

**STRATEGIC PLAN AND ACTION PLAN
FOR THE OFFICE OF THE HIGH
JUSTICE INSPECTOR**

2020-2022

CONTENTS

LIST OF ACRONYMS.....
GREETING ADDRESS OF THE HIGH JUSTICE INSPECTOR.....
CHAPTER I - CURRENT SITUATION ANALYSIS.....
1. Current Situation.....
2. Risk Evaluation.....
3. Connection to other strategic documents.....
CHAPTER II- VISION, MISSION, VALUES AND STRATEGIC OBJECTIVES.....
1. Carrying out the HJI activity independently, efficiently and professionally.....
2. Conducting the of disciplinary investigation process in accordance with the principle of legality and international standards.....
3. Active participation in strategic planning processes and the development of inter-institutional cooperation.....
4. Carrying out the activity of HJI in the most transparent and reliable way possible to the public.....
CHAPTER III - FINANCIAL SOURCES.....
1. State Budget.....
2. Foreign assistance
3. Other projects
CHAPTER IV - MONITORING AND REPORTING.....
1. Monitoring
2. Reporting.....
ACTION PLAN 2020-2022.....

LIST OF ACCRONYMS

HJI	High Justice Inspector;
HJC	High Judicial Council;
HPC	High Prosecutorial Council;
CM	Council of Ministers
MoJ	Ministry of Justice
NSDI	National Strategy for Development and Integration
CSJS	Cross-Sector Justice Strategy
CSACS	Cross-Sector Anti-Corruption Strategy
CSRPA	Cross-Sector Strategy for the Reform in Public Administration
MBP	Medium-Term Budget Program
IPS	Integrated Planning System
EU	European Union
NPEI	National Plan for European Integration
CMD	Council of Ministers Decision
IT	Information technology
ICT	Information and Communication Technology



GREETING ADDRESS OF THE HIGH JUSTICE INSPECTOR

The justice system in Albania has recently undergone a series of profound reforms in order to meet European standards in this system. One of the new bodies that has been established in the framework of justice reform is the High Justice Inspector.

The establishment and operation of this new constitutional institution should be carried out through an Integrated Planning System (IPS), as well as through the provision of a number of appropriate mechanisms of governance, monitoring, reporting, methods and indicators being well defined, along with the proper financial support for their implementation. This process requires a cross-sector approach, in a comprehensive and coordinated manner.

The main purpose of this document is to draft a Strategic Plan and Action Plan for the period 2020-2022 for the Office of the High Justice Inspector in order to organize and operate the Office of the High Justice Inspector in accordance with the entire strategic planning process, such as the National Strategy for Development and Integration, the European Integration Agenda, the planning methods of the medium-term budget program; foreign assistance, as well as the harmonization and coordination of the work activity of the institution with other justice system bodies.

The establishment and functioning of HJI Office according to an integrated planning system ensures the planning, evaluation of the implementation, as well as the change or improvement of the content of the concrete activities which shall be followed by the institution within its organization and functioning. At the same time, the design and planning of the objectives or measures envisaged have been carried out based on the needs identified by the experts engaged in the process of drafting this Strategic Plan, the needs are reflected by the general institutional and legal framework that regulates the organization and functioning of the institution of the High Justice Inspector, as well as the needs reflected by external or internal risk factors that potentially affect the activity of HJI.

This document sets out the strategic objectives of the Office of the High Justice Inspector in several key areas, for the period 2020-2022. Each targeted strategic objective is related to the measures / activities for their implementation and the time limit of their implementation, which will be monitored according to the periodic reporting regarding the level of implementation of the foreseen activities.

The realization of this document has gone through a comprehensive inter-institutional and public consultation process and on behalf of the Office of the High Justice Inspector I take this opportunity to express my sincere gratitude to all those who helped us draft this document and believed in the work of the staff of the Office of the High Justice Inspector.

Artur Metani
High Justice Inspector

CHAPTER I - CURRENT SITUATION ANALYSIS

1. CURRENT SITUATION

By way of the approval of the Law no 76/2016, “On some addenda and amendments to Law no 8417, dated 21.10.1998, “Constitution of the Republic of Albania”, the Republic of Albania has started the implementation of justice reform. The constitutional changes provide, in addition to new governance bodies of the justice system, for the establishment of a unified inspection structure (High Justice Inspector) responsible for verifying the complaints, investigating into violations, and commencing the disciplinary proceeding against judges and prosecutors as well as for the institutional inspection of the courts and prosecution offices. This system will replace the previous triple inspection system carried out under the responsibility of the Ministry of Justice, the High Council of Justice and the General Prosecutor's Office.

After the adoption of the constitutional amendments, the Assembly further approved Law no 96/2016 "On the status of judges and prosecutors in the Republic of Albania", as amended and Law no 115/2016 "On the justice system governance bodies", as amended, which provide for a full and all-inclusive legal framework for the organization and functioning of the Office of the High Justice Inspector (HJI).

These legal acts clearly define the principles that shall guide the justice system in the Republic of Albania. The justice system must be independent of any kind of influence, impartial in its functioning, accountable, discretionary, with high moral and professional integrity at all its structural levels, efficient and professional, reliable, transparent and open to the public, as well as cooperative at the institutional level when the decision-making power is exercised for the appointment of senior system officials.

The package of the two legal acts of the justice reform brought some fundamental novelties regarding:

- a) Dividing the inspection process from the decision-making process on rendering the disciplinary measure;
- b) Solving the issues on the exclusive competence of the Minister of Justice on the commencement of the disciplinary investigations against the judges, leaving this competence with the HJI and reserving to the Minister the right to request to the HJI the commencement of the investigation against one or more special judges regarding the charges for disciplinary violation.
- c) Guaranteeing a transparent and fair procedure for the appointment of the magistrate and non-magistrate inspectors;
- d) Detailing the disciplinary violations committed by the judges and the prosecutors and the proportional sanctions in compliance with the violations, orienting the disciplinary liability system towards objective criteria;
- e) Sanctioning a disciplinary proceeding system, which provides for the mechanisms that guarantee the principle for a due legal process in compliance with the international standards.

Pursuant to Article 147/d and the following of the Constitution of the Republic of Albania, Chapter IV, of Law no 115/2016 “On justice system governance bodies”, as amended, Decision no 2/2020, of the Assembly of the Republic of Albania “On the election of Mr Artur Metani, High Justice Inspector” from 01.02.2020, the Office of the High Justice Inspector (HJI) has been established.

Based on all the activity and the work done so far, it is found that for the realization of their constitutional duties, the activity of the HJI Office is firstly focused on its internal organisation and functioning, in the administrative aspect as well as in the regulatory one.

At the same time, the HJI in the capacity of the state authority, responsible for the conduction of the disciplinary investigation and the commencement of the disciplinary proceeding against the magistrates, apart from the drafting of the necessary sublegal acts, is in the process of the administration and initial reviewing of a considerable number of complaints regarding the activity of the magistrates, filed from the moment of the establishment, but also the complaints filed with the other institutions before the commencement of the HJI’s activity. During this period, the priority of the work of the HJI Office has also been the examination and the evaluation with seriousness of all the cases with a public impact.

Namely, for the period February-October 2020, the following was filed with the HJI Office: #

- 757 complaints sent by the HJC as pending complaints;
- 185 complaints filed by other institutions (HPC, GPO, MoJ, the President of the Republic, SPAK, General Directorate of Prisons, courts, municipalities etc.);
- 5 complaints from organisations;
- 630 complaints from the citizens¹.

Based on article 119 of law no. 96/2016 “On the status of the judges and prosecutors in the Republic of Albania”, as amended, the HJI Office confirms to the complainant receipt of the complaint within five days from receiving it. Pursuant to this provision, the following has been carried out for the period February-October 2020:

- 630 confirmations on the complaints filed by the citizens;
- 185 confirmations on the complaints filed by other institutions;
- 5 confirmations on complaints sent by organisations.

Based on articles 121 and 122 of law no. 96/2016 “On the status of judges and prosecutors in the Republic of Albania” as amended, and article 214 of law no. 115/2016 “On the governance institutions of the justice system”, as amended, regarding the review of the complaints during the period February-October 2020, the following has been approved:

- 58 decisions on the archiving of the complaints after the initial review;
- 58 notifications on the archiving decisions of the complaints;
- 19 decisions on the verification of the complaints after the initial review;

¹ Including the repeated complaints

- 30 requests addressed to the courts or prosecution offices on information against the judges or prosecutors, requested by the HJI Office, in the framework of the verification of the complaints.

Furthermore, the HJC (and the former High Council of Justice), only during August-October, filed with the HJI Office 1347² practices (inspection practices of the former HCJ). Following the High Inspector's order, a working group has been established to treat them. The working group will consider them with priority according to the object.

Based on article 124 of law no. 96/2016 "On the status of judges and prosecutors in the Republic of Albania", as amended, and articles 194/3 and 214 of law no. 115 "On the governance institutions of the justice system", as amended, the HJI Office has adopted 6 decisions on the commencement of the disciplinary investigation, namely:

- Decision no. 313/7 dated 02.04.2020 "On the commencement of the disciplinary investigation against the judge....";
- Decision no. 251/11 dated 22.05.2020 "On the commencement of the disciplinary investigation against the prosecutor....";
- Decision no. 664/4 dated 07.07.2020 "On the commencement of the disciplinary investigation against the judge";
- Decision no. 705/1 dated 2.05.2020 "On the commencement of the disciplinary investigation against the judge";
- Decision no. 1751 dated 16.07.2020 "On the commencement of the disciplinary investigation against the judge";
- Decision no. 1752 dated.16.07.2020 "On the commencement of the disciplinary investigation against the prosecutor";

Out of these disciplinary investigations:

- 2 are disciplinary investigations initiated by the HJI Office;
- 3 requests on the disciplinary proceeding against two judge magistrates and a prosecutor magistrate at the HJC and the HPC.

Based on paragraph 4 of article 194 of law no. 96/2016 "On the status of judges and prosecutors in the Republic of Albania", as amended, the HJI Office shall also carry out institutional and thematic inspections on any work aspect of the courts, of the court administration, the prosecution offices and the administration of the prosecution office based on the motivated request in writing of the HJC, of the HPC, of the Minister of Justice, of the Prosecutor General and the annual plan of the inspections.

Pursuant to this provision, the following has been adopted:

- Decision no. 1, dated 11.02.2020 "On the conduction of the thematic inspection of the courts and the respective prosecution offices on the treatment of the requests whose object is "Release on parole";
- Decision no. 1/1 dated 20.02.2020 "On adding the object of thematic inspection determined upon decision no. 1, dated 11.02.2020 of the HJI";

² Inspection practices of the former HCJ

The HJI Office, despite the challenges encountered from the commencement of their work, such as the lack of human resources and the situation caused by the pandemics, has already started to fulfil a considerable part of the legal obligations which will be finalized in compliance with the time limits of the Action Plan.

The HJI Office, during the next coming period, will have as its main objective the assumption of their activity independently, efficiently, professionally and as transparently and believably as possible for the public. At the same time, the intention is to increase the standards in order to develop the investigatory disciplinary process in compliance with the principles of legality and of a due legal process according to the international standards, guaranteeing the active participation in the strategic planning processes and the cross-sector cooperation.

The establishment and operation of this new constitutional institution should be carried out through an Integrated Planning System (IPS), as well as the provision of a number of appropriate mechanisms of governance, monitoring, reporting, methods and indicators being well defined, along with the proper financial support for their implementation. This process requires a cross-sector approach, in a comprehensive and coordinated manner.

2. RISK EVALUATION

The process of drafting the Strategy and the Action Plan has been created taking into consideration the combination of the priorities with the capacities that the institution has at their disposal as well as to eliminate the weakness of the institution and the avoidance of the potential risks.

The approach used to evaluate the risk in the Office of the HJI is related to the analysis of the potential risk factors which may be faced by the institution, with an internal impact from the work processes as well as external factors.

The strategic planning process has been carried out taking into account the combination of the advantages of the institution with the opportunities that this institution has available, as well as avoiding overlapping the weaknesses of the institutions with potential risks.

As an instrument of strategic planning, the SWOT (Strengths-Weaknesses-Opportunities-Risks) analysis has been applied to evaluate the potential risk, linking the internal capacities and shortcomings of the Office of the High Justice Inspector to the external demands and challenges it may face during its activity.

Under these circumstances, the Institution of the High Justice Inspector has, during the drafting of this Strategic Plan in anticipating its objectives, developed this analysis, which is reflected in the following graph:



3. CONNECTION TO OTHER STRATEGIC DOCUMENTS

The Strategic Plan of the Office of the High Justice Inspector has been drafted in accordance with the framework of the Integrated Planning System, based on the coordination between institutions in order to achieve the objectives included in the NSDI, as well as implementing a systematic and integrated approach to the developments of the European integration process, to the requirements of the Medium Term Budget Program, to the public investment program and to the foreign aid program.

The plan complies with the medium- and long-term governance objectives set out in the National Strategy for Development and Integration 2015-2020^[3], as well as the Cross-Sector Justice Strategy^[4]. At the same time, the content of this Strategic Plan is conceived in accordance with the objectives and a series of measures provided in the Cross-Sector Anti-Corruption Strategy for

^[3] Approved by way of Decision no 348, dated 11.5.2016, of the Council of Ministers "On the approval of the National Strategy for Development and Integration 2015 - 2020".

^[4] Approved by way of Decision no 773, dated 2.11.2016, of the Council of Ministers "On the Approval of the Cross-Sector Justice Strategy and its Action Plan".

the period 2015-2020^[5], as well as the Cross-Sector Strategy for Public Administration Reform (CSSPAR) 2015-2020 ^[6].

The National Strategy for Development and Integration 2015-2020 in the framework of the consolidation of independence and efficiency of the judiciary has provided, among other things, that this objective should be achieved through:

- Regular review of the justice system, including analysis of gaps and identification of areas in need of improvement;
- Implementation of legislation in addition to measures that will increase the independence, efficiency, integrity and accountability of the judiciary at all levels of the system;
- Stronger control mechanisms within the judicial system related to the status and professional skills of inspectors and verification methods.

The increase of transparency and consolidating public confidence in the justice system will be achieved through increased professionalism and fulfilment of tasks through inspections of courts / prosecution offices, as well as improving public opportunities to get acquainted with legal framework. These provisions have been taken into account when deciding on the strategic and specific objectives of this document.

At the same time, in the framework of coordinating the implementation of this plan with the strategies of other sectors, it has been drafted in accordance with the provisions of the Cross-Sector Justice Strategy. In order to successfully implement reforms in the justice sector to ensure that a judicial system is effective, efficient, independent and transparent, in line with best European practices, the Cross-Sector Justice Strategy provides for, among other things, also the following high-level strategic objectives:

- Strengthening the independence, efficiency, effectiveness and accountability of the institutions of the justice system;
- Improving the operation of the judicial system by strengthening its efficiency, transparency and access in line with European standards;
- Improving the functioning of the justice system by providing modern electronic systems and facilities for the development of inter-institutional cooperation;
- Improving the protection of fundamental human rights;
- Improving the functioning of the justice system bodies.

The objectives of the Cross-Sector Justice Strategy are organized and divided into sub-objectives to enable a better and more direct organization of the measures envisaged and related to them, as follows:

- Improving the accountability of justice system institutions and judges and prosecutors according to European standards;
- Improving the operation of the judicial system by strengthening its efficiency, transparency and accessibility in line with European standards;

^[5] Approved by way of Decision no 247, dated 20.3.2015, of the Council of Ministers "On the approval of the Cross-Sector Anti-Corruption Strategy for the period 2015-2020"

^[6] Approved by way of Decision no 319, dated 15.04.2015, of the Council of Ministers "On the approval of the Cross-Sector Strategy for the Public Administration Reform (CSSPAR) 2015-2020".

- Improving the functioning of the judiciary through the establishment of IT management systems and the other infrastructure improvements;
- Improving the functioning of the new justice system bodies being completely new or fundamentally changed.

The planning of these sub-objectives aims to intensify the organization and functioning of the new bodies of the justice system, including the Office of the High Justice Inspector. At the same time, priority is given to the infrastructural development of justice system bodies through the establishment, the functioning and the administration of IT management systems. The new justice system bodies are expected to be better equipped with working conditions and tools of the highest standards, which will guarantee their normal functioning. At the same time, a number of concrete measures are envisaged in terms of structural, organizational development and the improvement of the human and professional capacities in order to enable the performance of obligations arising from the Strategy.

Pursuant to these sub-objectives, a number of measures and activities are envisaged, among others, which are related to the organization and functioning of the Office of the High Justice Inspector in accordance with European standards. These provisions were kept in consideration even during the conception of measures and activities within this Strategic Plan.

Regarding transparency and increasing accessibility to HJI activity, a series of measures and activities are envisaged which are related to increase of transparency, ensuring public access to information in cases of public interest, the improvement of the relations with the media.

Regarding IT systems, administration and other improvements in infrastructure, measures and activities are envisaged which are related to improving the functioning of the Office of the High Justice Inspector.

Apart from what is mentioned above, several measures and activities have been foreseen regarding the improvement of the High Justice Inspector Office, ensuring the drafting and the implementation of the financial management systems and the control, the integrity and the responsibility in the operational management, to guarantee the efficient and effective performance of the constitutional responsibilities and competences of this institution.

In the framework of the specific objectives of the Cross-Sector Strategy against Corruption, the High Justice Inspector Office has the obligation to take several measures aiming at the increase of transparency in relation to their activity as well as the improvement of the citizens' access to information. This intention has been foreseen to be achieved by establishing the necessary structures for the implementation of law no. 119/2014 "On the right to be informed" and the full implementation of law no. 146/2014 "On public notification and consultation", as well as the planning of different activities to inform and provide the public, through the publication on the official webpage of the HJI Office, with all the sublegal acts that provide for the procedures for the treatment of the complaints, the time limits at the HJI as well as the forms for the complaints.

With regard to the improvement of efficiency, control, inspection and systematic use of the risk analysis, several measures have been foreseen, reflecting a general, organisational, structural, infrastructural general plan or the work methods on the way of exercising the functional competences of the HJI Office, related to the verification, investigation or the conduction of the

theme or institutional inspections. This has been planned to be carried out through a preventive, supervising, punitive or awareness-raising approach. At the same time, the purpose is also to establish and to increase the capacities of the internal audit structure, which will guarantee the efficiency of the internal audit system in this institution.

Furthermore, in the framework of strengthening the integrity of the HJI Office staff, several measures have been foreseen. They are related to the increase of the staff capacities on the integrity testing system, the implementation of the integrity testing procedures continuously, as well as the inclusion of the questions related to the integrity in the tests for the administration recruitment or the inclusion of these criteria for the job positions.

Meanwhile, in the framework of the transparency increase in the planning, management and the control of the budget funds, to guarantee the transparency, several measures have been foreseen. They focus on publication on the HJI Office webpage of the budget funds allocated in compliance with the annual law of the budget and the public procurement procedures carried out by this institution.

In the framework of the specific objectives of the Cross-Sector Strategy of the Reform in the Public Administration 2015-2020, the HJI has the obligation to take several measures for the development of the planning and coordinating policies aiming at the improvement of the drafting, the implementation and the monitoring of the strategic documents by gathering data, drafting and implementing the legislation.

Another important aspect is the strengthening of the HJI Office administration structures for the improvement of the service provision for the public, as well as the development of a CIT infrastructure capable of supporting the daily activities of the HJI Office administration. This thing has been foreseen to be achieved by implementing the work methods through the information technology means, by increasing the time to access, process and transmit information, for the improvement of the information flow during the daily work.

Additionally, in order for the HJI Office to assume the activity independently, efficiently and professionally through the foreseen measures, the following have been aimed at: stability, professionalism and depoliticisation of the HJI Office administration, the rigorous implementation of the legislation for the realization of the recruitment procedures as well as the increase of the responsibility of the public employees as they conduct their tasks.

Apart from the coordinating approach with these strategic documents, the HJI Office strategic plan takes into consideration a group of functional principles for the compliance with the standards regarding the European integrity process. This has been realized by combining the HJI Office activity with the one of the integrating processes of the country, facilitating - pursuant to the European Commission Report for 2020, the concrete and reliable results for the independence strengthening and consolidation, impartiality, professionalism and by increasing the HJI Office capacities to verify and investigate effectively the high number of the backlog (the pending complaints), to guarantee the accountability of the justice system.

The HJI Office Strategic Plan Implementation has been supported by financial resources, which have been calculated referring to the middle-term state budget, allocated in the MTDB

(PBA)2020-2022⁷ and the PBA 2021-2023⁸for the HJI Office. Also, the financial needs calculation takes into consideration the projects with a foreign funding (in continuation or planned) in the field of justice.

CHAPTER II - VISION, MISSION, VALUES AND STRATEGIC OBJECTIVES

Vision:

The justice system shall be independent from any influence, impartial in its functioning, responsible, accountable, with high moral and professional integrity in all its structural levels, efficient and professional, reliable, transparent and accessible by the public as well as cooperative in the institutional level.

Mission:

The mission of the HJI is the establishment of the standards on the mode of verifying the complaints, their treatment in the fastest time possible to increase the responsibility of the judges and prosecutors in exercising the duty, from one side, and the motivation and increasing the trust of the citizens and of the bodies entitled by the law to file complaints against the judicial system, from the other.

Values:

Impartiality: The inspectors shall be impartial and shall comply only with the Constitution and the competences provided for by the law, while carrying out the verifications, the administrative investigations and inspections.

Integrity: As they assume their duty, the inspectors shall also reflect high integrity, avoiding indecent behaviours which may impinge the image of the institution or the public trust in the justice system.

Professionalism and competence: The inspectors shall demonstrate and promote high standards of the professional knowledge and ethics to strengthen the public trust.

Accountability: All the inspectors shall be subject to a regime of supervision, orientation, liability and discipline from the highest body.

Strategic Objective 1: Strengthening and exercising the HJI Office activity independently, efficiently and professionally.

- Specific Objective 1.1: Developing of the necessary infrastructure for the assumption of the functions by the HJI Office, by guaranteeing the work spaces, premises, equipment and conditions.
- Specific Objective 1.2: Guaranteeing the financial and administrative autonomy of the HJI institution.
- Specific Objective 1.3: Improving the internal, organisational management and communication of the administration of the High Justice Inspector Office.

⁷ DCM no. 845, dated 24.12.2019 “On the adoption of the MTBP 2020-2022, as reviewed”.

⁸ DCM no. 577, dated 22.07.2020 “On the adoption of the final ceilings of the MTBP expenditures 2021-2023”

- Specific Objective 1.4: Developing the electronic system of the information technology for the HJI Office.
- Specific Objective 1.5: Increasing the professional knowledge and skills and improving the civil employees' knowledge, by providing the continuous possibilities for professional development in order for each of them, in their respective position, to meet their functional duties efficiently.
- Specific Objective 1.6: The establishment of an effective, transparent and objective system for the evaluation of the non-magistrate inspectors' performance.

Strategic Objective 2: Developing a verification, disciplinary investigation and inspection process in compliance with the principle of disciplinary proceeding and international standards

- Specific Objective 2.1: Establishing the basis for the appropriate interpretation and implementation of the new legal framework, which relates to the activity regarding the magistrates' disciplinary liability.
- Specific Objective 2.2: The Standardization/unification of the work processes approaches for the treatment of the complaints or the development of the inspecting and investigatory activity.
- Specific Objective 2.3: Approximating the work approaches/processes with the International Standards for the disciplinary investigation and inspection.
- Specific Objective 2.4: Increasing the number of the complaints treated within the legal time limits.

Strategic Objective 3: Active participation in the coordination processes and the cross-sector cooperation

- Specific Objective 3.1: The establishment of an effective, unified and systematic system by all the organisational units of the HJI Office for the drafting, the monitoring and the reporting in the framework of the cooperation with other institutions.
- Specific Objective 3.2: The monitoring/conduction of the activities that the Cross-Sector Justice Strategy has foreseen for the HJI Office.

Strategic Objective 4: Increasing transparency and public access to the HJI Institution

- Specific Objective 4.1: Increasing the public access through the communication and the cooperation with the citizens.
- Specific Objective 4.2: Developing the infrastructure and the information technology means for the cooperation with public and the transparency increase of the HJI Office.
- Specific Objective 4.3: Encouraging the public to actively use the mechanisms to denounce inspectors' corruption.

CHAPTER III - FINANCIAL RESOURCES

1. STATE BUDGET

The costing process was based on the consultation of the national documents, including law no. 88/2019 “On the budget for 2020”, as amended, the Middle-Term Budget Program 2020-2022 and the Middle-Term Budget Program 2021-2023, as well as the consultations with the actors involved in the drafting of this strategic plan. This process aims at avoiding the financial overlapping with other strategic documents, and the Action Plan was accompanied with an analytical costing for each measure.

The allocation of the financial resources which fund the Action Plan activities pursuant to this Strategic Plan shall be foreseen according to the budget years for each strategic objective, specific objective and activity.

The general cost calculated for the implementation of this Strategic Plan and Action Plan for 2020-2022 is _____ ALL.

The funding of the action plan of this Strategic Plan shall be realized from two main resources: from the state budget and from the financial support of the donors’ community. The state budget is expected to fund the plan implementation at the level of _____% of the necessary funding. Meanwhile, the other part is expected to be funded by the European Union and the donors.

The Action Plan shall be reviewed at an annual basis to be adapted with the process for the implementation of the measures, but also to update it in compliance with the annual budget programming. With regard to the measures of the action plan that have not been covered financially, the responsible institutions shall plan the budget financial needs through the respective budget programs as a part of the planning process for the Budget Middle-Term Program and the annual budget. Also, the High Justice Inspector shall identify with the donors’ community the opportunities for the necessary financial support for those measures, which are not covered financially, at the moment.

CHAPTER IV - MONITORING AND REPORTING

1. MONITORING

The effective implementation of the Strategic Plan and the Action Plan 2020-2022 of the institution of the HJI Office shall be ensured through a monitoring and evaluation system related to the implementation of the planned objectives, measures or activities. This process will facilitate the review of the objectives, measures or activities as well as the financial sources distribution.

The monitoring and evaluation process shall be carried out by the structures of the High Justice Inspector Office under the direction and supervision of the HJI through the continuous monitoring of the implementation level of the Strategic Plan, in compliance with the time limits foreseen in the Action Plan; the periodical reporting on the implementation level of each activity/measure according to the scope of each organisational unit of the HJI Office; the

coordination of the relevant activities and structures in the cases of the delays or the failure to organize the planned activities, as well as the harmonisation with the other strategic documents and the financial resources foreseen for the period 2020-2022.

The Action Plan which is a part of this strategic document shall be the subject to annual periodic review, a process which will be carried out with the contribution of all the integral structures of the institution, under the coordination of the General Directorate of Legal Matters and Services to guarantee a realistic evaluation for its implementation as well as to reflect the changes and the progress of this activity of this institution towards achieving the strategic and specific objectives provided for preliminarily.

2. REPORTING

The High Justice Inspector Office shall, within one month from the adoption of the Strategic Plan and Action Plan, establish a reporting system, which shall provide periodical information regarding the progress of the implementation of the activities.

The reporting on the Action Plan implementation shall be carried out on 3-month periodical basis according to the reports of the structures (*organisational units*) of the HJI Office, for the establishment of an effective, unified and systematic reporting system from all the organisational units included in the Strategic Plan and the Action Plan.

ACTION PLAN 2020-2022

Strategic Objective 1: Strengthening and exercising the HJI activity independently, efficiently and professionally.									
<i>Strategic Objective 1.1 The development of the necessary infrastructure for the assumption of the functions by the HJI Office, by guaranteeing the work spaces, premises, equipment and conditions.</i>									
Measures/ Foreseen activities	Responsible structure	Completion Deadline	Budgeting / Costs (In thousand Albanian lek) 2020		Budgeting / Costs (In thousand Albanian lek) 2021		Budgeting/Costs (in million ALL) 2022		Qualitative/quantitative indicator
			MTDB (PBA)	Donors	MTDB (PBA)	Donors	PBA	Donors	
Ensuring the necessary premises (headquarters of the HJI) to assume the functions and to implement the legal objectives	High Justice Inspector	August 2020							<ol style="list-style-type: none"> 1. Building 2. Sufficient number of offices for 93 employees 3. Working premises, meeting room
Reconstruction of the internal premises to have working premises for all the number of the employees, according to the structure and the organisational chart approved by the Assembly of Albania upon decision no. 28/2020.	Secretary General and the Directorate of Supporting Services	December 2020							Realization of the project / Completion of the project implementation
<i>Strategic Objective 1.2 Guaranteeing the financial and administrative autonomy of the HJI institution.</i>									
Completing the vacancies in the institution	Secretary General and Human Resource Unit	2020-2021							Number of employees completed according to the structure

Drafting the budget requests	Secretary General and Economic Directorate								% of the requests included in the adopted PBA
<i>Strategic Objective 1.3 Improving the internal, organisational management and communication of the administration of the High Justice Inspector Office.</i>									
Finalization of the job description for all the positions	DPÇSHJ (GDLSM), in cooperation with all the integral structures of the HJI Office	December 2020							Number of job descriptions
Drafting the regulation on the organisation and the functioning of the HJI Office	DPÇSHJ, in cooperation with the Inspectors Unit	December 2020							Issuing the order for the adoption of the regulation
Computation of the administrative documents issued by the HJI	DPÇSHJ	Shtator 2020							Issuing the order for the computation of the documents
Drafting the regulation of the roles and use of the system	DPÇSHJ	2021							Issuance of the order for the adoption of the regulation of the system users
<i>Specific Objective 1.4 The development of the infrastructure and the means of information technology for the HJI Office.</i>									
Preparation of the project/terms of reference of the case management system	Secretary General in cooperation with all the structures and the foreign experts	2021							Preparation of the project Project implementation
Ensuring specific softwares for the documentation management	Secretary General in cooperation with CIT and AKSHI	2021							Software piloting Software installation

Specific training for the system users		2021							Number of training sessions carried out
<i>Strategic Objective 1.5: Increasing the professional knowledge and skills of the inspectors and civil servants, in order for each of them in the respective position to meet efficiently their functional duties.</i>									
Cooperation with ASPA, the School of Magistrates and the foreign experts to provide trainings	DPCSHJ in cooperation with the Human Resource Unit	In continuation							Planning and formalizing the request for cooperation
Establishing the capacities through specific training sessions for the job positions	ASPA, School of Magistrate and Foreign Experts	2021							Number of training sessions for each sector
Drafting the terms of the training in cooperation with the School of Magistrates and the foreign experts	School of Magistrates and the foreign experts	In continuation							Drafting the curricula for each training
<i>Specific Objective 1.6: Establishing an effective, transparent and objective system for the non-magistrate inspectors' performance evaluation</i>									
Establishing the Appointment and Evaluation Committee	HJI	March 2020							Number of vetted inspectors
Drafting the rules for the criteria of evaluation, scoring and ranking of the non-magistrate candidates	HJI	March 2020							Drafting the act for the stipulation of the criteria of evaluation, scoring and ranking of the non-magistrate candidates
Drafting the regulation on the evaluation of the inspectors	HJ	March 2021							Adopting the regulation

Strategic Objective 2: Developing a verification, disciplinary investigation and inspection process in compliance with the principle of disciplinary proceeding and international standards

Strategic Objective 2.1: Establishing the basis for the appropriate interpretation and implementation of the new legal framework, which relates to the activity regarding the magistrates' disciplinary liability.

Measures/ Foreseen activities	Responsible structure	Completion Deadline	Budgeting / Costs (In thousand Albanian lek) 2020		Budgeting / Costs (In thousand Albanian lek) 2021		Budgeting/ Costs (in million ALL) 2022		Qualitative/quantitative indicator
			PBA	Donors	PBA	Donors	PBA	Donors	
Drafting the manual of the disciplinary investigation including the commentary of the laws which regulate the HJI's activity	DPCSHJ, in cooperation with the inspectors, assistant inspectors, under the assistance of EURALIUS V mission experts	2021							Drafting the act for the adoption of the manual
<i>Specific Objective 2.2: Standardization/unification of the work approaches and processes for the treatment of the complaints or the development of the inspective and investigatory activity</i>									
Drafting the regulation of the treatment of the complaints	DPCSHJ, in cooperation with the inspectors and the foreign assistance	January 2021							Drafting the act for the adoption of the procedural rules for the treatment of the complaints
Drafting the act for the adoption of the inspection methodology	DPCSHJ, in cooperation with the inspectors and the foreign assistance	2021							Drafting the act for the adoption of the inspection methodology
<i>Specific Objective 2.3 Approximation of the work approaches/processes with the international standards for the disciplinary investigation and inspection.</i>									

Analyzing the legal provisions in relation to the international standards	DPÇSHJ	In progress							Identification of the standards
Addressing the need for legal amendment	DPÇSHJ	In progress							Identification of the acts to be amended
<i>Specific Objective 2.4 Increase of the number or the complaints treated in compliance with the legal time limits</i>									
Establishing the working groups for the identification and the categorization of the pending complaints from the other institutions according to their object	DPÇSHJ and the unit of inspectors and assistant inspectors	December 2020							Adoption of the order “On the establishment of the working group”
Drafting the sublegal acts for the special treatment of the pending complaints from the other institutions	DPÇSHJ and the unit of inspectors and assistant inspectors	December 2020							Adoption of the order “On the stipulation of the rules for the treatment of the pending complaints”
Review with priority of the complaints according to the findings of the working groups to identify and categorize the pending complaints from the other institutions according to their object	DPÇSHJ and the unit of inspectors and assistant inspectors	March 2021							Treatment of 20% of the complaints per month
Strategic Objective 3: Active participation in the coordination processes and the cross-sector cooperation development									

Specific Objective 3.1: The establishment of an effective, unified and systematic reporting system by all the organisational units of the HJI Office for the drafting, the monitoring and the reporting regarding the strategic planning processes.

Measures / Foreseen activities	Responsible structure	Completion Deadline	Budgeting / Costs (In thousand Albanian lek) 2020		Budgeting / Costs (In thousand Albanian lek) 2021		Budgeting/Costs (in million ALL) 2022		Qualitative/quantitative indicator
			PBA	Donors	PBA	Donors	PBA	Donors	
Identification of the reports with a contribution by the HJI Office	DPÇSHJ	In progress							Number of the reports by the HJI for the foreign and domestic institutions
Coordination within the structures of the HJI Office according to the time limits stipulated for the reporting	DPÇSHJ in cooperation with all the other structures of the HJI	In progress							Number of reports
Monitoring the execution of the recommendations of the domestic and international institutions according to the respective reports	DPÇSHJ	In progress							Executed recommendations

Specific Objective 3.2: Monitoring/realization of the activities provided for by the Cross-Sector Justice Strategy for the HJI Office

Identification of the financial resources for the realization of the activities	Economic directorate and foreign assistance + MJ	In progress							Funding mode
Implementation of the activities according to the stipulated time limits	DPCSHJ	In progress							Number of activities

Strategic Objective 4: Increasing the transparency and the public access to the activity of the HJI Office

Specific Objective 4.1: Increasing the public access through the communication and the cooperation with the citizens

Measures / Foreseen activities	Responsible structure	Completion Deadline	Budgeting / Costs (In thousand Albanian lek) 2020		Budgeting / Costs (In thousand Albanian lek) 2021		Budgeting/ Costs (in million ALL) 2022		Qualitative/quantitative indicator
			PBA	Donors	PBA	Donors	PBA	Donors	
Drafting and publication of the template of the complaint form and guideline	DPÇSHJ	September 2020							Clear specification of the elements to be included in the Complaint form
Guaranteeing the infrastructural facilities to establish a unit for public reception	DPÇSHJ	March 2021							Evaluation survey
Providing the necessary assistance regarding the potential meetings and the provision of the counselling to fill in the form	DPÇSHJ	In progress							Evaluation survey
Providing training for the people responsible for the public reception	DPÇSHJ +HR	December 2020							Number of training sessions and of the people that will be trained

Specific Objective 4.2: Developing the infrastructure and the information technology means for the cooperation with public and the transparency of the HJI Office .

Redrafting of the “design” of the	IT sector	December 2020							Number of the people who access the official webpage of the HJI
-----------------------------------	-----------	---------------	--	--	--	--	--	--	-----------------------------------------------------------------

official webpage for the facilitation and the accessibility in getting the information								
Publication of the information for the functioning of the HJI in the framework of the transparency	IT Sector and DPÇSHJ	In progress						No. of published documents
Guaranteeing the conditions to fill in the complaints electronically (on-line) and the uploading of the accompanying information	IT and DPÇSHJ	September 2020						No. of online complaints
<i>Specific Objective 4.3: Encouraging the public to use actively the mechanisms that signal the suspected corruption actions or practices</i>								
Public awareness-raising to signal the corruptive actions or practices	Secretary General	October 2021						Awareness raising campaign

Masa	Aktivitete	Afati	Struktura përgjegjëse	Burimet financiare					
				Kosto totale 2020	Buxheti shtetit	Kosto të detajuara			Kosto të pambuluara
						Kosto për personel	Shpenzime operative	Shpenzime kapitale	