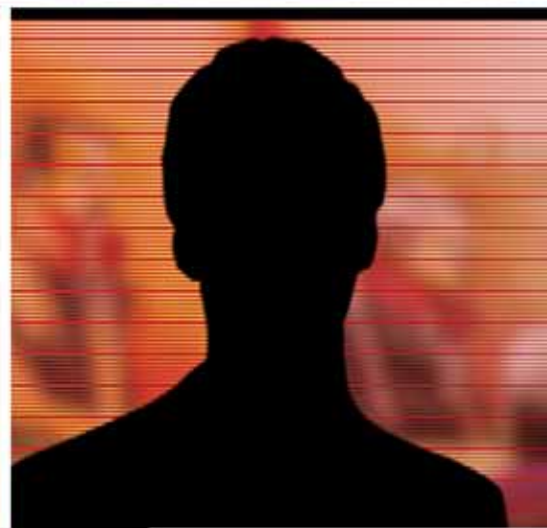




TURKISH MINISTRY OF INTERIOR





REPUBLIC OF TURKEY
MINISTRY OF INTERIOR

INTRODUCTORY BOOK

**İdris Naim ŞAHİN**Minister of Interior
Republic of Turkey

In accordance with the principle of “equality before the law” as enshrined in Article 10 of the Turkish Constitution, the Republic of Turkey is a state governed by rule of law where all persons shall enjoy non-discriminatory treatment, being equal before the law without discrimination in respect of language, color, sex, political opinion, philosophical views, religious creed or denomination, or any other ground.

As a respectable member of the United Nations, the Council of Europe, the Organization for Security and Cooperation in Europe and many other international and regional organizations, Turkish Republic is a modern state that is based on democratic values and committed to fulfill her obligations arising from the conventions to which she is a party, including mainly those undertaken in the EU accession process.

The Ministry of Interior, one of the cornerstones of the Turkish public administration system, assumes crucial duties in the Turkish state for the public life and well-being, and through its extensive organization across the country, serves Turkish citizens in various aspects of human life.

Our Ministry, as entrusted by the Constitution and laws, discharges the duties of preserving the indivisible integrity of the Republic with her territory and nation, as well as the public security and peace, public order, morality, rights and freedoms enshrined in the Constitution. It also assumes the responsibility of

preventing and suppressing crimes and criminals, as well as fighting against terrorism, organized crime and smuggling. It guards the safety of borders, coasts and sea territory of Turkey.

Another prime function of our Ministry is to provide guidance to the local governments laying down the principles of services in the sphere of general administration in provinces with a view to enabling the local governments to deliver services efficiently and effectively under the principle of integral unity of administration.

Besides, our Ministry is in charge of providing modern and comprehensive population registry and citizenship services to its over 70 million citizens, and also of monitoring the activities of associations in support of the civil society for the effective exercise of the constitutional right of association.

Being organized in 81 provinces and 892 districts, our Ministry ensures that public agencies deliver public services in conformity within provinces and districts under the coordination and supervision of governors and district governors, as the highest civil administrators.

Recognizing the importance and solemnity of our duties, particularly in the fields of institutionalization in human rights, civilian oversight on law enforcement and security forces, fight against discrimination, border management, asylum and illegal immigration, and adhering to democratic principles, we are making effort to discharge our duties and achieve our goals determinedly.

It is beyond question that cooperation with other countries and international actors is of crucial importance to respond to the needs of modern societies in cross-border matters of law, economy and security. As a sign of our commitment to such cooperation, the “EU Affairs and Foreign Relations Department” was established in 2000 under our Ministry with a view to coordinating the relations of the Ministry with other countries and strengthening the cooperation with international and regional organizations, particularly the European Union.

We consider this publication as an opportunity to inform the esteemed readers on the functions, activities and achievements of the Turkish Ministry of Interior.

We, as the Turkish Ministry of Interior, take this occasion to reaffirm the high esteem we hold for international cooperation. I wish, all of you, great success in your work.

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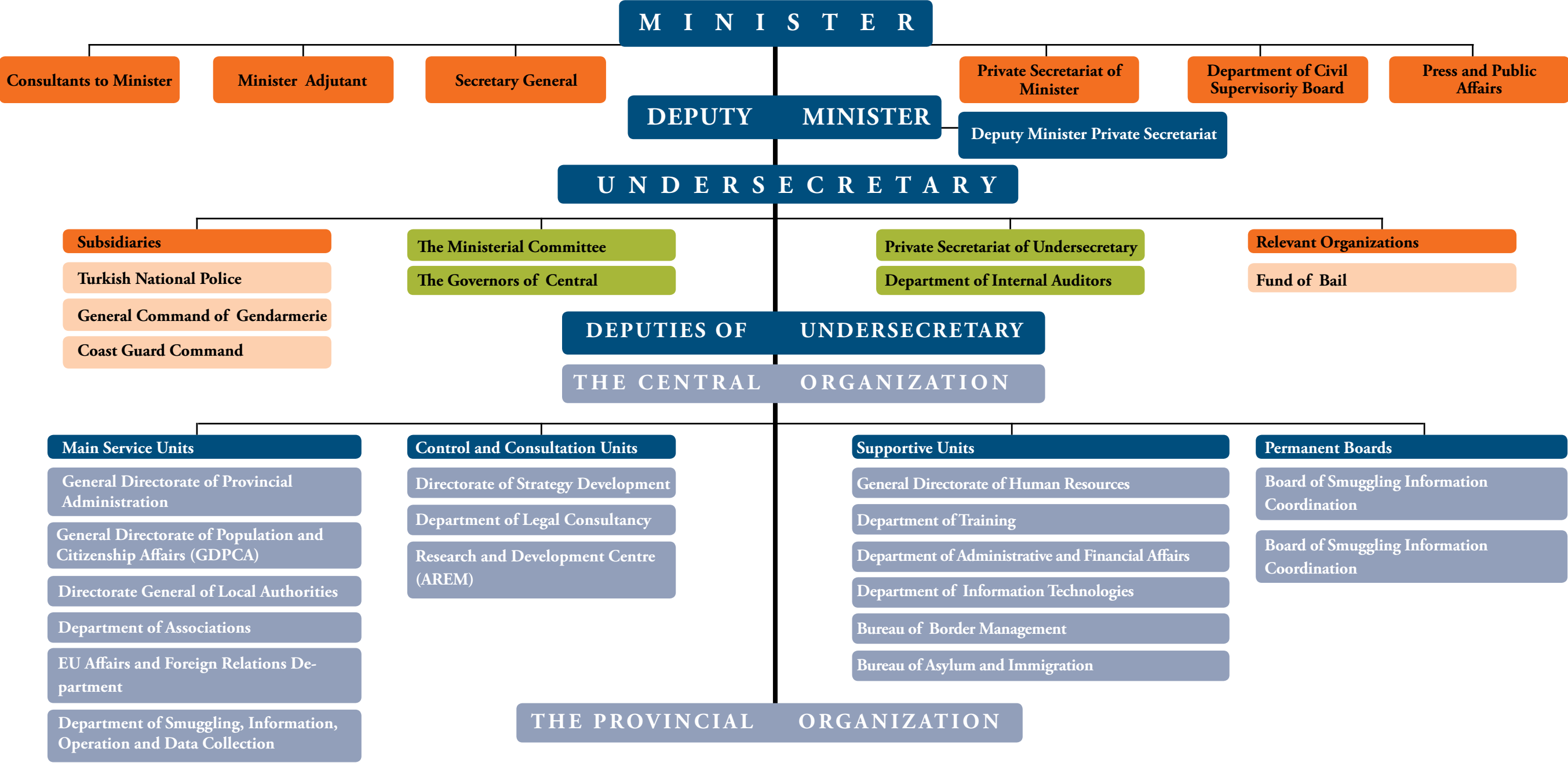
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GENERAL PRINCIPLES OF THE STATE

Structure of the State: Turkey is a unitary state governed under a democratic parliamentary system.

The citizens exercise their sovereignty directly by the elections, and indirectly by means of the authorized organs, namely the legislative, the executive and the judiciary. The principle of “separation of powers” prevails among these three functions.

Legislative: The legislative power is vested in the Turkish Grand National Assembly composed of 550 Members of Parliament (MPs) elected directly by the citizens for a term of four years.

Executive: The executive power and function is exercised by the President of the Republic and the Council of Ministers headed by the Prime Minister.

The President of the Republic is elected by direct popular vote for a term of five years. The Council of Ministers consists of the Prime Minister and the ministers. The Prime Minister is appointed by the President from among the Members of Parliament; the ministers are appointed by the President from among the Members of Parliament or from among those eligible for election as a Member of Parliament.

Judiciary: The judiciary function is discharged by independent courts.

The Constitution establishes three branches of the judiciary as “regular”, “administrative” and “special”. Regular and administrative branches comprise two tiers: lower courts and higher (review/appeal) courts. Special judiciary refers to military courts. The Constitution names the Constitutional Court, the Court of Cassation, the Council of State, the Supreme Military Court of Appeals, the Supreme Military Administrative Court of Appeals and the Court of Jurisdictional Disputes as “higher courts”. The High Council of Judges and Public Prosecutors and the Court of Audit are two special institutions within the field of judiciary.

TURKISH ADMINISTRATIVE SYSTEM

Integral unity of administration: Article 123 of the Constitution states that:

“... The organization and functions of the administration are based on the principles of centralized and decentralized administration...”

Organization of the administration: Article 126 of the Constitution provides that “in terms of the central administrative structure, Turkey is divided into provinces on the basis of geographical situation and economic conditions, and public service requirements; provinces are further divided into lower levels of administrative division.”

Administrative units in Turkey may shortly be classified into three categories:

- (i) Central administration,
- (ii) Local governments,
- (iii) Other entities.

Organizations in these groups are regarded as parts of a whole as a result of the unitary state structure. This approach, as stated in the Constitutional article above, is named as “the principle of integral unity of administration”.

Central Administration

The “central administration” represents the organizational units that make up the main administrative structure of the state. It makes and implements political, administrative and economic decisions about the general administration of the country. The central administration comprises “central units”, i.e. the units of the central administration in Ankara, and “provincial units”, i.e., the units of the central administration in the provinces of Turkey.

Central units: The Office of the President of the Republic, the Prime Ministry, the Council of Ministers, and ministries make up the central units, which collectively constitute the main structure of executive power in Turkey.

Provincial units: They are the branch offices and local agents of the central administration in provinces and districts to implement the policies and decisions of the central administration. These units are ultimately headed by governors and district governors. The provincial administration is based on the principle of deconcentration (Article 126 of the Constitution).

Local Governments

Local governments are democratic entities established outside the central administration to carry out local public services. There are three types of local governments in Turkey:

- Special Provincial Administrations
- Municipalities
- Villages.

Other Entities

There are administrative units in addition to the central administration and local governments, which may be classified into three categories as follows:

Functionally Decentralized Organizations: These are various public entities established to deliver certain services within their fields of specialization across the country: Radio and Television Administration, universities, Social Security Institution, Pension Funds, supervisory and regulatory authorities such as Public Procurement Authority, Banking Regulation and Supervision Agency, Energy Market Regulatory Authority, Competition Authority and others, and state economic enterprises.

Professional Public Organizations: They are entities established to meet the common needs and to ensure the development of the members of a particular profession. Among them are bar associations of lawyers, professional chambers of medical doctors, engineers and architects.

Advisory and Supervisory Bodies: These are the institutions that do not make executive decisions in principle, but provide supervision and advice to the organs of the state in various fields: Council of State (in terms of administrative tasks), National Security Council, State Inspection Board, Court of Audit and Higher Inspection Board.

GENERIC ORGANIZATION OF MINISTRIES

According to the Law No. 3046 of 27.09.1984, every Ministry shall have the same organizational structure as follows:

- Main service units,
- Advisory and supervisory units,
- Auxiliary units,
- Affiliated entities,
- Temporary or permanent boards.

Every Ministry has its own specific main service units established by its particular law or decree-law. Advisory, supervisory and service units are almost parallel in every Ministry.



TURKISH MINISTRY OF INTERIOR (MOI)

The Ministry of Interior (MoI), one of the cornerstones of the Turkish public administration system, has always successfully adapted itself to changing circumstances both in the Ottoman era and the Republic era with a view to effectively discharging its functions in the state and public life.

MoI had, first, been established as the office of the “Majordomo of the Grand Vizier”, or the Chamberlain of the Prime Minister, in the Ottoman government structure. The gradual amendments within the scope of various administrative reforms having started in the 19th Century resulted in the present structure of the Ministry, for which the present legal basis is the Law invoked in 1985.

General

MoI constitutes one of the essential parts of the Turkish public administration in many aspects. Thus, the relevant legislation entrusts to the Ministry such comprehensive and vital responsibilities as the power to exercise law enforcement, delivery of population registry and citizenship services, coordination of local governments, and coordination of civil society organizations.

The main functions of MoI may be outlined as follows:

- Ensuring internal security and public peace,
- Preserving public order,
- Fostering an environment for the exercise and enjoyment of fundamental rights and freedoms, as required for a democratic society,
- Performing activities within the framework of fighting against discrimination, border management, and asylum and illegal immigration,
- Laying down principles for the general administration of provinces,

- Ensuring coordination between local governments and central administration and assisting local governments on their development process,
- Providing registry and citizenship services.

With such mandate and functions, MoI plays a key role in the administrative and social structure of Turkey.

MoI discharges its duties and responsibilities through the “central” and “local” organizational units and “affiliated entities”.

The fundamental responsibility of MoI focuses on ensuring internal security on behalf of the Council of Ministers. The afore-mentioned responsibility arises in the exercise of the “General Law Enforcement Authority”. Turkish National Police, General Command of Gendarmerie and Coast Guard Command perform the general law enforcement functions in Turkey under the direction, administration, supervision and inspection of civil administrators and civil administration inspectors on behalf of the Minister of Interior. MoI is the highest civil authority in charge of general law enforcement services.

As is known, the need for “security” and the need for “freedom” are “societal needs” that cannot be substituted for one another, nor one can be held superior to the other. Therefore, “respect for human rights” is an issue, as equally important as the effectiveness of combating crime and criminals that is referred as the exercise of the “General Law Enforcement Powers”. More importantly, freedom is an indispensable precondition for social development.

This refers to the balance between the “General Law Enforcement – Public Security Service” as one of the fundamental duties of the public authority for social peace and the “regime of freedoms” which is the basic dynamic of individual and social development and progress. MoI is the prime organization which delivers the said public services on the basis of such balance in Turkey.

MoI, within its remit, undertakes important tasks in Turkey’s European Union (EU) accession process. The primary responsibility assumed in this process focuses generally on the “political criteria” of the EU acquis, Chapter 23 “Judiciary and Fundamental Rights”, and Chapter 24 “Justice, Freedom and Secu-

city”. MoI is involved in the efforts of the Turkish Government relating to 22 chapters among total 35 chapters of the acquis, thereby making invaluable contribution to the transformation of our country on the basis of human-centered democracy and modernization principles. These efforts also help establish a ground that will alleviate the burden of EU Member States in preventing and suppressing illegal organizations and activities.

ROLE OF MOI AND CIVIL ADMINISTRATORS IN THE TURKISH PUBLIC ADMINISTRATION SYSTEM

Structured on the basis of centralized administration, the “Turkish Public Administration Model” delivers its services through “Ministries” in the central organization and “Governorates” and “District Governorates” in the local organization. In other words, the executive organ is represented by the Ministries in the central organization; by governors and district governors in the provinces, who are career officers acting as the representatives of all Ministries.

While the governors are appointed by a Decree of the Council of Ministers, not being direct agents of MoI, all governors who had served so far in the Ottoman era and the Republic era were, except for few, always the career officers of MoI with a prior service as district governors.

Ministries, as the executive agencies of the central administration, conduct their correspondence with the provincial units via governorates and district governorates. Similarly, all public entities organized in the provinces, except for the military and judiciary, conduct their entire correspondence via governorates and district governorates. Governors and district governors in the provinces are not only the highest administrative superiors of the provincial or district directorates of population, associations, planning or the local commands of gendarmerie and coast guard or police directorates that are the “organic” provincial units of MoI, but also of those provincial units of other Ministries. In this regard, MoI functions as the highest public authority, except for the military and the judiciary, in the provinces through governors and district governors.

Governors and district governors, in their capacity as mentioned above, are authorized on behalf of MoI, to deal with matters, not within the remit of MoI, but within that of other ministries, such as health, education, women and family, employment, agriculture and so forth.

OUR MISSION

The Ministry of Interior of the Republic of Turkey discharges, through its affiliated and related entities and organization across the country and within the framework of efficient and human-oriented philosophy of administration, the duties and services of preserving the indivisible integrity of the country and the nation, rights and freedoms enshrined in the Constitution, internal security and public peace, public order and morality; guarding the security of borders, coasts and territorial waters; preventing and suppressing crimes and criminals; guiding, coordinating and supervising the services of local governments and their relations with the central administration; and delivering population registry and citizenship services and association services.

OUR VISION

The Ministry of Interior of the Republic of Turkey aspires to be an organization integrating its institutional knowledge and experience with modern administration philosophy, setting an exemplary model for other public agencies by its high quality services, and continually being the Safeguard of peaceful enjoyment of human rights and freedoms in a society of harmonious public order and security.



DEPARTMENT OF CIVIL ADMINISTRATION INSPECTION (DCAI)

As one of the oldest public agencies, the Department of Civil Administration Inspection (DCAI) dates back to the Ottoman Empire.

DCAI reports directly to the Minister of Interior. Civil Administration Inspectors carry out the tasks of inspection, audit, review, inquiry and investigation on behalf of the Minister.

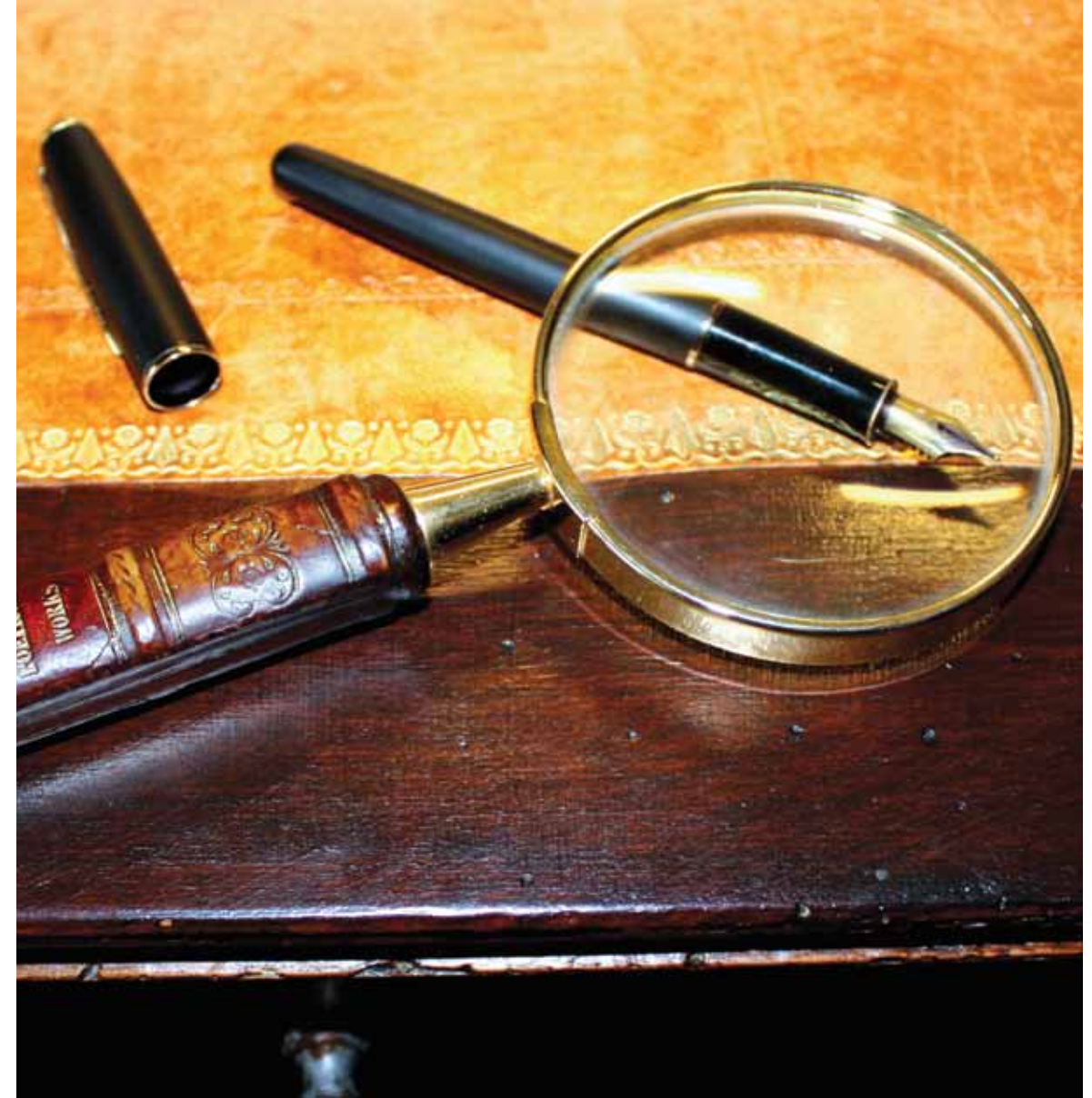
No one, but the Minister and the Head of DCAI may give orders to inspectors. If inspectors identify any crime during inspections and investigation under the general provisions, they inform the Office of Public Prosecution hereof.

All units, under the central and local organization of the Ministry, local governments and associations established by local governments fall within the remit of DCAI. DCAI inspects actions, transactions and accounts of the aforesaid units, initiate administrative review and investigation procedures as necessary, and draw up specific confidential reports on public servants who are implicated in corruption or violate the code of ethics for public servants. DCAI also conducts reviews and inquiries of advisory nature on the problems in terms of services provided to citizens by local public agencies and

staff. A primary function of DCAI is to draw up evaluation reports on public servants, including civil administrators.

Inspectors identify any crime during inspections and investigation under the general provisions, they inform the Office of Public Prosecution hereof.

DCAI Inspectors, playing a significant role in the proper functioning of civil administration, are authorized to suspend public servants from office who might have been involved in crime and whose continuation in office may be prejudicial to public service until exoneration.





GENERAL DIRECTORATE OF PROVINCIAL ADMINISTRATION (GDPA)

The General Directorate of Provincial Administration (GDPA) is one of the oldest main units of MoI. GDPA carries out activities related to the establishment and removal of the administrative units of the Republic of Turkey, as well as amendment in their names and boundaries and determination of their centers. GDPA also coordinates, on behalf of MoI, the national efforts on the Standardization of Geographical Titles, carried out by the United Nations and other international organizations in the process of naming geographical entities.

All information and changes related to locations are stored and updated regularly in digital environment by GDPA.

GDPA coordinates the activities on gathering the emergency call services under a single number related to ambulance, fire, police and gendarmerie services in accordance with modern standards.

Within the remit of the Ministry, GDPA carries out the activities related to increasing of civilian supervision on law enforcement forces as one of the priority policies in Turkey.

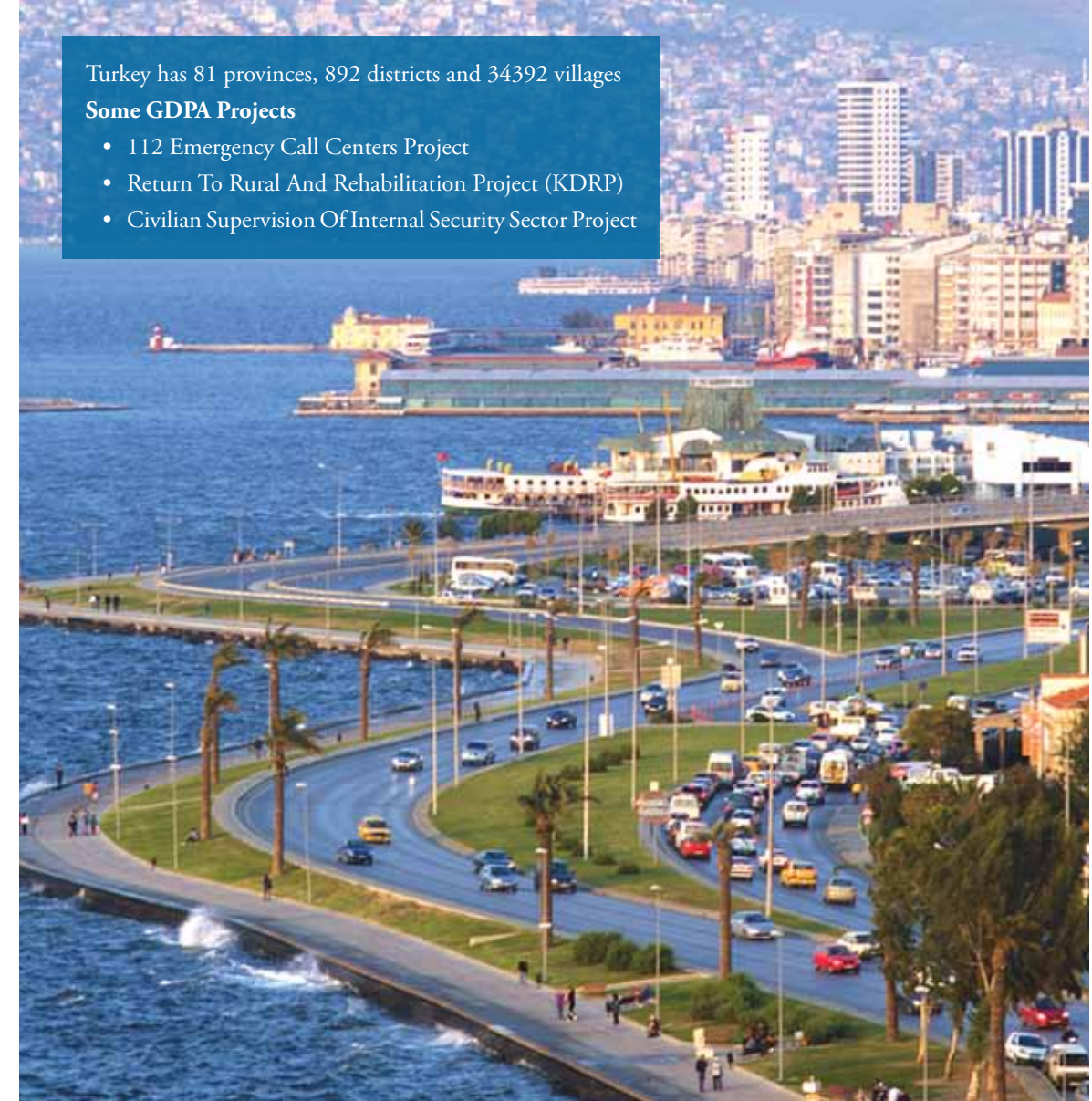
GDPA deals also with the improvement of living standards of our citizens belonging to minority and disadvantaged groups (Romani, children etc.), a very important task to which our Ministry is keenly committed.

GDPA handles the compensation for damages to civilian citizens, military personnel and families suffered from terrorism or during anti-terrorist operations in the Eastern and Southeastern Anatolia Region, and the ensuring sustainable living conditions for displaced citizens, willing to return or adapting them to their current living places, if not willing to return.

Turkey has 81 provinces, 892 districts and 34392 villages

Some GDPA Projects

- 112 Emergency Call Centers Project
- Return To Rural And Rehabilitation Project (KDRP)
- Civilian Supervision Of Internal Security Sector Project





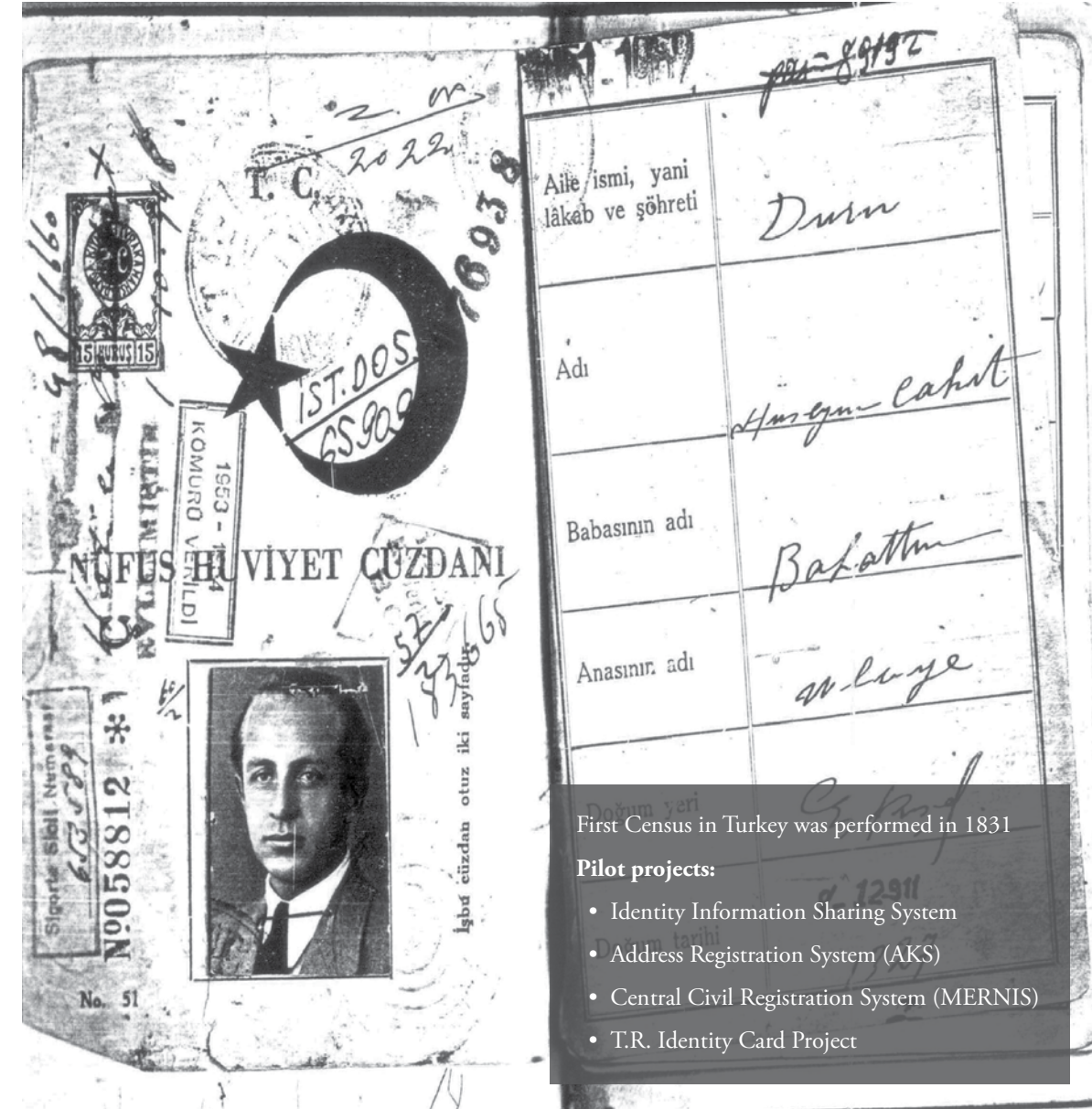
GENERAL DIRECTORATE OF POPULATION AND CITIZENSHIP AFFAIRS (GDPCA)

The historical background of the General Directorate of Population and Citizenship Affairs (GDPCA) is very close to the establishment and evolution of MoI. In the organization chart of the Ministry, the changes arisen from responding to the improving and changing necessities of the country and the alterations in views and notions related with population services have influenced the establishment and tasks of GDPCA.

The main task of GDPCA is to keep all the necessary population records of individual citizens and update such records as and when necessary. All primary situations in lives of the citizens, such as birth, death, marriage and divorce are being recorded and updated by GDPCA. In this context, a modern population database project, called “Central Population Administration System - CPAS” (abbreviated as MERNIS in Turkish) was launched in the 1970s as a core system for numerous population projects at that time. When all population records were transferred to electronic environment on 28 October 2000, every citizen of the Turkish Republic was given an 11-digit Turkish Republic identity number. Since 2004, the population data on CPAS is accessible by public agencies and representatives of the private sector under a system called “Identity Sharing System - ISS” (abbreviated as KPS in Turkish). As being the first e-government project in the world, this project has been a source of inspiration to many projects in our country and in Europe. This project aims to provide fast and efficient public services through secure recording, updating and sharing of individual population data.

In 2007, the establishment of the National Address Database service enabled public entities to identify and keep track of the mobility of the population instantly. GDPCA also performs the tasks of keeping the records, sharing them with the representatives of the public and private sector in these Address-based Record System (ARS) (abbreviated as AKS in Turkish).

GDPCA, with its institutional structure and specificity of tasks, has built the basic infrastructure of the projects within the framework of e-government and played a key role in sharing identity and address information of the population.





GENERAL DIRECTORATE OF LOCAL GOVERNMENTS (GDLG)

In Turkey, local governments are defined as the authorities with administrative and financial autonomy. They have their own legal entities and budgets, but are subject to tutelage by the central administration which is exercised through GDLG. The principle “satisfaction of the local needs at local level” is highly esteemed for the exercise of such competence. Furthermore, legality review, not the expediency review forms the basis of such supervision.

Decisions on permissions for inquiries of “elected members” of local governments regarding “office-related crimes” are granted by the MoI in accordance with the “preliminary inquiry” by DCAI Inspectors.

GDLG lays down principles to ensure that local governments provide services in accordance with the modern principles, especially good-governance principle. In other words, GDLG is responsible, on behalf of the Ministry, for pursuing the compatibility for services of local governments to the national development plans and programs and also enabling the local governments to adapt to national and international standards, as well as ensuring their development.

GDLG assumes an active role in fighting corruption at local level via DCAI Inspectors and provides guidance and assistance for local governments on services responsive to the contemporary public needs. Prominent policy fields of GDLG are the protection and promotion of women’s rights at local level and the delegation of competencies to local units.



Turkey has 16 metropolitan municipalities and 1390 units.

The rate of local governments within the public employment is 11.59 %.

Pilot projects:

- Project On Women’s Shelter Stage I, II
- BELDES (Project On Support For Municipalities)
- Project On Support For Local Administration Reform Program (LAR I, II)



DEPARTMENT OF ASSOCIATIONS

Until the year 2003, the acts and transactions related to associations were performed by Turkish National Police. Within the process of harmonization with the European Union, the Department of Associations, in central organization, and the Provincial Directorates of Associations in the provinces were established under MoI with a view to creating a more democratic and effective civil society, promoting civil society organizations, fostering domestic and foreign activities of associations, as well as reducing bureaucracy in works and transactions related to associations. Thus, the civilianization of a public entity that deals with associations improved the relationship between the public sector and civil society organizations and also revitalized the voluntary sector.

The Department of Associations monitors the establishment, mission and operation of the organizations founded pursuant to the relevant legal provisions of the associations; keeps their records, archives and files them. It also carries out the necessary processes for the activities of associations, subject to prior authorization; executes the necessary processes for closure, liquidation, suspension of activities of associations, and deals with the aid in cash or in kind given to associations from abroad. Additionally, it reviews and evaluates complaints, information and demands for inspection regarding individual associations. The Department of Associations inspects the place and operation of the administration, and any kind of their extension and records, account, operation and transactions of the association, when necessary, through the Association Inspectors.

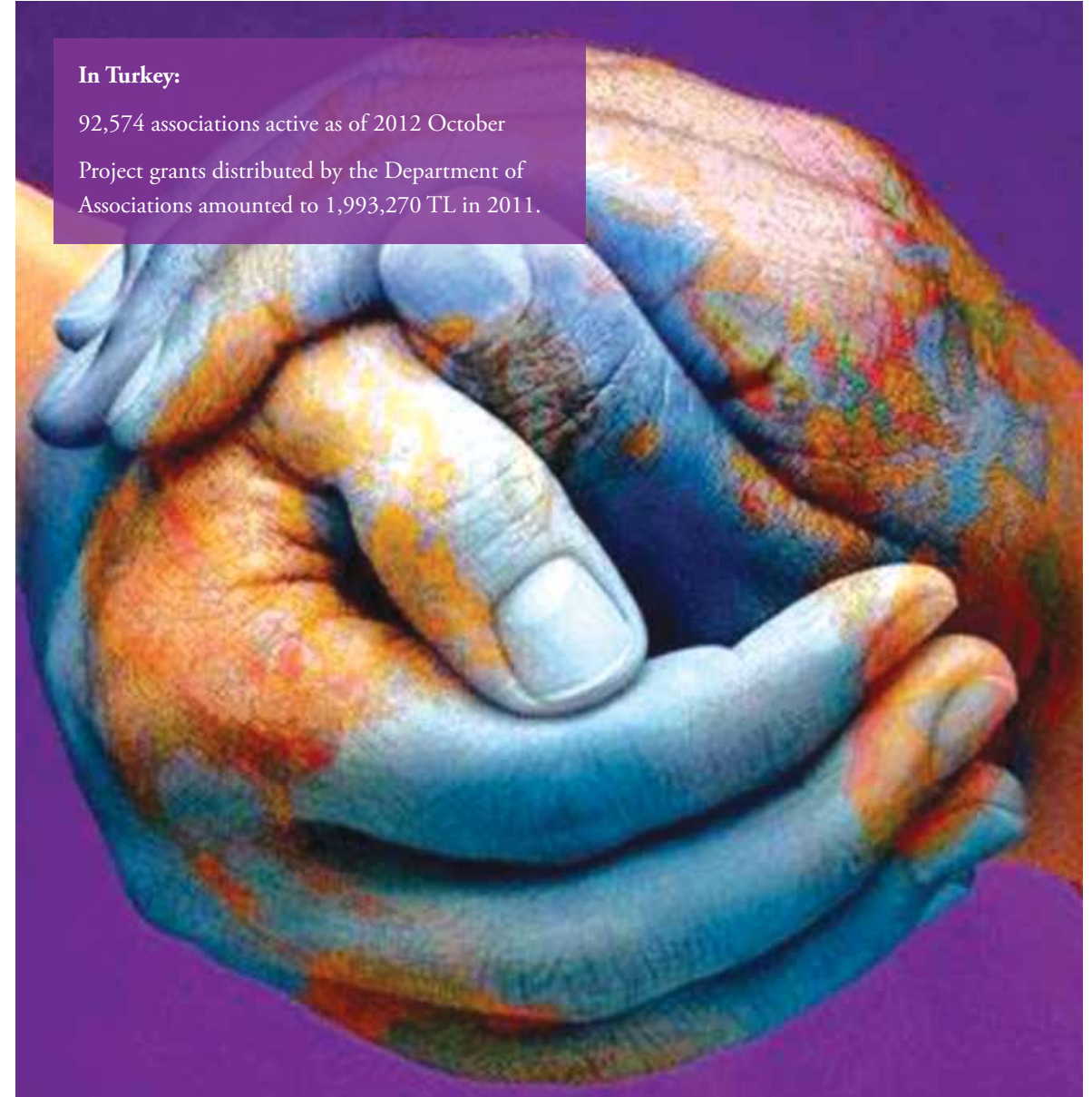
Many associations are provided with aid in the form of grants for projects in May and in September every year. Project aids and grants are published in the website of the Department.

The Department of Associations, through its central and provincial units, continues to provide services to more than 92,000 associations active in our country.

In Turkey:

92,574 associations active as of 2012 October

Project grants distributed by the Department of Associations amounted to 1,993,270 TL in 2011.





EU AFFAIRS AND FOREIGN RELATIONS DEPARTMENT (DIAB)

EU Affairs and Foreign Relations Department (abbreviated as DIAB in Turkish) was initially established under the name of “The Department of Foreign Affairs and Coordinating on European Union” by a ministerial approval in 2000. The legal basis of the unit was included in the law in August 2011 through amendments to the Law on Organization of MoI and the Unit was re-named as “EU Affairs and Foreign Relations Department”. This Department with its 5 sub-units has become the gateway for MoI to the outside world.

The Ministry Interior has assumed a very important role through Turkey’s determined attitude in the reform process and on her way to membership of the European Union. On the other hand, in tandem with the recently enhancing foreign policy profile of Turkey in the world, principally within

EU Affairs and Foreign Relations Department serves as a coordinator within the framework of a great many projects. Besides, it has undertaken the following projects: the Project on Support for the Effective Use of EU (IPA) Funds for Public Administrators, Ministry of Interior; the Project on Support for Turkish Efforts towards the Fight against Trafficking in Human-beings and Access to Justice by Persons subjected to Trafficking in Human-beings and the Project on Inter-institutional Cooperation on the Fight against Transnational Crimes.”

its region, our Ministry has been carrying out fast-increasing and deepening relations and cooperation with the Interior Ministries and relevant institutions in the other countries. Within this framework, one of the principal tasks of DIAB is to perform the activities in this process within the Ministry and with other relevant institutions in coordination. Furthermore, the follow-up and coordination of the EU Projects being performed within the same framework, as well as handling the issues concerning our Ministry at the European Court of Human Rights are being carried out by DIAB





DEPARTMENT OF COUNTER-SMUGGLING INTELLIGENCE AND OPERATIONS (DCSIO)

Smuggling is a multi-dimensional, multi-actor, multi-variable phenomenon. As a matter of fact, our country has borders with many other countries and as a result, the fight against smuggling has been a very essential case. In this context, it is of great importance to collect all the necessary intelligence related to the smuggling in one single repository. In the relevant legislation, “to prevent and suppress all forms of smuggling” is listed among the duties of our Ministry.

In order to increase the effectiveness and efficiency of the fight against smuggling, it is of great importance to share operative data and information, also establish cooperation, communication and coordination among combating units with other relevant units. In this light, the Department of Counter-Smuggling Intelligence and Operations (DCSIO) was established as an organic unit of MoI, which was charged with maintaining the coordination among the line units and other relevant units.

As is known, poor coordination between law enforcement agencies adversely affects the fight against crime. As a consequence, separate sub-units were formed within DCSIO with a view to ensuring coordination between the law enforcement agencies in charge of fighting against smuggling.



Department of Smuggling, Information, Operation and Data Collection contributes significantly to fight against smuggling in our country, by the help of its successfully conducting duty of coordination among related institutions.



DEPARTMENT OF STRATEGY DEVELOPMENT (DSD)

The Department of Strategy Development (abbreviated as SGB in Turkish) is responsible for executing the strategic planning activities of MoI within the framework of national development strategies and policies; following and analyzing the results hereof. In this regard, the tasks of SGB also include conducting and following studies on prospective financial budgeting objectives, as well as managing the assets in the ownership of the Ministry.

SGB also assumes the responsibility of developing certain standards with the aim of improving the administration of the Ministry and its services; compiling and analyzing various necessary information and data in this sense, as well as executing the internal control system. In performing these tasks, the principle of facilitating and accelerating the bureaucratic mechanism, a national policy is taken into consideration by SGB. Within this context, it is also in charge of ensuring efficiency in the mechanism of information-processing systems, especially formed with a view to contributing to the efficient use of financial resources.

SGB is also tasked with receiving opinions on the legislation studies, prepared by the affiliated entities and central units of the Ministry; following their implementation; expressing opinions and reviews on behalf of the Ministry for the legislation, prepared by other public agencies, and following all forms of legal development in the scope of Ministry as well as carrying out the archiving procedures.



In accordance with our efforts to make the citizens' lives easier, by reducing the paperwork within the scope of "Minimizing the Bureaucracy", the execution of relevant actions of Ministry's central and provincial units in the fields of Public Service Inventory, Public Service Standards and Regulations of Legislation regarding the central and provincial service units of the Interior Ministry, are also among the duties of SGB.

SGB also delivers publication and library services and discharges the duty of monitoring and coordination of these services to be executed for the central units. Accordingly, the Journal of Turkish Administration is published to follow the improvements in the field of administration and share and represent these improvements to the Local governments theoretically and practically, as a scientific and academic level of peer reviewed journal since 1928. The "Journal of Interior" is published every two months in order to introduce the Ministry's significant projects and activities. The significant introductory materials of the central and provincial units and the affiliated and related entities of the Ministry, Municipalities and the Special Provincial Administrations are being monthly collected and published in the journals which are approved by the Publication Board.





DEPARTMENT OF LEGAL CONSULTANCY (DLC)



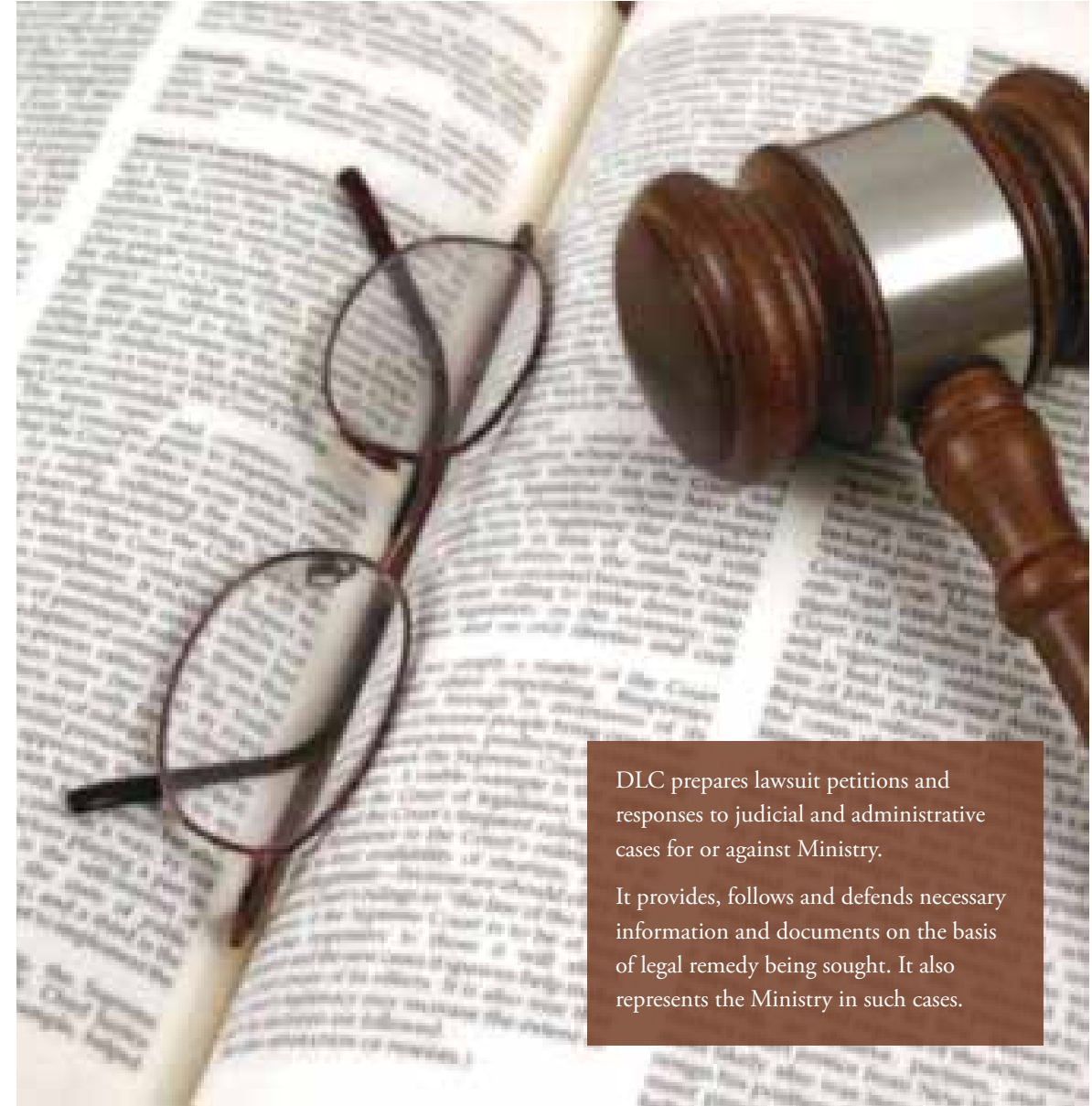
The Department of Legal Consultancy (DLC) is a unit providing legal advice on legal issues of interest to our Ministry. DLC forms a legal opinion on matters referred by various units of the Ministry and governorates, and on prospective actions of the Ministry which may entail legal, financial or criminal liability or outcome. DLC delivers its opinion regarding issues, falling within the remit of the Ministry and points requested by other Min-

istries and public agencies. DLC takes timely legal action to protect the rights and interests of the Ministry and prevents any disputes and disagreements. Taking these principles into consideration, it also helps and contributes to make agreements, protocols, specifications and contracts.

DLC prepares lawsuit petitions and responses to judicial and administrative cases for or against Ministry; provides, follows and defends necessary information and documents on the basis of legal remedy being sought as well as represents the Ministry in such cases. DLC delivers its opinion by means of examining the legislative drafts prepared by the Ministry's units, the Prime Ministry, other Ministries, affiliated and related entities and other public agencies in terms of their relevance with the Constitution, laws and regulations.

DLC carries out the activities relating to Treasury losses suffered by the Ministry and decides whether recourse should be taken or not against those who have caused such loss. DLC requests advisory opinion from the Council of State via Prime Ministry on duty-related issues of the Ministry.

The Legal Advisor's Office discharges its duties in full awareness and responsibility of and respect for principles of a state of law.



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RESEARCH AND DEVELOPMENT CENTRE (AREM)

It is of great importance to carry out research, development and strategy studies in terms of establishing a contemporary and efficient public administration. Among the special research units established by many countries under the title of “think-tank”, the Research and Development Centre (abbreviated as AREM in Turkish) was established under MoI, as one of the special research units within the public administration of Turkey.

AREM aims to enable our Ministry to prioritize quality within the public administration and adapt the quality management by means of its studies towards increasing the efficiency, effectiveness and performance.

AREM assumes the responsibility of developing applicable deducible strategies in the light of research, scientific investigation and reviews and also establish a vision on behalf of the Ministry towards the future, forming working groups at various fields and sectors.

AREM investigates the challenges of Turkey from the past to present, notably those related with our Ministry, and provides support to the studies being carried out. AREM also collects, analyzes and operationalizes data/information objectively and archives the useful data/information at a specialization library and digital information bank.

Furthermore, AREM collaborates with scientists, legal entities and institutions within the framework of such activities at home and abroad as research, investigation, meeting organization, publishing and etc. In this regard, it organizes review meetings, seminars, conferences, symposiums, panels and such activities.

AREM is also charged with providing consultancy services at home and abroad on demand.

Pilot Projects:

- Research Project on Fight Against Terrorism
- Research Project on Re-structuring the Rural Services
- Research Project on Public Administration in the World (Administration in the 21st Century)





GENERAL DIRECTORATE OF HUMAN RESOURCES (GDHR)

The remit of the General Directorate of Human Resources (GDHR) is basically summarized as conducting activities related to plan and policies of human resources of our Ministry and performing necessary actions to improve the personnel system.

Besides, GDHR executes the acts of assignment, change of duty and retirement of Ministry personnel, allocates lodging, administers training, recreational and accommodation facilities, and performs services of examination, assignment and foreign education of candidate district governors. On the other hand, GDHR also carries out personal remuneration and assignment activities of public officials, who had to leave their former institutions in the privatization process, as well as personnel in transition from municipalities to the administration of the Ministry.

It is a national policy in Turkey that the relatives of military and civilian personnel who fell in line of duty, or the veterans who were disabled in anti-terrorist operations but able to work shall be employed in public entities. GDHR is in charge of the ministerial activities within the implementation of this specific policy. Another responsibility of GDHR is to help citizens exercise use their right to access information, a national policy; monitor and follow the issues falling within the remit of the Ministry within the BIMER System (Prime Ministry System on Communication) on which the possible violations of human rights may be complained.



“The General Directorate of Human Resources carries out the personal transactions and proceedings of over 15,000 personnel under central and local units of the Ministry of Interior.





DEPARTMENT OF TRAINING



Some training and seminar programs in 2012 delivered by Training Department:

- 112 Emergency Call Centers Project,
- In-Service Training Seminar,
- Personal Development Seminar,
- District Governorate Courses,
- Foreign Language Course,
- Training Courses in Provincial and Districts Directorates.

The main task of the Department of Training is to organize and implement the pre-service and vocational training programs required for the personnel under central and local organizations of the Ministry in accordance with the contemporary standards.

The Department of Training also assumes the responsibility of preparation of the annual training plan, analysis and identification of the needs; establishment and administration of the necessary domestic and foreign training centers and conduct of the printing-publication and archival activities. Besides, the Department of Training performs the following as complementary tasks: providing coordination among relevant public agencies, preparing and implementing the budgetary proposals required and following-up the on-going training programs, as well as presenting reports on finalized programs to the administration of the Ministry.

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL AFFAIRS (DAFA)



Principally, the Department of Administrative and Financial Affairs (DAFA) assumes responsibility of supplying the necessary materials and equipment required for the Ministry; renting and purchasing of buildings and land required; performing the services related to financial affairs; conduct-

ing the transactions on mobile and immobile property; establishing and managing the social facilities; fulfilling the services, such as cleaning, lighting, heating, maintenance, repair and transportation, as well as enabling the personnel to benefit from health services.

DAFA also plans the civil defense and mobilization services of the Ministry and executes the general document and archival services. The other important responsibility of DAFA is to construct, lease, repair and maintain the "Government Mansions", the main office buildings for the central government agencies in the provinces and districts, and Governor's residences and District Governor's Mansions, as well as, deliver other similar actions thereto.



In 2011, the construction of 15 government offices was completed.



DEPARTMENT OF INFORMATION TECHNOLOGIES (DİT)

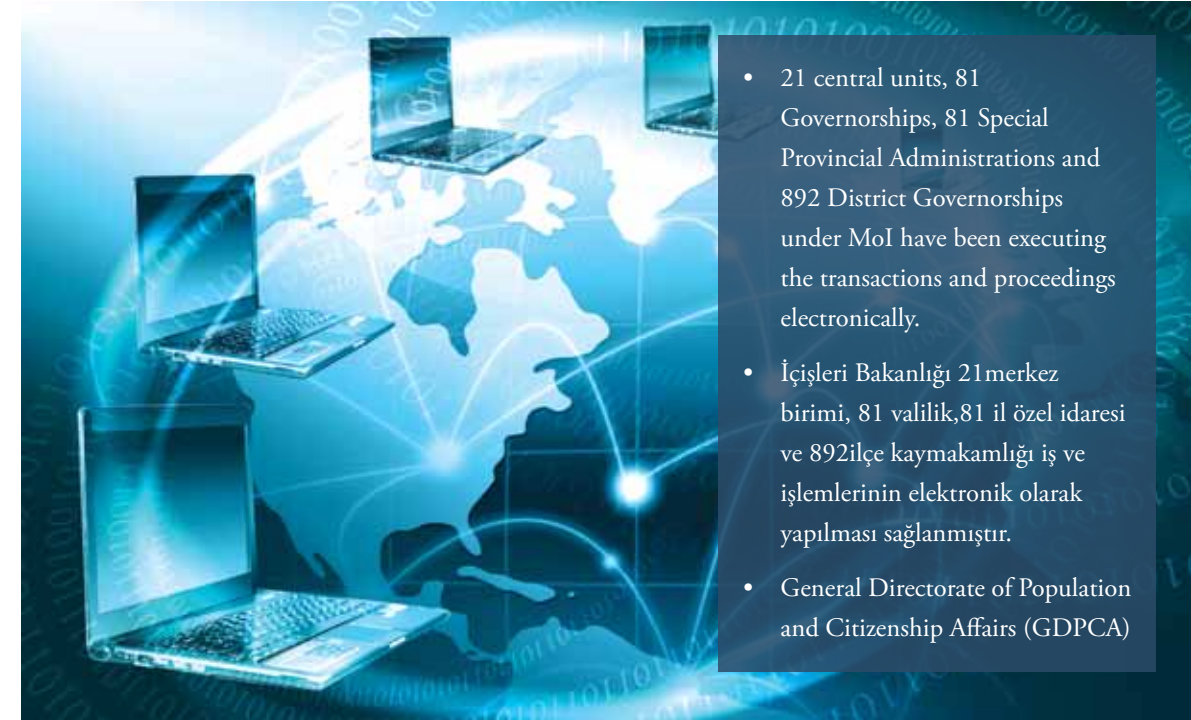
It is of great importance for public agencies to be able to accommodate themselves to the requirements of the time in terms of ensuring efficient and effective public services. Our Ministry, aware of such necessity, has established the Department of Information Technologies (DİT) with a view to keeping up itself with technological developments.

Within the framework of the its objectives to form the necessary infrastructure for the e-government mechanism within e-Turkey transformation process, realize a ministerial structure having achieved to transfer the services into the IT medium and prevent the waste by means of meeting the software requirements of central, local units and special provincial administrations over a single system; 21 central units, 81 Governorships, 81 Special Provincial Administrations and 892 District Governorships under MoI have been executing the transactions and proceedings electronically.

The project aims to realize a paperless office application, ensuring all correspondences to be performed electronically and also to form an updated archive. The aims of the project also include ensuring easy-access to the previous correspondences, being transferred into electronic media; realizing the e-Government transformation by means of performing all transactions and proceedings of central units, Governorships, District Governorships and Special Provincial Administrations over the e-MoI (Electronic Ministry of Interior) and increasing the efficiency of One-Stop Service Activities at Governorships and District Governorships through electronic applications.

Savings obtained through the Document Module on e-MoI System (September- 2012)

	INCOMING DIGITAL CORRESPONDENCE	INCOMING PAPER CORRESPONDENCE	OUTGOING PAPER CORRESPONDENCE
Count	1.729.169	526.734	2.948.760
Postal charges	0,65 TL	0,65 TL	0,90 TL
Envelope	0,35 TL	0,35 TL	0,35 TL
Toner	0,50 TL	0,50 TL	0,50 TL
Paper	0,05 TL	0,05 TL	0,05 TL
Cost per correspondence	1,55 TL	1,55 TL	1,80 TL
Total Cost	2.676.754 TL	815.384 TL	5.301.870 TL
Annual Total Cost	3.569.005 TL	1.087.179 TL	7.069.161 TL
Grand Total			11.725.344 TL



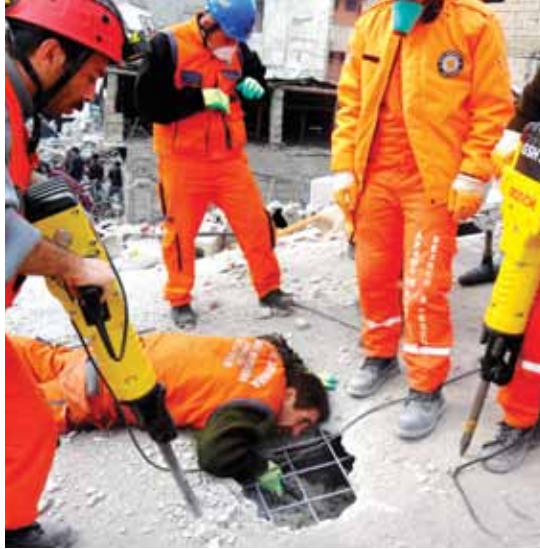
- 21 central units, 81 Governorships, 81 Special Provincial Administrations and 892 District Governorships under MoI have been executing the transactions and proceedings electronically.
- İçişleri Bakanlığı 21 merkez birimi, 81 valilik, 81 il özel idaresi ve 892 ilçe kaymakamlığı iş ve işlemlerinin elektronik olarak yapılması sağlanmıştır.
- General Directorate of Population and Citizenship Affairs (GDPCA)

The demand on the e-MoI software increased as a result of its brilliant success and therefore the software was given to other public agencies with the title of “e-Ministry Administration System”. In this sense, e-MoI has perfectly fulfilled its mission with respect to the e-Government Transformation Process.

In order to improve the project and maintain the efficiency in the electronic applications of our Ministry, as well as to be able to exercise the developments around Turkey and the globe in the sphere of information technologies under DİT, the Research and Development Unit performs the necessary activities. In this context, necessary software and hardware infrastructure is being planned with a view to assuming a leading public role by means of Otoban Project (Project on Facilitating Data Traffic), e-Correspondence Project and Citizen-oriented Services and realizing a more efficient and secure inter-institutional data communication. Furthermore, it is also aimed to install a version enabling the use of e-MoI on the smart phones and tablet PCs, rendering the system into searchable contents within off-system documents through adding the OCR feature and extending the citizen-oriented aspects of the application.



DISASTER AND EMERGENCY MANAGEMENT CENTER (DEMCC)



Disaster and Emergency Management Center (DEMCC), one of the supportive units of the MoI, deals with actual or potential large-scale emergencies and hazards.

The DEMCC discharges the duty of effective and intense coordination and intervention for such cases and situations at national level as earthquake, flood, hurricane, landslide, avalanche, immigration and population movements, fires, accidents, accidents involving chemical, biological and nuclear substances, dangerous and epidemical diseases and natural, technological and man-made disasters and other emergencies. On the other hand, the DEMCC is also authorized to intervene in the other events and situations, declared as emergency and disasters by the Prime Ministry.

Besides, the DEMCC takes necessary measures; primarily addresses the problems by institutional means and possibilities for cases and situations within the remit of MoI and informs the Presidency of Prime Ministry Disaster and Emergency Management in the event that the institutional possibilities are exceeded.

The DEMCC is also in charge of coordinating the security measures implemented for the secure and peaceful progress of local and general elections.





BUREAU OF BORDER MANAGEMENT (BBM)



The Bureau of Border Management (BBM) was first established in 2004 as a Directorate responsible for performing necessary activities to establish the necessary legal and institutional structure within the framework of the border management; determining the issues on fulfilling the requirements enshrined in strategy papers and national documents within the EU Adaptation Process and taking concrete steps thereto, as well as carrying out studies on border management projects. Since 2008, BBM

has been performing its current duties under the Office of Undersecretary.

It is clear that one of the most important tasks of a state is to protect and defend its borders. Nowadays, the fact that both the flow of immigration and crime and terrorist organizations are becoming increasingly a phenomenon transcending national boundaries turns into the issue of the protection of national borders, an important point not to be neglected.

Turkey wishes to take on the policies and practices that shall protect its external borders effectively in order to overcome the challenges posed by its geographical position. Besides, an effective border management is also one of the vital elements for our country's reform process for the European Union. In this light, a new system of border guards foreseen to be formed with a view to protecting of all border lines effectively, facilitating legal transition of border crossing and restructuring to prevent illegal transition at the highest level.

With her 7 neighbors, Turkey has land borders of 2753-km length.

BBM prepares the legal and administrative infrastructure of the new system, conducts and coordinates necessary activities within this preparation process.





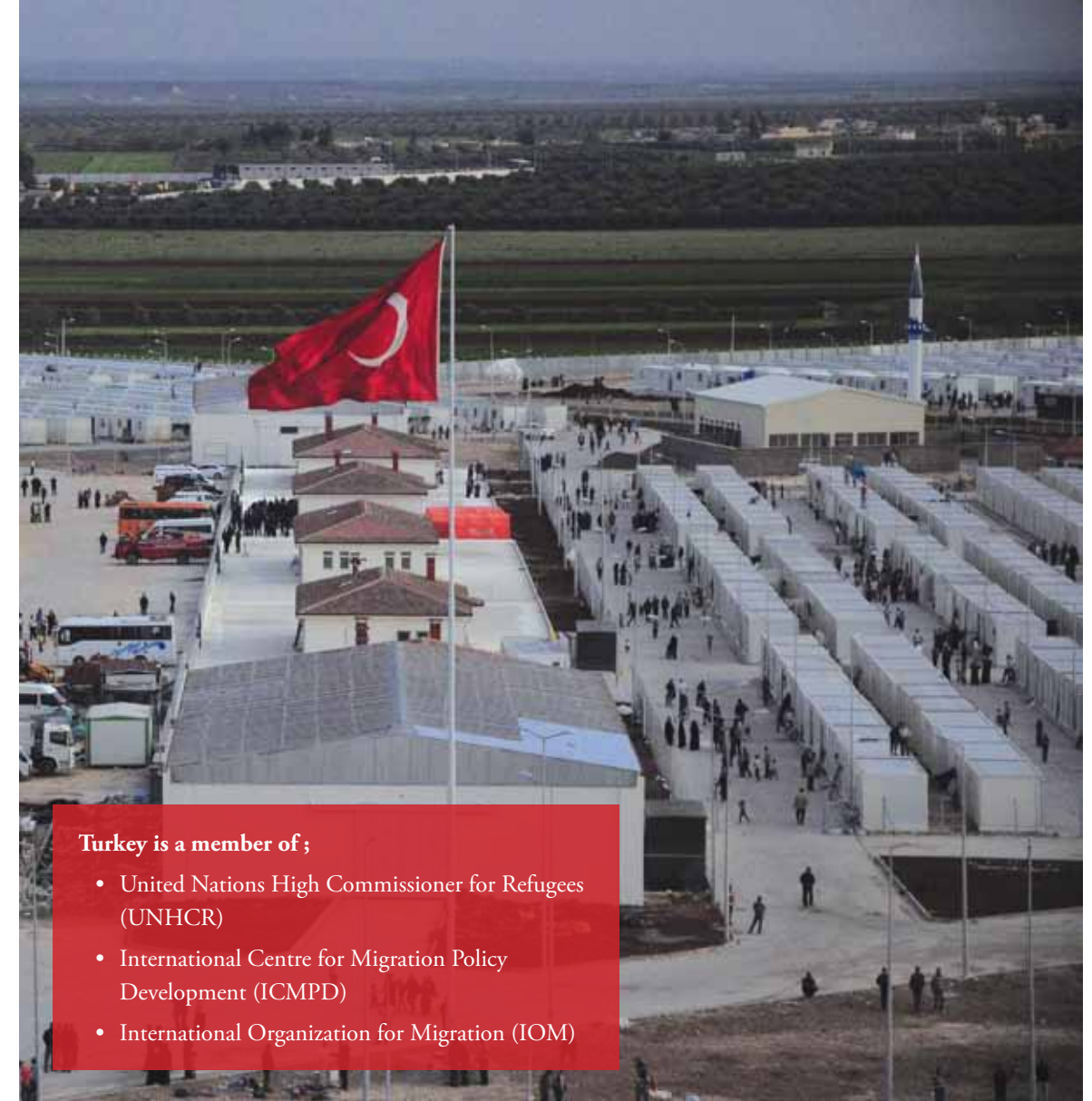
BUREAU OF ASYLUM AND IMMIGRATION (BAI)



The Bureau of Asylum and Immigration (BAI) reports directly to the Undersecretary of the Minister since 2008. Nowadays, especially in certain regions of the world, it is being witnessed that the humanitarian disasters, such as war, conflict, instability, human rights violations, extreme poverty and famine have turned into a chronic problem., which stimulates ever increasing immigration flows from the poor countries to the developed ones.

Due to its geographical location as a bridge to developed European countries and also its rapid economic growth, Turkey has increasingly become the destination of legal and illegal immigration flows. Therefore, for Turkey's part, it is of great importance to develop her effective and efficient policies on this phenomenon and as a result, minimize the negative effects in this regard, as well as carry the Reform Process into the highest level, one of the leading areas of the EU Membership Process.

BAI performs the task of preparing the legal and administrative infrastructure of new asylum and immigration system, which will be established in order to ensure the development and the effective implementation of national policies on legal and illegal immigration and international protection. It also carries out the project activities regarded as necessary for this purpose.



Turkey is a member of ;

- United Nations High Commissioner for Refugees (UNHCR)
- International Centre for Migration Policy Development (ICMPD)
- International Organization for Migration (IOM)



SMUGGLING INTELLIGENCE COORDINATION BOARD (SICB)



According to the relevant legislation, the Smuggling Intelligence Coordination Board (abbreviated as KİK in Turkish) is a permanent board convening every four months. The KİK consists of representatives of relevant Ministries and entities under the chair of the Undersecretary or Deputy Undersecretary of MoI. Since the Board is a coordination unit for combating all forms of smuggling, the secretariat of the Board is assumed by the Department of Counter-Smuggling Intelligence and Operations on behalf of the MoI.

Reviewing all forms of foreign and domestic smuggling activities aimed to Turkey, KİK ensures coordination among ministries and entities to assist in determining the goals of tactics and methods in fighting against smuggling. Briefly, KİK reviews the smuggling activities and determines the necessary statewide measures to be taken against smuggling.

KİK identifies the malfunctioning on the coordination of Information and determines the necessary measures to be taken. Besides, it determines the foreseen issues and regions regarded as important to gather information on smuggling for the following term. In addition to such tasks, KİK makes proposals on the training of smuggling intelligence personnel with a view to strengthening the activities in the fight against smuggling and submits such proposals to the institutions and organizations of the MoI by means of identifying the administrative and legal measures to be taken.

WITNESS PROTECTION BOARD (WPB)

Confessions made by witnesses are of great importance in terms of apprehending criminals and proving the crimes. Therefore, Witness Protection Programs are being developed in order to maintain the witnesses to testify comfortably in the judicial system and to secure a comfortable life afterwards. In this context, it is aimed to provide protection to the witnesses and their families via the Witness Protection Board (WPB) which was established in 2008.



WPB consists of the representatives of Ministry of Justice, the High Council of Judges and Prosecutors, the Ministry of National Defense, the Ministry of Interior (civil administrators and representatives of law enforcement), the Ministry of Customs and Trade. It convenes when necessary. The secretariat of the Board is assumed by MoI.

The person, for whom a decree of protection has been issued, is informed of the details of protection measures. A letter of agreement is drafted between the person and the Witness Protection Board. The decisions taken by the Board are implemented following the signature of the letter of agreement by both sides.



TURKISH NATIONAL POLICE



Turkish National Police (TNP -abbreviated as EGM in Turkish) is a state organization in charge of domestic security which is organized in all provinces and districts, ranking from police officers to the Director General. The establishment of TNP dates back to April 10th, 1845 and its structure is organized as central, local and foreign units. The central units of TNP consist of departments while the local units are of Police Headquarters. The main objective of TNP is to en-

sure the protection of fundamental rights and freedoms of individuals, creation and maintenance of an atmosphere enabling the society to sustain their lives peacefully and safely. TNP, organized in such a manner to serve these objectives; discharges its duties by means of advanced land, air and marine vehicles to ensure the security of the society and public order.

TNP trains its personnel in house through the Police Academy, one of the best Police Academies in the world. The Academy with a scientific autonomy performs its tasks as a higher education institution, including faculties, institutes and vocational high schools. Furthermore, the Academy provides trainings not only to Turkish trainees but also to foreign students and foreign police officers from different parts of the world.

With its well qualified and equipped professional personnel and its unique criminal technological infrastructure, TNP provides services to the society as an organization dissuading and immediately apprehending those trying to violate the public order, peace and security and contributing to the establishment of public security policies, as well as ensuring safety by means of human-oriented services.





GENERAL COMMAND OF GENDARMERIE



Turkish Gendarmerie General Command (JGK) is an armored and military security force and a law enforcement agency in charge of maintaining security, public peace and order.

Broadly speaking, JGK, on behalf of MoI, assumes the responsibility of ensuring the security and public order of areas outside the boundaries of provincial and district municipalities.

JGK, on one hand, is affiliated with the Turkish General Staff in terms of the tasks set forth by the internal mechanism and military laws and regulations; on the other hand with MoI in terms of performing the tasks of ensuring the security and public order. The Commander of the Gendarmerie reports to the Minister of Interior.

JGK, responsible for ensuring the security of the certain part of the Iraqi border of Turkey, also contributes to the fight against terrorism via eminent military units.

In line with its priority of protection and improvement of the human rights, JGK conducts its responsibilities on ensuring the internal security successfully.



The remit of the Gendarmerie General command covers 92% of surface area of the Turkish Republic.

General Command of Gendarmerie fulfills the superintendence of its units maintaining common safety and order via 14 affiliated District Command.





COAST GUARD COMMAND



Coast Guard Command (SGK) was established on the purpose of enforcing national and international law in our territorial waters and ensuring the safety of life and property. The history of SGK goes back to 1859, with its current status being established in 1982.

SGK is under the control of MoI in peace time and Turkish Naval Forces in crises and war times. As an armed force and an affiliated body of the Interior Ministry within the scope of its service, it operates 7/24 at sea

territory under our sovereignty and control in accordance with national and international laws.

As the guardian of peace and confidence in our seas, it aims to protect life and property of persons in all circumstances at seas. In this context, SGK carries out the tasks of search and rescue operations within the limits specified by law, in Turkish search and rescue areas.

SGK, taking the necessary measures for dangerous substances encountered at seas, plays a key role in combating against maritime smuggling. In this context the Coast Guard Command, taking effective measures within the scope of combating against both drug and human trafficking, is among the world's leading law enforcement units.

Prevention of marine pollution and supervision of marine vessels are implemented by the Coast Guard Command. Within the regards of its existing tasks, SGK carries out the task of preventing illegal hunting and fishing.

The naval units of SGK, widely located in the Turkish coasts, performs its assigned activities under the supervision of Regional and Group Commands and are being supported with helicopters, planes and mobile radars in performing their tasks.

With its current organizational structure, trained and professional personnel, as well as its modern platforms, SGK ranks among the leading and archetypal Coast Guard Commands in the world.

Headquarter of Turkish Coast Guard Command (CG) is located in Ankara and there are 7 sub-unit of CG.

- CG Black Sea Area Com.
- CG Mediterranean Area Com.
- CG Aegean Sea Area Com.
- CG Mar. And Straits Area Com.
- CG Air Com.
- CG Training And Education Com.
- CG Supply Center Com.





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