

**IPA National Programme 2010 for Albania**  
**Project fiche no 4: "Strengthening the Assembly of Albania"**

**1. Basic information**

- 1.1 CRIS Number:** 2010/022-530
- 1.2 Title:** Strengthening the Assembly of Albania
- 1.3 ELARG Statistical code:** 01.34 Political criteria/Institutions
- 1.4 Location:** Albania

**Implementing arrangements:**

- 1.5 Contracting Authority:** The European Union represented by the European Commission on behalf of the beneficiary country.
- 1.6 Implementing Agency:** EU Delegation to Albania
- 1.7 Beneficiary:** Assembly of Albania

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**Financing:**

- 1.8 Overall cost (VAT excluded)<sup>1</sup>:** EUR 1 580 000
- 1.9 EU contribution:** EUR 1 500 000
- 1.10 Final date for contracting:** Two years following the date of the conclusion of the Financing Agreement. These dates apply also to national cofinancing.
- 1.11 Final date for execution of contracts:** Two years following the end date of contracting. These dates apply also to national co financing.

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<sup>1</sup> The total cost of the project should be net of VAT and/or other taxes. Should this not be the case, the amount of VAT and the reasons why it should be considered eligible should be clearly indicated

**1.12 Final date for disbursements:** One year following the end date for the execution of contracts.

## **2. Overall Objective and Project Purpose**

### **2.1 Overall Objective**

The overall objective is to have the Parliament regulatory and oversight functions improved in order to strengthen the legislative process contributing to the efficient fulfilment of the SAA obligations during the pre-accession process.

### **2.2 Project purpose**

To strengthen the capacities of the parliamentary administration and Members of Parliament, for more efficient approximation of legislation, improved oversight functions and communication as well as better management of parliamentary budget and human resources.

### **2.3 Link with AP/NPAA / EP/ SAA**

**The Albania 2008 and 2009 Progress Reports**, also points out the need for increasing expertise at the parliament. The Albania 2009 Progress Report once more emphasizes the Parliament's need "*to strengthen administrative capacities to perform its control functions over the legislative process*" and to make "*further efforts needed to enhance the role of parliament in monitoring the implementation of SAA obligations.*"

Likewise, **article 70 of the SAA**, which was signed on 12 June 2006 and entered into force on 1 April 2009, recognises the "*importance of the approximation of Albania's existing legislation to that of the Community and of its effective implementation,*," which will progress gradually during the transition period predicted in the agreement. Additionally, articles 10 and 122 of the SAA state that "*Political dialogue at parliamentary level shall take place within the framework of Stabilisation and Association Parliamentary Committee*, which is about to be established now that the SAA has entered into force on 1<sup>st</sup> April 2009, and which requires high level of expertise on EU issues for both the MPs and the supporting staff.

The **National Plan for the Implementation of SAA (NPISAA)** outlines the need for improvement of the functioning of the institution of Parliament as one of its short-term priorities. As it is also settled in the NPISAA (2008-2013), this is to be achieved by mainly undertaking the following actions:

- Increase of human capacities, improvement of the parliament's infrastructure and increase of transparency by publishing parliamentary acts and documents;
- Training of MPs and parliamentary staff on EU legislation and its decision-making structures;
- Strengthening of pure legislative capacities of the Parliamentary Committee for European Integration (PCEI);
- Providing further assistance and expertise to the PCEI.

### **2.4 Link with MIPD**

The project intends to focus on areas which are set as priorities in the **IPA Multi-annual**

**Indicative Planning Document 2009-2011 (MIPD), Component I – political criteria, such as:**

- Support for regulatory functions of the parliament – by enhancing the legal approximation process, improving parliamentary oversight and communication functions;
- Support for the public administration – by improving the management of parliamentary budget and human resources;
- Strengthen capacities and European Integration structures – strengthen capacities of Committee for European Integration (CEI), other standing committees, and Unit of approximation of legislation;
- Support for internal audit functions and inspection services (mentioned above).

## **2.5 Link with National Development Plan**

The final objective and expected results of this project are in compliance with the **National Strategy for Development and Integration 2007-2013 (NSDI)**, which sets “...the serious engagement in the process of integration of Albania in the European Union...” as its first strategic priority. The fulfilment of obligations lying in the Stabilisation and Association Agreement (SAA) is the respective strategic objective meant to be achieved. The NSDI states that the full commitment of all institutional frameworks in Albania to adopt the *EU acquis* in the internal legal order is a key objective to progress in the EU integration process of the country. “The establishment of a professional administration, based on meritocracy, non-discrimination principles, which is rational and capable to face the integration challenges...” is the vision lying in the NSDI, regarding reform on public administration.

## **2.6 Link with national/ sectoral investment plans**

Not applicable.

## **3. Description of project**

### **3.1 Background and justification**

The Republic of Albania adheres to the very fundamental principles of accountability and transparency as essential elements of democratic governance. In a democracy governmental officials are accountable to the citizens for their decisions and actions. Transparency requires that the decisions and actions of those in government are open to public scrutiny and the public has the right to access such information. Accountability also involves the separation of powers as the principle that no branch of government may dominate another (checks and balances). In this context the performance of the oversight functions of Parliament are keys to establish a sound equilibrium between the executive and the legislative branches of Government.

The Assembly of Albania is committed to fulfil all the tasks and obligations that derive from the SAA. Articles 6 and 70 of the SAA lay down the obligation to approximate the Albanian legislation to the EU *acquis*. The Assembly of Albania, as the highest lawmaking body, exercising its constitutional functions, oversees the Implementation of the SAA as well as oversight and contribute to the approximation of the Albanian legislation to the EU *acquis*.

It should both dispose of effective legal approximation rules and practices and ensure a strong political oversight over the government during the whole accession process. As the directly elected institution, it should also play a key role in informing the general public about the consequences of the accession process.

The needs assessment on the work of the Parliament performed in January 2010, pointed out the fulfilment of the parliamentary oversight function as the weakest point and defined the

parliamentary examination (especially of EU *acquis*-related) of draft laws, the mechanisms for implementation of legislation and the communication (in general and especially the EU related ones) of the Parliament as most important weaknesses. Additionally, dependence of the parliamentary budget from the government was also acknowledged as an important inadequacy.

For an effective approximation process, a clear regulatory framework is needed. This will require a review of the Rules of Procedure and the existing legislation<sup>2</sup> that define the role and functioning of Parliament in the process of integration. The reviewed Rules of Procedure and other legislation should facilitate an effective participation in the transposition of the EU *acquis* and a smooth cooperation with Government structures. Moreover, the defined objectives can be achieved only with well-prepared staff and MPs who understand how a national parliament of a candidate (and a future acceding) country should be involved in the everyday operation of the approximation process and be able to communicate the implementation and impact of the approximated legislation. This can be achieved with a large-scale and long-term training process, accompanied by workshops, seminars, publications, etc.

On the other hand, a successful accession period requires not only a full and qualitative approximation of Albanian legislation to the EU *acquis*, but also institutional capacities to implement such legislation. In this respect, the parliament must play a key role in monitoring the implementation of laws by the executive. As parliamentary oversight is the weakest function performed by the Assembly of Albania, it is given an important place in the project. Parliamentary committees will increase their monitoring capacities on the executive by in-depth trainings, with real practical simulations, seminars, a study visit, etc.

Last but not least, the Assembly plays an important role in informing the general public. However, still little has been done so far regarding increasing awareness on the integration challenges that all citizens will have to face. For more efficient communication with the general public, we intend to develop for the first time a Communication Strategy for the Parliament. Meanwhile, the staff will be trained and seminars, workshops, etc. will be organised to reach the targeted aim.

### **3.2 Assessment of project impact, catalytic effect and sustainability**

The successful implementation of the project shall enhance the capacities of the Albanian Parliament to make the government more accountable in general terms and in the EU-related issues specifically. The successful implementation of the project shall also bring about a more efficient and qualitative approximation of Albanian legislation to the EU *acquis*. All these improvements will promote better governance in Albania in conformity with EU standards, especially concerning the Parliamentary oversight over the executive.

### **3.3 Results and measurable indicators**

Results activity 1

Result in relation with sub-activity 1.1: Improved legislative procedure for the approximation process.

Indicator 1.1:

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<sup>2</sup> See Annex VI.

The main indicators for this result are the amendments to the Rules of Procedure of the Parliament and new rules on approximation, and hence better definition of the quality check procedures of the approximation legislation; transparency of the law-making process.

Result in relation with sub-activity 1.2: Strengthened legislative, coordinating and awareness raising capacities for committee members and administration.

Indicator 1.2:

The main indicators for this result are the number of training for MPs and staff of the administration well-functioning of the Committee for European Integration; clear rules of approximation of legislation in all standing committees.

Result in relation with sub-activity 1.3: Strengthened parliamentary oversight capacities of all standing committees.

Indicator 1.3:

The main indicators for this result are the number of training for MPs and staff and the number of times parliamentary oversight is exercised during the legislature by means of questions, interpellations, debates, scrutiny of delegated legislation, ad hoc legislative committees, etc.

Result in relation with sub-activity 1.4: Improved communication activities for the Parliament.

Indicator 1.4:

The indicators for this result are increased transparency of the work of the parliament vis-à-vis the citizens, communication with the civil society, number of trained staff in communication.

Result in relation with sub-activity 1.5: Improved management of parliamentary budget and human resources, in accordance with the EU standards.

Indicator 1.5:

Number of trained staff; amendments in the legislative framework related to parliamentary budget and hence an autonomous and independent parliamentary budget; long-term training plans; job descriptions of staff.

### **3.4 Activities**

#### **Activity 1**

##### **Contract 1.1 -Twinning**

For this activity a twinning partnership will be established with a parliament from an EU Member State, to draw upon its resources and experience of their work concerning European integration and legislation.

The twinning contract should cover the following sub-activities:

##### **Sub-activity 1.1: Improve the legislative procedure for a more effective approximation process**

*Under this component the twinning team will support parliamentary staff and MPs in the following activities:*

- Review of the current legislative procedures and the role of all involved institutions with special regard on the process of approximation;
- Seminars for MPs and staff on best practices of legislative procedures of the Member States with regard to the transposition of EU law;
- Preparation of guidelines for a new legal framework on approximation including preliminary proposals for *draft-amendments of the Rules of Procedures* of the Assembly of Albania and a new *draft law on the approximation*;
- Round table on the draft amendments of the Rules of Procedures of the Assembly of Albania with parliamentary stakeholders;
- Round table on the draft-law on approximation with representatives of MEI and the Line Ministries, aiming their introduction with the draft-law and consultation about their problematic encountered in practice;
- Preparation of the final drafts for both initiatives based on the consultations of all the stakeholders;
- Discussion of drafts for both initiatives in the parliamentary committees and approval in the plenary;
- Publication of manual on new parliamentary practices after amendments;
- Round table to develop a long term working plan for the priority legislation that will be approximated for the next 2-3 years;
- Preparation and publishing of a long-term working plan of approximated legislation to be approved in the following 2-3 years.

**Sub-activity 1.2: Strengthen the legislative, coordinating and awareness raising capacities of the Committee for European Integration and of all the other standing committees on European integration issues/activities.**

*Under this component the twinning team will support parliamentary staff and MPs in the following activities:*

- Review of the current operation of the Committee and its legal basis;
- Seminar for MPs and parliamentary staff on the relevant European standards on parliamentary procedures and mechanisms and the role of parliament during the pre-accession period (general introduction, 140 MPs and 120 staff<sup>3</sup>);
- Training of Trainers, accompanied by practical simulations, for staffers that support the parliamentary committees (legal advisers and advisers on relevant field, 30 staff) on:
  - Mechanisms of approximation of legislation with EU *acquis*;
  - Structure and drafting of opinions and committee reports on approximated draft laws;
  - Coordination and communication with other departments and parallel structures in the EU member states (MS).
- Training of Trainers (8 MPs, 10 staff), accompanied by practical simulations, for all members and staff of Committee for European Integration (CEI) and for the Unit of Approximation of Legislation (UAL) on:
  - Specific role and responsibilities of CEI (coordination, guiding and communication) in the integration-related issues during the pre-accession period;
  - Mechanisms of dealing with approximation of legislation;

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<sup>3</sup> Legislative Service, Foreign Relations Service, Information and Documentation Service.

- Involvement of national parliaments in decision-making process (EU decisions, consulting with EU institutions, parallel structures in the MS);
  - Experience of former candidate countries in the negotiation process and parliamentary process;
  - Role and tasks of Joint Parliamentary Committees.
- One study visit of the members of CEI, Committee of Producing Activity, Commerce and Environment (CPACE); Committee of Economy and Finance (CEF) and Committee of Labour, Social Affairs and Health (CLSAH) (10 MP) to their counterparts from the respective national twinning-partner parliament;
  - Training of Trainers, accompanied by practical simulations, for the members of each standing committee on:
    - Mechanisms of approximation of legislation;
    - Management of standing committees' business in EU related affairs;
    - Control on governmental action in EU-related issues;
    - Communication of EU challenges to the general public.

**Notes:**

- The staffers of each standing committee and of the UAL will participate in all simulations;
- Special trainings will be organised for the committees with the largest workload of draft legislation with approximation to the *acquis*: Committee of Producing Activity, Commerce and Environment (CPACE); Committee of Economy and Finance (CEF) and Committee of Labour, Social Affairs and Health (CLSAH);
- One study visit of the staffer of the UAL and the staff of the CEI, CPACE, CEF and CLSAH (8 staff) to the counterparts of the relevant services from the respective national twinning-partner parliament;
- Preparation of guidelines on improved/good practices of standing committees developed during trainings, simulations and study visits;
- Publication of these guidelines.

**Sub-activity 1.3: Strengthen the parliamentary oversight capacities of all standing committees.**

*Under this component the twinning team shall support parliamentary staff and MPs in the following activities:*

- Review of the current parliamentary oversight mechanism of the Committees;
- Seminar for MPs and parliamentary staff on the relevant European standards on parliamentary oversight and the role of exercise of such a parliamentary function during the pre-accession period (140 MPs and 50 staff);
- Training of Trainers, accompanied by practical simulations, for staffers that support the parliamentary committees (legal advisers and advisers on relevant field, 30 staff) on:
  - Mechanisms of parliamentary oversight;
  - Analysis of means of parliamentary oversight (reports, interpellances, questions, etc.);
  - Coordination and communication with governmental institutions.
- Training of Trainers, accompanied by practical simulations, for the members of each standing committee (40 MPs) on:
  - Mechanisms of parliamentary oversight;

- Exercise of means of parliamentary oversight (reports, interpellances, questions, etc.);
- Coordination and communication with governmental institutions;
- Communication of the relevant findings to the general public.

**Note:**

- The staffers of each standing committee and of the UAL will participate in all simulations.
- The National Security Commission will benefit of specific training on security sector governance, on parliamentary oversight of security and defence services (legislative review of mandates, structures, methods, budgets etc), on the preparation of Parliamentary inquiries, interpellations, questions on Security and Defence issues.
- Preparation of guidelines on improved/good practices of parliamentary oversight;
- Publication of guidelines.

**Sub-activity 1.4: Improve the communication (and information) activities of the Parliament.**

*Under this component the twinning team shall support parliamentary staff and MPs in the following activities:*

- Review of the current role and operation of the Public Relations Service and Services for Bilateral and Multilateral International Relations;
- Round table with relevant parliamentary staff and other stakeholders on drafting a communication strategy for the parliament;
- Follow-up seminar on good practices and findings from the round table with staffers (above-mentioned services, 30 staff);
- Development of a Communication Strategy for the Parliament of Albania (CSPA);
- Workshop with staffers on communication activities (practical activities on the CSPA, 40 staff);
- Preparation and publication of Guidelines on the new communication practices developed during workshops and study visit, and on the implementation of the CSPA;
- Publication of information materials on parliamentary practices and activities for EU-related issues (leaflets, book-like materials).

**Sub-activity 1.5: Strengthen the administrative capacities of other parliamentary structures for the Finance and Budget Service and Service for Human Resources.**

*Under this component the twinning team shall support parliamentary staff and MPs in the following activities:*

- Review of the current legislative framework and practices related to parliamentary budget;
- Preparation of guidelines and a final draft for amendments in the legislative framework related to parliamentary budget;
- In-depth training of the Finance and Budget Service and of all directors on:
  - New budgetary practices (drafting and implementation);
  - Preparation of an annual draft budget for each service/directorate.
- Development of a training map for parliamentary staff and/or MPs for accomplished and future trainings;
- Training and working sessions with the Service for Human Resources and Treatment of MPs on the parliamentary staff statute, matters of recruitment and career development of parliamentary civil servants.

## **Contract 1.2 - Service contract**

Under activity 1, a co-financing of 5 % will be provided by the Parliament according to the work plan that will be jointly prepared with the selected Member State. The co-financing will be in addition to the contribution in kind (office space, facilities, ect.). Contribution in kind is not included in the budget table (section 4).

### **3.5 Conditionality and sequencing**

Political stability, a better culture of political dialogue and a normal functioning of the Parliament.

Co-operation among all partners and stakeholders involved in the implementation of the project. Full commitment of both the Albanian Parliament and the twinning counterpart to mobilise all appropriate human and financial resources for a successful implementation of the project.

Stability of Parliament staff involved in the project.

### **3.6 Linked activities**

The Assembly of the Republic of Albania has been subject of support from the OSCE Presence in Albania, from 2001 to 2009, through the project entitled “Albanian Parliamentary Support Project”. This project supported the modernisation of the Albanian Assembly. The activities undertaken under this project were related to the improvement of the general working practices and staff skills, equipment, technology and physical infrastructure.

The support for the Albanian Assembly through this project was implemented in two phases. The first phase started in December 2001 and ended in 2007. The objective of the first phase of the Project was to improve the functioning of the Assembly. Some key accomplishments of this phase were the revision of the Assembly Rules of Procedure, timely preparation of verbatim transcripts of plenary settings and the creation of an MP resource/computer room at the Plenary Hall.

The second phase of the support started on 1 January 2007 and ended on 31 December 2009. The objectives of this second phase were to support the Albanian Assembly; to become, more effective, professional and transparent institution.

The second phase of the project was composed of six principal components/outputs: (1) supporting modernised leading management and decision-making structures; (2) supporting more effective and professional committees; (3) supporting more active and professional MP (district) offices; (4) supporting improved access to the Assembly and the availability of parliamentary information; (5) modernising the Assembly library; and (6) creating a student internship programme.

### **3.7 Lessons learned**

In Albania as in other EU candidate/potential candidate countries the balance of power during the integration process is shifted to the executive branch. Moreover, even though the Assembly is the

highest lawmaking body of the country, most assistance concerning the EU-acquis related issues has gone so far for the government bodies.

Therefore the Albanian Parliament has special needs in terms of further improving its working practices and the administration skills concerning the EU acquis-related issues there is a need to combine long term with short-term training activities. Combined theoretical and practical trainings (simulations/workshops) have proven to be more efficient than just having theoretical input. Parliamentary staff and MPs must improve their competencies on EU-related issues. Cooperation with parallel structures in countries that have passed through the same transition period has proven to be efficient.

#### **4. Indicative Budget (amounts in EUR)**

			<b>SOURCES OF FUNDING</b>									
			TOTAL EXP.RE	IPA EU CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	%(2)	Total EUR (c)=(x)+(y) +(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Activity 1			1 580 000									
Contract 1.1 Twinning	X		1 500 000	1 500 000	95							-
Contract 1.2. Services	X		80 000			80 000	5	80 000				-
TOTAL IB			1 580 000	1 500 000	95	80 000	5	80 000				
TOTAL INV												
<b>TOTAL PROJECT</b>			<b>1 580 000</b>	<b>1 500 000</b>	<b>95</b>	<b>80 000</b>	<b>5</b>	<b>80 000</b>				

Amounts net of VAT

(1) In the Activity row use "X" to identify whether IB or INV

(2) Expressed in % of the Total Expenditure (column (a))

## **5. Indicative Implementation Schedule (periods broken down per quarter)**

[Only refer to EU funded contracts in consistency with Annex II]

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1.1 (Twinning)	Q1 2011	Q3 2011	Q2 2013*

\*As the tentative project duration is 20 months, it is expected to be completed by May 2013.

## **6. Cross cutting issues**

### **6.1 Equal Opportunity**

The selection of the participants shall be made on non-discriminatory criteria regarding to men, women, and administration staff, MPs, majority and opposition participation.

### **6.2 Environment**

Not applicable.

### **6.3 Minorities**

No discrimination on ethnical basis.

## **ANNEXES**

- I Log frame in Standard Format
- II Amounts contracted and Disbursed per Quarter over the full duration of Programme
- III Description of Institutional Framework
- IV Reference to laws, regulations and strategic documents
  - Reference list of relevant laws and regulations
  - Reference to AP /NPAA / EP / SAA
  - Reference to MIPD
  - Reference to National Development Plan
  - Reference to national / sectoral investment plans
- V Details per EU funded contract (\*) where applicable:
  - For *twinning covenants*: account of tasks expected from the team leader, resident twinning advisor and short term experts.

**ANNEX I:  
Logical framework matrix**

LOGFRAME PLANNING MATRIX FOR Project Fiche		Programme name:		
		Contracting period expires: Two years following the date of the conclusion of the Financing Agreement		Disbursement period expires: One year following the end date for the execution of contracts
CRIS Number:		Total budget : 1 580 000 EUR	IPA budget: 1 500 000 EUR	
<b>Overall objective</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>		
To improve the regulatory and oversight functions of the Parliament in order to strengthen the efficient fulfilment of the SAA obligations during the pre-accession process.	-Faster and more efficient adoption of <i>acquis</i> -related legislation. -Correct fulfilment of SAA obligations.	-Progress Report. -Statistics of the Parliament.		Political stability prevails.
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>		<b>Assumptions</b>
To strengthen the capacities of the parliamentary staff and MPs, for more efficient approximation of legislation, improved communication and oversight functions, as well as better management of parliamentary budget and human resources.	-Effectiveness in legislation process of approximated draft laws. -Fulfilment of obligations of all standing committees in the process of approximation. -Effectiveness of parliamentary oversight. -Better communication and increased awareness on	-Progress reports. -National Plan for the Implementation of SAA. -Committee reports and other parliamentary documents, postings on the official website. -Number of public hearings on approximated draft legislation.		-Normal functioning of the Assembly. -Political stability prevails.

	European integration issues.		
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
<p>Result 1.1. Improved legislative procedure for the approximation process.</p> <p>Result 1.2. Strengthened legislative, coordinating and awareness raising capacities for committee members and staff.</p> <p>Result 1.3: Strengthened parliamentary oversight capacities of all standing committees.</p> <p>Result 1.4. Improved communication activities for the Parliament.</p> <p>Result 1.5: Improved management of parliamentary budget and human resources, in accordance with the EU standards.</p>	<p>Number of trained MPs and staff; well-functioning of the Committee for European Integration; efficient approximation of legislation in all standing committees.</p> <p>Number of trained MPs and staff; functional parliamentary oversight.</p> <p>Transparency of the work of the parliament vis-à-vis the citizens, communication with the civil society; number of trained staff in communication.</p> <p>Number of trained staff; amendments in the legislative framework related to parliamentary budget and hence an autonomous and independent parliamentary budget; long-term training plans; job descriptions.</p>	<p>-Official Journal. -Number of approximated laws passed in the Parliament annually. -Number of amendments done to already passed laws. -Project documents; -Attendance sheets for training events; Evaluation of trainings.</p> <p>-Progress Report -Attendance sheets for training events; Evaluation of trainings. -Committee reports, opinions; other parliamentary documents.</p> <p>-Progress Report -Attendance sheets for training events; Evaluation of trainings. - Regularity (number of meetings/times the oversight tools are used) of exercising the function of parliamentary oversight.</p> <p>-Website postings -Attendance sheets for training events; Evaluation of trainings. -Publications. -Participation of civil society in the law-making process.</p> <p>-Official Journal -Progress Report. -Attendance sheets for training events; Evaluation of trainings.</p>	<p>-Political consensus. -Both parties (twinned and Operating structure) mobilise appropriate human and financial resources. -Participation of MPs and parliamentary staff in trainings and other relevant activities. -Full commitment of the twinning project partner. -Offices and facilities available to the twinning team.</p>
<b>Activities</b>	<b>Means</b>	<b>Costs</b>	<b>Assumptions</b>

<p><u>Sub-activity 1.1:</u> Improve the legislative procedure for a more effective approximation process.</p> <p><u>Sub-activity 1.2:</u> Strengthen the legislative, coordinating and awareness raising capacities of the Committee for European Integration and of all the other standing committees on European integration issues/activities.</p> <p><u>Sub-activity 1.3:</u> Strengthen the parliamentary oversight capacities of all standing committees.</p> <p><u>Sub-activity 1.4:</u> Improve the communication (and information) activities of the Parliament.</p> <p><u>Sub-activity 1.5:</u> Strengthen the administrative capacities of other parliamentary structures for the Finance and Budget Service and Service for Human Resources.</p>	<p><b>One Twinning contract</b></p> <ul style="list-style-type: none"> <li>- One Member State Project Leader,</li> <li>- One Member State Resident Twinning Adviser,</li> <li>- Short-term experts.</li> </ul>	<p><b>Twinning contract: 1500000 EUR</b></p>	<ul style="list-style-type: none"> <li>- Both parties (twinned and operating structure) mobilise appropriate human and financial resources.</li> <li>- Normal functioning of the Parliament.</li> <li>- Political consensus on new draft proposals.</li> </ul>
<p><b>Preconditions:</b> Conclusion in due time of the financial and twinning contracts.</p>			

## ANNEX II:

Amounts (in EUR) Contracted and disbursed by quarter for the project- to be filled by the beneficiary institution  
 [List only EU funded contracts in line with point 5 above]

Contracted	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q32012	Q4 2012	Q1 2013				
Contract 1.1 Twinning contract	1 500 000										
Cumulated	1 500 000										
Disbursed	1 200 000						300 000				
Cumulated	1 200 000						1 500 000				

### **Annex III**

#### **Description of Institutional Framework**

The project beneficiary shall be the Assembly of Republic of Albania.

Albanian Parliament, as the highest law-making body of the country represents the legislative power. The Parliament is composed of 140 MPs elected for 4 years. Albanian Parliament exercises the law-making and supervisory functions in accordance with the Constitution and the Rules of Procedures. Albanian Parliament also oversees the work of the government in the EU integration process and the implementation of the Stabilisation and Association Agreement (SAA).

There are 8 Standing Committees in the Parliament (Article 19 of the Rules of Procedure):

1. Committee on Legal Issues Public Administration and Human Rights,
2. Committee on European Integration,
3. Committee on Foreign Policy,
4. Committee on Economy and Finances,
5. Committee on National Security,
6. Committee on Productive Activities, Trade and Environment,
7. Committee on Labour, Social Issues and Health,
8. Committee on Education and Means of Public Information.

In order to enhance the supervisory role of the Albanian Parliament on the EU integration issues, the Albanian Parliament set up in 2002 the Committee on the European Integration (CEI) as an *ad hoc* Committee. In 2004 the CEI was upgraded into one of the 8 Standing Committees of the Parliament. The main functions of the CEI are the following:

- Supervises the EU integration process of Albania as well as the process of the legal harmonisation of the Albanian Legislation with the EU *acquis* (Article 19 of the Rules of procedures),
- Verifies the compatibility of the draft-bills proposed to the Albanian Parliament with the EU *acquis*, (Article 18, 19, of the Rules of procedures).
- Supervises the activity of the Ministry on the European Integration and other line Ministries on issues related to the EU integration process,
- Raises the awareness of the public concerning the process of the EU integration process.

The Secretary General, who is the highest civil clerk in the Assembly will take care of the project realisation The Assembly Bureau decides on the administrative issues and the interior functioning of the of the Assembly and of its bodies. The Secretary General, who is appointed by the Assembly Bureau supervises the services of the Assembly. According to the Organisation Chart of the Parliament there are five services (total number of the staff of all services is 141 persons):

1. Legislative Service,
2. Information and Documentation Service,
3. Administrative Service,

4. Foreign Relations Service,
5. Service for Monitoring the Independent Constitutional Institutions and other Independent Institutions established by law.

The main task of the Legislative Service is to provide to the Assembly, to the Parliamentary Committees and MPs the necessary legal assistance to carry out the legislative and supervisory functions of the Assembly. The total number of the staff of the Legislative Service is 44 persons. The structure of the Legislative Service is as follows:

- 1- Director General
- 2- Judicial Service
- 3- Service for Plenary Sitings and Committees
- 4- Unit for the Approximation of legislation.

The Director General carries out effective supervision of the Legislative Service and other Services under his/her responsibility. The Director General of the Legislative Service is under the direct responsibility of the Secretary General of the Parliament.

The task of the Judicial Service is to offer its own contribution for the functioning and the constant improvement of the activity in the committees, parliamentary councils and other parliamentary bodies. Its structure is as follows:

1. Director of the Judicial Service
2. Legal Advisers.
3. Secretary for the Council of the Rules of Procedure and Legislation.
4. Editor for the normative acts and texts.
5. Editor for the normative acts and texts.

The Director of the Judicial Service organises the work of the Judicial Service and also manages effectively the human resources under his/her responsibility.

Service for Plenary Sitings and Committees supports the Speaker of the Parliament and the MPs for the well functioning of the parliamentary procedures in compliance with the Constitution and Rules of Procedure.

The main task of the Unit for the Approximation of Legislation is to provide to the Assembly, the Standing Committees and MPs, the required legal and scientific expertise in the process of harmonisation and approximation of Albanian legislation to the European Union legislation. The structure of the Unit for the Approximation of Legislation is as follows:

1. Director of the Unit for the Approximation of Legislation
2. Legal Advisor and/or Advisor for the Specific Field (3 staff).

The Director of the Unit for the Approximation of Legislation organises the work of the Unit for the Approximation of Legislation and provides the specialised legal opinion concerning the problems of the approximation of the Albanian legislation to the EU *acquis*.

In order to supervise the day-to-day running of the project, the Assembly will nominate a senior official. A dedicated Project Implementation Unit will also be established for the implementation of the project.

**Annex IV**  
**Reference to laws, regulations and strategic documents**

**Reference list of relevant laws and regulations:**

- Constitution of the Republic of Albania approved with the law No. 8417 dated 21.10.1998, Official Journal of the Republic of Albania, no. 28, p.1073, published on 7.12.1998.
- Rules of Procedure of the Assembly of the Republic of Albania, approved by the Decision of the Assembly, no.166, of 16.12.2004, as amended by the Decision of the Assembly no. 15, of 27.12.2005 and the Decision of Assembly no. 193, of 7.7.2008.
- Law no. 9252, of 08.07.2004 “On the work of the Assembly in the process of Albania’s integration in the European Union”. Official Journal of the Republic of Albania, year 2004, Nr. 53, page, 3479, published on 05.08.2004.
- Decision of the Council of Ministers no. 4 of 7.1.2009 On an extension to the decision no. 584, of 28.8.2003 of the Council of Ministers “On the approval of the Rules of Procedure of the Council of Ministers”, the amended version.<sup>4</sup>

**Reference to AP /NPAA / EP / SAA:**

**Reference to the SAA:**

- **Articles 6, 10, 70 and 122 of the Stabilisation and Association Agreement (SAA)**, ratified by the law nr. 9509, of 27.07.2006 “On the Ratification of the Stabilisation and Association Agreement between the Republic of Albania and the European Communities and its member States”, Official Journal of the Republic of Albania: Year 2006, no. 87, page 2955; date of Publication 14.08.2006, entered into force on 1 April 2009.

**ARTICLE 6**

“The Association shall be implemented progressively and shall be fully realised over a transitional period of a maximum of ten years, divided into two successive stages”

“The purpose of this division into successive stages is to make a thorough mid-term review of the implementation of this Agreement. **In the field of legal approximation and law enforcement, the aim shall be for Albania to concentrate in the first stage on the fundamental elements, with specific benchmarks, of the *acquis* as described under Title VI.**”

**ARTICLE 70**

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<sup>4</sup> This decision makes compulsory the indication in the first (title) page of draft laws, of the CELEX number, date and full title of the community legislation to which that draft law is harmonized.

“1. The Parties recognise the importance of the approximation of Albania's existing legislation to that of the Community and of its effective implementation. Albania shall endeavour to ensure that its existing laws and future legislation shall be gradually made compatible with the Community acquis. Albania shall ensure that existing and future legislation shall be properly implemented and enforced.

2. This approximation shall start on the date of signing of this Agreement, and shall gradually extend to all the elements of the Community acquis referred to in this Agreement by the end of the transitional period as defined in Article 6.

3. During the first stage as defined in Article 6, approximation shall focus on fundamental elements of the Internal Market acquis as well as on other important areas such as competition, intellectual, industrial and commercial property rights, public procurement, standards and certification, financial services, land and maritime transport – with special emphasis on safety and environmental standards as well as social aspects – company law, accounting, consumer protection, data protection, health and safety at work and equal opportunities. During the second stage, Albania shall focus on the remaining parts of the acquis.

Approximation will be carried out on the basis of a programme to be agreed between the Commission of the European Communities and Albania.

4. Albania shall also define, in agreement with the Commission of the European Communities, the modalities for the monitoring of the implementation of approximation of legislation and law enforcement actions to be taken.”

#### **ARTICLE 10**

“Political dialogue at parliamentary level shall take place within the framework of the Stabilisation and Association Parliamentary Committee established under Article 122.”

#### **ARTICLE 122**

“A Stabilisation and Association Parliamentary Committee is hereby established. It shall be a forum for Members of the Albanian Parliament and the European Parliament to meet and exchange views. It shall meet at intervals that it shall itself determine.

The Stabilisation and Association Parliamentary Committee shall consist of members of the European Parliament, on the one hand, and of members of the Parliament of Albania, on the other.

The Stabilisation and Association Parliamentary Committee shall establish its Rules of Procedure.

The Stabilisation and Association Parliamentary Committee shall be chaired in turn by the European Parliament and the Parliament of Albania, in accordance with the provisions to be laid down in its Rules of Procedure.”

**Reference to the National Plan for the Implementation of SAA (NPISAA (2007-2013)) :**

In the National Plan of the Implementation of the Stabilisation and Association Agreement, the following legal initiatives and implementation activities are foreseen:

***Short term priorities 2007-2008:*** The following short term priority should be addressed:

- *Improve the functioning of the Albanian Parliament following the conclusion of the elections,*

***Short-term legislative initiatives (2007 - 2008):*** The following legislative initiatives will be undertaken so as to address short-term priorities:

- *Approving normative acts for the implementation of Parliament's New Regulation.*

***Short-term Implementing Activities (2007 – 2008):*** The following implementing activities will be undertaken so as to address short-term priorities:

- *Training MPs and Parliament staff on EU legislation and its decision-making bodies;*
- *Strengthening the authentic legislative capacities of the European Integration Commission;*
- *Assisting the European Integration Commission.*

**Reference to the Albania 2008 and 2009 Progress Reports:** COM (2009)533), Brussels 14.10.2009.

The project is in line with the recommendations and findings of the Albania 2008 and 2009 Progress Reports of the European Commission which pointed out the need for enhancing the expertise in the Parliament on the EU-related issues.

Albania 2009 Progress Report underlines that the Parliament, to progress on approximation of legislation, “*have to strengthen administrative capacities to perform its control functions over the legislative process.*” This report also points out that “*further efforts are needed to enhance the role of parliament in monitoring the implementation of SAA obligations.*”

**Reference to MIPD:** IPA Multi-Annual Indicative Planning Document (2009-2011) Albania.

The proposed project is in line with priorities set in section 2.3.1.1 of the MIPD Component I-Transition assistance and institution building -Political Criteria, such as:

- *support for political system in order to improve the regulatory functions of the parliament,*
- *strengthening of European Integration structures.*

## **Reference to National Development Plan 2007-2013 (NSDI):**

National Strategy for Development and Integration (NSDI) 2007-2013, which was approved by the Council of Ministers' Order No. 342, date. 12.03.2008. This project is in line with the National Strategy for Development and Integration (NSDI) 2007-2013 which sets the strategic priority to:

- “*Develop and consolidate the democratic state, based on the fundamental liberties and rights of individuals. Exercise good governance ... guarantees the functioning of the rule of law.*”
- “*Integrate the country into the European*” and
- to fulfil “*The standards of European Union membership...*”

## **Annex V**

### **Indicative profiles and account of tasks expected from the team leader, resident twinning advisor and short term experts**

#### **Profile and tasks of the Project Leader (PL):**

This project requires a Project Leader who will be responsible for the overall coordination of the project activities. The project leader is expected to closely work with the resident twinning advisor and the short-term experts as well as with the counterpart of the beneficiary institution.

#### **a) Profile of the PL:**

##### *Qualification and skills:*

- University Degree, preferably in Law, in Public Administration or in Political Sciences
- Broad long-term knowledge in the area of legislation in the fields covered by this project,
- Experience in conducting comparative law studies in the field of approximation of national legislation to the EU *acquis*, within a Parliament of an EU Member State,
- Good leadership skills,
- Excellent command of English,
- Computer literacy.

##### *Professional experience:*

- At least 10 years of experience, preferably in the Legal Service or in the Committee Secretariat dealing with the EU Affairs of a National Parliament of a Member State of the European Union,
- Incumbent acted as team leader, resident twinning advisor or key expert in at least one other EU funded project having as beneficiary the National Parliament.
- Senior expertise in the field of approximation of national legislation to the EU legislation.

#### **b) Tasks of the PL:**

- Overall project co-ordination,
- Supervision of the implementation of the project in coordination with the Albanian TL counterpart,
- Mobilising short-term experts,
- Closely work with the resident twinning advisor and the short term experts,
- Executing administrative issues (i.e. signing reports etc.),
- Advising on the future plans and reporting to the relevant authorities on the progress of the project.

### **Profile and tasks of the Resident Twinning Advisor (RTA):**

This project requires a RTA for the management of the project for improving the regulatory functions of the Parliament to efficiently fulfil the SAA obligations during the pre-accession process, based on experience and practices adopted by Parliaments of various EU Member States.

The RTA will work on a day-to-day basis in Albanian Parliament and support the co-ordination of different actions. RTA should be familiar with the legislative procedures both in the national parliaments of EU Member States and European Institutions as well as with the methods and techniques of legal harmonisation.

#### **a) Profile of the RTA:**

##### *Qualification and skills:*

- University Degree in Law, in Public Administration or in Political Sciences
- Excellent command of English,
- Experience in the field of approximation of national legislation to the EU *acquis*, preferably within a Parliament of an EU Member State,
- Experience in project management,
- Experience of team working in projects,
- Computer literacy,

##### *Professional experience:*

- At least 5 years of experience, preferably in the legislation process of a National Parliament of a Member State of the European Union, at managerial/expert level,
- Experience in conducting comparative studies aiming at improving the legislative procedure for a more effective legal approximation,
- High expertise in the field of approximation of national legislation to the EU legislation.

#### **b) Tasks of the RTA:**

- design a work plan for the implementation of project,
- assist in the preparation of all strategic project documents (guidelines for a new legal framework on legal approximation, preliminary proposal for draft-amendments of the rules of procedures of the Albanian parliament, communication strategy for the Parliament of the Republic of Albania, training manuals, quarterly monitoring reports and final project report etc.),
- ensure the day-to-day management of the project working on the daily basis with the Albanian Parliament staff to implement the project,

- to ensure that all activities are implemented in a professional way,
- to plan and organise study visits, training activities,
- to provide detailed reports on the impact of the programme,

### **Profile and tasks of the short-term experts:**

The PL and the RTA will be assisted by international short-term experts. The short-term expert shall assist the PL and the RTA in delivering the activities within the project.

#### **a) Profile of the short-term experts:**

##### *Qualification and skills:*

- University Degree in Law/or in the relevant subject,
- Experience in the field of approximation of national legislation to the EU *acquis*, preferably within a Parliament of an EU Member State,
- Experience of team working in projects,
- Excellent command of English and/or French
- Computer literacy,

##### *Professional experience:*

- At least 5 years of experience, preferably at expert level in the legislation process of the relevant field of a National Parliament of a Member State of the European Union,
- They should be professionally qualified and have the appropriate experience, preferably within a National Parliament of the European Union in the area and the subjects they are selected for,
- Experience, preferably within a Parliament of EU Member States, in conducting comparative studies aiming at improving the legislative procedure for a more effective legal approximation,

