

Standard Summary Project Fiche for the Transition Facility

1. Basic information

- 1.1 **CRIS Number 2007/019-303.05.05**
- 1.2 **Twinning contract BG/07/IB/JH /05**

1.2. Title: ENHANCEMENT OF THE CAPACITY OF THE BULGARIAN POLICE THROUGH THE INTRODUCTION OF EUROPEAN MODELS AND METHODS FOR CRIME ANALYSIS

1.3. Sector: Justice and Home Affairs

1.4. Location: Republic of Bulgaria, Ministry of Interior, Coordination, Information and Analysis Directorate,

2. Objectives

2.1. Overall Objectives

Reduction of economic and organised crime through the effective organisation of IT tools to combat organised crime.

2.2. Project Purpose

Strengthening investigation capacity of the Bulgarian police to fight against crime through updating the Institutional Model for Information Processing and Analysis and introducing modern IT methods for operational information analysis and training of police analysts on regional and central levels.

2.3. Justification

According to the EC Monitoring Report on Bulgaria (September 26th 2006) the fields where immediate actions or further efforts are needed are “ the judicial system, the fight against corruption, the police cooperation and the fight against organised crime.

It states in addition that “Data protection and treatment of confidential information are not always adequate, which hampers international co-operation. A modern and consistent system of crime statistics, allowing Bulgaria to monitor and analyse the current situation and trends more closely, needs to be established.”

In the report it is emphasized that “As a whole, certain mechanisms had been put into place which should facilitate the fight against organised crime. However, there are still insufficient tangible results in investigating and indictment of organised crime cases.”

3. Description

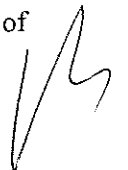
3.1. Background and justification

In 2002 the Minister of Interior approved the *Institutional Model for Information Processing and Analysis* document. It forms the basis for the development of an information system for crime analysis (intelligence analysis). The system consists of two parts - units for processing and analysis of operative information and a Centralized Automated Information System.

An Action plan aiming at the realization of the Concept on the Intelligence Activity in the Ministry of Interior (MoI) was elaborated in 2004. It envisages the establishment of specialised structural units for analysis on regional and central levels and initial training of the analytical staff.

The new Ministry of Interior Act (in force since 01.05.2006) provides for the establishment of

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analytical units on regional and central levels. Operational information processing implemented by the units is being executed by the Automated Information System (AIS) "Criminal Analysis".

Up to now AIS "Criminal Analysis" works in test environment.

AIS "Criminal Analysis" was developed in accordance with the achievements of BG1999/IB-JH-03 and BG2002/IB-JH-05 Twinning Contracts. Both contracts were implemented in cooperation with General Directorate of the Police, Spain and National Police and National Gendarmerie, France. Training/seminars in investigative techniques are being implemented under BG 2004/016-711.08.04.

AIS "Criminal Analysis" performs functions, related to the processing and analysis of operative information, which include:

- collecting, processing, submission, management (distribution) of information for the needs of the operational-quest activity, performed by the national services (3) and territorial directorates (28);
- creation of conditions for coordination of the activities of the police structures and avoiding duplication of the work on objects of common interest;
- operative analysis of concrete cases or crime groups, comparative analysis of crimes, perpetrators and investigations.
- strategic crime analysis, examination of police methods and techniques, development of strategies of the Ministry of Interior for combating crime.

AIS "Criminal Analysis" assists the analytical staff in:

- connection of all incoming data during different periods of time, from different sources, related to one and the same physical object;
- the opportunity the information to be presented in compliance with the explicit rules and in accordance with the restrictions for its use, determined by the police officer, who has collected it;
- security clearance for access to the Centralised Automated Information System to the staff of the analytical units only and the directors of the MoI top management.

In the course of the twinning contracts implementation, financed under PHARE Programme, about 30% of all the analysts passed initial training in operative and strategic analysis. Twelve analysts were trained by the twinning partners through the train of trainers approach. This number of trained officials is extremely insufficient, as the analytical units are distributed throughout Bulgaria.

There is a particularly urgent need to take measures for conducting staff training in order to:

- increase the number of trainers;
- introduce new methods, techniques and models of automated criminal analysis;
- enhance the effectiveness of the work of the Police Services in combating crime.

The project is directly linked to the implementation of the National Schengen Action Plan approved by Bulgarian government. Furthermore, the achievements of the objectives set in the project will lead to practical implementation of a number of key measures:

- Assistance in implementing police enhancement and modernisation leading to the implementation of information technologies in the analysis field;
- Increasing levels of interagency and international cooperation of Bulgarian police forces with police services of neighbour countries and EU member states through regular exchange of information, operational data and experiences, according to art. 44 of the Convention for Implementation of Schengen Agreement.
- Intensive interrelations between police services of Bulgaria and similar structures of the neighbour countries and EU MSs through exchange of information, operative data and experience according to Art. 44 of the Convention Applying the Schengen Agreement.

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3.2. Linked activities:

This project is linked to:

➤ Institutional Strengthening of Bulgarian Police: Upgrading of Criminal Information Systems and Strengthening of Managerial Techniques, BG 9911.02 Phare project - completed. As a result of its implementation the following results were achieved:

- Institutional Model for Information Processing and Analysis document was approved, as well as an Action plan for setting up the criminal analysis system;
- In October 2002 a new Quest Motor Vehicles AIS was launched. In full compliance with the SIS requirements;
- Information application on the MVs constructive features was developed;
- An Operational Centre for Information Exchange was established;
- A Centre for Police Research was set up.

➤ Implementation of the National Schengen Action Plan: building up the national information system in compliance with Schengen requirements, BG 0203.10 Phare project - completed. The results achieved by now are as follows:

- The Criminal Analysis AIS was developed in order to allow visualization of the objects' scheme;
- A new MoI Quest Activities AIS was developed in 2005. It encompasses all of the Schengen objects.
- The graphical visualization subsystem of AIS "Criminal analysis" was introduced in 2005.
- A Distance Learning AIS was developed.

➤ PHARE BG 2004/016-711.08.04 "Modernisation of the Bulgarian Police and enhancing its efficiency" of the Crime /Police Sub-sector - multiannual program - on-going. Training/seminars in investigative techniques (technical and management aspect, training of police staff) are envisaged. The main objective is to provide the basics for a solid criminal analysis system for the Bulgarian police as well as training for officers who will work with the system.

All these projects represent a balanced programme for Institutional Building and investment support aimed at strengthening the police capacity to counteract crime. The project is directly connected with implemented or ongoing PHARE projects and it will follow up the results achieved by them.

Effective coordination with the projects, regardless whether implemented or still ongoing (mainly those of them which relate to the intelligence analysis activities) will be assured in order to avoid duplication or overlapping.

3.3. Results

The results to be achieved under this Twinning Contract will support the efforts of the MoI in the field of automated processing of intelligence data. It will further develop the achievements of the already adopted Institutional Model for Information Processing and Analysis.

The following results are expected:

COMPONENT 1. Institutional Model for Information Processing and Analysis

- Institutional Model for Information Processing and Analysis updated.
- A proposal for reorganisation of the structure and functions of the analytical units within the framework of the updated Institutional Model prepared and implemented
- Mechanism for coordination of the analytical units on regional and central levels improved.

COMPONENT 2. Mechanisms for decision-making and coordination of the analytical units

- Mechanisms for decision-making by the analytical units on central and regional levels developed.
- Uniform criteria for intelligence processing elaborated
- Practical experience in the EU MSs on the work of the analytical units gained

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- Acquaintance with the intelligence information system of Europol and the MSs

COMPONENT 3. Training/methodology

Training of trainers in the following areas carried out:

- training in investigative techniques and management aspects of fighting organized crime;
- crime analysis in relation to corruption issues;
- criminal analysis (basic training, creation of database) and in a second stage advanced training in criminal analysis (operational and strategic)
- application of EU legislation and regulations in the field of collecting, storing, processing, transmitting and utilising data and inter-institutional co-operation at national and international level.

Indicators for the results achieved at the end of the project are:

- Updated Institutional Model for Information Processing and Analysis in use.
- Elaborated Action plan in implementation of the updated Institutional Model for Information Processing and Analysis.
- Elaborated proposal for reorganisation of the structure and functions of the analytical units within the framework of the updated Institutional Model.
- Developed normative document on the mechanisms for decision-making needed for the automated crime analysis implementation.
- Approved document on the requirements for unification of the criteria for information processing.
- Decreased time needed for information analysis and exchange.
- Improved capacity of the analytical units through training of 60 trainers in crime analysis such as operative, strategic, financial, etc.
- Elaborated training materials, manuals, etc. and their dissemination to the respective staff.

3.4. Activities

In the course of the Twinning Contract implementation expert missions, study visits, seminars, workshops and training courses activities related to the following areas will be carried out:

COMPONENT 1. Institutional Model for Information Processing and Analysis

- Analysis of the EU legislation and regulations in the field of collecting, storing, processing, transmitting and utilising data and inter- institutional co-operation at national and international level. Updating of the Institutional Model for Information Processing and Analysis;
- Assessment of the existing AIS for crime analysis and of the Bulgarian Police structures conducting activities on crime analysis;
- Review of the existed software covering the information analysis issues;
- Elaboration of an Action plan for further development of the Bulgarian AIS for crime analysis.

COMPONENT 2. Mechanisms for decision-making and coordination of the analytical units

- Development of mechanisms for decision-making and coordination of the analytical units on central and regional level.

COMPONENT 3. Training/methodology

- Delivery of seminars, training on crime analysis in relation to corruption issues.
- Training in criminal analysis (creation of database, operational and strategic criminal analysis).
- Training in investigative techniques and management aspects of fighting organized crime and illegal migration.

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The experts participating in the study visits will compile a report that will be distributed within the administration and train the colleagues on the newly acquired skills as appropriate.

3.5. Lessons learned

The Ministry of Interior has gained valuable experience in the management and realization of the PHARE Program Projects. This particular project is based on the experience and the results from the accomplishment of previous projects: BG 9911.02, BG 0005.02, BG 0012.02, BG 0203.01, BG 0203.10, BG 2004/016-711.08.04, BG 2005/017-353.07.04, BG 2004/016-711.08.06, BG 2005/017-353.07.05 and BG 2005/017-353.07.06, as well the application of a scheme of surveillance and self-assessment.

The projects developed under the above mentioned Program contribute to the strengthening of the institutional capacity of the MoI in accordance with the standards and the achievements of the EU acquis in the sphere of justice and home affairs.

Throughout their activity for PHARE Program implementation the MoI structures enhanced their capacity for programming, development, management, implementation and monitoring of projects. PHARE Program was and still is a crucial element of the Police Management and activity developed in accordance with the EU acquis requirements and standards.

The experience of the MoI in pre-accession programmes and projects financed by the European Union has proven the utmost importance of active partnership with the institutions of other EU member states. Under BG99/IB/JH/03 PHARE project an Action plan for setting up the criminal analysis system was approved. The Spanish and French know-how on crime analysis was successfully transferred. That way the basis for further developments in this field was set.

In the framework of BG02/IB/JH/05 PHARE project the Criminal Analysis AIS was developed in order to allow visualization of the objects' scheme. The AIS provides for a common database necessary for the operative, investigation, information and analytical activities of the police services. Training targeted for the analysis units' officials was carried out by representatives of the Central Criminal Investigation Unit within the Spanish police. The partnership developed on the basis of twinning contracts is sustainable and lasts after the completion of the projects. It intensifies the cooperation and interaction of institutions and authorities dealing with similar issues.

4. Institutional Framework

The Ministry of Interior will be the project beneficiary. The Coordination, Information and Analysis Directorate (CIAD) within the Ministry will monitor and manage the project implementation. The Directorate will coordinate the whole process of partnership and the work of the MoI structures involved.

The Project SPO will be Mr. Lachezar Elenkov - Director of the Coordination, Information and Analysis Directorate and the Project Coordinator on the part of CIAD - Mr. Emilian Aleksov, Head of the Information Services and Technology Section

The overall project implementation will be supported by the project implementation unit within CIAD. The Central Finance and Contracting Unit (CFCU) within the Ministry of Finance will be responsible for the financial issues. It will work in close collaboration with CIAD and the twinning partners.

A Steering Committee will be set up in order to guarantee the effective co-ordination and co-operation

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between the MoI structures involved in the project implementation.

The Committee will be responsible for:

- approving the decisions taken in the course of project activities;
- providing guidelines to the working groups set up under this project;
- providing all the information necessary for project implementation;
- nominating contact points from all MoI service involved in the project;
- taking prompt measures in view of ensuring smooth implementation of the project in cases of delay or other unforeseen obstacles;

Membership:

- Beneficiary Country and Member State Project Leaders
- Resident Twinning Advisor
- RTA Counterpart
- CFCU representative (observer)
- Representatives of the MoI structures involved in the project implementation
- Invited members of Project Management Team when necessary

Method:

- Joint (BC and MS Project leaders) management of the Project
- Quarterly 1-day meetings in Sofia to discuss and approve respective quarterly report /QR/
- RTA liaises with both Project Leaders and drafts Agenda and QR, then distributes drafts at least one week in advance of each meeting.
- Discussion and resolving of any unforeseen difficulties arising during the previous work period and proposals to rectify situations, together with proposal for amendments, or updates if necessary, to project Work Schedule and Budget.

5. Detailed Budget

EM	Transition Facility support			Co-Financing			Total cost
	Investment (I)	Institutional Building (IB)	Total Transition Facility (=I+IB)	National Public Funds(*)	Other sources (**)	Total co- financing of the project	TF plus cofinancing
Twinning Contract*		0,58	0,58		0		0,58
Total		0,58	0,58		0		0,58

* 10%. national co-financing will be provided by the National Fund Directorate at the Ministry of Finance.

Contributions from the Bulgarian administration for effective implementation of the twinning/twinning light/TA may be further detailed in the twinning contract/terms of references.

To ensure smooth implementation of the project, the beneficiary will provide adequately equipped office space with telephone, PC (Internet) and fax. Photocopier and access to the necessary information as well as secretarial support will be ensured during the project life-time. In addition the beneficiary will provide space and facilities for workshops (training), consultations and seminars. The national co-financing will be specified in the twinning contract.

6. Implementation Arrangements

The Implementing Agency for the project is the Central Finance and Contracting Unit (CFCU) within

the Ministry of Finance. CFCU will be responsible for conducting tenders and will exercise financial control during the project implementation period.

The Ministry of Interior will coordinate the development of technical requirements. It will nominate the relevant experts who will take part in the project activities.

Project Leader's contact details:

Mr. Lachezar Elenkov
Project Leader
Director
Coordination, Information and Analysis Directorate (CIAD), MoI,
29, Shesti Septemvri Str.
1000 Sofia
Tel.: +359 2 982 29 49
Fax: +359 2 982 49 78

The Bulgarian Project Leader shall direct the implementation of the project and shall be responsible for the substance and the progress of the project.

RTA counterpart's contact details:

Mr. Emilyan Alexov
Project Coordinator
Head of department
Coordination, Information and Analysis Directorate (CIAD), MoL,
29, Shesti Septemvri Str.
Tel.: +359 2 982 48 46
RTA counterpart will work on a day-to day basis with the RTA.

This project fiche was completely prepared by the experts of CIAD, Ministry of Interior. No external consultants were involved.

6.2. Twinning

The twinning manual will apply for this project. A Twinning Contract with a duration of 15 months is proposed.

A Member State (MS) Project Leader, should be a high-level official who continues to work in his/her Member State administration but who devotes some of his/her time to conceiving, supervising and coordinating the overall implementation of the project.

The Resident Twinning Advisor should be a public sector expert with good communication skills. He/she will be expected to establish and maintain good relations with the MoI officials in order to fully understand their views and be in position to transfer effectively ideas and techniques. This implies that the Twinning Resident Advisor should be a professional with good communication skills.

The Twinning Resident Advisor is expected to have good knowledge and at least 5 years practical experience on the following areas:

- EU best practices in administrative capacity building;
- EU legislation in relation to intelligence and related data bases;
- Automated criminal analysis systems;
- Issues related to intelligence led policing;

The Twinning Resident Advisor should be able to provide effective support in developing training programs. Very good knowledge of English, both oral and written, is required.

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The STEs proposed should be public sector experts with good communication skills and experienced in the field of information analysis and information automated processing. They should have technical expertise in:

- At least three-year practical experience in working with automated criminal analysis systems;
- proficiency in the field of intelligence;
- specific knowledge on information and intelligence exchange;
- experience in managing the data base of intelligence;
- knowledge on the EU legislation in relation to intelligence and related data bases;
- experience in the training of theoretical and practical issues.

Local Support Staff:

Assistant to the RTA and project team on site for the entire duration of the project providing general project support; perform necessary administrative and secretarial duties, as well as translation between Bulgarian English for project related documentation and ad-hoc interpretation as necessary during the meetings.

6.3. Non-Standard Aspects

n.a.

6.4. Contract

Contract 1- Twinning– 580 000 euro.

7. Implementation Schedule

7.1. Start of tendering/call for proposals

Program Approval – 4 Q 2007 (December 2007)

Twinning selection – 4 Q 2007 (December 2007)

7.2. Start of project activity

2 Q 2008 (August 2008)

7.3. Project Completion

4Q 2009 (November 2009)

8. Sustainability

This project will prolong and develop the achievements of the PHARE projects implemented in the area and further support the Bulgaria's efforts to counter organised crime. Successful and timely implementation of the previous PHARE projects is a pre-condition of concluding the twinning contract under this project fiche. Bulgarian Authorities are fully aware of their responsibilities for their financial participation concerning the co-financing of the project. The project goals will be achieved through the provision of a focused training of trainers programme. Training of trainers is envisaged in order that more value for money is achieved. Such a program will make the project results sustained.

9. Conditionality and sequencing

The successful and timely implementation of the projects implemented in this area will be the basis for the achievement of the project goals.

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ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)

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ANNEX 1

Approved:
 Lachezar Elenkov
 Director of Coordination, Information and
 Analysis Directorate,
 Representing Project Fiche

LOGICAL FRAMEWORK MATRIX (FOR PLANNING) of Project:			Programme name and number	
Enhancing the capacity of the Bulgarian Police through the introduction of EU models and methods for crime analysis.			Contracting period expires: 15.12. 2009	Disbursement period expires: 15.12. 2010
			Total budget:	TF budget
			580 000 €	580 000 €
Overall Objective	Objectively Verifiable Indicators	Sources of verification		
Reduction of economic and organised crime through the effective organisation of IT tools to combat organised crime	<ul style="list-style-type: none"> Enhanced level of compliance with the EU standards and the best practices in the field of information analysis. Improved detection rates of criminal offences by 5% during the first year following the project completion; Effectiveness of the police structures' anti-crime activities increased. 	<ul style="list-style-type: none"> Official documents/ analysis/reports, prepared by the Bulgarian authorities and the European Commission; 		

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Project Purpose	Objectively Verifiable Indicators	Sources of verification	Assumptions
Strengthening investigation capacity of the Bulgarian police to fight against crime through updating the Institutional Model for Information Processing and Analysis and introducing modern IT methods for operational information analysis and training of police analysts on regional and central levels.	<p>A methodology for criminal analysis developed;</p> <p>A mechanism for coordination and interaction among those involved in the investigations further developed by the end of the project;</p> <p>Modern IT methods and techniques of the Bulgarian Police for implementation of the EU models and methods for crime analysis introduced by the end of the project life.</p> <p>Circa 60 officials of the analytical units properly trained.</p>	<ul style="list-style-type: none"> • Reports of the twinning partners experts working on the project • Official documents/ analyses/reports drafted by Bulgarian authorities and the European Commission • Mol reports. • Reports on the work of Mol structures. • Protocols verifying training sessions 	<ul style="list-style-type: none"> • Mol demonstrates a capacity to counter crime in accordance with the European requirements and standards. • Good interaction with the Ministry of Finance. • Close cooperation with the twinning partners

Results	Objectively Verifiable Indicators	Sources of verification	Assumptions
<p>COMPONENT 1. Institutional Model for Information Processing and Analysis</p> <ul style="list-style-type: none"> ▪ Institutional Model for Information Processing and Analysis updated. ▪ A proposal for reorganisation of the structure and functions of the analytical units within the framework of the updated Institutional Model prepared and implemented ▪ Mechanism for coordination of the analytical units on regional and central levels improved. 	<ul style="list-style-type: none"> • Updated Institutional Model for Information Processing and Analysis in use. • Elaborated Action plan in implementation of the updated Institutional Model for Information Processing and Analysis. • Elaborated proposal for reorganisation of the structure and functions of the analytical units within the framework of the updated Institutional Model. • Developed normative document on the mechanisms for decision-making needed for the automated crime analysis implementation . • Approved document on the requirements 	<ul style="list-style-type: none"> • Reports of the twinning partners experts working on the project • Official documents/ analyses/reports drafted by Bulgarian authorities and the European Commission • Mol reports. • Reports on the work of Mol structures. 	<ul style="list-style-type: none"> • Commitment on behalf of senior level officials of all involved structures. • Adoption of the legislative changes, if any . • Ensuring the necessary working conditions of the trained personnel in order to prevent the turn-over f. • Good interaction with the Ministry of Finance.

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<p>COMPONENT 2. Mechanisms for decision-making and coordination of the analytical units</p> <ul style="list-style-type: none"> ▪ Mechanisms for decision-making by the analytical units on central and regional levels developed. ▪ Uniform criteria for intelligence processing elaborated ▪ Practical experience in the EU MSs on the work of the analytical units gained ▪ Acquaintance with the intelligence information system of Europol and the MSs 	<p>for unification of the criteria for information processing.</p> <ul style="list-style-type: none"> • Decreased time needed for information analysis and exchange. • Improved capacity of the analytical units through training of 60 trainers in crime analysis such as operative, strategic, financial, etc. • Elaborated training materials, manuals, etc. and their dissemination to the respective staff 	
<p>COMPONENT 3. Training/methodology</p> <p>Training of trainers in the following areas carried out:</p> <ul style="list-style-type: none"> ▪ training in investigative techniques and management aspects of fighting organized crime; ▪ crime analysis in relation to corruption issues; ▪ criminal analysis (basic training, creation of database) and in a second stage advanced training in criminal analysis (operational and strategic) ▪ application of EU legislation and regulations in the field of collecting, storing, processing, transmitting and utilising data and inter-institutional co-operation at national and international level. 		

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Activities	Means	Assumptions
<p>COMPONENT 1. Institutional Model for Information Processing and Analysis</p> <ul style="list-style-type: none"> ▪ Analysis of the EU legislation and regulations in the field of collecting, storing, processing, transmitting and utilising data and inter- institutional co-operation at national and international level. Updating of the Institutional Model for Information Processing and Analysis; ▪ Assessment of the existing AIS for crime analysis and of the Bulgarian Police structures conducting activities on crime analysis; ▪ Review of the existed software covering the information analysis issues; ▪ Elaboration of an Action plan for further development of the Bulgarian AIS for crime analysis. ▪ COMPONENT 2. Mechanisms for decision-making and coordination of the analytical units <ul style="list-style-type: none"> ▪ Development of mechanisms for decision-making and coordination of the analytical units on central and regional level. COMPONENT 3. Training/methodology <ul style="list-style-type: none"> ▪ Delivery of seminars, training on crime analysis in relation to corruption issues. ▪ - Training in criminal analysis 	<ul style="list-style-type: none"> • RTA selected. • Twinning Contract signed. • Implementation of a Twinning Contract. • Implementation of expert missions, study visits, seminars, workshops, training courses, etc. 	<ul style="list-style-type: none"> • Commitment on behalf of senior level officials of all involved structures; • Commitment on behalf of Implementing Agency in tendering and contracting; • Effective training. • Good interrelations with the twinning partners. • Sufficient budget provided.

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<p>(creation of database, operational and strategic criminal analysis).</p> <ul style="list-style-type: none"> - Training in investigative techniques and management aspects of fighting organized crime and illegal migration; 		
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DETAILED IMPLEMENTATION CHART

	2007												2008												2009												2010											
	A	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								T	T	T	T	T	T	T	T	T	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I																

T - Tendering;
C - Contracting;
I - Implementation.

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ANNEX 3

CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER FOR FULL DURATION OF PROGRAMME

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Date	31/12/07	31/03/08	30/06/08	30/09/08	31/12/08	31/03/09	30/06/09	30/09/09	15/12/09	31/03/10	31/06/10
Contracting				580 000							
Disbursement					100 000	220 000	340 000	460 000	580 000		

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