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**Project: Development of Reliable and Functioning Policing Systems
and Enhancing of Combating Main Criminal Activities
and Police Co-operation**

Provisional EN

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**Strengthening police capacities
against serious crime in South-eastern Europe**

INCEPTION REPORT

Project title	Development of reliable and functioning policing systems, and enhancing of combating main criminal activities and police co-operation
Project area	South-eastern Europe: Albania, Bosnia and Herzegovina, Croatia, Serbia and Montenegro, "The former Yugoslav Republic of Macedonia"
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TABLE OF CONTENTS

1	INTRODUCTION.....	1
1.1	Project Summary.....	1
1.2	Stakeholders.....	4
1.2.1	Council of Europe.....	4
1.2.2	International Organisation for Migration.....	5
1.2.3	Consortium partners.....	6
1.2.4	Beneficiary countries.....	6
1.2.5	Advisory Board.....	8
1.3	Observations.....	8
2	GENERAL PROJECT ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE.....	9
2.1	Setting up a Project Management Unit and recruitment of staff.....	9
2.2	Start-up in-country missions.....	10
2.3	Appointment of Senior Representatives.....	11
2.4	First Consortium partners Meeting.....	11
2.5	First Advisory Board Meeting.....	11
2.5.1	Terms of Reference of the Advisory Board.....	12
2.6	Start-up Conference.....	14
2.7	Project implementation programme and a detailed list of activities.....	15
2.8	Project’s workplan, timetable of activities and logical framework.....	15
3	SPECIFIC “MODULE 1” ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE.....	16
3.1	Output 1.1.....	16
3.2	Output 1.2.....	17
3.3	Output 1.3.....	18
3.4	Output 1.4.....	18
3.5	Output 1.5.....	19
4	SPECIFIC “MODULE 2” ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE.....	21
4.1	Preparatory activities carried out during the inception phase.....	21
4.2	Output 2.1.....	21
4.3	Output 2.2.....	22
5	PROJECT WORK PLAN AND TIMETABLE OF ACTIVITIES (MARCH 2004 – MARCH 2005).....	24
5.1	Module 1.....	25
5.2	Module 2.....	30

6	DETAILED DESCRIPTION OF ACTIVITIES	31
6.1	Module 1	31
6.1.1	Activities under Output 1.1: A regional strategy developed on economic and organised crime in accordance with the acquis of the EU and European standards and practices	31
6.1.2	Activities under Output 1.2: Capacities for financial investigations aimed at the confiscation of proceeds from crime strengthened	44
6.1.3	Activities under Output 1.3: More effective use of special investigative means and intelligence in accordance with human rights standards supported	55
6.1.4	Activities under output 1.4: The creation of effective mechanisms to protect witnesses of serious crime supported	66
6.1.5	Activities under Output 1.5: Capacities for co-operation in criminal matters among the countries of South-eastern Europe made more efficient.....	72
6.2	Module 2	77
6.2.1	Activities under Output 2.1: Training strategy developed and adopted based on a thorough analysis of needs and capacities	77
6.2.2	Activities under Output 2.2: Curricula and training materials on trafficking in human beings, smuggling and illegal migration developed, tested and available for further training.....	81
7	LOGICAL FRAMEWORK	86
8	LIST OF ADDENDUMS / REPORTS	95

For any additional information please contact:

COUNCIL OF EUROPE
Project Management Unit
Project “Development of reliable and functioning policing systems and enhancing of combating main criminal activities and police co-operation”
Department of Crime Problems
Directorate General I – Legal Affairs
67075 Strasbourg Cedex, France

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

1 INTRODUCTION

1.1 Project Summary

The Project “Development of reliable and functioning policing systems and enhancing of combating main criminal activities, and police co-operation” is a joint project between the European Union and the Council of Europe, under the CARDS Regional Programme 2002 – 2003.

The project started in March 2004 and will last until August 2006 (30 months).

The project areas are: Albania, Bosnia and Herzegovina, Croatia, Serbia and Montenegro¹ and “the former Yugoslav Republic of Macedonia”.

The objective of the project is to strengthen the capacities of the above-mentioned beneficiary countries to develop and implement regional strategies against serious forms of crime, based on the *acquis* of the European Union and other European standards and practices by:

- providing them with the necessary tools against economic and organised crime (**Module 1**);
- enabling them to deliver comprehensive training against trafficking in human beings, smuggling and illegal migration (**Module 2**).

The project covers, through a series of in-country and regional activities (e.g. seminars, study visits, trainings) **the following issues:**

- the development of a regional strategy on economic and organised crime;
- the strengthening of financial investigations capacities aimed at the confiscation of proceeds from crime and experience exchange among the financial intelligence units in the region;
- the use of special investigative means and intelligence in accordance with human rights standards;
- the creation of effective mechanisms to protect witnesses of serious crime;
- the strengthening of capacities for co-operation in criminal matters;
- the development of training strategies in all matters related to trafficking in human beings, smuggling and illegal migration;
- the development of curricula and training materials on trafficking in human beings, smuggling and illegal migration.

The overall intervention logic of the project can be summarised as to:

- develop regional strategies and benchmarks;
- develop country-specific implementation plans for specific tools and fields of crime;
- develop, test and produce training materials in local languages to support the implementation of the strategies;
- review progress made in the implementation of the strategies and thus in the progress made towards the *EU acquis* and European standards and practices.

¹ The project area includes also Kosovo (Serbia and Montenegro), currently under the interim administration of UNMIK in accordance with the United Nations Security Council resolution 1244 (1999).

Through the two modules, the project **combines a horizontal approach** (tools which are common to most forms of economic and organised crime) **with a vertical approach** (trafficking in human beings, smuggling and illegal migration as the specific field of crime).

Finally, **close co-ordination and synergies with other organisations and projects** supporting measures against economic and organised crime, trafficking in human beings, smuggling and illegal immigration are sought in the implementation of the project.

1.2 Stakeholders

1.2.1 Council of Europe

The Council of Europe is the contractor responsible for the implementation of the project towards the European Commission. As such, it has the overall contractual responsibility for the implementation of the project; it ensures the overall financial management and the integrated reporting to the European Commission and the set-up and supervision of the Project Management Unit.

The Council of Europe is also responsible for the implementation of the horizontal Module 1 - *Tools against economic and organised crime*. As the leader of the consortium and the main contractor, the Council of Europe secures that the same quality standards apply within both modules regarding the planning, budget management, implementation, reporting and monitoring of respective activities.

The Project Management Unit (PMU) consists of:

Mr Jean-Charles DE CORDES Project Manager	Department of Crime Problems Directorate General of Legal Affairs Tel: + 33 3 90 21 53 05; Fax: + 33 3 88 41 20 52 E-mail: jean-charles.decordes@coe.int
Ms Livia STOICA – BECHT Deputy Project Manager	Department of Crime Problems Directorate General of Legal Affairs Tel : + 33 3 90 21 4260; Fax : + 33 3 88 41 20 52 E-mail: livia.stoica@coe.int
Ms Svetlana ANISIMOVA Administrative Assistant	Department of Crime Problems Directorate General of Legal Affairs Tel : + 33 3 90 21 5287; Fax : + 33 3 88 41 20 52 E-mail: svetlana.anisimova@coe.int

Long-term advisers and consultants to the project:

Mr Goran KLEMENCIC External long term adviser of the project (Module 1)	Tel : + 386 31 214 580 E-mail : goran.klemencic@comp-law.org
Ms Kristina HEMON Consultant (Module 1 / Output 1.1)	Tel : + 44 783 373 8332 E-mail: k.hemon-alumni@lse.ac.uk

Local project officers Module 1:

Tirana (Albania) Ms Edlira LLOHA	Council of Europe Information Office Pallati i Kulturës, Kati I, Sheshi Skënderbej Tirana Tel : + 355 4 22 84 19; Fax : + 355 4 24 89 40 E-mail: edlira.lloha@coealb.org
Sarajevo (Bosnia and Herzegovina) Mr Bogdan JOKOVIC	Council of Europe Office Trg Fra Grge Martica 2/III, 71000 Sarajevo Tel : + 387 33 26 43 60; Fax : + 387 33 23 39 35 E-mail : bogdan.jokovic@coe.int
Zagreb (Croatia)	to be confirmed

Belgrade (Serbia and Montenegro) Ms Silvija PANOVIĆ-DJURIĆ	Council of Europe Office Vuka Karadzica 12, 11 000 Belgrade Tel/fax: + 381 11 182 747/631 955 E-mail: silvija@bitsyu.net
Podgorica (Serbia and Montenegro) Mr Lado LALICIC	Council of Europe Office Dalmatinska 22, 81000 Podgorica Tel: + 381 81 265 438; Fax + 381 81 265 439 E-mail : ladol.coe@cg.yu
Pristina (Serbia and Montenegro / Kosovo) Mr Fitim VERTOPI	Council of Europe Office UNHCR HQ Building, 6th Floor Kragujevci 8, 38000 Pristina, Kosovo Tel : + 381 38 243 749 / 750 / 751 Fax : + 381 38 243 752 E-mail : fitim.vertopi@coe.int
Skopje ("the former Yugoslav Republic of Macedonia") Mr Darko ANGELOV	Council of Europe Information Office ul. Mito Hadzivasilev Jasmin b.b, MK - 91000 Skopje Tel: + 389 2 3290 232; Fax: + 389 2 3123 617 E-mail : darko.angelov@iocoe.org.mk

1.2.2 International Organisation for Migration

The International Organisation for Migration is the module leading partner responsible for the implementation of Module 2 (trafficking in human beings, smuggling and illegal migration).

Coordinator Module 2:

Mr Björn CLARBERG Coordinator	IOM Regional Liaison & Co-ordination Office to the European Union Tel : + 32 2 285 00 25; Fax: + 32 2 230 07 63 E-mail : bclarberg@iom.int
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Local Project Officers Module 2:

Tirana (Albania) Mr Peter BRYANT	Tel : + 355 4 25 78 36/7; Fax : + 355 4 25 78 35 E-mail: pbryant@iomtirana.org.al
Sarajevo (Bosnia and Herzegovina) Mr Federico SODA	Tel : + 387 33 64 81 50; Fax : + 387 33 64 82 02 E-mail : fsoda@iom.int
Zagreb (Croatia) Mrs Lovorka MARINOVIC	Tel: + 385 1 48 16 884; Fax: + 385 1 48 16 879 E-mail: lovorkam@iom.int
Belgrade (Serbia and Montenegro) Mr Louis HOFFMANN	Tel: + 381 11 66 14 50; Fax: +381 11 66 10 13 E-mail: lhoffmann@iom.int
Pristina (Serbia and Montenegro / Kosovo) Mrs Renza TOVAZZ	Tel : + 381 38 249 149/058 ext. 110 Fax : + 381 38 249 039 E-mail : rtovazzi@iom.ipko.org
Skopje ("the former Yugoslav Republic of Macedonia") Mr Vladimir DANAILOV	Tel: + 389 2 323 36 92-94 ext. 146; Fax: + 389 2 323 36 88 E-mail : vdanailov@iomskopje.org.mk

1.2.3 Consortium partners

A consortium of partners supporting the project consists of: **Belgium** (Federal Prosecution and Immigration Department), **Finland** (Ministry of Interior), **Hungary** (Ministry of Interior), **Italy** (Directorate for Anti-Mafia Investigations), **Slovenia** (General Prosecution, Office for Money Laundering Prevention, Criminal Police), **Spain** (Directorate General of Police), **Sweden** (Ministry of Justice), **International Organisation for Migration (IOM)**, **Council of Europe** (as the consortium leader).

All consortium partners are contributing to the implementation of project activities by:

- providing, as relevant and according to the criteria set for each activity, short-term experts who will take part in the regional and in-country seminars, training events as well as for curriculum development and legislative advice, and
- hosting study visits and training events.

1.2.4 Beneficiary countries

Senior representatives and local co-ordinators

In each project area, a **Senior representative** (focal point) and **local coordinators** (for each of the two modules of the project) were nominated by the authorities:

ALBANIA	<i>Senior representative</i>	Ms. Argita TOTOZANI Economic Adviser Ministry of Public Order E-mail: a.totozani@city.academic.gr
	<i>Co-ordinator Module 1</i>	Mr. Olsi IBRO Officer, General Directorate of Codification Ministry of Justice
	<i>Co-ordinator Module 2</i>	Mr. Jashar VREKA Chief of the Qualification Sector - Center for Qualifying Studies of the Police Academy
BOSNIA AND HERZEGOVINA	<i>Senior representative</i>	Mr. Srdja VRANIC Chief of the Private Office of the Prime Minister of Republika Srpska E-mail: svranic77@hotmail.com
	<i>Co-ordinator Module 1</i>	To be confirmed
	<i>Co-ordinator Module 2</i>	To be confirmed
CROATIA	<i>Senior representative</i>	Mr. Boris SPUDIC Assistant Director Criminal Police Directorate Ministry of Interior E-mail: bspudic@mup.hr
	<i>Co-ordinator Module 1</i>	Mr. Mato BLAZANOVIC Head of Witness protection unit Ministry of Interior
	<i>Co-ordinator Module 2</i>	Ms. Sandra VEBER Police officer Department of organized crime Ministry of Interior

SERBIA (SERBIA AND MONTENEGRO)	<i>Senior representative</i>	Ms. Nataša PETRUŠIĆ Head of the Bureau for International co- operation Cabinet of the Minister Ministry of Internal Affairs of the Republic of Serbia E-mail: npetrusic@mup.sr.gov.yu
	<i>Co-ordinator Module 1</i>	Mr Mladen SPASIC Deputy Head of the Organised Crime Directorate, Ministry of Interior
	<i>Co-ordinator Module 2</i>	Mr Nenad BANOVIĆ Inspector for foreigners Directorate Border Police, Ministry of Interior
MONTENEGRO (SERBIA AND MONTENEGRO)	<i>Senior representative</i>	Ms. Dragana RADULOVIĆ Councillor to the Minister of Interior Ministry of Interior of the Republic of Montenegro E-mail: draganaradulovic@yahoo.com
	<i>Co-ordinator Module 1</i>	Mr. Dragan RADONJIC Chief inspector in Department for fight against organized crime Ministry of Interior of Montenegro
	<i>Co-ordinator Module 2</i>	Ms. Natasa POPOVIĆ Deputy National coordinator for trafficking in human beings
KOSOVO (SERBIA AND MONTENEGRO)	<i>Senior representative</i>	Mr. Thomas J. MONAGHAN Director Department of Justice – UNMIK E-mail: monaghant@un.org
	<i>Co-ordinator Module 1</i>	Ms Anna Myriam ROCCATELLO Chief, Legal Policy Unit Department of Justice - UNMIK
	<i>Co-ordinator Module 2</i>	Ms. Arta KELMENDI Coordinator of Victims' Advocacy and Assistance Unit (VAAU) Department of Justice - UNMIK
"THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA"	<i>Senior representative</i>	Mr. Goran RISTOVSKI Head of the Department of Organised Crime Ministry of Interior E-mail: Goran_H_Ristovski@moi.gov.mk
	<i>Co-ordinator Module 1</i>	Mr. Saso AVRAMOVSKI Advisor Department for International Cooperation and European Integration Ministry of Interior
	<i>Co-ordinator Module 2</i>	Ms. Biljana CADIKOVA TUNTEVA Liaison Officer for SECI Center Ministry of Interior

The Senior representative is responsible with ensuring the participation of relevant officials in all the project activities and for the co-ordination with related actions and measures taken by the government and/or supported through other projects and by other organisations. To facilitate the implementation of the project, the Senior representative is seconded by two local co-ordinators for each of the two modules of the project.

Both the Senior representatives and local coordinators are members of the Advisory Board.

Working groups

For each output and in each project area, a **working group with subject matter specialists and key stakeholders** was formed. For the implementation of **Module 1**, the following working groups were set up:

- Working group on crime analysis (CA),
- Working group on financial investigations (FI),
- Working group on special investigative means (SIMS),
- Working group on witness protection (WP).

1.2.5 Advisory Board

An Advisory Board was set up to provide overall technical and strategic advice and recommendations to the Council of Europe and module partners, on issues covered by the project and on the verifiable indicators to allow for monitoring and evaluation. In addition, it plays a key role in facilitating co-ordination with other initiatives and programmes to avoid duplication and overlapping.

The Advisory Board is composed of:

- **the Senior representatives and local co-ordinators from each beneficiary country**
- **1 representative with subject-matter expertise appointed by each of the project's consortium partners**

Representatives of the European Commission and the Council of Europe are invited to participate in the meetings of the Advisory Board. Experts from other organisations and countries may be invited to participate on an *ad hoc* basis to the meetings of the Advisory board, depending on the subjects to be covered.

The Advisory Board meets at least twice a year on the request by the Council of Europe, IOM or the European Commission. Its meetings are organised by the Project Management Unit. The first meeting of the Advisory Board took place in Strasbourg, 7 June 2004. At the meeting the members adopted its Terms of Reference [see below, section on "General Activities Carried Out" for the full text], and elected as chairman, Mr Boris SPUDIC, Assistant Director of the Criminal Police Directorate of the Ministry of Interior of the Republic of Croatia, and as vice-chairmen, Ms Nataša PETRUŠIĆ, Head of the Bureau for International Co-operation in the Cabinet of the Minister of Internal Affairs of the Republic of Serbia and Mr Henrik Sjolinder, Administrator, Division on Police, Order and Security, Ministry of Justice of Sweden.

1.3 Observations

At the end of the inception phase, the PMU is of the following opinion: *To date, the overall implementation of the project has respected the timing foreseen in the description of the operation. The activities implemented have delivered results which can be considered, due to the very tight schedule, more than above expectations. A strong mobilisation of the different partners involved in the project (from the project areas and the consortium members) has been engaged since the beginning of the inception phase. Nevertheless, three factors out of control of the PMU deserve to be mentioned: the delayed signature of the contribution agreement between the Council of Europe and the European Commission (30 March 2004), the late payment by the European Commission of the first instalment (9 June 2004) and the late nomination of most of the senior representatives and local coordinators (end of May 2004). The conjunction of these factors will most probably delay by one month the calendar of the future activities.*

2 GENERAL PROJECT ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE

The following general activities were carried out during the inception phase of the project (March– July 2004):

<i>Description of activity:</i>	<i>Status:</i>
Setting up a Project Management Unit and recruitment of staff	completed
Preparation of the draft project implementation programme	completed
Start-up in-country missions to launch the project and present and discuss draft project implementation programme	completed
Appointment of Senior Representatives	completed
Preparation of the project implementation programme and a detailed list of activities	completed
Organisation of a Consortium meeting	completed
Preparation of Terms of Reference for the Advisory Board	completed
Organisation of an Advisory Board meeting	completed
Organisation of a project Start-up conference	completed
Finalisation of the project implementation programme	completed
Preparation of the project's workplan and a timetable of activities	completed
Preparation of the logical framework	completed
Preparation of the inception report	completed

2.1 Setting up a Project Management Unit and recruitment of staff

The setting-up of the **PMU** started end of 2003 - early 2004 when the Head of Technical Co-operation, Department of Crime Problems, DG I – Legal Affairs, searched for the resources available to constitute a strong and effective PMU. The size and duration of the project required to have an experienced and complementary team. Two Council of Europe staff members were selected: Jean-Charles de Cordes as Project Manager and Livia Stoica-Becht as Deputy-Project Manager. Later on, Svetlana Anisimova was appointed as administrative assistant of the PMU.

As **external long-term adviser** to the project, the choice was made for Goran Klemencic, a former Council of Europe staff-member who managed several projects in the field of organised crime and is considered as a respected expert on the issues of financial investigations and confiscation, special investigative means and witness protection. The **consultant** chosen for output 1.1 of module 1 was Kristina Hemon, a former International Crisis Group analyst and member of the Anti-Crime and Corruption unit of the Office of the High Representative in Sarajevo. Furthermore, both the long-term adviser and the consultant have the asset of speaking the languages of the CARDS countries and have a deep knowledge of the Western Balkans.

For a more efficient implementation of the programme, **7 local project officers** (LPOs) were recruited for each of the project areas: Albania, Bosnia and Herzegovina, Croatia, Serbia

(Serbia and Montenegro), Montenegro (Serbia and Montenegro), Kosovo (Serbia and Montenegro) and “the Former Yugoslav Republic of Macedonia”. Advertisements were put in the most important local newspapers. Around 250 candidates applied. For each project area shortlists were established and the candidates interviewed by the PMU during the start-up in-country missions. To date, 6 LPOs have been recruited - the LPO for Croatia should be selected around mid September 2004 (see above, under heading “Stakeholders”, for list of recruited LPOs). The LPOs participated in the Start-up conference as well as in the four regional thematic seminars organised in Strasbourg early June 2004. They also benefited from a one-day specific induction course organised by the PMU.

2.2 Start-up in-country missions

In the project initial inception phase, from March to May 2004, a series of **in-country missions in six project areas** - Albania, Bosnia and Herzegovina, Serbia (Serbia and Montenegro), Montenegro (Serbia and Montenegro), Kosovo (Serbia and Montenegro) and “the former Yugoslav Republic of Macedonia”²- were conducted by the PMU and the project advisor and consultant. The purpose of the missions was to hold meetings and discussions with the main relevant counterparts institutions and beneficiaries in a particular project area, international organisations conducting technical cooperation activities in the relevant fields, and representatives of embassies of the consortium member countries.

The mission included a one-day start-up workshop with the main relevant counterpart institutions and beneficiaries (primarily officials from the Ministry of Interior / Police, Organised and Economic Crime Departments, Financial Intelligence Units, Ministry of Justice, Prosecution Service, etc.). The aim of the workshops was to inform, assess, and brainstorm on the specific needs and activities that will be implemented through the project as well as the roles and responsibilities of local stakeholders within this project. In addition, the PMU held a number of bilateral meetings with different technical cooperation providers (including the representatives of the European Commission and the European Agency for Reconstruction) and international organisations active in the field of organised and economic crime, trafficking in human beings, smuggling and illegal migration to present the project and seek synergies in technical cooperation activities.

The outcomes of the workshops and other bilateral meetings allowed the PMU to improve the implementation programme, the workplan of activities and further assess additional areas where assistance may be required to be granted through these two projects.

The in-country missions to different project areas took place on the following dates:

Project area	Date of mission	PMU staff attending
Albania, Tirana	13-14 May 2004	JC de Cordes - Goran Klemencic
Bosnia and Herzegovina, Sarajevo	27-28 April 2004	JC de Cordes - Kristina Hemon
Croatia, Zagreb CANCELLED	11-12 May 2004	JC de Cordes - Goran Klemencic
Serbia and Montenegro, Belgrade	20-21 April 2004	JC de Cordes - Livia Stoica-Becht Goran Klemencic - Kristina Hemon

² The mission planned to Croatia (mid May 2004) had to be cancelled by the PMU due to time constraints and lack of availability on the Croatian side

Serbia and Montenegro, Podgorica	5-7 May 2004	JC de Cordes – Kristina Hemon
Serbia and Montenegro / Kosovo, Pristina	18-19 May 2004	Livia Stoica-Becht – Goran Klemencic
“The former Yugoslav republic of Macedonia”, Skopje	4-5 May 2004	Livia Stoica-Becht – Goran Klemencic

2.3 Appointment of Senior Representatives

On 25 March 2004 the Secretary General of the Council of Europe sent an official letter to the respective Ministers of Foreign Affairs of the CARDS countries presenting the project outline and objectives and calling for the **nomination of the Senior Representatives and Local Coordinators**. The importance of speedy nominations of those was further reiterated during the in-country missions. The process of nominations, for different reasons, was rather slow in some project areas and required additional direct interventions by the PMU during April and May 2004. However, by the time of the Start-up conference, all project areas had appointed their Senior Representatives and many also the Local Coordinators for Module 1 and Module 2. To date, despite many efforts deployed by the PMU, Bosnia and Herzegovina’s Senior Representative has not yet appointed his two local co-ordinators [see above, under heading “Stakeholders”, for the list of appointed persons].

2.4 First Consortium partners Meeting

On 26 May 2004, a **First Consortium Meeting** was held in Strasbourg. It was attended by experts from all the consortium member countries. The objective of the meeting was:

- to examine the project and its different activities as to the concrete assistance each Consortium partner could contribute and in which way;
- to determine the requirements and the relevant European and other international instruments with regard to the priority fields of crime and tools as well as to establish the appropriate benchmarks in this regard.

The **results** of the meeting were:

- a strong commitment by all the consortium partners on the expertise and contributions they were ready to provide to the implementation of the project;
- an agreement on the implementation programme for 2004-2005 and the schedule of activities to be further discussed at the Start-up conference;
- a first review of the benchmarks and requirements to be fulfilled under the relevant European and international legal instruments.

[For more details see Addendum: Minutes of the First Consortium partners and experts Meeting.]

2.5 First Advisory Board Meeting

On 7 June 2004, a **First Advisory Board Meeting** was held in Strasbourg. It was attended by the Senior representatives and local coordinators from the region, one representative appointed by each consortium partners, representatives from the European Commission and the Council of Europe as well as from the International Centre for Migration Policy Development (ICMPD) and the Stability Pact for South-eastern Europe. The main objectives of the meeting were to

discuss the roles and contributions expected from the Senior representatives, local coordinators and consortium partners, the Terms of Reference of the Board and its 2004 agenda.

At the meeting the members adopted the Terms of Reference of the Advisory Board and elected a chairman Mr Boris SPUDIC, Assistant Director at the Criminal Police Directorate - Ministry of Interior of the Republic of Croatia and as vice-chairmen Ms Natasa Petrusic, Head of the Bureau for International Co-operation in the Cabinet of the Minister of Internal Affairs of the Republic of Serbia, and Mr Henrik Sjolinder, Administrator – Division on Police, Public Order and Security, Ministry of Justice of Sweden.

The **results** of the meeting were:

- a clear understanding by each Senior representative and local coordinator of its role and contribution to the project's implementation;
- an agreement on the Terms of Reference of the Advisory Board;
- the election of the chairman and the two vice-chairmen of the Advisory Board;
- an agreement on the 2004 agenda of the Advisory Board.

[For more details see Addendum: Minutes of the First Advisory Board Meeting.]

2.5.1 Terms of Reference of the Advisory Board

I. Role and responsibilities of the Advisory Board

1. The Advisory Board shall be established as a forum for discussion, exchange of information and formulation of technical and strategic guidance. It shall act in an advisory capacity to support enhancing the implementation of the project on "Development of Reliable and Functioning Policing Systems and Enhancing of Combating Main Criminal Activities and Police Co-operation" and ensuring that a wider perspective is taken into account in this process.

More specifically, the role of the Advisory Board is to:

- a) provide technical and strategic opinions, advice and recommendations in view of the implementation of the project to the Council of Europe and its partners;
 - b) advice on objectively verifiable indicators to allow for monitoring and evaluation;
 - c) facilitate co-ordination with other initiatives and programmes to limit to the extent possible duplication and overlapping.
2. On formulation of technical and strategic opinions, advice and recommendations on issues covered by the project to the Council of Europe and its partners, the responsibilities of the Advisory Board shall include:
 - to provide insight technical and strategic opinions, advice and recommendations on the issues covered by the project;
 - to review, on a regular basis, the Project Implementation Programme and provide advice and recommendations on the approach to be adopted in the implementation of activities in each project area, in order to ensure that they can effectively respond to the project areas' specific needs;
 - to advise the Council of Europe and its project partners on future anticipated directions and developments in the project areas in relation to the issues covered by the project and their likely impact on the implementation of specific activities;
 - to advise the Council of Europe and its partners on potential courses of action, strategy and policy responses which could enhance the objectives of the project.
 3. On advising on objectively verifiable indicators to allow for monitoring and evaluation, the responsibilities of the Board shall include:
 - to review the draft quantitative and qualitative indicators set in the draft logical framework of the "description of the operation" and provide advice to the Council of Europe and its project partners in relation to their elaboration.

4. On facilitation of co-ordination with other initiatives and programmes to avoid duplication and overlapping, the responsibilities of the Advisory Board shall include:
 - to have contacts and consultations with other relevant organisations or professionals that it deems necessary, in order to identify synergies with other initiatives and programmes in the fields covered by the project, so as to facilitate co-ordination and limit to the extent possible duplication and overlapping;
 - to maintain interactive and pro-active involvement and communication with other similar initiatives, programmes and projects at national and regional level.
5. The guidance provided by the Advisory Board shall be taken into account by the project's partners, unless this is well justified towards the European Commission. In accordance with the project's "Description of the operation", the Project Management Unit (Strasbourg) shall ensure that the opinion, advice or recommendations of the Advisory Board are fully taken into account by the project's partners.
6. In the exercise of their functions, Advisory Board members shall act as recognized experts in their field. As such, they shall neither request nor receive instructions from any person or organization external to the Board. The Advisory Board shall be independent from the Council of Europe, the Project Management Unit and the International Organisation for Migration.

II. Membership of the Advisory Board

7. The composition of the Advisory Board shall constitute a well balanced representation of the Parties which have a clear stake in the implementation of the project. The Advisory Board shall be composed of:
 - a) the Senior representatives appointed by the relevant authority in each project area;
 - b) the local co-ordinators appointed by the relevant authority in each project area;
 - c) 1 representative with subject-matter expertise appointed by each of the project partners' institutions, namely :
 - Federal Prosecution Office (Belgium)
 - Immigration Department (Belgium)
 - Ministry of Interior (Finland)
 - Ministry of Interior (Hungary)
 - Directorate for Anti-Mafia Investigations (Italy)
 - General Prosecution (Slovenia)
 - Office for Money Laundering Prevention (Slovenia)
 - Criminal Police (Slovenia)
 - Directorate General of Police (Spain)
 - Ministry of Justice (Sweden)
 - International Organisation for Migration;
 - d) representatives of the European Commission (in particular of the DG Justice and Home Affairs);
 - e) representatives of the Council of Europe.
8. Travel and per diem expenses of focal points, local co-ordinators and country partners' representatives (up to 30 persons) shall be covered from the project's budget. Other representatives, including international organisations, will be invited without defrayal of expenses.

III. Working methods and procedures

9. The Advisory Board shall perform its functions and responsibilities through meetings and correspondence as appropriate. If necessary, the Advisory Board shall establish detailed internal rules of procedure, in order to execute its functions and responsibilities in an efficient and effective manner.
10. Meetings of the Advisory Board shall be called at the initiative of the Council of Europe, IOM or the European Commission. The Advisory Board will meet at least twice per year. The meetings of the Advisory Board will be organised with the support of the Project Management Unit (Strasbourg).

11. In the framework of its terms of reference, the Advisory Board may set up working groups to deal with specific issues related to its tasks. The Board shall lay down the terms of reference of such group(s) which include the scope, composition, tasks to be carried out and deadline for results.
12. In order to fulfill the functions set forth in these terms of reference, the Advisory Board may decide to invite to its meetings or to the meetings of its working group(s), on an *ad hoc* basis, technical experts or representatives from other organisations (e.g. Europol, UNODC (Vienna), ODIHR (OSCE), Stability Pact, ICMPD, SPOC) and countries, depending on the subjects to be covered by the respective meeting. In such case, these invited experts shall not have the right to vote nor defrayal of expenses.
13. The Secretariat of the Advisory Board shall be ensured by the Project Management Unit (Strasbourg). The Secretariat's duties shall be to provide administrative support to the Advisory Board (i.e. preparation of the meetings of the Board, circulation of invitations, documents, elaboration of meeting reports for approval by the Board, etc) and ensure the circulation of information on the work of the Advisory Board and related developments, opinions, recommendations, etc. Minutes of the meeting including the decisions, opinions, recommendations, etc. adopted by the members of the Board at their plenary meeting shall be approved by them within 5 days after their adoption.
14. The documents of the Advisory Board (e.g. technical and strategic opinions, advice papers, recommendations, etc.) shall be made public upon their adoption by the Advisory Board, unless the Advisory Board explicitly decides otherwise.

IV. Chairman and Vice-Chairmen

15. The members of the Advisory Board will elect among themselves a Chairman and two vice Chairmen. The Chairman shall hold office for a period of 1 year and may be re-elected. The vice-Chairmen shall be elected on a rotation basis for a term of 6 months .
16. The duties of the Chairman are to:
 - ensure the proper functioning of the Advisory Board;
 - together with the Secretariat prepare the draft agenda of the Advisory Board and the meetings;
 - guide the Secretariat in the preparation and maintenance of the records of the Advisory Board's meetings
 - preside over the meetings.
17. The Vice-chairmen shall assist the Chairman in carrying out his/her duties. If the Chairman is not present or available during a meeting, one of the Vice-Chairmen shall act in this capacity until the next meeting.

V. Amendments

18. Amendments to these Terms of Reference may be proposed and considered by the Advisory Board at any time. Proposed amendments, recommended by the Advisory Board, must be approved by all members of the Advisory Board.

VI. Duration of the terms of reference

19. These terms of reference expire at the end of this project.

2.6 Start-up Conference

On 7-9 June 2004, a **Start-up conference** was held in Strasbourg. It was attended by 102 participants: representatives from beneficiary countries, consortium member countries, and international organisations (European Commission, IOM, International Centre for Migration Policy Development, Stability Pact for South-Eastern Europe, United Nations Office on Drugs and Crime). The Local project Officers for module 1 also attended the conference.

The objective of the conference, that had been achieved, was to present a general project description, discuss stakeholders and roles, exchange views on the roles and contributions of Senior Representatives, Local Co-ordinators, and representatives of project partners as well as cooperation and coordination with other international organisation working in this field. Furthermore, the aim of the conference was to present, discuss and agree upon under each project Output: the benchmarks and standards, the description of activities and a work-plan (including stakeholders, roles, contributions, locations, etc.).

The **results** of the Start-up conference were:

- a strong mobilisation of all the project's stakeholders and a clear view by each of them on the project's scope and its contribution in this regard;
- a global agreement on the implementation programme for 2004-2005 and the description of activities;
- the adoption of the workplan.

2.7 Project implementation programme and a detailed list of activities

In March 2004 the PMU started with the preparation of the Project Implementation Programme with a detailed description of activities. Different drafts, based on the project's Description of the operation had been presented and discussed with the main partners and interlocutors during the in-country workshops and bilateral meetings, as well as at the Consortium meeting. The improved and agreed version was adopted at the Start-up conference on 8 June 2004.

[For a full version of the Project Implementation Programme see Addendum.]

2.8 Project's workplan, timetable of activities and logical framework

Following the Start-up conference, the PMU prepared (through discussions with main stakeholders) a detailed workplan, timetable of activities and a logical framework (all included in the present inception report).

3 SPECIFIC “MODULE 1” ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE

3.1 Output 1.1

The following specific activities under Output 1.1 (development of a regional strategy on economic and organised crime) had been carried out during the inception phase of the project (March– July 2004):

<i>Activity</i>	<i>Description</i>	<i>Status</i>
1.1.3.1	Assess activities underway in the countries of the region in fields covered under the present project in order to avoid duplication and seek synergies	on-going
1.1.2.1	Preparation of the table of benchmarks and standards	on-going
other	Setting up of Working groups on crime analysis in each project area	completed
1.1.1.1	Organisation of a Regional Thematic Seminar on “Crime Analysis: Economic and Organized Crime Situation Report and Regional Strategy Making”	completed
1.1.2.2	Initiating procedures for preparing country compliance reports	on-going
other	Building a pool of short-term experts to participate in project activities	on-going

In April 2004, the PMU initiated a process of **assessment of activities underway in the countries of the region in fields covered under the present project in order to avoid duplication and seek synergies**. It collected information on other relevant international and bilateral activities carried out in the field of organised and economic crime, trafficking in human beings, smuggling and illegal migration. For this purpose the PMU recorded and reviewed a number of publicly accessible reports, as well as addressed questions to different organisation active in specific project areas. Part of the above described in-country mission were also dedicated to this purpose and in particular Senior Representatives were requested to provide the PMU with a list of other relevant activities their countries are involved in. Furthermore, from the time they were recruited, the Local Project Officer have been given the task to seek synergies among technical cooperation activities and on a permanent basis exchange information with other relevant organisations. However, this effort is part of the on-going process which was to some extent delayed also by a late nomination of Senior Representatives and Local Coordinators in some of the project areas.

In May 2004 the PMU initiated a process to determine the requirements and the relevant European and other international instruments with regard to the priority fields of crime and tools as well as to establish the appropriate benchmarks in this regard. With the input of two short-term experts, recruited for this task, the PMU prepared a **draft Table of Benchmarks and Standards** that was later discussed at the First Consortium meeting and at the Start-up Conference. This exercise is an on-going process and benchmarks will be further developed and improved during the preparation of the compliance reports. *[For a full version of the Table of Benchmarks and Standards see Addendum.]*

During May and June 2004 the PMU facilitated the **creation of the Working Groups on crime analysis**. Working groups of subject matter specialists and key stakeholders in the field of crime analysis have been formed by June 2004 in each project area.

On 9-10 June 2004 a **Regional Thematic Seminar on “Crime Analysis: Economic and Organized Crime Situation Report and Regional Strategy Making”** was held in Strasbourg. The seminar was envisioned as a platform for a mutual exchange of information on organized and economic crime and corruption and learning. Six international experts from different countries and organisations presented and explained new methodologies in comprehensive criminal analysis and provide examples of their application. Participants included 16 representatives from the beneficiary countries. The aim of the seminar which was largely achieved was to: agree on the regional framework for a regional and country in-depth analysis; specify future tasks to be completed as a preparation for the subsequent in-country visits. *[For more details see Addendum: Report on the Regional Thematic Seminar on “Crime Analysis: Economic and Organized Crime Situation Report and Regional Strategy Making”.]*

In late June 2004 the PMU initiated procedures for **preparing country compliance reports** under each Output under Module 1. For this reasons three short-term experts were recruited and Local Project Officers are assisting the PMU and the experts in updating relevant information on the state of affairs in each project area.

3.2 Output 1.2

The following specific activities under Output 1.2 (strengthening of financial investigations capacities aimed at the confiscation of proceeds from crime and experience exchange among the financial intelligence units in the region) had been carried out during the inception phase of the project (March– July 2004):

Activity	Description	Status
Other	Setting up of a Working groups on financial investigations	completed
1.2.1.1	Organisation of a Regional Thematic Seminar on “Financial Investigations aimed at Confiscation of Proceeds from Crime”	completed
Other	Building a pool of short-term experts to participate in project activities	on-going

During May and June 2004 the PMU facilitated the **creation of the Working Groups on financial investigations**. Working groups of subject matter specialists and key stakeholders in the field of crime financial investigations (including police, FIUs and prosecutors) have been formed by June 2004 in each project area.

On 9 June 2004 a **Regional Thematic Seminar on “Financial Investigations aimed at Confiscation of Proceeds from Crime”** was held in Strasbourg. The aim of the seminar was to identify main areas for regional strategic reform and agree on the overall approach to financial investigation for confiscation. Four experts from different countries and organisations presented: relevant European and international standards on confiscation of proceeds from crime; money laundering approach to confiscation – presentation of good practice and lessons learned in a selected country; police approach to identification of proceeds from crime, seizure and confiscation (financial investigation) - presentation of good practice and lessons learned in a selected country; integration of criminal and financial investigation – presentation of good practice and lessons learned in a selected country; need for inter-agency cooperation & task

force approach, prosecutor's role in such effort – presentation of good practice and lessons learned in a selected country. Participants included 16 representatives from the beneficiary countries. The result of the seminar was an agreement on the approach and broad regional strategic goals to financial investigation for confiscation under the project activities. *[For more details see Addendum: Report on the Regional Thematic Seminar on “Financial Investigations aimed at Confiscation of Proceeds from Crime”.]*

3.3 Output 1.3

The following specific activities under Output 1.3 (use of special investigative means and intelligence in accordance with human rights standards) had been carried out during the inception phase of the project (March– July 2004):

Activity	Description	Status
Other	Setting up of Working groups on special investigative means	completed
1.3.1.1	Organisation of a Regional Thematic Seminar on “Special Investigative Means and Criminal Intelligence: Standards and Good Practices”	completed
Other	Building a pool of short-term experts to participate in project activities	on-going

During May and June 2004 the PMU facilitated the **creation of the Working Groups on special investigative means**. Working groups of subject matter specialists and key stakeholders in the field of special investigative means and operational intelligence (including police, Ministry of Justice and prosecutors) have been formed by June 2004 in each project area.

On 9 June 2004 a **Regional Thematic Seminar on “Special Investigative Means and Criminal Intelligence: Standards and Good Practices”** was held in Strasbourg. The aim of the seminar, that had been achieved, was to identify needs for harmonisation of legislation, agree on the approach towards special investigative means and criminal intelligence and explore possibilities for regional cooperation in undercover activities. Four experts from different countries and organisations presented: relevant European and international standards (with emphasis the ECHR) on special investigative means; regulation of technical SIMS through laws and by-law / living up to ECHR and constitutional standards - presentation of good practice and lessons learned in Slovenia and Germany selected country; legislative, institutional, policy and human resource aspect of the use of undercover agents / non-technical SIMS – presentation of good practice and lessons learned in a selected country; brief overview of the internal and external oversight mechanisms over the application of SIMS; regional cooperation in undercover investigations – discussion of EU practices and needs and opportunities of beneficiary countries; criminal intelligence for proactive policing – presentation of good practice and lessons learned in a selected country. Participants included 24 representatives from the beneficiary countries. *[For more details see Addendum: Report on the Regional Thematic Seminar on “Special Investigative Means and Criminal Intelligence: Standards and Good Practices”.]*

3.4 Output 1.4

The following specific activities under Output 1.4 (creation of effective mechanisms to protect witnesses of serious crime) had been carried out during the inception phase of the project

(March– July 2004):

Activity:	Description:	Status:
Other	Setting up of Working groups on witness protection	completed
1.4.1.1	Organisation of a Regional Thematic Seminar on “Protection of Witnesses: Standards, Good Practices, Needs and Opportunities for a Strategic Approach and Regional Cooperation”	completed
Other	Building a pool of short-term experts to participate in project activities	on-going

During May and June 2004 the PMU facilitated the **creation of the Working Groups on witness protection**. Working groups of subject matter specialists and key stakeholders in the field of procedural and non-procedural protective measures (including police, Ministry of Justice and prosecutors) have been formed by June 2004 in each project area.

On 10 June 2004 a **Regional Thematic Seminar on “Protection of Witnesses: Standards, Good Practices, Needs and Opportunities for a Strategic Approach and Regional Cooperation”** was held in Strasbourg. The aim of the seminar, that had largely been achieved, was to agree on the approach towards the protection of witnesses (in the field of procedural and non-procedural measures) and explore possibilities for regional cooperation. Five experts from different countries and organisations presented: relevant European and international standards; a brief overview of different protective measures (procedural and non-procedural) and different categories of witnesses to the protected; procedural protective measures and the right to a fair trial – Article 6 of the ECHR; non-procedural protective measures / witness protection units – presentation of good practice and lessons learned in selected countries; victim-witness protection with emphasis on victims of trafficking in human beings – presentation of good practice and lessons learned in a selected country; regional cooperation in witness protection – the Baltic example. Participants included 23 representatives from the beneficiary countries. *[For more details see Addendum: Report on the Regional Thematic Seminar on “Protection of Witnesses: Standards, Good Practices, Needs and Opportunities for a Strategic Approach and Regional Cooperation”.]*

3.5 Output 1.5

The following specific activities under Output 1.5 (strengthening of capacities for co-operation in criminal matters) were carried out during the inception phase of the project (March– July 2004):

Activity:	Description:	Status:
1.5.1.1	Preparation activities for the Regional seminar on the opportunities offered by the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182) to be held 2-3 September 2004 in Pristina	on-going
1.5.1.2	Elaboration of a detailed questionnaire to review gaps and opportunities in legislation and institutional capacities for the implementation of ETS 182 and of a matrix	on-going
Other	Building a pool of short-term experts to participate in project activities	on-going

The PMU made the necessary preparations for the organisation of the regional seminar on the Opportunities offered by the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182). Such preparations included: organisational contacts with national co-organisers, invitation letters sent, preparation of agenda and other working documents, etc. Four short-term experts with extensive knowledge in the field of international co-operation in criminal matters were identified and will be involved in this seminar.

The seminar is organised by the PMU in cooperation with the United Nations Interim Administration Mission in Kosovo and will take place in Pristina (Kosovo, Serbia and Montenegro) from 2 to 3 September 2004.

About fifty participants from central authorities, judiciary and law enforcement authorities responsible for international co-operation in criminal matters (e.g. Ministry of Justice, Ministry of Interior, Police, General Prosecutor's Office, national Interpol Office, Supreme cassation office, etc) from the beneficiary countries were invited to attend. Representatives of international and regional organizations, including the EC delegations in the region and other regional initiatives (Stability Pact, SPOC) were also invited.

This seminar will constitute an opportunity for relevant national experts to thoroughly examine the means available under ETS 182 in order to improve co-operation in criminal matters. In addition, national experts will discuss the issues at stake in the implementation of ETS 182 and the aspects to be considered in the process of review of their legislation and institutional capacities.

4 SPECIFIC “MODULE 2” ACTIVITIES CARRIED OUT DURING THE INCEPTION PHASE

4.1 Preparatory activities carried out during the inception phase

- Prior to the start of the implementation period the process of selection and recruitment of the Project Coordinator was undertaken.
- The process of selection and recruitment for the Assistant project Coordinator was undertaken as well.
- IOM Brussels established the contacts with the beneficiary IOM missions (namely in Albania, Bosnia and Herzegovina, Croatia, Serbia and Montenegro, Kosovo (Serbia and Montenegro) and “the former Yugoslav Republic of Macedonia”) and with IOM offices present in the consortium partner countries (Hungary, Finland, Italy, Austria and IOM HQ in Geneva) in order to select and designate an IOM Project Officer to support and assist in the project.
- An overall strategy and a way forward for the Module 2 was decided, where the definition of curricula versus training was outlined in detail.
- In close co-ordination with IOM Budapest, a meeting was organised with the Hungarian Deputy Under-Secretary of the Ministry of Interior Dr. Andras Hegedüs on 17 May 2004 in Budapest. The objective was to discuss the co-operation and commitment of the Hungarian Government in the project and the future partnership between the Ministry of Interior, the Crime Prevention Academy and IOM.
- On the initiative of the Council of Europe, a meeting between ICMPD and IOM took place on 25 May 2004 in Strasbourg. The purpose of the meeting was to clarify and exchange views on the training materials to be developed by IOM under module 2. The meeting was constructive and both IOM and ICMPD agreed to further co-operate to avoid any duplication with the work already accomplished in this field by ICMPD and concentrate on the added value provided by this project.

4.2 Output 2.1

The following specific activities under Output 2.1 (develop and adopt a training strategy based on a thorough analysis of needs and capacities) were carried out during the inception phase of the project (March– July 2004):

Activity	Description	Status
2.1.1	Regional seminar to review relevant European and international standards against which to provide training	completed
2.1.2	Short-term experts to carry out detailed analysis in terms of training needs of countries and target groups and capacities of existing training institutions and training activities	on-going
2.1.3	Short-term experts to compile information on existing good practices in the European Union as well as in South-eastern Europe which could be reflected in training materials	on-going

Other	Building a pool of short-term experts to participate in project activities	on-going
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On 29-30 June 2004 a **Start-up conference** followed by a **Regional Seminar to review relevant European and international standards against which to provide training** were held in Budapest. These activities were organised by IOM Brussels in close co-operation with IOM Budapest, the Crime and Prevention Academy and the Hungarian Ministry of Interior, the IOM Missions in the project areas, the senior representatives and local co-ordinators for Module 2.

The outcome of the meeting was very positive and IOM received the full support of all the participants. The added value and the innovative aspect of this project was presented and emphasised. In particular the development of the curricula for the graduate and postgraduate institutions and the integration of trafficking, smuggling and illegal migration were very much welcomed. Several suggestions and proposals were made for the following steps of the project and there are various different points of view to be considered and taken into account. *[For more details see Addendum: Project Info leaflet distributed to all participants and agenda.]*

In order to carry out a **detailed analysis of the training needs of the target countries and groups as well as on the capacities of the existing training institutions and activities** (on-going activity 2.1.2), IOM has developed a database with experts CV's since the inception phase started. IOM is pooling experts which have a proved experience in the field of trafficking in human beings, illegal migration and smuggling. Most of them have not only been actively involved in the preparation of the STOP II conference. They have actively participated in drafting and editing the Brussels Declaration, which has become one of the cornerstones of the EU policy against trafficking. IOM is in the process of finalising the Terms of Reference for the experts.

In the process of **compiling information on existing good practices in the European Union as well as in South-eastern Europe which could be reflected in training materials** (on-going activity 2.1.3), IOM Brussels has been collecting information on the legislations and is compiling good practices in the South-Eastern Europe and in the European Union. Through a number of projects carried out by IOM in the Balkans in the past 10 years, IOM is setting EU benchmarks and defining standards, applied in the field of trafficking in the target countries.

4.3 Output 2.2

The following specific activity under Output 2.2 (develop, tested and make available for further training curricula and training materials on trafficking in human beings, smuggling and illegal migration) has been carried out during the inception phase of the project (March– July 2004):

Activity	Description	Status
2.2.1	Short-term experts and consultants to develop modules for basic, specialist and judicial level training on trafficking, smuggling and illegal migration	on-going
Other	Building a pool of short-term experts to participate in project activities	on-going

In order to **develop modules for basic, specialist and judicial level training on trafficking, smuggling and illegal migration** (on-going activity 2.2.1), several experts have been consulted by IOM in order to develop the organisation and planning of concrete activities for the period (June 2004 - April 2005).

Two Working Groups, one on curricula and another on training, have been created together with an Advisory and Reflection Group. Terms of references for the working groups and the members have been drafted. At the moment IOM Brussels is in the process of recruiting and negotiating with the short-term experts and consultants for the development of the curricula and training courses. *[For more details see Addendum: Organigramme of the structure of the project.]*

State of play of some **upcoming activities**:

Activity	Description	Status
2.2.2	Study visits for train trainers from the region	planned

The first study visit will tentatively take place in Rome (Italy) on 30 September-1 October 2004. IOM Brussels in close co-operation with IOM Rome is currently organising the event. Terms of reference/guidelines have been developed for MRF Rome, and an Agenda of the two-day study visit has been developed. The proposal for the visit has been send to the General Prosecutor, National Anti-Mafia Directorate for consideration and approval. *[For more details see Addendum: Terms of references for IOM Rome, letter to the Italian Prosecutor General - National Anti-Mafia Directorate and the Agenda of the study visit.]*

Activity	Description	Status
2.2.3	4 regional and up to 10 in-country training events by local trainers with the support of international experts to test and further refine training materials on trafficking in human beings, smuggling and illegal migration	planned

IOM Brussels is currently identifying and selecting the trainers who can give these trainings.

Activity	Description	Status
2.2.4	Short-term experts to finalise the training materials	planned

IOM Brussels has already identified several short-term experts who will finalise the training materials. The terms of reference for the experts are currently being developed.

5 PROJECT WORK PLAN AND TIMETABLE OF ACTIVITIES (MARCH 2004 – MARCH 2005)

Note: Dates and locations of specific activities had been agreed with main stakeholders, but remain subject to the availability of local and international experts and circumstances in a host country and can be changed in the implementation process. In addition the following factors (out of control of the PMU) will most probably delay by one month the calendar of the future activities: the delayed signature of the contribution agreement between the Council of Europe and the European Commission (30 March 2004), the late payment by the European Commission of the first instalment (9 June 2004) and the late nomination of most of the senior representatives and local coordinators (end of May 2004).

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
31 March 2004	Start-up of the project		
26 May 2004		Meeting of experts from consortium partners	Strasbourg
7 June morning		First Advisory Board meeting	Strasbourg
7-8 June 2004		Start - up conference	
13 December 2004		Second meeting of the Advisory Board	Strasbourg

5.1 Module 1

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
26 May 2004	1.1	Meeting of experts from consortium partners to determine requirements under relevant European and other international instruments with regard to the priority fields of crime and tools	Strasbourg
April – July 2004	1.1	Review and assessment by short-term experts of activities underway in each country of the region in the fields covered under the project in order to avoid duplication and seek synergies	Each project area
9-10 June 2004	1.1	Regional meeting to establish a Working Group of Crime Analysts and Intelligence Officers, to review the current state of knowledge on economic and organised crime situation in South-eastern Europe (including corruption), to train participants in new methodologies and to agree on the framework for a regional in-depth analysis	
9 June 2004	1.2	Regional seminar on the review of relevant European and other international standards on financial investigations for confiscation and reach agreement on the approach to financial investigations for confiscation	Strasbourg
9 June 2004	1.3.	Regional thematic seminar to review relevant European and other international standards and reach agreement on the approach to the issue of special investigative means and intelligence	
10 June 2004	1.4	Regional seminar to review relevant European standards and other international standards and reach agreement on the approach to witness protection	

Strengthening police capacities against serious crime in South-eastern Europe – Inception Report

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
July - August 2004	1.1	1.1.2.2 Assessment of the level of compliance by each country with relevant European standards on economic and organised crime on the basis of existing reports	In house
September 2004	1.1	1.1.1.2 In-country visits to assist the Working Group of Crime Analysts and Intelligence Officers in each country in their analysis of country-specific data	Each project area
2-3 September 2004	1.5	1.5.1.1 Regional seminar on the opportunities offered by the 2 nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)	Pristina
6-10 September 2004	1.4	1.4.1.2 Study visits for members of the Working Groups on Witness Protection on specialised witness protection units	Slovak Republic & Germany
September – October 2004	1.5	1.5.1.2 Review of the gaps and opportunities in legislation and institutional capacities for the ratification and implementation of the 2 nd additional protocol to the European Convention on Mutual Assistance in Criminal Matters	In house
20-24 September 2004	1.2	1.2.1.2 & 1.2.1.3 Roundtable with decision-makers in view of the establishment of the "Working Groups on Financial Investigations" / Technical level seminars on gaps and opportunities in legislation	Serbia and Montenegro, BiH, Croatia
4-7 October 2004	1.3	1.3.2.1 Regional seminar to review relevant European and other international standards and reach agreement on the approach to the enhance of the use of intelligence	Ohrid
	1.1	1.1.1.3 Follow up regional seminar for members of the Working Group of Crime Analysts and Intelligence Officers for further training and work on the regional analysis of the economic and organised crime situation	
October	1.4	1.4.1.3 Support to working groups on witness protection in the development of implementation strategies, in particular in view of the creation of specialised witness protection units in each country	"the former Yugoslav Republic of Macedonia", Montenegro, Serbia
10-14 October 2004	1.2	1.2.1.4 Study visits/ workshops for members of the "Working Groups on Financial Investigations" in view of developing implementation strategies for each country	Stuttgart
18-19 October 2004	1.2	1.2.3.1 Regional seminar for members of the FIUs of the region to review problems and opportunities as well as training requirements, with regard to information exchange among them	Slovenia
	1.2	1.2.3.2 1st Training seminar for staff of FIUs on information exchange, in particular in view of the Egmont Group and other relevant standards and practices	

Strengthening police capacities against serious crime in South-eastern Europe – Inception Report

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
26-27 October 2004	1.1	Regional seminar to review the extent to which these requirements are met by the countries of the region and to establish benchmarks	Albania (tbc)
25-27 October 2004	1.3	Study visits for members of the “Working Groups on SIMS” on the use of SIMS including oversight mechanisms, in view of country-specific implementation plans	Slovenia
October 2004	1.1	Short term experts follow-up with countries to complete benchmarking	
4-8 November 2004	1.2	Roundtable with decision-makers in view of the establishment of the “Working Groups on Financial Investigations” / Technical level seminars on gaps and opportunities in legislation	FYROM, Kosovo, Albania
8-12 November 2004	1.4	Support to working groups on witness protection in the development of implementation strategies, in particular in view of the creation of specialised witness protection units in each country	Albania, BiH
November 2004	1.3	Study visits for analysts and intelligence officers on criminal intelligence systems, crime analysis and pro-active policing as well as data protection, in view of country-specific implementation plans	Spain (for Albania, Serbia, Montenegro, Kosovo, Croatia)
15-17 November 2004	1.3	Study visits for members of the “Working Groups on SIMS” on the use of undercover agents, in view of country-specific implementation plans	Italy or Germany (tbc)
22-23 November 2004	1.5	Regional seminar to elaborate implementation plans for each country (ETS 182)	Belgrade
November – December 2004	1.4	Support to working groups on witness protection in the development of implementation strategies, in particular in view of the creation of specialised witness protection units in each country	Croatia, Kosovo; [only per request]
1-3 December 2004	1.3	Study visits for analysts and intelligence officers on criminal intelligence systems, crime analysis and pro-active policing as well as data protection, in view of country-specific implementation plans	UK (for BiH and former Yugoslav Republic of Macedonia)
13-16 December 2004	1.3	Short term experts to support project groups in the finalisation of implementation strategies on the use of SIMS	Serbia, Croatia
14-15 December 2004	1.1	Short term experts to support working groups in the finalisation of implementation strategies on the use of intelligence	
14-15 December 2004	1.1	Further regional seminar to finalise the preparation of a situation report on economic and organised crime in South-eastern Europe	Strasbourg

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
10-14 January 2005	1.3	Short term experts to support project groups in the finalisation of implementation strategies on the use of SIMS	Montenegro, Albania
	1.3	Short term experts to support working groups in the finalisation of implementation strategies on the use of intelligence	
18-19 January 2005	1.4	Regional/ international seminar to promote co-operation for witness protection and make use of the relevant provisions of the 2 nd additional protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182) + Regional Ministerial conference (to be confirmed)	Montenegro
25-26 January 2005	1.2	2 nd Training seminar for staff of FIUs on information exchange, in particular in view of the Egmont Group and other relevant standards and practices	Serbia (tbc)
7-10 February 2005	1.3	Short term experts to support project groups in the finalisation of implementation strategies on the use of SIMS	BIH, Kosovo, "the former Yugoslav Republic of Macedonia"
15-16 February 2005	1.1	Regional meeting to develop a draft regional strategy on the basis of the situation analysis, the benchmarks and needs as well as the interim outputs under objectives 2 to 5 of this project	tbc
February – October 2005	1.2	Support to working groups in reviewing the legal basis in view of procedural and non procedural measures for the protection of witnesses	Each project area
March – October 2005	1.2	Support to working groups in developments of amendments to legislation if necessary, as well as of guidelines for practitioners regarding financial investigations aimed at the confiscation of proceeds from crime	Each project area
February – October 2005	1.5	Support in the drafting of legislative amendments for the implementation of ETS 182	
10-11 March 2005	1.1	Regional Meeting to finalise and adopt the regional strategy	tbc
22-23 March 2005	1.2	Regional seminar to review training needs on financial investigations and confiscation	Bosnia and Herzegovina
22-23 March 2005	1.2	Regional seminar to facilitate the drawing up of an agreement on further co-operation among the FIUs of the region	Albania (tbc)
29-30 March 2005	1.4	Regional seminar to review training needs regarding the protection of witnesses	tbc

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
March – October 2005	1.3	1.3.1.4 Support to working groups in the review of the legal basis for the use of SIMs and in the development of proposals for amendments	Each project area [per request from the authorities]
12-13 April 2005	1.5	1.5.2.1 Regional seminar to review training needs in the field of international cooperation in criminal matters	Croatia (tbc)

5.2 Module 2

TIME	OUTPUT	ACTIVITY (NUMBER AND TITLE)	LOCATION
March 2004			
29 – 30 June 2004	2.1	2.1.1 Regional thematic seminar to review relevant European and international standards against which to provide training	Budapest
June 2004 – April 2005	2.2	2.2.1 Short-term experts and consultants to develop modules for basic, specialist and judicial level training on the trafficking phenomenon and methodology, international and national legislation, investigative options and principles, re-active (victim-led) investigations and victims as witnesses, protection of victim-witnesses of trafficking and cooperation with NGOs, pro-active investigations, disruptive investigations, international cooperation, joint investigations, intelligence gathering and exchange, conclusion and implementation of readmission agreements, biometrics, cooperation in statistics and data analyses	
July – September 2004	2.1	2.1.2 Short-term experts to carry out detailed analyses in terms of training needs of countries and target groups and capacities of existing training institutions and training activities	
July – September 2004	2.1	2.1.3 Short-term experts to compile information on existing good practices in the European Union as well as in South-eastern Europe which could be reflected in training materials	
December 2004 – January 2005	2.1	2.1.4 Regional seminar to finalise needs analysis and adopt training strategy	Budapest
January – April 2005	2.2	2.2.2 Study visits for train trainers from region	
May 2005 – February 2006	2.2	2.2.3 Up to 10 in-country and 4 regional training events by local trainers with the support of international experts to test training and further refine materials	Budapest and beneficiary countries
February – April 2006	2.2	2.2.4 Short-term experts to finalise training materials	
April – August 2006	2.2	2.2.5 Production of training materials in local languages	

6 DETAILED DESCRIPTION OF ACTIVITIES

6.1 Module 1

6.1.1 *Activities under Output 1.1: A regional strategy developed on economic and organised crime in accordance with the acquis of the EU and European standards and practices*

- (1) **Activity 1.1.1: Description of sub-activity 1.1.1.1 - Regional meeting to establish a working group of crime analysts and intelligence officers, to review the current state of knowledge on the economic and organised crime situation in South-eastern Europe (including corruption), to train participants in new methodologies, and to agree on the framework for a regional in-depth analysis**

TYPE OF ACTIVITY	Regional meeting
SUBJECT	Review the current state of knowledge about economic and organized crime in SEE Train in new methodologies on collecting and analyzing data on economic and organized crime
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	1,5 days / 9-10 June 2004
WORKING LANGUAGES	English/ interpretation in local languages will be provided
OBJECTIVE	- To gather crime analysts and intelligence officers/police from each country drawing and establish working groups that will work on country situation reports. - To present them with new methodologies to apply when drafting the country situation reports.
CONTENT	The meeting is envisioned as a platform for a mutual exchange of information on organized and economic crime and corruption and learning. Experts will present and explain new methodologies in comprehensive criminal analysis and provide examples of their application. Participants are expected to participate fully and actively through making brief presentations about their country's situations.
EXPECTED RESULTS	- An agreement on the regional framework for a regional and country in-depth analysis - Specification of future tasks to be completed as a preparation for the subsequent in-country visits, planned for June and July 2004, and designed to assist working groups in completing their tasks
EXPERTISE / EXPERTS REQUIRED	Experts in crime analysis with both theoretical and practical knowledge
PARTICIPANTS	Profile: police officers investigating organized crime; financial investigators, analysts associated with ministries of interior, special prosecutors' offices, tax and customs administrations, and others. Total: 5-10 participants from each project area
CONCLUSIONS / FOLLOW-UP³	In-country visits to further train and work with each working group In-country training to also include investigative journalists, academic criminologists, and other relevant professionals who could provide an invaluable contribution to understanding and monitoring the problems of organized crime and corruption in the country.

³ To be filled in after the completion of the activity

(2) **Activity 1.1.1: Description of sub-activity 1.1.1.2 - Visits by short-terms experts to assist working groups in each project area in the analysis of country-specific data**

TYPE OF ACTIVITY	In-country activity
SUBJECT	Assistance in analyzing country-specific data on organized and economic crime and corruption
LOCATION	In each project area
DURATION / DATE	2-3 days workshops / September 2004
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	<p>The objective of this activity is to have the visiting teams work closely with the working groups to identify institutional capacities, and training and other needs so that each project area improves the quality of data collection and analysis over the following 6-8 months. The purpose of such capacity building is to create a basis for a sustained and improved public policy making against serious crime and corruption both in country and the region.</p> <p>The Council of Europe will also call on other independent professionals, to do additional research on socio-economic, political and other trends relevant to understanding of organized crime and corruption in each country. In-country research institutes, faculties, think-tanks, journalist will be considered in this respect. Such an approach will help broaden the base for data collection, research and analysis, and thus deepen the understanding of these problems and monitoring capacity.</p>
CONTENT	<p>More in-depth exchange of information on organized and economic crime and corruption as well as in-depth look into the legislative, institutional and staff capacity to collect and analyze such data.</p> <p>In addition, experts will present and explain new methodologies in comprehensive criminal analysis and provide examples of their application.</p>
EXPECTED RESULTS	The expected results of this activity is a clearly identified list of needs for each country in terms of training and other assistance that will be delivered during the course of the program to create an in-depth analysis.
EXPERTISE / EXPERTS REQUIRED	Crime analysis experts with both theoretical and practical knowledge. Also, experts from the region or other transition countries with experience in working with non-governmental sector (think-tanks, academia, media, etc.) monitoring anti-corruption and other serious crime related efforts
PARTICIPANTS	<p>Profile: police officers investigating organized crime; financial investigators, analysts associated with ministries of interior, special prosecutors' offices and tax and customs administrations, as well as in-country research institutes, faculties, think-tanks, journalist, and others.</p> <p>Total: as needed</p>
CONCLUSIONS / FOLLOW-UP⁴	The visits will be followed by a regional seminar (see below)

⁴ To be filled in after the completion of the activity

(3) **Activity 1.1.1: Description of sub-activity 1.1.1.3 - Follow-up regional seminar for the members of this working group for further training and to work on the regional analysis**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Follow - up seminar for further training on serious crime data collection and analysis, and work on country reports
LOCATION	Ohrid (FYROM)
DURATION / DATE	2-3 days seminar / 4 – 7 October 2004
WORKING LANGUAGES	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	To follow up on what has been done and improve work on in-depth analysis of serious crime in each country
CONTENT	The seminar will call on working group members from each country and other relevant professionals to represent their preliminary findings and analysis of organized and economic crime and corruption; difficulties encountered; and implications of the findings for the future (indicating needs and opportunities for further technical assistance) both within the country and in relation to regional cooperation.
EXPECTED RESULTS	The seminar will serve to provide skills necessary to complete a preliminary situation report (research and analysis of serious crime and corruption data) and proposals for the final regional seminar tentatively scheduled for December 2004.
EXPERTISE / EXPERTS REQUIRED	Crime analysis experts with both theoretical and practical knowledge. The experts who participated in the previous activities as well as other experts from Council of Europe's consortium partners will participate in the seminar. Also, experts from the region or other transition countries with experience in working with non-governmental sector (think-tanks, academia, media, etc.) monitoring anti-corruption and other serious crime related efforts.
PARTICIPANTS	Profile: police officers investigating organized crime; financial investigators, analysts associated with ministries of interior, special prosecutors' offices and tax and customs administrations, as well as in-country research institutes, faculties, think-tanks, journalist, and others. Total: up to 90
CONCLUSIONS / FOLLOW-UP⁵	Based on the findings from the preceding country visits and the seminar discussions, the outcome of the seminar will also be a country-specific training for police intelligence officers, crime analysts and others that will be delivered over the following months and before the final regional seminar on this subject tentatively scheduled for December 2004.

⁵ To be filled in after the completion of the activity

(4) **Activity 1.1.1: Description of sub-activity 1.1.1.4 - Regional seminar to finalise the preparation of a situation report on economic and organised crime in South-eastern Europe**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Finalization of country situation reports on organized and economic crime and corruption
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	2-3 days / 14 – 15 December 2004
WORKING LANGUAGES	English/ interpretation in local languages will be provided
OBJECTIVE	The purpose of the seminar is to present and discuss finding of the preliminary analysis of organized and economic crime and corruption in each country. The objective is to finalize a situation report for each country and the region and draw out a proposal for priorities for a regional strategy
CONTENT	Presentation of data collected while capitalizing on previous activities: in-country visits, the September/October regional seminar, and the training activities in between. Discussion of final drafts of countries' reports and the regional situation report, and drawing out proposal and identifying priorities for a regional strategy.
EXPECTED RESULTS	The outcome of the seminar will be an agreement on a draft preliminary situation report to serve as basis for a regional strategy
EXPERTISE / EXPERTS REQUIRED	Crime analysis experts with both theoretical and practical knowledge. Also, experts from the region or other transition countries with the experience in working with non-governmental sector (think-tanks, academia, media, etc.) monitoring anti-corruption and other serious crime related efforts
PARTICIPANTS	Profile: senior government officials from relevant ministries; members of the crime analysis working groups ; and representatives of non-governmental sector that was involved in previous activities.
	Total: up to 90
CONCLUSIONS / FOLLOW-UP⁶	Final countries' reports and a regional situation report Regional strategy meeting scheduled for January 2005
OTHER	Council of Europe will encourage the countries to publicise the findings of their preliminary situation reports, a regional strategy, and the final report. The purpose of this is to capitalize on the previous efforts and activities and galvanize political and public support for the rule of law.

⁶ To be filled in after the completion of the activity

(5) **Activity 1.1.1: Description of sub- activity 1.1.1.5 - Towards the end of the project, support the preparation of an update of the situation report through short-term experts and a regional seminar**

TYPE OF ACTIVITY	In-country visits by short term experts and a regional seminar
SUBJECT	Update of the situation report(s): in-country and regional reports
LOCATION	In-country and regional location for a regional seminar (To be confirmed)
DURATION / DATE	2-3 days for each visit and for a regional seminar / May – August 2006
WORKING LANGUAGES	In-country visits: English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden Regional seminar: English/ interpretation in local languages will be provided
OBJECTIVE	To update situation report(s), sustain momentum of the implementation and monitoring of the regional strategy implementation
CONTENT	Following-up and updating situation reports and the strategy implementation
EXPECTED RESULTS	Updated situation reports and the strategy; sustained momentum in the strategy implementation
EXPERTISE / EXPERTS REQUIRED	Crime analysis experts who were involved in previous activities
PARTICIPANTS	Profile: police officers investigating organized crime; financial investigators, analysts associated with ministries of interior, special prosecutors' offices and tax and customs administrations, as well as in-country research institutes, faculties, think-tanks, journalist, and others Total: In-country activity : as relevant/ regional activity : up to 90 participants
CONCLUSIONS / FOLLOW-UP⁷	Because the project will be implemented over a period of thirty months, an intensive focus at the beginning of the project, especially in the first nine months will be balanced throughout. Such a balanced delivery of assistance, seminars, and country-specific expertise will work to achieve increased capacity of continuous monitoring and analysis of organized crime and corruption in each country.
OTHER	The activities 1.1.3.1-1.1.3.5 are specifically designed to address the issues of updating, following up, and monitoring of the situation report. The Council of Europe will encourage the countries to publicise the updated situation reports. The purpose of this is to capitalize on the previous efforts and activities and galvanize political and public support for the rule of law.

⁷ To be filled in after the completion of the activity

(6) Activity 1.1.2: Description of sub-activity 1.1.2.1 - Meeting of experts from consortium partners to determine requirements under relevant European and other international instruments with regard to the priority fields of crime and tools

TYPE OF ACTIVITY	Meeting of the Council of Europe's consortium partners and experts
SUBJECT	Discuss benchmarks and determine requirements that countries in the region need to fulfil under relevant EU and international legal instruments against organized and economic crime and corruption.
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	1 day / 26 May 2004
WORKING LANGUAGE(S)	English
OBJECTIVE	The objective is to design a list of benchmarks that will allow comprehensive monitoring and evaluation of the progress countries make during the course of the program.
CONTENT	Presentation of draft benchmarks followed by discussion. Discussion of planned activities in order to define specific needs for experts and timing
EXPECTED RESULTS	The outcome of the meeting will be a comprehensive list of prioritized requirements and a detailed implementation programme that will be presented and discussed at the Start Up Conference.
EXPERTISE / EXPERTS REQUIRED	Consortium partners' experts in the various fields of expertise covered by the project
PARTICIPANTS	Profile: Relevant representatives of the Consortium partners Total: up to 30
CONCLUSIONS / FOLLOW-UP⁸	Agreement among the consortium partners on the draft list of benchmarks to be further elaborated and finalised.
OTHER	

⁸ To be filled in after the completion of the activity

(7) **Activity 1.1.2: Description of sub- activity 1.1.2.2 - Assessment of the current level of compliance by countries with these instruments on the basis of existing reports**

TYPE OF ACTIVITY	ASSESSMENT ACTIVITY
SUBJECT	Determining a level of compliance with the international and European instruments in the fields covered by the project
LOCATION	In-house
DURATION / DATE	Two months (July - August 2004)
WORKING LANGUAGE	English
OBJECTIVE	The objective of this activity is to define a starting point for each country against which to measure future progress and design country-specific activities to assist them in that process.
CONTENT	Based on the existing reports from each country (Council of Europe's Questionnaire on Organised Crime, GRECO evaluations, and other relevant sources), experts will assess a level of compliance with the instruments and requirements described in the previous activity.
EXPECTED RESULTS	Reports assessing the current level of compliance by countries with the relevant international and European instruments will have been completed. These reports will be discussed and regularly updated at regional meetings.
EXPERTISE / EXPERTS REQUIRED	Experts in Council of Europe's conventions, international and EU standards on the subject of economic and organized crime.
PARTICIPANTS	Profile: Input required from experts and representatives of relevant country institutions (i.e., Ministry of Justice, Ministry of Interior, Ministry of Finance, etc.)
	Total: as relevant
CONCLUSIONS / FOLLOW-UP ⁹	

⁹ To be filled in after the completion of the activity

(8) Activity 1.1.2: Description of sub- activity 1.1.2.3 - Regional seminar to review the extent to which these requirements are met by the countries of the region and to establish benchmarks

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Establishment of benchmarks and definition of the current level of compliance with EU and international legal instruments for each country
LOCATION	Albania
DURATION / DATE	2-3 days seminar / 26 – 27 October 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	The objective of the seminar is to achieve an agreement and understanding about how to approach meeting the requirements, as well as how to measure and evaluate progress against the benchmarks.
CONTENT	An in – depth explanation of the benchmarks and requirement; discussion of how to meet them; and discussion of institutional, financial and other implications of a full compliance
EXPECTED RESULTS	Established draft benchmarks and the assessments of the current level of compliance. A fair understanding of how to meet the requirements and measure progress in the meantime
EXPERTISE / EXPERTS REQUIRED	Experts involved in the previous activities (assessment of compliance and benchmark design)
PARTICIPANTS	Profile: The seminar will involve the experts and relevant country representatives (Ministry of Justice, Ministry of Interior, government, and other relevant institutions). Total: up to 30
CONCLUSIONS / FOLLOW-UP¹⁰	
OTHER	

¹⁰ To be filled in after the completion of the activity

(9) Activity 1.1.2: Description of sub- activity 1.1.2.4 - Completion of the benchmarking by beneficiary countries

TYPE OF ACTIVITY	In-house activity and in-country visits if needed
SUBJECT	Finalization of draft benchmarks for each county
LOCATION	In-house and as relevant in-country
DURATION / DATE	October - November 2004
WORKING LANGUAGE(S)	English
OBJECTIVE	Finalized list of benchmarks for each country
CONTENT	Discussion and further specification of benchmarks
EXPECTED RESULTS	Completed list of finalized benchmarks for each country
EXPERTISE / EXPERTS REQUIRED	Experts involved in the previous activities (assessment of compliance and benchmark design)
PARTICIPANTS	Profile: Council of Europe's experts and the countries' representatives working together on completing the benchmarks as tools for monitoring and evaluating progress during as a follow up of the previous activity.
	Total: as relevant
CONCLUSIONS / FOLLOW-UP¹¹	Given the sequencing of activities and seminars as described above, the final outcome of the this activity – completed list of benchmarks for each country – will be presented at the regional seminar as per activity 1.1.1.4 and will be included in the preliminary situation report.
OTHER	

¹¹ To be filled in after the completion of the activity

(10) Activity 1.1.3: Description of sub- activity 1.1.3.1 - Assessment of activities underway in the countries of the region in fields covered under the present project in order to avoid duplication and seek synergies

TYPE OF ACTIVITY	In-country visits
SUBJECT	Presentation of the project and meeting with main beneficiaries and interlocutors
LOCATION	In each project area
DURATION / DATE	2-3 days each/ April – July 2004
WORKING LANGUAGE(S)	English / Interpretation will be provided
OBJECTIVE	The objective of this activity is to meet with and present the program to the main beneficiaries as well as to gather information on the existing efforts so to avoid duplication and seek synergies
CONTENT	Presentation of the program; identifying interlocutors and beneficiaries; meeting with and informing the main donor and embassies of the consortium partners about the project; gathering information on already existing efforts in this area; getting initial feedback from the beneficiaries and others on needs and priorities for technical assistance
EXPECTED RESULTS	Reports on initial situation in each country to be used as preparation for consortium meeting and the start-up conference
EXPERTISE / EXPERTS REQUIRED	Project management team
PARTICIPANTS	Profile: Project management team; representatives of relevant law enforcement institutions, prosecutors, Ministries of Justice and Interior, the government, civil society, donors and international agencies, and others Total: as relevant
CONCLUSIONS / FOLLOW-UP¹²	Country reports to be used for preparation of start up activities
OTHER	

¹² To be filled in after the completion of the activity

(11) Activity 1.1.3: Description of sub- activity 1.1.3.2 - Regional meeting to develop a draft regional strategy on the basis of the situation analysis, the benchmarks and needs, as well as the interim outputs under objectives 2 to 5 of this project

TYPE OF ACTIVITY	Regional meeting
SUBJECT	Planning draft regional strategy against economic and organized crime
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	2-3 days seminar / 15 – 16 February 2005
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	The objective of this activity is to capitalize on the activities completed in the preceding ten months of the project by combining preliminary situation analyses of organized and economic crime and corruption in each country, the benchmarks, the identified needs, as well as other interim outputs and design a draft regional strategy against those crimes.
CONTENT	Discuss a draft strategy based on above outlined sources; Draw out priorities and areas of work; designate institutions to implement them; and indicate action plan for the strategy implementation
EXPECTED RESULTS	The final outcome will be a draft strategy that will identify regional goals and priorities in fighting serious crime and corruption, steps that need to be taken, and the agencies responsible for implementing the strategy.
EXPERTISE / EXPERTS REQUIRED	Experts that worked on preliminary situation analyses of organized and economic crime and corruption in each country, and the benchmark finalization
PARTICIPANTS	Profile: The experts and country representatives from relevant law enforcement institutions, ministries, and the government, as well as representatives of civil sector that participated in situation report drafting and are responsible for the strategy implementation. Total: up to 90
CONCLUSIONS / FOLLOW-UP¹³	
OTHER	

¹³ To be filled in after the completion of the activity

(12) Activity 1.1.3: Description of sub- activity 1.1.3.3 - Regional meeting to finalise and adopt the regional strategy

TYPE OF ACTIVITY	Regional meeting
SUBJECT	Finalizing the draft strategy
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	2-3 days seminar / 10 – 11 March 2005
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	To finalize the draft strategy; help build consensus amongst the countries on the strategy implementation; publicise regional joint effort to galvanize public and international support for the strategy
CONTENT	Draft strategy discussion
EXPECTED RESULTS	An agreed upon, comprehensive and legitimate regional strategy against organized and economic crime and corruption that will serve both as basis for an action plan for the implementation as well as the tool for galvanizing political and public support for the following reforms and actions.
EXPERTISE / EXPERTS REQUIRED	Experts that worked on preliminary situation analyses of economic and organised crime in each country, and the benchmark finalization
PARTICIPANTS	Profile: Council of Europe's experts, the working group members from each country (see Activity 1.1.1.: Sub-activity 1.1.1.1), and other relevant professional and country representatives who have contributed to preliminary situation reports and would be responsible for the strategy implementation. Total: up to 90 participants
CONCLUSIONS / FOLLOW-UP¹⁴	Follow up meeting
OTHER	

¹⁴ To be filled in after the completion of the activity

(13) Activity 1.1.3: Description of sub- activities 1.1.3.4 & 1.1.3.5 - Follow up meeting to review progress made

TYPE OF ACTIVITY	Regional meeting and in country visits
SUBJECT	Reviewing the strategy implementation
LOCATION	In the region (to be confirmed)
DURATION / DATE	2 days seminar and in country visits as needed / October 2005 + July 2006
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	The objective of these activities is to review progress made in implementing the strategy.
CONTENT	Measure and discuss progress and difficulties in strategy implementation
EXPECTED RESULTS	Reinvigorate country commitments and offer assistance to deal with areas of difficulty if possible
EXPERTISE / EXPERTS REQUIRED	Experts that worked on strategy finalization
PARTICIPANTS	Profile: Experts and representatives of relevant country institutions
	Total: up to 90
CONCLUSIONS / FOLLOW-UP¹⁵	
OTHER	

¹⁵ To be filled in after the completion of the activity

6.1.2 *Activities under Output 1.2: Capacities for financial investigations aimed at the confiscation of proceeds from crime strengthened*

(1) **Activity 1.2.1: Description of sub- activity 1.2.1.1 - Regional thematic seminar to review relevant European and other international standards and reach agreement on approach to financial investigations for confiscation**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: standards, good practices, needs and opportunities for a strategic approach
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	1 day / 9 June 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Identify main areas for regional strategic reform and agree on the overall approach to financial investigation for confiscation
CONTENT	<ul style="list-style-type: none"> • presentation of relevant European and international standards on confiscation of proceeds from crime; • money laundering approach to confiscation – presentation of good practice and lessons learned in a selected country; • police approach to identification of proceeds from crime, seizure and confiscation (financial investigation) - presentation of good practice and lessons learned in a selected country; • integration of criminal and financial investigation – presentation of good practice and lessons learned in a selected country; • need for inter-agency cooperation & task force approach, prosecutor's role in such effort – presentation of good practice and lessons learned in a selected country; • brain-storming on the approach to financial investigation for confiscation within the project.
EXPECTED RESULTS	Participants on the basis of the review of relevant European and international standards on confiscation of proceeds from crime and presentation of good practices and lessons learned in selected countries and the followed discussion agree on the approach and broad regional strategic goals to financial investigation for confiscation.
EXPERTISE / EXPERTS REQUIRED	3-4 international experts (profile: specialised police unit, FIU, specialised prosecutor) from selected countries with good practices in confiscation of proceeds from crime with expertise in the subject listed under the “content” section.
PARTICIPANTS	<p>Profile: members of the working groups on financial investigations for confiscation from all project areas (as applicable members of: specialised police services on economic & organised crime, financial police, FIU, specialised prosecutors,...)</p> <p>Total: 25-30</p>
CONCLUSIONS / FOLLOW-UP¹⁶	Participants agreed on feasibility of approach, that is, to start with in country decision maker/technical level seminars for members of working groups.

¹⁶ To be filled in after the completion of the activity

(2) **Activity 1.2.1: Description of sub- activity 1.2.1.2 - Decision-maker seminars in each country in view of the establishment of working groups "financial investigations"**

TYPE OF ACTIVITY	In-country decision-makers meeting
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: improving interagency cooperation and working group approach
LOCATION	Each project area
DURATION / DATE	0.5 day / September – November 2004
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Agree on establishment of working groups on "financial investigations", and on policy objective to support inter-agency cooperation and task-force approach
CONTENT	<ul style="list-style-type: none"> • presentation of the integration of criminal and financial investigation approach – need for interagency cooperation, exchange of information and task-force approach; • identification of obstacles and opportunities.
EXPECTED RESULTS	Decision makers from relevant law enforcement, FIU, and financial control institutions support the establishment of working groups on "financial investigations", and agree on policy objective for creating common implementation strategy for inter-agency cooperation and task-force approach in the field of financial investigations aimed at confiscation of proceeds from crime
EXPERTISE / EXPERTS REQUIRED	1-2 international experts from selected countries with good practices in confiscation of proceeds from crime.
PARTICIPANTS	Profile: decision makers from relevant specialised police services on economic & organised crime, financial police, FIU, financial control bodies, ...)
	Total: 5-10
CONCLUSIONS / FOLLOW-UP¹⁷	

¹⁷ To be filled in after the completion of the activity

(3) **Activity 1.2.1: Description of sub- activity 1.2.1.3 - Technical level seminars in each country to gaps and opportunities in legislation (back-to-back with decision maker seminars)**

TYPE OF ACTIVITY	In-country workshop
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: identification of gaps and opportunities in legislation
LOCATION	Each project area
DURATION / DATE	1.5 days / September - November 2004 (back to back with decision makers seminars)
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Review legislation governing identification, provisional measures and confiscation of proceeds from crime
CONTENT	<ul style="list-style-type: none"> detailed discussion and review of relevant legislation (criminal procedure code).
EXPECTED RESULTS	Gaps and opportunities in the legislation identified.
EXPERTISE / EXPERTS REQUIRED	1-2 international experts (police, prosecutors, or FIU) from selected countries with expertise in international standards, and good practices in the field of confiscation of proceeds from crime.
PARTICIPANTS	Profile: members of the working groups on financial investigations for confiscation, including representatives of the Ministry of Justice and the Prosecution Service and Courts.
	Total: 10-15
CONCLUSIONS / FOLLOW-UP¹⁸	

¹⁸ To be filled in after the completion of the activity

(4) **Activity 1.2.1: Description of sub-activity 1.2.1.4 - Study-visits and workshops for members of the working groups in view of developing implementation strategies for each country**

TYPE OF ACTIVITY	Study visit
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: good practices
LOCATION	Stuttgart (Germany)
DURATION / DATE	3 days / 10 - 14 October 2004
WORKING LANGUAGE(S)	English
OBJECTIVE	Expose participants to good practices in a selected country.
CONTENT	<ul style="list-style-type: none"> study visit to a selected country and presentations on the legal and particular institutional aspect of carried out by relevant authorities in the host country on their practices in financial investigations.
EXPECTED RESULTS	
EXPERTISE / EXPERTS REQUIRED	Experts from the host country.
PARTICIPANTS	<p>Profile: 3 members of the working groups on financial investigations for confiscation per project area (specialised police service, FIU, prosecution service).</p> <p>Total: 20-25</p>
CONCLUSIONS / FOLLOW-UP¹⁹	

TYPE OF ACTIVITY	Regional workshop
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: drafting implementation strategies
LOCATION	Stuttgart (Germany)
DURATION / DATE	2 days / (followed immediately after the study visit / previous activity)
WORKING LANGUAGE(S)	English
OBJECTIVE	Preparing outlines and brainstorm on implementation strategies for each project area in the field of financial investigations aimed at confiscation of proceeds from crime.
CONTENT	<ul style="list-style-type: none"> work on the outline of the implementation strategies for each project area – parallel working groups assisted by experts; presentation of the outline and plenary brainstorming on the outlines.
EXPECTED RESULTS	Outline of the implementation strategy on financial investigations aimed at confiscation of proceeds from crime for each project area prepared.
EXPERTISE / EXPERTS REQUIRED	Experts from the host country + 1 international experts (police, prosecutors, or FIU) from selected countries with expertise in international standards, and good practices in the field of confiscation of proceeds from crime.
PARTICIPANTS	<p>Profile: same as study visit / previous activity</p> <p>Total: same as study visit / previous activity</p>
CONCLUSIONS / FOLLOW-UP²⁰	

¹⁹ To be filled in after the completion of the activity

²⁰ To be filled in after the completion of the activity

TYPE OF ACTIVITY	In-country workshop and meeting with decision-makers
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: finalising and presentation of the implementation strategies
LOCATION	Each project area
DURATION / DATE	1,5 days / January – March 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group to finalise implementation strategies in the field financial investigations aimed at confiscation of proceeds from crime and meeting with relevant decisions makers to present them with the implementation strategy
CONTENT	<ul style="list-style-type: none"> • detailed review and discussion on the draft implementation strategy; • finalisation of the implementation strategy; • presentation of the final draft strategy to the relevant decision makers.
EXPECTED RESULTS	Implementation strategy in the field of financial investigations aimed at confiscation of proceeds from crime finalised and endorsed by the relevant decisions makers.
EXPERTISE / EXPERTS REQUIRED	1-2 international experts (police, prosecutors, or FIU) from selected countries with expertise in international standards, and good practices in the field of confiscation of proceeds from crime.
PARTICIPANTS	Profile: members of the working groups on financial investigations for confiscation, including representatives of the Ministry of Justice and the Prosecution Service and Courts.
	Total: 10-15
CONCLUSIONS / FOLLOW-UP²¹	

²¹ To be filled in after the completion of the activity

(5) **Activity 1.2.1: Description of sub-activity 1.2.1.5 – Assist working groups in the development of amendments to legislation if necessary, as well as develop guidelines for practitioners**

TYPE OF ACTIVITY	Legal expertise and in-country workshop
SUBJECT	Financial investigations aimed at confiscation of proceeds from crime: preparing amendments to the regulatory framework (laws and by-laws)
LOCATION	Those project areas where necessary and requested
DURATION / DATE	Number of days as relevant / February – October 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group and relevant authorities (e.g. Ministry of Justice) to prepare relevant amendments to regulatory framework
CONTENT	<ul style="list-style-type: none"> • in-house preparation of expert opinions on prepared amendments or existing laws; • in-country drafting workshops.
EXPECTED RESULTS	Relevant amendments to regulatory framework (laws and by-laws) prepared.
EXPERTISE / EXPERTS REQUIRED	International experts (police, prosecutors, FIU, Ministry of Justice) from selected countries with expertise in international standards, and good practices in the field of confiscation of proceeds from crime.
PARTICIPANTS	<p>Profile: members of the working groups on financial investigations for confiscation, including representatives of the Ministry of Justice and the Prosecution Service and Courts.</p> <p>Total: 5-10</p>
CONCLUSIONS / FOLLOW-UP²²	
OTHER	

²² To be filled in after the completion of the activity

(6) Activity 1.2.2: Description of sub- activity 1.2.2.1 - Regional seminar to review training needs

Note: to be completed in advance of the launching of this phase of the project in 2005.

(7) Activity 1.2.2: Description of sub-activity 1.2.2.2 - Short-term experts to assist working groups in developing target-group specific training materials in each country

Note: to be completed in advance of the launching of this phase of the project in 2005.

(8) Activity 1.2.2: Description of sub- activity 1.2.2.3 - Regional workshop to finalise training materials and concepts

Note: to be completed in advance of the launching of this phase of the project in 2005.

(9) Activity 1.2.2: Description of sub- activity 1.2.2.4 - In-country training events by local trainers with expert support to test and further improve training materials

Note: to be completed in advance of the launching of this phase of the project in 2005.

(10) Activity 1.2.2: Description of sub-activity 1.2.2.5 - Production of training materials in local languages

Note: to be completed in advance of the launching of this phase of the project in 2005.

(11) Activity 1.2.3: Description of sub- activity 1.2.3.1 - Regional seminar for members of the FIUs of the region to review problems and opportunities, as well as training requirements, with regard to information exchange among them

Note: to be completed

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Information exchange among FIUs
LOCATION	Slovenia
DURATION / DATE	2 days / 18 – 19 October 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Review problems, opportunities, and training requirements with regard to information exchange among FIUs in the region
CONTENT	
EXPECTED RESULTS	Participants agree on the approach towards information exchange among FIUs in the region.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: heads, deputy heads, of all FIUs in the region.
	Total: up to 15 participants
CONCLUSIONS / FOLLOW-UP²³	
OTHER	

²³ To be filled in after the completion of the activity

(12) Activity 1.2.3: Description of sub- activity 1.2.3.2 - Training seminar for staff of FIUs on information exchange, in particular in view of Egmont Group and other relevant standards and practices

Note: to be completed

TYPE OF ACTIVITY	Regional training seminar
SUBJECT	Information exchange among FIUs in view of Egmont Group and other relevant standards and practices
LOCATION	Slovenia
DURATION / DATE	2 days / 18 – 19 October 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Train members of FIUs in information exchange
CONTENT	
EXPECTED RESULTS	A number of members of FIUs from the project areas trained on information exchange.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: members of the FIUs in the region.
	Total: up to 25
CONCLUSIONS / FOLLOW-UP²⁴	
OTHER	

²⁴ To be filled in after the completion of the activity

(13) Activity 1.2.3: Description of sub- activity 1.2.3.3 - Training seminar for staff of FIUs on information exchange, in particular in view of Egmont Group and other relevant standards and practices

Note: to be completed

TYPE OF ACTIVITY	Regional training seminar
SUBJECT	Information exchange among FIUs in view of Egmont Group and other relevant standards and practices
LOCATION	Serbia (Serbia and Montenegro)
DURATION / DATE	2 days / January 2005
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Further train members of FIUs in information exchange
CONTENT	
EXPECTED RESULTS	A number of members of FIUs from the project areas further trained on information exchange.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: members of the FIUs in the region. Total: up to 25
CONCLUSIONS / FOLLOW-UP²⁵	
OTHER	

²⁵ To be filled in after the completion of the activity

(14) Activity 1.2.3: Description of sub- activity 1.2.3.4 - Organise a regional seminar to facilitate the drawing up of an agreement on further cooperation among the FIUs of the region

Note: to be completed

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Information exchange among FIUs: possibilities for an agreement on further cooperation in the region
LOCATION	Albania
DURATION / DATE	1 day / 22 - 23 March 2005
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Explore possibilities for, and the substance of, an agreement on cooperation among the FIUs of the region
CONTENT	
EXPECTED RESULTS	Outline / draft of an agreement on cooperation and information exchange among the FIUs in the region.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: senior representatives of each FIUs in the region.
	Total: up to 15
CONCLUSIONS / FOLLOW-UP²⁶	

²⁶ To be filled in after the completion of the activity

6.1.3 *Activities under Output 1.3: More effective use of special investigative means and intelligence in accordance with human rights standards supported*

(1) **Activity 1.3.1: description of sub- activity 1.3.1.1 - Regional thematic seminar to review relevant European and other international standards and reach agreement on the approach to the issue of special investigative means**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	SIMS: standards, good practices, needs and opportunities for a strategic approach and regional cooperation
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	1 day / 9 June 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Identify needs for harmonisation of legislation, agree on the approach towards special investigative means and criminal intelligence and explore possibilities for regional cooperation in undercover activities
CONTENT	<ul style="list-style-type: none"> • presentation of relevant European and international standards (with emphasis the ECHR) on special investigative means; • regulation of technical SIMS through laws and by-law / living up to ECHR and constitutional standards - presentation of good practice and lessons learned in a selected country; • legislative, institutional, policy and human resource aspect of the use of undercover agents / non-technical SIMS – presentation of good practice and lessons learned in a selected country; • brief overview of the internal and external oversight mechanisms over the application of SIMS; • regional cooperation in undercover investigations – discussion of EU practices and needs and opportunities of beneficiary countries; • criminal intelligence for proactive policing – presentation of good practice and lessons learned in a selected country; • brain-storming on at approach to SIMS, criminal intelligence and regional cooperation in undercover activities.
EXPECTED RESULTS	Participants on the basis of the review of relevant European and international standards on SIMS and criminal intelligence, presentation of good practices and lessons learned in selected countries and the followed discussion identify needs for harmonisation of legislation, and agree on the approach and broad regional strategic goals to SIMS and criminal intelligence.
EXPERTISE / EXPERTS REQUIRED	3-4 international experts (profile: prosecutors, police officers, members of the criminal intelligence units) from selected countries with good practices in SIMS and criminal intelligence with expertise in the subject listed under the “content” section.
PARTICIPANTS	<p>Profile: members of the working groups on SIMS and criminal intelligence from all project areas (as applicable members of: specialised police services on economic & organised crime, specialised prosecutors,...)</p> <p>Total: 25-30</p>
CONCLUSIONS / FOLLOW-UP²⁷	
OTHER	

²⁷ To be filled in after the completion of the activity

(2) **Activity 1.3.1: Description of sub-activity 1.3.1.2 - Establish working group SIMS and organise study visits for their members on the use of SIMS including oversight mechanisms, in view of country-specific implementation plans**

TYPE OF ACTIVITY	Study visit
SUBJECT	SIMS: Use of undercover agents – good practices
LOCATION	Italy?
DURATION / DATE	3 days / November 2004 (possibly implemented in two parts – half of project areas per study visit)
WORKING LANGUAGE(S)	English
OBJECTIVE	Expose participants to good practices and lessons learned in a selected country on legal, institutional, training, policy, and operational aspects of deployment of undercover agents.
CONTENT	<ul style="list-style-type: none"> study visit to a selected country and presentations carried out by different relevant authorities on their regulatory framework, policies and practices.
EXPECTED RESULTS	
EXPERTISE / EXPERTS REQUIRED	Experts from the host country.
PARTICIPANTS	Profile: members of the working groups on special investigative means and police officers from specialised units.
	Total: 10-15 per each study visit
CONCLUSIONS / FOLLOW-UP²⁸	
OTHER	

²⁸ To be filled in after the completion of the activity

TYPE OF ACTIVITY	Study visit
SUBJECT	SIMS: Internal and external oversight mechanisms over the application and implementation of covert and technical investigative measures
LOCATION	To be confirmed
DURATION / DATE	3 days / 25 – 27 October 2004
WORKING LANGUAGE(S)	English
OBJECTIVE	Expose participants to good practices and lessons learned in a selected country on internal and external oversight mechanisms over the use of SIMS.
CONTENT	<ul style="list-style-type: none"> study visit to a selected country and presentations carried out by different relevant authorities on their regulatory framework, institutions, policies and practices on internal and external oversight mechanisms.
EXPECTED RESULTS	
EXPERTISE / EXPERTS REQUIRED	Experts from the host country.
PARTICIPANTS	<p>Profile: members of the working groups on special investigative means, police officers from specialised units, prosecutors, representatives of the Ministry of Justice</p> <p>Total: 20-25</p>
CONCLUSIONS / FOLLOW-UP²⁹	
OTHER	

²⁹ To be filled in after the completion of the activity

Activity 1.3.1: Description of sub- activity 1.3.1.3 - Short-term experts to support project groups in the finalisation of implementation strategies

TYPE OF ACTIVITY	Providing in-house advise, in-country workshop and meeting with decision-makers
SUBJECT	SIMS: preparing, finalising and presentation of the implementation strategies
LOCATION	Each project area
DURATION / DATE	Number of days as relevant / November 2004– March 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group to prepare and finalise implementation strategies in the field of SIMS and meeting with relevant decisions makers to present them with the implementation strategy
CONTENT	<ul style="list-style-type: none"> • detailed review and discussion on the draft implementation strategy via expert opinions; • finalisation of the implementation strategy via in-country workshops; • presentation of the final draft strategy to the relevant decision makers.
EXPECTED RESULTS	Implementation strategy in the field of SIMS finalised and endorsed by the relevant decisions makers.
EXPERTISE / EXPERTS REQUIRED	3 short-term experts from selected countries with expertise in international standards, and good practices in the field of SIMS.
PARTICIPANTS	<p>Profile: members of the working groups on SIMS, including representatives of the Ministry of Justice and the Prosecution Service and Courts.</p> <p>Total: as relevant</p>
CONCLUSIONS / FOLLOW-UP³⁰	
OTHER	

³⁰ To be filled in after the completion of the activity

(3) **Activity 1.3.1: Description of sub-activity 1.3.1.4 - Short-term experts to assist working group review the legal basis for the use of special investigative means in each country (Criminal Procedure Codes and by-laws) and assist in the development of proposals for amendments**

TYPE OF ACTIVITY	Legal expertise and in-country workshop
SUBJECT	SIMS: review and preparing amendments to regulatory framework (laws and by-laws)
LOCATION	Those project areas where necessary
DURATION / DATE	Number of days as relevant / March – October 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group and relevant authorities (e.g. Ministry of Justice) to prepare relevant amendments to regulatory framework
CONTENT	<ul style="list-style-type: none"> • in-house preparation of expert opinions on prepared amendments or existing laws; • in-country drafting workshops.
EXPECTED RESULTS	Relevant amendments to regulatory framework (laws and by-laws) prepared.
EXPERTISE / EXPERTS REQUIRED	3 short-term experts from selected countries with expertise in international standards, and good practices in the field of SIMS.
PARTICIPANTS	Profile: members of the working groups on SIMS, including representatives of the Ministry of Justice and the Prosecution Service and Courts.
	Total: as relevant
CONCLUSIONS / FOLLOW-UP³¹	
OTHER	

³¹ To be filled in after the completion of the activity

(4) Activity 1.3.2: Description of sub- activity 1.3.2.1 - Regional thematic seminar to review relevant European and other international standards and reach agreement on the approach to the enhance of the use intelligence

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Criminal intelligence: operational criminal intelligence for proactive policing
LOCATION	Ohrid (FYROM)
DURATION / DATE	2 days / 4 – 7 October 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Agree on the approach criminal intelligence for proactive policing and identify main areas for reform (legislative, institutional, policy, etc.)
CONTENT	<ul style="list-style-type: none"> • proactive approach to combating organised and economic crime; • operational criminal intelligence / link between operational policing and crime analysis; • data protection and criminal intelligence. • brain-storming on at approach to criminal intelligence;
EXPECTED RESULTS	Participants on the basis of the presentation of good practices and lessons learned in selected countries and the discussion of gaps and opportunities identify priority areas for reform in the field of criminal intelligence.
EXPERTISE / EXPERTS REQUIRED	4 - 5 international experts (profile: specialised police officers, members of the criminal intelligence units) from selected countries with expertise in the subject listed under the "content" section.
PARTICIPANTS	Profile: members of the working groups on criminal intelligence from all project areas (as applicable members of: specialised police services on economic & organised crime analysts,...)
	Total: 20-25
CONCLUSIONS / FOLLOW-UP³²	
OTHER	*coordinate with activities under Output 1.1

³² To be filled in after the completion of the activity

(5) Activity 1.3.2: Description of sub- activity 1.3.2.2 - Study visits for analysts and intelligence officers (forming a working group) on criminal intelligence systems, crime analysis and pro-active policing as well as data protection, in view of country-specific implementation plans

TYPE OF ACTIVITY	Study visit
SUBJECT	Criminal intelligence: operational criminal intelligence, proactive policing, data protection in criminal intelligence
LOCATION	UK (for BiH & FYROM) – Spain (for other project areas)
DURATION / DATE	3 days / November - December 2004
WORKING LANGUAGE(S)	English
OBJECTIVE	Expose participants to good practices and lessons learned in a selected country on legal, institutional, training, policy, and operational aspects criminal intelligence and pro-active policing as well as on data protection in gathering, analysing and using criminal intelligence
CONTENT	<ul style="list-style-type: none"> study visit to a selected country and presentations carried out by different relevant authorities on their regulatory framework, criminal intelligence systems, policies and practices.
EXPECTED RESULTS	
EXPERTISE / EXPERTS REQUIRED	Experts from the host country.
PARTICIPANTS	<p>Profile: members of the working groups on criminal intelligence, crime analysts, and police officers from specialised units.</p> <p>Total: 15-20</p>
CONCLUSIONS / FOLLOW-UP³³	
OTHER	*coordinate with activities under Output 1.1

³³ To be filled in after the completion of the activity

(6) Activity 1.3.2: Description of sub- activity 1.3.2.3 - Short-term experts to support working groups in the finalisation of implementation strategies

TYPE OF ACTIVITY	Providing in-house advice, in-country workshop and meeting with decision-makers
SUBJECT	Criminal intelligence: preparing, finalising and presentation of the implementation strategies
LOCATION	Each project area
DURATION / DATE	Number of days as relevant / January – March 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group to finalise implementation strategies in the field of criminal intelligence and meeting with relevant decisions makers to present them with the implementation strategy
CONTENT	<ul style="list-style-type: none"> • detailed review and discussion on the draft implementation strategy via expert opinions; • finalisation of the implementation strategy via in-country workshops; • presentation of the final draft strategy to the relevant decision makers.
EXPECTED RESULTS	Implementation strategy in the field of criminal intelligence finalised and endorsed by the relevant decisions makers.
EXPERTISE / EXPERTS REQUIRED	2-3 short-term experts from selected countries with expertise in international standards, and good practices in the field of criminal intelligence, proactive policing and data protection.
PARTICIPANTS	<p>Profile: members of the working groups on criminal intelligence, including representatives of the Ministry of Justice.</p> <p>Total: as relevant</p>
CONCLUSIONS / FOLLOW-UP³⁴	
OTHER	*coordinate with activities under Output 1.1

³⁴ To be filled in after the completion of the activity

(7) Activity 1.3.2: Description of sub-activity 1.3.2.4 - Short-term experts to assist working groups review the legal basis for the use of intelligence in each country (Criminal Procedure Codes and by-laws) and assist in the development of proposals for amendments

TYPE OF ACTIVITY	Providing in-house advice, in-country workshop and meeting with decision-makers
SUBJECT	Criminal intelligence: preparing, finalising and presentation of the implementation strategies
LOCATION	Each project area
DURATION / DATE	Number of days as relevant / January – March 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group to finalise implementation strategies in the field of criminal intelligence and meeting with relevant decisions makers to present them with the implementation strategy
CONTENT	<ul style="list-style-type: none"> • detailed review and discussion on the draft implementation strategy via expert opinions; • finalisation of the implementation strategy via in-country workshops; • presentation of the final draft strategy to the relevant decision makers.
EXPECTED RESULTS	Implementation strategy in the field of criminal intelligence finalised and endorsed by the relevant decisions makers.
EXPERTISE / EXPERTS REQUIRED	2-3 short-term experts from selected countries with expertise in international standards, and good practices in the field of criminal intelligence, proactive policing and data protection.
PARTICIPANTS	<p>Profile: members of the working groups on criminal intelligence, including representatives of the Ministry of Justice.</p> <p>Total: as relevant</p>
CONCLUSIONS / FOLLOW-UP³⁵	
OTHER	*coordinate with activities under Output 1.1

³⁵ To be filled in after the completion of the activity

- (8) Activity 1.3.3: Description of sub- activity 1.3.3.1 - Regional seminar to review training needs on the use of SIMS and intelligence**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (9) Activity 1.3.3: Description of sub-activity 1.3.3.2 - Short-term experts to assist working groups in the development of training materials and guidelines on undercover operations, low-tech electronic surveillance, cross-border use of SIMS and international cooperation, high-tech SIMS and cybercrime, as well as criminal intelligence systems, crime analysis and data protection**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (10) Activity 1.3.3: Description of sub- activity 1.3.3.3 - Regional workshop to finalise training materials and concepts**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (11) Activity 1.3.3: Description of sub- activity 1.3.3.4 - In-country training events by local trainers with expert support to test and further improve training materials**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (12) Activity 1.3.3: Description of sub- activity 1.3.3.5 - Production of training materials in local languages**

Note: To be completed in advance of the launching of this phase of the project in 2005.

6.1.4 *Activities under output 1.4: The creation of effective mechanisms to protect witnesses of serious crime supported*

(1) **Activity 1.4.1: Description of sub-activity 1.4.1.1 - Regional seminar to review relevant European and other international standards and reach agreement on the approach to witness protection**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Protection of witnesses: standards, good practices, needs and opportunities for a strategic approach and regional cooperation
LOCATION	Council of Europe, Strasbourg (France)
DURATION / DATE	1 day / 10 June 2004
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Agree on the approach towards the protection of witnesses (in the field of procedural and non-procedural measures) and explore possibilities for regional cooperation
CONTENT	<ul style="list-style-type: none"> • presentation of relevant European and international standards; • brief overview of different protective measures (procedural and non-procedural) and different categories of witnesses to the protected; • procedural protective measures and the right to a fair trial – Article 6 of the ECHR; • non-procedural protective measures / witness protection units – presentation of good practice and lessons learned in a selected country; • victim-witness protection with emphasis on victims of trafficking in human beings – presentation of good practice and lessons learned in a selected country; • regional cooperation in witness protection – presentation of good practice and lessons learned in a selected country; • brain-storming on at approach to witness protection financial investigation for confiscation within the project.
EXPECTED RESULTS	Participants on the basis of the review of relevant European and international standards on witness protection, presentation of good practices and lessons learned in selected countries and the followed discussion agree on the approach to witness protection and identify possibilities for regional cooperation.
EXPERTISE / EXPERTS REQUIRED	3-4 international experts (profile: prosecutors, police officers, members of the criminal intelligence units) from selected countries with good practices in SIMS and criminal intelligence with expertise in the subject listed under the “content” section.
PARTICIPANTS	<p>Profile: members of the working groups on SIMS and criminal intelligence from all project areas (as applicable members of: specialised police services on economic & organised crime, specialised prosecutors,...)</p> <p>Total: 25-30</p>
CONCLUSIONS / FOLLOW-UP³⁶	
OTHER	

³⁶ To be filled in after the completion of the activity

(2) **Activity 1.4.1: Description of sub-activity 1.4.1.2 - Establish working groups "witness protection" and organise study visits for their members on specialised witness protection units**

TYPE OF ACTIVITY	Study visit
SUBJECT	Protection of witnesses: procedural and non-procedural protective measures
LOCATION	Germany?
DURATION / DATE	3 days / 20 – 22 September 2004 (possibly implemented in two parts – half of project areas per study visit)
WORKING LANGUAGE(S)	English
OBJECTIVE	Expose participants to good practices and lessons learned in a selected country on legal, institutional, training, policy, and operational aspects of witness protection in view of procedural and non-procedural protective measures.
CONTENT	<ul style="list-style-type: none"> study visit to a selected country and presentations carried out by different relevant authorities on their regulatory and institutional framework, policies and practices.
EXPECTED RESULTS	
EXPERTISE / EXPERTS REQUIRED	Experts from the host country.
PARTICIPANTS	<p>Profile: members of the working groups on witness protection, prosecutors and judges.</p> <p>Total: 10-15 per study visit</p>
CONCLUSIONS / FOLLOW-UP³⁷	
OTHER	

³⁷ To be filled in after the completion of the activity

(3) Activity 1.4.1: Description of sub-activity 1.4.1.3 - Short-term experts to support working groups in the development of implementation strategies, in particular in view of the creation of specialised witness protection units in each country

TYPE OF ACTIVITY	Providing in-house, in-country workshop and meeting with decision-makers
SUBJECT	Protection of witnesses: preparing, finalising and presentation of the implementation strategies
LOCATION	Each project area
DURATION / DATE	Number of days as relevant / October 2004 – March 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group to explore possibilities and prepare implementation strategies in view of creation of specialised witness protection units, strengthening procedural protective measures and meeting with relevant decisions makers to present them with the implementation strategy
CONTENT	<ul style="list-style-type: none"> • review of different models of witness protection specialised services and preparation of the implementation strategy in view of institutional and legal framework for procedural and non-procedural protective measures; • detailed review and discussion on the draft implementation strategy via in-country workshops; • presentation of the final draft strategy to the relevant decision makers.
EXPECTED RESULTS	Implementation strategy for the establishment of specialised witness protection units finalised and endorsed by the relevant decisions makers.
EXPERTISE / EXPERTS REQUIRED	2 short-term experts from selected specialised witness protection services.
PARTICIPANTS	<p>Profile: members of the working groups on witness protection, including representatives of the Ministry of Justice, prosecutors and judges.</p> <p>Total: as relevant</p>
CONCLUSIONS / FOLLOW-UP³⁸	
OTHER	

³⁸ To be filled in after the completion of the activity

(4) **Activity 1.4.1: Description of sub-activity 1.4.1.4 - Regional/international seminar to promote cooperation for witness protection and making use of the relevant provisions of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182)**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Protection of witnesses: promote regional cooperation
LOCATION	Montenegro (Serbia and Montenegro)
DURATION / DATE	2 day / 18 – 19 January 2005
WORKING LANGUAGE(S)	English/ interpretation in local languages will be provided
OBJECTIVE	Promote regional cooperation in witness protection and explore possibilities for formalising such cooperation with a formal regional and bilateral agreements
CONTENT	<ul style="list-style-type: none"> • bilateral, regional and international cooperation in witness protection: good practices and lessons learned; • witness relocation; • gaps and opportunities for better cooperation;
EXPECTED RESULTS	Agreement on the way forward toward better cooperation among specialised witness protection services in the region reached.
EXPERTISE / EXPERTS REQUIRED	3-4 experts on witness protection, EUROPOL, Baltic states, ...
PARTICIPANTS	<p>Profile: representatives of each specialised witness protection services, members of the working groups on witness protection.</p> <p>Total: 20-25</p>
CONCLUSIONS / FOLLOW-UP³⁹	
OTHER	

³⁹ To be filled in after the completion of the activity

(5) **Activity 1.4.1: Description of sub-activity 1.4.1.5 - Assist the working groups in reviewing the legal basis in view of procedural and non-procedural measures for the protection of witnesses**

TYPE OF ACTIVITY	Legal expertise and in-country workshop
SUBJECT	Procedural witness protection measures: preparing amendments to regulatory framework (laws and by-laws)
LOCATION	Each project area
DURATION / DATE	Number of days as relevant / February – October 2005
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	Assist the members of the working group and relevant authorities (e.g. Ministry of Justice) to prepare relevant amendments to the Criminal Procedure Code.
CONTENT	<ul style="list-style-type: none"> • preparation of expert opinion existing and prepared amendments on procedural and non/procedural protective measures; • in-country drafting workshops.
EXPECTED RESULTS	Relevant amendments or draft new laws prepared.
EXPERTISE / EXPERTS REQUIRED	3 international experts from selected countries with expertise in international standards, and good practices in the field of procedural measures protection of different categories of witnesses.
PARTICIPANTS	Profile: members of the working groups on witness protection, including representatives of the Ministry of Justice and the Prosecution Service and Courts.
	Total: as relevant
CONCLUSIONS / FOLLOW-UP⁴⁰	
OTHER	

⁴⁰ To be filled in after the completion of the activity

- (6) Activity 1.4.2: Description of sub-activity 1.4.2.1 - Regional seminar to review training needs of all institutions involved in the protection of witnesses**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (7) Activity 1.4.2: Description of sub-activity 1.4.2.2 - Short-term experts to assist working groups in the development of training materials and guidelines on witness protection**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (8) Activity 1.4.2: Description of sub- activity 1.4.2.3 - Regional workshop to finalise training materials on witness protection and concepts**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (9) Activity 1.4.2: Description of sub-activity 1.4.2.4 - In-country training events by local trainers with expert support to test and further improve training materials**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (10) Activity 1.4.2: Description of sub-activity 1.4.2.5 - Production of training materials in local languages**

Note: To be completed in advance of the launching of this phase of the project in 2005.

6.1.5 *Activities under Output 1.5: Capacities for co-operation in criminal matters among the countries of South-eastern Europe made more efficient*

(1) **Activity 1.5.1: Description of sub-activity 1.5.1.1 - Regional seminar on the opportunities offered by the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182)**

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Regional seminar on the opportunities offered by the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)
LOCATION	Kosovo (Serbia and Montenegro)
DURATION / DATE	2 days / 2-3 September 2004
WORKING LANGUAGE(S)	English. Interpretation may be provided subject to available resources.
OBJECTIVE	Strengthen capacities of relevant institutions to make use of the opportunities offered by ETS 182, thus improving their capacities to react adequately to cross border crime Strengthen networking and experience exchange regarding the implementation of this protocol between officials from each project area responsible for international cooperation
CONTENT	This seminar will constitute an opportunity for relevant national experts to thoroughly examine the variety of means available under ETS 182 in order to improve co-operation in criminal matters. In addition, national experts will discuss the issues at stake in the implementation of ETS 182 and the aspects to be considered in the process of review of their legislation and institutional capacities.
EXPECTED RESULTS	National experts will have enhanced their knowledge regarding the European Convention on Mutual Assistance in Criminal Matters and its second additional protocol. National experts will have agreed upon a comprehensive matrix and questionnaire to be used in the review exercise regarding the gaps and opportunities in legislation and institutional capacities. National experts will have endorsed and further completed the work plan and description of activities which will take place under Activity 1. 5. 1
EXPERTISE / EXPERTS REQUIRED	Experts from Council of Europe member States with extensive knowledge in the field of international co-operation in criminal matters, in particular with concrete experience in the implementation of ETS 182 in their country. Practitioners with relevant work experience in the fields covered by ETS 182 (hearing by video and telephone conference, cross border observations, controlled deliveries, covert investigations, joint investigation teams, protection of witnesses, etc).
PARTICIPANTS	Profile: representatives from central authorities, judiciary and law enforcement authorities responsible for international cooperation Total: up to 50 participants (delegations of up to 6 persons from each project area)
CONCLUSIONS / FOLLOW-UP⁴¹	
OTHER	This activity aims at supporting member States in the ratification and implementation process of the European Convention on Mutual Assistance in Criminal Matters, in particular its second additional protocol (ETS 182).

⁴¹ To be filled in after the completion of the activity

(2) Activity 1.5.1: Description of sub-activity 1.5.1.2 - Review of the gaps and opportunities in legislation and institutional capacities

TYPE OF ACTIVITY	Analysis
SUBJECT	Review of the gaps and opportunities in legislation and institutional capacities for an effective implementation of the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)
LOCATION	In-house
DURATION / DATE	September - October 2004
WORKING LANGUAGE	English
OBJECTIVE	To undertake a thorough review of the current legislation and institutional capacities in each project area, as well as of the gaps and opportunities available, enabling the effective implementation of ETS 182 in each country.
CONTENT	The review will take place according to the comprehensive matrix and questionnaire developed during the first regional. The questionnaire will be sent for completion to the relevant officials from each project area in July 2004 with a set deadline for replies. The review will be done on the basis of the questionnaire and information provided by each project area and the review matrix will be completed accordingly. It will include a list of concrete recommendations for further legislative developments and institutional capacity-building in view of the implementation of ETS 182.
EXPECTED RESULTS	By the end of September, a comprehensive analysis for each project area will have been completed and made available to the relevant institutions from each project area for comments.
EXPERTISE / EXPERTS REQUIRED	2-3 short term experts with extensive knowledge in the field of international co-operation in criminal matters, in particular with concrete experience in the implementation of ETS 182 in their country who will be tasked with elaborating the above-mentioned analysis. Input required from representatives from central authorities, judiciary and law enforcement authorities responsible for international co-operation throughout the process.
PARTICIPANTS	Profile: Representatives from central authorities, judiciary and law enforcement authorities responsible for international cooperation. Total: As relevant.
CONCLUSIONS / FOLLOW-UP⁴²	
OTHER	Note: The effective implementation of this activity will require that officials from each project area fully co-operate with the nominated short term experts in order to provide the required information, according to the calendar agreed upon for the completion of the questionnaire, and as necessary, their availability to provide additional information and clarifications.

⁴² To be filled in after the completion of the activity

(3) Activity 1.5.1: Description of sub-activity 1.5.1.3 - Regional seminar to elaborate implementation plans for each country

TYPE OF ACTIVITY	Regional seminar
SUBJECT	Elaboration of an implementation plan for each country to support the implementation of the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)
LOCATION	Serbia (Serbia and Montenegro)
DURATION / DATE	2 days / 22 - 23 November 2004
WORKING LANGUAGE	English/ interpretation in local languages will be provided
OBJECTIVE	This seminar aims at providing expert support in the development of an implementation plan for each country to enable them to make full use of the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)
CONTENT	In the light of the obligations deriving from this international instrument, national experts and short term experts will discuss the conclusions and recommendations of the reviews, as well as the comments provided on each analysis. They will agree upon the common elements of an action plan for the implementation of ETS 182 and further streamline the necessary country-specific measures to ensure its implementation. Finally, participants will discuss the recommendations for further legislative developments and institutional capacity-building and agree on a work plan for support activities in the drafting process of relevant legislation to be implemented from February to October 2005.
EXPECTED RESULTS	A comprehensive "model" action plan for the implementation of the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182) will have been drafted by the national experts, which includes country specific action-oriented measures in this field. A set calendar of support activities regarding the drafting of relevant legislation for the period from February to October 2005 will have been finalised.
EXPERTISE / EXPERTS REQUIRED	2-3 short term experts with extensive knowledge in the field of international co-operation in criminal matters, in particular with concrete experience in the implementation of ETS 182 in their country.
PARTICIPANTS	Profile: representatives from central authorities, judiciary and law enforcement authorities responsible for international cooperation Total: up to 50 participants (delegations of up to 6 persons from each project area)
CONCLUSIONS / FOLLOW-UP⁴³	

⁴³ To be filled in after the completion of the activity

(4) Activity 1.5.1: Description of sub- activity 1.5.1.4 - Workshops on the drafting of legislative amendments

TYPE OF ACTIVITY	Technical workshop
SUBJECT	Workshop on the drafting of implementing legislation regarding the 2nd Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (ETS 182)
LOCATION	Each project area
DURATION / DATE	1 to 1,5 days / February – October 2004 The exact dates of national workshops will be agreed upon during the previous regional seminar (sub-activity 1.5.1.3)
WORKING LANGUAGE(S)	English/ Interpretation may be provided subject to available funds and only on the basis of sharing of the financial burden
OBJECTIVE	The workshop aims at providing technical support in the process of elaboration of the relevant implementing legislation.
CONTENT	The content of each workshop is to be defined in accordance with the specific technical support needs of each project area and with the elaborated country-specific implementation plans.
EXPECTED RESULTS	Concrete technical support in the drafting process of the relevant implementing legislation will have been provided to each country and draft legislation and/ or legislative amendments will be available for adoption in each project area.
EXPERTISE / EXPERTS REQUIRED	2-3 short term experts with extensive knowledge in the field of international co-operation in criminal matters, in particular with concrete experience in the drafting of legislation for the implementation of ETS 182 in their country.
PARTICIPANTS	Profile: members of national working groups responsible with the drafting of the relevant implementing legislation Total: as relevant
CONCLUSIONS / FOLLOW-UP⁴⁴	
OTHER	A preliminary requirement to ensure the effectiveness of these activities is that prior to their organisation in each project area, the national working group will have elaborated and made available to the short term experts a draft text, which will constitute the main basis for the discussions and the drafting exercise.

⁴⁴ To be filled in after the completion of the activity

- (5) **Activity 1.5.2: Description of sub-activity 1.5.2.1 - Regional seminar to review training needs in international co-operation**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (6) **Activity 1.5.2: Description of sub-activity 1.5.2.2 - Development of training materials and guidelines on international co-operation**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (7) **Activity 1.5.2: Description of sub-activity 1.5.2.3 - Regional workshop to finalise training materials and concepts**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (8) **Activity 1.5.2: Description of sub-activity 1.5.2.4 - In-country training events by local trainers with expert support to test and further improve training materials**

Note: To be completed in advance of the launching of this phase of the project in 2005.

- (9) **Activity 1.5.2: Description of sub-activity 1.5.2.5 - Production of training materials in local languages**

Note: To be completed in advance of the launching of this phase of the project in 2005.

6.2 Module 2

6.2.1 *Activities under Output 2.1: Training strategy developed and adopted based on a thorough analysis of needs and capacities*

(1) **Description of activity 2.1.1: Regional seminar to review relevant European and international standards against which to provide training**

TYPE OF ACTIVITY	Regional Thematic Seminar 1
SUBJECT	To review relevant European and international training programmes related to combating trafficking in human beings, smuggling, and illegal migration
LOCATION	Hungary
DURATION / DATE	29 – 30 June 2004
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	<ul style="list-style-type: none"> • To identify and hold a meeting with experts and designers of curricula and training programmes in the relevant crime areas • To encourage the creation of expert networks and synergies where possible • To identify existing activities and capacities as well as training requirements in the participating countries • To create a Steering Group in order to guide the definition and development of curricula, training modules and a comprehensive training strategy for the region
CONTENT	The meeting will enable participants to engage in discussions and mutual information exchange on existing and needed training capacities. They will discuss and define the benchmarks against which it will be possible to measure progress over time.
EXPECTED RESULTS	<ul style="list-style-type: none"> - An agreement on the basic division of tasks between all participating experts for the length of the project - a draft outline and benchmarks for a comprehensive training strategy. - Specification of the methods to be used to review the EU standards and other international standards of training - An outline of the general framework for the curricula, training material, and modules to be elaborated.
EXPERTISE / EXPERTS REQUIRED	Experts on designing training and curricula as well as legal experts
PARTICIPANTS	<p>Profile: Relevant experts from the law enforcement and law enforcement training institutes, judiciary, relevant ministries and academics.</p> <p>Total: 25</p>
CONCLUSIONS / FOLLOW-UP⁴⁵	
OTHER	

⁴⁵ To be filled in after the completion of the activity

(2) **Description of activity 2.1.2: Short term experts to carry out detailed analysis in terms of training needs of countries and target groups and capacities of existing training institutions and training activities**

TYPE OF ACTIVITY	Information gathering, evaluation, and analysis phase 1
SUBJECT	Research and analyse training needs, target groups, and capacities on trafficking in human beings, smuggling and illegal migration
LOCATION	European Union, South Eastern Europe (in-country), and other relevant countries
DURATION / DATE	July – September 2004
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	-To conduct a thorough analysis of training needs and capacities as well as target groups in the specific countries
CONTENT	In the framework and under the supervision of the Steering Group, short-term experts will carry out detailed analyses of training capacities and needs in the European Union, South Eastern Europe (in-country) and other relevant countries. To define and identify the relevant target groups (i.e., law enforcement officers, custom officers, prosecutors, as well as relevant interlocutors in the academic field) and assess the capacities of existing training institutions and training activities in each individual participating country.
EXPECTED RESULTS	<ul style="list-style-type: none"> - Identification of the existing training capacities and the specific needs of each beneficiary country in terms of the training that will be delivered during the project. - First indications for the elaboration of a comprehensive training strategy to include all participant countries while respecting their individual training needs. - Outline of future tasks in order to create this comprehensive training strategy
EXPERTISE / EXPERTS REQUIRED	Short-term experts on designing training and curricula as well as legal experts
PARTICIPANTS	<p>Profile: Steering Group and experts in designing curricula and training</p> <p>Total: To be determined later</p>
CONCLUSIONS FOLLOW-UP⁴⁶ /	
OTHER	

⁴⁶ To be filled in after the completion of the activity

(3) **Description of activity 2.1.3: Short term experts to compile information on existing good practices in the European Union as well as in South-Eastern Europe which could be reflected in training materials**

TYPE OF ACTIVITY	Information gathering, evaluation and analysis phase 2
SUBJECT	Existing good practices on trafficking in human beings, smuggling, and illegal migration
LOCATION	European Union, South Eastern Europe (in-country) and other relevant countries
DURATION / DATE	July – September 2004
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	To develop a first draft training strategy based on a thorough analysis of the training requirements and existing training capacities in the participating countries as well as on the international conventions, standards, and good practices considered to be relevant
CONTENT	To compile information on existing international conventions, international standards, and good practices which serve to prevent trafficking in human beings, smuggling, and illegal migration in the European Union as well as in South-eastern Europe and which could be reflected in training materials
EXPECTED RESULTS	A database of identified needs for each beneficiary country shall be established in terms of training that will be delivered during the project. An up-to-date list shall be drawn up of existing European and other international conventions, standards, and good practices which should be taken into account when designing the training modules.
EXPERTISE / EXPERTS REQUIRED	Short-term experts on designing training and curricula as well as legal experts
PARTICIPANTS	Profile: The Steering Group and experts in designing curricula and training
	Total: To be determined later
CONCLUSIONS / FOLLOW-UP⁴⁷	
OTHER	

⁴⁷ To be filled in after the completion of the activity

(4) Description of activity 2.1.4: Regional seminar to finalise needs analysis and adopt training strategy

TYPE OF ACTIVITY	Regional seminar 2
SUBJECT	Regional seminar to finalise needs analysis and to adopt a training strategy
LOCATION	Hungary
DURATION / DATE	1 – 2 days in December 2004 – January 2005
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	<ul style="list-style-type: none"> - To gather the experts for an exchange and follow-up of progress on co-operation so far, as well as to assess the proposals for training modules and curricula - To discuss possible adaptations or changes in benchmarks for training capacities as necessary over time - To develop and support a training strategy based on a thorough analysis of needs and capacities as carried out during the previous activities.
CONTENT	The Steering Group and other relevant experts and participants will discuss and present their findings as to the specific needs and existing capacities as well as possible synergies of the work of experts in the participating countries. Participants will be asked to evaluate these findings in light of their country's own situation and to make suggestions for improvement where possible.
EXPECTED RESULTS	The second regional seminar will provide the necessary input to present and adopt a comprehensive and sustainable training strategy taking into account the specific situation and capacities of each participating country. Moreover, the general concept of the training modules and curricula shall be developed during this seminar in accordance with the findings discussed.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	<p>Profile: The Steering Group, relevant experts from the law enforcement and law enforcement training institutes, judiciary, relevant ministries and academics.</p> <p>Total: 25</p>
CONCLUSIONS / FOLLOW-UP⁴⁸	
OTHER	

⁴⁸ To be filled in after the completion of the activity

6.2.2 *Activities under Output 2.2: Curricula and training materials on trafficking in human beings, smuggling and illegal migration developed, tested and available for further training*

(1) **Description of activity 2.2.1: Short term experts and consultants to develop modules for basic, specialist and judicial level training on trafficking, smuggling and illegal migration**

TYPE OF ACTIVITY	Development and design of curricula, training materials, and modules phase 1
SUBJECT	Trafficking in human beings, smuggling, and illegal migration
LOCATION	To be determined
DURATION / DATE	Duration to be determined / June 2004 – April 2005
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	Overall objective: to develop, test and make available for further training curricula and training materials on trafficking in human beings, smuggling and illegal migration based on the findings of the previous analyses.
CONTENT	<p>The specific contents of the curricula and training modules will be elaborated based on the results of the findings of the national and international experts from the first phases of the project. In general, the training material will contain information on</p> <ul style="list-style-type: none"> • The phenomena and methodology of <ul style="list-style-type: none"> ✓ Trafficking ✓ Smuggling ✓ Illegal migration • International and national legislation • Investigative options and principles, re-active (victim-led) investigations and victims as witnesses • Pro-active investigations • Disruptive investigations • International co-operation • Joint investigations • Intelligence gathering and exchange • Protection of victim-witnesses of trafficking and co-operation with NGOs • Conclusion and implementation of readmission agreements • Biometrics • Co-operation in statistics and data analyses
EXPECTED RESULTS	Draft curricula, training materials, and modules including the above-mentioned issues
EXPERTS REQUIRED	Short-term experts and consultants
PARTICIPANTS	<p>Profile: The Steering Group and experts in designing curricula and training</p> <p>Total:</p>
CONCLUSIONS FOLLOW-UP⁴⁹	/

⁴⁹ To be filled in after the completion of the activity

(2) Description of activity 2.2.2: Study visits for train trainers from region

TYPE OF ACTIVITY	Study visits
SUBJECT	Training and capacities
LOCATION	To be determined
DURATION / DATE	Duration to determined / January – April 2005
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	To develop, test and make available for further training curricula and training materials on trafficking in human beings, smuggling and illegal migration. Specific objective: experience exchange and learning experience for train trainers from participating countries in the region
CONTENT	Study visit by train trainers from the region
EXPECTED RESULTS	Train trainers will acquire knowledge on training methods used in the European Union and how best to use them. They will have the opportunity to discuss and review training modules with train trainers from the European Union as well as from other countries in the region. Train trainers can give their feedback as to the draft training manuals and curricula. A correct understanding of the training material and curricula established during the project in the participating countries can thus be ensured, and train trainers from the region will be able to pass on this knowledge to other multipliers in the region.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: Trainers Total: 18
CONCLUSIONS FOLLOW-UP⁵⁰	/
OTHER	

⁵⁰ To be filled in after the completion of the activity

(3) **Description of activity 2.2.3: Up to 10 in-country and 4 regional training events by local trainers with the support of international experts to test training materials and further refine them**

TYPE OF ACTIVITY	Regional and in-country training events
SUBJECT	Testing of training material on trafficking in human beings, smuggling and illegal migration
LOCATION	Regional training in Hungary In-country training in beneficiary countries
DURATION / DATE	Duration to be determine / May 2005 – February 2006
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	To develop, test, evaluate, and make available for further training curricula and training materials on trafficking in human beings, smuggling, and illegal migration. The specific objective of these training events is to actively support the training on trafficking in human beings, smuggling, and illegal migration with the help of international experts. On the basis of the feed-back gathered from these events, the training material and curricula can be further improved.
CONTENT	Up to ten in-country and four regional training events will be held by local trainers with the support of international experts to test training and further refine materials.
EXPECTED RESULTS	The correct use and understanding of developed training material will be tested in up to 10 in-country and four regional training events. This will produce reliable test results on the basis of which the training material can be further improved on the basis of the needs of each country. Moreover, holding a number of regional training events will have the effect of creating a solid evaluation of the comprehensive training strategy for the whole region.
EXPERTISE / EXPERTS REQUIRED	
PARTICIPANTS	Profile: Ministries of the Interior, Justice and European Integration, Members of Parliament, law enforcement institutions including police, prosecution, customs and border guards Total: 100
CONCLUSIONS FOLLOW-UP⁵¹	/
OTHER	

⁵¹ To be filled in after the completion of the activity

(4) Description of activity 2.2.4: Short term experts to finalise training materials

TYPE OF ACTIVITY	Development and design of curricula, training materials and modules phase 2
SUBJECT	Short term experts to work on the finalisation of all the curricula and training material
LOCATION	To be determined
DURATION / DATE	Duration to be determined / February – April 2006
WORKING LANGUAGE(S)	English and other languages as necessary
OBJECTIVE	Develop, test, evaluate and make available for further training curricula and training materials on trafficking in human beings, smuggling and illegal migration. The specific objective of finalising the curricula and training material is to review the original drafts in light of recent findings and the general assessments resulting from the practical training seminars.
CONTENT	Training materials will be reviewed, edited, and then finalised.
EXPECTED RESULTS	Training material tested and ready
EXPERTISE / EXPERTS REQUIRED	Short –term experts
PARTICIPANTS	Profile: The Steering Group and experts in designing curricula's and training Total:
CONCLUSIONS FOLLOW-UP⁵²	/
OTHER	

⁵² To be filled in after the completion of the activity

(5) Description of activity 2.2.5: Production of training materials in local languages

TYPE OF ACTIVITY	Production and translation of curricula and training material
SUBJECT	
LOCATION	
DURATION / DATE	April – August 4 2006
WORKING LANGUAGE(S)	All foreseen languages
OBJECTIVE	Make available for further training curricula and training materials on trafficking in human beings, smuggling and illegal migration. The specific objective of this activity is to produce high quality curricula and training material which take the previous findings of the project into account as well as accurate and well-presented translations.
CONTENT	Presentation and production of curricula and training materials in local languages
EXPECTED RESULTS	Adoption and production of specific training packages as well as a comprehensive set of curricula, adapted to EU standards and available in all local languages of the region, which can be put to immediate use in the participating countries.
EXPERTISE / EXPERTS REQUIRED	Short-term translators
PARTICIPANTS	Profile: The Steering Group and experts in designing curricula's and training
	Total:
CONCLUSIONS / FOLLOW-UP⁵³	
OTHER	

⁵³ To be filled in after the completion of the activity

7 LOGICAL FRAMEWORK

Note: The following factors (out of control of the PMU) will most probably delay by one month the calendar of the future activities: the delayed signature of the contribution agreement between the Council of Europe and the European Commission (30 March 2004), the late payment by the European Commission of the first instalment (9 June 2004) and the late nomination of most of the senior representatives and local coordinators (end of May 2004).

Intervention logic	Description	Indicators	Means of verification	Assumptions
Overall objective	<p>To strengthen the capacities of the CARDS countries to develop and implement regional strategies against serious forms of crime based on the <i>acquis</i> of the European Union and other European standards and practices by:</p> <ul style="list-style-type: none"> ▪ providing them with the necessary tools against economic and organised crime (module 1) ▪ enabling them to deliver comprehensive training against trafficking in human beings, smuggling and illegal migration (module 2) 			
Module objective 1	To develop a regional strategy against economic and organised crime in South-eastern Europe based on the <i>acquis</i> of the European Union and European standards and practices, and to provide law enforcement institutions with the tools necessary to implement the strategy.	<p>Countries will have the necessary strategies and tools to prevent and control economic and organised crime in accordance with EU <i>acquis</i> and European standards and practices (Impact indicator)</p> <p>Countries will be able to move closer to meeting the relevant standards and benchmarks in the field of economic and organised crime, hence moving closer to EU accession criteria (Impact indicator)</p>	<p>Final project evaluation report MONEYVAL and GRECO reports Reports of the EC on the stabilisation and association process</p>	<p>Governments of the countries of the region are committed to implement the strategies developed and to apply the tools</p>
Output 1.1	<p>A regional strategy developed on economic and organised crime in accordance with the <i>acquis</i> of the EU and European standards and practices and based on</p> <ul style="list-style-type: none"> ▪ An analysis of the economic and organised crime situation ▪ Benchmarks to determine progress towards the EU <i>acquis</i> and European standards 	<p>By month 10, situation report available on the priority fields of crime</p> <ul style="list-style-type: none"> (a) smuggling and trafficking in human beings and illegal migration, (b) drug trafficking, (c) financial crime (including money laundering and fraud), (d) other trafficking 	<p>Results of the regional meeting in month 12 and of review meetings in months 20 and 29 Project progress reports Final project evaluation report</p>	<p>Governments of the region adopt the regional strategy developed</p>

Strengthening police capacities against serious crime in South-eastern Europe -- **Inception Report**

		<p>Update report available by month 30</p> <p>By month 10, report with benchmarks available for the countries of the region with regard to the priority fields of crime and tools against economic and organised crime (special investigative means and crime analysis, witness protection, financial investigations, international cooperation)</p> <p>By month 12, regional strategy adopted</p> <p>By months 20 and 29, progress reports available to evaluate implementation of regional strategy</p>		<p>Assumptions for activities under output 1.1</p> <p>Commitment by national authorities to establish without delay the working group</p> <p>Co-operation of national authorities to share relevant and accurate information and data on economic and organised crime situation</p>
Activity 1.1.1	<p>Prepare an analysis of the economic and organised crime situation:</p> <ul style="list-style-type: none"> ▪ Regional meeting to establish a working group of crime analysts and intelligence officers, to review the current state of knowledge on the economic and organised crime situation in South-eastern Europe, to train participants in new methodologies, and to agree on the framework for a regional in-depth analysis ▪ In-country visits by short-terms experts to assist working groups in each country in the analysis of country-specific data ▪ Follow up regional seminar for the members of this working group for further training and to work on the regional analysis ▪ Further regional seminar to finalise the preparation of a situation report on economic and organised crime in South-eastern Europe ▪ Towards the end of the project, support the preparation of an update of the situation report through short-term experts and a regional seminar. 			
Activity 1.1.2	<p>Establish benchmarks in terms of meeting European standards and practices on economic and organised crime:</p> <ul style="list-style-type: none"> ▪ Meeting of experts from consortium partners to determine 			

	<p>requirements under relevant European and other international instruments with regard to the priority fields of crime and tools</p> <ul style="list-style-type: none"> ▪ Short-term experts to assess the current level of compliance by countries with these instruments on the basis of existing reports ▪ Regional seminar to review the extent to which these requirements are met by the countries of the region and to establish benchmarks ▪ Short-term experts to follow up with countries to complete benchmarking 			
<p>Activity 1.1.3</p>	<p>Develop the regional strategy and review progress made:</p> <ul style="list-style-type: none"> ▪ Short-term experts to assess activities underway in the countries of the region in fields covered under the present project in order to avoid duplication and seek synergies ▪ Regional meeting to develop a draft regional strategy on the basis of the situation analysis, the benchmarks and needs, as well as the interim outputs under objectives 2 to 5 of this project ▪ Regional meeting to finalise and adopt regional strategy ▪ Hold at least two follow up meetings to review progress made 			
<p>Output 1.2</p>	<p>Capacities for financial investigations aimed at the confiscation of proceeds from crime strengthened</p>	<p>By month 10, implementation strategies available for each country to promote financial investigations for the confiscation of proceeds from crime in the broad meaning of the Convention on Laundering, Search, Seizure and Confiscation of Proceeds from Crime (ETS 141)</p> <p>By month 18, proposals for legislative amendments available for submission to the relevant authorities</p> <p>By month 26, up to 6 in-country training events held</p> <p>By month 30, target group specific training packages available in local languages</p>	<p>Results of the regional meeting in month 12 and of review meetings in months 20 and 29</p> <p>Project progress reports</p> <p>Final project evaluation report</p>	<p>Commitment by national authorities to place stronger emphasis on financial investigations and allocate the necessary financial and human resources</p>
				<p>Assumptions for activities under output 1.2</p> <p>Commitment by national authorities to establish without delay the working group "financial investigations".</p> <p>Commitment by national authorities to develop and test training materials and</p>

<p>Activity 1.2.1</p>	<p>Develop and support an implementation strategy for financial investigations:</p> <ul style="list-style-type: none"> ▪ Regional thematic seminar to review relevant European and other international standards and reach agreement on approach to financial investigations for confiscation ▪ Decision maker seminars in each country in view of the establishment of working groups "financial investigations" ▪ Technical level seminars in each country to gaps and opportunities in legislation (back-to-back with decision maker seminars) ▪ Organise study visits and workshops for members of the working groups in view of developing implementation strategies for each country ▪ Assist working groups in development of amendments to legislation if necessary, as well guidelines for practitioners. 		<p>organise training events</p>
<p>Activity 1.2.2</p>	<p>Develop, test and make available materials on financial investigations and confiscation for further training:</p> <ul style="list-style-type: none"> ▪ Regional seminar to review training needs ▪ Short-term experts to assist working groups in developing target-group specific training materials in each country ▪ Regional workshop to finalise training materials and concepts ▪ In-country training events by local trainers with expert support to test and further improve training materials ▪ Production of training materials in local languages 		
<p>Activity 1.2.3</p>	<p>Facilitate information and experience exchange among the financial intelligence units in the countries of the region:</p> <ul style="list-style-type: none"> ▪ Organise a regional seminar for members of the FIUs of the region to review problems and opportunities, as well as training requirements, with regard to information exchange among them ▪ Hold up to two training seminars for staff of FIUs on information exchange, in particular in view of Egmont Group and other relevant standards and practices ▪ Organise a regional seminar to facilitate the drawing up of an agreement on further cooperation among the FIUs of the region 		
<p>Output 1.3</p>	<p>More effective use of special investigative means and intelligence in accordance with human rights standards supported</p>	<p>By month 10, implementation strategies available for each country to promote the use of SIMS in accordance with human rights standards By month 18, proposals for legislative amendments available for submission to the relevant authorities</p>	<p>Results of the regional meeting in month 12 and of review meetings in months 20 and 29 Project progress reports Final project evaluation report</p> <p>Commitment by national authorities to allocate the necessary and financial human resources and put the policy and legal framework in place</p>

Strengthening police capacities against serious crime in South-eastern Europe -- **Inception Report**

			By month 10, implementation strategies available for each country to promote the use of intelligence By month 20, proposals for legislative amendments available for submission to the relevant authorities By month 27, up to 9 in-country training events held By month 30, target group specific training packages available in local languages		Assumptions for activities under output 1.3 Commitment by national authorities to establish the working group SIMS Commitment by national authorities to develop and adopt training materials as well as organise training events
Activity 1.3.1	Develop and support an implementation strategy to enhance the use of SIMS:	<ul style="list-style-type: none"> ▪ Regional thematic seminar to review relevant European and other international standards and reach agreement on the approach to the issue of special investigative means ▪ Establish working group SIMS and organise study visits for their members on the use of SIMS including oversight mechanisms, in view of country-specific implementation plans ▪ Short-term experts to support project groups in the finalisation of implementation strategies ▪ Short-term experts to assist working group review the legal basis for the use of special investigative means in each country (Criminal Procedure Codes and by-laws) and assist in the development of proposals for amendments 			
Activity 1.3.2	Develop and support an implementation strategy to enhance the use of intelligence:	<ul style="list-style-type: none"> ▪ Regional thematic seminar to review relevant European and other international standards and reach agreement on the approach to the enhance the use intelligence ▪ Organise study visits for analysts and intelligence officers (forming a working group) on criminal intelligence systems, crime analysis and pro-active policing as well as data protection, in view of country-specific implementation plans ▪ Short-term experts to support working groups in the finalisation of implementation strategies 			

	<ul style="list-style-type: none"> ▪ Short-term experts to assist working groups review the legal basis for the use of intelligence in each country (Criminal Procedure Codes and by-laws) and assist in the development of proposals for amendments 			
<p>Activity 1.3.3</p>	<p>Develop, test and make available training materials on the use of SIMS and intelligence for further training:</p> <ul style="list-style-type: none"> ▪ Regional seminar to review training needs ▪ Short-term experts to assist working groups in the development of training materials and guidelines on undercover operations, low-tech electronic surveillance, cross-border use of SIMS and international cooperation, high-tech SIMS and cybercrime, as well as criminal intelligence systems, crime analysis and data protection ▪ Regional workshop to finalise training materials and concepts ▪ In-country training events by local trainers with expert support to test and further improve training materials ▪ Production of training materials in local languages 			
<p>Output 1.4</p>	<p>The creation of effective mechanisms to protect witnesses of serious crime supported</p>	<p>By month 10, implementation strategies available for each country on witness protection By month 20, proposals for legislative amendments/new legislative provisions available for submission to the relevant authorities By month 27, up to 6 in-country training events held By month 30, training packages available in local languages</p>	<p>Results of the regional meeting in month 12 and of review meetings in months 20 and 29 Project progress reports Final project evaluation report</p>	<p>Commitment by national authorities to allocate the necessary financial and human resources and put legal framework in place</p>
				<p>Assumptions for activities under output 1.4 Commitment by national authorities to establish without delay the working group "witness protection" Commitment by national authorities to develop and adopt training materials as well as organise training events</p>
<p>Activity 1.4.1</p>	<p>Develop and support implementation strategies for witness protection measures in each country:</p> <ul style="list-style-type: none"> ▪ Regional seminar to review relevant European and other international standards and reach agreement on the approach to witness 			

	<ul style="list-style-type: none"> ▪ protection ▪ Establish working groups "witness protection" and organise study visits for their members on specialised witness protection units ▪ Short-term experts to support working groups in the development of implementation strategies, in particular in view of the creation of specialised witness protection units in each country ▪ Regional/international seminar to promote cooperation for witness protection and making use of the relevant provisions of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182) ▪ Assist the working groups in reviewing the legal basis in view of procedural and non-procedural measures for the protection of witnesses 			
<p>Activity 1.4.2</p>	<p>Develop, test and make available training materials for further training of all institutions involved in the protection of witnesses:</p> <ul style="list-style-type: none"> ▪ Regional seminar to review training needs ▪ Short-term experts to assist working groups in the development of training materials and guidelines on witness protection ▪ Regional workshop to finalise training materials and concepts ▪ In-country training events by local trainers with expert support to test and further improve training materials ▪ Production of training materials in local languages 			
<p>Output 1.5</p>	<p>Capacities for cooperation in criminal matters among the countries of South-eastern Europe made more efficient</p>	<p>Level of ratification of ETS 182 by countries of the region</p> <p>By month 10, implementation strategies available for each country to promote the ratification and implementation of ETS 182</p> <p>By month 20, proposals for legislative amendments available for submission to the relevant authorities</p> <p>By month 27, up to 6 in-country training events held</p> <p>By month 30, training packages available in local languages</p>	<p>Results of the regional meeting in month 12 and of review meetings in months 20 and 29</p> <p>Project progress reports</p> <p>Final project evaluation report</p>	<p>Commitment by national authorities to allocate the necessary financial and human resources and put legal framework in place</p>
				<p>Assumptions for activities under output 1.4</p> <p>Commitment by Governments to ratify ETS 182</p> <p>Commitment by national authorities to develop and adopt training materials as</p>

			well as organise training events	
Activity 1.5.1	<p>Develop strategies for the ratification and actual implementation of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182):</p> <ul style="list-style-type: none"> ▪ Regional seminar on the opportunities offered by ETS 182 ▪ Short-term experts to assist countries to review gaps and opportunities in legislation and institutional capacities ▪ Regional seminar to elaborate implementation plans for each country ▪ Assist in the drafting of legislative amendments 			
Activity 1.5.2	<p>Develop, test and make available training materials for further training in international cooperation:</p> <ul style="list-style-type: none"> ▪ Regional seminar to review training needs ▪ Short-term experts to assist in the development of training materials and guidelines on international cooperation ▪ Regional workshop to finalise training materials and concepts ▪ In-country training events by local trainers with expert support to test and further improve training materials ▪ Production of training materials in local languages 			
Module objective 2	<p>To strengthen the capacities of training institutions in the countries of the region to deliver training in all matters related to trafficking in human beings, smuggling and illegal migration</p>	<p>Training institutions will be in a position to provide training on trafficking in human beings, smuggling and illegal migration in accordance with the EU acquis and other relevant standards (Impact indicator) Countries will be able to move closer to EU accession by meeting the necessary standards with regard to trafficking in human beings, smuggling and illegal migration (Impact indicator)</p>	<p>Final project evaluation report Project progress reports Technical project reports</p>	<p>Governments of the countries of the region are committed to implement the strategies developed and to apply the tools</p>
Output 2.1	<p>Training strategy developed and adopted based on a thorough analysis of needs and capacities</p>	<p>Training strategy available by month 9 Framework review of various European and international law/conventions/initiatives available by month 7</p>	<p>Final project evaluation report Project progress reports Technical project reports</p>	<p>National and local training institutions have the necessary human and financial resources and are committed to apply the training strategy</p>
Activity 2.1.1	<p>Regional thematic seminar to review relevant European and international standards against which to provide training</p>	<p>Seminar held before month 4</p>		
Activity 2.1.2	<p>Short-term experts to carry out detailed analyses in terms of training needs of countries and target groups and capacities of existing training institutions and training activities</p>	<p>Ready by month 8</p>		
Activity 2.1.3	<p>Short-term experts to compile information on existing good practices in</p>	<p>Ready by month 8</p>		

<p>Activity 2.1.4</p>	<p>the European Union as well as in South-eastern Europe which could be reflected in training materials</p> <p>Regional seminar to finalise needs analysis and adopt training strategy</p>	<p>By month 10, adoption of a comprehensive set of curricula and training material, adapted to the EU acquis, standards and policies in the field of trafficking, smuggling and illegal migration. Draft TORs / Training Standards to define and design tailor-made module development according to the specified needs and develop a coherent detailed timeframe of study visits, country and regional events to follow in the following months.</p>	<p>Final project evaluation report Project progress reports Technical project reports</p>	<p>National and local training institutions have the necessary human and financial resources and are committed to apply the training strategy</p>
<p>Output 2.2</p>	<p>Curricula and training materials on trafficking in human beings, smuggling and illegal migration developed, tested and available for further training</p>	<p>By month 27, up to 10 in-country and 4 regional training events held By month 30, target group specific training packages available in local languages</p>		
<p>Activity 2.2.1</p>	<p>Short-term experts and consultants to develop modules for basic, specialist and judicial level training on trafficking, smuggling and illegal migration</p>	<p>Develop training materials month 4 - 12</p>		
<p>Activity 2.2.2</p>	<p>Study visits for train trainers from region</p>	<p>Between month 9 - 12</p>	<p>Evaluation of training events by using questionnaires Training event done by month 27</p>	
<p>Activity 2.2.3</p>	<p>Up to 10 in-country and 4 regional training events by local trainers with the support of international experts to test training and further refine materials</p>	<p>Between month 13 -24</p>		
<p>Activity 2.2.4</p>	<p>Short-term experts to finalise training materials</p>	<p>Between month 24 - 26</p>		
<p>Activity 2.2.5</p>	<p>Production of training materials in local languages</p>	<p>Between 26 - 30</p>	<p>Training material available in local languages</p>	

8 LIST OF ADDENDUMS / REPORTS

The following documents contain further information on specific activities carried out during the inception phase and are available and submitted as an addendum to this report.

- Table of Benchmarks and Standards
- Project Implementation Programme
- Report on the First Consortium partners meeting
- Report on the First Advisory Board meeting
- Report on the Regional Thematic Seminar on *“Financial Investigations aimed at Confiscation of Proceeds from Crime”*
- Report on the Regional Thematic Seminar on *“Special Investigative Means and Criminal Intelligence: Standards and Good Practices”*
- Report on the Regional Thematic Seminar on *“Crime Analysis: Economic and Organized Crime Situation Report and Regional Strategy Making”*
- Report on the Regional Thematic Seminar on *“Protection of Witnesses: Standards, Good Practices, Needs and Opportunities for a Strategic Approach and Regional Cooperation”*
- Information leaflet and agenda of the Regional Seminar on *“Reviewing of relevant European and international standards against which to provide training”*
- Organigramme of module 2 structure
- Terms of References, letter to the Italian Prosecutor General - National Anti-Mafia Directorate, agenda of the study visit to Italy to train trainers from the region