

Strasbourg, 17 March 2017

GrecoEval5(2016)1

Fifth Evaluation Round

Guidelines/time schedule for the organisation of evaluation visits

Day	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
Morning	Arrival of evaluators and GRECO Secretariat: <i>Assistance with transport from airport to hotel</i>	3 or 4 meetings Starting at ca. 09.00	3 or 4 meetings	3 or 4 meetings	Possibly: - additional meetings requested by evaluators - final roundtable (or meeting with the main bodies / interlocutors) for additional questions
Afternoon	Team meeting at the hotel (no involvement of authorities needed)	3 or 4 meetings	3 or 4 meetings	3 or 4 meetings	Departure evaluators and Secretariat: <i>assistance with transport to airport</i>

Institutions to be met

Central governments (top executive functions)

- Central government, the prime minister's office, appropriate ministries, ministers' private offices, administration of the head of state if applicable, other relevant departments or special bodies dealing with regulations and professional standards for top officials, representatives of opposition parties;
- Bodies competent for the internal and external audit/oversight of the action of top officials including the central public audit body and the national parliament, if applicable;
- Relevant bodies such as independent agencies, committees and administrative services which deal with regulatory aspects and professional standards including ethics, the centralising and supervision of declarations of assets and interests, lobbying matters.

Law enforcement agencies

- Ministry of the Interior and other relevant departments and bodies dealing with regulations, professional standards, career, internal and external oversight of law enforcement agencies and quality / performance checks (including complaints bodies/ombudsman institutions);
- Law enforcement agencies as selected for the evaluation of the respective country, oversight bodies, training institutions.

Other (note: NGOs should preferably be met at an early stage of the visit)

- Where applicable: anticorruption agencies dealing with prevention/investigation of corruption involving the above categories of persons;
- Where applicable: Council of Europe Office, EU delegation, international organisations and other agencies present in the country for technical cooperation purposes;
- Civil society – preferably at an early stage of the visit – including NGOs working on corruption and the functioning /transparency of government and law enforcement agencies, lobbying organisations, police associations / unions;
- Research / academia working on corruption and the functioning /transparency of government and law enforcement agencies;
- The media (investigative journalists of newspapers of different political affiliation, including on-line information services);
- Other interlocutors, depending on the views of the evaluation team.

Notes

- Presentations by the hosts should be limited to the strict minimum: the country's replies to the questionnaire and appendices will have been made available to the evaluators.
- Additional supporting documents (regulations, (draft) legislation, research papers, terms of reference, statistics, etc.) should be made available before/during the visit.
- Host authorities should fully inform all representatives to be met by the evaluators about the content of the evaluation.
- As a rule, the authorities will be invited to abstain from participation in meetings with representatives of civil society.
- Host countries are kindly asked to make middle-standard hotel reservations (80-100 Euros per night), to provide local transport (from and to the airport, and during the visit) and to inform the Secretariat whether interpretation will be necessary.
- Evaluation visits are work-intensive; the organisers are invited to explore possibilities for arranging as many meetings as possible in the same venue in order to avoid time-consuming journeys between various places; meals should be organised in an informal manner and in a way as to save time and to minimise the need for transportation (cafeteria of the authority/vicinity of the meetings places, etc.); no arrangements are needed for evening meals.
- Travel, accommodation and subsistence expenses of the evaluators are borne by GRECO.