



REGIONAL ANTI-CORRUPTION INITIATIVE  
◦ SECRETARIAT ◦

## TWINNING TYPE ACTIVITY

# “COOPERATION AND EXCHANGE OF BEST PRACTICES IN THE FIGHT AGAINST CORRUPTION”

## DRAFT AGENDA

*Albania, Tirana, May 25 – 28, 2008*

*Co-organizers: RAI Secretariat and High Inspectorate of Declaration and Audit of Assets*

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## BACKGROUND INFORMATION

The Regional Anti-corruption Initiative (RAI) was initially adopted in Sarajevo in February 2000, as Stability Pact Anti-corruption Initiative (SPAI), to address corruption – one of the most serious threats to the recovery and development of the South East European countries. Currently the Initiative consists of 9 member countries from the region – Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Moldova, Montenegro, Romania and Serbia and one observer – Kosovo/UNMIK, providing all of them with a general framework for coordination, optimization of efforts and permanent dialogue with the partner community involved in the fight against corruption.

RAI Secretariat which is based in Sarajevo is the executive body of the initiative. It is the only regional center devoted solely to curb corruption in South Eastern Europe (SEE). It gives impetus to the fight against corruption in SEE by building on existing actions, through better coordination of all efforts and by relying on high – level political commitment. Its constant goal is to assist and support countries in SEE to adopt efficient legislation, to establish effective institutions, to strengthen institutional capacities and to develop best practices in civil society for a joint sustained fight against corruption.

Fulfilling this mission RAI Secretariat:

- Serves as the main focal point for regional anti-corruption cooperation in SEE through coordination, facilitation and dissemination of best practices and lessons learned, as well as through interaction and coordination among member states and other international partners;
- Also serves as a multidisciplinary Anti-corruption Resource Center and network for information and expertise exchange by offering a platform of interaction among relevant regional and international actors;
- Organizes anti-corruption regional/national events, including specialized trainings, based on requests by the member states and its own assessment of the regional needs.

The Anti-corruption Resource Center ([www.rai-see.org](http://www.rai-see.org)) provides regularly updated information about activities of the initiative and its Secretariat as well as a general overview of anti-corruption framework in SEE countries.

## TWINING TYPE ACTIVITY BETWEEN ALBANIA AND ROMANIA

Twining type activities are one of the regular activities developed by RAI Secretariat in order to address specific needs of member countries and to foster cooperation, exchange and knowledge transfer between similar anti-corruption agencies. This activity is planned to be organized in two steps: Representatives and integrity inspectors of the National Integrity Agency (NIA) will carry out a study visit in their homologue institution in Albania – the High Inspectorate of Declaration and Audit of Assets (HIDAA). The second step will be finalised by a working visit of representatives from the Albanian institution to the Romanian one as well as the presentation of a procedure manual draft for integrity inspectors .

These visits will provide a practical forum for the beneficiaries to exchange experiences and good practices on the priority areas, including the following:

1. *Declaration and Audit of Assets*: declaration/audit and checking/decision/sanctions
2. *Prevention of Conflict of Interest/Incompatibility*: administrative inspection/sources of information/standard documents/administrative or criminal sanctions
3. *Capacity building* : staff capacities, training and assistance capacities, internal rules, transparency

4. *Cooperation and exchange of information* with other public institutions, specialised agencies, media and the public;
5. Signing of a *MoU* between both agencies in the frame of the twinning type process.

In addition to the official programme, the activity will provide useful opportunities for informal exchange of information, networking and building contacts.

## **PARTICIPANTS**

The first round of the twinning activity aims to bring up to 5 representatives of the National Integrity Agency of Romania in a country visit in Albania in order to share experience with their colleagues from the High Inspectorate of Declaration and Audit of Assets. It is recommended that members of the Romanian delegation represent also superior and principal integrity inspectors.

Regional Anti-Corruption Initiative Secretariat will support funding for the Romanian delegation. The funding will cover travel, accommodation during the visit, excepting any official meal offered by the Albanian host agency.

## **ORGANISATION OF THE MEETING**

The meeting will start on 26 May and will finish in the early afternoon on 28 May. The Romanian delegation is invited to arrive in Tirana on 25 May; and to depart late in the evening on 28 May or in the morning of 29 May. Information about hotel accommodation will be provided later as well.

The meeting will be held in the HIDAA premises. Transfer from and to the airport will be provided by the hosting agency (HIDAA).

The working language will be English. Potential translation will be provided by the Albanian host agency.

Participants, who need visas for Albania, are requested to take the necessary steps to obtain the visa. The RAI Secretariat should be contacted in case further support is needed.

**May 25, 2008**

**Sunday**

Afternoon

*Arrival* of participants in Tirana – transport arrangements.

**May 26, 2008**

**Monday**

9:00 – 9.30	<p><b><i>Session 1 – Opening Plenary &amp; MoU Signing</i></b></p> <p><i>Moderator:</i> Mr. Edmond Dunga – Head of RAI Secretariat</p> <p><i>Keynote speakers:</i> Mrs. Fatmira LASKA, High Inspector, HIDAA</p> <p>NIA (TBC)</p> <p>USAID (TBC) Others</p>
9.30 – 10.00	<p><b><i>Media interviews</i></b> Coffee Break</p>
10.00 – 11.15	<p><b><i>Overall presentation</i></b> <i>Moderator:</i> HIDAA</p> <ul style="list-style-type: none"><li>▪ Organization, functioning, powers of HIDAA</li><li>▪ Legal framework (main interesting topics)</li><li>▪ Organization framework (HIDAA, public institutions, responsible authorities, public officials)</li><li>▪ General stats</li></ul>
11.15 – 11.30	Coffee Break
11.30 – 13.00	<p><b><i>Declaration of Assets and Private Interests</i></b></p> <ul style="list-style-type: none"><li>▪ Declaration types and forms</li><li>▪ Categories of public officials</li><li>▪ Main concepts</li></ul>
13.00 – 14.00	Lunch break
14.00 – 15.15	<p><b><i>Prevention of Conflict of Interest cases and Incompatibilities</i></b></p> <ul style="list-style-type: none"><li>▪ Case studies</li><li>▪ Discussions</li></ul>
15.15 – 15.30	Coffee break

15.30 – 17.00	<b><i>Administration of declarations and managements issues</i></b> <ul style="list-style-type: none"> <li>▪ Relationship, assistance and support to responsible authorities</li> <li>▪ Internal methodology</li> </ul>
20.00	Official dinner offered by the Albanian host agency

**May 27, 2008**

**Tuesday**

9:00 – 11.00	<b><i>Auditing Process</i></b> <ul style="list-style-type: none"> <li>▪ Scanning</li> <li>▪ Preliminary Checking</li> <li>▪ Arithmetic and Logical Checking</li> <li>▪ Full Audit</li> </ul>
11.00 – 11.30	Coffee break
11.30 – 13.00	<b><i>Administrative and Criminal Procedures</i></b> <ul style="list-style-type: none"> <li>▪ Standard documents during administrative procedure</li> <li>▪ Sources of identifying conflict of interest cases</li> <li>▪ General stats</li> </ul>
13.00 – 14.00	Lunch break
14.00 – 15.30	<b><i>Administrative Inspection (+ case studies)</i></b> <ul style="list-style-type: none"> <li>▪ Inspection by function</li> <li>▪ Inspection by random selection</li> <li>▪ Other hypotheses</li> </ul>
15.30 – 15.45	Coffee break
15.45 – 17.00	<b><i>Good practices and lessons learnt</i></b> <ul style="list-style-type: none"> <li>▪ Capacity building (staff specialization and training, international support, institutional capacities, transparency issues)</li> <li>▪ Sub legal acts and commentaries</li> <li>▪ Training process and campaigns</li> <li>▪ Transparency issues</li> <li>▪ Other issues</li> </ul>
18.00 – 20.00	Free Time – City tour

9:30 – 11.00	<p><b><i>Sanctions</i></b></p> <ul style="list-style-type: none"> <li>▪ Administrative fines</li> <li>▪ Disciplinary sanctions</li> <li>▪ Invalidity of acts in conflict of interest</li> <li>▪ Criminal proceedings</li> <li>▪ Questions</li> </ul>
11.00-11.30	Coffee break
11.30-13.00	<p><b><i>Cooperation and exchange of information with other sources (public institutions, specialized agencies, media, public)</i></b></p> <ul style="list-style-type: none"> <li>▪ MoUs signed in bilateral or multilateral basis</li> <li>▪ Good practices</li> <li>▪ Questions</li> </ul>
13.00-14.00	Lunch break
14.00-15.30	<p><b><i>Training capacities, assistance and support to public institutions and officials</i></b></p> <ul style="list-style-type: none"> <li>▪ Coordination and collective assistance</li> <li>▪ Individual assistance</li> <li>▪ Training manual(s)</li> <li>▪ Commentaries</li> </ul>
15.30-15.45	Coffee break
15.45-17.00	<p><b><i>Concluding Remarks (or Potential Meetings with other government agencies)</i></b></p>

	Departure of participants
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