resolution plan’s functionality and better co-ordination of the work done by relevant agencies. To meet the requirements the following trainings shall be carried out:

- Arrangement of crisis management and planning-related instruction within the framework of the national action plan to be followed in the case of massive influx of refugees;

- Training for officials to be involved in resolution of emergencies associated with massive influx of refugees.

**2) *Expected grant recipients***

The expected grant recipients will be state agencies, non-governmental organisations and international organisations alike.

**3) *Where appropriate justification regarding projects implemented directly by the responsible authority acting as an executing body***

The projects will not be implemented directly by the responsible authority.

**4) *Expected quantified results and indicators to be used***

When evaluating the efficiency and usefulness of the ERF projects, the following indicators can be applied:

<b>Name of indicator</b>	<b>Type of indicator</b>	<b>Target value</b>
Number of supported projects	output	1
Number of trainings carried out	output	2
Number of officials trained	output	15
Preparedness to cope with massive influx of refugees	impact	yes/no

**5) *Visibility of EC funding***

Granting the project out of the resources of ERF and co-financing it out of the Ministerial funds has to be clearly visible as regards to each activity related to the project.

The duties of the final beneficiary regarding the visibility of the project's cofinancing from the ERF will be defined in the grant agreement and the guidelines for the final beneficiaries:

- if the recipient of grant forwards or discloses either orally or in writing, including at conferences or seminars, any information about the project, he shall make reference to the fact that the activities have been financed by the EU through European Refugee Fund and from the MoI;
- all documents relating to the project activities (inc. advertising materials, information sheets, prints, etc.) must be printed with the logo of the EU and the MoI and the statement that "Project is co-financed by the European Refugee Fund and the Estonian Ministry of the Interior";
- the logo of EU and that of the MoI must be applied on all the devices that are purchased for the execution of activity thereof, as well as into the rooms of the recipient of grant, for which the financial resources allocated by the ERF and the MoI have been used;
- on each publication, which bears reference to the participation of the ERF and the MoI in the financing of the project, must also be stated that the publication expresses the opinions of the author and that neither EC nor MoI shall be responsible in any way for the usage of information published.

**6) Complementarity with similar actions financed by other EC instruments, if appropriate**

The project's actions are not eligible for funding within the framework of any other instruments of EC foreign aid and bilateral aid.

**6) Financial information**

The action 1 will be financed from the ERF funds and the national co-financing funds in proportion 75% to 25%. Private co-financing will not be used. Expenses financed by the annual programme 2008 shall be eligible until 31 December 2009.

<b>Community allocation</b>	A	<b>69 868, 22 €</b>	<b>75.00%</b>
<b>Public allocation</b>	B	<b>23 289, 42 €</b>	<b>25.00%</b>
<b>Total public allocation</b>	C=A+B	<b>93 157, 63 €</b>	<b>100.00%</b>
<b>Private allocation</b>	D	<b>0.00 €</b>	<b>0.00%</b>
<b>TOTAL</b>	E=C+D	<b>93 157, 63 €</b>	<b>100.00%</b>

**3.2. ACTIONS IMPLEMENTING PRIORITY 2**

**Development of reference indicators and assessment methods in order to assess and improve the quality of the revision procedure of applications for international protection and strengthen administrative structures in their efforts directed towards the resolution of problems arising from closer practical co-operation between Member States.**

**3.2.1. Operational objective 4**

**Implementation of a functional, quick and high-quality asylum procedure**

**1) Purpose and scope of the action**

Considering the small number of asylum seekers and the resulting lack of experience among officials handling applications for asylum in Estonia, the role of co-operation with other countries is of tremendous importance. Because of this, improvement of the international co-operation for exchange of country of origin information and best practices of asylum procedure is required.

To meet the requirements the following trainings shall be carried out:

- Improvement of international cooperation for the purpose of exchanging procedure and country of origin information and best procedure practices through organisation of study trips, seminars and workshops.

**2) Expected grant recipients**

The expected grant recipients will be state agencies, non-governmental organisations and international organisations alike.

**3) Where appropriate justification regarding projects implemented directly by the responsible authority acting as an executing body**

The projects will not be implemented directly by the responsible authority.

**4) Expected quantified results and indicators to be used**

When evaluating the efficiency and usefulness of the ERF projects, the following indicators can be applied:

<b>Name of indicator</b>	<b>Type of indicator</b>	<b>Target value</b>
Number of supported projects	output	1
Number of trainings carried out	output	1
Number of officials trained	output	4
Improvement of international cooperation	impact	yes/no

**5) Visibility of EC funding**

Granting the project out of the resources of ERF and co-financing it out of the Ministerial funds has to be clearly visible as regards to each activity related to the project.

The duties of the final beneficiary regarding the visibility of the project's co-financing from the ERF will be defined in the grant agreement and the guidelines for the final beneficiaries:

- if the recipient of grant forwards or discloses either orally or in writing, including at conferences or seminars, any information about the project, he shall make reference to the fact that the activities have been financed by the EU through European Refugee Fund and from the MoI;
- all documents relating to the project activities (inc. advertising materials, information sheets, prints, etc.) must be printed with the logo of the EU and the MoI and the statement that "Project is co-financed by the European Refugee Fund and the Estonian Ministry of the Interior";
- the logo of EU and that of the MoI must be applied on all the devices that are purchased for the execution of activity thereof, as well as into the rooms of the recipient of grant, for which the financial resources allocated by the ERF and the MoI have been used;
- on each publication, which bears reference to the participation of the ERF and the MoI in the financing of the project, must also be stated that the publication expresses the opinions of the author and that neither EC nor MoI shall be responsible in any way for the usage of information published.

**6) Complementarity with similar actions financed by other EC instruments, if appropriate**

The project's actions are not eligible for funding within the framework of any other instruments of EC foreign aid and bilateral aid.

**7) Financial information**

The action 1 will be financed from the ERF funds and the national co-financing funds in proportion 75% to 25%. Private co-financing will not be used. Expenses financed by the annual programme 2008 shall be eligible until 31 December 2009.

<b>Community allocation</b>	A	<b>87 335, 28 €</b>	<b>75.00%</b>
<b>Public allocation</b>	B	<b>29 111,76 €</b>	<b>25.00%</b>
<b>Total public allocation</b>	C=A+B	<b>116 447,04 €</b>	<b>100.00%</b>
<b>Private allocation</b>	D	<b>0.00 €</b>	<b>0.00%</b>
<b>TOTAL</b>	E=C+D	<b>116 447,04 €</b>	<b>100.00%</b>

## 4. TECHNICAL ASSISTANCE

### 4.1. Purpose of the technical assistance

The means of technical assistance will be used by the MoI as the responsible authority and the audit authority, and the Estonian Ministry of the Finance as the certifying authority for the ERF III for the following activities:

- expenses related to the fulfilment of tasks of the designated authorities (e.g. salaries of permanent internal employees of the MoI and the Ministry of Finance);
- expenses related to the fulfilment of task of external consultants (e.g. preparation of operating manuals and evaluation of the programme);
- expenses necessary for preparation and translation of programme documents and evaluation reports for EC purposes;
- expenses related to the distribution of information (e.g. publication of call for proposals).

### 4.2. Expected quantified results

<b>Name of indicator</b>	<b>Target value</b>
Number of employees executing ERF related tasks	5
Number of external consultations	2
Number of translated documents (annual programmes and reports)	4
Number of published calls for proposals	3

### 4.3. Visibility of EC funding

The responsible authority ensures visibility by means of the following:

- placing the EU sign on all written documents and materials adopted by the responsible authority (calls for draft projects, instructions, grant application forms, etc.);
- marking of all actions financed by the technical assistance funds with the following sentence: *“This project is co-financed by the European Refugee Fund”*;
- informing participants about the ERF cofinancing rules.

#### Information and publicity for the general public

Before submission of the grant applications, the responsible authority shall organize information dissemination day(s) aimed at providing assistance to grant applicants in drafting a project fully in compliance with the eligibility rules and other requirements of the fund.

After approval of the grant applications, the responsible authority shall organize trainings aimed at providing assistance to grant beneficiaries for project implementation.

The website providing information about the ERF shall inform the public about the multiannual programme and all annual programmes. The website will also contain a list of approved projects co-financed by the ERF III, a list of grant recipients and the amount of allocated grant.

#### 4.4. Financial information

The technical assistance will be financed from the ERF funds and the national co-financing funds in proportion 75% to 25%. Private co-financing will not be used. In accordance with rules concerning the rightfulness of technical assistance expenses, expenses financed by the annual programme 2008 will be eligible until 30 June 2010<sup>2</sup>.

<b>Community allocation</b>	A	<b>65 126,18 €</b>	<b>75.00%</b>
<b>Public allocation</b>	B	<b>21 708,73 €</b>	<b>25.00%</b>
<b>Total public allocation</b>	C=A+B	<b>86 834,91 €</b>	<b>100.00%</b>
<b>Private allocation</b>	D	<b>0.00 €</b>	<b>0.00%</b>
<b>TOTAL</b>	E=C+D	<b>86 834,91 €</b>	<b>100.00%</b>

---

<sup>2</sup> Commission Decision No. 2008/22/EC, appendix 11 part V.3

5. DRAFT FINANCING PLAN

Annual Programme - Draft Financial Plan								
Table - Overview table								
Member State: <b>REPUBLIC OF ESTONIA</b>								
Annual programme concerned: <b>2008</b>								
Fund: <b>EUROPEAN REFUGEE FUND III</b>								
(in EUR)	Reference to priority	Reference to a specific priority (1)	Community Contribution (a)	Public allocation (b)	Private allocation (e)	TOTAL (d= a+b+c)	% EC (e=a/d)	Share of TOTAL (f=d/total d)
<b>Action 1</b>	<b>Priority 1</b>		209 604,67	69 868,22	0,00	279 472,89	75,00%	41,77%
<b>Action 2</b>	<b>Priority 1</b>		69 868,22	23 289,41	0,00	93 157,63	75,00%	13,92%
<b>Action 3</b>	<b>Priority 1</b>		69 868,22	23 289,41	0,00	93 157,63	75,00%	13,92%
<b>Action 4</b>	<b>Priority 2</b>		87 335,28	29 111,76	0,00	116 447,04	75,00%	17,40%
<b>Technical assistance</b>			65 126,18	21 708,73	0,00	86 834,91	75,00%	12,98%
<b>TOTAL</b>			<b>501 802,57</b>	<b>167 267,52</b>	<b>0,00</b>	<b>669 070,09</b>	<b>75,00%</b>	<b>100,00%</b>