

STANDARD TWINNING PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference: EuropeAid/ 136-981/IH/ACT/HR
- 1.2 Programme: IPA 2012
- 1.3 Twinning Number: HR 12 IB JH 01
- 1.4 Title: Support to the prison system of the Republic of Croatia (CRO PRISYS)
- 1.5 Sector: Justice, Fundamental Rights and Home Affairs
- 1.6 Beneficiary country: Republic of Croatia

2. Objectives

2.1 Overall objective:

The overall objective is to increase professional and management skills of Croatian Prison System and support the implementation of European Convention on the Protection of Human Rights and Fundamental Freedoms regarding prison systems.

2.2 Project purpose:

The project purpose is to further improve lifelong learning system for the prison and juvenile treatment staff.

2.3 Contribution to Accession Treaty/ Relevant national documents:

The **Accession Treaty** was signed on 9 December 2011 and Croatia became a Member of the European Union on 1 July 2013. The Article 36 of the Act of Accession requires the Commission to closely monitor all commitments undertaken by Croatia in the accession negotiations, focusing, in particular, on competition policy, judiciary and fundamental rights, and justice, freedom and security. As an integral part of its regular monitoring, the Commission has issued six-monthly assessments on the implementation of Croatia's commitments in these areas up to the Croatia's accession to the EU.

The **National Reform Programme of the Republic of Croatia** was adopted by the Government of the Republic of Croatia on 24 April 2014. This is the first national reform programme prepared by the Republic of Croatia as a Member State of the European Union, as a part of a yearly cycle of economic policy coordination on the European level called the European Semester. The National Reform Programme of the Republic of Croatia reads: „The computerization of the judiciary is planned in order to finalize the introduction of central applications of the Integrated Case Management System (ICMS) to all municipal, county and commercial courts, the High Commercial Court and the Supreme Court of Croatia, case monitoring systems in all municipal and county State Attorney's Offices, including USKOK and the State Attorney's Office of Croatia (DORH), Joint Information System, the central application of misdemeanour courts, the development and implementation of the central application for the prison system. At the same time, efforts are made in connecting the

existing registries and the interoperability of the systems, and implementing an e-service for citizens that should aid in providing a greater transparency and ensuring a better communication with the citizens. The computerisation of the judiciary should contribute to a greater efficiency of judicial authorities and better resources' management”.

For the purpose of implementing further reforms in the judiciary, the **Strategy of the Development of the Judiciary in Croatia for the period of 2013–2018** was adopted on 14 December 2012. The Strategy takes five basic sectors as the foundations of future strategic planning: independence, impartiality and professionalism of the judiciary, efficiency, the Croatian judiciary as part of the European judiciary, human resource management and the utilisation of modern technology. A related Strategic (Action) Plan was adopted for the period 2014 - 2016. One of strategic goals related to the efficiency of the judiciary is increasing the capacity and raising of the quality of the prison system.

On 28 January 2011, the Croatian Parliament adopted the **Law on the Preventive Mechanism for Suppression of Torture and Other Cruel, Inhuman and Degrading Treatment and Punishment (Law on the NPM)**, by which the Republic of Croatia has fulfilled its obligation after signing the Optional Protocol to the Convention against Torture and Other Cruel, Inhuman and Degrading Treatment and Punishment (OPCAT). The new law entrusts the Ombudsman with the task of **National Preventive Mechanism (NPM)**. Such a solution is logical, as the Ombudsman has already been monitoring closed institutions and has been accredited as National Human Rights Institution (NHRI) with a status, according to the Paris Principles. Annual Report on the Performance of Activities of the NPM is available at the link: http://www.apr.ch/content/files/npm/eca/Croatia_NPM_Annual%20report_2013.pdf.

While performing the duty of NPM, the Ombudsman shall obligatorily engage representatives of civil society and academics and if necessary, other experts. The main task of the NPM is to regularly examine the treatment of persons deprived of their liberty in places of detention, with a view to strengthen their protection against torture and other cruel, inhuman or degrading treatment or punishment. Having in mind the great number of institutions in Croatia where persons deprived of liberty are placed (penitentiary system, detention places, police stations, psychiatric institutions, detention centres for aliens, other legal persons providing social care, family homes providing care for mentally impaired adults, elderly persons, children with mental disorder, etc.) it is necessary that the State allocate sufficient funding in the budget for implementing the Law on the NPM. Along with regular visits to any place where persons are or may be deprived of their liberty, the Ombudsman has the power to: make recommendations to the relevant authorities with the aim of improving the treatment and the conditions of persons deprived of their liberty and to prevent torture and other cruel, inhuman or degrading treatment or punishment; submit proposals and observations concerning existing or draft legislation; and maintain contacts with the Subcommittee on Prevention of Torture by sending them information and meeting with them.

The 2013 Economic Programme of Croatia has been prepared pursuant to the obligations arising from the acceptance of the invitation of the General Secretariat of the European Commission for the informal participation of Croatia in the European Semester, prior to the date of Croatian accession to the European Union. The document underlines a need to continue on „strengthening administrative and accommodation capacity of the Croatian Prison System“.

The **Report to the Government of Croatia drawn up by the European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment (CPT)** (<http://www.cpt.coe.int/documents/hrv/2014-09-inf-eng.pdf>) following its visit to Croatia in

September 2012 was adopted by the CPT at its 80th meeting, held in March 2013. It was produced in pursuance of Article 10, paragraph 1, of the European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment. Before this visit, the CPT carried out three periodic visits to Croatia (in September 1998, in December 2003, and in May 2007). The **Response of the Croatian Government to the Report of the European Committee for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment (CPT) on the CPT's visit to Croatia in September 2012** (<http://www.cpt.coe.int/documents/hrv/2014-10-inf-eng.pdf>), dated 18 March 2014 is published by the Council of Europe.

The valuable recommendations, comments and requests formulated by the CPT in their report may serve to this Twinning project as a good starting point especially when assessing and analysing the present situation and when preparing the training needs analyses. It could serve as a kind of roadmap in regard to the adjustment of the present situation with the relevant standards and commitments undertaken by the Republic of Croatia regarding prison systems.

3. Description

3.1 Background and justification:

There are continued efforts related to the expansion of existing detention and treatment facilities of the Croatian Prison System in order to solve the problems of overcrowding and inadequate health conditions which have persisted for some years, especially related to the prison occupancy.

Main problems of the Croatian Prison System are: prison overcrowding, poor treatment of detainees, staff shortage and lack of adequate training system. A need for continuous training of the prison staff has been recognized and training system was established. However, its capacities are limited in terms of space, staff and relevant training programmes. Reasons for this are numerous and complex, but the main reasons are lack of sufficient funds and absence of focus of interest of all relevant stakeholders in this matter. Having in mind the present poor work conditions of the staff in the prison system, as well as weaknesses of the entire prison system (poor infrastructural conditions, insufficient number of staff per number of prisoners etc.), further development of the training system should result in two positive effects. First, by introduction of new relevant training programs, the Prison System staff would become better prepared for more effective and ameliorated conduction of their tasks. This is especially important when it comes to staff whose initial educational background is not relevant or is insufficient for the job they are doing or for fulfilment of their tasks. Moreover, it has been noticed that the inclusion of the staff into various training programmes is perceived by the staff themselves as an investment into their human capacities, and is thus having a positive impact on prevention of stress and job burnout, which are risks of working under difficult or inadequate conditions.

As of 1 July 2013 the Republic of Croatia, as a new EU Member State, started to implement the following, for this project relevant, Framework Decisions:

- Transfer of prisoners (FD 2008/909/JHA)
- Probation and Alternative Sanctions (FD 2008/947/JHA)
- European Supervision Order (FD 2008/829/JHA)

These three EU laws enable prison sentences, probation decisions or alternative sanctions and pre-trial supervision measures to be executed in an EU country other than the one in which the person is sentenced or awaiting trial. This may be the country of nationality, habitual

residence or another EU country with which the person has close ties. All the prison staff in the Republic of Croatia should be properly informed and adequately trained, amongst other relevant topics, about these Framework Decisions as well. This Twinning project will contribute to these efforts.

The Croatian Ombudsman started in March 2006 with issuing annual comprehensive report on the Croatian Prison System, concluding then that prisons were suffering from overcrowding (please refer to Annex 5) and poor hygienic and medical conditions. Neither the number of employees in the Prison System, including prison security officers (judicial police), nor their training is adequate. The above is also confirmed in the Annual Report 2013 on the Status and Operation of Correctional Facilities, Prisons and other Organizational Units of the Croatian Prison System prepared by the Prison System Directorate. The Report contains information on the number and structure of prisoners, type and description of the tasks related to the treatment of prisoners, the number and structure of employees, as well as the financial performance of the prison system.

The Act on Probation, as a novelty in the field of execution of criminal sanctions, established the probation system. The goal of the new system was to modernize the criminal system and to decrease the overcrowding of institutions for execution of prison sentences since the overcrowding is one of the most important problem affecting the Croatian Prison System, which is connected to a number of law suits brought before the Court for the Human Rights (e.g. Croatia has addressed the case of degrading treatment of a former prisoner in the Lepoglava prison¹).

The **Training Centre** has been established in 1999 and since then has organized numerous training and education programmes related to the treatment of prisoners and juveniles as well as those related to tasks of staff members. The Training Centre provides and conducts trainings for all categories of staff of the prison system in order to upgrade their specific knowledge and skills needed to perform various specific tasks in penitentiary, prisons and in the juvenile correctional institutions.

There is a wide range of induction and thematic training courses offered to staff working in the Prison System, such as:

- Training for security officers (judicial police): Basic course, Communication and mastering aggression, Use of mid-strength coercion tools.
- Training for psychosocial treatment staff: Group work with prisoners/inmates and juveniles/minors, Treatment of drug addicts, Treatment of alcohol addicts, Treatment of violent offenders (ART) aggression replacement training, Treatment of sexual assaults offenders, Treatment of traffic crime perpetrators.
- Training for vocational instructors (Teachers): Vocational education for teachers.
- Training for health care service staff: Specifics of health care for prisoners and minors in prison system.
- Combined courses (mixed group of participants): Teamwork of employees of correctional institutions, Preventing drug abuse in the prison system - the safety aspect, Communication in the incidents in the prison system, Prevention of suicide and assisting risk categories, Prevention of infectious diseases in prison system, Stress in the workplace and how to cope with it, Prisoner as a parent, Basic information on IT

¹ The ECtHR ruled in March 2006 in the *Cenbauer vs. Croatia* case that there had been a violation of Article 3 of the ECHR and condemned Croatia for degrading treatment of a former prisoner in the Lepoglava prison.

and use of computers.

Although a wide range of training courses (including communication skills, conflict prevention and treatment of drug-addicted and dangerous prisoners) had been offered to prison staff in the course of past few years, there is still a need for all categories of the staff employed within the Prison System to attend some kind of induction and in-service training courses. In addition to the general (common course) course which should be equal for all groups of employees working within the Prison System, there should be at least three more groups of courses carefully prepared and tailor-made per specific group of staff (juvenile treatment staff, vocational instructors and security (corrections) officers). Once the courses are organized in order to make it functional, there should be a mechanism e.g. „decision“ in place in order to oblige all prison staff to undergo training.

Some of the training topics are not sufficiently developed. In this sense, an upgraded training programmes need to be developed and prison staff as well as juvenile treatment staff should be trained and train-the-trainer system established in order to disseminate the obtained knowledge throughout the system. Specific, tailor-made and high-quality training programmes are needed for staff dealing with juvenile population and prisoners sentenced to long term sentences. E-learning methodology is also one of the educational tools that are necessary to facilitate access to new training materials since in many cases employees are not in position to attend seminars and other types of educational sessions due to high workload.

Croatian Prison System staff involved in this Twinning project is divided in the following groups: **prison security officers (judicial police), psychosocial treatment staff, medical care staff for prisoners, vocational instructors and Training Centre staff.**²

Within the **Juvenile Correctional Institution** there are three main categories of staff that will be involved in this project: **juvenile psychosocial treatment staff, vocational instructors and security officers (judicial police)**. A juvenile/minor is a person who at the time of commission of the offense, turned 14, but is still below (not completed) 18 years of age, while a young adult is a person who at the time of commission of the offense turned 18 but is still below (full) 21. Enforcement of juvenile correctional measure can last until younger adult turns 23 years of age. Moreover, a juvenile/minor is a person under the age of 18, who is serving correctional measure of committal to a juvenile correctional institution or juvenile imprisonment. Juvenile prison sentence can be imposed only to older juvenile (16-18). Juvenile prison sentence is enforced in special ward of Penitentiary in Požega (closed and semi-open conditions) and in Penitentiary in Valtura (open conditions).

This Twinning project will improve lifelong learning system for prison staff and juvenile treatment staff, which should then further increase professional and management skills of all categories of the staff and consequently serve as a solid support to implementation of the European Convention on the Protection of Human Rights and Fundamental Freedoms regarding prison systems.

3.2 Linked activities:

Transition Facility project "Support to Further Development and Strengthening of the Probation Service in Croatia"

² For more information on target groups that will be involved in this Twinning project and organizational structure of the prison system in Croatia, please refer to point 4. Institutional Framework.

Overall objective of the project is to strengthen the efficiency of judiciary in Croatia in the area of criminal justice system while the purpose is to further improve the institutional capacity of the Croatian Probation Service and introduce electronic surveillance in Croatia. Through Technical Assistance component of the overall project electronic surveillance system pilot project for probation service will be implemented. Through Twinning component the institutional capacities of the Probation Service will be strengthened. Through the supply component of the project vehicles for probation offices will be purchased. The project is in preparation phase.

IPA 2012 project “Support to the Prison System of the Republic of Croatia”

This Twinning project is part of the overall project which also has Technical Assistance, Works and Supply components. The overall objective of the project is to increase professional and management skills of the Croatian Prison System staff and provide support to implementation of the European Convention on the Protection of Human Rights and Fundamental Freedoms regarding prison systems which will be done by improving infrastructure conditions and lifelong learning system for staff of the entire prison system, improvement of rehabilitative living environment in Turopolje Correctional Institute and Computerization of the prison system of the Ministry of Justice. Through Technical Assistance component the efficiency of the overall prison system will be improved by development and installation of the unified IT system. Through Works component the overall infrastructure quality of buildings will be improved as well as working and living conditions, while through Technical Assistance supervision of works in the Prison Training Centre and Turopolje Correctional Institute will be conducted. Through Supply component the quality of working environment will be increased and professional efficiency enhanced. The project is in preparation phase.

IPA 2008 “Development of the Probation Services in Croatia”

The project was composed of three components. Within Supply component probation offices were equipped with the furniture, IT equipment, safety lockers and servers. Technical Assistance component provided the Probation Information System (PSIS) that supports all business processes of the probation service and probation officers received trainings in order to perform their work with a high quality. Twinning component (HR/2008/IB/JH/02) was implemented by the United Kingdom and the Czech Republic as Twinning partners from June 2011 till March 2013 and it strengthened the administrative capacities of the probation service and set up the necessary environment for implementation of the legislation regulating probation.

MATRA “Management of the Organisational Ethos and Development of Human Recourses within Croatian Ministry of Justice – Prison Administration”

This project aimed at building the positive organizational environment of openness and support among the prison staff through enhancing their management skills and efficiency of management processes as integral part of public administration system. This bilateral funding was provided by the Netherlands. The project finished in 2011. Trainings and education provided by this bilateral project represented a basis for upgrading of trainings of the Ministry of Justice - Directorate for Probation.

“Transitional Support for the Development of a Probation Service in Croatia”

This was a bilateral project funded by the United Kingdom and its implementation was in line with the Five Year Strategy prepared within the CARDS 2004 Twinning light project (HR/2004/IB/JH/07-TL). The purpose of the project was to provide support in the pilot phase of developing the probation services during 2008-2009. Through this project the following results were achieved: 1) Support in drafting the Law on Probation; 2) Drafting

standards and guidelines for Protective Surveillance and Work for the Common Good at Liberty; 3) First version of Offender Assessment Tool for risks of harm and reconviction and criminogenic needs has been made (only in paper form and for conditional release); 4) Piloting implementation of probation services in pre-trial detention of criminal proceeding on some courts; 5) Assistance in developing a Business Plan for Probation 2009-2010. The project was finalised in 2010.

MATRA-FLEX “Treatment of Sexual Offenders” and MATRA “Treatment of Violent Prisoners”

The purpose of the project ‘Treatment of sexual offenders’, finalised in 2008, was to address the need for an adequate rehabilitation programme of sexual offenders in order to prevent recidivism of sexual offences. The project ‘Treatment of violent prisoners’, finalised in 2009, supported the Croatian Prison Administration to improve its capacity to reduce violent behaviour in prisons and penitentiaries and to accomplish a decrease of recidivism. These projects assisted in setting up a good foundation for developing the offender assessment tool for risks of harm and reconviction and criminogenic needs for two problem groups of offenders. The partner country for both of these projects was the Netherlands.

CARDS 2004 “Support to the Development of a Probation System in Croatia”

The purpose of this Twinning light project (HR/2004/IB/JH/07-TL) was to elaborate an expert study on the existing types of probation systems in some EU Member States which would be the basis for developing legislation and strategy of the probation system in Croatia. This project identified the importance of the provision of community penalties to support broader reform of the Criminal Justice System. One of the crucial outputs of this project was the “Five Year Strategy for the Development of the Croatian National Probation Service” and the “2008 Action Plan for the Reform of Judiciary”. The project was implemented from May 2007 to December 2007 and the Twinning partner was the United Kingdom.

3.3 Results:

Component 1: Support in establishing more efficient Prison System

1.1. Recommendations for improvement of legislation of the Prison System prepared and organizational setup of the Training Centre adjusted in line with the best EU practice.

Indicators of achievement:

- Legal (laws and bylaws) setup of the Prison System analysed and analysis report prepared;
- Organizational setup of the Training Centre analysed and analysis report prepared;
- Recommendations on improved legislative setup of the Prison System prepared and organizational setup of the Training Centre adjusted in line with the best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian Prison System.

1.2. Training Strategy and long term training programmes with corresponding materials for the Training Centre developed and published on the website.

Indicators of achievement:

- Training Needs Analysis (TNA) for staff within the Prison System conducted and TNA report prepared;
- Current training programmes of the Training Centre analysed and corresponding report with

- recommendations for improvement prepared in line with the best EU practice and in respect of Croatian Prison System specifics;
- Training Strategy for the Training Centre developed;
 - Lifelong continuous training programmes for Prison System staff developed; training programmes should include at least 3 programmes as follows:
 - 1 training programme for staff working with perpetrators of criminal offences sentenced to long-term prison sentences;
 - 1 training programme for online training of trainers;
 - At least 1 new training programme proposed by the MS partners;
 - Training materials for the above mentioned training programmes prepared, including materials for training of Prison System staff and Training of Trainers (ToT);
 - The website of the Training Centre updated in order to enable on-line and lifelong learning.

1.3. Capacity of the prison staff improved through targeted trainings and study visit, with the purpose to establish more efficient Prison System.

Indicators of achievement:

- Training of Trainers (ToT) workshops for at least 8 participants in total conducted;
- At least 5 workshops for at least 150 participants in total conducted (e.g. security officers, psychosocial treatment staff, medical care staff, vocational instructors and the Training Centre staff);
- 1 study visit in duration of 5 working days for 5 employees of the Prison System in order to obtain direct and thorough experience with the MS Prison System conducted; report from the study visit prepared.

Component 2: Support in establishing enhanced system for treatment of juveniles³

2.1. Training programmes with corresponding materials for the Training Centre in the area of juvenile treatment developed and published on the website.

Indicators of achievement:

- Training Needs Analysis (TNA) for staff involved in juvenile treatment conducted and TNA report prepared;
- Screening of the existing training programmes for juvenile treatment staff performed and corresponding report with recommendations for improvement prepared, in line with the best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian juvenile treatment system;
- At least 3 new training programmes for juvenile treatment staff prepared;
- Training materials for the above mentioned training programmes prepared, including materials for training of juvenile treatment staff and Training of Trainers (ToT);
- The website of the Training Centre updated with the new training programmes and corresponding training materials.

2.2. Capacity of the juvenile treatment staff improved through targeted trainings and study visit, with the purpose to enhance system for treatment of juveniles.

³ There are two Juvenile Correctional Institutions in the Republic of Croatia (Požega and Turopolje).

Indicators of achievement:

- ToT workshops for at least 6 participants in total conducted (e.g. security officers, vocational instructors and juvenile psychosocial treatment staff);
- At least 3 workshops for at least 30 participants in total conducted (e.g. vocational instructors, security officers and juvenile psychosocial treatment staff);
- 1 study visit in duration of 5 working days for 5 employees working in correctional institutions in order to obtain practical experience with the MS system on juvenile treatment conducted; report from the study visit prepared.

3.4 Activities:

The activities listed below represent the minimum activities to be implemented in the course of the Twinning project. Member State(s) may propose additional activities in line with the methodology elaborated in its proposal.

Component 1: Support in establishing more efficient Prison System

1.1.1. Analysing legal (laws and bylaws)⁴ setup of the Prison System and preparing analysis report.

1.1.2. Analysing organizational setup of the Training Centre and preparing analysis report.

1.1.3. Preparing recommendations on improved legislative setup of the Prison System and adjusting organizational setup of the Training Centre, in line with best EU practice. Recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian Prison System.

1.2.1. Conducting Training Needs Analysis (TNA) for staff within the Prison System and preparing TNA report.

1.2.2. Analysing current training programmes of the Training Centre and preparing corresponding report with recommendations for improvement in line with best EU practice and in respect of Croatian Prison System specifics.

1.2.3. Developing training strategy for the Training Centre.

1.2.4. Developing lifelong continuous training programmes for Prison System staff; training programmes should include at least 3 programmes as follows:

- 1 training programme for staff working with perpetrators of criminal offences sentenced to long-term prison sentences
- 1 training programme for online training of trainers
- At least 1 new training programme proposed by the MS partners

1.2.5. Preparing training materials for the above mentioned training programmes, including materials for training of Prison System staff and Training of Trainers (ToT).

1.2.6. Updating the website of the Training Centre in order to enable on-line and lifelong learning.

1.3.1. Conducting Training of Trainers (ToT) workshops for at least 8 participants in total.

1.3.2. Conducting at least 5 workshops for at least 150 participants in total (e.g. security officers, psychosocial treatment staff, medical care staff, vocational instructors and the Training Centre staff).

⁴ The analysis should include relevant parts of the following legislation: The Criminal Code, The Constitution, The Act on Serving Prison Sentence, The Asylum Act, The Act on Probation, The Act on the Enforcement of Sanctions Imposed on Juveniles in Criminal or Misdemeanor Proceedings, The Criminal Procedure Act, The Law on Courts for Juveniles and the Law on the Preventive Mechanism for Suppression of Torture and Other Cruel, Inhuman and Degrading Treatment and Punishment.

1.3.3. Conducting 1 study visit in duration of 5 working days for 5 employees of the Prison System, in order to obtain direct and thorough experience with the MS Prison System and preparing study visit report.

Component 2: Support in establishing enhanced system for treatment of juveniles

2.1.1. Conducting Training Needs Analysis (TNA) for staff involved in juvenile treatment and preparing TNA report.

2.1.2. Performing screening of the existing training programmes for juvenile treatment staff and preparing corresponding report with recommendations for improvement, in line with best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian juvenile treatment system.

2.1.3. Preparing at least 3 new training programmes for juvenile treatment staff.

2.1.4. Preparing training materials for the above mentioned training programmes, including materials for training of juvenile treatment staff and Training of Trainers (ToT).

2.1.5. Updating the website of the Training Centre with the new training programmes and corresponding training materials.

2.2.1. Conducting ToT workshops for at least 6 participants in total (e.g. security officers, vocational instructors and juvenile psychosocial treatment staff).

2.2.2. Conducting at least 3 workshops for at least 30 participants in total (e.g. vocational instructors, security officers and juvenile psychosocial treatment staff).

2.2.3. Conducting 1 study visit in duration of 5 working days for 5 employees working in correctional institutions in order to obtain practical experience with the MS system on juvenile treatment and preparing report from the study visit.

Minimum two visibility events will be organized in the course of the implementation of the project; Kick-off meeting at the start of the implementation and the Final meeting at the end of the implementation of the project activities.

3.5 Means/Input from the MS Partner Administration:

MS Project Leader may participate in the project also as the short-term expert (STE) and in this case the MS Project Leader should satisfy requirements stipulated in the fiche for both the Project Leader and the relevant STE profile.

3.5.1 Profile and tasks of the Project Leader

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 10 years in the justice and/or prison system
- Minimum 6 years of professional experience in the prison system
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under the Twinning Manual 5.4.5
- Computer literacy

- High-ranking official
- Experience in project management

Asset:

- Experience in implementation of EU standards related to judiciary

Tasks of the Project Leader:

- Overall management and coordination of the project, in cooperation with RTA, RTA Counterpart and Croatian Project Leader
- Coordination of MS experts' work and availability
- Project reporting
- Organization of study visits
- Participation in Steering Committee meetings
- Assuring compatibility with EU requirements
- Ensuring backstopping and financial management of the project in the MS
- Supervising implementation of the project
- Ensuring sound implementation of the envisaged activities
- Coordination and networking with relevant institutions in Croatia and in MS

3.5.2 Profile and tasks of the RTA

Profile of the Resident Twinning Adviser

Requirements:

- University level education or equivalent professional experience of 10 years in the justice and/or prison system
- Minimum 4 years of professional experience in the prison system
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under the Twinning Manual 5.4.5
- Computer literacy
- Experience in project management

Assets:

- Experience in organization of training activities for staff within the prison system
- Experience in work with the juveniles sentenced to educational measures or juvenile prison
- Experience in work with prisoners sentenced to long term sentences

Tasks of the Resident Twinning Adviser:

- Organization of PIU and Steering Committee meetings
- Executing administration tasks and assisting in reporting
- Advising on related EU policies and best practices, legislations and regulations
- Networking with stakeholders of the project in BC and in MS
- Support and coordination of all activities in the BC
- Organization of visibility events (kick-off and final event)
- Overall coordination and assistance to the MS short-term experts
- Supervising and managing project implementation on a day-to-day basis and proposing corrective actions if needed

The duration of the RTA secondment is 15 months.

3.5.3 Profile and tasks of the short-term experts

For each of the proposed experts in the submitted proposal the Member State(s) is kindly requested to indicate the expert's profile.

Profile of the short-term expert 1 (STE 1) - Expert with general experience in the prison system

Requirements:

- University level education or equivalent professional experience of 8 years in the justice and/or prison system
- Minimum 3 years of professional experience in the prison system
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under the Twinning Manual 5.4.5

Assets:

- Experience in analysis of the organization of a prison system
- Experience in conducting trainings
- Experience in preparing training needs analysis
- Experience in preparing training materials for e-learning

Tasks of the short-term expert 1:

- Analysing legal set up of the Prison System and organizational setup of the Training Centre, preparing analyses reports with corresponding recommendations
- Conducting TNA and preparing TNA report
- Analysing current training programmes of the Training Centre and developing training strategy, training programmes (including long term training programmes) and corresponding training materials
- Conducting trainings, workshops and ToT
- Participating in updating of the website of the Training Centre
- Participating in all relevant project activities in cooperation with other short-term experts

Profile of the short-term expert 2 (STE 2) - Expert with experience of work with sentenced juveniles (minors)

Requirements:

- University level education or equivalent professional experience of 8 years in the justice and/or prison system
- Minimum 3 years of professional experience in direct work with juveniles sentenced to educational measures or juvenile prison
- Working level of English language
- Computer literacy

- Proven contractual relation to public administration or mandated body, as defined under the Twinning Manual 5.4.5

Assets:

- Experience in conducting trainings
- Experience in conducting training needs analysis
- Experience in preparing training materials for e-learning

Tasks of the short-term expert 2:

- Conducting TNA and preparing TNA report
- Screening existing training programmes for juvenile treatment staff and developing new and upgraded training programmes with corresponding training materials
- Conducting trainings, workshops and ToT
- Participating in updating of the website of the Training Centre
- Participating in all relevant project activities in cooperation with other short-term experts

Profile of the short-term expert 3 (STE 3) - Expert with experience of work with prisoners sentenced to long-term prison sentences

Requirements:

- University level education or equivalent professional experience of 8 years in the justice and/or prison system
- Minimum 3 years of professional experience in direct work with prisoners who have prison sentence of 10 or more years
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under the Twinning Manual 5.4.5

Assets:

- Experience in conducting trainings
- Experience in conducting training needs analysis
- Experience in preparing training materials for e-learning

Tasks of the short-term expert 3:

- Conducting TNA and preparing TNA report
- Analysing current training programmes of the Training Centre and developing training strategy, training programmes (including long term training programmes) and corresponding training materials for staff working with prisoners sentenced to long-term sentences
- Conducting trainings, workshops and ToT
- Participating in updating of the website of the Training Centre
- Participating in all relevant project activities in cooperation with other short-term experts

Note:

The pool of experts should include:

- At least one short-term expert who in addition to the respective profile requirements has experience in analysis of the organization of a prison system.
- At least one short-term expert who in addition to the respective profile requirements has experience in drafting training programmes or training strategies.
- At least one short-term expert who in addition to the respective profile requirements has experience in conducting trainings.

4. Institutional Framework

The main beneficiary of this project is the Ministry of Justice, Prison System Directorate. Prison System Directorate is an administrative organisation within the Ministry of Justice, founded by a special law, which performs administrative and professional tasks related to execution of prison sentence passed in criminal, misdemeanour and other court proceedings, to juvenile imprisonment, fines substituted with prison sentence in penal and misdemeanour procedures, custody measures, measures of pre-trial prison, corrective measures of instructing to correctional institution. The Directorate also performs internal supervision of regular and legal work (of organisational units) of penitentiaries, prisons, correctional institutions, Diagnostic Centre and Training Centre and performs professional training for prison system servants for their exercising of criminal sanctions and measures from the Directorate's jurisdiction. The scope of work of the Prison System Directorate is stipulated by the Decree on Internal Organisation of the Ministry of Justice. Within the Croatian Prison System on 31 December 2014 there were 2694 employees.

Prison System Directorate is composed of the Head Office, penitentiaries, prisons, juvenile correctional institutions, Diagnostic centre and Training centre. The Head Office monitors and supervises the legality of operations and procedures in 12 prisons (Bjelovar, Dubrovnik, Gospić, Karlovac, Osijek, Pula, Rijeka, Sisak, Split, Varaždin, Zadar and Zagreb), 8 penitentiaries (Glina, Lepoglava, Lipovica-Popovača, Požega, Turopolje, Valtura, Šibenik, and hospital for persons deprived of their liberty situated in Zagreb, known also as Prison Hospital in Zagreb and operating as penitentiary), 2 juvenile correctional institutions in Požega and Turopolje, 1 Diagnostic Centre in Zagreb and 1 Training Centre in Zagreb. The Head Office decides and undertakes actions in respect of execution of criminal sanctions and measures, security and improvement of material, personnel and professional skills necessary for their implementation.

Training Centre

Training Centre was established in 1999. The Training Centre was established in Lipovica-Popovača Penitentiary, but was moved to Zagreb few years ago for two reasons. First was to reduce overcrowding in Lipovica-Popovača Penitentiary by conversion of the space of the Training Centre into accommodation for prisoners and second reason was to reduce travel and accommodation costs of its users by moving Training Centre from relatively remote location to Zagreb.

Training of prison staff is conducted in the Training Centre in order to acquire the knowledge and skills that cannot be learned in other educational facilities. On an annual basis about 400 prison staff attend training. Among other activities the Training Centre also conducts the training of the Prison System Directorate staff that work with the juvenile prison population. At present the Training Centre has 4 permanently employed staff members and 1 temporarily transferred to it, although, in accordance with actual regulations, there should be seven permanently employed staff members. Main tasks of staff employed in Training Centre are development of curriculum and

organization and coordination of education and training. As education and training, including preparation of content of lectures, is conducted by senior staff of the Head Office and of correctional institutions and also, partially, by experts from outside the prison system it is considered, by managing authorities, that Training Centre has adequate number of staff to perform their tasks of developing framework of training curriculum and of providing necessary technical assistance to lecturers.

In order to fulfil assumption related to the sufficient capacities for the project implementation, employees from the other units of the Prison System, especially from Head Office, will be joining the activities related to the project as needed.

The website of the Training Centre is established within the website of the Ministry of Justice.

Juvenile Correctional Institutions

There are two Juvenile Correctional Institutions in the Republic of Croatia (Požega and Turopolje). Turopolje Correctional Institute conducts correctional measures for males aged from 14 to 23 years of age (in duration of 6 months to 3 years). Correctional measure is applicable to juvenile offenders or young adults who were minors at the time of committing the criminal offense. On average, daily number of juveniles in Turopolje Correctional Institution is 60-70, while the accommodation capacity amounts to 110 male juveniles. Požega Correctional Institute conducts correctional measures for female juvenile. Daily number of juveniles In Požega Correctional Institution is 5-10, while accommodation capacity amounts 12 juveniles.

The Juvenile Correctional Institution in Požega has 11 staff members while in accordance with actual regulation, there should be 20 permanently employed staff members. The Juvenile Correctional Institution in Turopolje has 90 staff members while in accordance with actual regulation, there should be 113 permanently employed staff members. Both Correctional Institutions, in accordance with its needs and management's decisions, are using services of staff members of its neighbouring (Prison System's) institutions: penitentiaries in Požega and Turopolje and prison in Požega.

In order to fulfill assumption related to the sufficient capacities for the project implementation, employees from the other units of the Prison System, especially from Head Office, will be joining the activities related to the project as needed.

Sector for Probation

On the 23 February 2012 the Government of the Republic of Croatia has adopted the Regulation on Internal organization of Ministry of Justice (OG 28/2012) which founded the Directorate for Criminal Law and Probation. The Sector for Probation is the internal organizational unit within this Directorate, responsible for probation duties. The Sector for Probation consists of the Central Office (Service for Coordination and Development of Probation System) and 12 probation offices established on the county level (Bjelovar, Dubrovnik, Osijek, Požega, Pula, Rijeka, Sisak, Split, Varaždin, Zadar, Zagreb I and Zagreb II). Twelve probation offices were established so far; each of them is responsible for several counties. Taking into account provisions stated in Article 10, Paragraph 3 of the Probation Act, probation tasks are carried out by probation offices. Regulation relevant for the work of the Sector for Probation is Probation Act (OG 143/12) and Decree on methods of conducting probation service (OG 29/13). It is important to underline that the Sector for Probation is not operating within the Prison System Directorate but within the Directorate for

Criminal Law.

Croatian Prison System employees that will be involved in this Twinning project are divided in following groups:

Prison security officers (judicial police) provide safety and security for penitentiaries, prisons and correctional institutions, ensuring security for people and assets. They monitor inmates, participate in the implementation of individual program of serving a prison sentence while keeping internal order and discipline. They are also in charge of escorting inmates while being transferred from one to another location. While in service they wear a special uniform and they are armed when required. They are placed in different vocations with corresponding ranks (according to the Article 33 of the Law on the Enforcement of the Prison Sentence). There are 1617 employees of this kind.

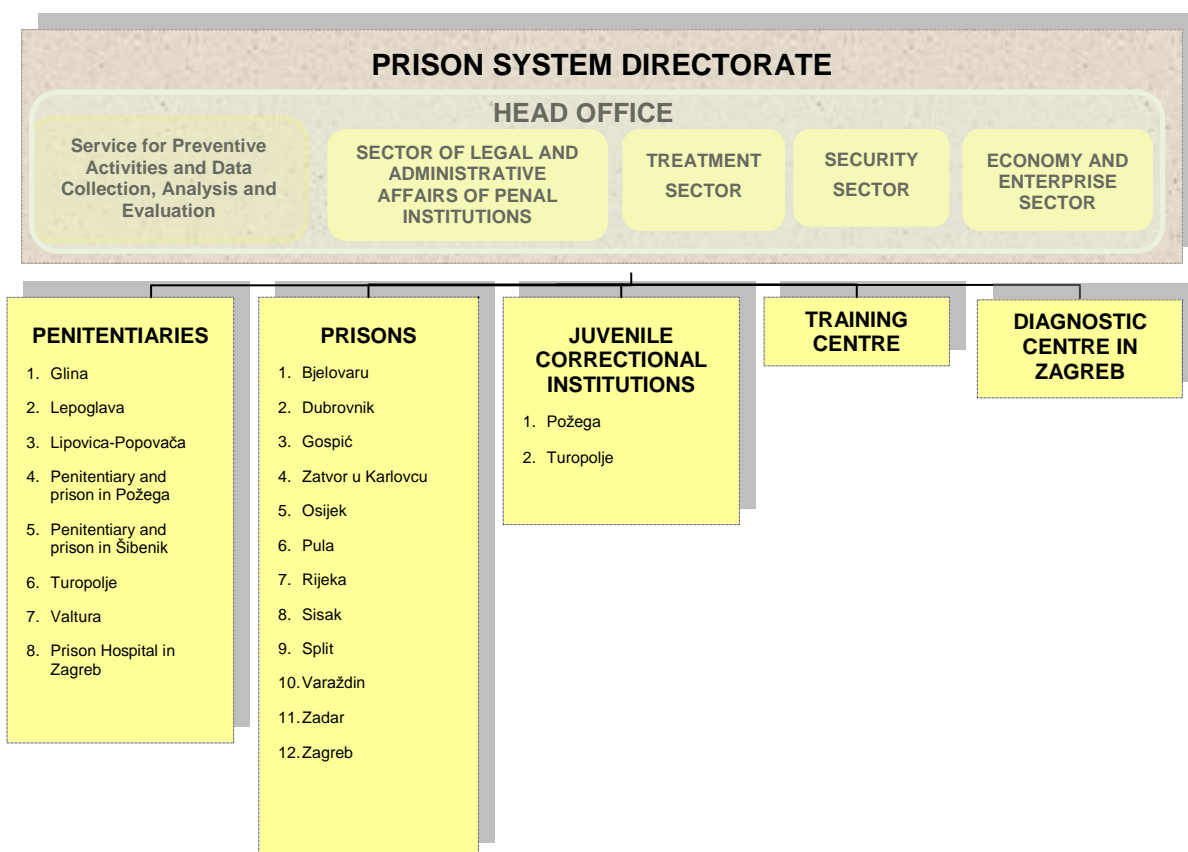
Psychosocial treatment staff are officials holding university degree in psychology, social pedagogy, social work, pedagogy or other relevant field who are in charge of implementation and coordination of a management plan consisting of pedagogical, working, occupational, health, psychological and security measures for every inmate. At present there are 244 of such employees in the system. This number includes also approx. 25% of staff responsible for keeping prisoners' records.

Medical care staff for prisoners are general practitioners, doctors specialists (such as psychiatrist, internist), dentists, nurses and medical technicians who are responsible for treatment and regular physical and mental health care of inmates. There are 125 staff members out of which approx. 90% work in the Prison Hospital.

Vocational instructors are employees of penal and correctional institutions with relevant vocational profession such as mechanic, waiter, cook, locksmith etc. They teach and supervise the work of inmates and minors. They also train them for specific occupations, monitor and evaluate their work. There are at present 250 of such employees in the system.

Training Centre staff – there are four employees working permanently for the Training Centre, at present. In addition, there are officers from the Head Office, and the correctional institutions, who are not employees of the Training Centre, but, when needed and upon request, they lecture and conduct educational workshops for prison staff members.

Organizational chart of the Prison System Directorate



The results of the project will serve as a good, valuable and comprehensive starting point to be considered within the ongoing reorganization process of the Croatian judiciary. In order to serve for changes of the institutional framework the results need first to be assessed by all relevant stakeholders (in a national consultation process) and accepted, or in accordance with the Croatian system specifics, adjusted, harmonized and then applied. This might last several years as the changes of the institutional framework are complex procedures requiring not only professional but also wide social and political consent and agreement.

Ministry of Justice will be responsible for coordination of the beneficiary institutions.

The beneficiary institution will dedicate all necessary human and financial resources in order to guarantee an effective implementation of the respective project. In particular, the beneficiary institution will insure the availability of the following provisions:

- Adequately equipped office space for the RTA and the RTA assistant for the entire duration of their secondment (in particular a desk, a telephone line, PC with e-mail account and internet access, possibility to use fax & copy services).
- Adequate conditions for the STEs to perform their work while on mission to the BC.
- Training and conference venues as well as presentation and interpretation equipment.
- Costs for travel by BC participants from their capitals to a MS or between MS (study visits).
- Its active involvement in preparation of the PIU and Steering Committee meetings and participation of its members on the same.
- The availability of the BC human resources (BC experts) during the implementation of the activities.

5. Budget

Support to the prison system of the Republic of Croatia (CRO PRISYS)	IPA Community Contribution	National Co-financing	TOTAL
Twinning Contract	95% 665.000 EUR	5% 35.000 EUR	700.000,00 EUR

The total amounts of the IPA Community Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning contract, while the relevant ratio (percentages) should be maintained as fixed.

The co-financing requirement foreseen under IPA will be considered fulfilled according to the provision of the relevant Financing Agreement.

Interpretation costs will be reimbursed from the budget only for the purpose of workshops and seminars, up to 7% of the Contract amount can be used for translation and interpretation purposes.

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting:

Central Finance and Contracting Agency (CFCA)

Ulica grada Vukovara 284

10000 Zagreb, Croatia

Ms Nataša Mikuš Žigman, Director

Phone: +385 1 4591 245

Fax: +385 1 4591 075

E-mail: procurement@safu.hr

Twinning Administrative Office

Central Finance and Contracting Agency

Ulica grada Vukovara 284

10000 Zagreb, Croatia

Ms Nirvana Sokolovski, Twinning NCP

Phone: +385 1 4591 245

Fax: +385 1 4591 075

E-mail: twinning@safu.hr

6.2 Main counterpart in the BC:

Senior Programme Officer (SPO):

Mr Damir Kaufman, Secretary General

Ministry of Justice

Ulica grada Vukova 49

10 000 Zagreb, Croatia

Phone: +385 1 3714-550

Fax: +385 1 3714-551

E-mail: damir.kaufman@pravosudje.hr

BC Project Leader:

Mr Ivica Šimac, Assistant Minister
Prison System Directorate
Ministry of Justice
Ulica grada Vukovara 49
10000 Zagreb, Croatia

RTA counterpart:

Ms Renata Šoher, Head of the Treatment Service
Prison System Directorate
Ministry of Justice
Ulica grada Vukovara 49
10 000 Zagreb, Croatia

6.3 Contracts:

It is envisaged that the Project will be implemented through one Twinning contract with the maximum amount of 700.000,00 EUR.

7. Implementation Schedule (indicative)

- 7.1 Launching of the call for proposals⁵: 1Q 2015
- 7.2 Start of project activities: 4Q 2015
- 7.3 Project completion: 1Q 2017
- 7.4 Duration of the execution period: 18 months. The execution period will end 3 months after the implementation period of the Action (work plan) which will take 15 months.

8. Sustainability

The training process is precisely the segment which can best contribute in the long-term and in the most favourable invested/received ratio to changes within any system, and therefore also within the Prison System. Through this process information and knowledge are transferred, as well as values and desirable models of action.

Although some of the laws and bylaws, such as the Law on the Enforcement of the Prison Sentence and the Law on the Juvenile Courts are expected to be amended in coming years, long-term sustainability of this project is ensured as rehabilitation concept represents the core basis of Croatian system of enforcement of criminal sanctions.

Strengthening capacities of the Training Centre, which has been continuously in operation since 1999 and has a defined programme catalogue, will result in quality actions and further alignment of the Croatian Prison System with EU best practices. With respect to the 15 years of existence and continuity of work of the Training Centre and the value of the numerous programmes

⁵ Member States submitting proposals for Twinning projects implemented in Croatia, as well as the beneficiary institutions, will be requested to finalise drafting of the contracts in maximum four months regardless of the period of the year during which the drafting will take place.

implemented by it, the Training Centre is recognized as an important, necessary, very useful, indispensable and unavoidable organizational unit within the Prison System. The results planned to be achieved throughout this Twinning project should further contribute to reputation and image of the Training Centre by improving its organization, enriching and extending its list of training programmes not only in a quantitative manner but also by upgrading the quality of the existing training programmes in parallel with introducing new ones, thus enhancing the capacities of the Training Centre staff. They should further serve as a good reason and justification to request from the relevant decision-makers to employ more professionals and enhance its human resources in order to be able to provide solid training to all categories of prison and juvenile treatment staff and thus better serve as a support to the Prison System.

9. Crosscutting issues

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

10. Conditionality and sequencing

N/A

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 relevant laws and regulations
5. Number of prisoners and accommodation capacities from 31 December 2010 - 31 December 2014

Annex 1. Logical framework matrix in standard format

Support to the prison system of the Republic of Croatia (CRO PRISYS)		Programme name and number IPA 2012	
Ministry of Justice (MoJ)		Contracting period expires: 3 years following the date of conclusion of the Financing Agreement	Disbursement period expires: 3 years following the end date of contracting
		Total budget: 700.000,00 EUR	IPA financing: 665.000 EUR (95 %) National co-financing: 35.000 EUR (5%) ⁶
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
The overall objective is to increase professional and management skills of Croatian Prison System and support the implementation of European Convention on the Protection of Human Rights and Fundamental Freedoms regarding prison systems.	MoJ and annual progress reports delivered Prison conditions improved respecting the provisions of the European Convention on the protection of Human rights and Fundamental freedoms regarding prison systems Number of juveniles who completed education, vocational training or special treatment programs	Ministry of Justice reports and statistics European Commission Reports European Convention on the Protection of Human Rights and Fundamental Freedoms regarding prison systems	Successful continuation of the restructuring process of the Ministry of Justice
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
The project purpose is to further improve lifelong learning system for the prison and juvenile treatment staff.	Recommendations for improvement of legislation of the Prison System prepared and organizational setup of the Training Centre adjusted in line with the best EU practice	MoJ documentation and reports (annual reports, statistical reports) Reports of institutions within the Prison System	Successful continuation of the restructuring process in the judiciary Readiness of all relevant stakeholders of the prison system to participate in

⁶ The total amounts of the IPA Community Contribution and National Co-financing stipulated in the above table represent the total maximum amounts and therefore, they may be reduced at the level of the Twinning contract, while the relevant ratio (percentages) should be maintained as fixed. The co-financing requirement foreseen under IPA will be considered fulfilled according to the provision of the relevant Financing Agreement.

	<p>Lifelong learning system established</p> <p>Prison staff (including Training Centre staff) and juvenile treatment staff trained</p> <p>Treatment personnel trained on vocation education</p>	<p>Twinning Project reports</p> <p>Documentation produced under the project (analyses reports, recommendations, training strategy, training programmes, training materials, etc.)</p> <p>List of participants on trainings and study visit</p> <p>Study visit report</p> <p>Training evaluation reports</p> <p>Web site</p>	<p>relevant activities of this project</p> <p>Ability and willingness of prison administration staff to participate in activities to be performed under this project</p> <p>Commitment of all involved stakeholders to actively participate in the project</p> <p>Adequate human and financial resources</p> <p>All necessary project and technical documentation provided by the MoJ (Prison System Directorate) on the Prison Staff Training Centre and Turopolje Correctional Institute</p>
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Component 1: Support in establishing more efficient Prison System</p> <p>1.1. Recommendations for improvement of legislation of the Prison System prepared and organizational setup of the Training Centre adjusted in line with the best EU practice.</p>	<p>Legal (laws and bylaws) setup of the Prison System analysed and analysis report prepared;</p> <p>Organizational setup of the Training Centre analysed and analysis report prepared;</p> <p>Recommendations on improved legislative setup of the Prison System prepared and organizational setup of the Training Centre adjusted in line with the best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the</p>	<p>MoJ documentation and reports (annual reports, statistical reports)</p> <p>Twinning Project reports</p> <p>Documentation produced under the project (analyses reports, recommendations, training strategy, training programmes, training materials, etc.)</p> <p>List of participants on trainings and study visit</p> <p>Study visit report</p> <p>Training evaluation reports</p>	<p>Successful continuation of the restructuring process in the judiciary</p> <p>Readiness of all relevant stakeholders of the prison system to participate in relevant activities of this project</p> <p>Ability and willingness of prison administration staff to participate in activities to be performed under this project</p> <p>Commitment of all involved stakeholders to actively participate in the project</p> <p>Adequate human and financial resources</p>

<p>1.2. Training Strategy and long term training programmes with corresponding materials for the Training Centre developed and published on the website.</p>	<p>Croatian Prison System.</p> <p>Training Needs Analysis (TNA) for staff within the Prison System conducted and TNA report prepared;</p> <p>Current training programmes of the Training Centre analysed and corresponding report with recommendations for improvement prepared in line with the best EU practice and in respect of Croatian Prison System specifics;</p> <p>Training Strategy for the Training Centre developed;</p> <p>Lifelong continuous training programmes for Prison System staff developed; training programmes should include at least 3 programmes as follows:</p> <ul style="list-style-type: none"> ○ 1 training programme for staff working with perpetrators of criminal offences sentenced to long-term prison sentences; ○ 1 training programme for online training of trainers; ○ At least 1 new training programme proposed by the MS partners; <p>Training materials for the above mentioned training programmes prepared, including materials for training of Prison System staff and Training of Trainers (ToT);</p> <p>The website of the Training Centre updated in order to enable on-line and lifelong learning.</p>	<p>Web site</p>	<p>Adequate capacities of the Training Centre</p> <p>All necessary project and technical documentation provided by the MoJ (Prison System Directorate) on the Prison Staff Training Centre and Turopolje Correctional Institute</p>
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<p>1.3. Capacity of the prison staff improved through targeted trainings and study visit, with the purpose to establish more efficient Prison System.</p> <p>Component 2: Support in establishing enhanced system for treatment of juveniles</p> <p>2.1. Training programmes with corresponding materials for the Training Centre in the area of juvenile treatment developed and published on the website.</p>	<p>Training of Trainers (ToT) workshops for at least 8 participants in total conducted;</p> <p>At least 5 workshops for at least 150 participants in total conducted (e.g. security officers, psychosocial treatment staff, medical care staff, vocational instructors and the Training Centre staff);</p> <p>1 study visit in duration of 5 working days for 5 employees of the Prison System in order to obtain direct and thorough experience with the MS Prison System conducted; report from the study visit prepared.</p> <p>Training Needs Analysis (TNA) for staff involved in juvenile treatment conducted and TNA report prepared;</p> <p>Screening of the existing training programmes for juvenile treatment staff performed and corresponding report with recommendations for improvement prepared, in line with the best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian juvenile treatment system;</p> <p>At least 3 new training programmes for juvenile treatment staff prepared;</p>		
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<p>2.2. Capacity of the juvenile treatment staff improved through targeted trainings and study visit, with the purpose to enhance system for treatment of juveniles.</p>	<p>Training materials for the above mentioned training programmes prepared, including materials for training of juvenile treatment staff and Training of Trainers (ToT); The website of the Training Centre updated with the new training programmes and corresponding training materials.</p> <p>ToT workshops for at least 6 participants in total conducted (e.g. security officers, vocational instructors and juvenile psychosocial treatment staff);</p> <p>At least 3 workshops for at least 30 participants in total conducted (e.g. vocational instructors, security officers and juvenile psychosocial treatment staff);</p> <p>1 study visit in duration of 5 working days for 5 employees working in correctional institutions in order to obtain practical experience with the MS system on juvenile treatment conducted; report from the study visit prepared.</p>		
Activities	Means	Specification of costs	Assumptions

<p>The activities listed below represent the minimum activities to be implemented in the course of the Twinning project. Member State(s) may propose additional activities in line with the methodology elaborated in its proposal.</p> <p>Component 1: Support in establishing more efficient Prison System</p> <p>1.1.1. Analysing legal (laws and bylaws) setup of the Prison System and preparing analysis report.</p> <p>1.1.2. Analysing organizational setup of the Training Centre and preparing analysis report.</p> <p>1.1.3. Preparing recommendations on improved legislative setup of the Prison System and adjusting organizational setup of the Training Centre, in line with best EU practice. Recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian Prison System.</p> <p>1.2.1. Conducting Training Needs Analysis (TNA) for staff within the Prison System and preparing TNA report.</p> <p>1.2.2. Analysing current training programmes of the Training Centre and preparing corresponding report with recommendations for improvement in line with best EU practice and in respect of Croatian Prison System specifics.</p> <p>1.2.3. Developing training strategy for the Training Centre.</p> <p>1.2.4. Developing lifelong continuous</p>	<ul style="list-style-type: none"> • Consultations • Analyses • Preparation of documentation <ul style="list-style-type: none"> • Consultations • Analysis • Preparation of documentation 	<p>Twining Contract:</p> <p>700.000,00 EUR</p>	<p>In line with the assumptions specified for results.</p>
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<p>training programmes for Prison System staff; training programmes should include at least 3 programmes as follows:</p> <ul style="list-style-type: none"> o 1 training programme for staff working with perpetrators of criminal offences sentenced to long-term prison sentences o 1 training programme for online training of trainers o At least 1 new training programme proposed by the MS partners <p>1.2.5. Preparing training materials for the above mentioned training programmes, including materials for training of Prison System staff and Training of Trainers (ToT).</p> <p>1.2.6. Updating the website of the Training Centre in order to enable on-line and lifelong learning.</p> <p>1.3.1. Conducting Training of Trainers (ToT) workshops for at least 8 participants in total.</p> <p>1.3.2. Conducting at least 5 workshops for at least 150 participants in total (e.g. security officers, psychosocial treatment staff, medical care staff, vocational instructors and the Training Centre staff).</p> <p>1.3.3. Conducting 1 study visit in duration of 5 working days for 5 employees of the Prison System, in order to obtain direct and thorough experience with the MS Prison System and preparing study visit report.</p> <p>Component 2: Support in establishing enhanced system for treatment of juveniles</p>	<ul style="list-style-type: none"> • Consultations • Workshops • Study visit • Preparation of documentation 		
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<p>2.1.1. Conducting Training Needs Analysis (TNA) for staff involved in juvenile treatment and preparing TNA report.</p> <p>2.1.2. Performing screening of the existing training programmes for juvenile treatment staff and preparing corresponding report with recommendations for improvement, in line with best EU practice; recommendations should be harmonized with specific needs and objective possibilities for their implementation in the Croatian juvenile treatment system.</p> <p>2.1.3. Preparing at least 3 new training programmes for juvenile treatment staff.</p> <p>2.1.4. Preparing training materials for the above mentioned training programmes, including materials for training of juvenile treatment staff and Training of Trainers (ToT).</p> <p>2.1.5. Updating the website of the Training Centre with the new training programmes and corresponding training materials.</p> <p>2.2.1. Conducting ToT workshops for at least 6 participants in total (e.g. security officers, vocational instructors and juvenile psychosocial treatment staff).</p> <p>2.2.2. Conducting at least 3 workshops for at least 30 participants in total (e.g. vocational instructors, security officers and juvenile psychosocial treatment staff).</p> <p>2.2.3. Conducting 1 study visit in duration of 5 working days for 5 employees working in correctional institutions in order to obtain practical experience with the MS system on juvenile treatment and preparing report from the</p>	<ul style="list-style-type: none"> • Consultations • Analysis • Preparation of documentation <ul style="list-style-type: none"> • Consultations • Workshops • Study visit • Preparation of documentation 		
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study visit.			
			Preconditions: N/A

Annex 2. Detailed implementation chart

Support to the prison system of the Republic of Croatia (CRO PRISYS)	2015										2016										2017						
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Month																											
Twining	T	T	T	T	C	C	C	C	C	A/I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	R	R	R

T – Call for proposals and evaluation

C – Contracting

A/I – Arrival of the RTA/ Start of the implementation of activities

I – Implementation of activities

R – Report

Annex 3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)

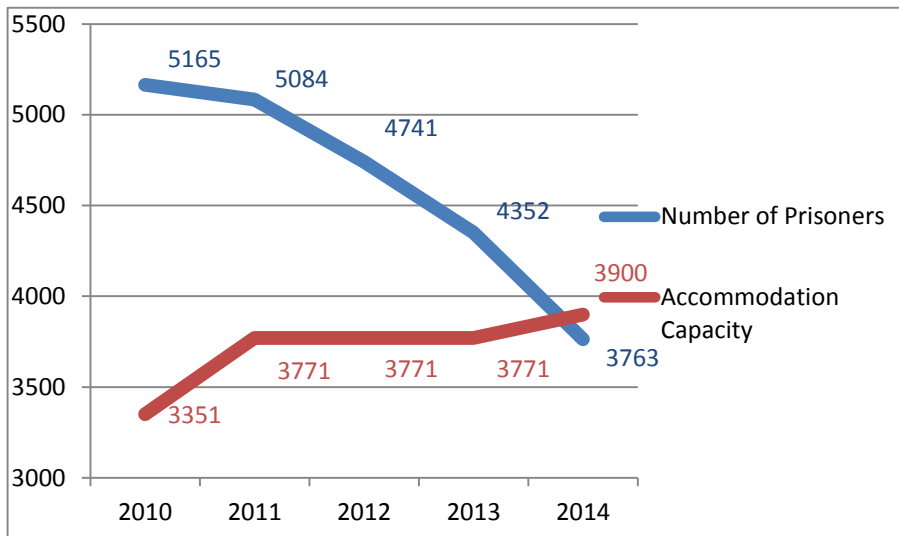
Support to the prison system of the Republic of Croatia (CRO PRISYS)	Cumulative contracting schedule by quarters in EUR (provisional)							
	2016				2017			
	I	II	III	IV	I	II	III	IV
Twinning	700.000,00							
TOTAL (EUR):	700.000,00							

Support to the prison system of the Republic of Croatia (CRO PRISYS)	Cumulative disbursement schedule by quarters in EUR (provisional)							
	2016				2017			
	I	II	III	IV	I	II	III	IV
Twinning	546.341,46			83.658,54			70.000,00	
TOTAL (EUR):	546.341,46			630.000,00			700.000,00	

Annex 4. List of relevant laws and regulations

1. The Strategy of the Development of the Judiciary 2013 -2018
2. The Strategic Plan of the Ministry of Justice for the period 2014-2016
3. Annual Report on the status and work of penitentiaries, prisons and correctional institutions for 2013
(<https://vlada.gov.hr/UserDocsImages//Sjednice/2014/178%20sjednica%20Vlade//178%20-%2022.pdf>)
4. Action plan for the improvement of the prison system in Croatia for the year 2011-2014 (adopted by Ministry of Justice in 2011)
5. The Law on the Preventive Mechanism for Suppression of Torture and Other Cruel, Inhuman and Degrading Treatment and Punishment (Law on the NPM)
6. The Act on the Enforcement of Sanctions Imposed on Juveniles in Criminal or Misdemeanour Proceedings (OG 153/09 and amendments OG 133/12)
7. The Criminal Code OG125/11, 144/12
8. The Criminal Procedure Act, OG: 152/08, 76/09, 80/11, 121/11, 91/12, 143/12, 56/13, 145/13
9. The Law on the Enforcement of the Prison Sentence, OG: 128/99, 55/00, 59/00, 129/00, 59/01, 67/01, 11/02, 190/03, 76/07, 27/08, 83/09, 18/11, 48/11, 125/11, 56/13, 150/13
10. The Asylum Act OG 79/07, 88/10, 143/13
11. The Act on Probation OG 143/12
12. The Law on Courts for Juveniles OG 84/11, 143/12, 148/13
13. The Croatian Constitution OG 56/90, 135/97, 8/98, 113/00, 124/00, 28/01, 41/01, 55/01, 76/10, 85/10, 05/14

Annex 5. Number of prisoners and accommodation capacities from 31 December 2010 - 31 December 2014



Within the Croatian Prison system there are the following categories of persons deprived of their liberty: prisoners (persons serving prison sentence pronounced in criminal process), remanded in custody (persons to whom measure of remand in custody is being enforced), detainees (persons who are ordered detention subject to Article 101 of the Law on Criminal Procedure), sentenced persons (persons detained to serve prison sentence pronounced in misdemeanour proceedings and persons whose fine is replaced by prison sentence (supplementary sentence), juveniles (persons serving juvenile prison sentence or correctional measure of allocation to juvenile correctional institution). Penitentiaries, prisons and juvenile correctional institutions are obliged to organise continuation of primary education for all persons up to 21 years of age as well as literacy courses regardless of age. Prisoners are encouraged to continue their education or training by model of lifelong learning. Special treatment programmes include group and individual psycho-social treatment of prisoners and represent basis for rehabilitation and re-socialisation of prisoners. Those programmes are: treatment of drug addicts, treatment of alcohol addicts, treatment of offenders of criminal acts against sexual freedom and morality – sex offenders, treatment of prisoners with diagnosed post-traumatic stress disorder (PTSD), treatment of violent offenders – ART (aggression replacement training), treatment of offenders of criminal act in traffic and other programmes („Responsible Parenting“, „Therapy Groups“, Workshops on communication and other social skills). In order to fulfil its commitments, to organize and provide these programmes to the users of the prison system, and in situation of insufficient number of treatment staff members (who are overloaded with work), the prison system is open for co-operation with different institutions and civil society organisations.