STANDARD TWINNING PROJECT FICHE

1. Basic Information

1.1 Publication notice reference: EuropeAid/ 138-019/IH/ACT/HR

1.2 Programme: IPA 2013

1.3 Twinning Number: HR 13 IPA JH 02 16

1.4 Title: Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)

1.5 Sector: Justice and Home Affairs

1.6 Beneficiary country: Republic of Croatia

2. Objectives

2.1 Overall objective:

Prüm Decisions fully implemented in the Republic of Croatia and effectiveness of the Ministry of the Interior (MoI) in the field of international police cooperation increased.

2.2 Project purpose:

Procedures for the automated exchange of DNA and dactyloscopic data developed and forensic science experts trained in order to establish preconditions for implementation of Prüm Decisions.

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 as the 28th Member State. This Twinning project is in compliance with general objectives set in the Accession Treaty.

The Treaty on the Functioning of the European Union
This Twinning project is in line with the objectives of the Treaty on the Functioning of the European Union, part III, title V: Area of freedom, Security and Justice, Chapter 5: Police cooperation, Article 87, which states the following:
"The Union shall establish police cooperation involving all the Member States' competent authorities, including police, customs and other specialized law enforcement services in relation to the prevention, detection and investigation of criminal offences.
For the purposes of paragraph 1, the European Parliament and the Council, acting in accordance with the ordinary legislative procedure, may establish measures concerning:
(a) the collection, storage, processing, analysis and exchange of relevant information;
(b) support for the training of staff, and cooperation on the exchange of staff, on equipment and on research into crime-detection;
(c) common investigative techniques in relation to the detection of serious forms of organized crime."

European Security Strategy
This Twinning project is also in line with the European Security Strategy under Section I. The Security Environment: Global Challenges and Key Threats regarding combating against terrorism and organised crime.

Strategic plan for the Ministry of the Interior and other institutions involved in protection and rescue for the period 2014 – 2016, 2015 – 2017 and 2016-2018
This Twinning project is in accordance with the objective "Decrease criminal behavior" which inter alia states the following goals: to reduce the risk of criminal behaviour, improve prevention of criminal behaviour and to improve crime prevention. Among methods of achieving the abovementioned goals are: improving the work of the criminal police, improving the effectiveness of combating corruption and organized crime and strengthening cooperation between the police and the judiciary.

This Twinning project will support effective international police cooperation by enhancing and accelerating exchange of precise DNA and dactyloscopic information with up-to-date methods and equipment, in line with the best European practices. This will result in increased international exchange of DNA and fingerprints data and enhanced quality of processing of criminal cases in all countries involved in implementation of Prüm Decisions.

3. Description

3.1 Background and justification:

As it is of great significance in fighting crime within countries, over the years DNA analysis has also become an important tool in fighting cross-border crime. In order for Croatia to adequately participate in and contribute to the European fight against crime it would need to upgrade its technical equipment as well as to establish procedures and train personnel for the automated exchange of DNA and dactyloscopic data.

The European legal framework for the automated exchange of DNA and dactyloscopic data is given through the Prüm Decisions. Among other forms of police cooperation between 28 EU Member States, Prüm framework aims to introduce fast and efficient means of data exchange, by which EU Member States grant each other access rights to their automated DNA analysis files and automated fingerprint identification systems.

The Prüm Decisions (*Council Decision 2008/615/JHA of 23 June 2008 on the stepping up of cross-border cooperation, particularly in combating terrorism and cross-border crime; Council Decision 2008/616/JHA of 23 June 2008 on the implementation of Decision 2008/615/JHA*) provide, among other, automated exchange of DNA and dactyloscopic data. Access to DNA profiles and fingerprints held in national databases is granted on a "hit/no-hit" basis, which means that DNA profiles or fingerprints found at a crime scene in one EU Member State can be compared with profiles held in the databases of other EU Member States.

The provisions on the automated exchange of DNA profiles and dactyloscopic data were to be implemented by August 2011. However, due to financial, legislative, technical and human resource problems of the task, some EU Member States have encountered significant difficulties in fulfilling the requirements of Prüm Decisions. *Council conclusions on intensifying the implementation of the "Prüm Decisions" after the deadline of 26 August 2011,* adopted on the Justice and Home Affairs Council meeting on 13 and 14 December 2011, state that "the implementation deadline of 26 August

2011 has been met by 12 Member States in the area of exchange of DNA profiles, by 9 Member States in the area of exchange of fingerprints (FP) and by 9 Member States in the area of exchange of vehicle registration data (VRD)". *European Information Exchange Model (EIXM)* in their update from 28 April 2015 state that "by the spring of 2015 a number of Member States had not yet fulfilled their legal obligations under the Prüm Decision."

In the last 20 years scientific methods of DNA analysis from molecular biology have become one of the greatest tools of forensic science for solving crimes by processing biological traces left at the crime scene and are now routinely conducted in forensic DNA laboratories all over the world. Results of DNA analyses, DNA profiles of any kind of biological trace: blood, epithelial, semen, teeth, bone or hair, in comparison with DNA profile of a person can undoubtedly state if in fact that biological trace originated from that particular person or not. By entering different DNA profiles from biological traces found at crime scenes of unsolved crimes and from suspects/perpetrators in an electronic database it is possible to compare them and point to "matches" presenting solid evidence for the justice system.

Many EU Member States have such databases and compare DNA profiles daily. Some of them compare DNA profiles electronically, which is the fastest way to obtain and report a "match" between DNA profiles from different databases. With the current almost used up equipment, Croatia is not ready for electronic connection with EU Member States.

Croatian national DNA database is held in the Department of Biology and Fibers in Forensic Science Centre "Ivan Vučetić" within the Ministry of the Interior. From the year of 1999 when it was established until the present moment, it has been loaded with about 32 000 DNA profiles of suspects and 5 000 DNA profiles from unsolved crimes.

The only way of DNA data exchange between Croatia and other countries at this moment is through Interpol National Central Bureaus (NCBs). DNA profile is obtained from NCBs through NCB Interpol Zagreb on "Interpol DNA profile search request". In the year of 2015, more than 730 search requests were received from NCBs of other countries. There have been few DNA profiles of suspects from Croatia matching those of unsolved crimes in other mainly neighboring counties, and vice versa. Unfortunately, this kind of manual procedure, sending paper or electronic form of search request often takes days or even weeks to conduct.

Croatian national dactyloscopic database is held in the Department of Dactyloscopy and Identification in Forensic Science Centre "Ivan Vučetić" within the Ministry of the Interior. The Department of Dactyloscopy and Identification performs detection and expertise of fingerprint disputed traces, identification and international data exchange. Electronic dactyloscopic database was established in 2006. Currently it contains dactyloscopic data on 201 000 persons and more than 76 000 dactyloscopic unsolved traces.

The Automated Fingerprint Identification System (AFIS) version now used is MetaMorpho 3.2 and it consists of one full function workstation and three workstations for papillary lines input. The full function workstation performs the intake of dactyloscopy patterns, fingerprints and palm prints, which are delivered to the Department of Dactyloscopy and Identification from 20 police departments structured in Croatia (only the Department of Dactyloscopy and Identification is authorized to enter the fingerprints into AFIS). The procedure is as follows: after the technicians enter the forms, expert performs verification, after which the person's data is checked through the AFIS database (database of persons and database of traces) and in the end, final verification of the whole process is done. Since this is a full function workstation, it is also used for input and processing of papillary line traces, verification of traces through 2 databases (database of persons and

database of traces), comparisons of given results, control and verification of the whole procedure (input, processing, checking and comparison).

In 2015, police departments requested input and AFIS verification for approximately 5 500 cases, while other departments of the Ministry of the Interior requested approximately 1 700 AFIS verifications in regard to international police cooperation.

Currently international exchange of dactyloscopic data is requested by Interpol NCBs in other countries through NCB Interpol Zagreb on the „European fingerprint transmission" and „European fingerprint transmission accompanying document". In 2015 Department of Dactyloscopy and Identification has received over 700 search requests and when the search was performed 5% of those cases originated a match. Unfortunately, as it is the case with DNA data, these searches take a lot of time to perform and inform the sender of the search result. The existing workstations are overloaded with growing number of inputs, so in order to fasten the existing process of inputting and searching files additional workstations need to be secured.

Implementing Prüm Decisions would mean a lot faster and more efficient means of fighting crime within the EU by stepping up cross-border cooperation, in particular in combating terrorism and other kind of cross-border crime. DNA and dactyloscopic data exchange between Croatia and other EU Member States would enhance security of European Union citizens by intensifying cross-border law enforcement, since effective information exchange is essential to respond to criminal threats.

This Twinning project reflects *Council conclusions on intensifying the implementation of the Prüm Decisions after the deadline of 26 August 2011* which asks for appropriate measures to foster the process of implementing the Prüm Decisions. It represents Croatia's initiative to circumvent the encountered financial, legislative, technical and human resource problems. Croatia has substantial number of DNA profiles and dactyloscopic data in centralized unique national databases, so connecting electronically with databases of EU Member States would surely produce a number of "matches" which would result in solving of some unsolved crimes, particularly through comparing the data from countries which are geographically near to Croatia. The project will thus support Croatia's intensifying efforts to fully implement Prüm Decisions and cooperate more closely with EU Member States in order to increase effectiveness and efficiency of automated searching and comparison of DNA profiles and automated searching of dactyloscopic data. Prüm Decisions regarding automated exchange of DNA data shall be fully implemented in Croatia after the approval by the European Committee.

In order to meet the conditions for implementation of Prüm Decisions, it is essential to procure new equipment for DNA analysis as well as to acquire AFIS system technologic refresh or purchase new AFIS system which will enable automated exchange of dactyloscopic data. The mentioned equipment will be procured through the supply component of the overall project and the national budget. Twinning component of the overall project will assist in preparation of the Standard Operation Procedures in the area of automated exchange of DNA and dactyloscopic data and provide training of the forensic science experts on practical application of the new equipment and procedures.

3.2 Linked activities:

IPA 2013 "Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data" - Supply component

This project is part of the overall project which consists of two components: Twinning and Supply. The purpose of the Supply component is to procure and install automated robotic equipment for DNA

analyses, and to educate the staff on usage of the procured equipment. Since activities envisaged under the Twinning component refer to capacity building for implementation of the new methodology in the area of forensic DNA analysis and automated exchange of DNA data, the equipment that will be procured through the Supply component is necessary for implementation of the Twinning component.

It is important to highlight that for implementation of the Twinning component of the above mentioned project it is also essential to acquire AFIS system technologic refresh or purchase new AFIS system, including Prüm interface, which will enable automated exchange of dactyloscopic data. The acquiring of new AFIS system or refreshment of the existing AFIS system should be provided till 3Q 2017 through the national budget.

Taking into consideration that the equipment from the Supply component is expected to be procured and installed by 1Q 2017 and acquiring of new AFIS system or refreshment of the existing AFIS system should be provided till 3Q 2017 through the national budget, the start of the Twinning component of the overall project is tentatively envisaged for 3Q 2017.

Transition Facility – Institution Building Envelope "Implementing Next Generation Sequencing (NGS) technology in DNA forensic science laboratory" (CRO NGS)
The purpose of this Twinning project is to develop procedures for implementing and using of (Next Generation Sequencing) NGS technology and training forensic DNA experts in order to upgrade efficiency of forensic DNA laboratory (MoI) to effectively combat crime. The project is currently in the preparation phase with the expected start in the last quarter of 2016.

Transition Facility – Institution Building Envelope "Advanced biostatistics in routine forensic DNA casework" (CRO STAT)
This Twinning light project is currently in the preparation phase (it is expected to start in the last quarter of 2016 with the duration of six months). The project purpose is developing procedures for implementing and using of advanced statistical programs for DNA mixtures and familial/relatives search and training forensic DNA experts in order to upgrade efficiency of forensic science DNA laboratory (within the Ministry of the Interior) to effectively combat crime and to consequently increase cooperation between police and judiciary.

Transition Facility – Institution Building Envelope "Disaster victim identification in natural and accidental disasters and terrorism acts" (CRO DVI)
The project is currently in the preparation phase with the expected start in the last quarter of 2016. The purpose of this Twinning project is to educate DNA and dactyloscopic forensic experts for fast and effective response in cases of Disaster Victim Identification in Mass Disasters through acquisition of knowledge and skills as well as experience exchange within the international environment.

Transition Facility – Institution Building Envelope "Biometric face identification"(CRO BFI)
This Twinning light project is currently in the preparation phase (it is expected to start in the second quarter of 2016 with the duration of six months). The purpose of the project is to increase capacities of forensic experts at Forensic Science Centre, Department of dactyloscopy and identification for facial biometric identification.

TAIEX "Statistical evaluation of forensic DNA evidence using LRmix program"
This study visit to University of Copenhagen, Department of Forensic medicine, Dennmark, lasted from 23 March 2015 until 27 March 2015. The purpose of this study visit was to collect basic knowledge of forensic DNA mixture interpretation using free statistical software program LRmix,

which has consequently improved our knowledge on statistic calculation and interpretation of forensic DNA mixtures in DNA laboratory of FSC “Ivan Vučetić”.

3.3 Results:

Component 1: Strengthening capacities in the area of automated DNA analysis and automated exchange of DNA data.

Result 1.1: Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data prepared.

Indicators of achievement:

- Analysis of the existing working procedures regarding automated DNA analysis and automated exchange of DNA data conducted and corresponding report prepared.
- Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data drafted.
- Round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data conducted and minutes of the meeting prepared.
- Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data finalized and translated into Croatian language.

Result 1.2: Capacity of forensic science experts in the area of automated DNA analysis and automated exchange of DNA data strengthened through practical trainings.

Indicators of achievement:

- Training needs analysis (TNA) in the area of automated DNA analysis and automated exchange of DNA data conducted and TNA report prepared.
- Training programme and training materials prepared.
- Traineeship in the MS in the area of automated DNA analysis and automated exchange of DNA data for 8 forensic DNA experts, in duration of 3 weeks conducted and traineeship report prepared.
- On-the-job training for at least 8 forensic DNA experts related to automated DNA analysis and automated exchange of DNA data conducted.

Component 2: Strengthening capacities in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data.

Result 2.1: Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data prepared.

Indicators of achievement:

- Analysis of the existing working procedures regarding automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and corresponding report prepared.
- Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data drafted.
- Round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and minutes of the meeting prepared.
- Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data finalized and translated into Croatian language.

Result 2.2: Capacity of forensic science experts in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data strengthened through practical trainings.

Indicators of achievement:

- TNA in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and TNA report prepared.
- Training programme and training materials prepared.
- Traineeship in the MS in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data for 8 forensic science experts, in duration of 3 weeks conducted and traineeship report prepared.
- On-the-job training for at least 8 forensic science experts related to automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted.

3.4 Activities:

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

Component 1: Strengthening capacities in the area of automated DNA analysis and automated exchange of DNA data.

Activities related to Result 1.1:

1.1.1 Conducting analysis of the existing working procedures regarding automated DNA analysis and automated exchange of DNA data and preparing corresponding report.
1.1.2 Drafting Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data that will be used by forensic DNA experts.
1.1.3 Conducting round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data and preparing minutes of the meeting.
1.1.4 Finalizing Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data and their translation into Croatian language.

Activities related to Result 1.2:

1.2.1 Conducting Training Needs Analysis (TNA) for forensic DNA experts in the area of automated DNA analysis and automated exchange of DNA data and preparing TNA report.
1.2.2 Preparing training programme and training materials.
1.2.3 Conducting traineeship in the area of automated DNA analysis and automated exchange of DNA data for 8 forensic DNA experts in the MS forensic science services (in duration of 3 weeks) and preparing traineeship report.
1.2.4 Conducting on-the-job training for at least 8 forensic DNA experts related to automated DNA analysis and automated exchange of DNA data with the purpose of practical implementation of the learned techniques in the BC under supervision of MS experts. Training is envisaged to be implemented on the new equipment purchased through the supply component of the overall project.

Component 2: Strengthening capacities in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data.

Activities related to Result 2.1:

2.1.1 Conducting analysis of the existing working procedures regarding automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing corresponding report.
2.1.2 Drafting Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data that will be used by forensic science experts.
2.1.3 Conducting round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing minutes of the meeting.
2.1.4 Finalizing Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data and their translation into Croatian language.

Activities related to Result 2.2:

2.2.1 Conducting TNA for forensic science experts in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing TNA report.
2.2.2 Preparing training programme and training materials.
2.2.3 Conducting traineeship in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data for 8 forensic science experts in the MS forensic science services (in duration of 3 weeks) and preparing traineeship report.
2.2.4 Conducting on-the-job training for at least 8 forensic science experts related to automated dactyloscopic analysis and automated exchange of dactyloscopic data with the purpose of practical implementation of the learned techniques in the BC under supervision of MS experts. Training is envisaged to be implemented on the new equipment purchased through the supply component of the overall project.

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

3.5 Means/ Input from the MS Partner Administration:

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

3.5.1 Profile and tasks of the Project Leader

Profile of the Project Leader

Requirements:

- University level education or equivalent professional experience of 13 years in law enforcement
- Minimum 5 years of experience in the field of forensic science
- 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 implementation of EU standards
- Experience in international police cooperation
- Experience in law enforcement services

Tasks of the Project Leader:
- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS
- Overall responsibility, coordination and direction of the MS Twinning partner inputs
- Monitoring the project implementation and proposing remedial actions if needed
- Ensuring sound implementation of the envisaged activities
- Coordination of deployment of short-term experts
- Organization of traineeships in the 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 law enforcement
- Minimum 3 years of experience in the field of forensic science
- 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 organizing or conducting trainings
- Experience in forensic DNA analysis
- Experience in forensic dactyloscopic analysis
- Experience in law enforcement services

Tasks of the Resident Twining Adviser:
- Support and coordination of all activities in the BC
- Day to day management of the project
- Providing technical advice on EU policies and best practices, and assisting Croatian administration in the context of project work plan
- Coordination and assistance to the short-term experts

- Coordination of the project implementation and proposing corrective actions, if required
- Monitoring budget spending
- Executing administrative issues (e.g. assisting in reporting)
- Organization of visibility events (kick-off and final event)
- Organization of PIU and Steering Committee meetings
- Networking with institutions relevant to this project in the BC and in MS

The duration of the RTA secondment is 12 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)

Requirements:
- University level education or equivalent professional experience of 8 years in law enforcement
- Minimum 3 years of experience in forensic science in the area of DNA analysis
- 1 year of experience in practical application of Prüm Decisions regarding automated exchange of DNA data
- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5
- Computer literacy

Assets:
- Experience in drafting and implementing training programmes
- Experience in preparation of procedures for automated exchange of DNA data

Tasks of the Short-term expert 1:
- Conducting analysis of the existing working procedures regarding automated DNA analysis and automated exchange of DNA data and preparing corresponding report
- Drafting, discussing and finalizing Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data
- Conducting TNA analysis and preparing TNA report, training program and materials in the area of automated DNA analysis and automated exchange of DNA data
- Conducting the trainings
- Participating in other relevant activities as determined during the project implementation

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

Requirements:
- University level education or equivalent professional experience of 8 years in law enforcement
- Minimum 3 years of experience in forensic science in the area of dactyloscopic analysis
- 1 year of experience in practical application of Prüm Decisions regarding automated exchange of dactyloscopic data

- Working level of English language
- Proven contractual relation to public administration or mandated body, as defined under Twinning manual 5.4.5
- Computer literacy

Assets:
- Experience in drafting and implementing training programmes
- Experience in preparation of procedures for automated exchange of dactyloscopic data

Tasks of the Short-term expert 2:
- Conducting analysis of the existing working procedures regarding automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing corresponding report
- Drafting, discussing and finalizing Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data
- Conducting TNA analysis and preparing TNA report, training program and materials in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data
- Conducting the trainings
- 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 preparation of procedures.

4. Institutional Framework

The main beneficiary of the project is the Ministry of the Interior of the Republic of Croatia (MoI).

Forensic Science Centre "Ivan Vučetić" (FSC) is a part of the General Police Directorate of the MoI. It provides forensic expertise in the following areas: documents, DNA, drugs, fibers, finger prints, firearms, fire and explosion, handwriting, marks, paint, road accident analysis, cybercrime and when needed crime scene investigations and forensic services to the Ministry of Defense and the Ministry of Finance – Customs Administration. After performing expertise, forensic experts' reports are sent to the ordering authority and become part of important documentation in the course of criminal investigation and judicial proceeding. Forensic science experts are often called upon the main debate in court in order to corroborate their expertise.

Two departments of the FSC "Ivan Vučetić" will be directly involved in this project: Department of Biology and Fibers and Department of Dactyloscopy and Identification.

The Department of Biology and Fibers performs biological expertise, mainly DNA analysis of any kind of biological traces and referent samples for comparison. Biology section employs 24 persons, out of which 18 employees are forensic science experts of 3 different ranks, 5 employees are laboratory technicians and one person is an administrative officer.

The Department of Dactyloscopy and Identification performs detection and expertise of fingerprint disputed traces and referent fingerprint samples for comparison. Currently it has 17 staff members.

Croatian national DNA database is held in the Department of Biology and Fibers and national dactyloscopic database is held in the Department of Dactyloscopy and Identification. The mentioned two departments also perform international data exchange mainly through Interpol NCBs on the corresponding transmission documents.

Since the project is targeted at developing institutional and administrative capacity of the FSC "Ivan Vučetić" through development of procedures and trainings of its employees, the results of this Twinning 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

Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)	IPA Community Contribution	National Co-financing	**TOTAL**
Twinning Contract	95% 570.000,00 EUR	5% 30.000,00 EUR	**600.000,00 EUR**

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

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

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

6. Implementation Arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting:

Central Finance and Contracting Agency (CFCA)
Ulica grada Vukovara 284
10000 Zagreb, Croatia
Mr Tomislav Petric, 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:
Mr Krešimir Perović
Acting Head of Independent Sector for Schengen Coordination and EU Projects
Ministry of the Interior
Ulica grada Vukovara 33
10000 Zagreb, Croatia
Phone: +385 1 6122 561

E-mail: kperovic@mup.hr

Project Leader Counterpart:
Mr Dražen Mayka, Assistant Director
Ministry of the Interior
Ilica 335
10000 Zagreb, Croatia

RTA Counterpart:
Mr Siniša Merkaš
Senior DNA expert
Ministry of the Interior
Ilica 335
10000 Zagreb, Croatia

6.3 Contracts

It is envisaged that the Project will be implemented through one Twinning Contract, with the maximum amount of 600.000,00 EUR.

7. Implementation Schedule (indicative)

7.1 Launching of the call for proposals: 2Q 2016

7.2 Start of project activities: 3Q 2017[1]

7.3 Project completion: 3Q 2018

7.4 Duration of the execution period (number of months): 15 months; the execution period will end 3 months after the implementation period of the Action (work plan) which will take 12 months.

8. Sustainability

The Ministry of the Interior shall provide support for effective project implementation, which will guarantee the adequate sustainability of efforts.

The project is designed to provide all necessary preconditions to implement Prüm decisions. The prepared Standard Operation Procedures and increased capacities of forensic science experts will be a permanent asset to the routine work of the MoI even after the end of the Twinning project implementation.

In the longer-term, the project is likely to have positive impact on international police cooperation and effectiveness of crime investigation since it will provide bases for the increased speed in solving international crimes regarding automated exchange of dactyloscopic and DNA data.

[1] The start of the Twinning project is tentatively envisaged for 3Q 2017 taking into consideration that acquiring of new AFIS system or refreshment of the existing AFIS system, which will enable automated exchange of dactyloscopic data, should be provided till 3Q 2017 through the national budget (the equipment from the Supply component for the automated exchange of DNA data is expected to be procured and installed by 1Q 2017).

9. Crosscutting issues

Based on the fundamental principles of promoting equality and combating discrimination, as provided in Croatia's legislation and practice, 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

N/A

- Sequencing

For full implementation of the Twinning component of the overall IPA 2013 project "Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data" it is essential to acquire AFIS system technologic refresh or purchasing new AFIS system, including Prüm interface, which will enable automated exchange of dactyloscopic data. The acquiring of new AFIS system or refreshment of the existing AFIS system should be provided till 3Q 2017 through the national budget.

The Twinning component of the overall IPA 2013 project "Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data" is envisaged to start after the equipment from the Supply component for the automated exchange of DNA data is procured and installed due to the fact that the above mentioned equipment is necessary for implementation of the activities envisaged under the Twinning component, which refer to capacity building for implementation of the new methodology in the area of forensic DNA analysis and automated exchange of DNA data.

Taking into consideration that the equipment from the Supply component is expected to be procured and installed by 1Q 2017 and acquiring of new AFIS system or refreshment of the existing AFIS system should be provided till 3Q 2017 through the national budget, the start of the Twinning component is tentatively envisaged for 3Q 2017.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
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Annex 1. Logical framework matrix in standard format

Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)		Program name and number: IPA 2013	
Ministry of the Interior		Contracting period expires: 3 years following the date of conclusion of the Financing Agreement	Disbursement period expires: 3 years following the expiration of the contracting deadline
		Total budget: 600.000,00 EUR	IPA financing: 570.000,00 EUR (95%) National co-financing: 30.000,00 EUR (5%)[2]
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
Prüm Decisions fully implemented in the Republic of Croatia and effectiveness of the Ministry of the Interior (MoI) in the field of international police cooperation increased.	• Increased international police cooperation activities • Accelerated international exchange of forensic DNA profiles and dactyloscopic data	• Regular EC and Croatian reports and statistics	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Procedures for the automated exchange of DNA and dactyloscopic data developed and forensic science experts trained in order to establish preconditions for implementation of Prüm Decisions.	• MoI applying procedures and up to date technologies for the automated exchange of DNA and dactyloscopic data, in line with Prüm Decisions • Accelerated international exchange of forensic DNA profiles • Accelerated international exchange of dactyloscopic data • Standard Operation Procedures developed • Forensic science experts trained and their capacities for DNA analysis and automated exchange of DNA data as well as for dactyloscopic analysis and automated exchange of	• Final Twinning report • Documentation produced under the Twinning project (reports, recommendations, minutes of the meetings, etc.) • Standard Operation Procedures • Training programmes • Training materials • List of participants on trainings and traineeships in the MS • Training evaluation reports • Traineeship reports	• Full commitment of the MoI to intensify international police cooperation • Efficient cooperation and co-ordination of the principal actors • Organizational, technical and infrastructure capacities necessary for implementation of the project in place • Human resources for the implementation of the project in place • Recommendations of the project applied

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

	dactyloscopic data increased		
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Component 1: Strengthening capacities in the area of automated DNA analysis and automated exchange of DNA data. Result 1.1: Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data prepared.	• Analysis of the existing working procedures regarding automated DNA analysis and automated exchange of DNA data conducted and corresponding report prepared. • Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data drafted. • Round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data conducted and minutes of the meeting prepared. • Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data finalized and translated into Croatian language.	• Final Twinning report • Documentation produced under the Twinning project (reports, recommendations, minutes of the meetings, etc.) • Standard Operation Procedures • Training programmes • Training materials • List of participants on trainings and traineeships in the MS • Training evaluation reports • Traineeship reports	• Full commitment of the MoI to intensify international police cooperation • Efficient cooperation and co-ordination of the principal actors • Organizational, technical and infrastructure capacities necessary for implementation of the project in place • Human resources for the implementation of the project in place

Result 1.2: Capacity of forensic science experts in the area of automated DNA analysis and automated exchange of DNA data strengthened through practical trainings. Component 2: Strengthening capacities in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data. Result 2.1: Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data prepared.	• Training needs analysis (TNA) in the area of automated DNA analysis and automated exchange of DNA data conducted and TNA report prepared. • Training programme and training materials prepared. • Traineeship in the MS in the area of automated DNA analysis and automated exchange of DNA data for 8 forensic DNA experts, in duration of 3 weeks conducted and traineeship report prepared. • On-the-job training for at least 8 forensic DNA experts related to automated DNA analysis and automated exchange of DNA data conducted. • Analysis of the existing working procedures regarding automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and corresponding report prepared. • Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data drafted. • Round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and minutes of the meeting prepared. • Standard Operation Procedures for automated dactyloscopic analysis and		

	automated exchange of dactyloscopic data finalized and translated into Croatian language.		
Result 2.2: Capacity of forensic science experts in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data strengthened through practical trainings.	• TNA in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted and TNA report prepared. • Training programme and training materials prepared. • Traineeship in the MS in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data for 8 forensic science experts, in duration of 3 weeks conducted and traineeship report prepared. • On-the-job training for at least 8 forensic science experts related to automated dactyloscopic analysis and automated exchange of dactyloscopic data conducted.		
Activities	Means	Specification of costs	Assumptions
The activities listed below represent the minimum activities to be implemented in the course of the Twinning project. Member State(s) may propose additional activities in line with the methodology elaborated in its proposal. Component 1: Strengthening capacities in the area of automated DNA analysis and automated exchange of DNA data. 1.1.1 Conducting analysis of the existing working procedures regarding automated DNA analysis and automated exchange of DNA data and preparing corresponding report. 1.1.2 Drafting Standard Operation	Analysis Consultations Discussions Preparation of documentation Practical training in the BC Traineeship in the MS	600.000,00 EUR	• In line with the assumptions specified for the results.

Procedures for automated DNA analysis and automated exchange of DNA data that will be used by forensic DNA experts. 1.1.3 Conducting round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data and preparing minutes of the meeting. 1.1.4 Finalizing Standard Operation Procedures for automated DNA analysis and automated exchange of DNA data and their translation into Croatian language. 1.2.1 Conducting Training Needs Analysis (TNA) for forensic DNA experts in the area of automated DNA analysis and automated exchange of DNA data and preparing TNA report. 1.2.2 Preparing training programme and training materials. 1.2.3 Conducting traineeship in the area of automated DNA analysis and automated exchange of DNA data for 8 forensic DNA experts in the MS forensic science services (in duration of 3 weeks) and preparing traineeship report. 1.2.4 Conducting on-the-job training for at least 8 forensic DNA experts related to automated DNA analysis and automated exchange of DNA data with the purpose of practical implementation of the learned techniques in the BC under supervision of MS experts. Training is envisaged to be implemented on the new equipment purchased through the supply component of the overall project. Component 2: Strengthening capacities in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data.			

2.1.1 Conducting analysis of the existing working procedures regarding automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing corresponding report. 2.1.2 Drafting Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data that will be used by forensic science experts. 2.1.3 Conducting round-table discussion (at least 5 participants) with the purpose to present and comment on the drafted Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing minutes of the meeting. 2.1.4 Finalizing Standard Operation Procedures for automated dactyloscopic analysis and automated exchange of dactyloscopic data and their translation into Croatian language. 2.2.1 Conducting TNA for forensic science experts in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data and preparing TNA report. 2.2.2 Preparing training programme and training materials. 2.2.3 Conducting traineeship in the area of automated dactyloscopic analysis and automated exchange of dactyloscopic data for 8 forensic science experts in the MS forensic science services (in duration of 3 weeks) and preparing traineeship report. 2.2.4 Conducting on-the-job training for at least 8 forensic science experts related to automated dactyloscopic analysis and automated exchange of dactyloscopic data with the purpose of practical implementation of the learned techniques in the BC under			

supervision of MS experts. Training is envisaged to be implemented on the new equipment purchased through the supply component of the overall project.			
			Preconditions: N/A

Annex 2. Detailed implementation chart

Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)	**2016**										**2017**												**2018**									
Month	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
Twinning		T	T	T	T	C	C	C	C	C	-	-	-	-	-	-	-	-	A/I	I	I	I	I	I	I	I	I	I	I	I	R	R	R

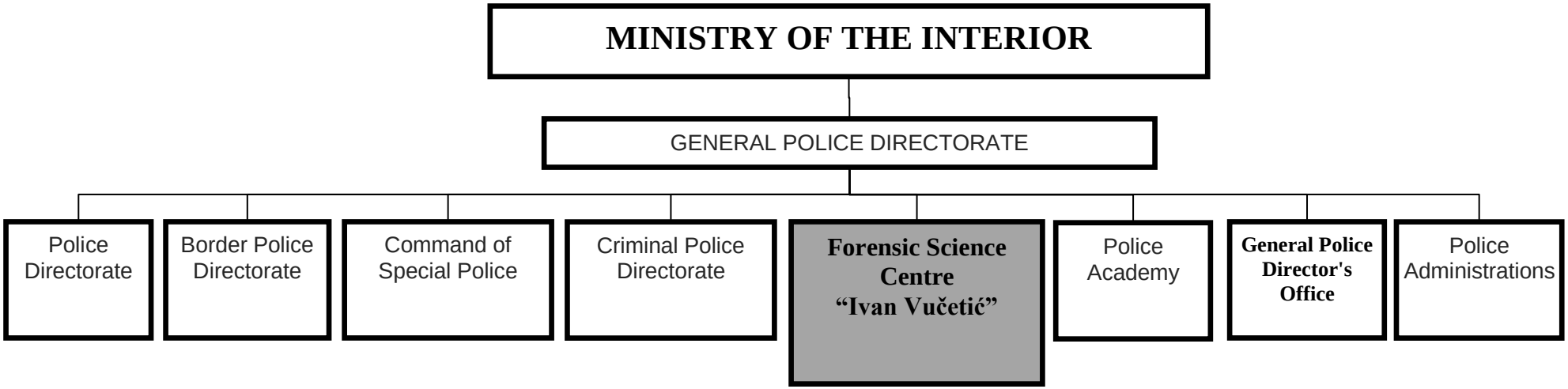
T – Call for proposals and evaluation
C – Contracting
A/I – Arrival of the RTA/ Start of the implementation of activities
I – Implementation of activities
R – Report

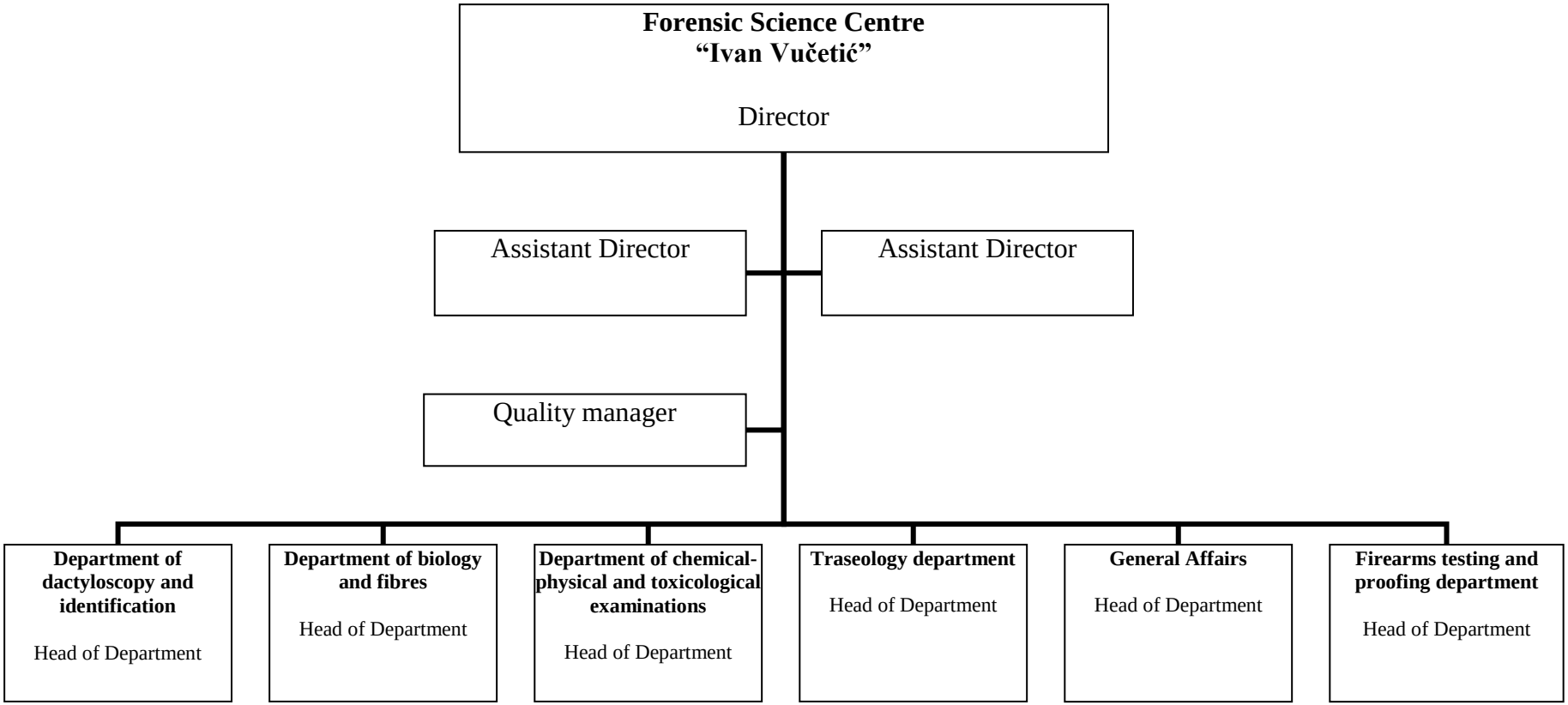
Annex 3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)

Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)	Cumulative contracting schedule by quarters in EUR (provisional)			
	2016			
	I	II	III	IV
Twinning				600.000,00
TOTAL (EUR):				600.000,00

Strengthening capacities of the Ministry of the Interior to implement the automated exchange of DNA and dactyloscopic data (CRO DNA/DKT)								
	2017				2018			
	I	II	III	IV	I	II	III	IV
Twinning				468.292,68				131.707,32
TOTAL (EUR):				468.292,68				600.000,00

Annex 4. Organizational structure of the Ministry of the Interior and FSC Ivan Vučetić




Forensic Science Centre
"Ivan Vučetić"
Director
Assistant Director
Assistant Director
Quality manager
Department of dactyloscopy and identification
Head of Department
Department of biology and fibres
Head of Department
Department of chemical-physical and toxicological examinations
Head of Department
Traseology department
Head of Department
General Affairs
Head of Department
Firearms testing and proofing department
Head of Department

Annex 5. List of relevant laws and regulations

Reference list of EU and international documents:

- Council Decision 2008/615/JHA of 23 June 2008 on the stepping up of cross-border cooperation, particularly in combating terrorism and cross-border crime
- Council Decision 2008/616/JHA of 23 June 2008 on the implementation of Decision 2008/615/JHA
- Council Conclusions on intensifying the implementation of the Prüm Decisions after the deadline of 26 August 2011, 3135th Justice and Home Affairs Council meeting
- Internal Security Strategy for the European Union "Towards a European Security Model", Council Document, 5842/2/2010

Reference list of relevant Croatian laws and regulations:

- Criminal Code, Official Gazette 125/11, 144/12, 56/15, 61/15
- Law on Criminal Procedure, Official Gazette 152/08, 76/09, 80/11, 121/11, 91/12, 143/12, 56/13, 145/13, 152/14,
- Ordinance on the manner of taking samples of biological material for DNA analysis, Official Gazette 120/14
- Ordinance on the organization and management of collections with the automatic processing of data on determining the identity of the suspect, Official Gazette 157/09