

# STANDARD TWINNING LIGHT PROJECT FICHE

## 1. Basic Information

- 1.1 Publication notice reference:
- 1.2 Programme: IPA 2012 FFRAC
- 1.3 Twinning Number: HR 12 IPA JH 01 16 TWL
- 1.4 Title: Enhancing administrative and operative capacities of the National Police Office for Suppression of Corruption and Organized Crime (CRO NPOSCOC)
- 1.5 Sector: Justice, Freedom and Security
- 1.6 Beneficiary country: Republic of Croatia

## 2. Objectives

### 2.1 Overall objective:

The overall objective is to enhance capacities of the Republic of Croatia to efficiently combat organized crime and corruption as major threats to stability, security and democracy.

### 2.2 Project purpose:

The project purpose is to strengthen capacity of the Ministry of Interior by increasing effectiveness of the National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC) at the national and regional level through improvement of their internal administrative and operational procedures and implementation of trainings.

### 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 as the 28th Member State. In the Annex VII among Specific commitments undertaken by the Republic of Croatia in the accession negotiations it is stated: "To continue to ensure a sustained track record of substantial results based on efficient, effective and unbiased investigation, prosecution and court rulings in organised crime and corruption cases at all levels including high level corruption, and in vulnerable sectors such as public procurement."

**Treaty of Lisbon**, considers the fight against crime as one of the most important tasks of the European Union: "The Union shall offer its citizens an area of freedom, security and justice without internal frontiers, in which the free movement of persons is ensured in conjunction with appropriate measures with respect to external border controls, asylum, immigration and the prevention and combating of crime" (Article 3, paragraph 2). Moreover, the **Communication from the Commission "The EU Internal Security Strategy in Action: Five steps towards a more secure Europe"** of 22 November 2010, COM (2010) 673 final, includes the task to fight serious and organised crime and terrorism as one of the five strategic objectives.

### **European Security Strategy**

This Twinning light project is also in line with the European Security Strategy, adopted by the

European Council in February 2010, under Section I. The Security Environment: Global Challenges and Key Threats regarding combating against terrorism and organised crime.

### **Strategic plan for the Ministry of Interior and other institutions involved in protection and rescue for the period 2014 – 2016, 2015 – 2017 and 2016-2018**

This Twinning light 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.

Prevention of crime as well as detection and fight against crime are also among the most important goals to be pursued within the strategic documents of the Republic of Croatia. Thus, Strategic Plan of the Ministry of Interior 2015 – 2017 provides strategic basis for suppression of organised crime and corruption in the Republic of Croatia.

Furthermore, **National Anti-Corruption Strategy and Action Plan of the Ministry of Interior** stipulate anti-corruption measures in order to increase the number of reported criminal offenses with elements of corruption and to intensify prevention of corruption. The mentioned measures also envisage training of police officers in terms of the Code of Police with the purpose of improving the integrity of the Ministry and preventing of internal corruption.

This Twinning light project will improve NPOSCOC’s internal administrative procedures and its functioning and efficiency at the national and regional level and will strengthen its capacities through trainings and study visits. This will further contribute to improvement of criminal police investigations in the Republic of Croatia, and the effectiveness of combating corruption and organized crime.

## **3. Description**

### **3.1 Background and justification:**

The Ministry of Interior’s main responsibilities are to ensure the safety of citizens, of the democratic institutions of the state and the constitutional system, as well as to fight against and to act in prevention of all forms of crime. The Ministry of Interior, among others, has been in charge of criminal police activities that involve protection of life and personal security of people and property and prevention and detection of crime, tracing and capturing of perpetrators of criminal offences and their bringing before the competent authorities, maintaining of public order and protection of particular persons, citizens, facilities and premises, conducting of technical crime investigations and expert analysis.

The National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC) was established in September 2009 in order to tackle organised crime and corruption in the most efficient way. NPOSCOC was established within the reorganisation of the criminal police, in line with the model developed through the MATRA Flex project *Reorganisation of the Criminal Police*, which was implemented in cooperation with the partners from the Netherlands.

The scope of work of NPOSCOC, as a separate organizational unit within the Criminal Police Directorate, is suppression of the most complex crimes, particularly crimes of corruption and organized crime. Within NPOSCOC, there are four regional departments located in Zagreb, Split,

Rijeka and Osijek, the task of which is to conduct police investigations of crime cases at national level, i.e. crime investigations of the most complex cases which are conducted on the territory of two or more police districts or crime investigations which require international cooperation.

NPOSCOC's headquarters are situated in Zagreb. The tasks conducted at NPOSCOC's headquarters are as follows:

- Monitoring and analysing of specific forms of corruption and organised crime, their trends and modes of perpetration;
- Participation in the international activities related to the subject of its work;
- Managing international projects in designated areas;
- Establishment of methods and procedures for detection and suppression of crime within its responsibility;
- Creating the threat assessments (strategic assessments) within its responsibility (Organized crime threat assessment (OCTA<sup>1</sup>) and other);
- Proposing and drafting of normative acts and special reports;
- Professional and advisory assistance in specific crime investigations of the regional departments and police administrations.

Tasks of the NPOSCOC's regional departments situated in Zagreb, Split, Rijeka and Osijek are as follows:

- Immediate implementation of investigations from the specific areas of responsibility where the teams comprise of specialists of specific fields for investigating the most complex crimes: leader of investigation, operative analyst, police officers with specialist expertise (organised crime, drugs crime, economic crime and other serious crime that can threaten national security or disturb the public) and financial investigations experts;
- Basic principles of forming the teams are the principles of flexibility and elasticity, depending on the subject of investigation. The jurisdiction is generally regional, but teams can be assembled from participants coming from different regional departments, depending on the scope and complexity of the investigation.

Nevertheless, it should be kept in mind that the NPOSCOC headquarter in Zagreb can exceptionally, when needed, take over a part of the work of regional departments. Such situation is possible in case of complicated crime investigations which are being conducted at the national or international level. However, generally the operative part of NPOSCOC's work is performed by the regional departments.

One of the aims of the Twinning light project is to provide analysis of the legislative provisions regarding procedures which NPOSCOC applies in order to enhance operational efficiency by providing recommendations for modifying respective legal provisions.

Moreover, in criminal investigations internal database is used with specific manner of importing data and data usage. NPOSCOC is one of the beneficiaries of this database. The analysis of the current database and the current work model (method of data import and data usage) needs to be conducted, with the purpose of obtaining recommendation for improvement of security of database system. The project will provide assistance in improving the current data processing, structure, storing system, access and procedures for using internal NPOSCOC's database.

Another aim of the Twinning light project is to implement training of trainers (ToT), and develop of mentoring system as well as to prepare handbooks for work of NPOSCOC's police officers taking into consideration the already existing handbooks.

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<sup>1</sup>OCTA is a strategic document of the Ministry of Interior, which assesses organized crime threats.

Implementation of the project will significantly contribute to enhancement of efficiency, flexibility and quality of work of NPOSCOC, which is the most important actor in suppression of organized crime and corruption as major threats to stability, security and democracy.

### 3.2 Linked activities:

#### **IPA 2011 “Restoration and Equipping of the premises for NPOSCOC Osijek and Rijeka”**

The purpose of the project is to create adequate preconditions for effective operation of the National Police Office for Suppression of Corruption and Organized Crime departments (NPOSCOC) at the regional level in Osijek and Rijeka. The project consists of 3 components: Works, Technical Assistance (supervision of works) and Supply. The project is in implementation phase and it is expected that the new premises for the NPOSCOC regional department Rijeka, Osijek and the Detention Unit will be restored and equipped.

#### **IPA 2011 Twinning project “Strengthening capacities of the Ministry of Interior to combat cybercrime” (Twinning project no. HR/2011/IB/JH/01, MS Twinning partners: Spain and Austria)**

Started in June 2014 and ended in January 2016. The purpose of this Twinning project was to strengthen capacities of the Forensic Science Centre for forensic investigation of cybercrime and to strengthen capacities of the Criminal Police Directorate for fighting cybercrime at the national, regional, European and international level.

Through this project Standard Operating Procedures for collection, examination, analysis and reporting on electronic evidence according to ISO 17025 standard and ENFSI procedures were developed. Training programme and training manual, including training of trainers programme and corresponding materials, on forensic cybercrime investigation for forensic science experts were prepared. Capacities of the Criminal Police Directorate for fighting cybercrime and capacity of the Police Academy to provide training on fighting cybercrime were enhanced.

#### **IPA 2011 FFRAC Twinning light project “Strengthening capacities of the Ministry of Interior for using IMSI Catcher” (HR/2011/IB/JH/02, MS Twinning partner: Germany)**

The project started in January 2015 and finished in October 2015. The purpose of the project was to strengthen administrative capacities of the Ministry of Interior for using International Mobile Subscriber Identity (IMSI) Catcher in future criminal investigations. The following project results were achieved:

1. Recommendations for improvement of Fugitive Unit work regarding IMSI Catcher usage in criminal investigations in terms of internal organization, human capacities, work processes and technical equipment prepared;
2. Standard Operating Procedures for the process of requesting, preparing and implementing IMSI Catcher operations prepared;
3. Functional specifications for development of database for Fugitive Unit developed;
4. Capacity of police officers for using IMSI Catcher in criminal investigations strengthened through practical on-the-job trainings.

#### **IPA 2007 Twinning project “Strengthening Capacities of Ministry of the Interior to combat Narcotic Drugs Trafficking and Drug Abuse” (Twinning project no. HR/2007/IB/JH/03, MS Twinning partner: Austria)**

The project started in February 2010 and finished in July 2011. Its objective was to strengthen the

ability of the Ministry of Interior in fight against organized crime in the field of suppression of organized production and resale of drugs. The overall project included Twinning and Supply component.

**CARDS 2004 Twinning project “Combating Trafficking in Firearms, Ammunition and Explosives” (Twinning project no. HR/2004/IB/JH/03, MS Twinning partner: the Netherlands)**

The project started in mid-2007 and finished in October 2008. The aim was to enhance the ability to prevent, combat and eradicate the illicit manufacturing of and trafficking in firearms, ammunition and explosives.

**CARDS 2003 Twinning project “Criminal Intelligence System – Phase II” (Twinning project no. HR/2003/IB/JH/07, MS Twinning partner: United Kingdom)**

This project was continuation of the Phase I project. The overall project included Twinning, Technical Assistance and Supply component. It started in June 2006 and finished in March 2008.

**MPAP 2008 project “Reorganisation of the Criminal Police Phase II”**

This Technical Assistance was provided by the Department of International Police Information (IPOL) and the Regional Police Force of Utrecht. The project started in April 2009 and ended in November 2010. The purpose of the project was to provide further support to the reorganisation of the Criminal Police, including strengthening of the National Police Office for Suppression of Corruption and Organised Crime.

**MATRA Flex project “Reorganisation of the Criminal Police”**

The project finished in April 2007. It was implemented in cooperation with the partners from the Netherlands. The purpose of the project was assistance to the reorganisation of the Croatian Criminal Police. NPOSCOC was established in line with the model developed through this MATRA Flex project.

**CARDS 2002 Twinning project “Criminal Intelligence System – Phase I” (Twinning project no. HR/2002/IB/JH/01, MS Twinning partner: United Kingdom)**

The overall project included Twinning, Technical Assistance and Supply component. The project started in May 2005 and finished in July 2006. The aim of the project was designing of missing Criminal Intelligence System (CIS) components and implementing developed CIS components, building upon the currently existing CIS and general concept designed by Criminal Analysis Department (CAD) to fight against transnational organised crime, illegal migration, money laundering, trafficking in human beings, weapons and drugs.

There is a constant need for improvement of skills and knowledge of police officers in this highly specialised and technical area of criminal investigations. Specific capacity and institutional building activities envisaged under this Twinning light project are necessary and there is no overlapping with the above mentioned linked activities.

### 3.3 Results:

Result 1: Report with recommendations for improvement of legislative provisions on corruption and organized crime prepared.

Indicators of achievement:

- Analysis of the legislative provisions regarding procedures on corruption and organized crime (which NPOSCOC applies) conducted and analysis report prepared<sup>2</sup>.
- Round table with the aim to discuss the analysis report conducted.
- Report with recommendations for improvement of legislative provisions (taking into consideration conclusions of the round table discussion) prepared.

Result 2: Internal administrative procedures improved; recommendations for developing the internal database technical capacities prepared.

Indicators of achievement:

- Analysis of NPOSCOC's internal administrative procedures<sup>3</sup> at the national and regional level as well as the internal NPOSCOC's database technical capacities conducted and analysis report prepared.
- Round table with the aim to discuss the analysis report conducted.
- Following round table discussion, report with recommendations for improvement of NPOSCOC's internal administrative procedures at the national and regional level prepared<sup>4</sup>.
- Study visit<sup>5</sup> of the Ministry of Interior's staff in an EU Member State (5 working days, 6 participants) conducted, and study visit report prepared.
- In cooperation with the Ministry of Interior expert services (Criminal Intelligence Service and Criminal Intelligence Analysis Service), a new model with the improved internal administrative procedures developed.
- Pilot implementation of the internal administrative procedures (at least 5 NPOSCOC police officers participated) conducted and corresponding report with recommendations prepared.
- Report with recommendations for development of the internal NPOSCOC's database technical capacities prepared.

Result 3: NPOSCOC's capacities in relation to criminal investigations of corruption and organized crime strengthened.

Indicators of achievement:

- Analysis of the existing operational procedures on dealing with criminal investigations of corruption and organized crime at the national and regional level conducted and corresponding report with recommendations for improvement prepared.
- TNA analysis of NPOSCOC police officers conducted and TNA report prepared.
- Training plan, including identification of future regional level trainers, prepared.
- Study visit<sup>6</sup> of the Ministry of Interior's staff in an EU Member State (5 working days, 5 participants<sup>7</sup>) conducted and study visit report prepared.

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<sup>2</sup> The analysis should take into consideration the Report of the EU peer-based mission of July 2012 which will be made available to the MS Twinning partners during the project implementation.

<sup>3</sup> NPOSCOC's internal administrative procedures refer to work model that includes administrative procedures, data processing, structure, storing and access system as well as procedures for using the internal NPOSCOC's database.

<sup>4</sup> The report has to include draft instructions for the administrative procedures of the Head of NPOSCOC.

<sup>5</sup> The purpose of the study visit is to gain hand-on experience and practical knowledge on an EU Member State's respective service system of data processing, structure, storing system, access to database and procedures for using internal database.

<sup>6</sup> The purpose of the study visit is to gain hand-on experience and knowledge on an EU Member State's practice in dealing with financial investigations and money laundering.

<sup>7</sup> Participants include 5 identified NPOSCOC police officers (trainers) who deal with financial investigations and money laundering, where one police officer is from NPOSCOC headquarters and one police officer is from each NPOSCOC regional department.

- Workshop on financial investigations and money laundering for 15 police officers conducted.
- Handbook and training materials on financial investigations and money laundering prepared (taking into consideration the already existing handbooks).
- Study visit<sup>8</sup> of the Ministry of Interior's staff in an EU Member State (5 working days, 5 participants<sup>9</sup>) conducted and study visit report prepared.
- Workshop on drugs crime, organised crime, corruption and economic crime for 15 police officers conducted.
- Handbook and training materials on drugs crime, organised crime, corruption and economic crime prepared (taking into consideration the already existing handbooks).
- Study visit<sup>10</sup> of the Ministry of Interior's staff to an EU Member State respective service (5 working days, 5 participants<sup>11</sup>) conducted and study visit report prepared.
- Workshop on usage of analytic tools and inputs used in processing of crime investigations data for 15 police officers conducted.
- Handbook and training materials on analytics, input and processing of data prepared.
- Training of Trainers (ToT) for 15 future trainers<sup>12</sup> conducted and recommendations for mentoring of new employees prepared.

### 3.4 Activities:

**Member State is kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.**

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

### 3.5 Means/ Input from the MS Partner Administration:

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

#### 3.5.1 Profile and tasks of the Project Leader

##### Profile of the Project Leader

##### Requirements:

- University level education or equivalent professional experience of 10 years in law enforcement

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<sup>8</sup> The purpose of the study visit is to gain hand-on experience and knowledge on an EU Member State's practice in dealing with drugs crime, organised crime, corruption and economic crime.

<sup>9</sup> Participants include 5 identified NPOSCOC police officers (trainers) who deal with drugs crime, organised crime, corruption and economic crime, where one police officer is from NPOSCOC headquarters and one police officer is from each NPOSCOC regional department.

<sup>10</sup> The purpose of the study visit is to gain hand-on experience and knowledge on an EU Member State's practice with processing of data.

<sup>11</sup> Participants include 5 identified NPOSCOC police officers (trainers) who deal with analytic tools and inputs used in processing of crime investigations data, where one police officer is from NPOSCOC headquarters and one police officer is from each NPOSCOC regional department.

<sup>12</sup> ToT will include at least 2 workshops for 15 persons each.

- Minimum 5 years of experience in the field of suppression of corruption and/or organized crime
- Experience in project management
- Working level of English language
- Computer literacy
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5

Asset:

- Experience in international cooperation in the field of crime investigation

Tasks of the Project Leader

- Overall responsibility of the project, support and coordination of all activities in the Beneficiary Country in cooperation with the BC Project Leader and experts engaged in undertaking activities
- Overall coordination of MS experts' work and availability
- Ensuring sound implementation of envisaged activities
- Reviewing and approving key project outputs and any revisions to the work plan according to the European Commission rules
- Coordination and networking with relevant institutions in Croatia and in the MS
- Organization of visibility events (kick-off and final events)
- Organization of study visits
- Participation in Steering Committee meetings
- Project reporting
- Ensuring backstopping and financial management of the project in the MS

### 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 law enforcement
- Minimum 3 years of experience in the field of suppression of corruption and/or organized crime
- 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 organizing and conducting trainings
- Experience in conducting analysis of working procedures

Tasks of the Short-term experts:

- Close cooperation with the Croatian experts in undertaking all activities
- Providing professional advice to Croatian experts during the project implementation period
- Undertaking all relevant activities and achieving the mandatory results such as:
- Conducting analysis of the legislative provisions, of the internal administrative procedures and of the operational procedures at the national and regional level and preparing reports with recommendations for improvement
- Organizing and conducting round table discussion on analysed legislative provisions, internal

- administrative procedures and existing operational procedures at the national and regional level
- Conducting analysis and preparing recommendations for improvement of the internal database technical capacities
- Developing a new model with the improved internal administrative procedures, implementing a pilot project and preparing corresponding report
- Organizing and conducting activities related to trainings (preparing training plan, conducting TNA, conducting trainings, preparing handbooks, recommendations, etc.)
- Coaching a group of NPOSCOC police officers to implement recommendations for improvement

**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 analysing legislation
- At least one short-term expert who in addition to the respective profile requirements has experience in drafting administrative or operational procedures

#### **4. Institutional Framework**

The main beneficiary of the project is the Ministry of Interior (MoI) of the Republic of Croatia, National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC). NPOSCOC was established in 2009 a separate organizational unit within the MoI Criminal Police Directorate with the task of suppression of the most complex crimes, particularly crimes of corruption and organized crime.

NPOSCOC headquarters are located in Zagreb and have 6 departments which constitute the strategic branch of the service: Organised Crime Department, Drugs Crime Department, Economic Crime and Corruption Department, Criminal Intelligence Analytics Department, Criminal Intelligence Affairs Department and Special Criminal Affairs Department.

The operative part of the NPOSCOC consists of 4 regional departments located in Zagreb, Split, Rijeka and Osijek.

Currently, 450 police officers and administrative staff work at NPOSCOC.

The results of the Twinning light project will contribute to improvement of the internal administrative procedures and enhancement of the NPOSCOC capacities. They are not expected to lead to a 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 organized 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 organized 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

Enhancing administrative and operative capacities of the National Police Office for Suppression of Corruption and Organized Crime (CRO NPOSCOC)	IPA Community Contribution	National Co-financing	<b>TOTAL</b>
Twinning Light Contract	90% 200 000 EUR	10% 22 222 EUR	222.222,00 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 light 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.

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  
 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:

### 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 Ante Orlović,  
Head of the National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC)  
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 222.222,00 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:

Working language of the project will be English.

### 7. Implementation Schedule (indicative)

7.1. Launching of the call for proposals: 2Q 2016

7.2 Start of project activities: 3Q 2016

7.3 Project completion: 2Q 2017

7.4 Duration of the execution period (number of months): 11 months; the execution period will end 3 months after the end of the implementation period of the Action (work plan) which will take 8 months.

### 8. Sustainability

After the successful implementation of the project, the work and efficiency of the National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC) to combat organized crime and corruption will be improved, more specifically operational procedures and internal administrative procedures at the national and regional level as well as internal database technical capacities used by police officers at NPOSCOC. Moreover, as the ToT program will be implemented through this project, sustainability of the project results and dissemination of obtained knowledge will be ensured through usage of developed handbooks and future trainings of police officers that will be organized by MoI. Moreover, practical experience in dealing with criminal investigations of corruption and organized crime gained through study visits will be used by police officers to more efficiently conduct organized crime investigations and will be used as permanent asset in the Ministry of Interior after the project implementation.

## **9. Crosscutting issues**

Based on the fundamental principles of promoting equality and combating discrimination, participation in the operation will be guaranteed on the basis of equal access regardless of gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation. The activities of the objective have no negative impact on the environment.

## **10. Conditionality and sequencing**

Not applicable.

## **ANNEXES TO PROJECT FICHE**

1. Logical framework matrix in standard format

## Annex 1. Logical framework matrix in standard format

Enhancing administrative and operative capacities of the National Police Office for Suppression of Corruption and Organized Crime (CRO NPOSCOC)		Programme name and number: IPA 2012	
Ministry of Interior		Contracting period expires: 3 years following the date of conclusion of the Financing Agreement	Disbursement period expires: 3 years following the end date for contracting
		Total budget: 222.222,00 EUR	IPA financing: 200 000 EUR (90%) National co-financing: 22 222 EUR (10%) <sup>13</sup>
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
The overall objective is to enhance capacities of the Republic of Croatia to efficiently combat organized crime and corruption as major threats to stability, security and democracy.	<ul style="list-style-type: none"> <li>• MoI capacities enhanced in line with the European policy and the best practices of the EU Member States in the field of combating organized crime and corruption</li> </ul>	<ul style="list-style-type: none"> <li>• MoI reports</li> <li>• Relevant national reports</li> <li>• Relevant EC reports</li> </ul>	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
The project purpose is to strengthen capacity of the Ministry of Interior by increasing effectiveness of the National Police Office for Suppression of Corruption and Organized Crime (NPOSCOC) at the national and regional level through improvement of their internal administrative and operational procedures and implementation of trainings.	<ul style="list-style-type: none"> <li>• Recommendations for improvement of legislative provisions prepared</li> <li>• Recommendations for improvement of internal administrative procedures as well as recommendations for developing the internal database technical capacities prepared</li> <li>• NPOSCOC staff members trained and their capacities in relation to criminal investigations of corruption and organized crime strengthened.</li> </ul>	<ul style="list-style-type: none"> <li>• Twinning light project reports</li> <li>• Relevant Twinning light project documentation (analysis reports, recommendations, training plans, training materials, etc.)</li> <li>• Study visit reports</li> <li>• Handbooks</li> <li>• TNA analysis</li> <li>• Lists of participants on trainings</li> <li>• Report on pilot implementation of internal administrative procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient cooperation and co-ordination of all stakeholders</li> <li>• Recommendations of the project applied</li> <li>• All necessary preconditions for implementation met</li> <li>• Organisational, technical and infrastructure capacities necessary for implementation of the project in place</li> <li>• Human resources for implementation of the project in place</li> </ul>

<sup>13</sup> 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 light 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.

Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<p>Result 1: Report with recommendations for improvement of legislative provisions on corruption and organized crime prepared.</p> <p>Result 2: Internal administrative procedures improved; recommendations for developing the internal database technical capacities prepared.</p>	<ul style="list-style-type: none"> <li>• Analysis of the legislative provisions regarding procedures on corruption and organized crime (which NPOSCOC applies) conducted and analysis report prepared .</li> <li>• Round table with the aim to discuss the analysis report conducted.</li> <li>• Report with recommendations for improvement of legislative provisions (taking into consideration conclusions of the round table discussion) prepared.</li> <li>• Analysis of NPOSCOC’s internal administrative procedures at the national and regional level as well as the internal NPOSCOC’s database technical capacities conducted and analysis report prepared.</li> <li>• Round table with the aim to discuss the analysis report conducted.</li> <li>• Following round table discussion, report with recommendations for improvement of NPOSCOC’s internal administrative procedures at the national and regional level prepared .</li> <li>• Study visit of the Ministry of Interior’s staff in an EU Member State (5 working days, 6 participants) conducted, and study visit report prepared.</li> <li>• In cooperation with the Ministry of Interior expert services (Criminal Intelligence Service and Criminal Intelligence Analysis Service), a new model with the improved internal administrative procedures developed.</li> <li>• Pilot implementation of the internal administrative procedures (at least 5 NPOSCOC police officers participated) conducted and corresponding report</li> </ul>	<ul style="list-style-type: none"> <li>• Twinning light project reports</li> <li>• Relevant Twinning light project documentation (analysis reports, recommendations, training plans, training materials, etc.)</li> <li>• Study visit reports</li> <li>• Handbooks</li> <li>• TNA analysis</li> <li>• Lists of participants on trainings</li> <li>• Report on pilot implementation of internal administrative procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient cooperation and co-ordination of all stakeholders</li> <li>• Recommendations of the project applied</li> <li>• All necessary preconditions for implementation met</li> <li>• Organisational, technical and infrastructure capacities necessary for implementation of the project in place</li> <li>• Human resources for implementation of the project in place</li> </ul>

<p>Result 3: NPOSCOC's capacities in relation to criminal investigations of corruption and organized crime strengthened.</p>	<ul style="list-style-type: none"> <li>• with recommendations prepared.</li> <li>• Report with recommendations for development of the internal NPOSCOC's database technical capacities prepared.</li> <li>• Analysis of the existing operational procedures on dealing with criminal investigations of corruption and organized crime at the national and regional level conducted and corresponding report with recommendations for improvement prepared.</li> <li>• TNA analysis of NPOSCOC police officers conducted and TNA report prepared.</li> <li>• Training plan, including identification of future regional level trainers, prepared.</li> <li>• Study visit of the Ministry of Interior's staff in an EU Member State (5 working days, 5 participants ) conducted and study visit report prepared.</li> <li>• Workshop on financial investigations and money laundering for 15 police officers conducted.</li> <li>• Handbook and training materials on financial investigations and money laundering prepared (taking into consideration the already existing handbooks).</li> <li>• Study visit of the Ministry of Interior's staff in an EU Member State (5 working days, 5 participants ) conducted and study visit report prepared.</li> <li>• Workshop on drugs crime, organised crime, corruption and economic crime for 15 police officers conducted.</li> <li>• Handbook and training materials on</li> </ul>		
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	<p>drugs crime, organised crime, corruption and economic crime prepared (taking into consideration the already existing handbooks).</p> <ul style="list-style-type: none"> <li>• Study visit of the Ministry of Interior's staff to an EU Member State respective service (5 working days, 5 participants) conducted and study visit report prepared.</li> <li>• Workshop on usage of analytic tools and inputs used in processing of crime investigations data for 15 police officers conducted.</li> <li>• Handbook and training materials on analytics, input and processing of data prepared.</li> <li>• Training of Trainers (ToT) for 15 future trainers conducted and recommendations for mentoring of new employees prepared.</li> </ul>		
Activities	Means	Specification of costs	Assumptions
Activities to be implemented correspond to the activities developed in the selected MS proposal.	Consultations, analyses, round table discussions, preparation of documentation, trainings, workshops, pilot project, study visit.	Twinning light: 222.222,00 EUR	In line with the assumptions specified for results.
			Preconditions:  N/A