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Directorate General I – Legal Affairs  
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Programme against Corruption and Organised Crime in South-eastern Europe (PACO)  
Implementation of Anti-corruption Plans in South-east Europe (Impact)

**PILOT ACTIVITY FOR ALBANIA: FINALISATION OF CASE MANAGEMENT FORMS**

**CELLE, LOWER SAXONY, GERMANY**



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**The views expressed in this technical  
report do not necessarily reflect official  
positions of the Council of Europe**

## **1 BACKGROUND**

### **1.1 Justification of Pilot Activity Visit**

Recommendations and the expert opinion on "Improving case management and information tracking aimed at preventing corruption within prosecutorial system", as provided within the framework of PACO Albania 2 Project, represent now the basis of a Pilot Activity within PACO Impact project. This pilot activity will assist the Prosecutor's General Office in introducing a new case management system by launching an institutional and provisional acts (secondary legislation) that aim at enhancing the accountability of case tracking, monitoring, reporting and control mechanisms by supporting and allowing an efficient and accurate final reporting and analysis of crime and case management.

In view of the Pilot Activity on "Improvement of the Case Management System in Albania aimed at preventing corruption within the prosecutorial services, it was decided that the finalisation of the Case Management take place during a study visit and its workshop sessions in Celle, Lower Saxony, Germany.. The visit and the discussions took place at the Federal Prosecutor's General Office in Celle, and the District Office in Luneburg, from 30 June - 1 July 2005.

The visit team was composed of the Albanian Working Group (six members), two Council of Europe experts, Ms. Elizabeth Nochlin, District Prosecutor in Manhattan, New York, USA, and Mr. Harald Range, General Prosecutor of Lower Saxony, Germany. Mr Range's offices were also the host offices of the Albanian delegation. In addition two members of the Council of Europe secretariat, Ms. Ardita N. Abdiu, PACO Impact Project Manager, Crime Problems Division of the Directorate of Legal Affairs and Ms. Eridana Çano, PACO Impact Local Project Officer for Albania, Crime Problems Division of the Directorate of Legal Affairs participated and assisted during this Study Visit.

### **1.2 Objective**

During the visit the aim was to provide, discuss and practically create the opportunity to finally agree on the basic guidelines, and initiate expertise exchanges as well as practical examples for an appropriate start-up of the Master Plan of using the reformed and proposed new system. The following issues/topics were discussed and addressed during this visit:

1. Guidelines and tools: Issues of operational and implementation aspects regarding case management were shared with other experts in the field, to better understand the whole case management process as well as to provide guidance for the reform.
2. Forms and centralised database: These are two main tools providing basic information needed to monitor the work performed in the system as well as serve to increase transparency and provide reliable and updated data. The finalization of the standard forms will be the first step in moving forward to implementation of the Master Plan and ensuring an efficient and effective process.

## **2 ISSUES OF CONCERN**

The main issues discussed among the Working Group, experts and representatives of the prosecutorial services in Lower Saxony were related to the best practices of the German system and their possibility of application in the Albanian prosecutorial system as well as future expected steps for the implementation of these new forms.

During the first day the working group members reviewed and consulted the existing proposed forms in light of the latest changes recommended during the previous working sessions held in Albania, and of the two Council of Europe experts who participated at this workshop. Certain changes were

discussed and then agreed in terms of adding two more new forms, and inclusion of additional information. In the end of the day, the working group and the Council of Europe experts agreed on the final changes and adjustments that ought to be taking place in the existing forms. Thus, the final report containing these revised forms is expected to be presented soon to the Prosecutor General for his formal approval and implementing instructions (acts) will be presented now in the updated Action Plan of the Pilot Activity.

During a part of the first day, and in its second day the working group also visited and was presented and informed of all relevant practical arrangement of case reporting, monitoring, and management at two level offices: the Federal Prosecutors' Office in Celle, and the District Prosecutors' Office in Luneburg. More specifically the members of the working group were introduced the following systems and their legal frameworks:

- Forms and models on case reporting, assignment, monitoring, and management throughout different instances;
- The modus of following up and reporting of the final status of the cases in the hierarchic position;
- The running and the technology of the Case Management Data Base (centralised and local ones);
- The procedure and the legal framework of the entire process of Confiscation of Crime Proceeds; and
- The practical and regulatory arrangements of handling crime proceeds, especially the financial aspects of the financial incomes at the Office of Prosecutor General.

In addition to that, practical issues such as the different steps that the process of case management is implemented, use and adaptation of standard forms, identification of training, human resources and other resources were discussed.

The visit helped in better understanding of the whole case management process as well as providing guidance for the reform. In this way twining and partnership was envisaged as a possibility that will ensure the proper implementation of the Pilot Activity.

### **3 CONCLUSIONS AND SUGGESTED WAY FORWARD**

With reference to the way forward and in light of discussion sessions held the following conclusions were drawn:

- Final Review and approval of the "Standard Forms" by the inclusion of the recent proposals from the working group;
- Presentation of the Final Master Plan for the New System of Case Management to the Prosecutor General of Albania for approval;
- Issuance of an Order of the Prosecutor General of Albania on the implementation of the New Case Management and its normative acts that regulate the process ahead; and
- Setting up of the centralised database which is expected to process the standard in coming forms from all prosecutorial levels which is hoped to be serving as the main tool in the process of case tracking, monitoring, reporting and analysis.

In addition to this, the working group and the Federal Office of Prosecutor General, (Celle) also took upon the offer from the host offices that all models and forms as introduced and presented during these two days (not only those related to case management), will be send as model packages to Albania for potential considerations in view of other necessary reforms (especially management in general), that need to take place at the Offices of Prosecutors in Albania.

A special interest was shown with regard to all legal and practical frameworks in handling the confiscated proceeds from crime; a system which does not run or exist efficiently in Albania, even the legislation is in place.

The Federal General Prosecutor of Lower Saxony (Celle), also offered to look upon the possibilities of seeking some funding through European Commission or Council of Europe voluntary contributions in seeking the possibility of establishing a twining partnership between his offices and the Office of Prosecutor General of Albania aimed at two areas: cooperation and exchange of practices in the field of confiscation of crime proceeds, and the one of mutual assistance in criminal matters.

#### **4 RECOMMENDED STANDARD FORMS**

The following forms (see annexes attached) are the recommended reporting format for and to the Office of the Prosecutor General.

- Annex 1: Form of Reporting Criminal Offence by Judicial Police (Confidential)
- Annex 2: Form of Registering the Investigation in Prosecution Office (Confidential)
- Annex 3: Form of the Investigation Progress (Confidential)
- Annex 4: Form of Completing the Investigation from Officer of Judicial Police (Confidential)
- Annex 5: Form of Completing the Investigation from Prosecutor (Confidential)
- Annex 6: Form of Completing the Case in First Instance Court (Confidential)
- Annex 7: Form of Completing the Case in Appellate Court (Confidential)
- Annex 8: Form of Executing the Criminal Decision (Confidential)

CONFIDENTIAL

**FORM OF REPORTING THE CRIMINAL OFFENCE BY JUDICIAL POLICE**

JUDICIAL DISTRICT: X  
No, YEAR OF REGISTERED CASE: 0 0

Name of Assigned Judicial Police Officer:  
Date of Assignment to Judicial Police Officer:  
Date of this Report:  
Name of Prosecutor Assigned in the Investigation:

**INFORMATION ON THE PERSON TO WHOM THE CRIMINAL OFFENCE IS CHARGED**

Name of Person/s to whom CO is charged	Address & Tel. No.	Age
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

**OCCURENCE/DENOUNCEMENT date/time/location**

\_\_\_\_\_

**FACTS OF THE CASE**

\_\_\_\_\_

**CIRCUMSTANCES OF THE ARREST**

\_\_\_\_\_

### EVIDENCES

Items recovered	Person who recovered the Items	Location of the Recovered Item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Witness of Crime	Address & Tel No of Witness (briefly)	Observation of Witness
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Seized Items	Location of Item
_____	_____
_____	_____
_____	_____

### SUMMARY OF THE STATEMENT BY THE PERSON UNDER INVESTIGATION/ACCUSED (if any)

*Include circumstances of taking the statement*

--

**Officer of Judicial Police who conducted the first investigation (signature):** \_\_\_\_\_

*Note: The forms are in two copies and the Report of Criminal Offence in Prosecution Office will be attached. One of the copies will be included in prosecutor's dossier of the case and the other copy should be sent from the prosecutor to Prosecutor's General Office, within 2 days starting from reporting date.*

**FORM OF REGISTRING THE INVESTIGATION IN PROSECUTION OFFICE**

JUDICIAL DISTRICT: X  
 No, YEAR OF REGISTERED CASE: 0

Name of the Assigned Prosecutor:  
 Date of Assignment to Prosecutor:  
 Name of the Assigned Officer of Judicial Police:  
 Date of Assignment of the Officer of Judicial Police:  
 Date of this Report:

**SUSPECT/ACCUSED INFORMATION**

Name of Suspect/Accused	Address and Tel. No.	Age
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

**OCCURRENCE/DENOUNCEMENT date/time/location**

\_\_\_\_\_

**Security Measures for the Suspect/Accused (if any)**

Name	Measure Taken	Judge's Name
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

**FACTS OF CASE**

\_\_\_\_\_



**SUMMARY OF EVIDENCES**

--

**CRIMES TO BE CHARGED**

<ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li><li>• _____</li></ul>
---

**LIST OF SUSPECT'S PRIOR CRIMINAL HISTORY (if any)**

Prior Conviction (s):	Date(s):
• _____	_____
• _____	_____
• _____	_____
• _____	_____

Prosecutor who conducts the investigation (signature): \_\_\_\_\_

Approved by the Chief Prosecutor: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: The forms are in two copies. One of the copies will be included in the prosecutor's dossier of the case and the other copy should be sent to Prosecutor's General Office, within 3 days starting from the date of registering the case.*

**FORM OF THE INVESTIGATION PROGRESS**

JUDICIAL DISTRICT:

No, YEAR OF THE REGISTERED CASE \_\_\_\_/\_\_\_\_.

Name of the Assigned Prosecutor:

Name of the Officer of Judicial Police who conducts the Investigation:

Date of this Report:

**CHANGES OCCURED DURING THE REPORTING PERIODS**  
**NEW ACCUSED/SUSPECTS INFORMATION**

<u>Name of the Accused/Suspect</u>	<u>Address and Tel No</u>	<u>Age</u>
1 _____	_____	___
2 _____	_____	___
3 _____	_____	___

**NEW EVIDENCES**

Recovered Items	Person who Recovered the Items	Location of Recovered Item
_____	_____	_____
_____	_____	_____
_____	_____	_____

Witness of Crime	Address and Tel No of Witness	Observation by Witness (briefly)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Seized Items	Location of Item
_____	_____
_____	_____

**CHANGES/COMPLETION OF CHARGES (*Provide Reasons*)**

Name (s) of Accused:

Date of Change or Completion of Charges:

Charges Changed or Completed:

Legal Basis and Reasons:

**CHANGE OR REVOCATION OF PERSONAL SECURITY MEASURES**  
*(Provide Reasons)*

Name (s) of Accused whom Measure has been Changed/Revoked

Date of Change/Revocation of Measures:

Legal Basis and Reasons:

**STATUTORY LIMIT OF INVESTIGATION AND/OR PRE - DETENTION**  
*(Provide Reasons for non completion of the Investigation)*

Limits of Preliminary Investigation:

Investigation Duration from the Reporting Moment:

Time Limit and Duration of Pre-detention for the Arrested Person (s):

Name Surname	Statutory Limit	Actual Duration	Limit	Remaining Limit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reasons for non-completion of the Investigation:

**Prosecutor who conducts the investigation (signature):** \_\_\_\_\_

**Approved by Chief Prosecutor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: The forms are in two copies. One of the copies will be included in the prosecutor's dossier of the case and the other copy should be sent monthly, before the fifth day of each month to the Prosecutor's General Office.*

**FORM OF COMPLETING THE INVESTIGATION FROM  
OFFICER OF JUDICIAL POLICE**

**JUDICIAL DISTRICT:**

**No, YEAR OF THE REGISTERED CASE** \_\_\_\_/\_\_\_\_.

Name of the Officer of Judicial Police who conducted the Investigation:

Name of the Prosecutor who followed the Investigation:

Date of this Report:

**ACCUSED/SUSPECT INFORMATION**

<u>Name of Accused/Suspect</u>	<u>Address and Tel No</u>	<u>Age</u>
1 _____	_____	___
2 _____	_____	___
3 _____	_____	___
4 _____	_____	___
5 _____	_____	___

**SUGGESTIONS OF THE OFFICER OF JUDICIAL POLICE THAT THE CASE  
SHOULD BE CLOSED BY THE PROSECUTOR (Provide Reasons)**

*(Select one of the options below)*

**SUSPENSION OF CASE (Provide Reasons)**

Date of Suggestion:

Cause Suggested for the Suspension of Case:

Legal Basis and Reasons Suggested:

**CHANGE, COMPLETION OR DISSMISALS OF CHARGES (Provide Reasons)**

Date of Suggestion:

Name (s) of Accused:

Charges Suggested to Change, Completed or Dismissed:

Legal Basis and Reasons Suggested:

**DISMISSAL OF CASE (*Provide Reasons*)**

Date of Suggestion:

Cause Suggested for the Dismissal of Case:

Legal Basis and Reasons Suggested:

**CASE BROUGHT BEFORE THE COURT**

Date of Suggestion:

Causes Suggested for Bringing the Case Before the Court:

Legal Basis, Reasons and List of All Final Charges Suggested to be Brought Before the Court:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**Officer of Judicial Police that has investigated the case (signature): \_\_\_\_\_**

*Note: The forms are in two copies and attached to the material of Completion of the Investigation which is send to the Prosecution Office. One of the copies will be included in prosecutor's dossier of the case and the other copy is sent to the Prosecutor's General Office, within 2 days after the submission of the Final Reporting to the prosecutor.*

CONFIDENTIAL

**FORM OF COMPLETING THE INVESTIGATION FROM THE PROSECUTOR**

JUDICIAL DISTRICT:

No, YEAR OF THE REGISTERED CASE \_\_\_\_/\_\_\_\_.

Name of the Prosecutor who followed the Investigation:

Name of the Officer of Judicial Police who conducted the Investigation:

Date of this Report:

**ACCUSED/SUSPECT INFORMATION**

<u>Name of the Accused/Suspect</u>	<u>Address and Tel. No</u>	<u>Age</u>
1 _____	_____	___
2 _____	_____	___
3 _____	_____	___
4 _____	_____	___
5 _____	_____	___

**MITIGATING/AGGRAVATING CIRCUMSTANCES OF THE ACCUSED/SUSPECT OR OF THE CRIME (if any)**

**SUGGESTIONS OF THE OFFICER OF JUDICIAL POLICE FOR COMPLETING THE INVESTIGATION (*Provide Reasons*)**

Name of the Officer of the Judicial Police Suggesting the Solution of the Case:

Date of Suggestions/Recommendations from the Officer of the Judicial Police:

Suggestion for the Solution of Case:

Legal Basis and Reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMPLETION OF THE INVESTIGATION FROM THE PROSECUTOR**

*(Select one of the options below)*

**SUSPENSION OF CASE (*Provide Reasons*)**

Date of Suspension of Case:

Legal Basis and Reasons:

\_\_\_\_\_

\_\_\_\_\_

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**CHANGE, COMPLETION OR DISMISSAL OF CHARGES (*Provide Reasons*)**

Name (s) of the Accused:
Date of Change, Completion or Dismissal of Charges:
Changed, Completed or Dismissed Charges:
Legal Basis and Reasons:

**DISMISSAL OF CASE (*Provide Reasons*)**

Date of Dismissal of Case:
Person who approved the Dismissal of Case:
Legal Basis and Reasons:
Suspension of the Case has been challenged in the Court or Higher Instance Prosecution Office:
Legal Resolution after the Case Review:

**CASE BROUGHT BEFORE THE COURT**

Court to Which Case is Brought:
Date Case Was Brought Before the Court:
Lists of All Final Charges Brought Before the Court:
1 _____
2 _____
3 _____
4 _____
5 _____

**Prosecutor investigating the case (signature):** \_\_\_\_\_

**Approved by the Chief Prosecutor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: The forms are in two copies. One of the copies will be included in prosecutor's dossier of the case and the other copy within 2 days after the completion of the case investigation, is sent to the Prosecutor's General Office.*

**FORM OF COMPLETING THE CASE IN FIRST INSTANCE COURT**

**JUDICIAL DISTRICT:**  
**No, YEAR OF REGISTERED CASE** \_\_\_\_\_, \_\_\_\_\_

Name of Prosecutor Representing Indictment Before the Court:  
 Name of Officer of Judicial Police Investigating the Case:  
 Date of this Report:

**ACCUSED/SUSPECT INFORMATION**

<u>Name (s) of Accused</u>	<u>Actual Address</u>	<u>Age</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**PROSECUTOR REQUEST**

Date of Final Conclusions:

Requests of Prosecutor for Each Accused:

Name of Accused	Indictment	Guilty	Type of Conviction	Sentence
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Requests of Prosecutor for not guilty, case/indictment dismissal, withdrawal of the acts:

Accused Name	Indictment	Reasons/Causes
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



4. \_\_\_\_\_

**DECISION GIVEN BY COURT**

Date of Decision: \_\_\_\_\_

Judges: \_\_\_\_\_

Result (Guilty):

Accused Name	Charge	Guilty	Type of Conviction	Sentence
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Result (Not Guilty, Charge Dismissal, Case Dismissal, Procedural Fault)

Accused Name	Charge	Result	Reasons/Causes
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

The case is sent to Appeal Instance: \_\_\_\_\_

Reasons/Causes: \_\_\_\_\_

**Prosecutor representing indictment in Court (signature):** \_\_\_\_\_

**Approved by Chief Prosecutor** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: The forms are in two copies. One of the copies will be included in prosecutor's dossier of the case of and the other copy is sent to the Prosecutor's General Office, within 2 days after the judgment of the case at first instance court. Attached to form, a copy of Court's decision is attached.*

**FORM OF COMPLETING THE CASE IN APPELLATE COURT**

**APPELLATE PROSECUTION OFFICE:**

No, YEAR OF REGISTERED CASE \_\_\_\_\_, \_\_\_\_\_

Name of Appellate Prosecutor representing the Indictment Before the Court:

Name of First Instance Prosecutor representing the Indictment Before the Court:

Name of Officer of Judicial Police Investigating the Case:

Appeal Date:

Date of this Report:

**REASONS FOR APPEAL AND REQUEST**

1. Name of Prosecutor Conducting the Appeal:

Parts of the Decision that are Objected, Reasons for Appeal and its Requirements:

2. Name of Accused or Plaintiff that has Requested the Appeal:

Parts of Decision that are Objected, Reasons for Appeal and its Requirements:

3. Name of Prosecutor who has undertaken the Objection Appeal:

Reasoning:

**ACCUSED INFORMATION**

<u>Name(s) of Accused</u>	<u>Actual Address</u>	<u>Age</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**APPELLATE PROSECUTOR REQUEST**

Date of Final Conclusions:

Position of Appellate Prosecutor in Relation to Appeal of Lower Instance Prosecutor (resigning or support of the appeal):

Reasons:

Appellate Prosecutor Requests for Each Accused:

<u>Name of Accused</u>	<u>Indictment</u>	<u>Rendered Decision</u>	<u>Aggravation Elements</u>	<u>Conviction</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

3. \_\_\_\_\_

Prosecutor's Requests for Mitigating Measure, Striking of Decision, Dismissal/Not guilty, and Withdrawal of Indictment

Name of Accused	Indictment	Mitigation Measure	Dismissal/Not guilty/Indictment	Withdrawal
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**DECISION GIVEN BY APPELLATE COURT**

Date of Decision: \_\_\_\_\_

Judges: \_\_\_\_\_

Decision of Court for Each Accused:

Name of Accused	Indictment	Rendered Decision	Aggravation Elements	Conviction
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Decision of the Court: (Mitigating Measure, Striking of Decision, Dismissal/Not Guilty, Withdrawal of Acts)

Name of Accused	Indictment	Mitigating Measure	Dismissal/Not guilty	Indictment	Withdrawal
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

Case has been recourse in High Court: \_\_\_\_\_

Reasons/Legal Causes: \_\_\_\_\_

**Appellate Prosecutor (signature):** \_\_\_\_\_

**Approved by Chief Prosecutor** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: The forms are in three copies. One of the copies will be included in the dossier of the case of the prosecutor and the other copy is sent to the Prosecutor's General Office, within 2 days after the judgment of the case at appellate court, together with the Decision of the Appellate Court. One copy stays with the Appellate Prosecution Office.*

**FORM OF EXECUTING THE CRIMINAL DECISION**

**JUDICIAL DISTRICT:**  
**No, YEAR OF REGISTERED CASE** \_\_\_\_\_, \_\_\_\_\_

Name of Prosecutor who Orders the Execution of Decision:  
 Date the Judicial Decision was taken:  
 Date/time of Order for Executing the Decision:  
 Date of this Report:

**CONVICTED INFORMATION**

<u>Name of Convicted</u>	<u>Address</u>	<u>Age</u>
1 _____	_____	_____

**DATA ON FINAL DECISION**

Rendered Court Decision No. \_\_\_\_\_, Date \_\_\_\_\_, Court of Judicial District \_\_\_\_\_  
 Criminal Offence for Which They are Declared Guilty:  
 Type and Measure of Main Sentence:  
 Type and Measure of Complementary Sentence:  
 Date of Arrest of Convicted Person:  
 Time of Sentence Spent in Pre-detention: Years \_\_\_\_\_, Months \_\_\_\_\_, Days \_\_\_\_\_  
 Time of Sentence Remained to be suffered: Years \_\_\_\_\_, Months \_\_\_\_\_, Days \_\_\_\_\_  
 Type and Venue of Institution where Sentence will Take Place:

**CONFIRMATION OF EXECUTING AND FINALIZATION OF SENTENCE**

Authority that is Order to Implement the Execution of Sentence:  
 Date/time of Receiving the Order from Authority that Executes:  
 Date/time of Confirmation for Initiation of Penal Decision Execution:  
 Benefiting from Amnesty:  
 Benefiting from Grace:

Benefiting from Reduction of Sentence:

Date of Confirmation for Finalization of Sentence Execution:

**Prosecutor Ordering and Supervising the Execution of Penal Decision (signature):**

\_\_\_\_\_

**Approved by Chief Prosecutor** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: The forms are in three copies. One of the copies will be included in the prosecutor's dossier of the case, one copy in the Dossier of Execution of Penal Decisions and a copy together with Decision of Executing the Penal Decision is sent to the Prosecutor's General Office, within 2 days.*

### 13 STUDY VISIT AGENDA

29 June (Wednesday)	Arrival of Participants in Hamburg
30 June (Thursday)	First Day
09:00-10:00	<b>General Overview</b> <ul style="list-style-type: none"> <li>▪ Welcoming Remarks and General Overview of the Prosecutorial System in Germany <i>Mr. Harald Range, General Prosecutor of Lower Saxony</i></li> <li>▪ Introduction to the Council of Europe' Expert Recommendations and the purpose of the Pilot Activity in Albania (Future Expected Steps) <i>Ms. Ardita Abdiu, PACO-Impact Project Manager</i></li> </ul>
10:00- 12:30	<b>Introduction to the Existing Albanian System, and its deficiencies</b> <ul style="list-style-type: none"> <li>▪ Types of forms, information that should be presented of them, way of processing the standard forms</li> </ul>
12:30-14:00	<b>Lunch break</b>
14:00-15:30	<b>Presentation Expert proposals</b> <ul style="list-style-type: none"> <li>▪ Modus that needs to be applied and methodology of work based on PACO Albania II Recommendations <i>Mr. Harald Range, General Prosecutor of Lower Saxony</i> <i>Ms. Elizabeth Nochlin, Bureau Chief Deputy, District Prosecutor's Office, NY</i></li> </ul>
15:30-17:00	<b>Introduction to the Centre of Information and Communication in General Prosecutor's Office in Lower Saxony</b> <ul style="list-style-type: none"> <li>▪ The use of data base and software application <i>Mr. Dieter Kochheim, Senior Prosecutor at General Prosecutor's Office</i></li> </ul>
17:00-17:30	<b>Questions and answers</b>
1 July (Friday)	Second Day
09:00-11:00	<b>On spot Description of offices which handle the case management system</b> <ul style="list-style-type: none"> <li>▪ Case tracking</li> <li>▪ Case monitoring</li> <li>▪ Case reporting</li> <li>▪ Case analysis</li> </ul>
11:00-12:30	<b>Presentation by the Albanian Working Group</b> <ul style="list-style-type: none"> <li>▪ Additional suggestions and adoptions with reference to the CoE Expert Recommendations Paper <i>Mr. Kujtim Luli, Chairman of the Working Group, Office of Prosecutor General of Albania</i></li> </ul>
12:30-14:00	<b>Lunch break</b>
14:00- 15:00	<b>Brainstorming session</b> <ul style="list-style-type: none"> <li>▪ Appropriate ways to implement the new case management system in Albania;</li> <li>▪ Phases to be taken;</li> <li>▪ Identification of training, human and other resources needs</li> </ul>
15:00-17:00	<b>Review of master standard forms</b> <ul style="list-style-type: none"> <li>▪ Types of forms, information that should be presented</li> <li>▪ Modus of Processing standard forms and the necessary legal framework</li> </ul>
17:00-17:30	<b>Conclusions of the visit</b>
2 July (Saturday)	Departure Day

