

### **List of Acronyms:**

ACA	Albanian Customs Administration
AL	Albania
ASYCUDA	Automated SYstem for CUstoms Data
BCMP	Business Change Management Plan
BOI	Binding Origin Information
BC	Beneficiary Country
BTI	Binding Tariff Information
CN	Combined Nomenclature
CTC	Common Transit Convention
DG TAXUD	Directorate-General for Taxation and Customs Union
ECICS	European Customs Inventory of Chemical Substances
EMCS	Excise Movement and Control System
EU	European Union
IPA	Instrument for Pre-Accession Assistance
IT	Information Technology
ITMS	Integrated Tariff Management System
MS	Member State
NCTS	New Computerised Transit System
NPEI	National Plan for European Integration
OSL	Operative Side Letter
RTA	Resident Twinning Advisor
SAA	Stabilisation and Association Agreement
TA	Technical Assistance
TARIC	TARif Intégré Communautaire; integrated Tariff of the European Union
TAIEX	Technical Assistance and Information Exchange
ToR	Terms of Reference
UN	United Nations
VAT	Value Added Tax

## ANNEX C1

### STANDARD TWINNING PROJECT FICHE

#### 1. Basic Information

1.1 **Publication notice reference:** EuropeAid/ 138-102/DH/ACT/AL

1.2 **Programme:** IPA 2013

1.3 **Twinning Number:** AL 13 IPA FI 02 16

1.4 **Title:** *Preparation of the Albanian Customs Administration for the EU-Integrated Tariff Management System*

1.5 **Sector:** Public Administration Reform –Customs/Finance

1.6 **Beneficiary country:** Albania

#### 2. Objectives

##### 2.1 Overall Objective(s):

The Overall Objective is to contribute to the further alignment with EU requirements in the area of customs.

##### 2.2 Project purpose:

Assist the Albanian Customs Administration (ACA) in strengthening its administrative capacity in line with the European Union (EU) Customs blueprints, in the field of Customs tariff. Align Customs Tariff legislation and procedures with the *Union acquis*, also in view of the interoperability of Information Technology (IT) systems with the EU – ITMS system.

##### 2.3 Contribution to National Development Plan/Cooperation agreement/Association Agreement/Action Plan

**The Indicative Strategy Paper for Albania 2014 – 2020** related to the sector of **Public Administration Reform**, states: “Albania will receive EU support on: IT interconnectivity and interoperability of tax and customs administrations with EU systems”.

EU support should bolster the capacity of the Ministry of Finance, the Ministry of the Economy and other relevant bodies. Enhance the cooperation between relevant bodies and government institutions responsible for economic and fiscal policies as well as improve the reporting of these institutions.

**The Indicative Strategy Paper for Albania 2014 – 2020** supports the strengthening of the values of good governance. Some of the Strategic Priorities and Policies related to this sector are: “Tax and Customs administrations are working in line with the EU rules and have an efficient system in place to fight corruption.” The policies related to this strategic objective aim to modernize both administrations to increase operative effectiveness and efficiency.

In accordance with the National Plan for European Integration (NPEI), the policy objective in the Customs field is to increase the standards of customs structures, to put them at the

community service, to fight smuggling and corruption, to eliminate monopolies and clientele practices and to create a climate that favours competition for businesses.

The European Partnership requires further alignment of customs legislation and procedures with EU practices; in particular, ensure approximation of rules and procedures for transit, customs warehouses, customs valuation, physical controls and risk analysis to EU standards.

**Regarding customs, the Progress Report 2015 states:**

All Member States are part of the EU customs union and follow the same customs rules and procedures. This requires legislative alignment as well as adequate implementing and enforcement capacity and access to the common computerised customs systems. Albania is moderately prepared in the area of the customs union. Some progress was made in particular as regards further approximation of the legislation with the *Union acquis* and the country's increased participation in EU programmes and regional cooperation. In the coming year, the country should in particular:

- strengthen the fight against smuggling and imports of counterfeit products;
- ensure the interoperability of customs IT systems with those of the EU;
- continue fighting corruption and malpractice in the customs administration.

Following the **Strategy for Management of Public Finances 2014-2020**, approved in December 2014 by the Ministry of Finance, the Objectives of Policies and Major Products regarding Customs are among others (pillar 3- customs management – measure 9) *Improvement of systems and digital procedures of IT at central and local level of ACA*.

The Albanian Customs Administration has prepared an IT Strategy 2013-2017 which was approved by the General Director in May 2013 after taking in consideration some comments from the National Agency for Information Society. It is predicted the strengthening of cooperation with business partners, as well as the implementation of business models in various forms.

The objective of the IT strategy is: Improvement of IT organisation and management; Improvement of IT environment; Strengthening of human resources management and knowledge of IT and also the Interconnectivity with EU systems.

The IT Strategy has 2 Annexes which are: Milestones for implementation of the New Computerised Transit System (NCTS) and the Integrated Tariff Management System (ITMS) systems. This IPA 2013 twinning Project is in line with and supports this IT Strategy.

### **3. Description**

#### **3.1 Background and justification:**

The General Customs Directorate is the institution responsible for the customs management in the Republic of Albania. It is subordinate to Law No. 102/2014, "The Customs Code of the Republic of Albania" and the sublegal acts pursuant to it (as amended).

Most of the provisions included in *Law No. 102/2014, the "New Albanian Customs Code"* entered into force on 1 January 2015. It aims to harmonize Albanian Customs Legislation with EU Regulation no. 952/2013, dated 09 October 2013 "Union Customs Code".

The new Customs Code, replaces that contained in Law no. 8449, dated 27.01.1999, which was based on EC Regulation no. 2913/92, dated 12 October 1992 "Community Customs Code".

The new Customs Code is also based on some other EU provisions, and Commission proposals and recommendations such as:

- Council Regulation (EC) no. 1186/2009, dated 16 November 2009, setting up a Community system of reliefs from customs duty.;
- Council Directive 2007/74/EC of 20 December 2007 on the exemption from value added tax and excise duty of goods imported by persons travelling from third countries;
- European Commission Proposal for a Directive of the European Parliament and violations of customs rules and sanctions;
- European Commission Communication 169/2008, a "Strategy for the evolution of the Customs Union".

The implementation of this "New Albanian Customs Code" will simplify legislation and administration procedures for the customs authorities and economic operators and facilitate and secure trade. It will also provide the legislative framework to adopt secondary and tertiary legislation to allow accession to the Common Transit Convention (CTC). There will be also economic effects because the computerisation and simplification of procedures should allow companies established in Albania to face more effectively the customs-related challenges of economic globalisation and increasing trade volume.

It is considered that the national tariff system should be compatible with TARIC EU and ready well before the EU accession.

The Integrated Tariff functionality is currently covered by Automated SYstem for CUstoms DAta (ASYCUDA) World, (8 normalised digits + 3 digits extending Combined Nomenclature (CN) classification of EU for national needs). This means that there are some 2400 additional sub-classification headings used for national measures for tax rates (Value Added Tax - VAT and excise), duty rates, origin matters and for other tariff and non-tariff restrictions and prohibitions. There is a separate Tariff Committee established at the level of the Albanian government comprising of representatives from Customs, National Statistical Office and all ministries relevant for establishing tariff measures.

ACA is responsible for the maintenance and dissemination and implementation of all tariff measures. This functionality is not fully EU compliant as the underlying concept of tariff measures in ASYCUDA is considerably different from rather complicated concept of EU tariff and non-tariff measures with each of them directly linked to the relevant EU legal act. Also, the national headings must give way to EU sub-classifications immediately after the accession.

As already stated, ASYCUDA tariff module covers the present needs in terms of tariff management functionalities.

The implementation of this IPA 2013 Project will contribute to definition of all ITMS initiatives by establishing tariff measures towards EU ready arrangement and an ITMS multi ministry workflow. Terms of reference (ToRs) for the service contract, which will design the ITMS software with TARIC (TARif Intégré Communautaire; integrated Tariff of the European Union) -compatible modules including all EU systems (tariff, BOI – Binding Origin Information, BTI – Binding Tariff Information, ECICS – European Customs Inventory of Chemical Substances, etc.), will be provided with the support of TAIEX (Technical Assistance and Information Exchange) to ensure timely contracting. This Twinning will support the implementation, user training and the production of relevant documentation.

The project will introduce a fully EU Compliant system due to the fact that no important changes of the IT package called ITMS (tariff, quotas, binding itineraries, chemical substances, etc.), as stated above, are forecasted in the near future (the target architecture is stable and will not involve more than normal maintenance and law alignment purposes).

As a result, new legislation, procedures, guidelines, and instructions that are in line with EU standards for tariff will be drafted and training delivered.

Support will be provided to ACA in ITMS-related project management on related business change management. This support will encompass the management of all business and functional aspects of systems implementation, surrounding the introduction of the new computerized system, particularly in the areas of organizational restructuring and procedural reforms.

Under a future service contract for **ITMS Development/Adaptation**, the TARIC-compatible modules will be developed.

The following stakeholders are consulted in preparing the Project and also will be involved during its implementation: Ministry of Finance, and Albanian Customs Administration – Directorates of IT, Tariff & Origin and Legislation.

### **3.2 Linked activities** (*other international and national initiatives*):

The proposed Project under IPA 2013 is necessary to:

1. Continue modernisation of ACA by preparing a fully integrated tariff system as per EU legislation which is mandatory for accession purposes. This Project will follow the IPA 2012 Project of ACA (which was related to the development of the National Transit Application compatible with the EU NCTS System) in the spirit of Integration of the Albanian Customs Information Systems with the EU Customs Information Systems to ensure full compatibility and interoperability of the Albanian Customs Information systems with the related EU Customs IT systems.
2. Ensure continuity of the work commenced with the twinning Project under IPA 2008: “Support to the alignment of Customs Procedures with EU Standards”. Under this Project was prepared the Draft BCMP (Business Change Management Plan), Customs Strategy and IT strategy. This IPA 2013 Project complies with the objectives drafted in the strategic Documents related to IT development.
3. Comply with the high priority recommendations and subjects to be focused during 2012-2017, given by the Multi-beneficiary IPA 2009 Project: “Regional Blueprints Exercise on Customs and Taxation”, from which Administrations of Western Balkans and Turkey benefit, including Albania. The IPA 2009 Regional Blueprints Report gives a picture of how the transfer of knowledge and best practices of ACA should be provided by Technical Assistance (TA) programs. Our proposed IPA 2013 Project is mainly focused on Programs related to IT technology, Infrastructure and Equipment, Border and Inland Control.
4. Follow the recommendations of the Directorate-General for Taxation and Customs Union (DG TAXUD) and IT workshop from 12-13 September 2011 at ACA premises. This IPA 2013 Project follows the Recommendations of the workshop on the preparations for NCTS and ITMS, two very important Business/IT related objectives for the ACA.

### **3.3 Results:**

Customs legislation and procedures related to Tariff closer aligned with the EU standards. More specifically:

**Result 1:** Albanian legislation in the area of tariffs screened and analysed with the view of harmonisation with the EU legislation;

*Indicators of achievement:*

- 1.1 Analysis of legislative screening produced;
- 1.2 Proposals and recommendations on future steps and methodology to be followed;
- 1.3 Number of documents, plans and reports relating to updating the Albanian legislation or practices with the EU legislation, ready including recommendations.

**Result 2:** All necessary legal amendments (primary, secondary, tertiary) together with guidelines, reports, manuals on relevant procedures drafted and approved;

*Indicators of achievement:*

- 2.1 Legal drafts (laws, by-laws, guidelines, reports and manuals on different procedures) developed;
- 2.2 Legal drafts submitted to government for approval.

**Result 3:** ACA's administrative capacity in the area of Community Tariff enhanced;

*Indicators of achievement:*

3.1 Core ITMS team set up, including IT and business experts.

**Result 4:** ACA staff trained on EU customs tariff related areas;

*Indicators of achievement*

4.1 Number of training events organised;

4.2 Number of participants;

4.3 Assessments by participants.

**Result 5:** Public awareness campaign designed and implemented;

*Indicators of achievement:*

5.1 Design of campaign prepared;

5.2 Number of events involving the business community;

5.3 Number of participants in the events.

**Result 6:** Overall project management and communication support to ACA to implement the ITMS;

*Indicators of achievement:*

6.1 Project management structure, procedures and working methods established;

6.2 Operational capacity and positive control over IT developments and projects (systems, infrastructure and services) developed;

6.3 Regular communication with the European Commission, Member State Customs Administrations and the Contractor for the service contract facilitated.

### **3.4 Activities:**

Member State(s) is (are) kindly requested to develop activities in the submitted proposal which are needed in order to achieve the results stipulated in the fiche.

Minimum two visibility events will be organised in the course of the implementation of the project: a kick-off meeting at the start of the implementation and the final meeting at the end of the implementation of the project activities.

### **3.5 Means/ Input from the MS Partner Administration:**

#### **3.5.1 Profile and tasks of the Project Leader**

This project requires a Project Leader who will be responsible for defining, planning, tracking, managing, and the overall coordination of the project activities. The project leader is responsible for identifying key resources and providing the direction required for meeting the project objectives. She/he is also responsible for ensuring appropriate management, for both twinning counterparts involvement throughout the life of the project duration. She/he is expected to closely work with the resident twinning advisor and the short-term experts as well as with the counterpart of the beneficiary institution.

Profile:

- University level education or equivalent professional experience of 10 years in public administration;
- High ranking civil servant to a MS customs administration;

- At least 5 years working experience in activities linked to the scope of this project (customs administration modernisation);
- Experience in project management;
- Excellent computer and English skills (oral and written);
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5.

Asset:

- Background in interoperability and interconnectivity with EU Systems requirements, for instance IMTS, NCTS, and Excise Movement and Control System (EMCS) for excise goods.

Tasks:

- Overall coordination and managing of the implementation of the project in cooperation with the Beneficiary Country (BC) Project Leader;
- Ensuring sound implementation of the envisaged activities;
- Monitoring and evaluating the needs and priorities in the respective sector, project risks, progress against the project budget, benchmarks, and outputs, and taking any necessary remedial actions if needed;
- Coordination of Member State (MS) experts' work and availability;
- Providing efficient leadership of the project;
- Ensuring backstopping and financial management of the project in the MS;
- Participation in Steering Committee meetings;
- Organization of study visit;
- Project reporting.

### **3.5.2 Profile and tasks of the RTA**

One Resident Twinning Adviser (RTA) over a period of 24 months as well as short term experts will implement the above-mentioned activities. The RTA has the responsibility to guide the work of the team and collaborate closely with the beneficiary counterpart. The short term experts will work in close cooperation with the RTA and the Customs administration staff in order to meet the specific objectives as set out above.

The RTA will cooperate primarily with the staff of the Customs administration.

Profile of the RTA:

- University level education or equivalent professional experience of 10 years in public administration;
- Minimum 3 years of professional experience both at policy and implementation level of the *Union acquis* in the area covered by this Twinning project fiche;
- Experience in management, and coordination;
- Good training, public speaking, presentation and communication skills;
- Excellent oral and written English;
- Excellent computer skills(Word, Excel, PowerPoint);



- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5.

**Assets:**

- Sound knowledge of the *Union acquis* in the field of customs transit and tariff procedures and systems (NCTS, ITMS);
- Previous experience as project coordinator/project manager.

**Tasks:**

- Support and coordination of all activities in the BC;
- Day to day management of the project in the beneficiary institution;
- Coordination and assistance to the short-term experts;
- Coordination of the project implementation and proposing corrective actions, if required;
- Organization of visibility events (kick-off and final event);
- Organization of Steering Committee meetings;
- Participation in Steering Committee meetings;
- Executing administrative issues (e.g. assisting in reporting);
- Providing technical advice on EU policies and best practices, and assisting Albanian administration in the context of project work plan;
- Networking with institutions relevant to this project in Albania and in MS.

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

There should be a pool of short term experts. Their “mix” should be identified by the Project Leader/RTA in the course of designing of the operative side letters (OSL). The short term experts will work in close cooperation with the Team-Leader/RTA and the Beneficiary in order to meet the specific objectives as set out above. Terms of reference for short-term adviser(s) will be elaborated by Project Leader/RTA and the beneficiary counterpart at the work plan preparation stage.

The short-term experts are expected to have:

- University degree;
- Professional knowledge on *Union acquis* related to customs transit and tariff procedures and system and customs intelligence;
- At least 3 years of experience in customs administration of an EU Member State in the relevant area of the required activity within the project;
- Very good command of English (oral and written);
- Excellent computer skills (Word, Excel. PowerPoint);
- Proven contractual relation to public administration or mandated body, as defined under Twinning Manual 5.4.5.

#### 4. Institutional Framework

The direct beneficiary of this Twinning will be the Directorate General of Customs of Albania under the Ministry of Finance. The organizational charts of the Directorate General of Customs and the Ministry of Finance are annexed.

Directorates within the Directorate General of Customs which are involved and benefit from the Project are Origin and Tariff Directorate, IT Directorate, Legal Directorate, and management of Human Resources Directorate.

The officers of the Directorates of the Directorate General of Customs, responsible for implementing project activities, will conduct the necessary work for carrying out the project through their different processes.

Traders will also be involved by the project (especially on tariff). The project will provide them with trade facilitation and services and therefore they should have a positive attitude. The only risk is that they will have to update their IT systems.

#### 5. Budget

<i>Title: Preparation of the Albanian Customs Administration for the EU-Integrated Tariff Management System</i>	IPA Community Contribution	National Co-financing	<b>TOTAL</b>
Twining Contract	<b>1.800.000,00 €</b>	<b>90.000,00 €</b>	<b>1.890.000,00 €</b>

*The co-financing requirement foreseen under IPA will be considered fulfilled according to the provision of the relevant Financing Agreement.*

#### 6. Implementation Arrangements

##### 6.1 Implementing Agency responsible for tendering, contracting and accounting:

Delegation of the European Union to Albania  
ABA business building, Rr Papa Gjon Pali II  
Tirana, Albania  
Tel. +355 4 222 83 20  
www.delalb.ec.europa.eu

Person in charge:  
Sybille Schmidt  
Programme Manager  
Public Finance and Taxation  
Delegation of the European Union to Albania  
Tel: +355 4 222 8320  
sybille.schmidt@eeas.europa.eu

## **6.2 Main counterpart in the BC**

Albanian General Directorate of Customs  
Rruga e Durrësit, nr.127/10, Laprakë, Tiranë, Albania  
Tel:+355 4 224 3915  
*e-mail: elisa.spiropali@dogana.gov.al*  
*Web: www.dogana.gov.al*

### **Project Leader is:**

Mrs. Mirela Meko, Deputy Director General  
Head of Technical Department  
Directorate General of Customs

### **RTA Counterpart:**

Mr. Athanas Andoni, Director  
Tariff & Origin Directorate  
Directorate General of Customs

## **6.3 Contracts**

It is envisaged that the project will be implemented through one twinning contract, with an indicative amount of € 1.890.000,00.

## **7. Implementation Schedule (indicative)**

**7.1 Launching of the call for proposals (Date):** 2<sup>nd</sup> Quarter 2016

**7.2 Start of project activities (Date):** 1<sup>st</sup> Quarter 2017

**7.3 Project completion (Date):** 1<sup>st</sup> Quarter 2019

**7.4 Duration of the execution period (number of months):** 27 Months; i.e. operational implementation of the action (Work Plan) 24 months + 3 months.

## **8. Sustainability**

The introduction of the fully integrated tariff management system ITMS as per EU legislation, is mandatory for accession purposes. The projects comply with EU norms and standards.

The twinning and TA projects will provide concrete assistance and knowledge transfer to the Customs managers in the area of IT project management methodologies and quality management assurance. This will ensure a longer term capacity of Customs to sustain complex IT projects in the customs area and manage them effectively. So, these projects will increase the efficiency and effectiveness of tariff procedures and also improves the situation (insofar as fraud is concerned).

The beneficiary is aware of the obligations arising from this project and taking into consideration the experiences so far with supply projects funded by EU, will dedicate all the necessary budgetary and staff resources to ensure the smooth implementation of the project, aiming at the sustainability of results.

## **9. Crosscutting issues** (*equal opportunity, environment, etc...*)

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability and age or sexual orientation.

The proposals from EU Member States to be received in response to this Twinning fiche circulation should indicate gender-relevant assessments and proposals. Appropriate gender-mainstreaming of the proposals will be considered an asset in the evaluation procedure. The project work plan should be gender-mainstreamed in line with United Nations (UN) Women reference documents for Albania.

The contractor shall be requested to provide monitoring data recording the participation of men and women in terms of expert inputs (in days) and of trainees benefiting under the project (in days) as an integral component of all project progress reports.

The project does not directly involve activities with a minority's impact.

Traders will also be involved by project (especially on tariff). It will provide them with trade facilitation and services and therefore they should have a positive attitude. Only risk is that they will have to update their IT systems.

## **10. Conditionality and sequencing**

The implementation of the project requires the full commitment and participation of the senior management of the Beneficiary Institutions (Directorate General of Customs of Albania and Albanian Customs Administration), and Government's full dedication to accelerate the process of aligning customs legislation with EU standards.

The Beneficiaries shall:

- Ensure that appropriate institutional and human resources are made available to work with the EU twinning partner(s). Counterparts for each of the Beneficiary Institutions will be appointed to facilitate the implementation of the respective activities of the twinning project;
- Ensure good co-operation with all relevant stakeholders;
- Provide the EU experts with legislation and any other documents necessary for the implementation of the project;
- Ensure that appropriate staff for training are made available, that trainees are released from their duties during their training and that once trained they are retained in post;
- Provide all possible assistance to solve any unforeseen problem that the EU twinning partner(s) may face;
- Fully support the RTA and Resident Experts with accommodation, training rooms and logistical assistance within Beneficiary premises;

Equally, the Twinning team, as led by the Twinning Resident Adviser must ensure full collaboration with the counterparts at the institution. Communications should be open and consistent. The Twinning team must carry out activities in the interest of the beneficiary institutions, and maintain beneficiary involvement at all stages of activities.

## **ANNEXES TO PROJECT FICHE**

1. Logical framework matrix in standard format (compulsory)
2. List of relevant Laws and Regulations (optional)
3. Organizational Chart of Directorate General of Customs, Ministry of Finance

## Annex 1. Logical framework

<b>LOG FRAME PLANNING MATRIX FOR Sector Fiche</b>		<b>Project title: <i>Preparation of the Albanian Customs Administration for the EU-Integrated Tariff Management System</i></b>	
		<b>Contracting period expires</b> 19/02/2017	<b>Execution period expires</b> - For the Financing Agreement: 19/02/2024 - For the proposed TW contract: 3 months after the end of operational implementation.
		<b>Total budget: 1.850.000,00</b>	<b>IPA budget: EUR 1.800.000,00</b>
<b>Overall objective</b>	<b>Objectively verifiable indicators (OVI)</b>	<b>Sources of verification</b>	
Contribute to the further alignment with EU requirements in the area of customs.	Positive assessment done by EU and SAA committee	Twinning reports	
<b>Specific objective</b>	<b>Objectively verifiable indicators (OVI)</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
Align Customs Tariff legislation and procedures with the <i>Union acquis</i> , also in view of the interoperability of IT systems with the EU – ITMS system	- Legal and sublegal acts endorsed and adopted as per new Customs Code. - IT interconnectivity and interoperability of customs administration with EU systems improved	- Annual report of ACA - Twinning reports - Monitoring reports - Annual Report Ministry of Finance - Information set for media and roundtables	- Continued commitment of Government of Albania to the, efficiency and accountability of the Albanian Customs Administration
<b>Results of the sector support</b>	<b>Objectively verifiable indicators (OVI)</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
1. Albanian legislation in the area of tariffs screened and analysed with the view of harmonisation with the EU legislation	1.1 Analysis of legislative screening produced 1.2 Proposals and recommendations on future steps and methodology to be followed	EC reports Periodic Project Implementation reports to Director General of Albanian Custom Administration Copies of drafted documents	- Continuous review and alignment of implementation methods and understanding throughout organization of requirements for the <i>Union acquis</i> , will take place; - Periodic review of working

	1.3 No. of documents, plans and reports relating to updating the Albanian legislation or practices with the EU legislation, ready including recommendations		<p>methods, procedures, capacity and follow-up will be performed;</p> <ul style="list-style-type: none"> <li>- Adequate IT staff is available within Albanian Custom Administration or can be recruited from outside;</li> <li>- Limited staff turnover</li> </ul>
2. All necessary legal amendments (primary, secondary, tertiary) together with guidelines, reports, manuals on relevant procedures drafted and approved	<p>2.1 Necessary legal drafts (laws, by-laws, guidelines, reports and manuals on different procedures) developed</p> <p>2.2 Legal drafts submitted to government for approval</p>	<p>Periodic Project Implementation reports to Director General of Albanian Custom Administration</p> <p>Copies of drafted documents</p> <p>Amended legislation</p>	
3. ACA's administrative capacity in the area of Community Tariff enhanced	3.1 Core ITMS team set up, including IT and business experts	Periodic Project Implementation reports to Director General of Albanian Custom Administration	
4. ACA staff trained on EU customs tariff related areas	<p>4.1 Number of trainings / workshops / seminars / study visits on EU customs tariff related areas organised, and number of participants (customs staff)</p> <p>4.2 Satisfactory assessments by participants</p>	<p>Periodic Project Implementation reports to Director General of Albanian Custom Administration</p> <p>Training reports and evaluations</p> <p>Interviews with participants of activities</p>	
5. Public awareness campaign designed and implemented	<p>5.1 Design of campaign prepared</p> <p>5.2 Number of events involving the business community</p> <p>5.3 Number of participants in the events</p>	<p>Awareness campaign document</p> <p>Periodic Project Implementation reports to Director General of Albanian Custom Administration</p> <p>Interviews with participants of activities</p>	
6. Overall project management	6.1 Project management structure,	Periodic Project Implementation	

<p>and communication support to ACA to implement the ITMS</p>	<p>procedures and working methods established</p> <p>6.2 Operational capacity and positive control over IT developments and projects (systems, infrastructure and services) developed</p> <p>6.3 Regular communication with the European Commission, Member State Customs Administrations and the Contractor for the service contract facilitated</p>	<p>reports to Director General of Albanian Custom Administration</p>	
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## Annex 2. List of relevant Laws and Regulations

1. Law No.102/2014, dated 31.7.2014 "Customs Code of the Republic of Albania" changed. Some provisions entered into effect on 6<sup>th</sup> of September 2014, some on 1<sup>st</sup> of January 2015, and the rest is foreseen to enter in force on June 2017. This law partly approximates EU Commission Regulation no. 952/2013, dated 09 October 2013 "Union Customs Code";
2. Law No.8449, dated 29.01.1999 "New Albanian Customs Code" that entered into effect on 1 January 2015 (most of its provisions), This law partly approximates Council Regulation 2913/92/EEC "On Community Customs Code";
3. Decision No. 205, dated 13.4.1999 of the Council of Ministers "On implementing provisions of Customs Code", as amended. This decision partly approximates Commission Regulation (EEC) No 2454/93, dated 02.07.1993 "On laying down the provisions in application to Council Regulation (EEC) No 2913/92 (31992R2913) on establishing the Community Customs Code", Regulation 1383/2003/EC;
4. Decision No.919, dated 29.12.2014 of Council of Ministers "On Implementing Provisions of the Customs Code of the Republic of Albania"; Through it are aligned, such as: Council Regulation (CE) No. 1186/2009, dated 16 November 2009; Directive of Council 2007/74/EC, dated 20 December 2007; Commission Regulation No. 2454/93 of 2 July 1993; Decision No.921, dated 29.12.2014 of Council of Ministers "On customs employees";
5. Law No.9461, date 21.12.2005 "For the combined nomenclature of goods and integrated customs tariff", *Combined Nomenclature*", changed; This law partly approximates Regulation 2658/87/EEC; 7. Law No. 9981, dated 08.09. 2008 "On approval of customs tariff levels";
6. Decision No.920, dated 29.12.2014 of Council of Ministers "For the approval and official publication of CN of goods, 2015". The DCM for the CN of goods is changed and updated every year, because Albanian CN is updated in accordance with CN of the EU. (Currently, it is in force CN 2015);
7. The TIR Convention, 1975;
8. The ATA Convention adopted by law no. 10077 dated 16.02.2009 "For the accession of the Republic of Albania to the Convention on Temporary Admission, made in Istanbul on 26 June 1990;
9. The Kyoto Convention adopted by law no. 37 of 2012 "On the accession of the Republic of Albania to the International Convention on the simplification and harmonization of customs procedures, done in Kyoto May 18, 1973;
10. Law no. 61/1012 "On excise in the Republic of Albania", partly approximates Directive 2008/118/EC, Directive 2003/96/EC, Directive 92/83/EEC, Directive 92/84/EEC, Directive 92/12/EEC, Decision 428/2006/EC;
11. DCM no.612/2012 "On implementing provisions of Law no. 61/1012", changed;
12. Law no.92/2014 of 24.07.2014 "On VAT of the Republic of Albania";
13. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies, etc.) (optional).

Currently it is in force, Strategy for Public Finance Management 2014 -2020.

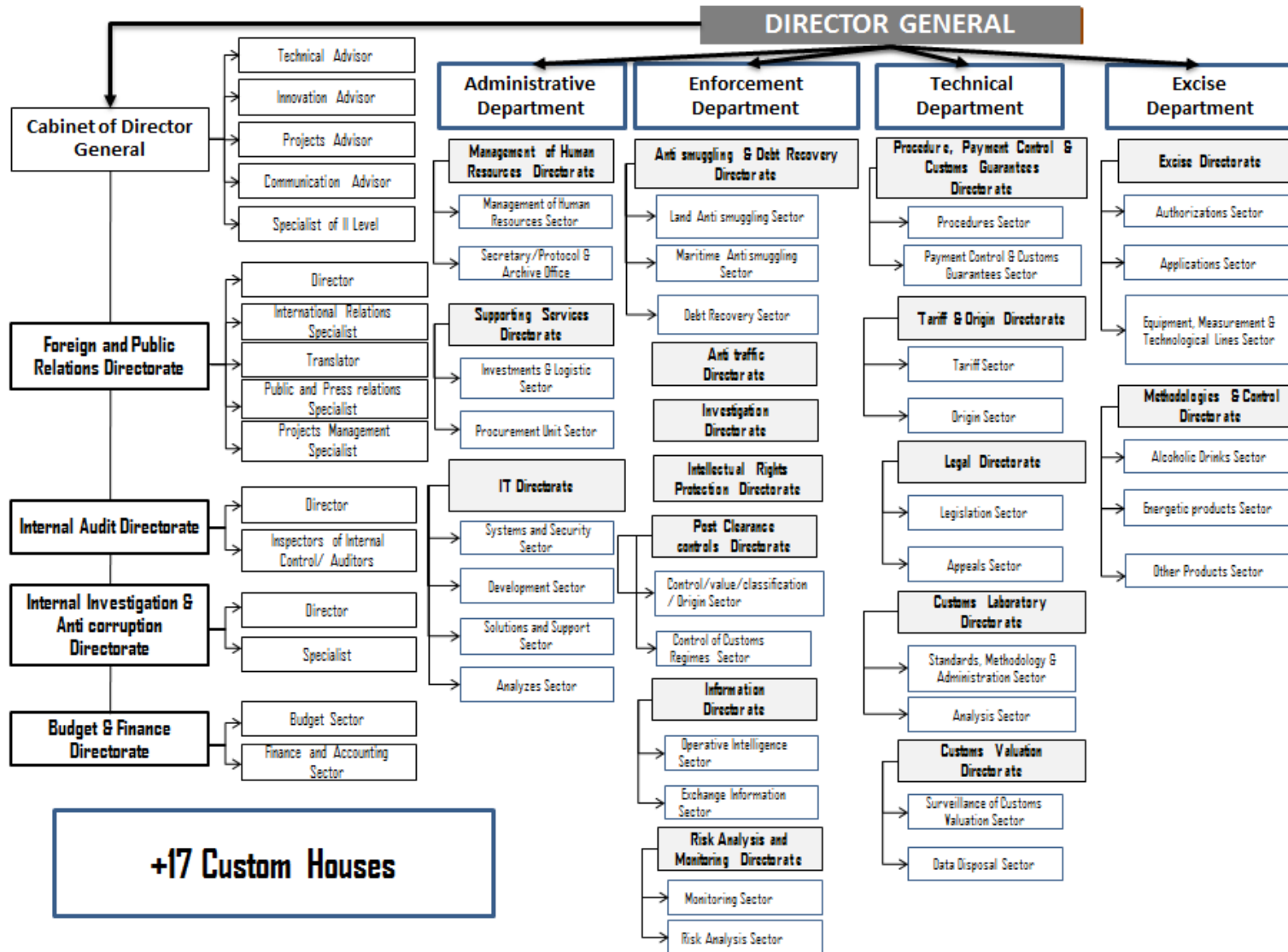
The Albanian Customs Administration has its own Business Strategy approved and operational during 2013. The Business strategy has not been changed.

Currently, ACA is working on the drafting of the Operational Action Plan of Customs Administration, a plan which is based on the Business Strategy of Customs Administration.

The IT Strategy 2013-2017 is approved by the General Director in May 2013 after taking in consideration some comments from the National Agency for Information Society. It is predicted the strengthening of cooperation with business part, as well as the implementation of business models in various forms.

There are also a lot of international agreements, other laws and bylaws related to customs.

### Annex 3a. Organizational Chart of Directorate General of Customs



### Annex 3b. Organizational Chart of Ministry of Finance

