

STANDARD TWINNING PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference: EuropeAid/ 137-103/IH/ACT/HR
- 1.2 Programme: Transition Facility IPA/2013/24986 (Annex of C(2013) 8057 final)
- 1.3 Twinning Number: HR 14 IB JH 01
- 1.4 Title: Support to further development and strengthening of the Probation Service in Croatia (CRO PROBATION)
- 1.5 Sector: Justice, Fundamental Rights and Home Affairs/ Justice and Home Affairs
- 1.6 Beneficiary country: Croatia

2. Objectives

2.1 Overall objective:

Strengthening the efficiency of Judiciary in the Republic of Croatia in the area of criminal justice system.

2.2 Project purpose:

Further improvement of institutional capacity of the Probation Service and introduction of electronic surveillance in the Republic of Croatia.

2.3 Contribution to Accession Treaty/Relevant national documents:

Accession Treaty

Following the signature of the Accession Treaty on 9 December 2011 and its ratification procedure in the Member States, Croatia joined the European Union on 1 July 2013. The Accession Treaty sets provisions for the area of freedom, security and justice, including the implementation and enforcement of European Union requirements with respect to external border management, police cooperation, fight against organised crime, and judicial cooperation in civil and criminal matters (Annex V: 9. Freedom, security and justice).

Judiciary Development Strategy for the period of 2013 – 2018 (OG 144/22)

In its part regarding Independence, Impartiality and Competence of the Judiciary, the Strategy states systematic care for education and development of competences of persons employed in the Judiciary, who are not included in the activities of the Judicial Academy, as one of the strategic goals. Taking into account that the education of the probation staff is not included in the activities of the Judicial Academy, it is certainly necessary to further improve qualifications, education and development of competences of the probation officers. Furthermore, in relation to effectiveness, the Strategy refers to the strategic goal of ensuring all assumptions for the full establishment of the Probation Service in the Republic of Croatia. This goal will be accomplished by the provision of all necessary regulations for its

execution, material acquisition of essential prerequisites, staffing and training. The full establishment of the Probation Service, together with the education of the probation staff, although not explicitly mentioned, encompasses the introduction of electronic surveillance (ES), since ES of offenders is the only task within the competence of the Probation Service for which it has not been in the position to execute yet.

Probation Service Development Strategy and Probation Service Development Action Plan 2014 – 2018

The Probation Service is developing new strategies and Action Plan for the upcoming four-year period (2014 to 2018), since it has accomplished all the goals and activities set out in the previous strategic documents (2010 to 2014). The above mentioned documents will prescribe the direction of the further development of the Probation Service and define specific activities through which it will be realized.

The realization of the activities set forth in this Twinning project will contribute to the achievement of the previously mentioned strategic goals, but will also further enhance knowledge and skills of the probation staff, contributing to a more qualitative performance of the entire Probation Service in the Republic of Croatia.

3. Description

3.1 Background and justification:

The Probation Service in the Republic of Croatia was established in 2009. It has 12 local probation offices and these offices are responsible for the treatment of convicts in all of 21 counties in Croatia. Central Headquarters, together with its four departments, supervises and coordinates the work of the Probation Service. All probation offices are linked in a network and they use the same computer program, i.e. Probation Service Information System (PSIS), which supports the business processes of the Probation Service itself and serves as a registry book (i.e. for case and document management).

A new Law on Probation (OG 143/12) was adopted by the Croatian Parliament in December 2012 and entered into force on 1 January 2013. The mentioned Law on Probation and Ordinance on Methods of Conducting Probation Work (OG 29/13) regulate the work of the Probation Service. The Probation Service has become, with the results achieved in the previous period (1040 cases in 2011 and 3072 cases related to all stages of criminal procedures in 2014), an important factor in the criminal justice system, recognized by all partners (judges, state attorneys, police, prison system). At this moment all the essential conditions have been created (i.e. equipped and opened offices, employees who gained knowledge and experience necessary to perform the probation duties, etc.) and the Probation Service is ready to take a further step forward by increasing the quality of its work through trainings and the implementation of new steps, such as electronic surveillance, as well as various specific individual and group programmes while working with the offenders.

In October 2011 Croatian Parliament adopted new Criminal Code (OG 125/2011 and 11/12) which came into force on 1 January 2013. The Code's provisions introduced some novelty in determination of particular institutes under jurisdiction of the Probation Service. The concept of the community service was changed in respect to different understanding of the purpose of short-term imprisonment (up to one year) and fines, types, etc. Furthermore, the extent of

special obligations which the court may order the convicted person was expanded, as well as the possibility of imposing protective supervision. This enabled that the community work may be imposed even for the criminal acts with a prison sentence up to one year (as opposed to the previous Criminal Code where it was up to 6 months), i.e. unconditional short-term prison sentences became an exception. Along with the execution of parole supervision by the Probation Service, this has led to a certain reduction in the prison population from 5,084 inmates in 2011 to 3,926 inmates in 2014.

As of September 2011, the Probation Service was faced with additional tasks and challenges due to the application of the Criminal Procedure Act (OG 152/08, 76/09, 80/11, 121/11, 91/12, 143/12, 56/13 and 145/13) at all levels of competence. The new Criminal Procedure Act provides that prison sentence which is up to one year (before it was up to 6 months) can be replaced with community service. This change resulted in increased measures of community service and increased measures of community service offenders of serious criminal activity. Furthermore, the Act on Judicial Cooperation in Criminal Matters with the EU Member States (OG 91/10, 81/13 and 124/13), entered into force on 1 July 2013, in Section VIII determines the instrument of judicial cooperation between Member States on the recognition and enforcement of judgments and decisions on which probation and alternative measures sanctions are imposed (in accordance with the provisions of the Council Framework Decision 2008/947/PUP of 27 November 2008).

Within the framework of the EU IPA 2008 Twinning project “Development of the Probation Services in Croatia” probation officers have completed a number of educational programmes regarding individual work with criminal offenders (e.g. motivational interview, pro-social modelling, case management, national standards, review etc.). However, what probation officers are currently lacking, and is envisaged to be achieved by this Twinning project, is training for the work with criminal offenders of specific categories such as: group and individual work with drug addicts, sex offenders, drunk drivers, violence offenders and/or other categories of offenders.

The Probation Service has achieved exceptional results in performing the tasks within its competences so far and, consequently, this qualitative work should be better presented to the general social and professional communities through the establishment of a new website (i.e. Probation Service website on the Ministry of Justice platform), along with the printing of promotional fliers and brochures. Through this kind of media exposure the Probation Service could approach the interested public and its users, i.e. present itself as a citizen service which, through its work with offenders, contributes to the security and prosperity of the entire social community. These activities would be a logical continuation of all work performed in the framework of previous EU projects, which also enabled the establishment and qualitative work of the Probation Service. Without the financial and expert assistance of the EU, the development of the Probation Service in the Republic of Croatia, at least in such a short period of time, would not have been possible.

As regards electronic surveillance (ES), Recommendation (CM/Rec 2014) of the Committee of Ministers to Member States on Electronic Surveillance states that ES used in the framework of the criminal justice process can help reduce resorting to deprivation of liberty, while ensuring effective supervision of suspects and offenders in the community. This leads to helping prevent crime and at the same time recognising the importance of using ES technologies in a well-regulated and proportionate manner in order to reduce their potentially negative effects on private and family life of a person under ES and of concerned third

parties.

The possibility of ES application was prescribed for investigative home detention (Criminal Procedure Act, Article 119, point 3) and for convicts on conditional release (Law on the Execution of 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 and 150/13), Article 159, point 5). By means of ES, the home detention could be imposed to a greater extent, in particular to the offenders who committed crimes against property and drug abuse, generally leading to a reduction of the detention population. ES pilot project will be implemented through Technical Assistance component of the overall project, since the Ministry of Justice does not dispose of equipment for ES. For the purpose of ES implementation, the Ministry of Justice will be providing fully equipped space for accommodating the Surveillance Centre. Based on the results of the ES pilot project, all necessary administrative requirements for permanent and sustainable introduction of ES in the Republic of Croatia will be prepared.

Electronic surveillance in the Republic of Croatia, although legally regulated, still represents a largely unknown term. Therefore, before making a final decision on which type of ES should be implemented for specific kind of offenders and phases of the criminal procedure, a study visit to an EU Member State (MS) is needed. The purpose of the study visit is to gain on-site knowledge on the institutional structure of the ES implementation in an MS and to meet professionals implementing ES in their concrete working environment (police, courts, prosecutors, private entities providing ES – depending of the system established in MS). MS experience, its organizational set up and lessons learned will certainly enhance knowledge of all participants on the advantages and possibilities of ES, as well as on the necessity of its permanent implementation. Furthermore, besides collecting experience through the study visit, judges, state attorneys and police representatives will be additionally encouraged to actively get involved in the ES pilot project in the Republic of Croatia, as their full engagement is very important for the pilot project, especially its permanent implementation. Further ethical and professional standards need to be developed regarding the effective use of ES in order to guide the national authorities, including judges, prosecutors, prison administrations, probation agencies, police and agencies providing equipment or supervising suspects and offenders.

Considering all of the above mentioned and having in mind that one of the main problems of Croatian prison system is overcrowding, it is necessary to strengthen the existing tools and instruments of the Probation Service in order to be able to respond to enlarged and revised requirements (i.e. probation service in the pre-criminal and criminal proceedings; probation service during the execution of protective supervision and replacing punishment with community service; probation service related to the decision to postpone and commuted prison sentences and parole; supervision of paroled convicted; execution of instruments of judicial cooperation in criminal matters between the local authorities and the competent judicial authorities of other EU Member States - for judgments and decisions on probation measures and alternative sanctions).

With the implementation of the Twinning component the Probation Service will be fully capable to handle all the challenges delivered by the new Law on Probation (OG 143/12) and Croatia's accession to the EU. It will also be capable to establish sustainable system of education that should be able to deal with all future educational challenges. All proposed Twinning activities are designed to strengthen the existing institutional capacity of the Probation Service through systematic education and introduction of new measures, special

programmes and procedures, as well as by increasing the efficiency of probation staff and the Probation Service in general. Moreover, this Twinning project has a task to prepare the Probation Service for judicial cooperation in criminal matters between the local judicial authorities and the competent judicial authorities of other EU Member States and to support all necessary preparation activities for introduction of the ES.

3.2 Linked activities:

Transition Facility Technical Assistance project: Introduction of Electronic Surveillance – Pilot project

This Technical Assistance (TA) is a component of the overall project “Support to further development and strengthening of the Probation Service in Croatia”. The purpose of TA project is pilot implementation of ES in the Croatian criminal justice system, in accordance with the legal provisions and practices of the EU. The results achieved will be used in further permanent and sustainable introduction of ES in Croatia.

Activities implemented through the TA will be done together and in close co-operation with the activities implemented through Component III of the Twinning project which will provide support to the introduction of electronic surveillance. Some of specific relations between the two components of the overall project are envisaged as follows:

- TA activities related to equipment installation and training of the employees will be carried out after study visit to an EU Member State (Activity 3.3.2) and cost-benefit analysis for introduction of ES system (Activity 3.3.3);
- ES pilot project implemented under the TA component will be monitored through activity implemented under the Twinning component (Activity 3.3.4);
- All the reports and other relevant documentation will be exchanged between all the institutions involved in the project in order to prepare recommendations for permanent and sustainable introduction of ES in Croatia (Activity 3.3.5).

Implementation of the TA component should last for 10 months and it should start approximately 3 months after the start of Twinning contract. TA component is currently in the preparation phase.

Transition Facility Supply of Vehicles for Probation Service in Croatia

This Supply project is a component of the Transition Facility project “Support to further development and strengthening of the Probation Service in Croatia”, through which 12 official vehicles (for 12 Probation Offices) will be purchased. They will facilitate daily tasks of probation servants, increase their effectiveness and make their services more accessible to users and interested citizens.

IPA 2013 project “Development of Geographic Information System with Geographic Profiling of Serial Criminal Offenders”

The overall objective of this project is improving capacities of the Ministry of Interior to combat organized crime, terrorism, etc. connected to other types of serious crime. Through this Twinning project capacities of the crime intelligence analysts within National Police Office for Suppression of Corruption and Organised Crime and Police Directorates of the Ministry of Interior are envisaged to be improved, in order to support serial violent crime investigation. The project consists of Twinning and Supply component. Both components are in preparation phase.

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

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. This project has four components: Twinning, Technical Assistance, Works and Supply components. Through Twinning component lifelong learning system for staff of the entire prison system will be improved; through Technical Assistance 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 supervision of works in the Prison Training Centre and Turopolje Correctional Institute will be conducted through TA – supervision of works. Through Supply component the quality of working environment will be increased and professional efficiency enhanced. The project is in preparation phase.

IPA 2008 project “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 in a high quality manner. Twinning component (Twinning number: HR/2008/IB/JH/02) was implemented by the United Kingdom and the Czech Republic as MS 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 project “Management of the Organisational Ethos and Development of Human Recourses within Croatian Ministry of Justice – Prison Administration”

This project started in January 2009 and ended in July 2011. This bilateral funding was provided by the Netherlands. The project was aimed at building positive organizational environment of openness and support among prison staff through enhancing efficiency of management processes and management skills of prison staff as integral part of public administration system. Trainings and education provided by this bilateral project represent a basis on which the trainings for the probation staff can be upgraded in future.

Bilateral cooperation with the United Kingdom “Transitional Support for the Development of a Probation Service in Croatia”

This project started in April 2008 and ended in March 2010. It was a bilateral project funded by the United Kingdom and its implementation was in line with the Five Year Strategy prepared within the Twinning light project CARDS 2004 “Support to the Development of a Probation System in Croatia”. It was contracted in order to help the Ministry of Justice in the interim phase between two Twinning projects (CARDS 2004 and IPA 2008). The purpose of this project was to provide support in assisting in the institution building in the pilot phase of developing 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 was 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; and 5) Assistance in developing a Business Plan for Probation 2009-10.

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

The project “Treatment of Sexual Offenders” started in May 2007 and ended in February 2008. Its purpose 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’ started in January 2008 ended in July 2009 and it assisted the Croatian Prison Administration with improvement of its capacity to reduce violent behaviour in Croatian prisons and penitentiaries and to accomplish a decrease of recidivism. The partner country for both of these projects was the Netherlands. Lessons learned in both of these projects represent a good foundation in developing the offender assessment tool for risks of harm and reconviction and criminogenic needs for these two problematic groups of offenders.

CARDS 2004 Twinning light project “Support to the Development of a Probation System in Croatia” (Twinning number: HR/2004/IB/JH/07-TL)

The partner country of this Twinning light project was the United Kingdom, and the project was implemented from May 2007 to December 2007. The purpose of this project was to elaborate an expert study on existing types of probation systems in some EU Member States which would be the basis for recommendations on bringing the legislative for the probation system in Croatia and developing a strategy to reform 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. Project resulted with the recommendations for the establishment of the Probation service in Croatia and the “Five Year Strategy for the Development of the Croatian National Probation Service”, included in the final report and the 2008 Action Plan for the Reform of Judiciary.

3.3 Results:

Component I: Improvement of institutional capacity of the Probation Service

Result 1.1 Recommendations for improvement of the existing legislative framework and work practice related to the execution of all probation tasks prepared.

Indicators of achievement:

- Analysis of the existing relevant legislative framework conducted and analysis report with recommendations for improvement of the existing legislative framework related to the execution of all probation tasks prepared.
- Analysis of the existing work practice of the Probation Service conducted and analysis report with recommendations for improvement of work practice prepared.

Component II: Further development of sustainable education in the Probation Service

Result 2.1 Special long term training programmes for treatment of offenders, including curricula and teaching materials, introduced.

Indicators of achievement:

- Analysis of the existing training programmes in the Probation Service conducted and corresponding report prepared.
- Comparative overview of the existing programmes of probation services in Member States for individual and group treatment of specific categories of offenders prepared.
- Special long term training programmes, including curricula and teaching materials, for future training of the Probation Service employees developed and introduced in the Probation Service.

Result 2.2 Capacity of employees of the Probation Service improved and their level of knowledge in the area of group and individual work with specific categories of offenders enhanced.

Indicators of achievement:

- Training needs analysis (TNA) based on previous trainings and future training needs for probation staff conducted and TNA report prepared.
- Based on TNA, training programme and training materials in the area of individual and group work with specific categories of offenders prepared.
- Training of Trainers (ToT) for at least 5 staff members from the Probation Service conducted.
- Trainings for at least 40 staff members from the Probation Service conducted.

Component III: Support to the introduction of electronic surveillance - pilot project

Result 3.1 Recommendations for improvement of electronic surveillance (ES) legislative framework prepared.

Indicators of achievement:

- Analysis of the existing national legislative framework which regulates ES conducted and analysis report with corresponding recommendations prepared.

Result 3.2 Cross-sectorial cooperation between key partners relevant for successful introduction of electronic surveillance (ES) enhanced.

Indicators of achievement:

- At least 4 meetings with at least 1 representative of key partners in ES pilot project (judges, police, probation service and state prosecutors) conducted in order to discuss and enhance cross-sectorial cooperation.
- Draft protocols on cooperation between key partners relevant for successful introduction of ES prepared.

Result 3.3 Recommendations for permanent and sustainable introduction of ES system in Croatia prepared.

Indicators of achievement:

- Comparative overview of ES systems in Member States which can serve as good practice example for Croatia prepared.

- 1 study visit in MS (5 working days, 8 participants) in order to acquire wider perspective and direct experience in using ES probation practice conducted and study visit report prepared.
- Cost-benefit analysis for introduction of ES system in Croatia conducted and corresponding report prepared.
- ES pilot project monitored and monitoring report(s) prepared.
- Analysis of results of ES pilot project performed and analysis report with recommendations for permanent and sustainable introduction of ES system prepared.

Component IV: Raising public awareness and enhancing visibility of the Probation Service

Result 4.1 Visual identity of the Probation Service enhanced and public relations (PR) communication tools designed.

Indicators of achievement:

- Visual identity of the Probation Service in order to promote probation and its advantages to interested stakeholders and general public enhanced.
- PR guidelines prepared.
- Layout and content of the Probation Service web site prepared.
- Layout of on-line newsletter about probation practice prepared.

Result 4.2 Awareness of interested stakeholders and general public on the role of the Probation Service raised.

Indicators of achievement:

- PR materials (21.000 leaflets; 20.000 in Croatian and 1.000 in English and 5.000 brochures; 4.500 in Croatian and 500 in English) about Croatian Probation Service for general public and interested stakeholders (police, social services, judges, state attorneys, probation service users) developed, printed and disseminated.
- Public event for interested stakeholders and general public in order to promote the Probation Service and its contribution to security and prosperity of the community conducted.
- Probation Service website developed and fully functional.
- On-line newsletters about probation practice prepared (in Croatian and English) and disseminated.

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 I: Improvement of institutional capacity of the Probation Service

1.1.1 Conducting analysis of the existing relevant legislative framework¹ and preparing analysis report with recommendations for improvement of the existing legislative framework related to the execution of all probation tasks.

1.1.2 Conducting analysis of the existing work practice of the Probation Service and preparing analysis report with recommendations for improvement of work practice in order to meet the best EU practices and standards.

Component II: Further development of sustainable education in the Probation Service

2.1.1 Conducting analysis of the existing training programmes in the Probation Service for treatment of specific categories of offenders² and preparing corresponding report.

2.1.2 Preparing comparative overview of the existing programmes of probation services in Member States for individual and group treatment of specific categories of offenders.

2.1.3 Developing and introducing in the Probation Service special long term training programmes, including curricula and teaching materials, for future training of the Probation Service employees.

2.2.1 Conducting training needs analysis (TNA) based on previous trainings and future training needs for probation staff and preparing TNA report.

2.2.2 Based on TNA, preparing training programme and training materials in the area of individual and group work with specific categories of offenders.

2.2.3 Conducting Training of Trainers (ToT) for at least 5 staff members from the Probation Service.

2.2.4 Conducting trainings for at least 40 staff members from the Probation Service.

Component III: Support to the introduction of electronic surveillance - pilot project

3.1.1 Conducting analysis of the existing national legislative framework which regulates ES with the purpose of setting the basis for implementation of the pilot project and preparing analysis report with corresponding recommendations.

3.2.1 Conducting at least 4 meetings with at least 1 representative of key partners in ES pilot project (judges, police, probation service and state prosecutors) in order to discuss and enhance cross-sectorial cooperation.

3.2.2 Preparing draft protocols on cooperation between key partners (judges, police, probation service and state prosecutors).

3.3.1 Preparing comparative overview of ES systems in Member States which can serve as good practice example for Croatia.

3.3.2 Conducting 1 study visit in MS (5 working days, 8 participants) in order to acquire

¹ The analysis should include: Law on Probation (OG 143/12); Ordinance on Methods of Conducting Probation Work (OG 29/13); Criminal Code (OG 125/11 and 11/12); Criminal Procedure Act (OG 152/08, 76/09, 80/11, 121/11, 91/12, 143/12, 56/13 and 145/13); Act on Judicial Cooperation in Criminal Matters with the EU Member States (OG 91/10, 81/13 and 124/13); Council Framework Decision 2008/947/PUP of 27 November 2008; Recommendation (CM/Rec 2014) of the Committee of Ministers to member States on electronic surveillance; Law on the Execution of 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 and 150/13); Ordinance on record keeping of executing investigative detention at home residence (OG 65/10).

² Specific categories of offenders include e.g. drug addicts, sex offenders, drunk drivers, etc.

wider perspective and direct experience in using ES probation practice and preparing study visit report.

3.3.3 Conducting cost-benefit analysis for introduction of ES system in Croatia and preparing corresponding report.

3.3.4 Monitoring ES pilot project and preparing monitoring report(s).³

3.3.5 Performing analysis of results of ES pilot project and preparing analysis report with recommendations for permanent and sustainable introduction of ES system.

Component IV: Raising public awareness and enhancing visibility of the Probation Service

4.1.1 Enhancing visual identity of the Probation Service in order to promote probation and its advantages to interested stakeholders and general public.

4.1.2 Preparing PR guidelines with messages to be communicated and methods to be used, including identification of target groups.

4.1.3 Preparing layout and content of the Probation Service web site.

4.1.4 Preparing layout of on-line newsletter about probation practice.

4.2.1 Developing, printing and disseminating of PR materials (21.000 leaflets; 20.000 in Croatian and 1.000 in English and 5.000 brochures; 4.500 in Croatian and 500 in English) about Croatian Probation Service for general public and interested stakeholders (police, social services, judges, state attorneys, probation service users).⁴

4.2.2 Conducting public event for interested stakeholders and general public in order to promote the Probation Service and its contribution to security and prosperity of the community.

4.2.3 Developing Probation Service website.⁵

Developed Probation Service website will be on the Ministry of Justice platform and it will be fully functional.

4.2.4 Preparing (in Croatian and English) and disseminating on-line newsletters about probation practice.

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 ES pilot project will be implemented under the Technical Assistance component of the overall project. For more information please refer to the point 3.2. Linked activities of the Twinning fiche.

⁴ Printing of PR materials is envisaged to be financed through private sector input, as specified in the point 5. Budget of the Twinning fiche.

⁵ Production of the web site may be implemented through private sector input in case the MS does not have at disposal public sector expert(s) with required expertise for implementing this activity.

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 criminal justice system
- Minimum 5 years of experience in the field of probation
- 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

Asset:

- Experience in projects related to the area of electronic surveillance

Tasks of the Project Leader:

- Overall management and coordination of the project, in cooperation with RTA, RTA Counterpart and BC PL
- Coordination of MS experts work and availability
- Participation in Steering Committee meetings
- Ensuring backstopping and financial management of the project in the MS
- Organization of study visit
- Project reporting
- 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 criminal justice system
- Minimum 4 years of experience in the field of probation
- 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 projects related to development of probation services
- Experience in the area of electronic surveillance of offenders
- Experience in capacity building activities
- Experience as a probation officer

Tasks of the Resident Twinning Adviser:

- Support and coordination of all activities in the BC
- Responsible for monitoring project implementation and proposing corrective management actions if required
- Providing technical advice and assisting Croatian administration in the context of the project work plan
- Responsible for organisation of PIU and Steering Committee meetings
- Networking with stakeholders of the project in Croatia and in MS
- Organization of visibility events (kick-off and final event)
- Executing administration tasks and assisting in reporting
- Providing support to the national staff to ensure training is delivered efficiently and effectively
- Advising on related EU policies and best practices, legislations and regulations

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) – Probation expert

Requirements:

- University level education or equivalent professional experience of 8 years in probation system
- Minimum 3 years of experience in the field of probation
- 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

Assets:

- Experience in practical work with offenders regarding criminogenic needs and risk
- Experience in conducting trainings
- Experience in preparation of training programmes
- Experience in drafting legislation or preparing recommendations for improvement of the legislation

Tasks of the Short-term expert 1:

- Analysing the existing legislative framework and work practice and preparing recommendations for improvement
- Analysing the existing training programmes and preparing corresponding report
- Preparing comparative overview
- Developing special long term training programmes, curricula and teaching materials for trainings of the Probation Service staff

- Conducting TNA and preparing TNA report, training programme and materials
- Conducting trainings, including ToT
- Close cooperation with the Croatian experts in undertaking all activities
- Participating in all relevant project activities in cooperation with other short-term experts

Profile of the Short-term expert 2 (STE 2) – ES expert

Requirements:

- University level education or equivalent professional experience of 8 years in probation system
- Minimum 3 years of experience in electronic surveillance of offenders in the field of probation
- 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

Assets:

- Experience in coordination of activities in area of electronic surveillance of offenders in the field of probation
- Experience in drafting legislation or preparing recommendations for improvement of the legislation
- Experience in conducting cost-benefit analysis

Tasks of the Short-term expert 2:

- Conducting analysis of the existing national legislative framework which regulates ES and preparing analysis report with corresponding recommendations
- Participating in meetings between key partners relevant for introduction of ES and preparing draft cooperation protocols
- Preparing comparative overview of ES systems in Member States
- Conducting cost-benefit analysis for introduction of ES system in Croatia and preparing corresponding report
- Monitoring ES pilot project and preparing monitoring report(s)
- Performing analysis of results of ES pilot project and preparing analysis report with recommendations for permanent and sustainable introduction of ES system
- Close cooperation with the Croatian experts in undertaking all activities
- Participating in all relevant project activities in cooperation with other short-term experts

Profile of the Short-term expert 3 (STE 3) – PR expert

Requirements:

- University level education or equivalent professional experience of 8 years in public relations (PR)
- Minimum 3 years of experience in the field of public relations
- 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

Assets:

- Experience in PR related to probation
- Experience in designing web site

Tasks of the Short-term expert 3:

- Enhancing visual identity of the Probation Service
- Preparing PR guidelines
- Preparing layout and content of the Probation Service web site and on-line newsletter about probation practice
- Developing PR materials
- Organizing and conducting public event for interested stakeholders and general public
- Developing Probation Service website
- Preparing on-line newsletters about probation practice
- Close cooperation with the Croatian experts in undertaking all activities
- 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 drafting legislation or preparing recommendations for improvement of the legislation
- 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 the project is the Ministry of Justice and it will be responsible for the coordination of this Twinning project. On 23 February 2012 the Government of the Republic of Croatia adopted the Regulation on Internal organization of Ministry of Justice (OG 28/2012), by which the Directorate for Criminal Law and Probation was founded. 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). So far these 12 offices have been established and each of them is responsible for several counties. Taking into account provisions defined in Article 10 (Paragraph 3) of the Law on Probation (OG 143/12), probation tasks are carried out by the probation offices.

There are currently 81 employees working in the Probation Service (12 employees in the Central Headquarter and 69 employees in the Probation offices).

Relevant key partners in ES pilot project are judges, police, probation service and state prosecutor. Other stakeholders who will participate in this Twinning light project and will be informed on the project implementation and its results are prison administration, social services and civil society organizations (CSOs).

The results of the project will not lead to a change of the institutional framework as described.

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 further development and strengthening of the Probation Service in Croatia (CRO PROBATION)	Transition Facility Contribution	National Co-financing	TOTAL
Twinning Contract	95% 665.000 EUR	5% 35.000 EUR	700.000,00 EUR

The total amounts of the Transition Facility Programme 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 Transition Facility Programme will be considered fulfilled according to the provision of the relevant Financing Decision.

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.

In addition to the above-mentioned, provisions of the maximum total amount of 18.000,00 EUR should be included in the budget for the following purposes:

- Printing of PR materials (21.000 leaflets; 20.000 in Croatian and 1.000 in English and 5.000 brochures; 4.500 in Croatian and 500 in English) about Croatian Probation Service for general public and interested stakeholders (police, social services, judges, state attorneys, probation service users) as envisaged within Activity 4.2.1.

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 Vukovara 49

10000 Zagreb, Croatia

Phone: + 385 1 3714-550

Fax: + 385 1 3714-551

E-mail: damir.kaufman@pravosudje.hr

Project Leader Counterpart

Ms Jana Špero, Head of Sector for Probation

Directorate for Criminal Law and Probation

Ministry of Justice

Ulica grada Vukovara 49

10000 Zagreb, Croatia

RTA Counterpart:

Ms Dijana Todosiev, Head of Service for Coordination and Development of Probation System
Directorate for Criminal Law and Probation
Ministry of Justice
Ulica grada Vukovara 49
10000 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 proposals: Q2 2015⁶

7.2 Start of project activities: Q1 2016

7.3 Project completion: Q2 2017

7.4 Duration of the execution period (number of months): 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

Former EU assistance in the area of probation has helped to ensure that new Probation Service in Croatia has a strong starting point in its development, in line with the best EU practice. This Twinning project is expected to make contribution towards further support to the Probation Service in Croatia and to further assist probation system in conducting its tasks and obligations. It is also expected to assess the legislative framework and working procedures in order to analyse current situation and previous experience and to propose needed adjustments and draft protocols in the area of probation service.

The contribution of this Twinning project, among other things, will also be visible in providing assistance while piloting the ES and recommending options for permanent introduction of ES in Croatia. The development of website and enhancement of visual identity of the Probation Service within the project will enable all probation officers to update their knowledge and extend experience with the newest and most current information available. Furthermore, created reports, draft protocol and recommendations will be a starting point for the ongoing implementation of the ES into the Croatian criminal justice system.

⁶ 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.

Based on the developed training materials for specific programmes dealing with selected types of offenders, trained trainers and current officers on the mentioned topics will be continued by further implementation and education of employees working with the individual and group work with certain categories of convicts. The trained trainers will gain the knowledge necessary to enable new employees to implement these programmes in their future work with the convicts and offenders. Trained experts will further disseminate the obtained knowledge. Therefore, investment in knowledge and skills, acquired through trainings, will be used in the future, as the dissemination of knowledge is one of the best ways to ensure constant level of adequate education and to sustain project results. All other outputs (e.g. long term training programme, teaching materials, PR guidelines, etc.) produced within the project will improve implementation of all possibilities prescribed by legislation defining probation measures and will consequently lead to a decrease in overloading of Croatian 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

Conditionality:

Not applicable.

Sequencing:

Given the outline of the overall project “Support to further development and strengthening of the Probation Service in Croatia” that is divided into three components (Twinning, Technical Assistance and Supply) the **Technical Assistance component is envisaged to start approximately 3 months after the Twinning component** due to the fact that activities related to ES pilot project envisaged under the both Twinning and Technical Assistance component should be performed in close cooperation and are mutually interlinked as described in the point 3.2 Linked activities of the Twinning fiche.

Supply component of the overall project is independent from implementation of the Twinning and Technical Assistance components.

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

Annex 1. Logical framework matrix in standard format

Support to further development and strengthening of the Probation Service in Croatia (CRO PROBATION)		Programme name and number: Transition Facility	
Ministry of Justice		Contracting period expires: 3 years from the day on which the Commission notifies the Republic of Croatia that all of its internal procedures necessary for the adoption of this Decision have been fulfilled	Disbursement period expires: 4 years following the expiration of the contracting deadline
		Total budget: 700.000,00 EUR	TF IPA financing: 665.000 EUR (95%) National co-financing: 35.000 EUR (5%) ⁷
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
Strengthening the efficiency of Judiciary in the Republic of Croatia in the area of criminal justice system.	<p>Probation service within the judiciary system supported and more efficient</p> <p>Probation service functioning in accordance with the EU standards</p> <p>Working procedures and operational effectiveness (institutional capacities) of probation service strengthened</p> <p>Electronic surveillance system pilot project implemented in probation service</p>	<p>Annual Reports and statistics of MoJ</p> <p>Report on the status and work of penitentiaries, prisons and correctional institutions</p> <p>Report on the work of Probation service</p> <p>Relevant EC reports</p>	

⁷ The total amounts of the Transition Facility Programme 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 Transition Facility will be considered fulfilled according to the provision of the relevant Financing Decision.

Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Further improvement of institutional capacity of the Probation Service and introduction of electronic surveillance in the Republic of Croatia.	<p>Recommendations for improvement of the existing legislative framework prepared.</p> <p>Special programmes of treatment introduced.</p> <p>Capacity of employees of the Sector for Probation improved.</p> <p>Cross-sectorial cooperation between police, judges, state prosecutors and other key partners enhanced.</p> <p>Recommendations for introduction of ES system prepared.</p> <p>Awareness of interested stakeholders and general public on the role of PS raised.</p>	<p>Annual Reports and statistics of MoJ</p> <p>Final Twinning project report</p> <p>Minutes of the meetings</p> <p>List of participants on trainings and study visit</p> <p>Study visit report</p> <p>Long term training programme</p> <p>Reports, recommendations, guidelines and other documentation produced under the project</p> <p>Training programmes and materials produced under the project</p> <p>Probation Service website and on-line newsletter</p> <p>PR materials</p>	<p>Cross-sectorial cooperation established</p> <p>Human resources for the project are assured</p> <p>Commitment of all involved stakeholders to engage in the project</p> <p>Ministry of Interior willing to cooperate in introduction of ES</p> <p>Judges and state attorneys willing to pronounce the sentence/measure of ES</p> <p>Good coordination and cooperation with consultants from TA contract concerning ES</p> <p>Adequate changes in relevant government policies</p> <p>Financial means for co-financing assured</p> <p>Effective donor coordination and timely fund disbursement</p>
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Component I: Improvement of institutional capacity of the Probation Service</p> <p>Result 1.1 Recommendations for improvement of the existing legislative framework and work practice related to the execution of all probation tasks prepared.</p> <p>Component II: Further development of sustainable education in the Probation Service</p> <p>Result 2.1 Special long term training programmes for treatment of offenders,</p>	<p>•Analysis of the existing relevant legislative framework conducted and analysis report with recommendations for improvement of the existing legislative framework related to the execution of all probation tasks prepared.</p> <p>•Analysis of the existing work practice of the Probation Service conducted and analysis report with recommendations for improvement of work practice prepared.</p> <p>•Analysis of the existing training programmes in the Probation Service</p>	<p>Annual Reports and statistics of MoJ</p> <p>Final Twinning project report</p> <p>Evaluation reports on project implementation</p> <p>Minutes of the meetings</p> <p>List of participants on trainings</p> <p>Guidelines</p> <p>Long term training programme</p> <p>Reports and recommendations produced under the project</p>	<p>Cross-sectorial cooperation established</p> <p>Human resources for the project are assured</p> <p>Commitment of all involved stakeholders to engage in the project</p> <p>Good coordination and cooperation with Consultant from TA contract concerning ES</p> <p>Adequate changes in relevant government policies</p>

<p>including curricula and teaching materials, introduced.</p> <p>Result 2.2 Capacity of employees of the Probation Service improved and their level of knowledge in the area of group and individual work with specific categories of offenders enhanced.</p> <p>Component III: Support to the introduction of electronic surveillance - pilot project</p> <p>Result 3.1 Recommendations for improvement of electronic surveillance (ES) legislative framework prepared.</p> <p>Result 3.2 Cross-sectorial cooperation between key partners relevant for successful introduction of electronic</p>	<p>conducted and corresponding report prepared.</p> <ul style="list-style-type: none"> •Comparative overview of the existing programmes of probation services in Member States for individual and group treatment of specific categories of offenders prepared. •Special long term training programmes, including curricula and teaching materials, for future training of the Probation Service employees developed and introduced in the Probation Service. <p>•Training needs analysis (TNA) based on previous trainings and future training needs for probation staff conducted and TNA report prepared.</p> <ul style="list-style-type: none"> •Based on TNA, training programme and training materials in the area of individual and group work with specific categories of offenders prepared. •Training of Trainers (ToT) for at least 5 staff members from the Probation Service conducted. •Trainings for at least 40 staff members from the Probation Service conducted. <p>•Analysis of the existing national legislative framework which regulates ES conducted and analysis report with corresponding recommendations prepared.</p> <ul style="list-style-type: none"> •At least 4 meetings with at least 1 representative of key partners in ES pilot project (judges, police, probation service and 	<p>Training programmes and materials produced under the project</p> <p>Probation Service website</p> <p>Documentation produced under the project</p>	
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<p>surveillance (ES) enhanced.</p> <p>Result 3.3 Recommendations for permanent and sustainable introduction of ES system in Croatia prepared.</p> <p>Component IV: Raising public awareness and enhancing visibility of the Probation Service</p> <p>Result 4.1 Visual identity of the Probation Service enhanced and public relations (PR) communication tools designed.</p>	<p>state prosecutors) conducted in order to discuss and enhance cross-sectorial cooperation.</p> <ul style="list-style-type: none"> •Draft protocols on cooperation between key partners relevant for successful introduction of ES prepared. •Comparative overview of ES systems in Member States which can serve as good practice example for Croatia prepared. •1 study visit in MS (5 working days, 8 participants) in order to acquire wider perspective and direct experience in using ES probation practice conducted and study visit report prepared. •Cost-benefit analysis for introduction of ES system in Croatia conducted and corresponding report prepared. •ES pilot project monitored and monitoring report(s) prepared. •Analysis of results of ES pilot project performed and analysis report with recommendations for permanent and sustainable introduction of ES system prepared. •Visual identity of the Probation Service in order to promote probation and its advantages to interested stakeholders and general public enhanced. •PR guidelines prepared. •Layout and content of the Probation Service 		
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<p>Result 4.2 Awareness of interested stakeholders and general public on the role of the Probation Service raised.</p>	<p>web site prepared. •Layout of on-line newsletter about probation practice prepared.</p> <p>•PR materials (21.000 leaflets; 20.000 in Croatian and 1.000 in English and 5.000 brochures; 4.500 in Croatian and 500 in English) about Croatian Probation Service for general public and interested stakeholders (police, social services, judges, state attorneys, probation service users) developed, printed and disseminated. •Public event for interested stakeholders and general public in order to promote the Probation Service and its contribution to security and prosperity of the community conducted. •Probation Service website developed and fully functional. •On-line newsletters about probation practice prepared (in Croatian and English) and disseminated.</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 I: Improvement of institutional capacity of the Probation Service</p> <p>1.1.1 Conducting analysis of the existing relevant legislative framework and preparing analysis report with recommendations for improvement of the existing legislative framework related to</p>	<p>Analyses, comparative overview, consultations, meetings, discussions, study visit, training, training of trainers, monitoring, preparation of documentation, pilot project, design of materials, development of web site</p>	<p>Twinning Contract: 700.000,00 EUR</p>	<p>In line with the assumptions specified for results.</p>

<p>the execution of all probation tasks.</p> <p>1.1.2 Conducting analysis of the existing work practice of the Probation Service and preparing analysis report with recommendations for improvement of work practice in order to meet the best EU practices and standards.</p> <p>Component II: Further development of sustainable education in the Probation Service</p> <p>2.1.1 Conducting analysis of the existing training programmes in the Probation Service for treatment of specific categories of offenders and preparing corresponding report.</p> <p>2.1.2 Preparing comparative overview of the existing programmes of probation services in Member States for individual and group treatment of specific categories of offenders.</p> <p>2.1.3 Developing and introducing in the Probation Service special long term training programmes, including curricula and teaching materials, for future training of the Probation Service employees.</p> <p>2.2.1 Conducting training needs analysis (TNA) based on previous trainings and future training needs for probation staff and preparing TNA report.</p> <p>2.2.2 Based on TNA, preparing training programme and training materials in the area of individual and group work with specific categories of offenders.</p> <p>2.2.3 Conducting Training of Trainers (ToT) for at least 5 staff members from the</p>			
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<p>Probation Service. 2.2.4 Conducting trainings for at least 40 staff members from the Probation Service.</p> <p>Component III: Support to the introduction of electronic surveillance - pilot project</p> <p>3.1.1 Conducting analysis of the existing national legislative framework which regulates ES with the purpose of setting the basis for implementation of the pilot project and preparing analysis report with corresponding recommendations.</p> <p>3.2.1 Conducting at least 4 meetings with at least 1 representative of key partners in ES pilot project (judges, police, probation service and state prosecutors) in order to discuss and enhance cross-sectorial cooperation.</p> <p>3.2.2 Preparing draft protocols on cooperation between key partners (judges, police, probation service and state prosecutors).</p> <p>3.3.1 Preparing comparative overview of ES systems in Member States which can serve as good practice example for Croatia.</p> <p>3.3.2 Conducting 1 study visit in MS (5 working days, 8 participants) in order to acquire wider perspective and direct experience in using ES probation practice and preparing study visit report.</p> <p>3.3.3 Conducting cost-benefit analysis for introduction of ES system in Croatia and preparing corresponding report.</p> <p>3.3.4 Monitoring ES pilot project and</p>			
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<p>preparing monitoring report(s).</p> <p>3.3.5 Performing analysis of results of ES pilot project and preparing analysis report with recommendations for permanent and sustainable introduction of ES system.</p> <p>Component IV: Raising public awareness and enhancing visibility of the Probation Service</p> <p>4.1.1 Enhancing visual identity of the Probation Service in order to promote probation and its advantages to interested stakeholders and general public.</p> <p>4.1.2 Preparing PR guidelines with messages to be communicated and methods to be used, including identification of target groups.</p> <p>4.1.3 Preparing layout and content of the Probation Service web site.</p> <p>4.1.4 Preparing layout of on-line newsletter about probation practice.</p> <p>4.2.1 Developing, printing and disseminating of PR materials (21.000 leaflets; 20.000 in Croatian and 1.000 in English and 5.000 brochures; 4.500 in Croatian and 500 in English) about Croatian Probation Service for general public and interested stakeholders (police, social services, judges, state attorneys, probation service users).</p> <p>4.2.2 Conducting public event for interested stakeholders and general public in order to promote the Probation Service and its contribution to security and prosperity of the community.</p> <p>4.2.3 Developing Probation Service</p>			
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<p>website. Developed Probation Service website will be on the Ministry of Justice platform and it will be fully functional. 4.2.4 Preparing (in Croatian and English) and disseminating on-line newsletters about probation practice.</p>			
			<p>Preconditions: Not applicable.</p>

Annex 2. Detailed implementation chart

Support to further development and strengthening of the Probation Service in Croatia (CRO PROBATION)	2015									2016												2017					
	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	J
Twining	T	T	T	T	C	C	C	C	C	AI	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

AI – 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 further development and strengthening of the Probation Service in Croatia (CRO PROBATION)	Cumulative contracting schedule by quarters in EUR (provisional)			
	2016			
	I	II	III	IV
Twinning	700.000,00			
TOTAL (EUR):	700.000,00			

Support to further development and strengthening of the Probation Service in Croatia (CRO PROBATION)	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

- Law on Probation (OG 143/12)
- Ordinance on Methods of Conducting Probation Work (OG 29/13)
- Criminal Code (OG 125/11 and 11/12)
- Criminal Procedure Act (OG 152/08, 76/09, 80/11, 121/11, 91/12, 143/12, 56/13 and 145/13)
- Act on Judicial Cooperation in Criminal Matters with the EU Member States (OG 91/10, 81/13 and 124/13)
- Council Framework Decision 2008/947/PUP of 27 November 2008
- Recommendation (CM/Rec 2014) of the Committee of Ministers to member States on electronic surveillance
- Law on the Execution of 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 and 150/13)
- Ordinance on record keeping of executing investigative detention at home residence (OG 65/10)
- Judiciary Development Strategy for the period of 2013 – 2018 (OG 144/22)
- Probation Service Development Strategy and Probation Service Development Action Plan 2010 – 2014
- Regulation on Internal organization of Ministry of Justice (OG 28/2012)