

STANDARD TWINNING LIGHT PROJECT FICHE

1. Basic Information

- 1.1 Publication notice reference:
- 1.2 Programme: Transition Facility IPA/2013/24986 (Annex of C(2013) 8057 final)
- 1.3 Twinning Number: HR 14 IB JH 01 TWL
- 1.4 Title: Setting up the SIRENE Office: Strengthening capacities of SIRENE operators and end users of the Schengen Information System II (CRO SIRENE)
- 1.5 Sector: Justice and Home Affairs
- 1.6 Beneficiary country: Republic of Croatia

2. Objectives

2.1 Overall objective:

Overall objective of this project is assuming of a full and active role in the international police cooperation on the EU level and in the Schengen Area.

2.2 Project purpose:

The purpose of this project is an active and operational Croatian Supplementary Information Request at National Entry (S.I.Re.N.E) Office and other parts of the International Police Cooperation Service involved in Schengen activities.

2.3 Contribution to Accession Treaty/Relevant national documents:

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. Accession Treaty stipulates the conditions for Croatian membership in the EU, as well as adjustments to the primary and secondary EU regulations. Article 4(2) of the Accession Treaty stipulates that, in accordance with the applicable Schengen evaluation procedures, all necessary conditions for the application of all parts of the relevant *EU acquis* have to be met in Croatia, including the effective application of all Schengen rules in accordance with the agreed common standards and with fundamental principles.

Schengen Action Plan Revised (2014)

The Twinning light project is in line with Measure 5.5 Preparing the Ministry of Interior for work on SIS II, which states that the Ministry of Interior is the main stakeholder responsible for the implementation of SIS II on the national level. In order for the Republic of Croatia to enter the Schengen Area, the Schengen Action Plan states that the implementation of SIS II contributes in achieving the main function of the SIRENE Office. Furthermore, the SAP states that SIRENE Office has to put an emphasis on constant development of data exchange, as well as fulfilling the operational needs of the Ministry of Interior in using the SIS II database. This includes not only the procurement

of the Schengen application but also establishment of a fully operational Schengen database.

Strategic plan for the Ministry of Interior and other institutions involved in protection and rescue for the period 2016 – 2018

The Twinning light project is aligned with the first objective “Reducing criminal behaviour” under 1.6 “Advancing relations in the local and international environment”, which states the need to include the Ministry of Interior (MoI) within the information network system of the European Union and to capacitate itself for fast data exchange, including the implementation of measures and standards concerning information security.

The project is in line with the priorities concerning preparations for the upcoming Schengen evaluation and joining the Schengen Area. It will provide further strengthening of capacities of end users of the Schengen Information System II (SIS II) and International Police Cooperation Service staff on the usage of SIS II, data-security and data-protection issues, as well as practical police tasks such as extraditions and surrenders of persons. Staff will be trained by experienced personnel that will provide effective workflow management system. The project will enable the full establishment of SIRENE Office that complies with the existing legal framework and recognizes good practice.

3. Description

3.1 Background and justification:

Upon its accession to the European Union on the 1 July 2013, the Republic of Croatia is obliged to assume its role as an active member state of the Schengen Area within the next three years. This *inter alia* includes implementing the Schengen Information System (SIS II) and setting up of an operational SIRENE Office at the national level. International police cooperation between Schengen member states (a majority of them are also EU Member States) is being coordinated through the national SIRENE Offices. An efficient SIRENE cooperation is a key element for effective functioning of the Schengen Information System II (SIS II). Therefore, the national SIRENE Office will be fully operational once SIS II is implemented on the national level in Croatia. In order for the Republic of Croatia to assume its role as an active and equal Schengen member state in the area of international police coordination, it is crucial that the Croatian SIRENE Office and other parts of the International Police Cooperation Service (IPCS) involved in Schengen activities become fully operational in the immediate future.

SIRENE Office is designated the central national contact point authorized for exchange of supplementary information with other Schengen member countries, implementing relevant data-protection rules and other tasks related to alerts in the SIS II, which contain information about a particular person or object and clear instructions on what to do when the person or object has been found. The key conditions for the success of the SIS II depend on the quality, accuracy and completeness of the data elements enabling identification. The *Council Framework Decision 2008/977/JHA* from 27 November 2008 on the protection of personal data processed in the framework of police and judicial cooperation in criminal matters lays down clear rules on processing personal and operational data within the scope of police cooperation. These rules have been

implemented in relevant Croatian legislation and need to be implemented into business processes of the Croatian SIRENE Office.

Adequate national legislative framework has been adopted in terms of *Border Management Act* and *Act on Judicial Cooperation in Criminal Matters with Member States of the European Union*, and the SIRENE Office has been formally set up by the Decree of the Government of the Republic of Croatia of 20 June 2012.

The Croatian SIRENE Office is the organizational part of the International Police Cooperation Service within the Criminal Police Directorate of the Ministry of Interior and its main task is the preparation for the usage of SIS II, which includes conducting trainings of SIRENE operators (staff from the *International Police Cooperation Service* of the Ministry of Interior) and other end users of SIS II (police officers from border police, criminal police, uniformed police, administrative staff dealing with aliens, vehicle registration).

SIRENE operators and SIS II end users have already received proper theoretical training through the previous project IPA FFRAC 2011 “Preparation for the Implementation and Usage of the Schengen Information System (SIS) / SIRENE and European Arrest Warrant (EAW)” (please refer to the point 3.2 Linked activities). Currently, the implementation of SIS II in Croatia is in its final phase. In order to fully prepare SIRENE operators and end users of the SIS II for their future work, it is essential to conduct practical training on working with the new database system and on execution of extraditions/surrenders of persons, which procedures/rules are included in the SIRENE Manual.¹ Training of SIS II end users is needed to achieve an active and operational SIRENE Office, because the SIRENE Office is a central focal point for managing SIS II alerts (that are created by the end users) and exchanging additional information on SIS II alerts with the other member states, in case of hits achieved by the end users (a hit signifies that a wanted person or an object was found based on the SIS II alert). Therefore, both SIS II end users and SIRENE operators are important factors in SIS II related activities. Moreover, additional training of SIRENE operators working on SIS II alerts is needed, taking into consideration the European standards on data-protection and data-security. Finally, adequate training and preparation is needed for SIS II trainers in the area of SIS II as well as in terms of didactic training methodology in the area under direct authority of the SIRENE Office.

This Twinning light project will have significant positive impact on the state of security, public safety and well-being of citizens in Croatia as well as in EU member states and neighbouring countries. Moreover, the project will assist in establishing an active and operational SIRENE Office and other parts of the International Police Cooperation Service actively involved in Schengen activities through practical trainings for SIRENE operators and relevant SIS II end users, in order for them to perform their daily duties in accordance with relevant national and EU legislation.

3.2 Linked activities:

¹ As stipulated in the *Commission Implementing Decision (EU) 2015/219 of 29 January 2015 replacing the Annex to Implementing Decision 2013/115/EU on the Sirene Manual and other implementing measures for the second generation Schengen Information System (SIS II)*, the Sirene Manual is a set of instructions which describes in detail the rules and procedures governing the bilateral or multilateral exchange of supplementary information.

Transition Facility “Setting Up the SIRENE Office”

This CRO SIRENE Twinning light project is a part of the overall project “Setting Up the SIRENE Office” consisting of Twinning light, technical assistance, works and supply components.

Component related to works is designed to ensure renovation of office premises and instalment of video surveillance system, while technical assistance is envisaged to ensure supervision of works. Component related to supply is designed to provide necessary office furniture and IT equipment needed for optimal functioning of the SIRENE Office.

The other three components (supply, works and supervision of works) of the overall project “Setting Up the SIRENE Office” will be finalized by the second quarter 2017.

Schengen Facility project 2014 “Implementation of Schengen Information System Second Generation – SIS II in the Republic of Croatia” started in December 2014 and is scheduled to finish in July 2016. The purpose of the project is technical implementation of SIS II and development of the SIRENE IT workflow system. Moreover, practical trainings conducted through this CRO SIRENE project should take into account the outputs of this Schengen Facility project since the practical trainings largely depend on the design and technical solution of the developed SIRENE workflow system.

IPA FFRAC 2011 “Preparation for the Implementation and Usage of the Schengen Information System (SIS II) / SIRENE and European Arrest Warrant (EAW)” (Twinning number: HR/2011/IB/JH/01 TWL; MS partner: Lithuania) was implemented from October 2014 to March 2015. The purpose of this Twinning light project was to prepare Croatian police officers, SIRENE operators and judicial staff for future use of SIS II and European Arrest Warrant. The project resulted in developing a long-term training programme as well as developing a manual for SIS II end users. The project also included extensive theoretical training for SIRENE operators, SIS II end users and judicial staff, thus providing a healthy foundation for the practical training envisaged in this CRO SIRENE project. Since SIS II was not yet implemented in Croatia during this project, practical training was not possible, thus recommended in the final report of the project. Moreover, before conducting practical training through this CRO SIRENE project it is envisaged to perform training needs analysis in order to precisely specify topics of the practical trainings taking into consideration the outputs of analysis and evaluation of trainings from the IPA FFRAC 2011 project, thus creating synergy between the two projects.

Phare 2006 “Developing Readiness for Implementing SIS II in Croatia” provided technical assistance and it was implemented from October 2009 to March 2010. The purpose of this project was to familiarize Croatian legal experts with legal environment of the SIS II system and to facilitate drafting of laws by presenting recommendations. The project resulted, among others, in determining all future users and stakeholders of the SIS II system.

Phare 2006 “Preparation for Setting up S.I.Re.N.E. Office Croatia” (Twinning number: HR/2006/IB/JH/01-TL; MS partner: Italy) was implemented from March 2009 to August 2009. The purpose of this Twinning light project was to support Croatia in setting-up the SIRENE Office which presented the crucial step for lifting the internal border checks and joining the Schengen Area. The project resulted in making the road map for establishing the SIRENE Office, where further education of end-users was

foreseen as necessary. The mentioned road map has been the basis for defining a number of activities in this CRO SIRENE project.

3.3 Results:

Result 1: Competences and practical skills of SIS II end users enhanced through practical training

Indicators of achievement:

- Training needs analysis (TNA) of SIS II end users conducted and TNA report prepared
- Based on TNA, training programme and training materials prepared
- Regional trainings for at least 200 SIS II end users to perform all practical tasks related to SIS II hit procedures, data-security and data-protection protocols conducted

Result 2: Competences and practical skills of SIRENE operators dealing with SIS II alerts and extradition/surrender procedures enhanced through practical training and training of trainers

Indicators of achievement:

- Training needs analysis (TNA) of SIRENE operators conducted and TNA report prepared
- Based on TNA, training programme and training materials (including training of trainers programme and materials) prepared
- Practical trainings for at least 20 SIRENE operators on dealing with SIS II alerts (creation, update and deletion of alerts, compatibilities and priorities of alerts, flagging of alerts, hit procedures, filing out and exchange of SIRENE forms, integrated procedures for both SIS II alerts and INTERPOL notices, data-security and data-protection rules, physical condition and stress management) and extradition/surrender procedures conducted
- Training of Trainers (ToT) for at least 10 SIRENE staff members in the area of SIS II (insertion, editing and deleting of alerts, exchange of SIRENE forms, rules of the SIRENE manual) with emphasis on didactic training methodology conducted.
- Study visit in duration of 5 working days for 5 SIRENE operators to an EU Member State conducted, in order to acquire direct experience in the area of SIS II alerts and extradition/surrender procedures conducted and study visit report prepared

Result 3: Methodological guidelines for future SIS/SIRENE trainers prepared

Indicators of achievement:

- Methodological guidelines on teaching methods and pedagogical standards necessary for successful training of others in the area of SIS/SIRENE prepared

- Methodological guidelines on setting out procedures regarding trainings in the area of SIS/SIRENE prepared

3.4 Activities:

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

Activities related to Result 1:

- 1.1 Conducting training needs analysis (TNA) of SIS II end users and preparing TNA report²
- 1.2 Preparing training programme and training materials based on TNA
- 1.3 Conducting 10 regional trainings for at least 200 SIS II end users in police directorates in Zagreb and regional centres (Varaždin, Bjelovar, Osijek, Slavonski Brod, Karlovac, Zadar, Rijeka, Split, Dubrovnik) to perform all practical tasks related to SIS II hit procedures, data-security and data-protection protocols

Activities related to Result 2:

- 2.1 Conducting training needs analysis (TNA) of SIRENE operators and preparing TNA report³
- 2.2 Preparing training programmes and training materials based on TNA (including training of trainers programme and materials)
- 2.3 Conducting practical trainings at the premises of International Police Cooperation Service for at least 20 SIRENE operators:
 - practical trainings on dealing with SIS II alerts (creation, update and deletion of alerts, compatibilities and priorities of alerts, flagging of alerts, hit procedures, filing out and exchange of SIRENE forms, integrated procedures for both SIS II alerts and INTERPOL notices, data-security and data-protection rules, physical condition and stress management)
 - practical trainings on extradition/surrender procedures
- 2.4. Conducting Training of Trainers (ToT) for at least 10 SIRENE staff members in the area of SIS II (insertion, editing and deleting of alerts, exchange of SIRENE forms, rules of the SIRENE manual) with emphasis on didactic training methodology
- 2.5 Conducting one study visit in duration of 5 working days for 5 SIRENE operators to an EU Member State in order to acquire direct experience in the area of SIS II alerts and extradition/surrender procedures, and preparing study visit report

² TNA analysis will take into consideration the outputs of the analysis and evaluation of trainings from the Twinning light project “Preparation for the Implementation and Usage of the Schengen Information System (SIS) / SIRENE and European Arrest Warrant (EAW)”, HR/2011/IB/JH/01 TWL.

³ TNA analysis will take into consideration the outputs of the analysis and evaluation of trainings from the Twinning light project “Preparation for the Implementation and Usage of the Schengen Information System (SIS) / SIRENE and European Arrest Warrant (EAW)”, HR/2011/IB/JH/01 TWL.

Activities related to Result 3:

3.1. Preparing the methodological guidelines on teaching methods and pedagogical standards necessary for successful training of others in the area of SIS/SIRENE

3.2. Preparing the methodological guidelines on setting out procedures regarding trainings in the area of SIS/SIRENE (e.g. evaluation of trainings implemented by the trainers, frequency of trainings and other training implementation aspects).

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:

3.5.1 Profile and tasks of the Project Leader

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.

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 10 years in law enforcement
- Minimum 6 years of experience in the field of international police cooperation
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5
- Computer literacy
- Experience in project management

Asset:

- Experience in the area of police cooperation in relation to Schengen area

Tasks of the Project Leader:

- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS
- Coordination and managing of the implementation of the project in cooperation with the BC Project Leader
- Organization of study visit
- Providing efficient leadership of the project
- Coordination of MS experts' work and availability
- Ensuring sound implementation of the envisaged activities

3.5.2 Profile and tasks of the short-term experts

Profile of the Short-term experts

Requirements:

- University level education or equivalent professional experience of 8 years in the field of law enforcement
- Minimum 3 years of experience in practical application of procedures in the area of SIRENE
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5

Assets:

- Experience in working with Schengen Information System (SIS II)
- Experience in practical application of procedures related to data-security and data-protection
- Experience in extraditions and/or surrenders of persons
- Experience in conducting trainings

Tasks of the Short-term experts:

- Conducting training needs analysis, preparing training programmes and training materials, including training of trainers programmes and materials
- Organizing and conducting trainings, including training of trainers
- Conducting evaluation of the implemented trainings
- Preparing methodological guidelines for SIS II trainers
- Close cooperation with Croatian experts in undertaking all activities
- Participating in other relevant activities as determined during the project implementation

Note:

The pool of experts should include:

- At least one short-term expert who in addition to the respective profile requirements has experience in conducting trainings
- At least one short-term expert who in addition to the respective profile requirements has experience in practical application of procedures related to data-security and data-protection
- At least one short-term expert who in addition to the respective profile requirements has experience in extraditions and/or surrenders of persons

4. Institutional Framework

The beneficiary institution of the project will be the Ministry of Interior of the Republic of Croatia (MoI). The internal organizational units within the Ministry of Interior that

will be directly involved in this project are the Criminal Police Directorate and Border Police Directorate. This foremost refers to SIRENE Office which is an integral part of the International Police Cooperation Service (IPCS), which is situated within the Sector for Criminal Police Support of the Criminal Police Directorate.

The IPCS is a central i.e. single point of contact (SPOC) for all available channels of police cooperation, including the police cooperation in the Schengen Area. According to the Schengen Catalogue of Best Practices and Recommendations, all working processes should be organised according to the type of police case, not according to the channel. Croatian police has implemented this way of working, which means that the total of 61 employees in the IPCS are using all available channels in their daily work, including SIS II. Therefore, the term “SIRENE operators” refers to the entire staff of the IPCS, which exercises an integrated model of business processes.

SIRENE Office was legally established in June 2012, and the Head of the SIRENE Office was appointed in December 2012. SIRENE Office is responsible for creating, editing and deleting international notices, European Arrest Warrants (EAWs) and other alerts in SIS II, preparation and execution of surrendering of wanted persons based on EAWs, handling requests for information from other Schengen member states, as well as for quick information exchange between Croatian competent bodies and other Schengen member states. SIRENE Office is also heavily involved in the preparation of the Republic of Croatia in taking an active role in the Schengen Area. Currently, the SIRENE Office has 19 employees.

End users of the SIS II include the following stakeholders: border police, criminal police, uniformed police, administrative staff dealing with aliens and administrative staff dealing with vehicle registration in the Ministry of Interior and vehicle registration stations. Technical support to the end users is provided by the Information and Telecommunication Technology Sector of the Ministry of Interior, with five persons directly involved in assistance related to the SIS II.

The Ministry of Interior will be responsible for coordination of this Twinning light project. The project will enhance administrative capacities of the MoI staff and will not lead to change of the institutional framework as described.

Two Steering Committee meetings will be held for the purpose of reviewing the progress made under the project as well as to discuss results achieved and/or problems occurred. The first Steering Committee meeting will be held during the third month of project activities implementation in order to discuss and comment the draft start-up report. The second Steering Committee meeting will be organised during the last month of the implementation period of the Action to discuss the draft final report.

It should be noted that the participation of the Member State Project Leader in Steering Committees meetings has to be combined with expert missions in case the Member State Project Leader is also a short-term expert in the Twinning light project. If the Member State Project Leader is not short-term expert in the Twinning light project then his visits to Croatia, (one visit every three months) as part of his overall task to ensure coordination and political steering of the project, should be organised at the same time as the two Steering Committee meetings of the project.

The exact participants of the Steering Committee meetings will be defined during the implementation of the project, but will at least include the following members:

- BC Project Leader
- MS Project Leader
- CFCA Project Manager
- MRDEUF Sector Manager

The beneficiary is committed to provide all necessary infrastructure such as office space and desktop computers with internet connection for experts, venue for holding seminars and workshops, and to ensure the necessary local staff/experts inputs.

5. Budget

Setting up the SIRENE Office: Strengthening capacities of SIRENE operators and end users of the Schengen Information System II (CRO SIRENE)	Transition Facility Contribution	National Co-financing	TOTAL
Twinning light contract	95% 190.000,00 EUR	5% 10.000,00 EUR	200.000,00 EUR

The total amounts of the Transition Facility 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 light 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.

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.

Provisions for visibility costs and expenditure verification costs should be included in the budget.

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 6042 400

Fax: +385 1 6042 598

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 6042 400
Fax: + 385 1 6042 598
E-mail: twinning@safu.hr

6.2 Main counterpart in the BC:

Deputy Senior Programme Officer (SPO)

Mr Krešimir Perović, Acting Head of Independent Sector for Schengen
Coordination and European Union Projects
Ministry of Interior
Ulica grada Vukovara 33
10000 Zagreb, Croatia
Phone: +385 1 61 22 561
Fax: +385 1 61 22 461
E-mail: kperovic@mup.hr

BC Project Leader

Mr Marijo Rošić, Head of International Police Cooperation Service
Ministry of Interior
Ilica 335
10000 Zagreb, Croatia

6.3 Contracts:

It is envisaged that the Project will be implemented through one Twinning light contract, with the maximum amount of 200.000,00 EUR.

6.4 Reporting:

The Start-up Report will cover first two months of the contract and will be submitted during the third month. The Start-up report should:

- Clearly define the aims and purpose of the aid provided by the project,
- Give detailed description of the content of particular parts of the project,
- Work out in detail the activities carried out and the results achieved,
- Work out in detail all modifications agreed with the beneficiary institution,
- Review difficulties met during the implementation of the project and measures that were undertaken for their removal,
- Provide all findings obtained in the meanwhile and preliminary conclusions, and
- Contain a general plan of activities for the implementation of the remained duration of the project.

The Final Report shall be submitted within three months upon the completion of the project activities and in any case within the legal duration of the project, and it should contain the following:

- Complete review of all activities carried out by MS experts during the implementation of the project,
- Achieved progress concerning each activity,
- Summary of all project results, with particular emphasis on mandatory results,
- Estimation of the project impact compared with the project aims and measures of the achieved progress,
- Identification of all important problems met during the implementation of the contract and solutions that have been applied,
- Lessons drawn from the project, and
- Recommendations for further steps in future projects

The reports must be endorsed and countersigned by the beneficiary, who may make additional comments.

Reports shall be submitted to the Ministry of Interior, the Central Finance and Contracting Agency, the Ministry of Regional Development and EU Funds and the concerned service of the European Commission in a form of 3 hard copies and an electronic version. All reports should be written in English.

6.5 Language

English will be the working language of this Twinning light project.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals: 1 Q 2016

7.2 Start of project activities: 3 Q 2016

7.3 Project completion: 1 Q 2017

7.4 Duration of the execution period (number of months): 9 months; the execution period will end 3 months after the implementation period of the Action (work plan) which will take 6 months.

8. Sustainability

The results of this Twinning light project will have a major impact on preparing the end users of SIS II and SIRENE Office to operate successfully. The completion of the upcoming Schengen evaluation and joining the Schengen Area is a national priority and an obligation of the Republic of Croatia which has to be fulfilled approximately three years after becoming an EU member state.

Implementation and usage of SIS II is a crucial milestone in achieving that goal, consequently the training planned in this project has major significance. Previous projects provided theoretical training on matters regarding SIS II and SIRENE, so the practical training planned in this Twinning project, which entails usage of our national SIS II System, will complement previous projects and result in a complete and well-

rounded, successful and operational SIRENE Office. Also, this project is in line with the training manual and the long-term training program developed in previous projects, which has been integrated in the curriculum and the Multiannual program for police training of the Police Academy. Complemented with practical training envisaged in this project, direct involvement of the Police Academy will ensure sustainability for future training of SIS II end users and SIRENE operators, which will be continued on an annual basis as a part of police training in general. Training of trainers and methodological guidelines planned in this project will enable our future SIS II trainers to conduct further trainings once the project finishes. Once Croatia implements the fully operational SIS II, the knowledge and experience obtained can be further passed on to its neighbouring countries, currently Member State candidates. Therefore, the project will have a positive effect on fulfilling requirements for Croatia’s accession to the Schengen Area and subsequent operation within the EU Justice, Freedom and Security framework.

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

- Preconditions

In order to complete a successful practical training envisaged in this project, technical implementation of SIS II and development of the SIRENE IT workflow system within the Schengen Facility project 2014 “Implementation of Schengen Information System Second Generation – SIS II in the Republic of Croatia” needs to be completed.

The sequencing of the components of the overall project will be as follows:

Components	Start of Tendering	Contract Signature	Contract Completion
Twinning	1 Q 2016	3 Q 2016	1 Q 2017
Works	1 Q 2016	3 Q 2016	2 Q 2017
Technical Assistance	1 Q 2016	2 Q 2016	2 Q 2017
Supply	1 Q 2016	3 Q 2016	4 Q 2016

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format

Annex 1. Logical framework matrix in standard format

Setting up the SIRENE Office: Strengthening capacities of SIRENE operators and end users of the Schengen Information System II (CRO SIRENE)		Programme name and number: Transition Facility IPA/2013/24986 (Annex of C(2013) 8057 final)	
Ministry of Interior (MoI)		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: 200.000,00 EUR	TF financing: 190.000,00 EUR (95%) National Co-financing: 10.000,00 EUR (5%) ⁴
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
Overall objective of this project is assuming a full and active role in the international police cooperation on the EU level and in the Schengen Area.	<ul style="list-style-type: none"> • Croatian SIRENE Office active and operational at EU level • SIRENE IT workflow designed (indicator to be achieved in Schengen facility project “Implementation of SIS II in the Republic of Croatia”) 	<ul style="list-style-type: none"> • Relevant EC reports and statistics • Relevant national reports and statistics • EU JHA Peer Review Expert Mission to Croatia • Annual reports and statistics of MoI 	

⁴ The total amounts of the Transition Facility 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 light 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
The purpose of this project is an active and operational Croatian Supplementary Information Request at National Entry (S.I.Re.N.E) office and other parts of the International Police Cooperation Service involved in Schengen activities.	<ul style="list-style-type: none"> • Capacity of employees of the SIRENE Office enhanced • Capacity of end users of SIS II enhanced 	<ul style="list-style-type: none"> • Start-up and Final Report produced under the project • Report on the work of SIRENE Office • Documentation produced under Twinning light project (guidelines, training materials, etc.) • List of participants on trainings and study visit • Study visit report • Training evaluation reports • Training programmes and materials produced under the project • Methodological guidelines and other documentation produced under the project 	<ul style="list-style-type: none"> • Efficient cooperation and coordination of the principal actors • Organisational, technical and infrastructure capacities necessary for implementation of the project in place • Full commitment of the MOI to improve international police cooperation • Schengen evaluation in the area of SIS/SIRENE foreseen in December 2016 • Sufficient number of trainees willing to fully participate in the project activities
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Result 1: Competences and practical skills of SIS II end users enhanced through practical training	<p>Training needs analysis (TNA) of SIS II end users conducted and TNA report prepared</p> <p>Based on TNA, training programme and training materials prepared</p> <p>Regional trainings for at least 200 SIS II end users to perform all practical tasks related to SIS II hit procedures, data-security and data-protection protocols conducted</p>	<ul style="list-style-type: none"> • Start-up and Final Report produced under the project • Annual Reports and statistics of MoI • Report on the work of SIRENE Office • Documentation produced under Twinning light project (guidelines, training materials, etc.) • List of participants on trainings and study visit • Study visit report • Training programmes and materials produced under the project 	<ul style="list-style-type: none"> • Efficient cooperation and coordination of principal actors • Organisational, technical and infrastructure capacities necessary for implementation of the project in place • Full commitment of the MOI to improve international police cooperation • Sufficient number of trainees willing to fully participate in the project activities

	Methodological guidelines on setting out procedures regarding trainings in the area of SIS/SIRENE prepared.		
Activities	Means	Specification of costs	Assumptions
<p>Activities to be implemented correspond to the activities developed in the selected MS proposal.</p> <p>1.1 Conducting training needs analysis (TNA) of SIS II end users and preparing TNA report</p> <p>1.2 Preparing training programme and training materials based on TNA</p> <p>1.3 Conducting 10 regional trainings for at least 200 SIS II end users in police directorates in Zagreb and regional centres (Varaždin, Bjelovar, Osijek, Slavonski Brod, Karlovac, Zadar, Rijeka, Split, Dubrovnik) to perform all practical tasks related to SIS II hit procedures, data-security and data-protection protocols</p> <p>2.1 Conducting training needs analysis (TNA) of SIRENE operators and preparing TNA report</p> <p>2.2 Preparing training programmes and training materials based on TNA (including training of trainers programme and materials)</p> <p>2.3 Conducting practical trainings at the premises of International Police Cooperation Service for at least 20 SIRENE operators:</p> <ul style="list-style-type: none"> - practical trainings on dealing with SIS II alerts (creation, update and deletion of alerts, compatibilities and priorities of alerts, flagging of alerts, hit procedures, 	Analyses, consultations, discussions, trainings, workshops, training of trainers (ToT), study visit, practical exercises, case studies, preparation of documentation	Twinning light contract: 200.000,00 EUR	In line with the assumptions specified for results.

<p>filing out and exchange of SIRENE forms, integrated procedures for both SIS II alerts and INTERPOL notices, data-security and data-protection rules, physical condition and stress management)</p> <ul style="list-style-type: none"> - practical trainings on extradition/surrender procedures <p>2.4. Conducting Training of Trainers (ToT) for at least 10 SIRENE staff members in the area of SIS II (insertion, editing and deleting of alerts, exchange of SIRENE forms, rules of the SIRENE manual) with emphasis on didactic training methodology</p> <p>2.5 Conducting one study visit in duration of 5 working days for 5 SIRENE operators to an EU Member State in order to acquire direct experience in the area of SIS II alerts and extradition/surrender procedures, and preparing study visit report</p> <p>3.1. Preparing the methodological guidelines on teaching methods and pedagogical standards necessary for successful training of others in the area of SIS/SIRENE</p> <p>3.2. Preparing the methodological guidelines on setting out procedures regarding trainings in the area of SIS/SIRENE (e.g. evaluation of trainings implemented by the trainers, frequency of trainings and other training implementation aspects).</p>			
			Preconditions:

			SIS II implemented and SIRENE IT workflow designed (to be achieved in Schengen facility project "Implementation of SIS II in the Republic of Croatia")
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