

Council of Europe
Conseil de l'Europe



European Union
Union européenne

Project against Corruption in Albania (PACA)

Project Workplan

Reference: IPA 2008

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| Title of the action: | Project against Corruption in Albania (PACA) |
| Location(s) of the action: | Albania |
| Name of the Implementing Agency | Council of Europe |
| Project's Duration | 30 months (1 September 2009-29 February 2012) |

Abbreviations

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| ASCA | Agency for Administering Seized and Confiscated Assets |
| ACS | Anti-corruption Strategy |
| ACAP | Anti-corruption Action Plan |
| AML/CFT | Anti-Money Laundering and Counter Financing of Terrorism |
| CoE | Council of Europe |
| CoM | Council of Ministers |
| DPA | Department of Public Administration |
| DGPML | Directorate General for Prevention of Money Laundering |
| DIACA | Department of Internal Administrative Control and Anti-corruption |
| EC | European Commission |
| EU | European Union |
| FIU | Financial Investigation Unit |
| GRECO | The Council of Europe's Group of States against Corruption |
| HIDAA | High Inspectorate of Declaration of Assets |
| HCJ | High Council of Justice |
| LTA | Long Term Adviser |
| LPO | Local project Officer |
| MoJ | Ministry of Justice |
| MoI | Ministry of Interior |
| MoE | Ministry of Education |
| MoF | Ministry of Finance |
| MoU | Memorandum of Understanding |
| MONEYVAL | The Council of Europe's Committee of Experts on the Evaluation of Anti-money laundering Measures and the Financing of Terrorism. |
| OLA | Office of Legal Adviser[s] |
| PEPs | Politically Exposed Persons |
| PG | Prosecutor General |
| PACA | Project against Corruption in Albania |
| PMU | Project Management Unit |
| SIMs | Special Investigative Means |
| TIPA | Training Institute for Public Administration |
| TL | Team Leader |

Note: The Project's DoA contains the Logical Framework which has been used fully to build up the workplan of the project's implementation and in line with the latest needs assessment covering the period of post project agreement and ensuring the Albanian's government priorities within the framework of the Project.

| Overall objective | To contribute to democracy and the rule of law through the prevention and control of corruption | | | | |
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| | Description of Action | <i>Objectively verifiable indicators</i> | Sources of Verification | Assumptions | Status of development in policy/legislation |
| Objective 1 | To enhance the implementation of anti-corruption policies and strategies (Anti-corruption Strategy and Action Plan 2007-2013) in line with GRECO and MONEYVAL recommendations and European Partnership commitments | <ul style="list-style-type: none"> ▪ Progress in fulfilment of GRECO and MONEYVAL recommendations ▪ DIACA's capacity to develop, coordinate and supervise anti-corruption policy enhanced ▪ Increased implementation of the anti-corruption strategy and action plan ▪ Legislative proposals or other policy measures agreed with project beneficiaries ▪ Increased prevention measures, reporting, investigation, prosecution and adjudication of | <ul style="list-style-type: none"> ▪ Official statistics ▪ EC progress reports ▪ GRECO and MONEYVAL evaluation and compliance reports of the Council of Europe | <ul style="list-style-type: none"> ▪ The anti-corruption strategy and action plan is the key anti-corruption policy document of the Government ▪ Political will continues to exist to take effective anti corruption measures ▪ Coordination/avoidance of duplication of activities with other international assistance projects is assured | |

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| | | <p>corruption and related money laundering offences</p> <ul style="list-style-type: none"> Increased seizure and confiscation of corruption proceeds | | | |
| Inception phase | Project is made fully operational by the end of the Inception Phase (within three months of the project commencement) | List of the project team available, contracts signed by month 2; Physical presence of the equipped project office; Availability of the inception report by end of inception phase (month 3) | Project Workplan Project Calendar of Activities Inception report; Progress reports | Commitment of the national authorities towards the objectives of the project continues to exist; Office space is available. | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 0.1. | Recruitment of project team and setting up of Project Management Unit (Tirana and Strasbourg): Team Leader (consultant); Long Term Adviser (consultant) Local Project officer (secretariat) Project Manager/Coordinator (Secretariat) | Timely recruitment of three team members (TL, LTA, LPO) and in accordance to the recruitment procedures of the organisation. | Fees Per diems International travel Interpretation and translation | Council of Europe's Project Management Unit (PMU) | |
| 0.2 | Setting up the project office | Allocation of Office from DIACA Furnished and IT Equipped Office | Service and Product Procurement | Council of Europe's Project Management Unit (PMU) Office of DIACA | |
| 0.3 | Produce and submit inception report | Final Draft of Inception Report available by end of Inception Phase Final Draft of Workplan and Calendar of Activities available by the end of Inception Phase | Inputs from TL, LPO and LTA Discussions and review of WP with main beneficiaries | Council of Europe's Project Management Unit (PMU) PACA Team DIACA Steering Committee Members | |

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| | | Inception Report containing Workplan and Calendar of activities adopted within two weeks of Start up Conference | | | |
| 0.4 | Organise a start-up conference and adopt the Project's Workplan | Start up Conference/Event Adopted Workplan Adopted Calendar | Fees Per diems Conference Services Translation/interpretations International travel | Council of Europe's Project Management Unit (PMU) PACA Team DIACA Steering Committee Members All Beneficiary Institutions and Civil Society | |
| 0.5 | Establish a pool of national and international short-term consultants for engagement in project activities | Established lists of International Experts Established list of National Experts | Selection Process/interviews and screening | Council of Europe's Project Management Unit (PMU) PACA Team DIACA | |
| 0.6 | Introduce tools and items that will ensure project's and organisation's visibility (EC/CoE) | Production of visibility items to be used throughout the project's implementation: Project's stationary Press releases and Activity Project's quarterly newsletter CoE Project's website CoE-Tirana Information Office website link and publications on project deliveries DIACA website link and publications on project's deliveries | Service Contracts Translation/interpretation Publication Dissemination | Council of Europe's Project Management Unit (PMU) PACA Team Council of Europe Information Office in Tirana DIACA Office | |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Output 1.1 | Tools and mechanisms available to ensure the implementation of the anti-corruption strategy and action | <ul style="list-style-type: none"> ▪ Risk assessments completed for 3 institutions by the end of month 18 and | <ul style="list-style-type: none"> ▪ Project reports ▪ GRECO evaluation reports | <ul style="list-style-type: none"> ▪ The anti-corruption strategy and action plan is the key anti-corruption policy | <ul style="list-style-type: none"> ▪ |

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| | <p>plan line with GRECO recommendations and good practices</p> | <p>for 2 more institutions including surveys by month 25</p> <ul style="list-style-type: none"> ▪ Annual progress report on the anti-corruption strategy available ▪ 2 Public fora held by month 25 ▪ Number of bodies and persons trained through at 12 training events by month 27 ▪ 2 Annual conferences held by month 27 ▪ 5 workshops held by month 27 ▪ Number of formal documents adopted by the beneficiaries committing them to take concrete actions. ▪ Number and quality of actions carried out by institutions under the anti-corruption strategy. ▪ International standards/best practices and GRECO findings published and disseminated ▪ Methodologies/templates provided for public administration institutions' action plans and for reporting on their implementation ▪ Training provided to contact points in public administration institutions | <ul style="list-style-type: none"> ▪ EC Progress Reports | <p>document of the Government</p> <ul style="list-style-type: none"> ▪ Political will continue to exist to take effective anti corruption measures ▪ Management and staff of the key institutions are receptive to new ideas and best practices and ready to apply them in practice | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |

| | RISK ANALYSES/SURVEYS | | | | |
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| 1.1.1 | Identify sectors and institutions for anti-corruption risk analysis, based on clear criteria such as the extent of contacts between citizens and public officials, geographical coverage or size of budget. | Working Group reports; Final report on identified sectors, institutions, and policies with recommendations for actions in line and in support to the ACS/AP for preliminary assessment by civil society. | Long-term adviser 1 Inputs from short-term consultants and civil society organizations Working groups meetings Fees Per diems Interpretation & translation | Council of Europe's Project Management Unit PACA Team DIACA Office Identified NGO and Think Tank groups | |
| 1.1.2 | Preliminary assessment (following the identification of the institutions under 1.1.1) by civil society organizations and experts of sectors and institutions identified for anti-corruption risk analysis, including identification of sources of information for risk assessments and analyses to be conducted | Workshop/working Group Meetings Evaluation and assessment sessions carried out by Civil Society and other think tank representatives to respective institutions and assessment carriers Final Assessment Report Publication of Report Dissemination of the Report | Fees International/national travels Per diems Working group meetings Interpretation & translation Publication costs | Council of Europe's Project Management Unit PACA Team DIACA Office Identified Institutions Identified NGO and Think Tank groups | |
| 1.1.3 | Conduct risk assessments and analyses of the institutions and sectors identified, and provide risk assessment methodology to DIACA | Methodology Technical Paper provided to DIACA Technical Discussion Sessions | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Working group meetings | Project Management Unit PACA Team DIACA Office Identified Institution No. 1 Identified Institution No. 2 Identified NGO and Think Tank groups | |
| 1.1.4 | Undertake targeted surveys in two of the selected institutions as a tool for the Government to determine the impact of the strategy and action plan and design appropriate policies | Two Survey Products Publication and Dissemination Public <i>Fora</i> (2 workshops) Independent outsourcing contracts | Fees International/national travel Interpretation & translation Printing /copying Publication costs Organization of 2 public fora | Project Management Unit PACA Team DIACA Office Sub-Contractors | |
| 1.1.5 | Review and analysis of results of High | Working Group Meetings | Fees | Project Management Unit | |

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| | Council of Justice and Ministry of Justice thematic inspection of Albanian courts in order to identify priority areas for training and, as appropriate, recommendations for other legislative or institutional reforms | Review and Analysis Report on Priority Areas for HCJ in view of systematic inspection; Recommendations on Legislative and Institutional Reforms Report and Recommendations Launching Session Publication and Dissemination Recommendation's Follow up session (10 months after publication of report) | International/national travel Per diems Interpretation & translation Short-term consultant inputs Publication Cost Dissemination Organisation of 2 Events | PACA Team High Council of Justice Ministry of Justice | |
| | SUPPORT IMPLEMENTATION OF ACS/AP | | | | |
| 1.1.6 | Support further development of the Anti-corruption Strategy and its Action Plan (2007-2013) by providing technical support and advice to its monitoring structures (DIACA) | Technical Papers Legal Opinions Technical Support and practical assistance Working group meetings Use of inputs and recommendations submitted by civil society organisations | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of Events | Project Management Unit PACA Team DIACA Office | Benchmark: 2010 and 2011 Action Plans elaborated, amended and updated taking into account CoE/PACA comments and recommendations. Timeline: March 2010 January 2011 |
| 1.1.7 | Assisting DIACA in developing anti-corruption workplans/policies based on the risk assessments and analyses carried out under Activity 1.1.1, Activity 1.1.2 and Activity 1.1.3 | Policy Papers Technical Papers Mentoring, peer reviews 5 workshops | Fees International travel Per diems Interpretation & translation of materials Short-term consultants' inputs Organisation of 5 workshops | Project Management Unit PACA Team DIACA Office | Benchmark: Specific policy proposals/plans approved by relevant beneficiaries on the completion of risk assessments. Timeline October 2011 February 2012 |
| 1.1.8 | Support the development of indicators | Technical Paper on the | Fees | Project Management Unit | Benchmark: |

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| | to assess/measure the implementation of the Anti-corruption Strategy, Action Plan and workplans/policies developed | Indicators to Assess and Measure the Implementation of the ACS/AP; Inclusion of Indicators in the ACS/AP Monitoring Implementation Reports Training staff of DIACA on the use of Indicators and Assessments 4 training events | International travel Per diems Interpretation & translation Printing /copying Short-term consultants' inputs Organisation of 4 training events | PACA Team DIACA Office | Indicators for implementation revised and included in Action Plan for 2011 and Action Plan for 2012 Timeline: January 2011 January 2012 |
| 1.1.9 | Assisting DIACA in improving the existing standing interagency coordination mechanism by developing and providing methodologies and standardised templates for public administration institutions on the formulation of anti-corruption action plans (including performance indicators), and reporting on implementation of specific anti-corruption related reforms. | Methodology and Standard Template Guide for Interagency Coordination 3 training events Working group meetings | Fees International travel Per diems Interpretation & translation of materials Short-term consultants' inputs Organisation of 3 Training Events. | Project Management Unit PACA Team DIACA Office All Institutions and their Contact Points as per implementation of ACS/AP inst | Benchmark: Templates developed, adopted and introduced by the reporting agencies within six months of completion of training events Timeline: January 2011 |
| 1.1.10 | Training of the contact points in public administration institutions on the interagency coordination mechanism issues. | Training Modules/Documentation Number of institutions/Contact points trained 5 training events Working group meetings | Fees International travel Per diems Interpretation & translation of materials Short-term consultants' inputs Organisation of 5 Training Events | Project Management Unit PACA Team DIACA Office All Institutions and their Contact Points as per implementation of ACS/AP institutions | Benchmark: Number of trained Contact Points; Number of Institutions that Received Training for their Contact Points; Level of Interagency Coordination Timeline: December 2011 |
| 1.1.11 | Organise a yearly event to monitor progress in the implementation of the Anti-corruption Strategy and Action Plan | Progress Monitoring Report on the implementation of ACS and AP 2 Annual conferences Working Group and Preparatory Sessions | Fees International travel Per diems Interpretation & translation Printing /copying Short-term consultants' inputs | Project Management Unit PACA Team DIACA Office All Institutions and their Contact Points as per implementation of ACS/AP institutions | |

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| | | | Organisation of 2 Annual Events | | |
| | RAISING PUBLIC AWARENESS | | | | |
| 1.1.12 | Increase awareness of international standards and best practices by publishing and disseminating relevant Council of Europe documents in Albanian language | Published and translated all CoE and other European Standards/instruments on Economic Crime, Corruption, Ethics/Conflict of Interests, financing of Political Parties, and Money Laundering. | Translation fees Publication Cost Dissemination Cost | Project Management Unit PACA Team DIACA Office | |
| 1.1.13 | Publicize and disseminate all GRECO evaluations and compliance report findings in order to raise awareness of the public and of institutions responsible for implementation of GRECO recommendations | Production of the Compilation “Albania in GRECO” Publication and Information Launching Event Technical Forums | Translation fees Publication Cost Dissemination Cost | Project Management Unit PACA Team DIACA Office All Institutions and their Contact Points as per implementation of ACS/AP NGO representatives Think-tanks | |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Output 1.2 | Proposals available for more efficient anti-corruption legislation in line with international standards | <ul style="list-style-type: none"> ▪ Analyses produced for selected areas of anti-corruption regulation ▪ Number and quality of legislative proposals produced (time lines and specifics to be negotiated during project inception phase) ▪ Number of legislative proposals officially submitted to the Government countersigned by the beneficiary ▪ Compliance matrix for legislation available by month 12 | <ul style="list-style-type: none"> ▪ GRECO Compliance Reports ▪ 3rd Round GRECO Evaluation ▪ MONEYVAL Compliance Report ▪ EC Progress Report ▪ Primary and Secondary Legislation passage by Council of Ministers or/and Parliament | <ul style="list-style-type: none"> ▪ Legislative proposals are adopted by Government and Parliament ▪ Evaluation/Assessments have taken place in due time by international monitoring mechanisms ▪ Political will to embark on policy change dialogue with respect to issues related to lifting of immunities and privileges and better regulating the financing of political parties and electoral campaigns | |

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| | | <ul style="list-style-type: none"> ▪ 11 workshops by month 26 ▪ 3 training events by month 16 ▪ Methodology and training provided on analysis of corruption risks in legislation | | | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 1.2.1 | Review the situation and applicable legislation of Albania and provide a comparative analysis of options for addressing the lifting of immunities and privileges of elected officials in cases of corruption allegations in order to yield recommendations to ensure conformity with international standards and GRECO recommendations: | Legal Opinions Comparative Analysis Paper Legal working group meetings 2 workshops/round tables | Fees International travel Per diems Interpretation & translation Printing /copying Short-term consultants' inputs Organisation of 4 events | Project Management Unit PACA Team DIACA Office Council of Ministers | <p>Benchmark: After the completion of second workshop/roundtable, Council of Ministers undertakes its policy position with regard to whether it will include legislative changes or policies as concrete steps in resolving the issue of immunities and privileges.</p> <p>Timeline: December 2011</p> |
| 1.2.2 | Provide a review of the legal and institutional framework for regulating and supervising the financing of political parties and elected representatives, including recommendations for amendments to the Law on Political Parties, and the Electoral Code as appropriate, <i>inter alia</i> in the light of Third Round GRECO Evaluation recommendations | Legal Opinions Review on the legal and Institutional Framework for regulating financing of Political Parties Legal working group meetings 2 workshops/round tables | Fees International travel Per diems Interpretation & translation Printing /copying Organisation of 2 events | Project Management Unit PACA Team DIACA Office Central Election Commission Supreme State Audit HIDAA | <p>Benchmark: After the completion of second workshop a specific proposal to amend the existing/draft new legislation or adopts policy position, taking into account CoE/PACA recommendations, is submitted to Government by HIDAA</p> <p>Timeline: March 2011</p> |
| 1.2.3 | Provide advice on amendments to relevant legislation in order to comply with recommendations of the Third | Legal Opinions Working Group Sessions | Fees International travel Per diems | Project Management Unit PACA Team DIACA Office | <p>Benchmark: Within 6 months of submission of legal opinions, Ministry of</p> |

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| | Round GRECO Evaluation concerning criminal liability and incriminations. | | Interpretation & translation Short-term consultants' input | Ministry of Justice Ministry of Finance (Directorate General for the Prevention of Money Laundering and MoF Legal Adviser's Office) | Justice includes in its proposed legislative changes or policies specific proposals to comply with GRECO recommendations Timeline: November 2010 |
| 1.2.4 | Provide assistance to HIDAA in the development of proposed amendments to legislation on conflicts of interest and declaration and audit of assets | Legal Opinions/Technical Paper Legal working group meetings Legislative and Institutional Recommendations Report Working Group Sessions | Fees International travel Per diems Interpretation & translation Short-term consultants' input | Project Management Unit PACA Team DIACA Office HIDAA Ministry of Justice Department of Public Administration | Benchmark: Within 4 months of submission of legal opinions/technical papers, Ministry of Justice reviews and includes proposed amendments to legislation on conflicts of interest and declarations and audit within its proposed legislative changes or policies Timeline: December 2010 |
| 1.2.5 | Provide a review of the current Civil Service Law and proposed amendments to it | Legal Opinions Legal working group meetings Draft Legislation Reports/Texts | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs | DIACA Office HIDAA Ministry of Justice Department of Public Administration Ministry of Interior | Benchmark: Within 10 months of submission of legal opinions, Ministry of Interior includes concrete legislative proposals among proposed legislative changes or policies taking into account CoE/PACA recommendations Timeline: March 2011 |
| 1.2.6 | Support the drafting of the necessary legislative instruments based on the results of the reviews conducted under Activities 1.2.1-1.2.5. | Draft Legislation Reports/Texts Legal working group meetings 4 legal workshops | Fees International travel Per diems Interpretation & translation Printing | Project Management Unit PACA Team DIACA Office HIDAA Ministry of Justice | |

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| | | | Short-term consultants' inputs Organisation of 4 workshops | | |
| 1.2.7 | Elaboration of a 'compliance matrix' for domestic legislation against the relevant international legal instruments signed and ratified by Albania: the Council of Europe Criminal and Civil Law Conventions, Council of Europe Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism; European Convention on Mutual Assistance in Criminal Matters | Legal Opinions Legal working group meetings Compliance Matrix 1 legal workshop | Per diems Interpretation & translation Fees International travel Short-term consultants' inputs Organisation of 2 workshops | Project Management Unit PACA Team DIACA Office Ministry of Justice Council of Ministers Office of Legal Adviser's (OLA) Ministry of Foreign Affairs Legal Adviser's office | |
| 1.2.8 | Provide a methodology for screening proposed or valid legal acts for provisions that create risks of corruption ('corruption proofing') and assistance on the drafting of guidelines or internal instructions to incorporate corruption proofing into the existing legal drafting manual. | Methodology Paper Draft of Legal Act in introducing the corruption proofing tools/obligations Legal working group meetings 2 workshops | Per diems Interpretation & translation Fees International travel Short-term consultants' inputs Organisation of 2 workshops | Project Management Unit PACA Team Council of Ministers (OLA) Ministry of Justice | Benchmark: Within 7 months of completion of second workshop, Methodology is incorporated into existing legal drafting guidelines and used by the Government bodies or its working groups when drafting legal acts Timeline: June 2011 |
| 1.2.9 | Provide training on corruption proofing for officials in institutions of public administration responsible for drafting legal acts | Methodology Paper Draft of Legal Act in introducing the corruption proofing tools/obligations 3 Training Events | Per diems Fees International travel Interpretation & translation Short-term consultants' inputs Organisation of 3 Training Events | Project Management Unit PACA Team Council of Ministers (OLA) Ministry of Justice Other Offices of Legal Adviser of other institutions involved | |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |

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| <p>Output 1.3</p> | <p>Proposals available to improve legislation and practice and increase the efficiency of the key institutions with regard to the search, seizure and confiscation of proceeds from crime and prevent money laundering and the financing of terrorism</p> | <ul style="list-style-type: none"> ▪ Proposal for rules and regulation on criminal assets available by month 12 ▪ Study on the consistency of AML/CFT legislation available by month 12 ▪ Number and quality of legislative proposals produced ▪ Number of legislative proposals officially submitted to the Government countersigned by the beneficiary ▪ Number of legislative proposals approved by the Government ▪ Four sets of guidelines available by month 11 ▪ 6 workshop events carried out by month 20 ▪ 4 training events carried out by month 25 ▪ At least 2 Study visits carried out by month 15 to establish cooperation and information exchange practices in the field of the subject matter as well as initiate cooperation and MOUs if possible. | <ul style="list-style-type: none"> ▪ Texts of the draft legislation ▪ Official documents ▪ Progress reports ▪ Assessment reports | <ul style="list-style-type: none"> ▪ Legislative proposals and regulations are adopted by Government and Parliament or the respective body | |
| | <p>Activities</p> | <p>Expected Outputs</p> | <p>Inputs</p> | <p>Institutions Involved/Responsible</p> | |
| <p>1.3.1</p> | <p>Review the new legislation related to money laundering, financing of terrorism seizure and confiscation of proceeds of crime for its internal consistency and functionality in the</p> | <p>Legal Opinions Review Report 2 legal drafting workshops</p> | <p>Fees International travel Per diems Interpretation & translation</p> | <p>Project Management Unit PACA Team Ministry of Finance Directorate for Prevention of Money Laundering</p> | <p>Benchmark: Within 6 months of completion of second workshop, recommendations from legal opinions/review report are</p> |

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| | light of relevant treaty obligations and Albanian judicial practice in the interpretation of search and seizure of crime proceeds and their procedural provisions. | | Short-term consultants' inputs Organisation of 2 events | Ministry of Justice High Court of Justice Prosecutor General's Office Ministry of Interior (Internal Control Service, State Police) | included within proposed legislative changes or policies of relevant line ministries Timeline: February 2011 |
| 1.3.2 | Support the drafting of proposals/regulations on basis of MONEYVAL recommendations and reviews conducted under 1.3.1 to improve the new Law on the Prevention of Money Laundering and its implementation as recommended through the suggested MONEYVAL's progress report action plan. | Legal Opinions Legislative Proposal Report Legal working group meetings 2 legal drafting workshops | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 workshops | Project Management Unit PACA Team Ministry of Finance Directorate for Prevention of Money Laundering Ministry of Justice Prosecutor General's Office Ministry of Interior (Internal Control Service, State Police) | Benchmark: Within 3 months of completion of second workshop proposed legislative changes or policies of relevant line ministries include recommendations from legal opinions Timeline: April 2011 |
| 1.3.3 | Support the development of guidelines (if necessary including rules of ethical conduct) and tailored methodologies for investigations of economic crime (including corruption) and the tracking of the proceeds from crime, by the use of special investigative means (SIMs) | Guidelines and Methodology Report 1 training event/workshop Working group sessions 1 study visit | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 1 event Organisation of a Study Visit for 12 persons | Project Management Unit PACA Team Ministry of Finance Directorate for Prevention of Money Laundering Ministry of Interior Ministry of Justice Prosecutor General's Office | Benchmark: Within 6 months of completion of training/study visit Guidelines are adopted by the General Prosecutor's Office and used in practice Timeline: November 2010 |
| 1.3.4 | Support the development of guidelines on the detection of money laundering (including typologies of operations) involving persons and institutions subject to duties to report suspicious transactions, including private accountants and auditors as provided through MONEYVAL recommendations. | Guidelines on Detection and Typologies 2 training events Working groups sessions | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 events | Project Management Unit PACA Team Ministry of Finance Directorate for Prevention of Money Laundering Ministry of Justice Prosecutor General's Office Ministry of Interior (Internal Control Service, State Police) | Benchmark: Within 5 months of completion of training Guidelines are adopted by Ministry of Finance and used in practice Timeline: December 2010 |
| 1.3.5 | Support the development of guidelines | MOU Guidelines report | Fees | Project Management Unit | Benchmark: |

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| | on the implementation of MOUs for persons and institutions subject to duties to report suspicious transactions and those of the Politically Exposed Persons (PEPs) category when conducting financial and economic crime investigations, to enable improved implementation of the Memorandum of Understanding between HIDAA and the FIU and in line with MONEYVAL recommendations. | 1 training event 1 study visit | International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 1 training Organisation of 1 study visit | PACA Team Ministry of Finance Directorate for Prevention of Money Laundering Ministry of Justice Prosecutor General's Office Ministry of Interior (Internal Control Service, State Police) | Within 5 months of completion of training, Guidelines are adopted by Ministry of Finance Directorate for Prevention of Money Laundering and MOUs are implemented using the guidelines Timeline: February 2012 |
| 1.3.6 | Provide training to entities with obligations to report suspicious transactions on the detection of suspicious transactions, with particular emphasis on developing a risk-based approach and client profiling techniques in accordance with the DPML Action Plan. | Training Modules 1 training event | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 1 training event | Project Management Unit PACA Team Ministry of Finance Directorate for Prevention of Money Laundering Ministry of Justice Identified Entities (TBC by DPML) | Benchmark: Number of entities' representatives trained Number of Suspicious transactions being identified and reported in comparison with 2008 and 2009 years. Timeline: December 2010 |
| 1.3.7 | Support the development of guidelines and methodologies for international cooperation relating to cross border confiscation of crime proceeds regard to specific criminal proceedings | Guidelines and Methodology Report 2 workshops 1 Study Visit | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 workshops Organisation of 1 Study Visit | Project Management Unit PACA Team Ministry of Justice Prosecutor General's Office Ministry of Interior (Internal Control Service, State Police) | Benchmark: Within 5 months of completion of second workshop, Guidelines are adopted by the beneficiaries and used in specific cases Timeline: February 2012 |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Output 1.4 | Participation of civil society organizations in the promotion and monitoring of the implementation of anticorruption initiatives, and | <ul style="list-style-type: none"> ▪ Local expertise produces recommendations and consultation for at least 3 legal initiatives by month | <ul style="list-style-type: none"> ▪ Progress reports ▪ Official documents ▪ Press coverage ▪ Calendar of events | <ul style="list-style-type: none"> ▪ The Civil Society and government are willing to cooperate in finding agreed | |

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| | conducting independent periodic and thematic surveys is increased | 18th <ul style="list-style-type: none"> 10 Public debate activities (fora, seminars, workshops and TV debates) held by month 29. 2 Events to assist the establishment of the NGO coordination mechanism/network held by month 14. | | solutions in the implementation of preventive anti-corruption measures. | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 1.4.1 | Provide recommendations and facilitate public consultations and debates organized with NGOs on anti-corruption reforms aimed at supporting legal and institutional anticorruption initiatives | Recommendations and Consultations Reports 10 public debates | Fees Per diems Interpretation & translation Short-term consultants' inputs Organisation of 10 events | Project Management Unit PACA Team DIACA NGO Community representatives Think-tanks | |
| 1.4.2 | Assist in the establishment of a mechanism (network) for coordinating information exchange and activities for NGOs active in the area of anti-corruption policy | Network Contact List and Activity Agreements 2 events | Fees Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 events | Project Management Unit PACA Team DIACA NGO Community representatives Think-tanks | |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Output 1.5 | Human capacities of anti-corruption and law enforcement agencies and the judiciary enhanced to ensure that they efficiently meet their obligations under applicable laws and apply international best practices. | <ul style="list-style-type: none"> Number of persons trained Physical existence of training plans Number of trainers trained Level of satisfaction with the training offered 10 Continued Legal | <ul style="list-style-type: none"> List of trainers List of training participants Training assessments forms filled in Feedback from trainees on practical application of the acquired knowledge | <ul style="list-style-type: none"> Staff of key agencies available and ready to follow training Management of the key institutions co-operates on the development of training plans | |

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| | | <p>Education Courses delivered</p> <ul style="list-style-type: none"> ▪ 23 training events held by month 28 ▪ 2 Study Visits by month 25 ▪ 1 Media Campaign Event by month 12 | | | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 1.5.1 | Support the elaboration and implementation of training plans (and training materials) on Conflict of Interests and Auditing for HIDAA inspectors and other relevant officers and by training the core group of local trainers. | <p>2 training Modules</p> <p>Enhanced Training Plans</p> <p>Number of Trained Trainers</p> <p>Working group meetings</p> <p>3 training events for trainers, one of which prepared by the local trainers</p> | <p>Fees</p> <p>International travel</p> <p>Per diems</p> <p>Interpretation & translation</p> <p>Short-term consultants' inputs</p> <p>Organisation of 3 events</p> | <p>Project Management Unit</p> <p>PACA Team</p> <p>Training Institute for Public Administration (TIPA)</p> <p>Ministry of Interior</p> <p>HIDAA</p> | <p>Benchmark:</p> <p>Within 4 months of completion of training Modules are approved and incorporated into TIPA curricula</p> <p>Timeline:</p> <p>March 2011</p> |
| 1.5.2 | Support HIDAA's Public relations Department in organising media campaign with regard to issues of preventing and controlling conflict of Interests. | <p>1 training event for the Public Relations Department</p> <p>1 media campaign event</p> <p>Publications</p> <p>Media Advisory and other campaign event related activities</p> | <p>Fees</p> <p>International travel</p> <p>Per diems</p> <p>Interpretation & translation</p> <p>Short-term consultants' inputs</p> <p>Organisation of 1 training event</p> <p>Organisation of 1 Media Campaign event</p> | <p>Project Management Unit</p> <p>PACA Team</p> <p>HIDAA</p> <p>TIPA</p> | |
| 1.5.3 | Support HIDAA on elaboration of guidelines which will lead to improvement in the maintenance, management and/or sharing of public databases and enhanced cooperation with the FIU and other relevant agencies and/or databases (including international as appropriate) in 3 areas (Components) selected from the following and other relevant areas: | <p>Manual of Guidelines on 3 selected Components</p> <p>3 Working Groups</p> | <p>Fees</p> <p>International travel</p> <p>Per diems</p> <p>Interpretation & translation</p> <p>Short-term consultants' inputs</p> <p>Organisation of 3 events</p> | <p>Project Management Unit</p> <p>PACA Team</p> <p>HIDAA</p> <p>Training Institute for Public Administration</p> <p>Agencies responsible for 3 Components selected</p> | <p>Benchmark:</p> <p>Within 6 months of completion of working groups, Guidelines are adopted by the relevant agencies and applied in practice</p> <p>Timeline:</p> <p>September 2011</p> |

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| | <ol style="list-style-type: none"> 1. Immovable Property database 2. Customs database 3. Tax database 4. Vehicle registration database 5. Database of ALUIZNI (Agency for Legalisation, Urbanisation and Integration of Informal Zones and Buildings) | | | | |
| 1.5.4 | <p>Support the School of Magistrates, former Police Academy structure and other relevant training units in elaboration and implementation of training plans (both in terms of training methods and content) for the law enforcement agencies (including Ministry of Interior Internal Control Service), prosecutors, judges on the following subject matter areas:</p> <ol style="list-style-type: none"> 1. Investigation of Corruption; 2. Investigation of Money Laundering; 3. Tracking Proceeds from Crime--Search and Seizure of Crime Proceeds aspects and International cooperation on these matters. | <p>3 training manuals/modules Working group meetings 6 (2 day) training events for trainers 4 (2 day) training event prepared by the local trainers</p> | <p>Fees Short-term consultants' inputs International travel Per diems Interpretation & translation Publication of Manuals in both languages (English and Albanian) Organisation of 10 training events</p> | <p>Project Management Unit PACA Team School of Magistrates Prosecutor General's Office Police Formation Centre Ministry of Interior (Internal Control Service)</p> | <p>Benchmark: By end of project Training manuals/modules are adopted for use in future trainings and draft calendar of trainings is prepared</p> <p>Timeline: February 2012</p> |
| 1.5.5 | <p>Support the provision of foreign literature, of exchange of information and experiences on pedagogical adult training skills for the School of Magistrate's trainers through organisations of Study Visits and Training events of analogous institutions in Europe.</p> | <p>2 inter-agency study visits International magistrate training institutions to be determined later on based on previous contacts and relations of the Albanian Magistrate School</p> | <p>Fees International travel Per diems Interpretation & translation Organisation of 2 study visits Purchase of international literature and legal research programmes</p> | <p>Project Management Unit PACA Team School of Magistrates 2 analogous European Institutions to be identified</p> | |
| 1.5.6 | <p>Provide training for HIDAA inspectors, ASCA officials and other relevant law</p> | <p>Training Module Number of Trained Customs</p> | <p>Per diems Interpretation &</p> | <p>Project Management Unit PACA Team</p> | <p>Benchmark: Within 4 months of completion</p> |

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| | enforcement officials (including customs and tax officials, prosecutors and judicial police) with responsibilities for seizing/confiscating assets, with regard to i) investigations of corruption and economic crime offences, ii) investigation of money laundering and terrorism financing offences, and iii) tracking proceeds from crime; and iv) training trainers | Officers and Law enforcement Certificates of Training 3 training events 1 'train the trainers' event with three components. | translation Fees International and national travel Short-term consultants' inputs Organisation of 4 events | HIDAA TIPA Ministry of Finance ASCA Ministry of Interior Prosecutor General's Office | of training, Training Module is incorporated into TIPA curricula and used Timeline: January 2011 |
| 1.5.7 | Provide guidelines and training for private accountants and auditors on how to identify signs of corruption and its proceeds and report such findings, as part of their professional activities through TIPA curricula and training development programme based on agreement between TIPA and relevant professional associations | Manual of Guidelines available Number of accountants and auditors trained Professional training attestation certificate 1 training Event | Fees International travel Per diems Interpretation & translation Organisation of 1 training event | Project Management Unit PACA Team TIPA Ministry of Finance | Benchmark: Within 4 months of completion of training Guidelines are approved, incorporated into TIPA curricula and used in practice Timeline: August 2011 |
| 1.5.8 | Provide training to local government officials on ethics and implementation of the Law on Conflict of Interest through TIPA curricula and train the trainer's development programme. | Training Manual/Module Available Number of local government centres being trained Number of local government officials being trained 6 training events in different regions of Albania | Fees International and national travels Per diems Interpretation & translation Organisation of 6 training events in different regions of Albania | Project Management Unit PACA Team TIPA Ministry of Interior and Local Government 6 Local Government Offices to be identified through the Local Government Association | Benchmark: Within 3 months of completion of training, Training Manual/Module incorporated into TIPA curricula Timeline: September 2011 |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Objective 2 | Contribute to the prevention of corruption in the education sector by improving transparency, accountability and social | <ul style="list-style-type: none"> ▪ New policy framework available for preventing corruption in the education sector | <ul style="list-style-type: none"> ▪ Policy Framework Document ▪ Policy documents, legislation or other | <ul style="list-style-type: none"> ▪ The government authorities are willing to implement and introduce the | |

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| | participation in the education system | <ul style="list-style-type: none"> ▪ Policy steps/initiatives taken to reduce risks of corruption in the education sector ▪ Education curricula modified to reduce risks of corruption in society | <ul style="list-style-type: none"> binding norms initiated ▪ Policy documents, legislation or other binding norms approved ▪ Documented anti-corruption components of civics education modules | <ul style="list-style-type: none"> suggested frameworks and tools and apply their actions in line with these standards ▪ Coordination/avoidance of duplication of activities with other international assistance projects is assured | |
| Output 2.1 | Risk analyses carried out and awareness raised with regard to opportunities of corruption in the education system | <ul style="list-style-type: none"> ▪ Results of risk analyses available by month 13 ▪ 2 workshops by month 25 ▪ Publication and dissemination of results by month including 2 public events by month 22 ▪ Recommendations for improvement available by month 25 ▪ Follow up report on risks available by month 28 | <ul style="list-style-type: none"> ▪ Risk Analysis Documents ▪ Published Risk Analysis ▪ Policy Recommendations Paper ▪ Policy Recommendations follow up Report | <ul style="list-style-type: none"> ▪ The results of the risk analyses are accepted and the methodology is applied in the future | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 2.1.1 | Conduct risk analysis to identify corruption risks within the education system, including but not limited to the following areas: governance and financing; personnel policy including status, recruitment, promotion, evaluation and regulation of conduct; procurement/evaluation of textbooks; the education process (admissions, teaching, tests and exams, marking/grading, private tutoring); mechanisms of redress (including complaints mechanisms) | Risk Analysis Document Working group meetings 1 technical workshop in introducing risks analysis results and reviewing shortcomings | Fees International national travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 1 workshop | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | |

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| 2.1.3 | Publication, dissemination and public raising of awareness on the results of analyses and assessment report | Risk Analysis Publication 2 public events | Fees International travel Per diems Interpretation & translation Organisation of 2 public events Publication cost | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | |
| 2.1.4 | Peer discussion on identification of recommended actions and possible solutions for policy makers based on the results of the analysis and assessment report | Policy Recommendations Paper 1 Technical Workshop Minutes of the Workshop and Agreed terms of policy change/review | Fees International travel Per diems Organisation of 1 workshop Interpretation & translation | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Policy recommendations included by Ministry of Education within its proposed legislative changes or policies Timeline: February 2012 |
| 2.1.5 | Evaluation/follow up on the risk assessment issues as identified at the initial report in order to determine progress made (prior to the end of project). | Policy Recommendations Follow up/monitoring Papers Working group meetings | Fees International travel Per diems Interpretation & translation | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |
| Output 2.2 | Mechanisms available to increase integrity and regulate conflicts of interest with regard to the administration of staff in the education system | <ul style="list-style-type: none"> ▪ Assessment report on ethics framework (including disciplinary measures) by month 10 ▪ 4 workshops held by month 20 ▪ Review to improve draft Code of Conduct available by month 20 ▪ Policy options for human resources management by month 20 ▪ 3 Legal Opinions on draft legislation and guidelines for quality | <ul style="list-style-type: none"> ▪ Texts of the assessment report and code of conduct ▪ Texts of policy options ▪ Text of legislative drafts ▪ Progress reports | <ul style="list-style-type: none"> ▪ The authorities are willing to follow-up on measures and policy options. ▪ Legislative proposals will be adopted by Government and Parliament | |

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| | | control and regulating private tutoring available by month 24 | | | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 2.2.1 | Identification of policy options for introducing criteria and standardised procedures for the recruitment, appointments and promotion of teachers and other educational staff, | Policy Options Paper 2 workshops Working group meetings | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 workshops | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Within 6 months of completion of workshops Ministry of Education includes a specific policy option within its proposed legislative changes or policies Timeline: October 2011 |
| 2.2.2 | Providing a review of the draft Code of Conduct for Teachers and as relevant the draft Order of Teachers in the education sector and assessment on disciplinary measures for educational staff. | Review of the draft Code and draft Order as relevant 2 workshops Working group meetings | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organisation of 2 workshops | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Within 6 months of completion of workshops, the Draft Code of Conduct (and Order of Teachers as relevant) adopted by Ministry of Education Timeline: October 2011 |
| 2.2.3 | Elaboration of preventive anti-corruption legislation/secondary legislation and guidelines for licensing, regulating and controlling private education institutions including private tutoring | 3 legal opinions Working Group meetings | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Within 6 months of submission of legal opinions Ministry of Education includes specific policies based on legal opinions within its proposed legislative changes or policies Timeline: February 2012 |
| | Description of Action | Objectively verifiable indicators | Sources of Verification | Assumptions | |

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| Output 2.3 | Development of anti-corruption education modules for primary and secondary schools | <ul style="list-style-type: none"> ▪ Anti-corruption education modules available by month 15 ▪ Modules introduced for piloting in 4 schools by month 22 ▪ 2 workshops introducing the modules for piloting held by month 22. | <ul style="list-style-type: none"> ▪ Texts of the anti-corruption education modules ▪ Text of legislative drafts ▪ Progress reports | <ul style="list-style-type: none"> ▪ The authorities are willing to incorporate the modules in school curricula | |
| | Activities | Expected Outputs | Inputs | Institutions Involved/Responsible | |
| 2.3.1 | Developing a framework of anti-corruption terms, governance and ethics concepts to be included to the existing civic values education programmes | Proposed framework Working Group Meetings Follow up Report | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Ministry of Education approves the framework within 2 months of submission of report Timeline: January 2011 |
| 2.3.2 | Developing modules of anti-corruption education for inclusion in civics education at primary and secondary schools study programmes | Modules available and ready for inclusion in civics education programmes | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Publication costs | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | |
| 2.3.3 | Piloting the use of the anti-corruption education module/s | 2 workshops Modules included in civics education programmes Follow up report | Fees International travel Per diems Interpretation & translation Short-term consultants' inputs Organization of 2 workshops | Project Management Unit PACA Team Ministry of Education Institute of Curricula Institute of Training | Benchmark: Modules are piloted in 2012 school year Timeline: February 2012 |

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