

STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Désirée Number: LE01.04.02

Twinning Number: LV/2001/IB-JH-01

1.2 Title: Asylum and Migration management System

1.3 Sector: Justice and Home Affairs

1.4 Location:

Ministry of Interior:

Department of Citizenship and Migration Affairs and regional divisions

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2. Objectives

2.1 Overall Objective:

Organising migration and asylum issues in accordance with EU standards

2.2 Project purpose:

To develop and strengthen the asylum and migration institutions administrative and operational capacity in order to enhance their ability to effectively deal with migration, asylum and visa issues *inter alia* through actions aimed at improving the co-ordination and co-operation between the involved institutions, harmonisation of the national migration, asylum and visa legislation to the EU *acquis communautaire* and through the establishment of a comprehensive migration IS/IT.

2.3 Accession Partnership and NPAA priority

Short-term priorities in the field of Justice and Home Affairs:

To implement migration and asylum legislation and procedures to prevent illegal immigration and to enable full participation in the Schengen Information System.

NPAA priority

To ensure that the human rights and protection needs of asylum seekers, refugees and persons granted alternative and temporary protection in the Republic of Latvia are guaranteed;

Alignment of visa policies of the Republic of Latvia according to the requirements of the European Union.

3. Description

3.1 Background and justification:

The Republic of Latvia aims at being ready for accession to the European Union in 2003. Therefore, one of the priorities in the field of migration and asylum is to fully harmonise the national migration, asylum and visa legislation and procedures to those required by the EU *acquis communautaire* in order to ensure that the protection needs of refugees and persons in need of alternative forms of protection are respected, that illegal immigration is prevented and that all migrants are treated in accordance with basic human rights standards.

Prior to 1992, Latvia was a transit country for a large number of migrants, some of whom were refugees in need of protection. No national system had however been established at this time to effectively deal with the different needs of these individuals although the Latvian Parliament, already in 1990, adopted a decree on accession to 51 international instruments including a number of international human rights conventions.

Migration

Border control

Land state border guarding, border control of persons and vehicles crossing the state border in border control and border crossing points located on motor roads, railways, airports and sea ports is being made by the State Border Guard supervised by the Ministry of Interior - a non-military police armed structure, a special professional agency, regulated both by a special law and general state employment laws.

Maritime boundaries, territorial and internal waters of the Baltic Sea and Riga Gulf, as well as sea coast guarding is being made by the Ministry of Defence National Armed Forces Navy - a military armed structure.

Admission of foreigners and stateless persons

Legal migration is regulated by the Law On Entrance and Residence in the Republic of Latvia of the Foreign and Stateless Persons (hereafter - Aliens Law) - the first national law to be adopted in the field of migration, which was adopted on 9 June 1992. Due to the ongoing law approximation process and as a result of a number of weaknesses that have become apparent as a result of the implementation of the Aliens Law, a working group vested with the task to draft a new Aliens Law was established in 2000.

Entrance with the purpose to work or study of citizens of other countries is also regulated by the Law On Entrance and Residence in the Republic of Latvia of Foreign and Stateless Persons and the Cabinet of Ministers Regulations nr 417 On Procedure of Issuance and Registration of Residence Permits.

Compulsory expulsion of illegal persons is stipulated in the Aliens Law and in the Criminal Law. Article 48(6) of the Aliens Law stipulates that a person, for whom a deportation order has been issued, is kept in custody (in specially equipped premises in the State Police separately from persons detained on suspicion of criminal actions) until the deportation order is carried out and that the Public Prosecutor shall be notified. No time limit for keeping in custody in this case is specified. This provision does not comply with the European Convention for the Protection of Human Rights and Fundamental Freedoms.

The implementation procedure is regulated by the Instruction of the Ministry of Interior on the Procedure of Compulsory Expulsion of Foreigners and Stateless Persons. The Head of Department of Citizenship and Migration Affairs or the Head of the local office and the Chief of territorial Board of State Border Guard or his Deputy are entitled to take a decision on a perforce expulsion of a person. The compulsory expulsion of a person is carried out by State Border Guard and State Police keeping within the bounds of their functions.

Mainly illegal persons are expelled to the countries of origin. Persons could be expelled to the third countries, if they have valid visas or residence permits there. Since 1997, every year in average 350 persons are expelled from Latvia.

Asylum

Latvia ratified the 1951 Convention and the 1967 Protocol on the Status of Refugees on 19 June 1997, initially with the geographical limitation. The Parliament lifted the geographical limitation on 2 October 1997 and the convention and its protocol subsequently entered into force on 31 October 1997.

The “Law on Asylum seekers and Refugees in the Republic of Latvia” (Refugee Law), which governs the Latvian asylum procedure, was adopted by the Parliament on 19 June 1997. It gained legal force on 18 July 1997. According to the law's transitional provisions, the responsible institutions could not however begin implementing the Refugee Law until 1 January 1998 when the necessary bylaws were supposed to have been adopted. The approval of bylaws by the Cabinet of Ministers was delayed until 20 January 1998. This is therefore the actual date when the Refugee Law and asylum procedure became operational.

The number of asylum applications submitted since the end of 1997 has been very low. However, one can expect the numbers to increase in the future as the refugee community in Latvia will become larger and as a result, more refugees will have personal connections to the country, the society will become more diverse and open to refugees and the financial situation of the country will improve. EU membership is also likely to be a pull factor for new arrivals to the country.

Refugee Affairs Centre (1st instance in the asylum procedure) was established as a structural unit of the Citizenship and Migration Board within the Ministry of Interior by Ministerial Order No. 19, “On Approval of the Founding Law of the Refugee Affairs Centre and Appointment of its Head”, which entered into force on 7 January 1998. Refugee Affairs Centre is responsible for processing applications for asylum and taking a decision to grant or refuse refugee status in accordance with the Refugee Law.

The Council of Appeals in Refugee Affairs (2nd instance in the asylum procedure) was established by Regulation No.26, the “Founding Law of the Council of Appeals in Refugee Affairs”, which entered into force on 20 January 1998. Two Regulations concerning the composition of the Council of Appeals in Refugee Affairs were subsequently adopted; Cabinet of Ministers Regulation No. 49 “On the Chairperson of the Council of Appeals in Refugee Affairs”, which entered into force on 3 February 1998, and Cabinet of Ministers Regulation and Order No. 100 “On Members of the Council of Appeals for Refugee Affairs”, which entered into force on 4 March 1998. The Council of Appeals in Refugee Affairs, which is an independent body consisting of 5 members under the supervision of the Ministry of Justice, is responsible for processing appeals submitted by asylum seekers whose applications for asylum have been rejected by Refugee Affairs Centre.

As a result of the deficiencies experienced by the asylum authorities in their implementation of the Refugee Law and Latvia's participation in the Phare Horizontal Program in the field of asylum from 1999-2000, a new Asylum Law has been drafted and is at the time of writing pending in the Cabinet of Ministers. Most of the requirements of the EU acquis on asylum have been taken into consideration in the draft new Asylum Law although some points still need to be revised in order to ensure full compliance with EU standards. Moreover, a number of new bylaws need to be drafted after the draft new Asylum Law has been adopted in order to ensure its effective implementation.

A number of new implementing bylaws need to be drafted after the draft new Asylum Law has been adopted in areas such as family reunification, the rights and obligations of the Council of Appeals in Refugee Affairs, identification of asylum seekers and co-operation between asylum institutions, procedure for issuing residence permits to persons granted alternative forms of protection, identification and travel documents issued to persons granted alternative forms of protection, conditions for the grant of temporary protection and procedure for expulsion of rejected asylum seekers. Amendments will also be needed with a view to the implementation of the Dublin Convention (or rather its successor).

Another remaining deficiency, which this project could help to address, is the problem with lack of co-ordination and co-operation between the various institutions involved in asylum matters, i.e. the Border Guards, Immigration Police, Refugee Affairs Centre, the Council of Appeals in Refugee Affairs and the Citizenship and Migration Department. As the asylum procedure will become increasingly complex as a result of the new Asylum Law, which introduces an accelerated procedure at the border, specific requirements and safeguards for the use of detention, two alternative forms of protection and temporary

protection, the need for a smooth and transparent flow of information and chain of communication between the various institutions will be vital.

Furthermore, the draft Asylum Law *inter alia* gives border guards the responsibility for interviewing asylum seekers who submit their requests at border crossing points. Border guards will also be responsible for ensuring that asylum seekers at the borders who should be detained pending Refugee Affairs Centres initial decision on the claim will be so only in accordance with the procedure prescribed by law. Hence, due to these new responsibilities given to the border guards, training of the officials needs to be carried out on refugee related topics. It should be mentioned that the Immigration Police would be moved from its current subordination under the Latvian State Police to the Border Guard structure. Due to the numerous novelties, which will be introduced by the new Asylum Law, training of officials on these new topics also needs to be carried out in order to ensure an effective implementation of the Asylum Law.

Finally, one problem repeatedly experienced by the asylum and immigration authorities is the lack of a comprehensive migration IS/IT. Today there exists no database in which asylum seekers' applications can be registered that ensures adequate data protection and at the same time is accessible to all institutions in need of the information. The establishment of a comprehensive migration IS/IT is also a prerequisite for Latvia's preparations for accession to the Dublin Convention (or rather its successor) and the EURODAC Convention.

Visa

Latvian legislation does not allow issuing special visas at the border. Visas are issued in the only one place on the state border of the Republic of Latvia - Riga International Airport. Latvia has ratified the 1944 Chicago Convention on International and Civil Aviation and has to apply the principle of free transit.

A special database is available for the diplomatic missions abroad, in order to identify whether the person is put down on the list of "unfavourable" persons. At present it takes 24 hours to receive information from this database. At the end of 1999 visa-filling machines were introduced.

At to the problems to be solved except format of the visas the some in compliances of the Latvian visa legislation with to the requirements of the European Union *acquis communautaire* should be mentioned:

- Latvia has no system for airport transit visas.
- Students have no right to work for limited periods;
- There is no any provision in the Latvian legislation providing prohibition to entry Latvia as a tourist, to apply for a job and receive it in Latvia without leaving the country.

In order to strengthen the institutional capacity and competence and address the problems related to responsibility-gaps and lack of co-ordination and co-operation between the involved institutions, the following activities should be carried out within the framework of the Project:

1. Increased administrative capacity of involved institutions

Several issues relating to the co-operation, obligations and rights of the competent institutions involved in the migration, visa and asylum processes have not yet been fully resolved. As a result, communication and co-ordination problems sometimes occur between the various institutions involved in the migration, asylum and visa procedures. It is therefore necessary to regulate the co-operation and areas of responsibility of all institutions involved in the migration management and asylum process as well as to improve the exchange of information between the institutions.

a) Common asylum and migration system management strategy

In light of the remaining needs in the field of migration, asylum and visa briefly outlined above, which have to be addressed in order to ensure that Latvia fully complies with the EU *acquis*, the usefulness of **a common asylum and migration system management strategy** becomes evident.

The strategy would be aimed at:

- increasing the administrative and operational capacity of the involved institutions;
- harmonising the national legislation in the field of migration, visa and asylum to the requirements of the EU *acquis*;

- establishing a comprehensive migration IS/IT that would enhance the process of exchanging information between the competent institutions and at the same time ensuring adequate data protection; and
- preparing the Latvian institutions for an effective migration management and refugee reception in the future.

The Common strategy will be elaborated on the basis of previous analysis of current situation in the field of migration, asylum and visa process management, analysis of existing legislation and worked out risk analysis and contingency plans. As the basis for the legislative harmonisation process that will be carried out within the project there will be used the Latvian Future Report (final report produced within the framework of the Phare Horizontal Programme for Justice and Home Affairs “Joint Support Programme on the Application of the EU Acquis on Asylum and Related Standards and Practices in the Associated Countries in Central Europe and Baltic States” Phare Horizontal Program in the field of asylum), and the Latvian National Action Plan (also produced during the PHP on asylum).

b) Development of an Action Plan

The effective implementation of Common asylum and migration system management strategy will be ensured by drafting an Action Plan outlining which areas are in need of further improvement in order to perform an effective migration, asylum and visa management process. As the duration of the project is limited, all areas in need of improvement will probably not be fully addressed at the expiration of the project. It is therefore important that the Latvian institutions have at their disposal a concrete and comprehensive Action Plan outlining the actions that need to be taken after the project has ended.

c) Reviewing and revising the existing internal working instructions of the competent institutions and drafting new internal instructions

Due to the relatively recent establishment of national procedures in the field of migration, asylum and visas and the constant and rapid revision of these procedures as a result of the law approximation process, existing internal instructions must also be reviewed in order to ensure that there are no overlaps in the areas of responsibility or responsibly-gaps.

Furthermore, several institutions completely lack internal working instructions, which would help the officials to effectively implement the legal provisions they are obliged to follow. The adoption of a new Asylum Law and a new Law on Immigration will also give new competencies to some institutions, which naturally lack working instructions in these areas today. The project should also be forward-looking in the sense that agreements are reached for example on the designation of responsibilities with regard to the implementation of the Dublin Convention’s provisions (or rather the provisions of its successor).

With the assistance of the EU long-term expert, the existing working instructions of the institutions targeted by the project should be reviewed in light of these institutions’ responsibilities as laid down in the relevant national legislative instruments. Due to the ongoing process of revising existing legal acts to the requirements of the EU acquis or drafting new legal acts with the same purpose, existing internal instructions may need to be amended in accordance with changed introduced as a results of the law approximation process. It moreover needs to be ensured that the institutions’ working instructions fully comply to the requirements of the EU acquis.

On basis of elaborated internal instructions it would be useful to develop a comprehensive manual comprising all internal instructions in the field of migration, asylum and visa. Such a manual could also include concrete recommendations to the officials on how to deal with various practical issues, for example recommendations with regard to how an interview with an asylum seeker should be conducted, how to work with an interpreter and cultural considerations could be used as reference material in this work. One benefit of having such a comprehensive manual is that it clearly describes the various institutions’ areas of responsibility and the channels of information flow between the competent authorities. Another positive aspect of having a Handbook at the institutions’ disposal is that it would enhance the possibility of new staff to quickly assume their responsibilities within the respective institutions.

d) Training

There is also a need to institutionalise the training of officials employed by the various institutions for example through the designation of training focal points within each department and the inclusion of migration, asylum and visa components in the curricula of the Police Academy, School of the State Police and State Border Guard School.

The training component of the project can be divided into two parts:

- the need to develop a strategy for the competent institutions' in-house training, and
- to organise a number of seminars/workshops to be carried out by the EU experts within the scope of the project
- to organise a training of personnel to increase their ability to operate the equipment and perform their tasks in accordance with the migration IS/IT to be established within the framework of the project.

Development of in-house training strategies for each institution targeted by the project

During the past six years, a large number of training activities have been organised and carried out by foreign experts on a bilateral basis or as a result of Latvia's participation in various EU-funded projects. UNHCR and IOM have also carried out training in the areas of migration and asylum. Due to the expectation that foreign assistance will gradually phase-out as Latvia comes closer to EU accession, it is important to institutionalise training in the field of migration, asylum and visa and to appoint training focal points within the responsible institutions. This will ensure that newly employed officials receive adequate training in order to be able to effectively perform their duties. Regular training of "old" employees also needs to be offered to ensure that all officials are fully aware of any new legal or practical developments affecting their work. Within the framework of the Phare National Project, each targeted institution should therefore draw up a strategy for their in-house training. The possibility to introduce or develop already existing special courses/lectures on migration, asylum and visa issues into the curricula of the Police Academy, School of the State Police and State Border Guard School should also be explored.

Training to be carried out within the framework of the project

With the assistance of the EU experts a plan outlining the training activities that should be carried out within the framework of the project should be developed.

Already at this stage however, a number of topics in need of review have been identified by the targeted institutions. These topics have been identified *inter alia* as a result of the expected introduction of new legal provisions in the fields covered by the project. Below is therefore a presentation of some topics on which the targeted institutions have requested further training:

In the field of migration:

Issues: Issuing of residence permits, refusing of residence permits
Family reunification, criteria, procedure etc.
Migration related to work
Expulsion procedure (reasons, terms of entry ban)

Target group: Department of Citizenship and Migration Affairs
State Border Guard
State Police
Ministry of Justice

In the field of asylum:

Issues: Implementation of the Dublin Convention, development of procedures
Alternative forms of protection; criteria for granting and refusing
Loss of refugee and alternative status, conditions
Training of the Border Guards pursuant to amendments in legislation and implementation of border procedure

Target group: Department of Citizenship and Migration Affairs
State Border Guard
State Police

Refugee Appeals Board

In the field of visa:

- Issues:**
- Procedure for processing invitations
 - Issuing visa inland and abroad; procedure for processing an invitation
 - Key criteria for examination visa application and decision-making
 - Issuing procedure of visa on the State Border (according to (18) SCH/Com-ex(94)2-26.4.94 and (32)SCH/Com- ex(96)27-19.12.96)
 - Classification of forged documents in context and form, detecting methods of forgeries, technical means, methods for combating forgeries
- Target group:**
- Department of Citizenship and Migration Affairs
 - Consular Department
 - State Border Guard
 - State Police
 - Latvian diplomatic and consular representatives abroad

It is envisaged to organise some seminars with participation of representatives from other authorities dealing with respective issues (e.g. Ministry of Welfare).

Training on use of the migration IS/IT established within the framework of the project

The third aspect of the training component in the project is to carry out training of personnel to increase their ability to operate the equipment and perform their tasks in accordance with the migration IS/IT to be established within the framework of the project. Officials from the Ministry of Interior and Ministry of Justice will be the main targets for this training.

2. Harmonisation of legislation in the field of migration, visa and asylum according to the EU standards

The need to further harmonise the national legislation is vital in order to ensure the practical and effective implementation of the Latvian migration, asylum and visa policy. It is necessary to draft amendments to the existing laws and regulations in this field and to produce new regulations needed to fully align the national legislative framework to the EU acquis.

The main legal act **in the field of migration** is the law “On Entry and Residence of Foreign Citizens and Stateless Persons in the Republic of Latvia”, which has been amended several times with the aim of bringing it in further compliance with the EU acquis and related international standards in the field of migration.

To fully implement all the requirements of the EU acquis in the field of migration, the work with drafting a **new Immigration Law** commenced in 2000. The new Immigration Law will *inter alia* include the requirements of the EU acquis in relation to detention and deportation procedure of illegal persons.

In order to implement the principles incorporated in the draft law “On Immigration”, a **draft law “On Persons Identification Documents”** has been worked out. Cabinet of Ministers Regulations in the following areas must however be drafted in order to ensure that this law can be effectively implemented:

- procedure regulating the deportation persons illegally in the territory of Latvia;
- standard travel documents determined by Council of EU on 30 November 1994 and in accordance with Recommendations 396Y0919(06);
- procedure for issuing residence permits and the related registration procedure.

Amendments also need to be made to existing laws with regard to:

- the procedure of self-employed person and student employment;
- the procedure of processing invitations;
- the procedure to determine occasions when visas can be issued at the state border;
- the procedure of visa issue to sailors crossing the territory of the State in transit.

Furthermore, relevant legislation must be drafted for determining the procedure for issuing visas in accordance with the Schengen acquis.

Much work has been carried out towards the aim of bringing the national **asylum system** in compliance with the EU acquis requirements within the framework of Latvia's participation in the Phare Horizontal Program in the field of asylum. Many of the gaps in the existing Refugee Law have been addressed in the draft new Asylum Law, which had been submitted to the Cabinet of Ministers at the time of writing.

The draft new Asylum Law has been prepared by and co-ordinated with the relevant ministries. It includes EU acquis requirements like: alternative forms of protection for persons who are not eligible for refugee status in accordance with the 1951 Convention but who need protection because they risk being sentenced to the death penalty or corporal punishment in their country of nationality or former habitual residence or who, for reasons of external or internal armed conflicts cannot return to their country of origin; and other acquis requirements.

In the Latvian Future Report, which was the final report produced within the framework of the Phare Horizontal Programme for Justice and Home Affairs "Joint Support Programme on the Application of the EU Acquis on Asylum and Related Standards and Practices in the Associated Countries in Central Europe and Baltic States" Phare Horizontal Program in the field of asylum (PHP on asylum), and in the Latvian National Action Plan also produced during the PHP on asylum, a number of areas which had not yet been addressed in the draft new Asylum Law are identified. These reports should therefore form the basis for the legislative harmonisation process that will be carried out within the project.

As a result of the production of a draft new Asylum Law, a number of implementing bylaws have to be drafted and adopted as highlighted in section 3.1 (background and justification) above. The draft new Asylum Law explicitly mentions the need to adopt bylaws in the following areas: family reunification, the rights and obligations of the Council of Appeals in Refugee Affairs, identification of asylum seekers and co-operation between asylum institutions, procedure for issuing residence permits to persons granted alternative forms of protection, identification and travel documents issued to persons granted alternative forms of protection, conditions for the grant of temporary protection and procedure for expulsion of rejected asylum seekers.

One of the priorities in the National Programme of the Republic of Latvia for integration in the European Union is the necessity to make preparations in order to join the 1991 Dublin Convention, which defines the State responsible for examining an asylum application submitted in one of the EU Member States. To achieve this goal, it is necessary to analyse the Latvian legal acts with the aim of identifying what legislative and institutional amendments need to be adopted to enable an effective implementation of the Dublin Convention (or rather its successor) at the time of EU accession.

In order to ensure that the Latvian legislative framework is in full harmony with the requirements of the EU acquis after the project has come to an end, the following actions should be carried out in addition to the ones described above:

- analyse the complete legal framework governing the migration, visa and asylum procedure to identify gaps in relation to the EU acquis and related international standards (the Country Assessment prepared within the Phare Horizontal Programme on migration, visa and external border management, National Action Plan and Future Report drafted within the framework of the Phare Horizontal Programme in the field of asylum, and the Country Assessment prepared within the Odysseus funded project on Separated Children in Europe should be used as a basis for this analysis);
- produce an Action Plan outlining the actions which need to be taken in order to address the gaps identified in the analysis referred to in the point above;
- prepare proposals for changes to the legislative acts in the field of migration, visa and asylum;
- carry out necessary training (see p. a(iii) above).

3. Development of a comprehensive migration IS/IT

Within the framework of the Phare 2000 National Project "Development of Integrated Border Management Strategy and Infrastructure" there will be carried out a comprehensive assessment for investment needs for

establishment of effective border management. This assessment will cover also needs assessment in asylum and migration issues, particularly for a comprehensive migration IS/IT.

Description of existing databases

Since 1 January, 2000 in Latvia is functioning **United Visa Information System** which ensures the issuing of visas in the regional offices of Department of Citizenship and Migration Affairs, diplomatic and consular representatives abroad, as well as enables the State Border Guard to receive information on visas issued in the Republic of Latvia. This system was established with support from the Finnish government which has invested 50 000 Ls in this project. These funds were used for development of system's software and purchasing of central and back-up servers.

The United Visa Information System is modern information system, however, for its effective operation exchange of information data on barred entry, invalid documents and invitations is necessary. Currently there exists data bases of invalid documents and barred entry, yet the data base on barred entry is outdated, its data structure and data security level of information does not meet present day requirements, software and Novell Netware File servers.

In the planning process of United Visa Information System, there was foreseen creation of **Invitation Database**, however, for financial considerations it was not developed. Therefore it is impossible to verify the identity of invitation. The development of invitation database is envisaged in the framework of this project and will be included into Common visa information system. That will ensure effective function of this system.

Apart from this system Department of Citizenship and Migration Affairs has also the **database on immigration cases**, but the situation is the same like with **database of arrival prohibition**, as well as **asylum seekers and refugees temporary data base**, developed in MS Access. State Border Guard has the Border Crossing System, which was developed by using FoxPro software as well, but it is planned, in co-operation with Siemens, to develop and establish new, modern system for border crossing control by the end of 2002. The Immigration Police does not have any databases and all the information on detained and expelled persons is kept in paper filing cabinet.

Existing technical equipment

At the present moment the Department of Citizenship and Migration Affairs has 19 main offices and 33 territorial offices, and also Population Register. 800 people are employed in the department. All offices have on-line connection. The Department of Citizenship and Migration Affairs has 400 computers, 150 of which are more then 5 years old and are practically out of use. Sections of the Department do not have document readers and there are only 14 visa printers.

Under the supervision of the State Border Guard there are 78 border crossing points with 121 workstations and 59 document readers. Only 33 border crossing points have on-line connections.

Diplomatic and consular representatives abroad have been provided with computers, but only 6 of 29 offices have electronic document readers. Internet connection is carried out through ring in system.

Immigration Police has 8 computers, but Refugee Appeals Board – 4 computers. The existing on-line connection does not ensure the necessary data protection, because there are the possibilities for non-sanctioned connection to the computer systems.

Activities foreseen in the development of Common Information System

1. Development of data bases with a high level of data protection to be included in the comprehensive migration IS/IT:
 - developing a **register of foreign persons** to store information on persons, wishing to enter and reside in the country, on foreign persons, who have violated the law in Latvia and on persons, detained and expelled from the country, simultaneously to register persons barred from entry and residence in the country retaining previously stored information;
 - developing a **database on asylum seekers** and a **database on refugees** in which applications for asylum, decisions on the grant and refusal of refugee status and alternative forms of

protection and the withdrawal of such statuses can be registered and the requirements of the Dublin and EURODAC Convention can be implemented;

- developing a **database with country of origin information** to store the information on political, economic situation and other useful information about the countries, whose citizens may request asylum;
- developing **database on interpreters** to store information on interpreters of different languages, whose assistance can be of use when interviewing an asylum seeker or irregular migrant;
- developing **invitation database** to register invitations for obtaining visa confirmed by Department of Citizenship and Migration Affairs. This will improve the implementation of visa policy. This database must have an inter-face with the Population Register of the Republic of Latvia and Enterprise Register. This database will be developed in the framework of this project and will be included into Common visa information system.

2. The new **Common Information System** will be established, which would include existing and new databases. With establishment of the information system there will be improved the data exchange with other systems like Common visa information system, Border Guard's electronic information system etc. This system will ensure quick, operative and secure data transfer between all involved institutions and will be protected from non-sanctioned connection to the system.

The Common Information System will meet all requirements of Latvian law "About data protection of physical persons", which came in force on January 1, 2001, as well as requirements of Council of Europe Convention of 1981 for the Protection of Individuals with regard to Automatic Processing of Personal Data.

Processing of data and exchange with EU information systems like EURODAC and Schengen Information System will become possible.

The establishment of this system will fasten the information exchange between the involved institutions, which will improve the decision making process on asylum seeker issues, as well as avoid from groundless control of persons and improve control of illegal arrive persons and persons in search.

3. To ensure the effective function of the Common Information System, in the framework of this project it is foreseen to carry out training and seminars.

3.2 Linked activities:

The Public investment programme contribution (1997-2003)

IA-04 "United communication and automated information system of Ministry of Interior of the Republic of Latvia"

IA-09 "Development of Communication system of Ministry of Interior"

IA-17 "Equipping of joint border checkpoints with technical guarding, control and communication system"

IA-22 "Development of Technical Defence, Control and Information System for Eastern Border of the State"

IA-30 "Development of Infrastructure and Information System Modernisation of the Latvian Population Register"

Mio Ls

Project	1997	1998	1999	2000	2001*	2002*	2003*
IA-04	0,070	0,400	0,500	0,400	0,500	0,541	-
IA-09	0,530	0,500	0,900	0,770	1,200	1,200	1,200
IA-17	-	-	-	-	0,972	0,458	0,262
IA-22	-	2,073	3,776	1,591	1,200	3,598	0,464
IA-30	-	-	-	-	0,1	0,1	0,25

*-Plan

In 1999 Refugee Affairs Centre of Department of Citizenship and Migration Affairs has worked out provisional conception of information for asylum seekers and refugee affairs to improve the process of

summarising and systematising information related to asylum seekers and refugees in Latvia. This conception was prepared on the basis of National Action Plan and in the framework of this project specified technical conception will be worked out, pointing out concrete technical necessities for practical establishment of the system in this conception.

In 1999 work on development of the conception of information database of asylum seeker's country of origin has been started. Commencement of the conception can be bothered by lack of State Budget Investments in this sphere.

In 1999 system analysis of "Information system in the field of migration process registration" has been worked out.

By 30 June 2000, project of conception of "Information system in the field of migration" had been worked out. At present the conception is under review in Ministry of Foreign Affairs and Ministry of Justice.

Previous PHARE activities and projects:

PHARE Horizontal Programme assistance "Harmonisation of legislation of associated countries with the acquis of European Union in the field of asylum".

PHARE Twinning project No LV98/IB/JH02 "Training of Border guards".\

PHARE 2000 National programme project "Development of Integrated Border Management Strategy".

Linked activities by bilateral level:

Training seminars on restriction of migration, adoption of Dublin Convention and technique of interview in the framework of the project "Institutional Strengthening on Migration Management for Baltic Countries" (organised by International Organisation for Migration).

Denmark

In 1997 the government of Denmark has assigned 808 000 DKK for the project "Training and advisory assistance to comply with the Refugee Convention of 1951".

Training seminars on different issues of the European Union, especially issues of III pillar and harmonisation of legislation with acquis in the field of asylum.

Finland

In 1998 the government of Finland assigned 50 000 USD for the development of asylum seekers' temporary placement at the airport "Riga".

In 1999 the government of Finland rendered assistance for the development of common visa information system (~55 000 Ls).

Sweden

Since 1998 Swedish Migration Board has given financial support in the field of Migration (asylum-, permits-, reception- and integration questions) estimated at approximately 3 million SEK (for both education and equipment).

In the frame of bilateral co-operation with the Swedish Immigration Board have been organised 3-day "Flying" seminar on following migration issues- visas, residence permits, expulsion procedure, asylum seekers and refugees and the information technology and development of databases.

USA

In 1998 the Congress of USA assigned 500 000 USD to Police Office for obtaining necessary technical equipment to combat organised criminality. Also State Border Guard from 1993. to 1994. received considerable material assistance (82 025 Ls) from USA Embassy – computers, dozimetrical equipment, fixed ultraviolet lamps for testing documents, radio-stations, document samples.

In 1997 a contract was concluded between the Ministry of Interior and UNHCR on financial support (960 000 USD) for establishing Asylum Seekers Reception Centre “Mucenieki”. In 1998 Defence Department of USA assigned additional funds- 155000 USD.

3.3 Results:

- ? The co-operation, areas of responsibility and exchange of information between all institutions involved in the migration, visa and asylum process management regulated and improved through development of Common strategy and Action plan;
- ? The existing internal working instructions of the competent institutions revised and new internal instructions drafted;
- ? Existing legislative acts reviewed and necessary amendments of the legislation prepared including assistance concerning developing the relevant implementation legislation;
- ? The administrative capacity of involved institutions increased through training of staff
- ? Staff involved in migration, asylum and visa issues are qualified to operate equipment and perform their tasks;
- ? Common Information System operational

For further details concerning the Twinning and training package, please refer to Annex 6.

3.4 Activities:

1) Increase administrative capacity of involved institutions:

- Development of Common asylum and migration system management **strategy**;
- Drafting of **Action plan** to implement the developed strategy;
- Development of manual comprising internal instructions in the field of migration, asylum and visa;
- Drafting risk analysis and contingency plan;
- Working out training strategy;
- Training:
 - of personnel in issues of migration, visas and asylum (see- Training on particular issues);
 - Training of personnel to ensure effective use of information system;
 - Training computer experts of institutions in the field of information technology and data protection:
 - Introducing up-to-date information systems;
 - Safe data transmissions

Inputs:

In the framework of this project in the administrative capacity building process will participate Twinning experts: 1 PAA (15 m/m) and short-term expertise (6 m/m).

2) Harmonisation of legislation in the field of migration, asylum and visa according to the EU standards:

- analysis of changes in the secondary legislation;
- analysis of existing legislation and planned amendments in this field;
- participation in the working groups;
- consultation, taking into account the best practice of European countries of implementation of legislation in this field;
- training on harmonisation of legislation in the field of migration, visas and asylum (see-Training on particular issues).

Adaptation of information systems to legislation on person's data protection basing on the convention of European Union “On Person Protection Relating to Automatic Procession of Personal Data” and the Republic of Latvia law “On Personal Data Protection”.

Inputs:

In the framework of this project in the process of harmonisation of legislation will participate Twinning experts: PAA and short-term expertise (6 m/m).

3) Development of Common Information System:

1. There will be established and improved already existing databases to ensure high level of data protection:
 - developed **register of foreign persons**,
 - developed **database of asylum seekers** ,
 - developed **database of refugees**,
 - developed **database of asylum seekers countries of origin**;
 - developed **database on Interpreters** ;
 - developed **Invitation database**.
2. The new Common Information System will be established, which would include existing and new databases:
 - ? Development of software specification;
 - ? Supply of hardware and technical equipment;
 - ? Development, test and installation of necessary software;
 - ? Development of computer network;
3. To ensure the effective function of the Common Information System, in the framework of this project it is foreseen to carry out training and seminars on following issues:
For system administrators:
 - Operation system of servers;
 - Administration of users;
 - Insurance of information security;
 - Formation of reserve of data copies;
 - Administration of computer network.

Inputs:

Technical assistance: 1 long-term expert (8 m/m), who will assist by the development of specifications for the information system, develop software, install and organise seminars for system users and analysts.

Technical assistance experts participating in the framework of this project will be subordinated and will perform their duties under the supervision of PAA.

EU Long term expert's (PAA) profile (15 m/m):

- at least ten-year experience in the field of migration, illegal immigration and asylum;
- familiar with the legislation of the European Union in the field of migration, illegal immigration and asylum;
- knowledge in the harmonisation process of acquis with the national legislation;
- experience in planning and implementation of the action plans;
- knowledge about the co-operation mechanisms between the responsible institutions;
- fluency in English.

Short term expertise (6 m/m) (Twining)**Long term expert's profile (8 m/m) (Technical assistance):**

- at least five-year experience with information systems;
- at least two-year experience with migration information systems;

- knowledge on the Schengen information system;
- knowledge on EURODAC informative system;
- familiar with the principles of Schengen acquis;
- familiar with the issues on data protection;
- knowledge in technical design and development of local and inter-institutional information systems;
- experience in work with institutional information networks;
- experience in the insurance of security of information systems and networks;
- familiar with the legislation of EU in the field of migration, illegal immigration and asylum;
- fluency in English.

4. Institutional Framework

The main responsible institution for the implementation of this project is the Ministry of Interior. The project will be located in the Department of Citizenship and Migration Affairs which:

- implements the Republic of Latvia policy on migration, inspects and analyses migration processes;
- issues and annuls temporary residence permits and permanent residence permits;
- issues citizen and non-citizen passports of the Republic of Latvia;
- issues labour permits;
- issues visas of the Republic of Latvia;
- issues orders of deportation;
- maintains and improves the Population Register system;
- examines asylum seeker's applications;
- grants status of refugee.

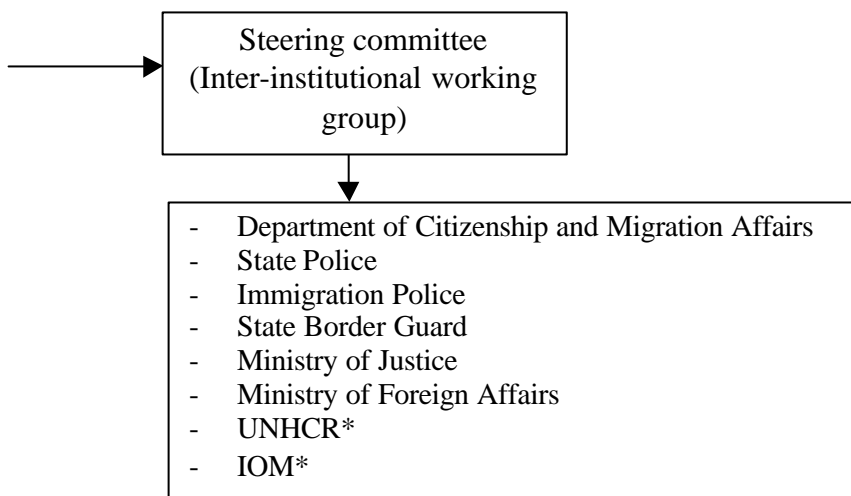
Other institutions like the Ministry of Justice, Ministry of Foreign Affairs, Ministry of Welfare and Ministry of Environmental Protection and Regional Development will also be involved (see Annex No.5)

Project will be guided by the Steering Committee comprising representatives of the institutions involved in the project. Head of Steering Committee will be Deputy State Secretary of Ministry of Interior. The project Steering Committee meetings will take place 3 times a month during the preparation of terms of reference and 2 times a month during the practical implementation of the project.

The technical co-ordinator of the project components on day-to-day basis will be SPO Mr. Viktors Elksnis, Deputy State Secretary of Ministry of Interior.

Responsible institutions for implementation of the separate parts of the project are

Head
Under-State Secretary
MoI



5. Detailed Budget

Mio EUR						
	Phare Support					
	Investment Support	Institution Building	Total Phare (=I+IB)	National Cofinancing*	IFI*	TOTAL
Contract1 Twinning		0,500	0,500	0,050		0,550
Contract2 TA		1,080	1,080	0,128		1,208
Contract3 supply	0,69		0,69	0,230		0,920
Total	0,69	1,580	2,270	0,408		2,678

6. Implementation Arrangements

6.1 Implementing Agency

Central Financing and Contracting Unit, PAO- Ms. Valentina Andrejeva, State Secretary, Ministry of Finance.

The technical implementation will be the responsibility of the Ministry of Interior, SPO Deputy State Secretary Mr. V.Elksnis.

6.2 Twinning

The twinning covenant will comprise three above-described components. The contact persons for the Twinning covenant within the project will be: Sanita Siljane – Head of International Relations Division, Department of Citizenship and Migration Affairs, phone: +371 21 9154, fax: +371 33 1211, e-mail: sanita@pmlp.gov.lv

6.3 Contracts

- Contract No.1: Twinning covenant (500 000 EUR)
- Contract No.2: Service contract (1 080 000EUR)
- Contract No.3: Supply contract (920000 EUR)

7. Implementation Schedule

	Start of tendering	Start of project activity	Completion
Contract 1	II Quarter 2002	III Quarter 2002	III Quarter 2003
Contract 2	III Quarter 2002	IV Quarter 2002	III Quarter 2003
Contract 3	I Quarter 2003	II Quarter 2003	III Quarter 2003

8. Equal Opportunity

Participation in the project will require professional qualifications and competence in the particular area and will allow an equal opportunity for women and men to participate in implementation of the project.

9. Conditionality and sequencing

- In the framework of the Phare 2000 National programme project “Development of Integrated Border Management Strategy and Infrastructure” carried out assessment for investment needs for establishment of effective border management covering needs assessment in asylum and migration issues, particularly for Common information system.
- Established working group for improvement of network system between involved institutions;
- Selected qualitative experts and professionals for training and seminars
- Sufficient financial support from the Latvian government provided;
- Well-qualified and sufficient personal in institutions involved in place;
- Developed specified training programme on migration issues within the Curricula of Police Academy, School of State Police and State Border Guard School.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
4. Detailed implementation chart
5. Detailed institutional scheme of all institutions dealing with migration and asylum issues
6. Detailed description of experts tasks and activities
7. List of relevant Laws and Regulations

Phare log frame “Asylum and migration management system”

Annex 1

LOGFRAME PLANNING MATRIX FOR Project	Programme name and number LE01.04.02	
Asylum and migration management system	Contracting period expires	Disbursement period expires
	Total budget: 2 678 000 EUR	Phare budget: 2 270 000 EUR

Overall objective	Indicators of Achievement	Sources of Information	
<ul style="list-style-type: none"> Organising migration and asylum issues in accordance with EU standards 	<ul style="list-style-type: none"> Adopted EU standards in the field of asylum, migration and visa Well functioning migration and asylum management system 	<ul style="list-style-type: none"> Progress report Official reports 	
Project purpose	Indicators of Achievements	Sources of Information	Assumptions
To develop and strengthen the asylum and migration institutions administrative and operational capacity in order to enhance their ability to effectively deal with migration, asylum and visa issues <i>inter alia</i> through actions aimed at improving the co-ordination and co-operation between the involved institutions, harmonisation of the national migration, asylum and visa legislation to the EU <i>acquis communautaire</i> and through the establishment of a comprehensive migration IS/IT.	<ul style="list-style-type: none"> Performance of migration and asylum policies as well as inter-ministerial co-operation mechanism improved; Necessary laws adopted and changed; Functioning information system. 	<ul style="list-style-type: none"> NPAA Annual Ministry reports Strategy and Action plan adopted 	<ul style="list-style-type: none"> Acquis in the field of migration, asylum and visa adopted;
Results	Indicators of Achievement	Sources of Information	Assumptions
<p>The co-operation, areas of responsibility and exchange of information between all institutions involved in the migration, visa and asylum process management regulated and improved through development of Common strategy and Action plan;</p> <p>? The existing internal working instructions of the competent institutions revised and new internal instructions drafted;</p> <p>? Existing legislative acts reviewed and necessary amendments of the legislation prepared including assistance concerning developing the relevant implementation legislation;</p> <p>? The administrative capacity of involved institutions increased through training of staff</p> <p>? Staff involved in migration, asylum and visa issues are qualified to operate equipment and perform their tasks;</p> <p>? Common Information System operational</p>	<ul style="list-style-type: none"> Common strategy and Action plan prepared; Necessary databases working in on-line regime and accessible for all involved institutions according to the competence level; Adopted legislative changes in the fields of migration, asylum and visa in accordance with EU <i>acquis</i> requirements Carried out seminars on migration, asylum and visa issues and workshop for high level policy makers; Carried out seminars on administration and management of developed information system. 	<ul style="list-style-type: none"> PAA and technical assistance reports; Monitoring Reports; Ministry reports. 	<ul style="list-style-type: none"> Support from all involved institutions; Adequate financial support from the state budget. Qualified staff in place
Activities	Means		Assumptions
<ul style="list-style-type: none"> Development of Common strategy in the field of migration, asylum and visa; Preparation of Action plan to ensure effective implementation of Common strategy; Risk analysis and contingency plans; Analysis of existing legislation and EU requirements in the field of migration, visa and asylum; Drafting manual; Working out training strategy Training for staff on migration and asylum issues. Development of software specifications; Development, test and installation of necessary software (databases); Development of computer network; 	<ul style="list-style-type: none"> 1 Long term expert (PAA) – 15 months; Short term expertise – 6 m/m (Twinning); Workshop for high level policy makers Seminars for officers on different migration issues Training seminars for system users 1 Long term expert – 8 m/m (TA) Seminars for computer analysts Seminars for system administrators Supply of hardware and technical equipment 	<ul style="list-style-type: none"> Project reports Ministry reports 	<ul style="list-style-type: none"> Training is relevant, timely and consistent.

<ul style="list-style-type: none"> ▪ Training for personnel to ensure effective function of the common information system. 			
			<p><u>Preconditions</u></p> <ul style="list-style-type: none"> ▪ In framework of Phare 2000 Border project prepared needs assessment of necessary equipment for Common information system.

IMPLEMENTATION SCHEDULE (within contracts)

	2001												2002												2003											
	J	F	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	D
Contract 1																																				
Contract 2																																				
Contract 3																																				

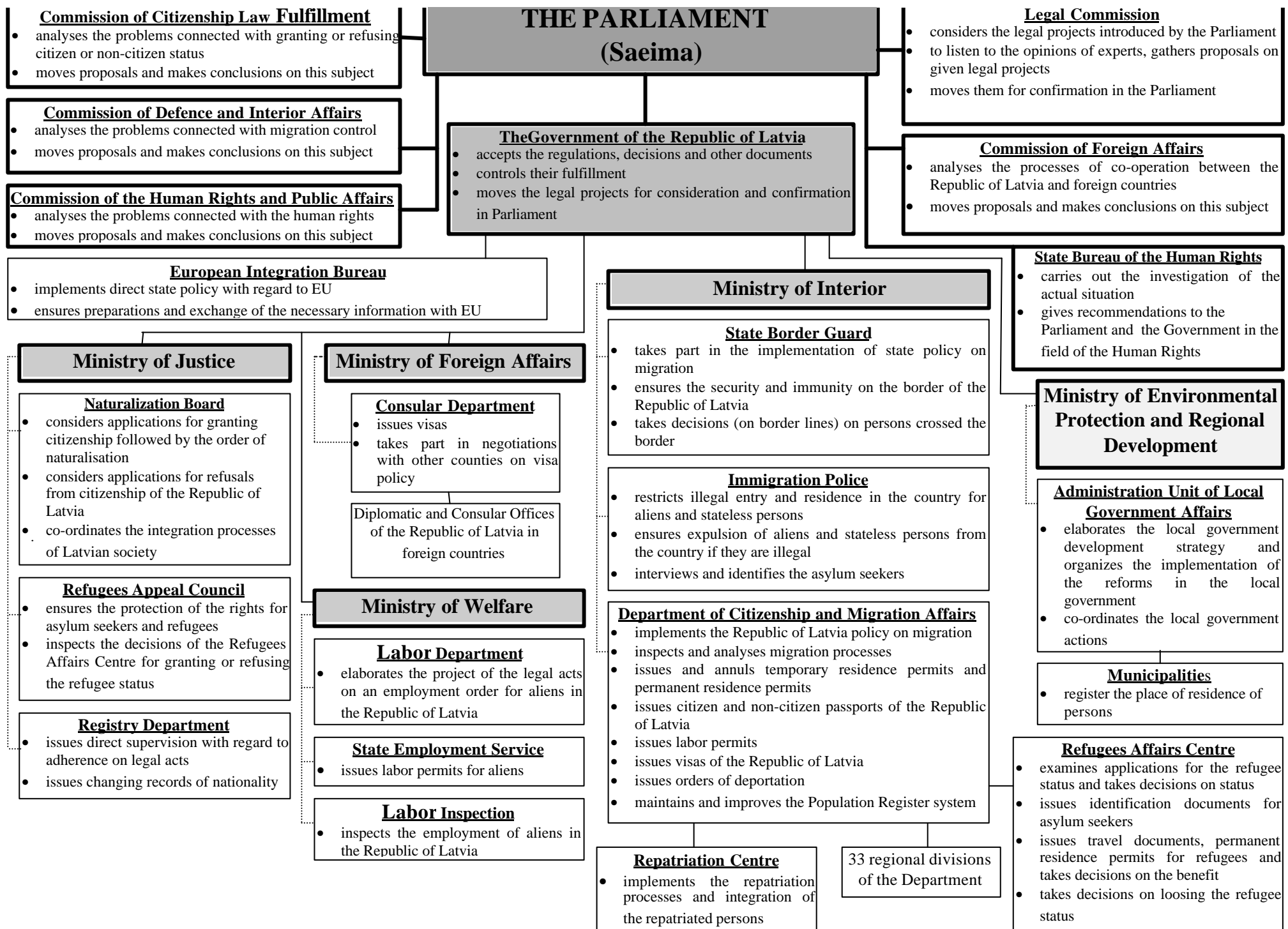
ANNEX No.3

CUMULATIVE CONTRACTING and DISBURSEMENT SCHEDULE (EUR million)
LE01.04.02

	30.09.2000	30.12.2000	31.03.2001	30.06.2001	30.09.2001	31.12.2001	31.03.2002	30.06.2002	30.09.2002	31.12.2002	31.03.2003	30.06.2003	30.09.2003	31.12.2003
Contract 1														
Contracted								0,500						
Disbursed								0,048	0,123	0,197	0,271	0,346	0,500	
Contract 2														
Contracted									1,08					
Disbursed									0,12	0,39	0,62	0,78	1,08	
Contract 3														
Contracted											0,69			
Disbursed											0,28	0,57	0,69	

DETAILED IMPLEMENTATION SCHEDULE OF ACTIVITIES

	2002												2003											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Twining contract																								
Long term expert PAA (15 m/m)																								
Assistance in the evaluation of existing information system and data bases							X	X	X	X	X	X												
Training of staff of the Department of Citizenship and Migration Affairs and other involved institutions											X	X		X					X	X				
Assistance in DCMA current tasks during the consultancy period									X	X	X	X	X	X	X	X	X	X	X	X	X			
Assistance in the preparation of Common strategy and Action plan							X	X	X	X	X	X	X	X										
Risk analysis													X	X	X	X	X							
Short term expertise (6 m/m)																								
Assistance in the preparation of Common strategy and Action plan										X	X	X	X											
Assistance in the legislation harmonisation process								X	X	X	X													
Services (Technical assistance)																								
Long term expert (8 m/m)																								
Preparation of assessment report of existing data bases on migration issues, drawing up conception of the new system								X	X	X														
Training computer experts of the Department of Citizenship and Migration Affairs and other involved institutions									X		X								X					
Assistance in the designing software information system and specification of technical requirements											X	X	X	X										
Participation in the testing process and implementation of information system																				X				
Working out specific requirements of information system											X	X												
Designing the scheme of information systems													X	X										
Designing, development and installation of software															X	X	X	X	X	X	X			
Testing of information system, drawing up documentation, training of users																	X	X	X	X				
Supply																								
Purchase of required equipment																X	X	X	X	X				
Installation of equipment and software																			X	X				



ACTIVITIES

Contract No.1 (Twinning Covenant)

1. Long term expert for 15 man/month

Activities and sub-activities

➤ Assistance in the development of Common strategy and Action Plan:

- analysis of current situation in the field of migration, asylum and visa;
- analysis of existing legislation in the field of migration, asylum and visa;
- working out risk analysis and contingency plans;
- assistance in the preparation of necessary amendments in the legislation;
- assistance in the preparation of Common strategy and Action plan;
- assistance in elaboration of internal regulations and procedures between all involved parties;
- development of manual comprising internal instructions on practical issues.

➤ *Training of the staff of Department of Citizenship and Migration Affairs (DCMA) and other involved institutions:*

- obtaining the best information from different sources;
- analysing, interpreting and synthesising the collected information on migration processes;
- information exchange on migration processes between involved institutions;
- study tour for 7-10 persons to EU countries on effective function of information system in the field of migration.

➤ Assistance in DCMA current tasks during consultancy period:

- preparation of statistic reports for the EU institutions;
- participation in the different working groups of DCMA.

Results-summary

- Developed Common strategy and Action plan;
- Developed manual comprising internal instructions on practical issues;
- Harmonised legislation in the field of migration, asylum and visa;
- Developed effective implementation mechanism of legislation acts;
- 1 seminar/workshop 1-day for high level policy makers;
- 8 seminars/workshops 1-day for professionals on different issues in the field of migration, asylum and visa;
- ensure effective function of DCMA.

2. Short term expertise for 6 man/month

Activities:

- assistance in the preparation of necessary amendments in the legislation;
- assistance in the development of Common strategy and Action plan;
- assistance in the development of manual;
- development and implementation of training programmes.

Results summary

- developed Common strategy and Action plan;
- developed manual;
- harmonised legislation in the field of migration, asylum and visa;
- 10 seminars for officers on harmonisation of legislation and different issues in the field of migration, asylum and visa.

CONTRACT No 2 Services (Technical Assistance)

Technical assistance experts participating in the framework of this project will be subordinated and will perform their duties under the supervision of PAA.

Long term expert for 8 man/month

Activities:

- assistance in the designing of information system;
- assistance in the preparation of project tasks;
- participation in the testing process of information system;
- preparation of assessment of existing data bases in the field of migration;
- assistance in the improvement process of the data bases;
- insurance of effective use of databases and network.

Results summary

- developed and ensured effective function of information system;
- improved data bases in the field of migration;
- 5 seminars/workshops for professionals on development of data bases and on insurance of information system data security

Legislation acts

1. **Citizenship Law** (passed in July 22, 1994);
2. **Cabinet of Ministers Regulation No. 310 “On Latvian Citizens Passports”** (passed in October 24, 1995);
3. **Law “On the Status of Those Former USSR Citizens Who are not Citizens of Latvia or Another Country”** (passed in April 12, 1995);
4. **Cabinet of Ministers Regulation No. 49 “On Latvian Non-citizen Passports”** (passed in January 21, 1997);
5. **Cabinet of Ministers Regulation No. 454 “On State Duty for Issuance of Passport of the Republic of Latvia and Other Person Identification and Their Rights Verified Documents”** (passed in December 28, 1999);
6. **Law “Residents Register Law”** (passed in August 27, 1998);
7. **Cabinet of Ministers Regulation No. 89 “On Delivery of Information Included into the Residents Register”** (passed in March 9, 1999);
8. **Cabinet of Ministers Regulation No. 119 “On State Duty for Delivery of Information from the Residents Register”** (passed in March 23, 1999);
9. **Cabinet of Ministers Regulation No. 384 “On Actualisation Procedure of into the Residents Register Included Information”** (passed in November 9, 1999);
10. **Cabinet of Ministers Regulation No.106 “On Security of Informational Systems”** (passed in March 21, 2000);
11. **Law “The Repatriation Law”** (passed in September 21, 1995);
12. **Cabinet of Ministers Regulation No. 370 “On Procedure of Calculation and Assignment of Benefits for Repatriates”** (passed in September 29, 1998);
13. **Law on the Status of Stateless Person in the Republic of Latvia** (passed in February 18, 1999);
14. **Law on the Convention of September 28, 1954 - about the Stateless Status** (passed in September 16, 1999);
15. **Cabinet of Ministers Regulation No. 297 “On the Sample of Stateless Person’s Identification Document and the Procedure in which Stateless Person’s Identification Document is Issued and Surrendered”** (passed in August 24, 1999);
16. **Law “On the Entry and Residence of Foreigners and Stateless Persons in the Republic of Latvia** (passed in Jun 9, 1992);
17. **Cabinet of Ministers Regulation No. 417 “Procedure of Issuing and Registration of Residence Permits”** (passed in December 16, 1997);
18. **Cabinet of Ministers Regulation No. 116 “On the Procedure on Employment of the Foreigners and Stateless Persons in the Republic of Latvia”** (passed in March 28, 2000);

19. **Cabinet of Ministers Regulation No. 131 “Visa Issuing Procedure of the Republic of Latvia”** (passed in April 6, 1999);
20. **Cabinet of Ministers Regulation No. 455 “On State Duty for Issuance of Visas and Residence Permits and Related Services”** (passed in December 28, 1999);
21. **Law on Asylum Seekers and Refugees in the Republic of Latvia** (passed in June 19, 1997);
22. **Cabinet of Ministers Regulation No. 18 “Regulations on Countries where no Danger of Persecution exists, and on Countries where no Danger of Persecution exists and where Asylum may be Requested”** (passed in January 20, 1998);
23. **Cabinet of Ministers Regulation No. 19 “On the Procedure of Choice of Place at Residence for Refugees in Latvia”** (passed in January 20, 1998);
24. **Cabinet of Ministers Regulation No. 20 “On Identity Documents of Asylum Seekers and the Procedure for Issuing Them”** (passed in January 20, 1998);
25. **Cabinet of Ministers Regulation No. 21 “On Travel and Identity Documents of Refugees and the Procedure for Issuing Them”** (passed in January 20, 1998);
26. **Cabinet of Ministers Regulation No. 22 “On Procedure of Registration of Permanent Residence Permits for Refugees”** (passed in January 20, 1998);
27. **Cabinet of Ministers Regulation No. 26 “On the Statute Refugee Appeals Board ”** (passed in January 20, 1998);
28. **Cabinet of Ministers Regulation No. 362 “Statute of the Department of Citizenship and Migration Affairs”** (passed in October 28, 1997);
29. **Personal Data Protection Law** (passed in March 23, 2000);
30. **Freedom of Information Law** (passed in October 29, 1998).