



LATVIJAS-ŠVEICES SADARBĪBAS PROGRAMMA
LATVIAN-SWISS COOPERATION PROGRAMME



MINISTRY
OF FINANCE
REPUBLIC
OF LATVIA

Republic of Latvia
Ministry of Finance (the National Coordination Unit)
European Union Funds Monitoring Department

*Annual Report on the
Implementation of the
Swiss–Latvian Cooperation Programme
in Latvia
April 2012 – March 2013*

In Riga
March 2013

Glossary of Acronyms

AIPY – the Agency for International Programs for Youth

Bank – the State joint-stock company “Mortgage and Land Bank of Latvia”

CA – Court Administration

CFCA – the Central Finance and Contracting Agency

CFRR – the World Bank Centre for Financial Reporting Reform

CRUS – the Rectors’ Conference of the Swiss Universities

ECA – the Institution of Fire Safety and Natural Disasters Prevention

Embassy – the Embassy of Switzerland in Latvia

EU – European Union

Fire safety project - Support for fire safety measures in local government general education institutions

FPP – Final Project Proposal

Framework Agreement – the Framework Agreement between the Swiss Federal Council and the Government of the Republic of Latvia concerning the implementation of the Swiss-Latvian Cooperation Programme to reduce economic and social disparities within the enlarged European Union

IA – Implementation Agreement

IASB – the International Accounting Standards Board

IFRS – International Financial Reporting Standards

ISA – International Standards on Auditing

LASA – the Latvian Association of Sworn Auditors

MoEPRD – the Ministry of Environmental Protection and Regional Development

Modernization of courts - Modernization of courts in Latvia

MoF – the Ministry of Finance

MoES – the Ministry of Education and Science

NCU – the National Coordination Unit

PA – Project Agreement

PMB – Procurement Monitoring Bureau

PPF – the Project Preparation Facility

PPL - Public Procurement Law

Sarkandaugava project – Remediation of historically polluted areas in Sarkandaugava

School busses project - Implementation of local governments activities by ensuring the transportation of school children and related support measures

SCO – Swiss Contribution Office in Riga

SDC – the Swiss Agency for Development and Cooperation

SECO – the State Secretariat for Economic Affairs

SEDA – the State Education Development Agency

SES – the State Environment Service

SIF – the Society Integration Foundation

SRDA – the State Regional Development Agency

Steering committee – the Swiss-Latvian Cooperation Programmes’ Steering committee

Swiss Programme – the Swiss-Latvian Cooperation Programme

Swiss researchers` activities - Swiss researchers` activities in Latvia

TAF – the Technical Assistance Fund

Youth initiatives project - Support for the development of youth initiatives in peripheral or disadvantaged regions

World Bank project - Financial Reporting Technical Assistance Project

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Summary

According to the Article 8.2 of the Framework Agreement, the MoF acting as the NCU for the implementation of the Swiss Programme in Latvia prepared the *Annual Report on the Implementation of the Swiss Programme in Latvia April 2012 – March 2013*.

The document aims to present the process of implementation of the Swiss Programme in Latvia and describes activities planned for the next reporting period: April 2013 – March 2014. This document will be discussed during annual meeting with the donorstate planned on 25 April 2013.

Main actions of the NCU and other institutions responsible for the implementation of the Swiss Programme in Latvia undertaken in the reporting period were concentrated on tasks related to the successful implementation of projects, announcement and completion of relevant procurements, launching open calls for proposals, carrying out information activities and performing audits, controls and on spot checks.

During this reporting period the Swiss programme faced the end of the commitment period on 14 June 2012. All 12 initially planned projects were approved by the Swiss competent authorities already by the end of 2011 and 2 projects were already completed in June 2011 – the School busses project and the PPF. Thereby commitment for Latvia constitutes 56 719 329 CHF (100%) from the total Swiss Programme's funding available for Latvia. Currently reimbursements in amount 31,2 million CHF or 55% from the total Swiss Programme's funding available for Latvia have been received from Switzerland.

All projects are being implemented according to focus areas set in the Framework Agreement in order to reach overall and specific objectives of the Swiss Programme. Swiss Programme's funding in Latvia is used for investments in peripheral or disadvantaged regions, environmental protection, courts modernisation, education and research, NGO and private sector. Progress made so far towards implementation of the Swiss programme against the conceptual framework could be assessed as successful, because up to now already 2 projects out of 12 are completed thus reaching envisaged project objectives and results. Within the "PPF" three feasibility studies were prepared and gained data was further used for elaboration of two FPPs. Within School busses project 110 school buses were delivered to 59 municipalities thus access to qualitative education was enhanced as well as safety of school children in peripheral and disadvantaged regions of Latvia increased. Implementation of remaining 10 projects is continuing and already now they evidence their first results.

During this reporting period implementation progress was made within all projects, and already first results have been reached:

- 14 (82%) out of 17 multifunctional youth initiative centres opened;
- all planned 376 video and audio equipment units placed in 48 courts and 12 prisons;
- implementation of all subprojects completed (62 versus 50 initially planned) under the NGO fund;
- 644 (99%) out of 650 micro loans under the Micro lending programme allocated to microenterprises;
- within the Scholarship fund 5 applicants supported in the 1st and the 2nd open call, and in the 3rd – 10 applications were evaluated by Latvian side and sent to CRUS for final evaluation;

- within “Swiss researchers activities” 9 applicants supported in the 1st open call and in the 2nd - 7 applicants supported;
- within the Sarkandaugava project procurement for remediation works in Site I/II completed in January 2013 and the contract signed in February 2013.

In the reporting period Swissness was promoted mainly through different visibility and information activities about the Swiss programme as such and about specific achievements within implementation of concrete projects. It has to be mentioned that also one institutional partnership is established within the Fire safety project in which exchange of experience in field of fire safety, rescue service and related legislation between Swiss partner and Latvian institutions effectively takes place.

In the next reporting period actions of the institutions involved in the Swiss Programme will be concentrated on tasks related to:

- successful completion of 3 projects: NGO Fund, Courts modernization and World Bank project;
- further implementation and monitoring of remaining projects;
- launching of next open calls for proposals under Scholarship fund and Swiss researchers activities;
- providing overall information activities about the Swiss programme as well as with regards to project level publicity;
- providing monitoring, control and audit of project activities.

The NCU considers that implementation of the Swiss Programme is well perceived and highly appreciated in Latvia. The overall implementation of projects is effective, nevertheless risk of time constraint in some projects is possible, therefore responsible EAs are focusing on mitigation of risks:

- in Sarkandaugava project procurement process was delayed for remediation works in Site I and II due to received complaint therefore responsible executing agency are planning to carry out an open competition¹ instead of previously planned closed competition² for the remediation works in Site III, because this type of procurement requires less time;
- in Modernization of Courts project threats to overall project implementation plan have arisen due to delays in procurements, therefore the CA is preparing amendment of FPP for extension of project implementation deadline till 31 December 2013;
- in World Bank project implementation of the activities has been significantly delayed therefore project manager will be recruited in order to ensure more effective project implementation and successful completion of the project.

Detailed information of possible risks detected in projects and mitigation of them please see in the Sections 2.2. and 2.3 of this report.

¹ Type of procurement procedure in accordance with Paragraph 1 of the Article 50 of PPL.

² Type of procurement procedures in accordance with Paragraph 2 of the Article 50 of PPL.

1. Reporting on administrative implementation issues

In the Rules of the Cabinet of Ministers on the *Procedure for ensuring the management of the Swiss Programme* amendments were initiated by the NCU in April 2012 in order to envisage in the national legislation provisions for reporting on irregularities to Switzerland according to the “*Note on Irregularities*” issued by the Swiss competent authorities. Amendments determined also that pre-financing for the Microlending programme will be ensured by the Executing agency – the Bank - and that submission of the annual project reports to Swiss side will be ensured by the CFCA as it performs certain delegated functions of the NCU. The amendments were approved by the Cabinet of Ministers on 19 June 2012, and came into force on 18 July 2012, as it was previously envisaged in the last Annual Report.

During the reporting period Internal Procedure of the MoF on *Implementation of the Swiss Programme* was actualized on 1 June 2012 by incorporating recommendations provided during the system audit performed in the end of 2011 by the EU Funds Audit Department of the MoF.

The NCU quarterly informs the Cabinet of Ministers of Latvia about Swiss programme’s implementation progress by the *Informative Reports on Foreign Financial Instruments’* (EU Structural Funds, Cohesion Fund, EEA and Norway Grants, Swiss programme) *progress*. During the reporting period 4 informative reports covering the 1st till the 4th quarter of 2012 were prepared by the NCU.

During the reporting period 4 irregularity reports for non-compliance with rules on public procurement were prepared by the NCU and submitted to the SCO. The Swiss competent authorities agreed to NCU’s suggested measures to correct the amount of eligible costs. In the result financial corrections (5-25%) were applied in total for 104,8 thsd. CHF or 0,2% from the total Swiss Programme’s funding available for Latvia.

2. Reporting on the status of focus areas

In Latvia there are 12 projects in total approved with the help of the Swiss Programme. By the end of this reporting period 2 projects are completed. Please see in the table below current status of all projects.

Table 1 “Status of projects”

Priority sector	Focus area	Title of the project	FPP submitted to the Embassy	FPP approval date	PA signing date	IA signing date	Project's completion date
Security, stability and support for reforms	Regional development initiatives in peripheral or disadvantaged regions	School busses project	24.02.2009	28.07.2009	11.08.2009	14.09.2009	30.06.2011
		Fire safety project	31.10.2011	21.12.2011	01.02.2012	16.03.2012	31.07.2014
		Youth initiatives project	09.02.2011	20.04.2011	30.05.2011	26.08.2011	31.03.2017
	Modernisation of the judiciary	Modernization of courts	24.02.2009	20.05.2009	25.06.2009	17.08.2009	31.12.2013
Environment and infrastructure	Rehabilitation and modernization of basic infrastructure	Sarkandaugava project	04.08.2010; Re-submitted 08.12.2010	09.02.2011	17.03.2011	17.03.2011	28.02.2017
Promotion of the Private Sector	Improved regulation of the financial sector and improving access to financing	World Bank project	24.02.2009	24.02.2009	11.08.2009	29.10.2010	31.03.2014.
		Micro lending programme	18.04.2011	27.05.2011	21.06.2011	27.09.2011	30.09.2015.
Human and Social Development	Research and development	Scholarship fund/ CRUS	n/a		05.07.2010	19.08.2010*	31.03.2016
		Swiss researchers activities	13.12.2010	11.02.2011	30.05.2011	04.10.2011	30.09.2015
Special allocations	NGO fund	NGO fund	08.05.2009	16.07.2009	11.12.2009	29.03.2010	30.04.2013
	TAF	TAF and PPF	n/a		21.01.2009	n/a**	14.06.2017
	PPF						30.06.2011

*CRUS and SEDA Cooperation Agreement

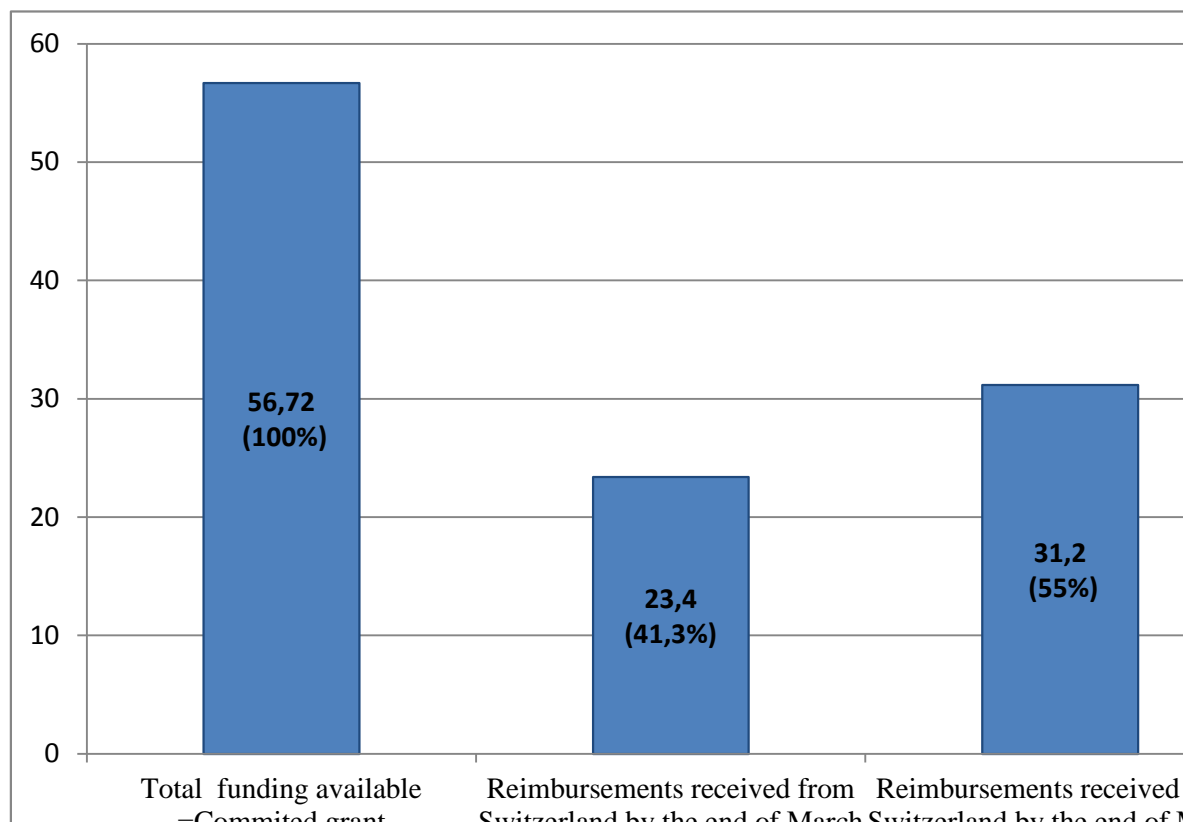
** Implementation procedure of TAF and PPF is defined in the internal procedures of the MoF

2.1. Financial progress of focus areas

The commitment for Latvia constitutes 56,7 million CHF or 100% from the total Swiss Programme's funding available for Latvia (excluding the Swiss programme's and CRUS management and evaluation committee costs).

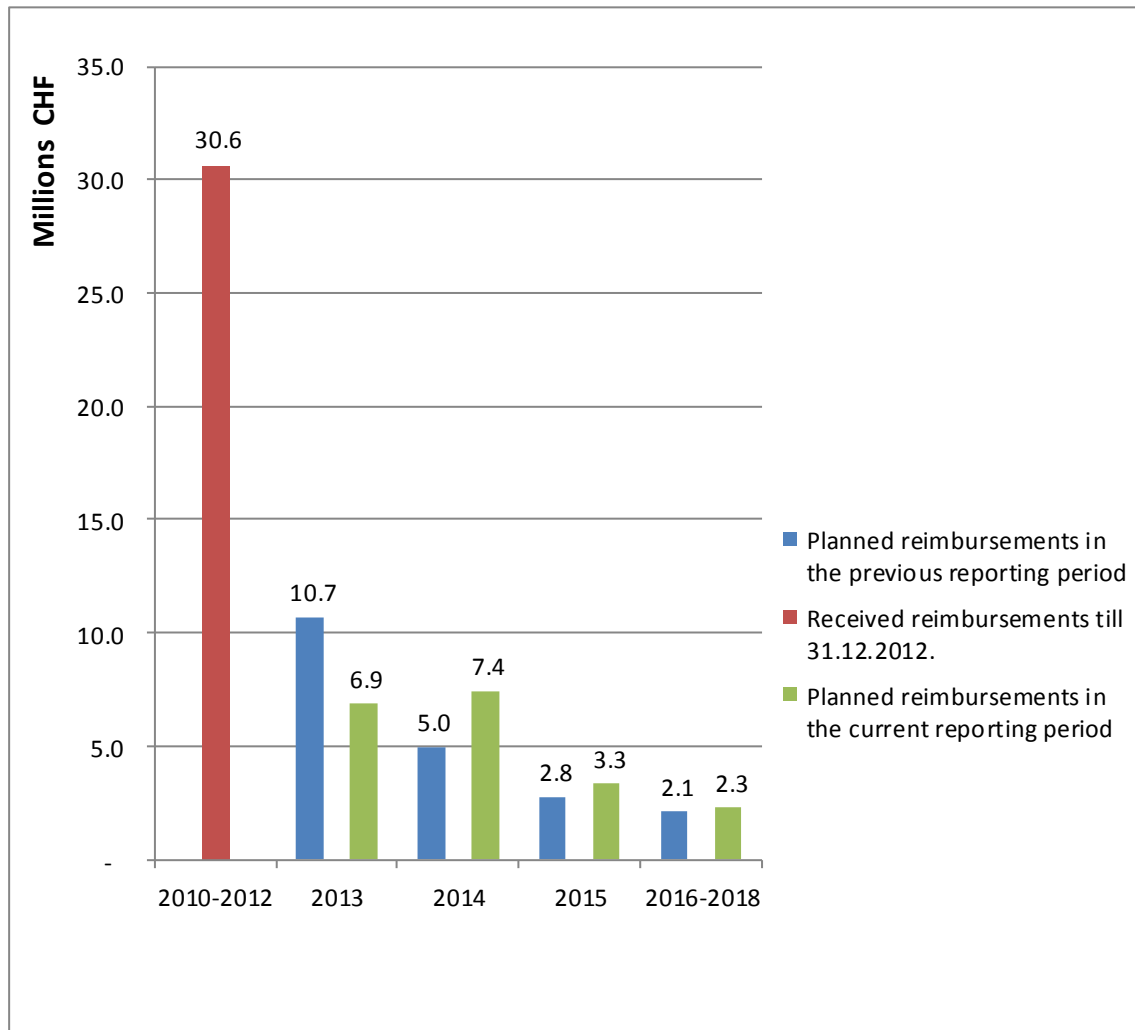
Reimbursements received till the end of the reporting period are 31,2 million CHF or 55% from the total Swiss Programme's funding available for Latvia (excluding Swiss programme's management costs, CRUS management and evaluation committee costs). During this reporting period the reimbursements from Switzerland increased for 7,8 million CHF or 13,7% comparing to the previous reporting period what shows substantial progress. Please see the comparison of the total available funding/committed grant, reimbursements received from Switzerland in the previous reporting period and reimbursements received in this reporting period in the graph bellow. The graph shows the comparison versus total available funding.

Graph 1 "Total available funding/committed grant and reimbursements received from Switzerland, million CHF"



The next graph shows planned reimbursements for projects for time period 2013-2018 comparing to the planned reimbursements in previous reporting period. In 2013 it is planned to receive for 3,8 million CHF (35,5%) smaller reimbursements that it was planned in the previous reporting period, but in the upcoming years it is planned that reimbursements will increase. This trend can be explained by the fact that several procurement procedures within the projects have been delayed therefore part of reimbursements will not be received in 2013 as planned in previous reporting period, but in upcoming years, for example, for Sarkandaugava project and Fire safety project.

Graph 2 “Planned reimbursements for projects for time period 2012-2018 comparison with in previous reporting period presented reimbursement plan, million CHF”



According to the Framework Agreement, Annex 1, Point 4, the Swiss Programme covers 4 priority sectors with 5 focus areas and also special allocations shown in the table below. Data presents financial progress achieved in each focus area. All figures are shown excluding national co-financing.

Table 2 “Priorities and financial progress”

Priority sector	Focus area	Title of the project	Committed grant, CHF	Utilized grant within the project, CHF (till 31.12.2012)	% (utilized grant vs. committed grant)		Reimbursements received from Switzerland (till 31.03.2013)	% (reimbursements received vs. committed grant)		Project completion dates
					till December 2013	till December 2012		till March 2013	till March 2012	
I. Security, stability and support for reforms	1. Regional development initiatives in peripheral or disadvantaged regions	School busses project	13 769 767	13 769 767	100	100	13 769 767	100	100	30.06.2011
		Fire safety project	2 379 730	147 382	6,2	0	32 919	1,4	0	31.07.2014
		Youth initiatives project	4 000 000	929 140	23,2	10,5	584 202	15	9	31.03.2017
	2. Modernisation of the judiciary	Modernization of courts	8 000 000	6 378 401	79,7	30,2	5 904 080	74	9	31.12.2013
II. Environment and infrastructure	3. Rehabilitation and modernization of basic infrastructure	Sarkandaugava project	13 000 000	190 140	1,5	1,2	35 217	0,3	0	28.02.2017
III. Promotion of the Private Sector	4. Improved regulation of the financial sector and improving access to financing	World Bank project	1 533 827	339 618*	18,4	15,1	340 675	22	4,5	31.03.2014
		Micro lending programme	7 923 078	6 945 319	87,7	86,4	6 897 533	87	86	30.09.2015
IV. Human and Social Development	5. Research and development	Scholarship fund/ CRUS	1 839 329**	374 667	20	10,3	374 667	20	11,2	31.03.2016
		Swiss researchers activities	500 000	14 347	2,9	0,4	4 933	1,0	0	30.09.2015
Special allocations	NGO fund	NGO fund	3 500 000	3 317 378	94,8	73	3 043 745	87	43	30.04.2013
	TAF	TAF	132 255	53 154	40,2	37	50 299	38	37	14.06.2017
	PPF	PPF	141 343	141 343	100	100	141 342	100	100	30.06.2011
Total			56 719 329	32 459 313	57,5	47,3	31 179 378	55	41,3	

*Indicative amount because Project Interim Report for period July-December 2012 has not been submitted yet

**Excluding CRUS management costs and evaluation committee costs

2.2. Priority sector “Security, stability and support for reforms”

Under the focus area “**Regional development initiatives in peripheral or disadvantaged regions**” three projects shall be implemented:

- School busses project (the total financing – 17 976 197 CHF, including 23,4% national co-financing). The Executing agency is the SRDA and the competent line ministry is the MoEPRD. Implementation completed in June 2011;
- Youth initiatives project (the total financing – 4 705 883 CHF, including 15% national co-financing). The Executing agency is the AIPY and the competent line ministry is the MoES;
- Fire safety project (the total financing – 2 799 682 CHF, including 15% national co-financing). The Executing agency is the SRDA and the competent line ministry is the MoEPRD.

Youth initiatives project

Two main activities are planned to be implemented in this project such as establishment of multifunctional youth initiative centres in 17 local governments and provision of trainings and events (regional/national forums, regional/international conferences) for youth and persons involved in youth work as well as elaboration of methodological and training materials.

Multifunctional youth initiative centres

During the second reporting period 11 multifunctional youth initiative centres were opened - on 13 March 2012 in Saldus District, on 13 April 2012 in Burtneki District, on 10 May 2012 in Kandava District, on 15 May 2012 in Madona District and on 25 May 2012 in Pļaviņas District, on 03 July 2012 in Alūksne District, on 25 July 2012 in Dagda District, on 07 September 2012 in Gulbene District, on 21 September 2012 in Rūjiena District, on 19 October 2012 in Jelgava District, on 07 December 2012 in Kocēni District and on 30 January 2013 in Ozolnieki District. In total till the end of this reporting period (31 March 2013) 14 out of 17 multifunctional youth initiative centres are already opened. Remaining 3 centres will be opened in 2013: May/June in Salacgrīva, November in Talsi; November/December in Līvāni.

The already opened youth initiative centres ensure:

- premises where to organize seminars and trainings lectures, lessons, non-formal educational activities, projects and programs, youth initiated events;
- premises where to gain information (informative materials, computers with internet connection, office equipment, reference literature);
- leisure room, where young people can listen to music, watch movies, read books and play board games;
- office premises for youth organizations, non-governmental organizations and youth initiative groups;
- premises where to ensure consultations for youth (including topics like non-formal education, health and healthy lifestyle, voluntary work, motivation, relationships, support in crisis situations);
- possibility for youth with fewer opportunities to have access to centre;
- premises for overnight stay (for up to 30 young people), shower, WC, kitchen.

Please see in the map below how all 17 centres are distributed by regions within the territory of Latvia.



Already opened youth initiative centres have successful co-operation experience with municipalities in organizing different new projects, e.g., to encourage young people's mutual understanding and cooperation, to gain knowledge about different cultures and practical experience in various performing arts with professional performing artists. Tukums Multifunctional Youth Initiative Centre together with Tukums Municipality in June 2012 implemented international project "Youth workshops with the Young Americans." Also youth centres have developed co-operation network among themselves, so they can share experiences, develop new regional, national or international projects, e.g., Ozolnieki and Jelgava multifunctional centres organized experience exchange visit in February 2013. In these centres also volunteers within programme "Youth in Action" conduct different activities to the youngsters who visit centres, e.g., in Aluksne volunteer from Portugal participated in organizing different activities in the centre, taught Portuguese and helped in everyday work in the period February – October 2013.

The already opened youth initiative centres are fairly well attended but the exact figure of attendance will be known when the Results Sustainability Report of each component project will be submitted to AIPY.

Trainings for youth and persons involved in youth work

In the first half of 2012 AIPY focused on organization of trainings for youth on stimulation of youth initiatives and activities in regions - "Action vs. Inaction!" (Please, see in the Table 3).

Table 3 "Indicative training plan for youth and persons involved in youth work by year"

	2011	2012	2013	2014	2015	2016	2017	Total
Number of trainings for youth	5 <i>(In total 95 participants)</i>	20 <i>(In total 391 participants)</i>	18	18	18	18	3	100 <i>(In total ~2000 participants planned)</i>
Number of trainings for persons involved in youth work	5 <i>(In total 87 participants)</i>	10 <i>(In total 203 participants)</i>	12	10	10	10	3	60 <i>(In total ~1200 participants planned)</i>

Trainings were organized in each planning region and each training consisted of two parts (2 x 3-day seminar with a homework in-between). This approach was chosen because target group of these trainings were unemployed youth or those who don't study or come from peripheral regions. In total 10 trainings were organized and 191 youngsters attended trainings. The goal was to encourage these youngsters to take up new challenges and become socially active. Evaluation forms showed that after trainings participants have gained new ideas, encouragement to take action, the motivation to fulfil their dreams, new friends, new contacts; became more open, more creative, more focused, more determined; as well as many youngsters expressed a desire to organize an event to peers, to start their own project or business, to work as volunteer, to start studies and to work with people. Almost every person said something that confirmed that these trainings were successful in achieving the goal of the training and have been really positive and necessary event for the participants. Training for staff of multifunctional youth initiative centres and representatives of administrative bodies of the Planning Regions was the first training which brought together these parties. Participants expressed willingness to participate in other trainings organized for staff of multifunctional

youth initiative centres in order to share experience, strengthen cooperation and develop new project ideas.

In the second half of 2012 AIPY organized trainings for youth on development of communication and presentation skills. Similarly like aforementioned trainings also these were organized in each planning region and each training consisted of two parts (2 x 3-day seminar with a homework in-between). Target group of these trainings were unemployed youth or those who don't study or come from peripheral regions, age 17-25. In total 10 trainings were organized and 200 youngsters attended trainings. The goal was to help youngsters develop their communication and presentation skills in order to strengthen their personal resources and to help to reach their personal goals. Evaluation forms showed that after trainings participants have learned to be more open and brave, to express and justify one's opinion, have gained knowledge about nonverbal communication, as well expressed willingness to realize some activities together with youngsters from these trainings and to volunteer and to help to organize similar trainings. Trainings for persons involved in youth work about coaching and non-formal education principles showed that these trainings are very useful for every person involved in youth work – no matter if one is experienced or new to the theme. Evaluation forms showed different cognitions and benefits gained after training for example: “I will try to change my everyday work and introduce new methods; I will try to experiment with different non-formal methods; I will share my experience with colleagues; I understood that I shouldn't be afraid and try to stick in concrete frames; I will try to continue learning and think over my learning techniques; Ability to look around through youngster's perspective; Methods how to work with youngsters and myself; Understanding how to find best approach for problem solution; Understanding how to help people to solve their problems; It is crucial to define correct goals for oneself, thus movement towards this goal is enjoyable; Inspiration, motivation, kick; New personal challenges, energetic load.”

Also during this period AIPY organized mixed trainings - “KOPÄ!” (*Together*) - for youth and persons involved in youth work. The goal of these trainings was to strengthen cooperation between youth and persons involved in youth work in order to attract less active youth and promote their participation. Evaluation forms showed different cognitions and benefits gained after training for example, “As it turns out one can change situation, you just have to work hard; Information and knowledge gained in trainings – very useful; New ideas, new experience, new acquaintances and cooperation partners; I understand better how to communicate with young people; Age and disability is not an obstacle for implementing new ideas; Knowledge how to elaborate communication plan; I will use gained knowledge within everyday work at multifunctional youth initiative centre; I learned how to present my NGO.” Evaluation of this period's trainings again confirmed that these trainings were successful in achieving the goal of the training and that they have been really positive and necessary event for the participants. In total 9 trainings were organized for persons involved in youth work with 191 participants. Thus evaluating youth training participants' reviews it can be estimated that the youth trainings and events have met their target groups and youth are eager to realize new ideas, which shows increased level of youth participation and initiative in the life of local communities and beyond.

Evaluating trainings and events for persons involved in youth work has shown that promoting support to youth initiatives in regions with methods of non-formal education has encouraged persons involved in youth work to develop planned and practical set of activities for young people, support youth initiatives and cooperate with each other to develop and enlarge youth support network.

Regional forums and conferences

Within the project 5 regional forums and 5 regional conferences for youth and persons involved in youth work from all 5 planning regions are planned to be organized annually from 2012 till 2016, one in each planning region.

The first regional forum “Youth in regions: Latgale mission” was held from 23 till 24 November 2012 in Latgale planning region. In total 100 participants attended the forum. The goal of this forum was to strengthen co-operation in relationship quadrangle: Municipality – Youth – NGO – Society in order to improve life quality of youth in regions. During this event participants learned successful experience how municipalities and youth cooperate in newly established multifunctional centres in Alūksne, Dagda, Līvāni and Ilūkste and about possibilities to participate in Swiss programme. The main tasks in these two days were: to share experience how municipality and youth can co-operate; how to lobby youth interests in municipality; explore cooperation opportunities with NGO’s; learn how youth can realize their ideas in regions by submitting projects, attracting sponsors; to establish what are conditions which would stimulate youth to stay in regions. Participants showed their experience also in sixteen episodes/long-series “How do young people develop the regions”. When going home, Latgale mission participants were determined and inspired.

The first regional conference about role of youth work in the development of youth initiatives in regions was held on 8 June 2012 in Vidzeme planning region (number of participants - 93 and 12 volunteers from Gulbene Youth Centre and participants from trainings). This conference gathered staff from youth centres, youth workers and other persons involved in youth work from all regions of Latvia who shared their experiences and expressed their ideas for future cooperation projects. Participants were divided in five working groups where they:

- shared ideas on better cooperation with local youth;
- searched for new ideas for youth activities and projects;
- learned about improvisation theatre through improvisation of youth work;
- discussed a support tools for youth work in peripheral areas;
- urged to strengthen Latvian youth organizations.

The title of the conference was “Golden Rhubarb” in order to emphasize that the youth workers should be like rhubarbs in spring - full of vitamins and strength, thus they do not lack smiles and energy. Participants were very satisfied with useful information gained and cooperation established between different youth centres. Several participants after the conference made publications in home page of represented municipality to express their positive feedback about participation in the conference.

Methodological material

The AIPY plans to elaborate in total ~15 methodological materials and learning materials. Translation of methodological material “*Youthpass Unfolded*” and elaboration of methodological material about non-formal education for reproduction in Braille started on 8 March 2013. From March till July 2012 the first methodological material “*Coaching guide*” about support for youth initiatives and promotion of youth collaboration was translated and will be distributed among persons involved in youth work, NGOs and other for use in everyday work with youth. As well as in cooperation with the MoES from September till December 2012 content of methodological material about youth participation was elaborated, which would serve as handbook for different youth organizations, NGOs and other interested parties involved in youth field.

On 11 July 2012 and 11 January 2013 meetings of Programme's Steering Committee were held. The AIPY from 8 – 10 February 2013 organized planning seminar for trainers and regional coordinators in order to inform about the programme and to plan trainings and seminars for next reporting period.

Risks

In the reporting period no risks were detected, because seminars and conferences are very well attended as well as persons involved in youth work are actively promoting newly renovated centres and are motivated to develop and expand youth centres, they also co-operate with each other, thus enlarging and developing co-operation network between centres. Opening of some multifunctional youth initiative centres was postponed due to prolonged renovation deadline, nevertheless there is no risk detected, because these centres will be opened till the end of 2013 according to the time schedule of the PA.

Fire safety project

The aim of the project is to increase safety of pre-school and school children by ensuring their safety in local government general education institutions where children stay in the overnight accommodation. Main project activity is acquisition of fire safety systems for local governments. It is planned that 118 general education institutions will be equipped with fire safety systems and at least 6 997 pre-school and school children will obtain safe environment in general education. The project will be implemented in partnership with 59 local governments of Latvia and with the partner from Switzerland – ECA, thus institutional partnership between Swiss and Latvian fire safety organizations will be established.

From 21 till 25 May 2012 knowledge exchange visit to Switzerland for public officials (in total 12 people participated from the MoEPRD, Vidzeme, Latgale, Kurzeme and Riga Planning Regions, the State Fire and Rescue Service, the SRDA) was organized. The aim of the visit: to become familiar with the experience of the Swiss Confederation in the area of fire safety, including fire safety systems in educational institutions and binding regulatory enactments, and to acquire information on the competences and operation of the project cooperation partners – ECA. The primary benefit of the visit is detailed understanding of:

- the fire safety systems in Switzerland and especially in the Canton of Vaud;
- the organisation of operations in cases of fire and natural disasters;
- the insurance systems.



Please see in the map below how 118 general education institutions, where the automatic fire protection systems will be exhibited, are distributed within the territory of Latvia.



LATVIJAS-ŠVEICES SADARBĪBAS PROGRAMMA
LATVIAN-SWISS COOPERATION PROGRAMME

The general education institutions in Latvia
where the automatic fire protection systems
will be exhibited



• object of the project

— water bodies
— territories of municipalities

On 23 October 2012 the SRDA established the separate procurement commission³. The open competition regulations⁴ are based on results of survey, the prepared estimates, calculations, and reports about candidate selection and qualification requirements. All 137 general education institutions, as planned in the FPP, were surveyed. After the survey 59 local governments remained as partners and 121 general education institutions remained as beneficiaries. Three local governments have rejected the participation in the project for three general education institutions; thereby final beneficiaries will be 118 general education institutions. Totally fire protection systems will be installed in 125 buildings. The reasons why the number of final beneficiaries was decreased were following: 1) the educational institution does not correspond to the target group of the project and the project purpose; 2) the government has taken a decision on the closure of educational institutions in compliance with national reform in educational system; 3) the project activities have already been implemented on municipal resources.

On 5 December 2012 the SRDA announced the public tender „Automatic fire protection systems installation in general education institutions of local governments”. On 28 January 2013 the tender opening meeting was held. Two offers were received, but both were rejected because of incompliance with qualification requirements, therefore the tender was closed without results. New public tender was announced on 26 February 2013 and will end on 26 March 2013. The fire safety systems are planned to be installed from June/July 2013 till January 2014.

During the reporting period 4 Steering Committee meetings were held. The seminar for the representatives of local governments and educational institutions will be organized in April/May 2013 in order to inform about the upcoming steps.

Risks

The time constraint is minimal considering that in accordance with the project time schedule the fire protection systems' installation is planned to be finished till January 2014 and the end date of the project implementation is 31 July 2014. When the tender was re-launched, the qualification requirements for applicants were modified and there will be also a possibility to agree with the winner on reduction of the implementation time of the supply agreement.

Under the focus area “**Modernisation of the judiciary**” one project is being implemented:

- **Modernization of courts** (the total financing – 9 411 765 CHF, including 15% national co-financing). The Executing agency is the CA and the competent line ministry is the Ministry of Justice.

Videoconference and sound recording equipment instalment

Installation works of all planned 81 video conference equipment and 296 audio recording equipment units in court rooms and prisons have been accomplished as anticipated by June 30 2012.

Technical quality control service provider has submitted final report comprising all findings related to equipment testing and court staff training/instruction quality assurance. Main improvement areas being data transfer speed improvement in selected prison facilities and ne-

³ The commissioning party shall establish a procurement commission for the performance of the procurement procedures and the procurement commission shall be established separately for each procurement or for a specified period of time, or as a permanently functioning body in accordance with Paragraph 1 of the Article 22 of PPL

⁴ Prior to the publication of a notice regarding a contract, the open competition regulations shall be prepared in accordance with Paragraph 1 of the Article 51 of PPL.

cessity to equip some court rooms with additional microphones and screens for better videoconferencing experience.

Additional furniture was supplied to prison facilities for videoconference rooms.

Additional data transfer line has been installed for central infrastructure of videoconference equipment.

Implementation of additional 13 videoconference rooms will be carried out by 15 June 2013. A confirmation by contracting parties for including additional project partners has been initiated to equip videoconference rooms also in the CA, Ministry of Justice and the State Forensic Science Bureau, accordingly the amendments of the FPP will be submitted to the NCU latest in April 2013. Quality control and quality assurance over equipment installation will be organized as a separate tender, to be finalized by March 2013. Additional curtains will be provided to court facilities to control level of sunlight for optimal videoconference sessions. Additional user support and development of new internal procedures for the use of videoconference and audio recording equipment will be organized as a separate tender in March 2013. Currently target indicators of 1000 video sessions and 2000 audio recordings according to Annex 4 of PA "Project Logical framework" have already been met involving video conferences with forensic experts, cross border cooperation and prison facilities. Additional user support will be provided to selected courts for assistance in daily video sessions with prison facilities.

Improvement of court procedures' effectiveness

Services within the activity "Evaluation and efficiency improvement of court procedures" will be carried out with deadline – April 2013. Analysis report has been submitted outlining main process improvement areas with a focus to shorten court procedures time and implement new e-services available to the general public. Currently, an implementation plan is being developed outlining major steps to be taken in order to share best practice of court organization across all courts regardless of their institutional level. The plan comprises immediate actions as well as long term objectives involving complex and sophisticated transformations with respective amendments in legislation. Implementation of a newly developed Court Organizational Handbook is set to streamline the effectiveness of the whole legal process in general.

Improvement of the courts' cost management

Service is provided and the report is already handed in representing analysis of costs for the work processes of courts at different institutional levels. A model for cost accounting has been developed and discussed. Initial analysis has attracted a lot of media attention, thus depicting the importance of the subject. Most of attention is being drawn to the length of the court processes and its causes as well as cost analysis at different process activities. Implementation of this activity will meet its extended deadline – May 2013. Extensive user training of cost accounting model was provided in mid-February 2013.

Improvement of direct access to the courts through use of new technologies

Development of the information dissemination system has been carried out. New court portal has been deployed to provide e-services to general public. All 46 information kiosks (e-kiosks in Court buildings) have been monitored and serviced centrally.

Complete implementation of development of new Information Dissemination System has been finished, however, the CA has assessed the capacity of existing end-user desktop computers and has found it to be below the requirements of the newly developed systems. Although not critical, upgrade of the hardware would enable more time efficient work of the employees. The CA will discuss these matters with the project parties, whether existing project budget resources can be assigned for this activity.

All new software system will be procured to provide court hearing audio protocol tagging functionality, enabling the user to select and hear the required speaker only. Procurement is finalized in March 2013 with an expected deadline for system implementation – June 2013.

Improvement of information and service delivery to inhabitants and businesses

Use of the newly developed court intranet solution was closely monitored and minor updates were carried out (in order to improve the end user experience).

Use of the modernized Court Information System was also assessed to continuously improve the quality of the system use. A solution to link court hearing audio protocols will be developed by June 2013.

Server software licenses were purchased as per project plan to support the use of new data dissemination system and modernized court information system.

Electronic forms for claims and other documents were successfully developed and deployed.

Additional 85 seats have been equipped in court facilities with scanner infrastructure to facilitate the smooth processing of court application forms still submitted in paper form.

Still on-going activities – implementation of contracted services: 1) solution for processing digital documents and development of electronic forms for claims and other documents; 2) development of Court Information System; 3) development of court intranet solution.

On 27 November 2012 a delegation from Switzerland assessed the progress of the project in Riga Regional Court.

Risks

The procurement for the main activity – additional videoconferencing equipment was delayed due to consultation with PMB⁵ for procurement documentation in result of which procurement documentation was changed from closed to open tender procedure. As well as consultations with PMB and CFCA were held on other procurements before announcing the tenders in order to avoid risk of irregularities therefore slight delays in project implementation were caused. Taking into account aforementioned delays amendments to FPP are being prepared by the CA for extension of project implementation deadline till 31 December 2013 which will be submitted to NCU in March or April 2013.

⁵ The state institution under the supervision of the MoF, which oversees the compliance of procurements, as well as collects and analyzes statistical information on procurements in Latvia.

2.3. Priority sector “Environment and infrastructure”

Under the focus area “**Rehabilitation and modernization of basic infrastructure**” one project is being implemented:

- **Sarkandaugava project** (the total financing 15 300 000 CHF, including 15% national co-financing). The Executing agency is the SES and the competent line ministry is the MoEPRD.

During the reporting period main activity carried out was completion of the procurement for remediation works in Site I/II (*territory of “Woodison Terminal” Ltd., “Ovi” Ltd, “Eko Osta” Ltd. and “VL Bunkerings” Ltd*). Within the procurement’s second part proposals from three tenderers were received till 12 April 2012. In order to ensure qualitative evaluation of proposals an expert was contracted on 30 May 2012 as well as experts from Switzerland and Netherland were involved in evaluation process. Procurement process continued till 11 January 2013 due to complaint about evaluation process received from one of the tenderers. Therefore the procurement procedure was prolonged and offers were re-evaluated.



The agreement for remediation works in Site I/II was finally signed on 13 February 2013 between association of persons “Intergeo – R” and SES.

Before the final acceptance the winner shall in 6 months period perform a pilot project to present its technology for remediation. Remediation works were started on 1 March 2013 and shall be completed until December

2016. The procurement for the supervision of construction during remediation works was carried out and the agreement was signed with the selected applicant on 11 February 2013 and the supervision is on-going.

After the tender for remediation works in the Site I/II was completed, the SES identified budget remaining in the activity „Legal services - Organization of tenders, tender documentation, evaluation, conclusion of contracts” in the amount of 28 610 CHF to be re-allocated for the remediation works in the Site III (22 000 m²) and accordingly updated the FPP, log-frame, project budget and disbursement plan to amend the PA. The SES plans to submit amendments to the NCU in March 2013. When the Swiss competent authorities will approve the amendments the grant in the amount of 4 562 494 CHF will become available for the 2nd tranche release.

The procurement for remediation works in Site III is planned to be announced in III quarter 2013. The tender documentation will be harmonized with the Swiss competent authorities.

On 21 December 2012 project’s Steering committee meeting was held and it is planned that next meeting will be held in April 2013.

Risks

As implementation of the project's first part was noticeably prolonged and in order to mitigate risk of time constraint, the SES in the amendments of the FPP will suggest to carry out an open competition instead of previously planned closed competition for the remediation works of Site III, because this type of procurement requires less time (approximately 35 days shorter procedure) and is more appropriate to competition where the possible range of applicants are known.

2.4. Priority sector “Promotion of the Private Sector”

Under the focus area “**Improved regulation of the financial sector and improving access to financing**” two projects shall be implemented:

- World Bank project (the total financing – 1 533 827 CHF which is 100% Swiss contribution). The Executing agency is the MoF, Department of Taxes Administration and Accounting Policy;
- Micro lending programme (the total financing – 9 712 568 CHF, including 18,48% national co-financing). The Executing agency is the Bank and the competent line ministry is the Ministry of Economics.

World Bank project

Taking into account that in the project additional savings were recognized in activities carried out by the CFRR, the NCU on 31 May 2012 proposed to de-commit from the project 334 064 CHF. The Swiss competent authorities approved this proposal on 14 June 2012.

Enhancement of the institutional capacity to implement IFRS

(a) IFRS training

CFRR worked in coordination with BPP Professional Education and the MoF to schedule delivery of the second offering of the Comprehensive IFRS course. It was held between 20 November and 28 December 2012. 30 participants, the maximum class size for which the course is designed, were from the MoF, the State Revenue Service and the Treasury.

CFRR staff reviewed and analysed the course evaluations submitted by the participants in the first offering of each of the Comprehensive and Advanced IFRS courses and reviewed with the instructors their assessment of the effectiveness of the training. An overview of the results of this analysis showed that the participants were satisfied with the quality of the training, more than 93% of the evaluations indicated that the training matched their expectations and would be useful to them in their professional practice. 12% of the participants indicated some dissatisfaction with the extent to which the training met their needs.

The training materials for both the Comprehensive and Advanced IFRS training and overview of the results of aforementioned analysis are made available on the MoF website: http://www.fm.gov.lv/lv/sadalas/gramatvedibas_un_revizijas_politika/projekts_tehniska_pali_dziba_finansu_parskatu_sagatavosana/.

(b) IFRS Conference

On 6 December 2012 representatives from the MoF, the State Revenue Service and the Financial and Capital Market Commission participated in a high level IFRS Conference "Changing Landscape, Practical Solutions for Businesses and Investors in Central and Eastern Europe" in Warsaw, Poland. The conference was prepared and presented by the CFRR in cooperation with the Polish Ministry of Finance as part of the Polish Financial Reporting Technical Assistance Project. It brought together prominent speakers from the International Accounting Standards Board, the European Sales and Marketing Association, Polish Accounting Standards Committee, Polish Financial Supervision Authority as well as others with practical knowledge and experience of implementation of IFRS.

Enhancement of institutional capacity to implement ISA

(a) ISA training

CFRR staff reviewed and analysed the course evaluations submitted by participants in the five offerings of the ISA training course and reviewed with the instructors their assessment of the

effectiveness of the training. An overview of the results of this analysis showed that the participants were satisfied with the quality of the training, more than 96% of the evaluations indicated that the training matched their expectations and would be useful to them in their professional practice. Fewer than 7% of the participants indicated some dissatisfaction with the extent to which the training met their needs. ISA training materials and overview of the results of aforementioned analysis are available on the MoF website: http://www.fm.gov.lv/lv/sadadas/gramatvedibas_un_revizijas_politika/projekts_tehniska_paldziba_finansu_parskatu_sagatavosana/.

(b) Public oversight of auditors and quality assurance

CFRR staff continued to work with bodies in Norway, the Netherlands and Switzerland responsible for public oversight of auditors and related quality assurance activities with a view to gain their support to host study tours involving representatives from Latvia and other countries participating in the Financial Reporting Technical Assistance Programme. CFRR planned, organized and delivered one study tour to the Swiss Federal Audit Oversight Authority on 10- 11 December 2012 and other to the Netherlands Authority for the Financial Markets on 13-15 March 2013 to learn from the experiences of the bodies responsible for public oversight and quality assurance activities relating to the audit function. Representatives from the MoF and the Latvian Association of Sworn Auditors took part in these study tours.

(c) Audit software

CFRR continued to work with the MoF and LASA to evaluate the level of interest in the Norwegian Descartes audit software system (Descartes system) and how the software could be implemented in the Latvian language for use by Latvian practitioners. While discussions have not been conclusive, particularly with respect to the potential level of demand for the software, it is clear that the pricing of licences is a significant factor that could influence demand. Despite continuing discussions among the parties, agreement on how to move forward either with Descartes or with other possible alternatives had not been reached yet.

Enhancing the relationship between tax accounting and general purpose financial reporting

CFRR staff finalised terms of reference for two studies to be prepared on the relationship between tax accounting and general purpose financial reporting. The first study, which is being conducted for use by not only Latvia but also Poland, is designed to provide insights into practices in selected other European countries in addressing the relationship between tax accounting and general purpose financial reporting. The second study, which is being prepared solely for the Latvian authorities, is designed to provide an in-depth understanding of the current situation in Latvia with respect to the relationship between tax accounting and general purpose financial reporting.

During the reporting period, the World Bank sought expressions of interest from consulting firms qualified to carry out studies in accordance with the terms of reference and received proposals from shortlisted firms. CFRR staff evaluated these proposals in accordance with the World Bank's procurement rules, entered into contractual negotiations with selected consulting firms and negotiated contracts. Selected firms have commenced work.

Risks

One year is left for implementation of project and there is a risk that all project activities will not be carried out by the end of the project and all planned project indicators will not be reached. Therefore the agreement was reached to hire a project manager on the Latvian side.

Micro lending programme

Re-commitment of grant in amount of 443 968 CHF from the World Bank project was approved by the Swiss competent authorities on 14 June 2012. It's foreseen that it will be possible to support up to 50 more micro enterprises with this additional grant starting from summer 2013.

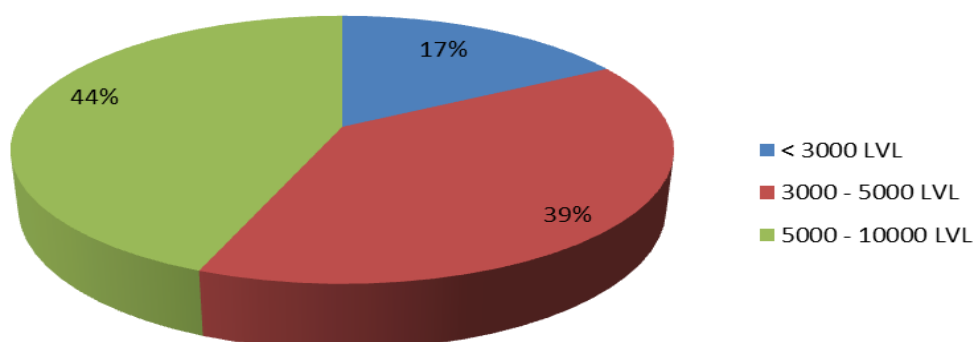
In actual implementation 27 branches and sub-branches of the Bank are involved in all Latvia. Since the end of September 2011 the Micro Loan Fund with the total amount of 8 339 288 CHF is open for submission of micro loan applications. Already from the very beginning micro loans were well demanded in all regions of Latvia. As the result by the end of the reporting period 644 micro loans are allocated in total amount of 6,6 million CHF and 5,9 million CHF are already disbursed, which is 1,7 million CHF more when initially planned in the PA's Disbursement plan.

At the end of the reporting period the loan portfolio of the programme is in size of 4,6 million CHF. The quality of the loan portfolio can be evaluated positively: delayed principals are in amount of 21,2 thsd. CHF or just 0,5% of the size of the portfolio. The average timeliness of both principals and interest payments is 97%. In the total loan portfolio (533 loans) only in 5 cases delay of payments exceeds 90 days, in 2 cases - the time period between 60 to 90 days and in 2 cases - the time period between 30 to 60 days. Only 2 cases are recognized as written-off loans for a total amount of 12,7 thsd. CHF or just 0,3% of the size of the portfolio.

Regarding the grants, in 83% cases of allocated micro-loans also grants for loan redemption were awarded for a total amount of 636 thsd. CHF. According conditions set for the programme, disbursement of a grant can be started one year after the micro-loan has been allocated. The practical procedure of disbursement of the first grants was launched in November 2012, therefore by the end of the reporting period only a modest number - 17 grants - were disbursed for a total amount of 18 thsd. CHF.

Average size of a micro loan is 10 thsd. CHF (5,9 thsd. LVL). Every fifth micro loan is in maximum amount of 16,9 thsd. CHF (*10 000 LVL*). Less demanded are small-sized micro loan in amount from 1,7 thsd. to 2,5 thsd. CHF (*from 1 000 to 1 500 LVL*). Only one of every seven loan has taken for financing of only current assets. Majority of micro loans are for both investments and current assets.

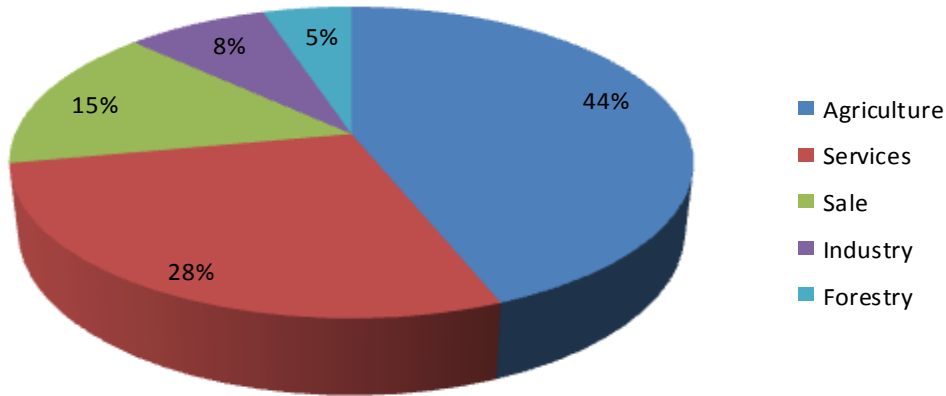
Graph 3 "Characteristics of allocated micro loans by size"



According to distribution by sectors, almost half of all micro loans are distributed in agriculture/forestry field and every fourth – in services field. Almost every seven project is financed

in wholesale and retail sale. Also business projects in industry sectors (food processing, furniture etc.) are widespread.

Graph 4 “Characteristics of allocated micro-loans by sectors”

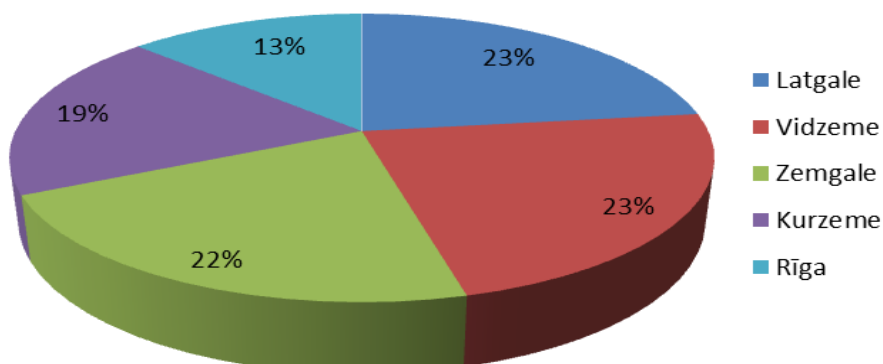


In the picture below one of micro loans` projects is presented, where existing premises were refurbished in order to ensure product packaging in accordance with legal requirements as well as necessary equipment was purchased. Within this project different vegetables are being grown, processed and marketed.

keted.

Allocated micro loans are regionally well balanced. So far micro loans were more demanded in the planning regions of Latgale and Vidzeme - 23% in each, followed by Zemgale (22%) and Kurzeme (19%). Less demanded are micro loans in the planning region of Riga (13%). The project clearly meets targets of regional economic development, as loans equally are distributed in regions (around 20%), except Riga region (13%). Distribution of allocated micro loans among selected cities and towns is following: Riga (52 micro loans), Daugavpils (28), Liepaja (17), Kuldiga (10), Saldus and Rozupes parish (8).

Graph 5 “Characteristics of allocated micro-loans by region”



Due to reorganization of the bank, which started in the end of 2012, into a specialized financial institution (the Development Bank) several organizational changes were launched and still are on-going (e.g., change of location of some branches, change in staff, organizational units etc.), however, provisionally all these processes do not directly affect implementation of the programme.

Provisionally, use of 95% of the Loan Fund will be achieved in May or June 2013, therefore additional finance (re-committed grant to the programme in amount of 443 968 CHF) will be available in accordance with the amended PA. Taking into account that micro loans are well demanded, it is planned that additional finance are planned to be allocated by the end of August.

Within the micro lending programme output target of employed people in microenterprises is already overreached versus targets set in the PA, as well as programme are regionally very well balanced thus the objectives of regional economic policy of Latvia are reached. In Latvia similar activities are financed under European Social Fund, nevertheless the Micro lending programme is very well demanded due to lighter conditions for micro loans.

2.5. Priority sector “Human and Social Development”

Under the focus area “**Research and development**” two block grants shall be implemented:

- Scholarship fund (the total financing for scholarships – 1 839 329 CHF (excluding CRUS management and evaluation committee), which is 100% Swiss contribution). The Coordination body is the SEDA and the competent line ministry is the MoES;
- Swiss researchers activities (the total financing – 588 235 CHF, including 15% national co-financing). The Intermediate body is the SEDA and the competent line ministry is the MoES.

Scholarship fund

According to amendments in the Scholarship fund agreement approved by the Swiss competent authorities on 3 July 2012 open calls starting from 2013 will be launched biannually in order to facilitate utilization of grant. The Memorandum of Understanding signed between the CRUS and the SEDA was amended accordingly on 3 October 2012.

All 3 projects approved (out of 5 applicants) in the 1st open call were accomplished in September 2012, finishing following researches:

- Autogenous shrinkage and early age behaviour of high and ultra-high performance concrete;
- Association of Anaplasma phagocytophilum with skin lesions in A. Phagocytophilum seropositive dogs;
- Supporting Agile Development of Large Scale Information System.

Two fellows represented the Riga Technical University and one – the Latvia University of Agriculture and the hosting institutions were the University of Bern, ETH-Zurich (Swiss Federal Institute of Technology Zurich) and EMPA (Research Institute of the ETH Domain).

During the 2nd open call 2 scholarships out of 5 applicants were allocated to Latvian PhD and post-docs for following researches:

- Applying new sensor technology to the analysis of sediment-water exchange processes;
- Atomic coherence excited with polarization-modulated laser light.

Both fellows represent the University of Latvia and the hosting institutions are EAWAG (Swiss Federal Institute of Aquatic Science and Technology) and University of Fribourg. The researches will be accomplished in September 2013.

The available funding in the first two open calls was 886 233 CHF, from which 337 167 CHF (38,04%) was contracted to the applicants.

The 3rd open call was announced by the CRUS on 31 August 2012 with the deadline – 1st November 2012, 13 applications were received out of which 10 were evaluated (3 were received after deadline) and final evaluations by Latvian side were sent to CRUS on 17 January 2013. The number of approved applications will be known on 25 March 2013 when the Steering Committee will be held.

The 4th open call was announced by the CRUS on 1st January 2013 with the deadline – 1st April 2013. Please see in the table below an overview of open calls and financial progress.

Table 4 “An overview of open calls and financial progress within the Scholarship Fund”

Open call No.	Available sum per call	Utilized grant after call	Utilized grant vs. available per call	Open call timing	Received applications	Approved applications
1.	886 233	337 167	38%	01.09.-01.11.2010.	5	3
2.				01.09.-01.11.2011.	5	2
3.	1 502 162			01.09.-01.11.2012.	13	10*
4.				01.01.-01.04.2013.		
5.				01.09.-01.11.2013.		
6.				01.01.-01.04.2014.		
7.				01.09.-01.11.2014.		
					23	15*

* The final number of approved applications will be known on 25 March 2013.

In order to facilitate utilization of grant SEDA has provided the information on the open call via webpages, press release, publications in newspapers, e-mails, seminars.

The SEDA participated in the second Sciex fellows' event and training seminar organised by the CRUS on 22 and 23 October 2012 in Lausanne (Switzerland) and will participate in the Steering Committee Meeting on 25 March 2012.

Risks

The risk is not to receive enough application and good quality applications in order to ensure that scholarship are granted to best possible projects.

As mentioned above since 2013 there will be 2 open calls per year, thereby potential applicants will have more possibilities for planning and quality of applications could rise. And information about this activity will be distributed continuously.

Swiss researchers' activities

The 1st open call for 88 235 CHF was closed on 30 April 2012. In total 9 applications were received and all applications were approved in total for 20 130 CHF (23%). The hosting institutions in Latvia are:

- Jazeps Vitols Latvian Academy of Music (3)
- Ventspils University College;
- Riga Teacher Training and Educational Management Academy;
- Riga Technical University
- Latvia University of Agriculture
- Latvian Academy of Sport Education
- School of Business Administration „Turiba”.

Swiss researchers will represent following higher education and research institutions:

- University of Bern (2)
- University of Music in Basel (2)
- EMPA - research Institute of the ETH Domain
- Les Roches International school of Hotel Management
- Cesar Ritz Colleges Switzerland
- Geneva University of Music

- Institut Jaques-Dalcroze.

Swiss researchers lectured and shared research experience in fields like business, musicology, pedagogy, construction and sport. Visits took place from October 2012 and will be continued till September 2013 and their duration is on average from 5 days till 2 months. 4 projects are completed successfully and on the spot checks to completed projects are already performed by SEDA. During these visits SEDA have noticed that all the guest lecturers were quite positive about the study level in our universities and visit results. Two of Swiss researchers who participated in the projects, were strongly interested in future collaboration with Latvian universities and are planning to return to Latvian universities to do lecturing within this program.

In the picture the first lecture in Latvia, Swiss researcher Mr. Detlev Remy (Les Roches International School of Hotel Management) shares his experience and gives a lecture in Latvian University of Agriculture and in School of Business Administration „Turība” in the field of revenue management in the tourism sector.



The 2nd open call for 101 856 CHF was announced on 5 September 2012 with the deadline –5 November 2012, 8 applications received out of which all were evaluated and one was rejected within formal checking procedure.

The 3rd open call for 123 794 CHF was announced on 5 March 2013 with the deadline – 6 May 2013. Please see in the Annex 1 the list of approved applicants and in the table below an overview of open calls and financial progress.

Table 5 “An overview of open calls and financial progress within the Swiss researchers’ activities”

Open call No.	Available sum per call	Utilized grant after call	Utilized grant vs. available per call	Open call timing	Received applications	Approved applications
1.	88 235	20 130	23%	01.03.-30.04.2012.	9	9
2.	101 856	14 105	14%	04.09.-05.11.2012.	8	7
3.	123 794			05.03.-06.05.2013.		
4.-6.	371 382			second half of 2013- till all grant will be used		
Total:	529 411	34 235	6,5%		17	16

In order to facilitate utilization of the grant SEDA has decided not to announce six separate open calls as initially planned, but further on, single open call will be launched which will stay open until all available grant will be used starting from the moment when the open call guidelines will be amended accordingly. The MoES has informed the SCO regarding changes in planning open calls in February 2013; the parties have agreed about this proposal.

Risks

The main risk is not to receive enough applications in planned period of time, as present cooperation between Latvian and Swiss Universities just starts to develop within the block grant.

As it was mentioned above to facilitate the flow of applications it is planned to announce open calls continuously starting from March 2013 until the available grant is used.

2.6. Special allocations

Under the Special allocations one block grant and two projects shall be implemented:

- NGO fund (the total financing – 4 117 647 CHF, including 15% national co-financing). The Intermediate body is the SIF;
- TAF (the total financing – 132 255 CHF, which is 100% Swiss contribution). The Executing agency is the MoF;
- PPF (the total financing – 166 286 CHF, including 15% national co-financing). The Intermediate body is the MoF. Implementation completed in June 2011.

NGO fund

The NGO fund is being implemented according to the schedule set in the FPP. During the reporting period the subproject beneficiaries had continued implementation of the subprojects. On 27 January 2012 one more additional micro subproject was approved by the Steering and Subproject Evaluation Committee for support under the NGO fund as savings due to fluctuation of exchange rate occurred. Please see in the Annex 2 the description of additionally approved sub-project. By the end of 2012 implementation activities in all 62 subprojects were completed. The final reports of 57 subprojects are approved by the end of March 2013. The total amount of direct target group benefiting from the completed subprojects is 13 220 children and youth and 5 187 seniors. Detailed description of achieved progress in reaching subprojects' results please see in the section 3 of this report.



In one of the subprojects a ventilation system was established suited to activities of health promotion in the Community Centre's of lifelong learning and health services in Limbazi. An opportunity was created to receive much needed, but until now unavailable health promotion services such as: movement and dance therapy; gymnastics for babies, children, young people and seniors; and self-aid organization.

On 14 February and on 17 October 2012 meetings of the Steering and Subproject Evaluation Committee were held.

On 24 April the NGO Fund project closing event will be held where the discussions on the sustainability of reached results and development of them in the future will take place as well as some of subprojects results will be presented.

TAF

During the reporting period following activities were covered form the TAF: organization of the annual meeting and site visits, translation costs, participation in the Swiss programme`s conference related to the end of commitment period (in Bern and in Thun on 19-21 September 2012), as well as upgrading and changing of the Swiss programme`s section in the CFCA management information system and purchase of standard software licences for this information system.

3. Progress made towards implementation of the Swiss programme against the conceptual framework

Please find below a short report on achievements in respect of:

I Swiss programme's overall objectives:

- 1) *to contribute to the reduction of economic and social disparities between Latvia and the more advanced countries of the enlarged EU:*

NGO fund promotes civil society's contribution to economic and social cohesion by supporting NGO activities in increasing life quality of 13 220 children and youth and 5 187 seniors through activities like social services to meet the needs of target groups, development of new social services, improvement of existing social services, as well as through co-operation between public sector and NGO's and through provision of possibility to attend different cultural events, various informal educational activities for obtaining new knowledge and acquiring new skills, as well as activities promoting healthy lifestyle.

Sarkandaugava project aims to achieve improvement of soil, ground, underground and surface water quality in Sarkandaugava area by stopping oil product pollution inflow into Sarkandaugava channel and further into the Daugava River and the Baltic Sea, that complies with the Swiss programme's objectives on reducing promotion of economic and social disparities between Latvia and most developed countries of the enlarged EU. One of the most polluted areas in the territory of Latvia is historically polluted areas in Sarkandaugava territory, therefore it was chosen for remediation under Sarkandaugava project.

The objective of World Bank project is to ensure conformity of Latvia's accounting and auditing legislation with the *acquis communautaire* and proper functioning of administrative institutions as well as to improve and to strengthen administrative capacity in financial reporting policymaking field and legislation, thus facilitating strengthening of financial reporting system which will enhance the quality and reliability of financial information presented by Latvian companies leading to better-informed decision making and increased investor's confidence, resulting in a business environment conducive to sustained economic growth, and growing economy less prone to financial system's crisis. Contribution to this overall objective in this reporting period was made through Comprehensive IFRS training course, international IFRS conference as well as study tours to the Swiss Federal Audit Oversight Authority and to the Netherlands Authority for the Financial Markets took place.

Swiss researchers' activities are developing and strengthening the potential of the Latvian higher education and research institutions through an enhanced access to a high-quality higher education and research by modernization of the existing study standards and contents, bringing new approaches to training and serving as an efficient platform for exchanging of the best practices between Latvia and Switzerland, thus facilitating preparation of qualified specialists that meet the demands and development tendencies of the national economy. Swiss researchers lectured and shared experience in fields like business, musicology, pedagogy, construction, veterinary medicine, physics, mathematics, IT, biology, chemistry and sport.

Micro lending programme secured access to micro loans for 598 micro enterprises and self-employed persons (individuals – economic operators) for setup and development of business activities in fields like agriculture, forestry, services, in wholesale and retail trade as well as in

industry sectors. The programme contributes to growth of employment and to rise of living standards of Latvian population, thus facilitating the growth of micro businesses and economic activity in the country. It is important that allocated micro loans are regionally well balanced in all planning regions of Latvia.

Modernization of courts project is modernizing courts through the use of new video conference equipment and audio recording equipment and establishment of modern methods in court management through developing new information dissemination system (court portal, information kiosks in court buildings), thus facilitating strengthening of the capacity of judiciary, improvement of quality of the judiciary and access to the judiciary for the inhabitants and business, thereby economic and social disparities between Latvia and more advanced countries are reduced.

2) to contribute within Latvia to the reduction of economic and social disparities between the dynamic urban centres and the structurally weak peripheral regions:

The overall objective of School busses project was to improve the schoolchildren transportation system in peripheral and disadvantaged regions of Latvia. The objective was achieved as the project was successfully completed reaching all envisaged results. Provision of vehicles for local governments ensured complex solution for transportation of school children in peripheral and disadvantaged regions of Latvia, where public transportation is not accessible, taking into account optimization of schools and growing needs of local governments for school buses.

Sarkandaugava project aims to restore and improve environmental quality of polluted areas and prevent danger to human health in Sarkandaugava area (part of Riga), because in other peripheral regions of Latvia there are no so polluted territories and there is no so huge pollution risk as in Sarkandaugava territory, thus reducing promotion of economic and social disparities between dynamic urban centres and structurally weak peripheral regions. In 2017 it is planned that the area of 77'000 m² in Sarkandaugava territory will be remediated from pollution.

Within the Youth initiatives project already 14 (out of 17) multifunctional youth initiative centres have been established in local municipalities, as well as 10 trainings were organized and 1 regional forum and the first regional conference for different target groups in order to increase number of socially active young people in peripheral and disadvantaged regions were organized, thus diminishing social inequality and differences between developed and less developed regions.

Fire safety project will improve children safety in case of fire incidents in 118 general education institutions in peripheral and disadvantaged regions of Latvia which were selected on the basis of a fire safety system analysis including a beneficiary needs assessment, thus contributing to safety aspects for children and staff in peripheral regions.

II Swiss programme's specific objectives:

1) *Promoted economic growth and enhanced employment conditions*

Within Micro lending programme ~8,8 million CHF will be invested in Latvia, thereby economic growth is promoted through financial resources with lighter conditions for micro enterprises. As well as programme enhances creation of job places within approved projects (granted micro loans), thus facilitating the growth of economic activity, increase number of jobs available and rise of living standards of Latvian population. Initially in FPP` Log Frame it was planned, that due to approved loan applications within this programme 900 people will be employed in microenterprises, and it will facilitate to decrease number of people living in poverty. According to data provided by the loan applicants, currently in the micro-lending projects already 1140 jobs are in place. And results will be overreached even more - after completion of the projects altogether ~1426 jobs will be provided (both newly created and saved ones).

Taking into account that after start of Swiss researchers activities and Scholarship fund only few fellows have returned to Latvia and only 4 Swiss researchers have visited Latvia, it is hard to evaluate overall impact of both programmes. However there are clear signs of sustainable cooperation development already, as one of the fellows who returned to Latvia have actively spread information to other young researchers which resulted in new application for fellowship as well as Swiss researcher coming to Latvia in related field.

Rate of migration out of Latvia is constantly increasing and the highest proportion of negative migration is for persons of age 20-29. That causes economical risk that Latvia potentially will lack labour force in the nearest future. Youth motivation to take part in social or political activities is low and 30% of them are not interested in participation at all. Although this number according to the yearly monitoring on youth life quality, participation and information availability carried out by MoES has decreased by 5 % there are still fewer opportunities for above mentioned target groups in regions to spend their free time valuably and participate in different activities. By organization of training and seminars within the Youth initiatives project equal rights will be provided to youth from less developed regions to get involved in youth work and non-formal education activities. Promoting support to youth initiatives in regions with methods of non-formal education will ensure planned and practical set of activities for young people, thus increasing number of young people participating in organized youth activities. According to the aforementioned yearly monitoring youth life quality in 2012 has increased by 16 % comparing to year 2009, when the application form of this project was drafted, also the number of youth who does not participate in any activities due to lack of information has decreased from 31 % in year 2009 to 22% in 2011. This data shows that due to support of youth initiatives including Youth initiatives project quality of youth life has developed and increased. Also after these training many youngsters have developed their personal skills which help them to be more confident to reach their goals and apply for jobs, expand their hobby as business idea and become more competitive in job market. Also persons involved in youth work have gained new knowledge which opens new job opportunities and promotes economic growth.

The World Bank project enhances institutional and regulating capacity of Latvia anent to preparing and auditing financial reporting of the private sector at national level. The strengthened financial reporting platform enhances the quality and reliability of financial information presented by Latvian companies, ranging from small entities to large cooperatives, leading to better-informed decision making and increased investor confidence and would mitigate the risk of financial crises. The project supports Latvia as it undertakes measures to put in place sus-

tainable regulatory and institutional frameworks that implement the financial reporting requirements of the *acquis communautaire* and provide for their monitoring and enforcement in practice. The project provides the necessary education to those individuals responsible for such tasks.

2) *Preserved environment*

Within the Sarkandaugava project restored and improved environmental quality in the territory will be ensured; danger to human health will be eliminated by improving public bathing water quality for approximately 10 thousand people; influence of polluted area to NATURE 2000 protected territories will be reduced by improving environment condition in Coastal country park territories.

Within the Youth initiatives project in component-project applications municipalities have pointed out that existing centres have limited room space which makes it impossible to organize activities to a wider audience. To address this problem municipality must create a modern youth initiative centre. Also many centres lack necessary equipment in order to ensure different leisure activities for youth. Thus by renovating and ensuring necessary equipment in youth initiative centres basic infrastructure in regions will be enhanced, creating pleasant environment for attracting youth to stay in regions.

3) *Reinforced civil society*

Out of completed subprojects, 49 subprojects have made contribution to reinforced civil society including:

- strengthening NGOs institutional capacities (adaptation/ renovation of premises, purchase of equipment for activities, employee training – seminars, experience exchange activities etc.; 35 subprojects),
- enhancing cooperation between NGOs and local municipalities (organizing seminars and other events, signing cooperation agreements etc.; 26 subprojects),
- increasing mutual cooperation and partnerships with Swiss organizations (experience exchange visits, Swiss expert visits to Latvia etc.; 18 subprojects).

Detailed description about cooperation and partnerships with Swiss organizations please see in the section 5 of this report.

4) *Enhanced social security*

It is important that young people, regardless of their financial status are able to pursue their own interests in non-formal education and volunteer work. Young people by engaging in various activities in their leisure time develop different skills which can be useful in the job market, building a family and becoming active members of the society. Since the youth living outside the biggest cities has fewer opportunities to spend their leisure time valuably, it is necessary to provide attractive environment for living, work and recreation in the regions of Latvia. Diminishing inequality and differences between developed and less developed regions in terms of local youth policy and policy implementation, by establishment of 17 youth centres and organizing trainings and seminars within the Youth initiatives project, will increase level of youth participation and initiative in the life of local communities and beyond and ensure accessibility of organized youth leisure, events and non-formal education in peripheral and disadvantaged regions.

According to the assessment performed by SIF, 31 subprojects within the NGO Fund have made contribution to enhancing social security through activities focused on direct target groups – children, youth and seniors:

- social services (therapies, classes, camps etc.) to meet the needs of target groups (21 subprojects),
- development of new social services for target groups (14 subprojects),
- improvement of existing social services available for target groups (4 subprojects).

5) *Enhanced security and safety*

Videoconference equipment within the Modernization of courts project installed in all courts and prison facilities provides crucial means for a safe and convenient court hearing process. Existing procedures required accused person to be escorted from a prison to a court room. Although a thorough paper work and physical guards provided sufficient means for public safety, still risks associated with physical security and health threats (some imprisoned persons may possess hazardous illnesses yet not diagnosed) are considerable. By an increasing use of videoconference equipment all of abovementioned treats can be significantly reduced, thus providing a safer and more reliable court hearing environment. Moreover, acquisition of mobile videoconference units will enhance effectiveness of court hearings in case some of accused persons or witnesses are in medical facilities and are advised not to attend court hearings in person. This will speed the whole court proceeding significantly, thus adding to the general public security and safety. Up to now 1000 video sessions and 2000 audio recordings have been held involving video conferences with forensic experts, cross border cooperation and prison facilities. In order to enhance use of videoconference equipment additional user support will be provided to selected courts for assistance in daily video sessions with prison facilities.

Analysis of the implementation of fire safety measures at Latvian educational institutions shows that the fire protection systems in the project involved institutions are not installed or installed partly. As a result municipal funding gap created a health – threatening situation for children and young people. Fire safety project area covers all territory of Latvia except the cities. In the result Fire safety project will enhance security and safety in accordance with the Latvian laws and regulations in 118 general education institutions where children stay in the overnight accommodation, thus safe environment for at least 6 997 pre-school and school children will be ensured.

One of the main problems among youth is systematic and arbitral wandering around. These youth can be easily assigned to an offense and become a criminal offense victim. Thus it is important to ensure places – centres – where qualitative educational and leisure activities are provided, in order to involve these young people in different activities. If the leisure time is spent according to the interests of young people and in the appropriate setting it has socializing and educational value. By establishment of 17 multifunctional youth initiative centres in peripheral or disadvantaged regions within the Youth initiatives project a healthy, open and supporting environment for young people will be created, thus developing and enlarging network of places where young people can spend their leisure time usefully in regions of Latvia leading to reduction of youth crime, substance misuse and other deviant behaviour. For example, as mentioned in FPP– 53 minors were in prison as arrested persons, but 96 minors were convicted juvenile prisoners (Public Report 2009 of the Latvian Prison Administration). In the Public Report 2011 it is stated that by the end of 2011, 30 minors were in prison as arrested persons, but 38 minors were convicted juvenile prisoners. This data shows that the

numbers of youth who commit crime, substance misuse and other deviant behaviour have decreased.

Current trend shows that 14 already opened youth centres do co-operate in between them by organizing different activities, projects and exchanges together, thus developing and enlarging regional and interregional network of places where young people can usefully spend their leisure time in regions. In order to ensure sustainability co-operation with actors involved in the implementation of youth policy and youth work on regional and interregional level also is promoted.

5. Disbursement plan of projects

The indicative disbursement plan of projects below shows planned reimbursements from Switzerland received in Latvia by years.

Table 7 “Indicative disbursement plan, CHF”

Title	2013	2014	2015	2016	2017	2018	Total for 2013-2018
1.TAF	8 109	12 674	14 497	13 471	6 393	15 298	70 442
2.World Bank project	515 733	735 577	0	0	0	0	1 251 310
3.Modernization of courts project	2 056 907	0	0	0	0	0	2 056 907
4.NGO fund	916 212	0	0	0	0	0	916 212
5.Sarkandaugava project (only the 1 st tranche)	1 761 460	3 924 595	2 614 064	1 236 370	321 218	0	9 857 707
6.Youth initiatives project	632 483	456 236	349 054	316 804	196 435	0	1 951 012
7.Swiss researchers activities	25 094	189 152	264 812	18 916	0	0	497 974
8.Micro lending programme	573 700	155 828	73 882	156 784	0	0	960 194
9.Fire safety project	367 764	1 975 436	5 525	0	0	0	2 348 725
TOTAL	6 857 461*	7 449 498	3 321 834	1 742 345	524 046	15 298	19 910 482

**Out of this 0.6 mill. CHF was disbursed till end of March 2013*

6. Publicity activities and Swissness

Publicity

Progress has been made towards publicity measures of the Swiss Programme. The special webpage www.swiss-contribution.lv designed for the Swiss Programme has been regularly updated with all newest and most important information related to the Swiss Programme. The information and nearly all documentation on the webpage are available both in Latvian and in English. In the end of the reporting period new logo of Swiss programme as well as new Information and Promotion Guidelines have been developed by the Swiss competent authorities – accordingly all involved parties in Latvia have been informed.

NCU together with the Communication Division of the MoF made press release about the end of the commitment period and overall Swiss programme's implementation progress, which were published in the internet (15.06.2012).

During the reporting period the NCU also took part in the following publicity activities organised by the respective Executing Agencies in order to gain practical insight into implementation of projects:

- youth centres opening events in Burtnieki on 13 April 2012, in Plavinas on 25 May 2012 and in Ozolnieki on 30 January 2013 where different activities to be provided in the centres were presented;
- closing event of installed video and audio equipment in courts and prisons (28.06.2012). Event targeted general audience with high visibility and provision of information about Latvian and Swiss cooperation and court modernization process in Latvia as it was widely reflected in mass media - in the largest Latvian TV channels (LTV1, TV3) and in the internet.

Afterwards information about these events were reflected in TV news, newspapers and internet, especially about the Youth initiatives project and Modernization of courts project.

Most attractive examples of publicity activities undertaken during the reporting period:

- Fire safety project – competition about fire safety issues to all school children from 7th to 8th grade, where children can demonstrate both their theoretical and practical knowledge. Competition is held in 3 Parts: 1) application, theoretical test and photography contest in the internet; 2) 5 regional competitions, where children will be able to demonstrate both their theoretical and practical knowledge; 3) final competition with the best regional teams. Competition is on-going from January till May 2013;
- Scholarship fund – two fellows were interviewed and two experience stories about them are published on SEDA web page;
- Swiss researchers – informative seminars were organized for potential applicants in the higher education institutions and research institutions;
- NGO Fund – 5 informative subproject stories (examples of good practice in project implementation) were prepared and posted on the SIF web-page – „Half way house”, „Creative Workshop of Children's Day Centre "Home"”, „Let's hammer our health by ourselves!”, „Through employment towards the independent life" Employment support measures for the young orphans with mental development disorders residing in the group flats”, and „Believe in yourself, Latvia!”. The total number of published informative project stories is 11.
- Modernization of courts – a high profile visibility public relations event was held in the form of press conference and on June 28 2012 in Supreme Court of Latvia where

the Embassy and SCO were represented. Among the media all largest Latvian TV channels, press and some social media representatives were presented. During the media event all main speakers presented their view about the project. Technical and functional capabilities of video conference equipment were presented establishing a real time video conference with prison facilities and two experts from the Netherlands. As observed and confirmed by media monitoring specialists, event was of a high visibility targeting general audience and providing both information about Swiss Programme and court modernization process in Latvia in all major media channels using their prime time.

- Micro-lending programme – large, attractive advertisement billboards were located on 30 main streets in the capital city where the information on programme's availability for potential applicants was presented.

Detailed overview about publicity measures and information activities carried out at the project level during the reporting period is given in the Annex 3.

Swissness

NGO fund

According to the signed subproject contracts, 19 subprojects were planned to be implemented in co-operation with organizations from Switzerland (in total 18 different organizations), and 9 subprojects were planning to implement activities in Switzerland.

According to the information prepared by the beneficiaries in informative reports on subproject progress 18 subprojects already have promoted bilateral co-operation between Switzerland and Latvia:

- experience exchange visits of Latvian NGOs to Switzerland (10 subprojects);
- Swiss expert visits to Latvia (3 subprojects);
- experience exchange visits of Swiss NGOs to Latvia (4 subprojects);
- information exchange on specific issues (6 subprojects – operating libraries in prisons, selecting the most effective methods for prevention of juvenile offences etc.).

Scholarship fund

Support from CRUS has been provided during project evaluation process. SEDA participated in the second Sciex Fellows' Event and the training seminar organised by CRUS on 22 and 23 October 2012 in Switzerland, also CRUS visited Latvia for information event in October 2012.

Swiss researchers' activities

During last reporting period 4 Swiss researchers' visits with good results were implemented. As the Swiss researchers' activities are mainly envisaged for Swiss researchers' visits to Latvia, the most significant impact to bilateral relationships are the researchers' good reviews and positive experience in Latvia. This contributes to the recognition of Latvian universities among Swiss academic staff and improves the future cooperation between Latvia and Switzerland. At least 12 Swiss researchers' visits will take place in Latvian Universities during 2013.

Youth initiatives project

AIPY in cooperation with representatives of Embassy participated in openings of multifunctional youth initiative centers in order to emphasize the role played by the Swiss Contribution. Also trainee from Switzerland who works in the Embassy participated in the first regional forum in Latgale Planning Region.

Sarkandaugava project

The tender of remediation works was announced in Swiss public procurement internet site, so it was opened for every participant. Furthermore, one of the winners' subcontractors within the procurement for remediation works in Site I/II was enterprise from Switzerland. On 3 April 2013 students from Switzerland will visit site of remediation works.

Fire safety project

In the implementation of the project the partner from Switzerland – ECA – is involved. From 21 to 25 May 2012 knowledge exchange visit to Switzerland for public officials (in total 12 people from Latvia) was organized. The aim of the visit – to become familiar with the experience of the Swiss Confederation in the area of fire safety, including fire safety systems in educational institutions and binding regulatory enactments, and to acquire information on the competences and operation of the project cooperation partners – ECA. The primary benefit of the visit is detailed understanding of: the fire safety systems in Switzerland and especially in the Canton of Vaud; the organisation of operations in cases of fire and natural disasters; the insurance systems.

Modernization of Courts

CA participated in the seminar with Swiss Federal Supreme Court and District Court of Zurich in Luzern and Zurich on 14-15 March 2013. It was concluded that there is a clear need to continue the cooperation initiative between the Baltic States and Switzerland in the area of court videoconferencing and e-Justice. It was agreed to have a meeting in Riga to further facilitate the exchange of knowledge between the Baltics and Switzerland in August 2013. Similar projects in Lithuania and Estonia will be in a further progress state, so experience and lessons learnt from the project in Latvia can be applied there. Moreover, Chief Judge of Riga Regional Court proposed to organize a highly regarded annual Forum Meeting for all EU member states between their respective capital cities' appellate courts' presidents and prosecutors this year in Riga on 23-25 October 2013. It is planned that CA will try to include in the agenda presentation about Modernization of Courts project and provide a live presentation of videoconferencing equipment (it is possible that connecting to a Court in Switzerland).

7. Summary of audits

In 2012 there were no system audits and projects' intermediary or external financial audits carried out. In accordance with information presented in the previous Annual Report one system audit and one external audit was planned 2012. System audit of MEPRD was postponed to February – June 2013, whereas external final financial audit of Modernization of courts project was postponed to June 2013 due to prolonged project implementation period.

Fulfilments of all recommendations of audits performed in 2011 (presented in the previous Annual Report) were accomplished by the end of 2012, except one recommendation for the CFCA – to supervise that the CA indicates location of all fixed assets purchased within the Courts project. Fulfilment of this recommendation will be finished by the end of October 2013, when the CFCA plans to perform on the spot check of the Courts project.

In compliance with national legislation the control and audit plan of public institutions has to be elaborated for the calendar year. Therefore information about planned system audits for the next reporting period currently is available for the period April – December 2013. The control and audit plan for the year 2014 will be known in February/March 2014. Please see the audit plan for the year 2013 in the table below.

Table 8 “Audit plan for the year 2013”

The Auditor	Time of audit	Title of the project
System audits		
Internal audit of MEPRD	February-June 2013	- Sarkandaugava project - Fire safety project
Internal audit of SEDA	June-July 2013	Scholarship Fund
Intermediary final financial audit		
Audit organization will be chosen within procurement	July 2013	Micro lending programme
Audit organization will be chosen within procurement	December 2013	Support for the development of youth initiatives in peripheral or disadvantaged regions
External final financial audit		
“KPMG Baltics” Ltd.	April 2013	NGO fund
Rodl & Partner	June 2013	Modernization of courts
Audit organization will be chosen within procurement	March 2014	World Bank project

8. Report of the action plan of the reporting period

The table below presents the action plan for the reporting period from April 2012 till March 2013, which was presented in the previous Annual Report, with the comparison between planned time schedule and actual one as well as with explanations about the deviations.

Table 9 “The action plan of the reporting period”

Project	Tasks	Planned	Deviations from planned in the previous reporting period
Modernization of courts	Project closing event	IV quarter 2012	II quarter 2013
	Final financial audit carried out	IV quarter 2012	<i>Project's implementation was prolonged till 30 June 2013.</i>
	Completion of the project	IV quarter 2012	
NGO fund	Implementation of all subprojects completed	IV quarter 2012	No deviations from planned – <i>even one more additional subproject was approved. Finally 62 subprojects were implemented and completed.</i>
	Independent evaluation of the NGO fund started	IV quarter 2012	I quarter 2013 <i>Planning in previous reporting period was based on assumption that all subprojects will be completed in October 2012. But implementation of the additionally approved subprojects was completed in December 2013 therefore the evaluation was shifted for two months.</i>
Scholarship fund	3 rd open call for proposals announced	III quarter 2012	No deviations from planned.
	Consultation days for potential applicants provided	III/IV quarter 2012	No deviations from planned.
Sarkandaugava project	Remediation works started in the Site I and II (55 000 m ²)	II quarter 2012	II quarter 2013 <i>Procurement process prolonged due to received complaint. See section 2.3. for more detail information.</i>
	Procurement for remediation works in Site III (22 000 m ²) announced	IV quarter 2012	III 2013 <i>Procurement process delayed for remediation works in the Site I and II therefore procurement for remediation works in Site III</i>

			<i>also delayed.</i>
Swiss researchers' activities	2 nd open call for proposals announced	III quarter 2012	No deviations from planned.
	Consultation days for potential applicants provided	III/IV quarter 2012	No deviations from planned.
	3 rd open call for proposals announced	I quarter 2013	No deviations from planned.
Youth initiatives projects	Opening events of multifunctional youth centres	II quarter 2012 – I quarter 2013	II quarter 2012 – III quarter 2013 <i>Development of the last, 17th youth centre in Talsi was prolonged due to prolonged procurement process.</i>
	Regional conference for youth and for persons working with youth carried out	IV quarter 2012	No deviations from planned. <i>The first regional conference was held even earlier - on 8 June 2012.</i>
	Regional forum for youth and for persons working with youth carried out	II/III quarter 2012	IV quarter 2012 <i>The first regional forum was held on 23-24 November 2012 because planned venue for forum was not available earlier.</i>
Fire safety project	Procurement for acquisition of fire safety systems announced	III quarter 2012	IV quarter 2012/I quarter 2013 <i>The tender was announced on 5 December 2012, due to delayed preparation of technical specifications. The tender was closed with no results. The new public tender was announced on 26 February 2013 and will end on 26 May 2013. See Section 2.2. for more detail information.</i>
	Competition for children about fire safety issues organized	IV quarter 2012/ I quarter 2013	No deviations from planned. <i>Competition will continue till April 2013.</i>

9. Planning for the next reporting period

Action plan for the next reporting period April 2013 – March 2014 is presented in the table below on a monthly basis for each project separately:

Table 10 “The action plan for the next reporting period”

Project	Tasks	2013										2014		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Modernization of courts	Project closing event, completion of the project and final financial audit										X			
World Bank project	Completion of project and final financial audit													X
NGO Fund	Completion of project and final financial audit	X	X	X										
Scholarship fund	5 th open call for proposals and informative seminars/ consultation days for potential applicants						X	X						
	6 th open call for proposals and informative seminars/ consultation days for potential applicants											X	X	X
Sarkandaugava project	Procurement for remediation works in Site III (22 000 m ²) announced								X					
Swiss researchers' activities	3 rd open call for proposals and informative seminars/ consultation days for potential applicants	X	X											
	4 th open call which will stay open until all grant will be utilised*				X	X	X	X	X	X	X	X	X	X
Youth initiatives project	Opening events of 15 th , 16 th and 17 th multifunctional youth centres			X						X	X			
	Intermediary financial audit										X	X		
	Regional forum for youth and for persons working with youth in Kurzeme Planning Region		X											
	Regional conference for youth and for persons working with youth in Zemgale Planning Region						X							
	Trainings for youth and for persons working with youth in all Planning regions of Latvia	X	X	X				X	X	X	X		X	X
	National Forum for youth and for persons working with youth in Riga Planning Region									X				
Micro lending programme	Intermediary financial audit			X										
	Distribution of initial Loan Fund (grant- 6.8 mill. CHF)	X	X	X										
	Distribution of additional Loan Fund (grant-0.44 mill. CHF)**					X	X	X	X	X	X	X	X	
Fire safety project	Fire safety systems installation in general educational institutions			X	X									
	Competition about fire safety issues	X	X	X										

*the exact start month will be known when the open call guidelines will be approved in the government

** Re-granting from World Bank project, which was approved in June 2012

List of projects approved in the 2nd open call within the Swiss researchers` activities

No.	Applicant	Project	Project field	Sending institution	Visit term	Swiss grant, CHF	Total eligible costs, CHF
1	Latvian National Music Academy	Research and analyse on modern and historical Brass playing techniques and interpretation	Musicology	HEMU	21.02.2013.-26.02.2013.	1 437	1 690
2	Latvia University of Agriculture	Equine surgery	Veterinary medicine	University of Bern	24.04.2013.-29.04.2013.	1 437	1 690
3	Latvia University of Agriculture	Equine anaesthesiology	Veterinary medicine	University of Bern	24.04.2013.-29.04.2013.	1 437	1 690
4	Riga Technical University and University of Latvia	Lecture series and promotion of scientific cooperation on x-ray diffractometry and Rietveld method applications	Physics, Mathematics, IT	RMS Foundation	10.02.2013.-16.02.2013.	1 594	1 875
5	Riga Teacher Training and Educational management Academy	Karl Andreasa Kolly's master classes: improvement of the piano playing competences for students "Music Teacher" in RITTEMA	Musicology	Zurich University of the Arts	22.04.2013.-26.04.2013.	1 483	1 745
6	University of Latvia	Research in Didactics of Science to develop the study programmes	Biology, Physics, Chemistry, Pedagogy	University of applied sciences and arts North Western Switzerland	25.05.2013.-09.06.2013.	3 009	3 540
7	Latvia University of Agriculture and University of Latvia	Brand management lectures by a Swiss researcher in the Latvian universities	Business management	Les Roches International school of Hotel Management	01.04.2013.-7.04.2013.	1 594	1 875
						11 989	14 105

List of additionally supported subproject in reporting period within NGO fund

Promoter	Title	Implementation period, in months	Total eligible costs, LVL	Fund's financing, LVL	Promoter's co-financing, LVL	Implementation place	Short description of activities
Micro subproject							
Youth Workers' Association "Golden Bridge"	RE: START	6	22 655	21 523	1 132	Vāne parish, Kandava district	<p>The main target group was children and youth in Kandava district who face the risk of social exclusion and poverty and also seniors who would like to be more involved in the community life of the district.</p> <p>Main activities:</p> <ul style="list-style-type: none"> ● purchase of technical aids, ● organizing thematic workshops, ● a closing event, ● multiplication of project results.

Publicity measures and information activities within projects

No.	Activity	Target and audience	Date and place
Financial reporting technical assistance project			
1.	Information on the MoF web page www.fm.gov.lv	To inform general public and other interested bodies about the project	http://www.fm.gov.lv/lv/sadalas/gramatvedibas_un_revizijas_politika/projekts_tehniska_palidziba_finansu_parskatu_sagatavosana/ updated regularly
Modernization of courts			
1.	Organization of Regional media events in Vidzeme, Zemgale, Latgale, Kurzeme	Regional media/society	April, 2012, Vidzeme (Valmiera) May, 2012, Zemgale (Jelgava) May, 2012, Latgale (Rēzekne) May, 2012, Kurzeme (Liepāja)
2.	Special press releases for Vidzeme, Kurzeme, Zemgale, Latgale regional media about information point implementation process (published before and after the regional media event)	Regional media (regional press, TV, radio and internet)	April, 2012, Vidzeme May, 2012, Kurzeme, Zemgale, Latgale
3.	Preparation and distribution of photo news as an appendix of all press releases for the Vidzeme, Kurzeme, Zemgale, Latgale regional media	Regional media	April, 2012, Vidzeme May, 2012, Zemgale, Latgale, Kurzeme
4.	Preparation of industry experts (Court chairpersons) individual comments about the project implementation and contribution to Latvian courts as an appendix of all press releases for regional media – included in press releases (Vidzeme, Kurzeme, Zemgale, Latgale)	Regional media	April, 2012, Vidzeme May, 2012, Zemgale, Latgale, Kurzeme

5.	Press release for national media (Court chairpersons' comments)	National media	April, 2012, Riga
6.	Organization of final project event:		
7.	Press releases for national media – invitations to project final media event	Mass media	June, 2012, sent to all Latvian national media (newspapers, radio, TV and internet)
8.	Organization of Regional media events in Vidzeme, Zemgale, Latgale, Kurzeme	Regional media/society	April, 2012, Vidzeme (Valmiera) May, 2012, Zemgale (Jelgava) May, 2012, Latgale (Rēzekne) May, 2012, Kurzeme (Liepāja)
9.	Special press releases for Vidzeme, Kurzeme, Zemgale, Latgale regional media about information point implementation process (published before and after the regional media event)	Regional media (regional press, TV, radio and internet)	April, 2012, Vidzeme May, 2012, Kurzeme, Zemgale, Latgale
10.	Preparation and distribution of photo news as an appendix of all press releases for the Vidzeme, Kurzeme, Zemgale, Latgale regional media	Regional media	April, 2012, Vidzeme May, 2012, Zemgale, Latgale, Kurzeme
11.	Preparation of industry experts (Court chairpersons) individual comments about the project implementation and contribution to Latvian courts as an appendix of all press releases for regional media – included in press releases (Vidzeme, Kurzeme, Zemgale, Latgale)	Regional media	April, 2012, Vidzeme May, 2012, Zemgale, Latgale, Kurzeme
12.	Press release for national media (Court chairpersons' comments)	National media	April, 2012, Riga

13.	Organization of final project presentation event in the Supreme court (videoconference and audio recording equipment presentation)	Mass media, Society	June, 2012, Riga, Supreme court
	Press release after the final event	Mass media	June, 2012, national media (newspapers, internet)
	Press release after the final event with photo news from the project final event	General public	June, August 2012, Riga
	Summarization of expert's opinions form project final event	General public	June, 2012, Riga
	Preparation of special press release for international media	International society	June, July 2012, Riga
14.	Court administration profile maintenance in social network <i>Twitter</i>	General public	May, June, 2012, <i>Twitter</i>
15.	Project blog maintenance for comments	General public	July, August, 2012, www.ta.gov.lv
16.	Preparation of video news about the project	Mass media, Society	August, 2012, Riga
17.	Maintenance of the project information section in the Court intranet	Staff of court system	August, 2012, intranet, portals.ta.gov.lv
18.	Press releases	Mass media	March, 2013
19.	Industry experts' comments	Mass media	March, 2013
20.	Initiation of TV plots	Mass media	February and March, 2013
21.	Coordination of media relation structure and content	Mass media	March, 2013

22.	Press releases for national and international media	Mass media	March, 2013
23.	Communication in regional media (press releases, photo and video news, industry experts' comments and other activities)	Regional media	March, 2013
24.	Internal project communication activities	Staff of court system	February and March, 2013
25.	Newsletters in the court intranet	Staff of court system	February and March, 2013
26.	On-line presentations	Staff of court system	February and March, 2013
NGO fund			
1.	Information on the SIF's web page www.sif.lv	To inform general public and other interested bodies about project's implementation and results	www.sif.lv updated regularly
2.	5 Subproject stories published on the SIF's web page www.sif.lv	Representatives of society which are interested in implementation and results of the Fund, beneficiaries	December 2012 www.sif.lv
3.	Published the summary of results achieved in implementation of all subprojects on the SIF web-page.	Representatives of society which are interested in implementation and results of the Fund	Planned by 31.03.2013 www.sif.lv
4.	The closing event of the NGO Fund	Representatives of society which are interested in implementation and results of the Fund, beneficiaries	24 April 2013, Riga
Scholarship fund			
1.	Information on the SEDA's web page www.viaa.gov.lv	To inform general public, potential applicants and other interested bodies about project activities, conditions and results	Web pages www.viaa.gov.lv (www.sciex.lv) updated regularly
2.	Press release on the allocated scholarships within the 2nd OC for Latvia	Research community, PhD students	April, 2012 www.viaa.gov.lv , www.izm.gov.lv , www.swiss-contribution.lv
3.	Information release on the 3rd OC	PhD students, post-docs – potential scholarship applicants	September, 2012 on newspapers and web pages: www.viaa.gov.lv , www.izm.gov.lv ; www.swiss-contribution.lv
4.	Direct mails and e-mails to more than 200 potential applicants about the Fund (including Latvian Council of Science, Association of Latvian Young Scientists, Student Union of	Research community, PhD students	May, June, September 2012

	Latvia)		
5.	Informative seminars on Fund's opportunities (also individual consultations and visits to regional Universities)	PhD students, post-docs – potential scholarship applicants	September, October, 2012 at SEDA (2 seminars) and at Universities (University of Liepaja, University of Rezekne, Vidzeme University of applied Sciences, University of Latvia, Riga Technical University, Riga Teacher Training and Educational Management Academy)
6.	Two fellows were interviewed and two experience stories are published on SEDA web page	PhD students, post-docs – potential scholarship applicants	July, August 2012 www.viaa.gov.lv
7.	Visit by CRUS representative on one of informative events	PhD students, post-docs – potential scholarship applicants	October 2012, at Riga Technical University
8.	Leaflets about the Fund printed and send to Universities and Research Organisations in Latvia	PhD students, post-docs – potential scholarship applicants	September 2012
9.	Information release on the 4th OC	PhD students, post-docs – potential scholarship applicants	January 2013 – on WebPages, newspapers
10.	Informative seminars on Fund's opportunities	PhD students, post-docs – potential scholarship applicants	February, March, 2013 at VIAA premises and Regional Universities (Ventspils, Daugavpils, Jelgava)
Swiss researchers' activities			
1.	Information on the SEDA's web page www.viaa.gov.lv	To inform general public, potential applicants and other interested bodies about project activities, conditions and results	Web page www.viaa.gov.lv updated regularly
2.	Information on OC provided through websites and respective e-mailing lists in Latvia and through CRUS website	Higher education institutions, research institutions – potential sub-project applicants and sub-project partners	2 nd open call – September 2012 3 rd open call – March 2013 4 th open call – September 2013 5 th open call – March 2014 On web pages – www.viaa.gov.lv , www.izm.gov.lv , www.swiss-contribution.lv
3.	Press release for OC	Higher education institutions, research institutions – potential sub-project applicants	2 nd open call – September 2012 3 rd open call – March 2013 4 th open call – September 2013

			5 th open call – March 2014
4.	Informative seminars on the Block grant's opportunities	Higher education institutions, research institutions – potential sub-project applicants	<p>April 2012, at VIAA premises</p> <p>September, October, 2012- 2 seminars at VIAA premises, 6 seminars at Universities' premises (University of Liepaja, University of Rezekne, Vidzeme University of applied Sciences, University of Latvia, Riga Technical University, Riga Teacher Training and Educational Management Academy)</p> <p>March, April, 2013 at VIAA premises and Regional Universities (Ventspils, Daugavpils, Jelgava)</p>
5.	Informative posters and calendars developed, printed and distributed	Higher education institutions, research institutions – potential sub-project applicants	September 2012
Youth initiatives project			
1.	Information on the AIPY's web page www.jaunatne.gov.lv	To inform general public, project target group and all interested bodies about the project activities	Web page www.jaunatne.gov.lv updated regularly
2.	Opening events of multifunctional youth initiative centre in Burtnieki, Kandava, Madona, Plavinas, Alūksne, Dagda, Gulbene, Rūjiena, Jelgava, Kocēni, Ozolnieki.	To inform local society, project target group and all interested bodies about opening of youth centre in respective local government	<p>13.04.2012 Burtnieki</p> <p>10.05.2012 Kandava</p> <p>15.05.2012 Madona</p> <p>25.05.2012 Plavinas</p> <p>03.07.2012 Aluksne</p> <p>25.07.2012. Dagda</p>

			07.09.2012. Gulbene 21.09.2012. Rūjiena 19.10.2012. Jelagava 07.12.2012. Kocēni 30.01.2013. Ozolnieki
3.	Publications and videos about opening of youth centres:	To inform general public about the project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” – establishment of Centres, and the role played by the Swiss Contribution.	
	Burtnieki	publications	April, 2012 1) http://www.burtniekunovads.lv/atklats-multifunkcionalais-jauniesu-iniciativas-centrs-burtniekos?page=1 2) Newspaper “Liesma” 3) Newspaper “„Burtnieku novada vēstis” 4) http://www.jaunatne.gov.lv/lv/raksti/burtniekos-atklats-multifunkcionals-jauniesu-iniciativas-centrs
	Kandava	publications	May, 2012 1) http://www.ntz.lv/novados/kandavas/kandava-atklaj-jaunatnes-iniciativu-centru/ 2) http://www.kandava.lv/galerija/svetki-jauniesu-centra-nagla120511galerija 3) http://jaunatne.gov.lv/lv/raksti/kandava-izveidots-multifunkcionals-jaunatnes-iniciativu-centrs
	Kandava	video	http://www.kandava.lv/galerija/kandavas-nagla-video-120517/

Madona	publications	May, 2012 1) Newspaper „Madonas novada Vēstnesis” 2) Newspaper “Stars” 3) http://www.kalsnavaspamatskola.lv/lv/Notikumi/Notikumi/2011_2012_m_g/?doc=408 4) http://www.jaunatne.gov.lv/lv/raksti/sveices-programma/madonas-jauniesiem-multifunkcionals-jaunatnes-iniciativu-centrs
Madona	video	http://www.youtube.com/watch?v=tAZ90nJrpQ8&feature=player_embedded .
Pļaviņas	publications	May 2012 1) Newspaper „Pļaviņu Novada Ziņas” 2) Newspaper „Staburags” 3) http://jaunatne.gov.lv/lv/raksti/atklats-plavinu-multifunkcionalais-jaunatnes-iniciativu-centrs 4) http://www.plavinunovads.lv/index.php/jaunumi/1660-atklts-daudzfunkcionls-jaunieu-iniciativu-centrs.html
Alūksne	publications	July 2012 1) Newspaper „Alūksnes Novada Vēstis” 2) Newspaper „, Malienas Ziņas” 3) http://www.aluksniesiem.lv/portals/jauniesiem/raksts.html?xml_id=19504 4) http://www.jaunatne.gov.lv/lv/raksti/jauniesiem-sava-majvieta-ari-aluksne
Dagda	publications	July, August 2012 1) Newspaper “Ezerzeme” 2) http://lat.gorod.lv/zinas/163062-atklats-dagdas-novada-multifunkcionalais-jaunatnes-iniciativu-centrs 2) www.latgale.lv www.tvnet.lv 3) http://jaunatne.gov.lv/lv/raksti/atklats-dagdas-novada-multifunkcionalais-jaunatnes-iniciativu-centrs
	video	http://www.youtube.com/watch?v=gXRIRKkhu

			18&feature=plcp http://www.youtube.com/watch?v=rvop10wQrc&feature=plcp (time code 00:28)
	Gulbene	publications	September 2012 1) Newspaper „Gulbenes Novada Ziņas” 2) Newspaper „Dzirksteles” 3) http://nra.lv/latvija/regionos/79095-gulbenes-novada-jauniesu-centrs-baze-multifunkcionals-centrs.htm 4) http://www.gulbene.lv/index.php/in-p/pprj/82-projektu-aktivitates/4412-jauniesu-centrs-bze-ir-draugs-ikvienam
	Gulbene	video	http://www.youtube.com/watch?v=0ACWum_7PV8
	Rūjiena	publications	September 2012 1. http://www.rujiena.lv/public/request.php?navi=17&l=lv&p2=20 2. http://www.vidzeme.lv/lv/jaunumi_vidzemes_pasvaldibas/46/125476/ 3. Newspaper „Liesma”
	Jelgava	publications	October 2012 1) http://dra.lv/bYQqy 2) http://www.jelgavasnovads.lv/lv/aktualitates/1/?nid=1901&yearID=2012&monthID=10&dayID=18 3) http://www.jaunatne.gov.lv/lv/raksti/jaunatnes-iniciativu-centrs-eleja-uzsak-darbu
	Jelgava	video	http://www.regioni.lv/?p=5506
	Kocēni	publications	December, 2012 1) http://www.kocenunovads.lv/lv/news/19/2983 2) www.kocenujauniesi.wordpress.com 3) Newspaper „Liesma” 4) http://www.jaunatne.gov.lv/lv/raksti/vaidava-atklats-multifunkcionals-jaunatnes-iniciativu-centrs 5) http://sauleszaki.lv/lv/page/403/1397

			6) http://www.eliesma.lv/vaidava-kocenu-novada-jauniesu-centrs
	Kocēni	video	http://www.youtube.com/watch?v=tXh0-7MLYPw
	Ozolnieki	publications	January 2013 1) http://www.delfi.lv/novados/ozolnieku-novads/cenu-pagasts/zinas/ane-atklas-pirmo-ozolnieku-novada-jauniesu-iniciativu-centru.d?id=43013514 2) http://www.ozolnieki.lv/aktualitates/21-aktualitates-parvalde/2229-ane-atklas-pirmo-ozolnieku-novada-jauniesu-iniciativu-centru 3) http://www.zz.lv/portals/photogallery/raksts.html?xml_id=43557 4) http://www.jaunatne.gov.lv/lv/raksti/ane-atklats-jauniesu-iniciativu-centrs 5) http://www.jelgavniekiem.lv/?act=4&art=28821
4.	Press release about training_for staff of multi-functional youth initiative centers	To inform general public about the project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” and about the training within project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” and the role played by the Swiss Contribution.	April, 2012 http://www.jaunatne.gov.lv/lv/raksti/sveices-programma/ieskats-apmacibas-par-jaunatnes-darba-strategijam-regionos
5.	Press releases about trainings for youth in: - Riga Planning Region from 13.04.2012. till 15.04.2012. and from 11.05.2012. till 13.05.2012. "Ar uzņēmību pret bezdarb(īb)u" (Action vs Inaction) - in Zemgale Planning Region from 13.04.2012. till 15.04.2012 and from 11.05.2012. till 13.05.2012. "Ar uzņēmību pret bezdarb(īb)u" (Action vs Inaction) - in Kurzeme Planning Region from 20.04.2012. till 22.04.2012 and from 18.05.2012. till 20.05.2012. "Ar uz-	To inform young people in regions: <ul style="list-style-type: none"> • Active young people (group leaders, NGO activists etc.). • Members of schools councils. • Young people between 13 and 16 years old. • Young people between 17 and 25 years old about the training within project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” and the role played by the Swiss Contribution. 	In various regional and national web sites

	<p>ņēmību pret bezdarb(īb)u" (Action vs Inaction)</p> <ul style="list-style-type: none"> - in Latgale Planning Region from 20.04.2012. till 22.04.2012 and from 18.05.2012. till 20.05.2012."Ar uzņēmību pret bezdarb(īb)u" (Action vs Inaction) - in Vidzeme Planning Region from 27.04.2012. till 29.04.2012 and from 25.05.2012. till 27.05.2012."Ar uzņēmību pret bezdarb(īb)u" (Action vs Inaction) 		
6.	Broadcast about the Swiss-Latvian Cooperation Program and first regional conference organized within the Program	To inform general public about the project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" – establishment of Centres, and the role played by the Swiss Contribution and about the first regional conference organized in Vidzeme Planning Region	30.05.2012. Latvijas Radio 1, "Kā labāk dzīvot"
7.	Publication about first regional conference "Zelta rabarbers"	To inform general public about the project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" – establishment of Centres, and the role played by the Swiss Contribution and about the first regional conference organized in Vidzeme Planning Region	In various regional and national web sites
8.	<p>Publications and press releases about seminar for youth:</p> <ul style="list-style-type: none"> - in Latgale Planning Region "Runāt dažreiz ir pat ļoti labi" from 14.09.2012. till 16.09.2012 - in Zemgale Planning Region "Runā Zemgale" from 07.09.2012. till 09.09.2012. - in Vidzeme Planning Region "Nestāsti 	<p>To inform young people in Planning regions:</p> <ul style="list-style-type: none"> • Active young people (group leaders, NGO activists etc.). • Members of schools councils. • Young people between 13 and 16 years old. • Young people between 17 and 25 years old about the training within project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" and the role played by the Swiss Contribution. 	In various regional and national web sites

	<p>par vijoli-nospēlē melodiju" from 28.09.2012. till 30.09.2012</p> <ul style="list-style-type: none"> - in Riga Planning Region "Runāt=pateikt?" from 21.09.2012. till 23.09.2012 - in Kurzeme Planning Region "Kommunikācija?! Kas tā ir?" from 28.09.2012. till 30.09.2012 and from 26.10.2012. till 28.10.2012 		
9.	<p>Publications and press releases about seminars for persons involved in youth work:</p> <ul style="list-style-type: none"> - about coaching for persons involved in youth work "Iespējas – Coaching – Spējas!" in Zemgale Planning Region from 18.10.2012.-20.10.2012 - about non-formal education for educators „Formāli + neformāli = EFEKTĪVI!” in Latgale Planning Region from 31.10.2012.-02.11.2012. - about non-formal education for educators "Skolotājiem par neformālo izglītību" in Riga Planning Region from 29.10.2012.-31.10.2012 - about coaching for persons involved in youth work in Kurzeme Planning Region "Kas ir koučings un kā to pielietot?" from 08.11.2012.-10.11.2012 	<p>To inform persons of Planning regions:</p> <p>1) Persons involved in youth work in Planning region</p> <ul style="list-style-type: none"> • Directors of youth centres, policy makers, youth work specialists. • Applied youth work workers. <p>2) Others who work with youth in Planning region</p> <ul style="list-style-type: none"> • NGOs that actively involve young people • Teachers, organisers of extra curriculum activities, vice-directors for education • Social workers and other provider of social services <p>Other specialists (for instance, policemen who specialise in youth cases, probation service specialists, employees of youth penitentiary institutions about the training within project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" and the role played by the Swiss Contribution.</p>	In various regional and national web sites

10.	<p>Publications and press releases about first regional forum "PAR jauniešiem reģionos:Latgales misija" as well as results of the forum about youth in regions as a resource not a problem" from 23.11.2012. till 24.11.2012.in Latgale Planning Region</p>	<p>To inform:</p> <p>1)Persons involved in youth work</p> <ul style="list-style-type: none"> • Directors of youth centres, policy makers, youth work specialists. • Applied youth work workers. <p>2) Others who work with youth</p> <ul style="list-style-type: none"> • NGOs that actively involve young people • Teachers, organisers of extra curriculum activities, vice-directors for education • Social workers and other provider of social services • Other specialists (for instance, policemen who specialise in youth cases, probation service specialists, employees of youth penitentiary institutions about the training within project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" and the role played by the Swiss Contribution. <p>To inform young people:</p> <ul style="list-style-type: none"> • Active young people (group leaders, NGO activists etc.). • Members of schools councils. • Young people between 13 and 16 years old. <p>Young people between 17 and 25 years old about the regional forum within project "Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions" and the role played by the Swiss Contribution.</p>	In various regional and national web sites
11.	<p>Publications and press releases about seminars for persons involved in youth work and youth (mixed groups) about communication and cooperation methods:</p> <ul style="list-style-type: none"> - in Vidzeme Planning Region from 30.11.2012.-02.12.2012. - in Kurzeme Planning Region from 07.12.2012.-09.12.2012. - in Zemgale Planning Region from 	<p>To inform persons of Planning regions:</p> <p>1)Persons involved in youth work in Planning Region:</p> <ul style="list-style-type: none"> • Directors of youth centres, policy makers, youth work specialists. • Applied youth work workers. <p>2) Others who work with youth in Planning Region</p> <ul style="list-style-type: none"> • NGOs that actively involve young people • Teachers, organisers of extra curriculum activities, vice-directors for education • Social workers and other provider of social services • Other specialists (for instance, policemen who specialise in youth cases, probation service specialists, employees of youth penitentiary institutions about the training 	In various regional and national web sites

	<p>07.12.2012.-09.12.2012.</p> <ul style="list-style-type: none"> - in Latgale Planning Region from 14.12.2012.-16.12.2012. - in Riga Planning Region from 14.12.2012.-16.12.2012 	<p>within project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” and the role played by the Swiss Contribution.</p> <p>To inform young people in Planning Region:</p> <ul style="list-style-type: none"> • Active young people (group leaders, NGO activists etc.). • Members of schools councils. • Young people between 13 and 16 years old. • Young people between 17 and 25 years old about the regional forum within project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” and the role played by the Swiss Contribution. 	
12.	Evaluation seminar about organized trainings in year 2012 within Latvian – Swiss cooperation programme “Support for the development of youth initiatives in peripheral or disadvantaged regions”	In cooperation with trainers and regional coordinators evaluate the organization and quality of organized trainings in 2012 within project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions”	<p>20.12.2012.</p> <p>Eiropas Savienības māja</p>
13.	Seminar about Latvian – Swiss cooperation programme “Support for the development of youth initiatives in peripheral or disadvantaged regions”	To inform new trainers and regional coordinators about the project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions” – establishment of Centres, trainings and events for youth and trainings for persons involved in youth work in year 2013 and the role played by the Swiss Contribution. Trainers and regional coordinators	February, 2013
14.	Information materials	To inform general public and target groups about the project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions”	<p>February-December, 2013</p> <p>January-March, 2014</p>
15.	Press releases and publications in various sites and newspapers about trainings and seminars organized within Latvian – Swiss cooperation programme “Support for the development of youth initiatives in peripheral or disadvantaged regions”	To inform general public and target groups about the project “Support for the Development of Youth Initiatives in Peripheral and Disadvantaged regions”	<p>February -December, 2013</p> <p>January-March, 2014</p>

Sarkandaugava project			
1.	Publications in the SES's web page www.vvd.gov.lv , www.varam.gov.lv , www.delfi.lv	To inform general public and all interested bodies about the project and the role played by the Swiss Contribution: <ul style="list-style-type: none"> - Acceptance of the project; - Start of the project; - Results of the project. 	Web page www.vvd.gov.lv updated regularly 31 October 2012 www.delfi.lv February 2013 www.varam.gov.lv
Micro lending programme			
1.	Permanent information about the Programme (conditions, current progress etc.) at the website	Information on Programmes' conditions and current achievements/ general public; applicants; potential applicants	Web pages www.hipo.lv ; www.altum.lv updated regularly
2.	Press releases on achievements in micro-lending by Hipoteku banka	Information on progress in micro lending programmes, including the Micro-lending programme co-financed by the Swiss Co-operation programme/ general public	05.03.2012 www.leta.lv ; www.db.lv 04.09.2012 www.hipo.lv
3.	Advertisement campaign	Information on Programme's availability/ potential applicants	3 times in September/November 2012 Newspaper "Dienas Bizness"
4.	Advertisement campaign on achievements of Hipoteku banka in implementation of support programmes, including micro-lending programmes	Information on achieved progress in implementation of support programmes by Hipoteku banka, including micro-lending programmes/ general public	September 2012 www.leta.lv , www.delfi.lv , www.nozare.lv , newly created web-page: www.atbalstaprogrammas.lv (support programmes)
5.	Advertisement billboards	Information on Programme's availability/ potential applicants	August – September 2012/ Riga city, 30 locations
6.	Informative leaflets	Information about Programme's conditions/ potential applicants	Permanently from September 2011, Central office, regional branches
7.	Informative leaflet by the Swiss authorities	Information about the Programme, its role in Latvian economy/	June 2012/ www.swiss-contribution.admin.ch

	(SDC, SECO)	policy makers; general public	
8.	Dissemination of results	8.1. Participation in informative events organized by the third parties/ Information about Programme's conditions/ potential applicants	Permanently/ e.g. seminars on the EU supported programmes and other support instruments
		8.2. Information about Programme's achievements/ policy makers for general public	On demand
Fire safety project			
1.	Information on the SRDA's web page www.vraa.gov.lv	To inform general public, project partners and other interested bodies on the project activities and news as well as about the Swiss contribution. Information available in Latvian.	www.vraa.gov.lv/lv/sveice updated regularly
2.	Creative competition	To pay children and teachers attention on fire safety issues	January – April 2013
3.	Competition about fire safety issues	To increase children and teachers theoretical and practical knowledge on fire safety issues	January – May 2013
4.	Information on radio and TV	To inform the public about the Project	May 2013 and March 2014, TV March, April, May, September, October 2013 and March 2014, radio