



**THE STEERING COMMITTEE¹ (SC)
PROJECT AGAINST CORRUPTION IN ALBANIA – PACA**

I. SC MEMBERSHIP/PARTICIPATION

The Steering Committee of PACA Project consists of the following institutions who have designated a permanent member to represent their institution during the life of Project Implementation:

- (1) Department of Internal Administrative Control and Anti-corruption (DIACA)–Main Counterpart
- (2) High inspectorate for Declaration and Assets and Audit (HIDAA)
- (3) Ministry of Education
- (4) Ministry of Interior
- (5) Ministry of Justice
- (6) General Prosecutor Office
- (7) High Council of Justice
- (8) Department for Money Laundering Prevention
- (9) EU Delegation to Albania
- (10) Council of Europe (PACA Team Members and HQ Management).

The Steering Committee meetings will also involve other relevant authorities related to project results and activities. The SC will be jointly chaired by the Project Director (as designated by Main Counterpart Institution, that is DIACA Director, and a Representative of the EC Delegation.

II. SC RESPONSIBILITIES

The Steering Committee of PACA project, will take strategic decisions and supervise the proper implementation of the project. The SC during its meetings and deliberations will address the major problems that the project might face. The responsibilities of the Steering Committee are the following:

- a) To make an assessment of emerging needs for sound project implementation;
- b) To approve the overall work plan and the annual work plans;
- c) Recommend strategies in the light of national anti-corruption priorities;
- d) To make recommendations on the translation of newly developed strategies into policy;
- e) To conduct reviews of project reports and other documentation;
- f) To conduct a final review of the implementation; and
- g) To recommend strategies for sustainability and follow up activities;

¹ This sheet contains information with regard to Terms of Reference, Membership and Suggested Calendar of Meetings for the Steering Committee of PACA project. All the information contained in this sheet is according with provisions and terms under the Project's Financial Agreement and more specifically Special Conditions' Description of Action and of General Conditions.

III. SC MEETINGS AND CALENDAR

The Steering Committee shall be called to meet at the beginning of the project and **at least once every six months** and whenever such need arises. In addition to the six-monthly SC meetings, the Project Director, representatives of the EC Delegation and Council of Europe and long-term advisers will meet **at three-monthly intervals** to discuss urgent issues to be addressed. The following is the tentative Calendar of Regular SC Meetings and Deadline of Submission of Reports in accordance to the Financial Agreement of the CoE, DIACA, and EU Delegation:

Type of the Report	Submission to DIACA	Submission to COE Secretariat	Submission to EU Delegation	Steering Committee Meetings	Number of Regular SC Mtgs
Inception Report	15 November 2009	30 November 2009	15 December 2009	15 Dec 2009	1st SC Meeting
Monthly Reports	2nd of e/a month	4th of e/a month	5th of e/a month		
1st Progress Report	15 Feb 2010	19 Feb 2010	1 March 2010	26 Feb 2010	2nd SC Meeting
1st Financial Report	n/a	20 February 2010	1 March 2010		
2nd Progress Report	16 August 2010	23 August 2010	1 September 2010	31 Aug 2010	3rd SC Meeting
2nd Financial Report	n/a	23 August 2010	1 September 2011		
3rd Progress Report	14 Feb 2011	19 Feb 2011	1 March 2011	28 Feb 2011	4th SC Meeting
3rd Financial Report	n/a	25 Feb 2011	1 March 2011		
4th Progress Report	15 August 2011	22 August 2011	1 September 2011	31 August 2011	5th SC Meeting
4th Financial Report	n/a	25 August 2011	1 September 2011		
Final Narrative Report	23 March 2012	6 April 2012	30 April 2012	28 Feb 2012	6th SC Meeting
Final Financial Report	n/a	30 March 2012	30 April 2012		

IV. LIST OF PERMANENT DESIGNATED SC MEMBERS FROM THE ALBANIAN INSTITUTIONS

Name	Institution/Position	Main Nominee	Substitute	Address/Phone/Email
Mr. Ivi Kaso Chairman of SC	DIACA Director	X		Council of Ministers Building, Blv. Dëshmorët e Kombit, Nr.1, 1000 Tirana, Albania +355 4 2277362 (Office) ikaso@km.gov.al
Ms. Helena Papa	DIACA Inspector		X	Council of Ministers Building, Blv. Dëshmorët e Kombit, Nr.1, 1000 Tirana, Albania hpapa@km.gov.al
Ms. Rozana Rrgallina	HIDAA Advisor	X		Rr. Reshit Çollaku, Tirana, Albania +355 4 222 8516 (Fax) rozarta@hidaa.gov.al
Mr. Jovan Kristiqi	Ministry of Education and Science Curricula Director	X		Rr. e Durrësit, Nr. 23 Tirana, Albania 355 69 2203 275 (Mobile) jkristiqi@mash.gov.al
Ms. Ujëvara Elezaj	Council of Ministers Department for Strategy and Donor Coordination (DSDC) Coordinator	X		Council of Ministers Building, Blv. Dëshmorët e Kombit, Nr.1, 1000 Tirana, Albania +355 4 2277373 (Office) uelezaj@km.gov.al
Mr. Shpëtim Muçollari	Ministry of Interior Director of Economic Crime, Corruption, AML Dir, Investigation Dpt, State Police	X		General Directorate of State Police, Blv. Bajram Curri, Tirana, Albania
Ms. Marsida Xhaferllari	Ministry of Justice Department of Codification/Director	X		Blv Zogu I, Tirana, Albania mxhaferllari@justice.gov.al
Mr. Arben Ndoci	Ministry of Justice Department of Judicial Inspection		X	Blv Zogu I, Tirana, Albania andoci@justice.gov.al
Mr. Arben Kraja	Prosecutor's General Office Head of Economic Crime& Corruption	X		Rr. Qemal Stafa, Nr. 1, Tirana, Albania akraja@pp.gov.al
Mr. Selim Kryeziu	High Council of Justice Inspector	X		Blv Zogu I, Tirana, Albania +355 4 280834 (office) selimkryeziu@yahoo.fr
Mr. Agim Ismaili	Ministry of Finance / Directorate General for Prevention of Money Laundering	X		Rr. Dora d'Istria Nr. 2, Tirana, Albania aismaili@fint.gov.al