

**From:** Monika.MAREK@ec.europa.eu  
**Sent:** 10. aprill 2018. a. 20:27  
**To:** Dorel Hiir  
**Cc:** Veronica Filatova  
**Subject:** HOME/2015/ISFP/AG/LETX/400008754 comments to your request of modification  
**Attachments:** Copy of Comments 30.01 updated budget\_estimate\_2017\_en EE ver 4\_1.xls

Dear Ms Hiir,

Please see my comments below your questions:

**1. WP 4 Manual for local municipalities, Deliverable 4.1 Brochure**

**Handbook for local municipalities: 100 paper copies and additional electronic version instead of 500 paper copies**

In the project plan is prescribed that local municipalities handbooks should be printed in 500 copies. Due to the fact that Estonia had administrative reform in 2017, after what lot of local municipalities been reduced, there is no need for so many manuals. Today we have only 79 local municipalities, before the reform the number was 200. From the discussion with project team we decided that it would be most effective, if manuals for local municipalities will be printed in only 100 paper copies and we will also make electronic version of the manual what could be shared among local municipalities. Producing electronic version would be more effective mostly for local municipalities because electronic versions are easier to share and for police system it will give the opportunity to hold the manual always up-to-the date.

**I approve it; please make this explanation also when you submit the final report**

**2. WP 4 Manual for local municipalities - costs, Deliverable 4.1 Brochure**

**Local municipalities handbook costs from budget line 54**

Somehow there is no budget line for the manuals in the project budget. Because of that, I would like to know if it is possible to cover the expenses of the manuals from the budget line 54 (seminar package 7x3). We foresee in that line some excess money. Also the manuals are conclusion of the training sessions, so using money from seminar package line would be reasonable. The cost for 100 paper copies printing and electronic version design, and linguistic editing would be around 1000-1500 euros, what is under 10% of the budget line. Is the amendment needed?- **Generally its ok for me if it's necessary for the project. But I have to see this transfer in the budget first. In the budget you have submitted the line 54 is unchanged . On the other hand you have changed line 51- is it a mistake?. So please send the updated budget with all the proposed changes indicated . Did you add the additional line for the manual costs? I don't find it , please put it in different color.**

**3. WP 1.6 Production of video material**

**Video production by Estonian Police and Border Guard specialist not by subcontract - budget line 66 - Budget heading E change to A (file in attachments)**

It is prescribed that video material production should be done by subcontract. We had discussion with our project team members and we decided that it would be more effective to use our own video production specialist. We have in our police department response unit a specialist, who is already made many of video materials regarded to tactical exercises and quick response to actions. He has a very good experience how to do these kind of videos and on what to pay special attention during the filming process. If we would take video production outside of the police system by subcontract it would be very difficult to get the maximum efficiency of that video. So if we would like to use this money from budget to cover the specialist work hours, do we have to make official amendment and also change the budget line headings or this announcement is enough. If we have to change the

headings, the E will change to heading A - staff costs. **Its ok but please remove subcontracting from line 66**

**You made also changes in the line 27 and 28 (heading B) but you didn't mention them in the email.**

Generally if the amount of the heading does not rise more than 10% ( comparing to the last amended budget) then we can make modification by email.

Please send me the updated budget and the additional explanations . Once you do it I can make the formal modification by email.

Please always refer to the number of the project in your correspondence.

Best regards

Monika Marek

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**From:** Dorel Hiir [mailto:dorel.hiir@politsei.ee]  
]  
**Sent:** Tuesday, April 03, 2018 4:30 PM  
**To:** MAREK Monika (HOME)  
**Cc:** Veronica Filatova  
**Subject:** <pealkirjata>

Dear Monika,

I am writing you due to the few questions what I have with project HOME/2015/ISFP/AG/LETX/400008754. I will list them down below.

- 1. WP 4 Manual for local municipalities, Deliverable 4.1 Brochure Handbook for local municipalities: 100 paper copies and additional electronic version instead of 500 paper copies**  
In the project plan is prescribed that local municipalities handbooks should be printed in 500 copies. Due to the fact that Estonia had administrative reform in 2017, after what lot of local municipalities been reduced, there is no need for so many manuals. Today we have only 79 local municipalities, before the reform the number was 200. From the discussion with project team we decided that it would be most effective, if manuals for local municipalities will be printed in only 100 paper copies and we will also make electronic version of the manual what could be shared among local municipalities. Producing electronic version would be more effective mostly for local municipalities because electronic versions are easier to share and for police system it will give the opportunity to hold the manual always up-to-the date.
- 2. WP 4 Manual for local municipalities - costs, Deliverable 4.1 Brochure Local municipalities handbook costs from budget line 54**  
Somehow there is no budget line for the manuals in the project budget. Because of that, I would like to know if it is possible to cover the expenses of the manuals from the budget line 54 (seminar package 7x3). We foresee in that line some excess money. Also the manuals are conclusion of the training sessions, so using money from seminar package line would be reasonable. The cost for 100 paper copies printing and electronic version design, and linguistic editing would be around 1000-1500 euros, what is under 10% of the budget line. Is the amendment needed?
- 3. WP 1.6 Production of video material Video production by Estonian Police and Border Guard specialist not by subcontract - budget line 66 - Budget heading E change to A (file in attachments)**

It is prescribed that video material production should be done by subcontract. We had discussion with our project team members and we decided that it would be more effective to use our own video production specialist. We have in our police department response unit a specialist, who is already made many of video materials regarded to tactical exercises and quick response to actions. He has a very good experience how to do these kind of videos and on what to pay special attention during the filming process. If we would take video production outside of the police system by subcontract it would be very difficult to get the maximum efficiency of that video. So if we would like to use this money from budget to cover the specialist work hours, do we have to make official amendment and also change the budget line headings or this announcement is enough. If we have to change the headings, the E will change to heading A - staff costs.

If you have any further questions please feel free to contact with me.  
Thank you for your kind understanding in the matter!

Your sincerely,  
Dorel Hiir  
specialist  
Prevention and Offences Investigation Bureau  
Development Department  
Police and Border Guard Board  
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