

EUROPEAN FUND FOR THE INTEGRATION OF THIRD-COUNTRY NATIONALS
DRAFT ANNUAL PROGRAMME

Revised version

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MEMBER STATE: Estonia
 FUND: European Fund for the Integration of Third-Country Nationals (IF)
 RESPONSIBLE AUTHORITY: Office of the Minister for Population and Ethnic Affairs (OMPEA)
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 YEAR COVERED: 2008

1. GENERAL RULES FOR SELECTION OF PROJECTS TO BE FINANCED UNDER THE PROGRAMME

The draft Annual Programmes for 2007 and 2008 have been prepared in March 2008. Similar rules for selection of projects have been described in both programme documents.

The draft Multi-annual Programme for European Fund for the Integration of Third-Country Nationals has been prepared prior to the drafting of Annual Programme 2008. The general rules for selection of projects to be financed are not described in the draft Multi-annual programme.

The selection of projects under the Annual Programme will be based on the Estonian Public Procurement Act (entry into force on May 1, 2007; RTI, 21.02.2007, 15, 76) and the internal procedures of the Integration Foundation (NEIF). Also the requirements of the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC, , Manual of the Eligibility Rules of costs reported for EC support in the context of the General Programme ‘Solidarity and Management of Migration Flows’ and other relevant EU documentation will be followed.

Responsible Authority for the IF is the Office of the Minister for Population and Ethnic Affairs. Integration Foundation is acting as Delegated Authority. Following table illustrates the division of tasks between the Responsible Authority and Delegated Authority:

Final responsibilities of the RA	Responsibilities of Delegated Authority	
	RA responsibilities delegated to NEIF with written act of delegation	NEIF responsibilities
Art 25 p.1a consult partners in accordance with Art 10.	Responsibility of RA only. Will not be delegated.	

Art 25 p.1b submit to the Commission the proposals for multi-annual and annual programmes to which Art 17 and 19 refer; If required submission of revised annual plans (Art 18). Transmission of information regarding use of Fund will be done in accordance with IR Art 19.	Responsibility of RA RA only. Will not be delegated.	
Art 25 p.1c set up a cooperation mechanism with the managing authorities designated by the Member State for the purposes of the implementation of the actions under the ESF and the European Refugee Fund. Validation and submission to EC the management and control systems (MCS) and its subsequent changes (if any) (IR Art 20). Provision of revised description of MCS if required (Art 21).	Develop management and control procedures for DA acting as an awarding body and as an executing body.	Lay down management procedures, including signature of grant agreements and follow up of agreements (IR Art 10 p.1)
Art 25 p.1d delegated to NEIF.	Art 25 p.1d organize and advertise calls for tenders and proposals.	Publish calls for proposals and services (IR Art 9 p.1)
Art 25p.1e delegated to NEIF.	Art 25 p.1e organize the selection of projects for co-financing under the Fund in accordance with the criteria set out in Art 13 p.5	Inform potential beneficiaries of specific project selection and implementation conditions (IR Art 9 p.2) Ensure that project awarded have been subject to formal, technical and budgetary analysis; and qualitative assessment (IR Art 9 p.3) Award decision (IR Art 9 p.2), including when applicants are national bodies (IR Art 9 p.4) Inform applicants of selection decisions (IR Art 9 p.6)

Art 25 p.1f receive payments made by the Commission, and make payments to the DA.	Art 25 p.1f receive payments made by the RA, and make payments to the FB-s	
Art 25 p.1g ensure consistency and complementarity between co-financing under the Fund and from other relevant national and Community financial instruments.	Responsibility of RA RA only. Will not be delegated.	
Art 25p.1h delegated to NEIF.	Art 25 p.1h monitor the delivery	Carry out verifications (IR Art

<p>Approval of eligibility rules (IR Art 39) Monitoring controls that verifications are performed with sufficient quality by the DA (IR Art 15).</p>	<p>of the co-financed products and services and check that the expenditure declared for actions has actually been incurred and complies with Community and national rules.</p>	<p>15):</p> <ul style="list-style-type: none"> • administrative and financial verifications of each application for reimbursement sent by FB; • verification of the relevance, accuracy and eligibility of the expenses and income declared by the FB-s; • on-the-spot verifications of individual projects. <p>Keep records of each verification (IR Art 15 p.2).</p>
<p>Art 25 p.1i ensure that there is a system for recording and storing in computerised form accounting records of each action under the annual programmes and that the data on implementation necessary for financial management, monitoring, control and evaluation is collected in RA.</p>	<p>Art 25 p.1i ensure that there is a system for recording and storing in computerised form accounting records of each action under the annual programmes and that the data on implementation necessary for financial management, monitoring, control and evaluation is collected in DA.</p>	
<p>Art 25 p.1j delegated to NEIF.</p>	<p>Art 25 p.1j ensure that final beneficiaries and other bodies involved in the implementation of actions co-financed by the FUND maintain either a separate accounting systems or an adequate accounting code for all transactions relating to the action, without prejudice to national accounting rules;</p>	
<p>Art 25 p.1k ensure that the evaluations of the Fund referred to in Article 47 are carried out within the time limits laid down in Article 48(2) and meet the quality standards agreed between the Commission and the Member State.</p>	<p>Responsibility of RA RA only. Will not be delegated.</p>	
<p>Art 25 p.1l set up procedures in RA to ensure that all documents regarding expenditure and audits required to ensure an adequate audit trail are kept available for the Commission and the Court of Auditors for a period of five years following the closure of the programmes (IR Art 41)</p>	<p>Art 25 p.1l set up procedures in DA to ensure that all documents regarding expenditure and audits required to ensure an adequate audit trail are kept available for the Commission and the Court of Auditors for a period of five years following the closure of the programmes (IR Art 41)</p>	

Art 25 p.1m ensure that the AA receives, for the purposes of carrying out the audits defined in Article 28(1), all necessary information on management procedures operated and the projects co-financed by the Fund	Art 25 p.1m ensure that the AA receives, for the purposes of carrying out the audits defined in Article 28(1), all necessary information on management procedures operated and the projects co-financed by the Fund	
Art 25 p.1n ensure that the certifying authority receives all necessary information on the procedures and verifications carried out in relation to expenditure for the purpose of certification;	Art 25 p.1n ensure that the certifying authority receives all necessary information on the procedures and verifications carried out in relation to expenditure for the purpose of certification;	
Art 25 p.1o submit to the Commission progress and final reports on the implementation of the annual programmes, declarations of expenditure certified by the CA and requests for payment or where appropriate statements of reimbursement	Draw up and submission to RA for review the progress and final reports on implementation of the annual program, declarations of expenditure, payment requests or where appropriate statements of reimbursement (IR Art 24).	
Art 25 p.1p delegated to NEIF.	Art 25 p.1p carry out information and advisory activities; and disseminate results of supported actions with the aim of the widest possible media coverage (IR Art 33 p.1) Dissemination of key indicators regarding multi-annual and annual programmes (IR Art 31 p.1)	Perform informational activities (IR Art 33): <ul style="list-style-type: none"> • information activity of the year; • annual publication of the lists of beneficiaries and projects Inform FB-s that acceptance of funding also implies acceptance of their inclusion of the list of FB published by DA (IR Art 32).
Art 25 p. 1q cooperate with the Commission and the responsible authorities in the other Member States	Responsibility of RA RA only. Will not be delegated.	
Art 25 p.1r delegated to NEIF.	Art 25 p.1r verify the implementation by the FB of the guidelines referred to the visibility of the funding (Art 31 p.6)	

The annual programme 2008 will be implemented via two types of instruments:

- a) Grant agreements (call for proposals will be carried out under the activity 1.9; 1.12; 1.13; 1.28);
- b) Service contracts (procurements will be carried out for the selection of the service provider under the activities 1.1; 2.1; 2.2.; 2.3; 3.1; 3.4; 4.1.).

1.1 Grant agreements

Internal procedures for of the Integration Foundation will be followed for the organisation of the calls for proposals. Four principles will be followed for the calls for proposals:

- Common information available for all the grant applicants;
- Common application rules for all potential project applicants;
- Common evaluation rules for all project applicants;
- Common rules for participation and contracting for all project applicants and beneficiaries.

Calls for proposals will be carried out in accordance with Articles 9.1 and 9.2 of the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC and in following stages:

1) Preparation of application forms and informing the potential applicants

The documentation for the call for proposals will be prepared by the project manager, approved by the head of the unit and approved by the order of the head of the Integration Foundation or the administrative director of Integration Foundation.

The documentation for the call for proposals will be published on the web page of the Integration Foundation and ad with the information regarding the call will be published in newspapers. Relevant documentation (guidelines, application form, draft agreement and other forms) will be made available for the potential applicants.

In accordance with Article 9 of the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC the calls for proposals shall be published in a way that ensures maximum publicity among potential beneficiaries. Any change to the content of the calls shall also be published under the same conditions.

In accordance with Article 9 of the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC the calls for proposals shall specify:

- the objectives;
- the selection criteria and the relevant supporting documents;
- the arrangements for Community financing;
- the arrangements and final date for submission of proposals.

The potential beneficiaries are informed of the following specific conditions concerning the projects to be implemented:

- the eligibility rules for the expenditure;
- the time-limit for implementation;
- the financial and other information to be kept and communicated.

Project applicants will also be informed of the possibility to request for additional information. The information requested by the project applicants and answers submitted will be made available to all project applicants on the web page of the Integration Foundation.

2) Formation of evaluation committee

Proposals for the composition of the evaluation committee will be made by the project manager. The Integration Foundation committee consists of the secretary, head of the evaluation committee and of the odd number of voting members (evaluators).

The composition of the evaluation committee will be approved by the head of the unit and by the order of the head of the Integration Foundation or the administrative director of Integration Foundation.

3) Receiving and registering project applications

Project application will be presented in paper format (at least 1 original and 2 copies) in sealed package. The project applications must reach the office of the Integration Foundation by the deadline notified in the call for proposals.

Received applications will be registered based on the data on the package. Register of the received applications will be prepared and enclosed to the project applications by the project manager, assistant or other employee of the Integration Foundation authorised for it. Project applications will be kept unopened until the opening meeting.

4) Evaluation of project applications

The evaluation of the project applications consists of three stages: opening meeting, administrative evaluation and technical evaluation.

a. Opening meeting

All envelopes with the project applications received by the deadline indicated in the call for proposals will be opened during the opening meeting. More than half of the evaluation committee members must be present during the opening meeting. Minutes of the opening meeting, report of opening of grant applications and table on opening of the grant applications will be prepared by the secretary of the evaluation committee.

Declaration of objectivity and confidentiality will be signed by all members of the evaluation committee.

Register of the received project applications, minutes of the opening meeting, table on opening of the grant applications and signed declarations will be annexed to the opening report.

b. Administrative evaluation

The administrative evaluation will be carried out after the opening meeting. More than half of the evaluation committee must be present during the administrative evaluation. During the administrative evaluation the administrative compliance of the applications will be checked (all parts of application duly filled and requested data presented, eligibility of applicant and application, grant amount within the limits set etc.).

The secretary of the evaluation committee will fill in the administrative compliance table in the presence of the evaluators. If needed, additional information will be requested in written form from the grant applicants.

The secretary of the evaluation committee will prepare the administrative evaluation report including the list of applications which passed the administrative check, requests for additional information and answers from the project applicants (if any), list of applications which did not pass the administrative check (including the reasons for removing them from the competition) and decision for removing the unsuccessful applications from the evaluation process. Administrative compliance table will be annexed to the administrative evaluation report.

The administrative evaluation report will be signed by the members of the evaluation committee.

c. Technical evaluation

Technical evaluation will be carried out by the evaluation committee. All project applications will be evaluated based on the general evaluation criteria and objective based evaluation criteria. The general evaluation criteria are the capacity of the applicant, relevance of the application, methodology of the application and sustainability of the activities.

Each evaluator fills the evaluation sheets and gives points to the project applications based on the pre-prepared general and objective based criteria. The secretary of the evaluation committee will prepare technical evaluation table for each project indicating the points given by each evaluator. Based on the evaluation sheets and evaluation tables technical evaluation report will be composed. Technical evaluation report will be signed by the members of the evaluation committee.

After the end of the technical evaluation the secretary of the evaluation committee will compose the overall evaluation report of the call for proposals. The following documents will be included in the evaluation report: opening report, administrative evaluation report and its annexes and technical evaluation report and its annexes.

The evaluation report with the annexes will be presented for the endorsement by the project manager to the head of the unit and to the head of the Integration Foundation. The evaluation report will be approved by head of the unit and by the order of the head of the Integration Foundation or the administrative director of Integration Foundation.

5) Informing the applicants on the evaluation results and preparation of grant agreements.

Based on the financing decisions negotiations will be carried out with the project applicants and grant agreements will be prepared.

In accordance with Article 9.6 of the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC written information shall be sent to each applicant on the results of the selection process containing an explanation of the selection decisions. Project manager is responsible for informing the applicants.

1.2 Service contracts

The procurements for services under the IF will be carried out following the Estonian Public Procurement Act (entry into force on May 1, 2007; RTI, 21.02.2007, 15, 76).

The Public Procurement Act provides for the public procurement procedures, the rights and obligations of subjects involved in public procurement and their liability, and the procedure for the exercise of state supervision with the aim of promoting competition and ensuring the transparency of public procurements and the equal treatment of the participants in tendering procedures.

The smaller tenders, for the amounts below the limits stipulated in the Public Procurement Act will be organised following the internal procedures of the Integration Foundation. The internal procedures for carrying out tenders are the following:

1) Procurements below the limit identified in the Public Procurement Act

- a. direct purchase (up to 49 999 kroons/ 3 196 EUR).

General principles of the Public Procurement Act will be followed. It is recommended to ask at least 2 price offers, negotiations can be carried out also with one tenderer and procurement contract will be prepared.

In case comparable tenders are requested from the tenderers the economically most advantageous tender or the tender with lowest price will be considered successful.

- b. procedure with three offers (for the tenders announced in 2008 50 000 – 625 848 kroons/ 3 196 – 39 999 EUR);

Three offers will be requested from the potential tenderers. At least two evaluators will participate on the tender evaluation. The economically most advantageous tender or the tender with lowest price will be considered successful.

- c. open tender with simplified procedure (for the tenders announced in 2008 50 000 – 625 848 kroons/ 3 196 – 39 999 EUR).

Project manager will prepare tender documents (instruction to tenderers, technical description, forms for tenderer's offer, draft contract) following the requirements of the Public Procurement Act. Depending on the amount of the tender (following the requirements of the Public Procurement Act), the call will be published on the web page of the Integration Foundation or both on the web page and on the newspapers.

Evaluation Committee consisting of non-voting chairman and secretary and at least two voting members will be formed.

Offers will be presented in paper format (1 original and 2 copies) in sealed package and registered based on the information on the package. Tenders will be opened and evaluation meeting will be carried out at least within 2 weeks from the deadline for submission of tenders. Administrative check will be carried out and additional information requested if needed. Tenders will be evaluated based on the criteria presented in the tender documents. Evaluation sheets will be filled by the evaluators and evaluation report will be prepared.

The evaluation report and the decision of the evaluation committee will be approved with the order of the head or administrative director of the Integration Foundation.

The notification letter both to the successful tenderer and unsuccessful tenderers will be sent out within 10 working days after the confirmation order. Contract will be prepared with the successful tenderer.

Public procurement report will be submitted to the Public Procurement Register according to the requirements of the Public Procurement Act.

- 2) Services above the limit identified in the Public Procurement Act procured with simplified procedure based on the Public Procurement Act
 - a. open tender with simplified procedure (for the tenders announced in 2008 starting from 625 864 kroons/ 39 999 EUR);
 - b. procedure with three offers (simplified procedure for service procurements for the types of services listed in annex 2 part B of the Public Procurement Act according to § 19 section (1) of the Public Procurement Act);

The same procedures will be followed as described in points 1) c and 1) b.

- 3) Procurement above the limit identified in the Public Procurement Act
 - a. Public procurements will be carried out based on the Public Procurement Act. (for the tenders announced in 2008 above 625 864 kroons/ 39 999 EUR).

Approval of documents during the tender process:

- project manager will prepare the procurement documents, make a proposal for the composition of the evaluation committee and present the procurement documents, composition of the evaluation committee and evaluation report (composed by the secretary of the evaluation committee and prepared by the members of the evaluation committee) for the approval to the head of the unit;
- head of the unit will approve the procurement documents, composition of the evaluation committee and evaluation report;
- procurement documents, composition of the evaluation committee and evaluation report will be approved by the order of the head of the Integration Foundation or the administrative director of Integration Foundation.

The contracts financed under the annual programme 2008 will be commenced before the end of 2009.

2. CHANGES IN THE MANAGEMENT AND CONTROL SYSTEMS

The final version of the document “Description of Management and Control Systems for the European Fund for the Integration of Third-Country Nationals” is being prepared in parallel to the preparation of the Annual Programme 2008.

The management and control systems for the Annual Programme 2008 are in full compliance with the systems described in the final version of the document “Description of Management and Control Systems for the European Fund for the Integration of Third-Country Nationals”.

3. ACTIONS TO BE SUPPORTED BY THE PROGRAMME UNDER THE PRIORITIES CHOSEN

Under the Annual Programme 2008 actions under the Priorities 1, 2 and 3 from the Multi-annual programme for the European Fund for the Integration of Third-Country Nationals will be carried out.

Priority 1 “Implementation of actions aimed at putting the "Common Basic Principles for immigrant integration policy in the European Union" into practice”.

Action 1.1: Development of the support system for TCN among children in pre-school educational institutions – Ref. basic act: art 4.2 a), 4.2 e)	
1. Purpose and scope of the action	The activity is planned to be implemented during the execution period of and financed from the Annual Programme 2008. Service tender will be organised to develop the support system. Support system will be developed for TCN among children in pre-school educational institutions.
2. Expected grant recipients	No grants will be given in the framework of this activity. The activity will be carried out by the service provider. The target group of this activity is TCN among pre-school children.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented by the service provider, procured by the DA acting as an executing body. The most efficient way to develop the support system is via the service provide and not by the call for grant proposals.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to create the opportunities for TCN among children to acquire the Estonian language at level and manner suitable to their age in pre-school child care institutions, play and language centres and pre-school groups. Output indicator: As a result of this activity 1 support system will be developed during the execution period of Annual Programme 2008. Outcome indicator: 90% of pupils from third-countries have opportunities to study in Estonian in kindergartens by the end of the execution period of the Multi-Annual Programme 2007 – 2013.
5. Visibility of EC funding	Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of

	Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the aim of putting Common Basic Principles for immigrant integration policy in the European Union into practice are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 19 173 EUR Community contribution: 14 380 EUR Public allocation: 4 793 EUR

Action 1.9 Supporting activities for promoting co-operation between Estonian citizens and TCN among children and youth at youth organisations, youth centres, local governments – Ref. basic act: art 4.2 e), 4.3 b), 4.3 g)

1. Purpose and scope of the action	The activity is planned to be implemented via the call for grant proposals. Projects involving the activities for promoting co-operation between Estonian citizens and TCN among children and youth will be financed via the grant agreements. The activities are expected to be implemented by the schools, youth organisations, youth centres and local
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	governments.
2. Expected grant recipients	Expected grant recipients are the organisations organising co-operation activities for youth and children in Estonia (e.g. schools, youth organisations, youth centres, local government units etc.). The target groups of this activity are Estonian citizens and TCN among children and youth. Also current and new youth workers and students of youth work and youth associations.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented via the call for proposals organised by the DA.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to create equal opportunities for Estonian citizens and TCN among children and youth for study and the acquisition of experiences beyond the formal educational system and through youth work activities. Output indicator: As a result of this activity at least 175 Estonian citizens and TCN among children and youth participated in activities annually. Outcome indicator: In total 46000 Estonian citizens and TCN among children and youth have participated in joint activities during the execution period of the Multi-Annual Programme 2007 – 2013.
5. Visibility of EC funding	Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Grant recipients will be obliged to inform participants of the study visits about EC funding within the European Fund for the Integration of Third-Country Nationals. Grant documents will prescribe that upon submission of grant applications, the applicant must point out the method of providing information about EC funding. EU funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions	Actions related to the aim of putting

financed by other EC instruments, if appropriate	Common Basic Principles for immigrant integration policy in the European Union into practice are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 102 259 EUR Community contribution: 76 694 EUR Public allocation: 25 565 EUR

Action 1.12: Supporting joint study visits of Estonian citizens and TCN among youth to Estonian historical sites, state institutions and museums – Ref. basic act: art 4.2 a), 4.2 e), 4.3 g), 4.3 j)	
1. Purpose and scope of the action	The activity is planned to be implemented via the calls for grant proposals during 2008 – 2013. First call will be financed from the Annual Programme 2008. Projects involving the joint study visits of Estonian citizens and TCN among children and youth to Estonian historical sites, state institutions and museums will be financed via the grant agreements.
2. Expected grant recipients	Expected grant recipients are the organisations organising joint study trips for the youth (e.g. schools, youth organisations, local government units etc.). The target groups of this activity are Estonian citizens and TCN among children and youth in schools in Estonia.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented via the calls for proposals organised by the DA.
4. Expected quantified results and indicators	The overall aim of this activity is to create

to be used	<p>equal opportunities for Estonian citizens and TCN among children and youth for study and the acquisition of experiences beyond the formal different educational system, to enhance the dialogue and to reduce mutual negative attitudes and preconceptions.</p> <p>Output indicator: As a result of this activity at least 1450 pupils per year have participated on the study visits.</p> <p>Outcome indicator: In total 46000 Estonian citizens and TCN among children and youth have participated in joint activities during the execution period of the Multi-Annual Programme 2007 – 2013.</p>
5. Visibility of EC funding	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Grant recipients will be obliged to inform participants of the study visits about EC funding within the European Fund for the Integration of Third-Country Nationals. Grant documents will prescribe that upon submission of grant applications, the applicant must point out the method of providing information about EC funding. EU funding must also be mentioned if the activity is presented to the public.</p>
6. Complementarity with similar actions financed by other EC instruments, if appropriate	<p>Actions related to the aim of putting Common Basic Principles for immigrant integration policy in the European Union into practice are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries</p>

	to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 127 823 EUR Community contribution: 95 867 EUR Public allocation: 31 956 EUR

Action 1.13: Supporting joint events and establishment of everyday contacts between Estonian citizens and TCN among youth and adults through NGO and other organisations' activities – Ref. basic act: art 4.3 b), 4.3 g)	
1. Purpose and scope of the action	The activity is planned to be implemented via the calls for grant proposals during 2008 – 2013. First call will be financed from the Annual Programme 2008. Projects involving the joint events and establishment of contacts between Estonian citizens and TCN among youth and adults will be financed via the grant agreements.
2. Expected grant recipients	Expected grant recipients are the organisations organising joint events and establishment of contacts (e.g. NGOs and other organisations). The target groups of this activity are between Estonian citizens and TCN among youth and adults.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented via the calls for proposals organised by the DA.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to create equal opportunities for Estonian citizens and TCN among youth and adults for study and the acquisition of experiences beyond the formal different educational system, to enhance the dialogue between persons from different ethnic backgrounds and to reduce mutual negative attitudes and preconceptions. Output indicator: As a result of this activity 25 projects will be supported, with in total 2500 participants. Outcome indicator: In total 46000 Estonian citizens and TCNs among children and youth have participated in joint activities during the execution period of the Multi-Annual Programme 2007 –

	2013.
5. Visibility of EC funding	Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Grant recipients will be obliged to inform participants of the events about IF funding within the European Fund for the Integration of Third-Country Nationals. Grant documents will prescribe that upon submission of grant applications, the applicant must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the aim of putting Common Basic Principles for immigrant integration policy in the European Union into practice are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 319 558 EUR Community contribution: 239 669 EUR Public allocation: 79 890 EUR

Action 1.28: Support for newspaper materials and radio/TV programmes targeting Estonian citizens and TCN on integration, cultural traditions, Estonian civic identity elements (history, language, values)

<p>1. Purpose and scope of the action</p>	<p>The objective of the activity is to involve the immigrants to the democratic process and to increase the share of the common information fields for the population in Estonia.</p> <p>The activity is planned to be implemented in three parts (three calls for proposals) during the programme period 2007 – 2013. First part will be financed jointly from the AP 2007, AP 2008 and AP 2009.</p> <p>Call for project proposals will be organised for producing newspaper materials and radio and TV programmes on the subjects of integration, cultural traditions and Estonian civil identity elements (history, language, and values).</p>
<p>2. Expected grant recipients</p>	<p>The grant recipients are the organisations implementing the activities related to the production of the newspaper materials and radio/TV programmes.</p> <p>The target group of the activity is people living in Estonia</p>
<p>3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body</p>	<p>The activity will be implemented via the calls for proposal organised by the DA. No new call for proposal will be launched, as there will be 1 call for proposal launched jointly for the same activity in the framework of AP 2007, AP 2008 and AP 2008.</p>
<p>4. Expected quantified results and indicators to be used</p>	<p>The overall aim of this activity is to increase the amount of information available to the TCNs and to increase the positive presentation of cultural diversity of Estonian society in the media.</p> <p>Output indicator: As a result of this activity minimum of 4 projects will be implemented during the execution period of AP 2008.</p> <p>Outcome indicator: 70% of TCNs are listening Estonian National Radio in Russian and/or watching Estonian National Television by the end of the execution period of the Multi-Annual Programme 2007 – 2013.</p>
<p>5. Visibility of EC funding</p>	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-</p>

	Country Nationals) will be followed during the implementation of the activity. Grant recipients will be obliged to inform participants of the events about IF funding within the European Fund for the Integration of Third-Country Nationals. Grant documents will prescribe that upon submission of grant applications, the applicant must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the aim of putting Common Basic Principles for immigrant integration policy in the European Union into practice are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 160 554 EUR Community contribution: 120 416 EUR Public allocation: 40 139 EUR

Actions implementing priority 2 “Development of indicators and evaluation methodologies to assess progress, adjust policies and measures and to facilitate coordination of comparative learning”

Action 2.1: Analysing current indicators, methods for defining indicators, data collection methods and sources, comparing of results with other national programmes and European research, further development of indicators for EIS 2008-2013 – Ref. basic act: art 4.3 h), 4.3 i)	
1. Purpose and scope of the action	The activity is planned to be carried out by Delegated Authority, experts and working groups are involved during the execution

	<p>period of Annual Programme 2008. The aim is to analyse the current indicators, methods for defining indicators, data collection methods and sources, for comparing the results with other national programmes and European research and for the further development of indicators for EIS 2008 – 2013. Service tender will be organised to develop the support system.</p>
2. Expected grant recipients	<p>No grants will be given during the implementation of this activity. DA will act as an executing body, and the activity will be carried out by the service provider; also different experts are hired and working groups formed if needed.</p> <p>The target group of the activity is officials responsible for the preparation and implementation of the EIS 2008 – 2013. Also policy developers, policy implementing agencies and policy analysts are involved.</p>
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	<p>The activity will be implemented jointly with the activities 2.2 and 2.3., by the service provider, procured by the DA acting as an executing body. The most efficient way to develop the support system is via the service provider and not by the call for grant proposals, by using professional experts and composing working groups.</p>
4. Expected quantified results and indicators to be used	<p>The overall aim of this activity is to ensure good overview on the progress made in the implementation of EIS 2008 – 2013 on the basis of competent personnel and effective management of funds and measures.</p> <p>Output indicator: As a result of this activity 1 analyse of current indicators will be conducted and 1 guideline for developing indicators will be prepared during the execution period of Annual Programme 2008.</p> <p>Outcome indicator: 90% of activities of “Estonian Integration Strategy 2008 – 2013” have been successfully implemented as planned in the Implementation Plan by the end of the execution period of EIS 2008 – 2013.</p>
5. Visibility of EC funding	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of</p>

	Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the development of indicators and evaluation methodologies to assess progress, adjust policies and measures and to facilitate co-ordination of comparative learning are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for Annual Programme 2008: 63 912 EUR Community contribution: 47 934 EUR Public allocation: 15 978 EUR

Action 2.2: Providing training for personnel working for authorities responsible for EIS 2008-2013 and its stakeholders – Ref. basic act: art 4.3 h), 4.3 j)	
1. Purpose and scope of the action	The activity is planned to be implemented jointly with the activities 2.1 and 2.3., and via the service provider during the execution period of Annual Programme 2008. Service provider will be procured to carry out training sessions for personnel working for authorities responsible for EIS 2008 – 2013.
2. Expected grant recipients	No grants will be given during the implementation of this activity. The training

	<p>sessions will be carried out by the service provider.</p> <p>The target group of the activity is officials responsible for the preparation and implementation of the EIS 2008 – 2013 and its stakeholders.</p>
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	<p>The activity will be implemented by the service provider, procured by the DA acting as an executing body. The most efficient way to carry out training sessions for the officials responsible for the EIS 2008 – 2013 and its stakeholders is via the service provide and not via the call for grant proposals.</p>
4. Expected quantified results and indicators to be used	<p>The overall aim of this activity is to ensure good overview on the progress made in the implementation of EIS 2008 – 2013 on the basis of competent personnel and effective management of funds and measures.</p> <p>Output indicator: As a result of this activity 1 training will be carried out for the officials responsible for the EIS 2008 – 2013 and its stakeholders during the execution period of Annual Programme 2008.</p> <p>Outcome indicator: 90% of activities of “Estonian Integration Strategy 2008 – 2013” have been successfully implemented as planned in the Implementation Plan by the end of the execution period of EIS 2008 – 2013.</p>
5. Visibility of EC funding	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Service provider will be obliged to inform all participants on the training programme about IF funding within the European Fund for the Integration of Third-Country Nationals. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.</p>

6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the development of indicators and evaluation methodologies to assess progress, adjust policies and measures and to facilitate co-ordination of comparative learning are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the integration of ethnic minorities into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for the Annual Programme 2008: 51 129 EUR Community contribution: 38 347 EUR Public allocation: 12 782 EUR

Action 2.3: Development of information system for output and outcome level indicators of EIS 2008-2013 – Ref. basic act: art 4.3 h), 4.3 j)	
1. Purpose and scope of the action	The activity is planned to be implemented jointly with the activities 2.1 and 2.2., and via the service provider during the execution period of Annual Programme 2008. Service provider will be procured to develop the information system for output and outcome level indicators of EIS 2008 – 2013.
2. Expected grant recipients	No grants will be given during the implementation of this activity. The development of the information system for output and outcome level indicators will be carried out via the service provider. The target group of the activity is officials responsible for the preparation and implementation of the EIS 2008 – 2013.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented by the service provider, procured by the DA acting as an executing body. The most efficient way to develop the information system is via the service provide and not via the call for

	grant proposals.
4. Expected quantified results and indicators to be used	<p>The overall aim of this activity is to ensure good overview on the progress made in the implementation of EIS 2008 – 2013 on the basis of competent personnel and effective management of funds and measures.</p> <p>Output indicator: As a result of this activity 1 data collection system will be established during the execution period of Annual Programme 2008.</p> <p>Outcome indicator: 90% of activities of “Estonian Integration Strategy 2008 – 2013” have been successfully implemented as planned in the Implementation Plan by the end of the execution period of EIS 2008 – 2013.</p>
5. Visibility of EC funding	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.</p>
6. Complementarity with similar actions financed by other EC instruments, if appropriate	<p>Actions related to the development of indicators and evaluation methodologies to assess progress, adjust policies and measures and to facilitate co-ordination of comparative learning are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the integration of ethnic minorities into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into</p>

	society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for the Annual Programme 2008: 63 912 EUR Community contribution: 47 934 EUR Public allocation: 15 978 EUR

Actions implementing priority 3 “Policy capacity building, coordination and intercultural competence building in the Member States across the different levels and departments of government”:

Action 3.1: Training of local government officials and headmasters of pre-school educational institutions on the information dissemination for TCN – Ref. basic act: art 4.2 e), 4.3 a), 4.3 c)	
1. Purpose and scope of the action	The objective of this activity is to create opportunities for legally residing TCNs living in Estonia to learn their mother tongue and culture, practice their culture and to preserve their ethnic-linguistic identity. The activity is planned to be implemented in two parts (two service tenders) during the programme period 2007 – 2013. First part will be financed from the Annual Programme 2008. Service tender will be organised for carrying out training courses to local government officials and headmasters of pre-school educational institutions on the information dissemination for new immigrants.
2. Expected grant recipients	No grants will be given during the implementation of this activity. The implementation of the training activities will be carried out via the service provider. The target groups of the activity are local government officials and headmasters of pre-school educational institutions.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented by the service provider, procured by the DA acting as an executing body. The most efficient way to organise common training activities for similar target group is via the service provider and not via the call for grant proposals.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to create opportunities for ethnic minorities and new immigrants living in Estonia to study their mother tongue and culture and practice their culture, preserving and presenting their

	<p>ethno-cultural identity.</p> <p>Output indicator: As a result of this activity 1 training course will be prepared, 25 local government officials and 25 representatives from pre-school educational institutions will participate on the training course during the execution period of Annual Programme 2008.</p> <p>Outcome indicator: The difference in satisfaction level of people with regard to public service provided by local governments is not less than 10% by the of the execution period of the Multi-Annual Programme 2007 – 2013.</p>
5. Visibility of EC funding	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Service providers will be obliged to inform all participants of the training programme about IF funding within the European Fund for the Integration of Third-Country Nationals. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.</p>
6. Complementarity with similar actions financed by other EC instruments, if appropriate	<p>Actions related to the policy capacity building, coordination and intercultural competence building in the Member States across the different levels and departments of government are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission</p>

	and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for the Annual Programme 2008: 25 565 EUR Community contribution: 19 173 EUR Public allocation: 6 391 EUR

Action 3.4: Analysis of activities of SP 2008-2013 that could be delegated to local governments for implementation, organising relevant discussions with local governments, developing relevant implementation and financing system – Ref. basic act: art 4.3 d)	
1. Purpose and scope of the action	The activity is planned to be implemented during the execution period of the Annual Programme 2008. One service tender will be organised for carrying out the following activities: - analyses of activities of SP 2008 – 2013 that could be delegated to local governments for implementation; - organising relevant discussions with local governments; - developing relevant implementation and financing system.
2. Expected grant recipients	No grants will be given during the implementation of this activity. The implementation of the activity will be carried out via the service provider. The target groups of the activity are officials responsible for the preparation and implementation of the EIS 2008 – 2013 and its stakeholders, e.g. local government officials.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented by the service provider, procured by the DA acting as an executing body. The most efficient way to carry out analyses, organise discussions and to develop implementation and financing system is via the service provider and not via the call for grant proposals.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to provide overview on the progress made in the implementation of EIS 2008 – 2013 on the basis of competent personnel and effective management of funds and measures.

	<p>Output indicator: As a result of this activity 1 analyse will be conducted during the execution period of Annual Programme 2008.</p> <p>Outcome indicator: 90% of activities of “Estonian Integration Strategy 2008 – 2013” have successfully implemented as planned in Implementation Plan by the end of the execution period of EIS 2008 – 2013.</p>
<p>5. Visibility of EC funding</p>	<p>Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Service provider will be obliged to inform all relevant counterparts about IF funding within the European Fund for the Integration of Third-Country Nationals. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.</p>
<p>6. Complementarity with similar actions financed by other EC instruments, if appropriate</p>	<p>Actions related to the policy capacity building, coordination and intercultural competence building in the Member States across the different levels and departments of government are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the</p>

	national actions.
7. Financial information	Total budget for the Annual Programme 2008: 95 867 EUR Community contribution: 71 901 EUR Public allocation: 23 967 EUR

Activity 4.1 Organising study visits and seminars for exchanging experience, good practice and information on integration with other MS – Ref. basic act: art 3 d)	
1. Purpose and scope of the action	The activity is planned to be implemented during the execution period of the Annual Programme 2008. Service tender will be organised for carrying out study visit.
2. Expected grant recipients	No grants will be given during the implementation of this activity. The implementation of the activity will be carried out via the service provider. The target groups of the activity are officials responsible for the preparation and implementation of the EIS 2008 – 2013 and its stakeholders, e.g. local government officials.
3. Where appropriate, justification regarding project(s) implemented directly by the responsible authority acting as an executing body	The activity will be implemented by the service provider, procured by the DA acting as an executing body.
4. Expected quantified results and indicators to be used	The overall aim of this activity is to exchange information, best practices and cooperation. Output indicator: As a result of this activity 1 study visit will be carried out during the execution period of Annual Programme 2008. Outcome indicator: 90% of activities of “Estonian Integration Strategy 2008 – 2013” have successfully implemented as planned in Implementation Plan by the end of the execution period of EIS 2008 – 2013.
5. Visibility of EC funding	Annex 10 “Instructions concerning the emblem and definition of the standard colour” (to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC establishing the European Fund for the Integration of Third-Country Nationals) will be followed during the implementation of the activity. Service provider will be obliged to inform all relevant counterparts about IF funding within the European Fund for the Integration

	of Third-Country Nationals. Tender documents will prescribe that upon submission of tenders, the tenderer must point out the method of providing information about IF funding. EU logo must be used and information on IF funding must also be mentioned if the activity is presented to the public.
6. Complementarity with similar actions financed by other EC instruments, if appropriate	Actions related to the policy capacity building, coordination and intercultural competence building in the Member States across the different levels and departments of government are complementary to national actions. The new integration policy document entitled “Estonian Integration Strategy 2008 – 2013” has been prepared to plan the actions related to the non-Estonians integration into Estonian society, to formulate the goals and objectives of integration policy and give an overview of the measures and activities in the field of integration. The policy document is closely connected with corresponding EU legislation that regulates both the admission and residence of citizens of third countries to Estonia and also their integration into society. Actions planned under the Annual Programme 2008 are complementary to the policy document and are not replacing the national actions.
7. Financial information	Total budget for the Annual Programme 2008: 31 956 EUR Community contribution: 23 967 EUR Public allocation: 7 989 EUR

4. TECHNICAL ASSISTANCE

4.1 Purpose of the technical assistance

The technical assistance measures under the Annual Programme 2008 will be used to finance the expenses occurring in the Delegated Authority in relation to the implementation of the Annual Programme.

The delegated authority acting as an executing body of the European Fund for the Integration of Third-Country Nationals (IF) is Integration Foundation. In relation to the implementation of the programme the volume of the work is increasing and there is need for extra personnel appointed to carry out the tasks related to the implementation of IF. The number of experts planned to be appointed to the tasks related to IF Annual Programmes 2007 – 2013 is altogether six persons (5 project managers, financial manager).

The salary costs of the personnel responsible for the implementation of the Annual Programme 2008 is planned to be covered from the budget of the Technical Assistance. The costs related to the management of the programme, such as organisation of the service tenders and call for grant applications, preparation of the relevant formats, evaluation of tenders and grant applications, preparation of contracts, monitoring of the implementation of the services and grant projects, on-spot monitoring checks, checking of final technical and financial reports etc will be covered from the Technical Assistance budget.

It is planned to organise information days for the potential beneficiaries to introduce the programme to the target groups and potential grant applicants (for the activities 1.8 and 1.9).

As some of the grant beneficiaries and projects' activities can be located outside Tallinn, especially in North-East Estonia travel costs inside Estonia either by car or by public transport can be covered by technical assistance concerning especially the on-spot monitoring checks. There might also arise a need to the recruitment of additional experts on ad hoc basis for the tasks related to the preparation of call, tenders, project selection, evaluation and monitoring.

In the addition to the salary costs there is also need to arrange work places and purchase equipment for the personnel mentioned above. The equipment needed is computers, printers and furniture for 5 workplaces. The equipment will be purchased from the Technical Assistance budget of the Annual Programme 2007.

There is also need to cover translation costs for the translation of the documents related to the IF, training costs of the personnel related to the administration of the IF in subjects such as project management, procurements, evaluation of the projects, monitoring and accounting, reporting etc and the costs related to the legal services and the recruitment of the personnel.

If necessary, visits to other EU Member States will be organised to learn about the administration and management of IF programmes and other issues.

The technical assistance is aimed at simplifying the implementation of the IF programme by providing the service providers, project applicants and implementers with appropriate information and support in order to ensure the quality and consistence of the programme.

The means of the technical assistance are planned for the implementation of the following activities related to the European Fund for the Integration of Third-Country Nationals:

- Expenses related to the announcement of the call for proposal (call for proposals in newspapers etc);
- Expenses related to the distribution of information to potential applicants and project implementers, including the preparation and distribution of information materials, arrangements for meetings, workshops, information day etc;
- Expenses related to the translation of documents;
- Expenses related to project audits, on-the-spot visits and checks of the projects, including checks on the presented reports;
- Expenses related to the fulfilment of other tasks of the management authority, the salary of the IF team (persons employed whose task is to carry out duties only related to the administration of the IF);
- Expenses related to local transport, accommodation, per diems in order to monitor or audit the recipients' outside Tallinn;
- Expenses related to the training of the IF team in the areas of project management, evaluation of the projects, monitoring and accounting, reporting;

- Expenses related to visits to other EU Member States to learn about the administration and management of IF programmes and other issues;
- Expenses related to the personnel costs to the experts involved in the project selection;
- Expenses related to purchasing of office equipment for the IF team.

The eligibility period of Annual Programme 2008 is from January 1, 2008 to December 31, 2009.

Total budget for the Technical Assistance activities under the Annual Programme 2008 is 114 320 EUR (including community contribution 85 740 EUR and public allocation 28 580 EUR).

4.2 Expected quantified results

The expected results will be as follows:

- Successful implementation of the European Fund for the Integration of Third-Country Nationals Annual Programme 2008, implementation of the planned activities;
- Regular renewal of information on the web page of the Integration Foundation regarding the European Fund for the Integration of Third-Country Nationals (approximately once a month);
- Distribution of information to the applicants regarding the programme, which will result in good level preparation of project applications (information will be distributed before and during the calls);
- Announcement of a tenders and calls for proposals during 2008 and 2009 (5 tenders, 3 calls for proposals);
- Good level grant agreements prepared;
- Good level and timely prepared reports presented to the European Commission.

4.3 Visibility of EC funding

IF funding shall be made clearly visible for any activity linked to the projects financed under this measure. Annex 10 “Instructions concerning the emblem and definition of the standard colours” to the Draft Commission Decision laying down rules for the implementation of Decision No 2007/435/EC will be followed.

The EU logo will be applied to all equipment purchased with financial assistance from the European Fund for the Integration of Third-Country Nationals. The EU logo and information of the IF funding will also be applied to all materials prepared during the programme (calls for proposals, tender documents, instructions, application forms, advertising materials, information sheets, etc.).

Following personnel in Delegated Authority is responsible for the fulfilment of the visibility requirements of the EU funding in the Annual Programme:

Activities	Responsibility
Activities implemented under technical assistance measure	Head of the NEIF unit
Activities implemented under grant	Project manager is responsible for checking

agreements	the activities of the grant beneficiaries related to the visibility of EU funding. Visibility requirements will be annexed to the grant agreements.
Activities implemented under the service contracts	Project manager is responsible for checking the activities of the service providers related to the visibility of EU funding. Visibility requirements will be annexed to the service contracts.

5. DRAFT FINANCING PLAN

Annual Programme - Draft Financial Plan								
Table 1 - Overview table								
Member State: Estonia								
Annual programme concerned: 2008								
Fund: European Fund for the Integration of Third-Country Nationals								
<i>(all figures in euro)</i>	Ref. priority	Ref. specific priority (1)	Community Contribution (a)	Public Allocation (b)	Private Allocation (c)	TOTAL (d= a+b+c)	% EC (e=a/d)	Share of total (f=d/total d)
Action 1.1: Development of the support system for TCN among children in pre-school educational institutions	1	2	14 380,12	4 793,37		19 173,49	75,00%	1,63%
Action 1.9 Supporting activities for promoting co-operation between Estonian citizens and TCN among children and youth at youth organisations, youth centres, local governments	1		76 693,98	25 564,66		102 258,64	75,00%	8,70%
Action 1.12: Supporting joint study visits of Estonian citizens and TCN among youth to Estonian historical sites, state institutions and museums	1	2, 4	95 867,47	31 955,82		127 823,30	75,00%	10,87%
Action 1.13: Supporting joint events and establishment of everyday contacts between Estonian citizens and TCN among youth and adults through NGO and other organisations' activities	1	1, 4	239 668,68	79 889,56		319 558,24	75,00%	27,17%
Action 1.28: Support for newspaper materials and radio/TV programmes targeting Estonian citizens and TCN on integration, cultural traditions, Estonian civic identity elements (history, language, values)	1		120 415,70	40 138,57		160 554,27	75,00%	13,65%
Action 2.1: Analysing current indicators, methods for defining indicators, data collection methods and sources, comparing of results with other national programmes and European research, further development of indicators for EIS 2008-2013	2	5	47 933,74	15 977,91		63 911,65	75,00%	5,43%

Action 2.2: Providing training for personnel working for authorities responsible for EIS 2008-2013 and its stakeholders	2	5	38 346,99	12 782,33		51 129,32	75,00%	4,35%
Action 2.3: Development of information system for output and outcome level indicators of EIS 2008-2013	2	5	47 933,74	15 977,91		63 911,65	75,00%	5,43%
Action 3.1: Training of local government officials and headmasters of pre-school educational institutions on the information dissemination for TCN	3	5	19 173,49	6 391,16		25 564,66	75,00%	2,17%
Action 3.4: Analysis of activities of EIS 2008-2013 that could be delegated to local governments for implementation, organising relevant discussions with local governments, developing relevant implementation and financing system	3	5	71 900,60	23 966,87		95 867,47	75,00%	8,15%
Action 4.1: Organising study visits and seminars for exchanging experience, good practice and information on integration with other MS	4		23 966,87	7 988,96		31 955,82	75,00%	2,72%
Technical assistance			85 739,70	28 579,90		114 319,60	75,00%	9,72%
Other operations (2)						0,00		0,00%
TOTAL			882 021,08	294 007,03	0,00	1 176 028,11	75,00%	100,00%

[signature of the responsible person]