

15 January 2025

GrecoEval6(2025)1

Sixth Evaluation Round

Guidelines/time schedule for the organisation of evaluation visits

On-site visits are indispensable to an adequate evaluation of the legal framework and practice regarding the prevention of corruption and promotion of integrity at the sub-national level. Such visits should last five working days in order to allow for sufficient time to be devoted to assessing in detail each of the items included in the Questionnaire in respect of sub-national authorities subject to evaluation.

Day	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)	Day 6 (Saturday)
Morning	Arrival of evaluators and GRECO Secretariat: <i>Assistance with transport from airport to hotel</i>	<i>All meetings to start at 09:00</i> 3 or 4 meetings, up to maximum one hour per meeting (including breaks)	3 or 4 meetings up to maximum one hour per meeting (including breaks)	<i>All meetings at another evaluated sub-national entity to start at 09:00</i> 3 or 4 meetings up to maximum one hour per meeting (including breaks)	<i>Meetings at another sub-national entity</i> 2-3 meetings up to maximum one hour per meeting (including breaks) <i>Return to the capital (before, or after lunch, depending on the duration of meetings)</i>	<i>Depending on meetings and travel arrangements</i> Departure of the evaluators and Secretariat: <i>assistance with transport to airport</i>
Afternoon	Preparatory team meeting at the hotel (no involvement of authorities needed)	3 or 4 meetings up to maximum one hour per meeting (including breaks)	2 or 3 meetings up to maximum one hour per meeting (including breaks) (<i>until 16:00 at the latest</i>) <i>Departure to another evaluated sub-national entity</i>	3 or 4 meetings up to maximum one hour per meeting (including breaks)	Any additional meetings requested by the evaluators <i>Post-visit debriefing with the GRECO head of delegation of the member under evaluation (additional materials/ documents, next steps etc.)</i>	

Day	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)	Day 6 (Saturday)
					<i>Depending on meetings and travel arrangements</i> Departure of the evaluators and Secretariat: <i>assistance with transport to airport</i>	

Indicative list of institutions/bodies to be met

National authorities responsible for promoting integrity and preventing corruption at the sub-national level

- Government entity/body in charge of coordinating the implementation of national anti-corruption strategic documents at the sub-national level, such as anti-corruption strategy and action plans (e.g. anti-corruption council, dedicated office of the government etc.)
- Specialised anti-corruption body in charge of ensuring compliance of public officials at all levels with anti-corruption and integrity legislation (receiving and acting upon complaints relating to breaches of integrity and ethics, receiving and reviewing declarations of income, assets, interests and liabilities etc.)
- Competent entity/body responsible for carrying out integrity risk assessments, including the identification of high-risk areas at the national level
- Audit office, or another national entity in charge of supervising and assessing efficiency, transparency and accountability in public spending at the sub-national level (e.g. national audit office, national chamber of control etc.)
- Body in charge of criminal prosecution for corruption offences at the sub-national level (Prosecutor General's Office, Ministry of the Interior, Police, in particular those in charge of investigating corruption-related offences)
- Representatives of the judiciary from courts having jurisdiction for corruption offences committed by public officials
- Ministry or another government body in charge of cooperation and coordination with sub-national authorities
- Ombudsman's office
- The authority/body dealing with whistleblower protection
- An authority/office in charge of assessing implementation of legislation regarding public access to official information
- Association(s) of sub-national authorities (e.g. association of towns and municipalities, development agency, uniting local and regional authorities etc.)
- Other interlocutors, as proposed by the evaluation team.

Sub-national entities selected for evaluation

- Executive body (e.g. mayors, deputy mayors etc.) representatives, including from political opposition, as well as civil servants in senior positions in charge of corruption prevention/high-risk areas
- Representative body (municipal or city council members, representatives of relevant commissions of the municipal council etc.), including from political opposition, as well as civil servants in senior positions in charge of corruption prevention/high-risk areas

- Local body/office in charge of receiving, examining and acting upon declarations of income, assets, interests and liabilities
- Local body/office responsible for ensuring public officials' compliance with integrity legislation, such as, for example, preventing conflicts of interest, observance of ethical standards, incompatibilities, outside activities, post-employment restrictions, gifts, etc. (e.g. ethics commissioner, commission for protection of public interests etc.)
- Local body/office in charge of ensuring transparency, efficiency and accountability in public spending (internal or external audit body operating in the sub-national entity)
- Local body/office responsible for carrying out integrity risk assessments, including the identification of high-risk areas (e.g. public procurement, urban planning, municipal services etc., to be determined on basis of the information provided by the member concerned in the reply to the Questionnaire)
- Representatives of bodies at the sub-national entity level, tasked with criminal justice response to corruption offences (local prosecutorial office, police, judiciary)
- Other interlocutors, as proposed by the evaluation team.

Other

- Civil society representatives working on corruption and the functioning /transparency of sub-national authorities – preferably at an early stage of the visit, including *inter alia*:
 - o NGOs
 - o Research /academia
 - o Media (investigative journalists of newspapers of different political affiliation, including on-line information services)
 - o Lobbying organisations, professional associations, trade unions
- Where relevant: Council of Europe Office, EU delegation, international organisations and other agencies present in the country for technical cooperation purposes
- Other interlocutors, as proposed by the evaluation team.

Notes

- Any formal presentation by the hosts should be avoided: the member's replies to the Questionnaire and appendices, as well as the Draft Descriptive Part (DDP), 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 in Council of Europe official languages (EN/FR) before/during the visit.
- Host authorities should provide all representatives to be met by the evaluators with complete information about the evaluation's content. Additionally, the authorities are encouraged to share the DDP with interlocutors, as they see fit, to facilitate an informed discussion, on a confidential basis.
- Meetings with civil society representatives should be set at the onset of the visit, including meetings at the sub-national level. It is standard good practice in GRECO that authorities abstain from participation in meetings with representatives of civil society.

- Host countries are kindly asked to make middle-standard hotel reservations (90-110 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, including between the capital and the evaluated sub-national entity, accommodation and subsistence expenses of the evaluators are borne by GRECO. The authorities are kindly requested to assist in organising travel arrangements within the country.