

**REGULATION
ON
THE ORGANIZATION AND FUNCTIONING OF PERSONNEL AND
ADMINISTRATION OF DOCUMENTATION OF THE APPEAL CHAMBER**

Approved as per Decision No.26 dated 31.07.2018 of the Meeting of Judges

Amended as per Decision No.5, dated 31.01.2019 of the Meeting of Judges

Amended as per Decision No.28, dated 20.12.2019 of the Meeting of Judges

Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

Amended as per Decision No.48, dated 17.05.2023 of the Meeting of Judges

(updated version)

Pursuant to Articles 8, 21 and 39 of the Regulation "On the Activity of the Appeal Chamber of the Constitutional Court", as amended, the Meeting of Judges

DECIDED:

**PART I
GENERAL PROVISIONS**

Article 1

Purpose

The purpose of this regulation is to determine the set of rules on the organization and functioning of the Appeal Chamber personnel (hereinafter referred to as the Chamber), and ensure the administration of Chamber documentation during the exercise of its activity in compliance with legislation in force.

Article 2

Scope

The scope of this regulation is to:

1. Determine responsibilities, duties and relations of administrative staff members within and between organizing structures of the Chamber consisting in the Legal Service Unit subordinate to the Meeting of Judges, Case Management, Media and Public Relations Directorate and Economic and Support Services Directorate, subordinate to the Secretary-General.
2. Set out detailed rules on the creation, handling, circulation, use, keeping and archiving of documentation into the Chamber and provide interested parties access to this documentation.

Article 3

Definitions

In this regulation, the following terms shall have these meanings:

1. “Direct Superior” is respectively the Director of the Directorate for employees operating under the relevant directorate; the Secretary General for directors of directorates, and the Meeting of Judges for legal service unit advisors.
2. “Documentation” means respectively all the following issued, obtained or sent to fulfill the Chamber activity:
 - a) Constituent acts of files pertaining to cases of transitional re-evaluation of judges and prosecutors as well as case files of disciplinary jurisdiction maintained in hard or electronic copies on which the Chamber renders its decisions;
 - b) registers, protocols and other books of the Chamber;
 - c) financial and economic documentation;
 - ç) correspondence documents of the Chamber maintained with institutions, natural and legal persons, in addition to the correspondence maintained for case files;
 - d) decisions, minutes and other acts of the Meeting of Judges;
 - dh) internal orders issued by the President of the Chamber and, in his/her absence, by the oldest judge during the exercise of their legal powers;
 - e) statistics, lists of judgments, and any other documentation available by the Chamber;
 - ë) any other document created during the exercise of Chamber activity.
3. “Non-public information” means the information created in conformity with Article 21, paragraph 4 of the Regulation “On the activity of the Appeal Chamber of the Constitutional Court”.
4. “The Unit for the Prevention of the Conflict of Interests and Declaration of Private Interests” is that unit established in conformity with legal requirements of the legislation in force governing this field.
5. “The Office for State Secret Classified Information” is a special unit raised by the Chamber pursuant to the applicable legislation on classified information as "state secret" and in charge of its administration.
6. “Using Chamber documentation” means having access and using the Chamber documentation to get informed on the Chamber activity as well as the right to be served with Chamber documents for research purposes or personal needs.
7. “Literary editing” means proofreading of a text and processing of paragraphs and sentences by reformulating or clarifying them to give the final form to the text before publication.
8. “Technical Correction” means the correction of spelling mistakes and the verification of punctuation of sentences.

Article 4

General principles

1. This Regulation relies on the general principles laid down in labor legislation in force and Law No. 84/2016 "On the transitional re-evaluation of judges and prosecutors in the Republic of Albania" (hereinafter Law No. 84/2016).
2. The main principles where the administrative staff of the Chamber bases its every day operation are: legality, transparency, professionalism, responsibility, independence,

integrity, impartiality, non-discrimination, maintaining the confidentiality of state secret information and data protection.

PART II
PERSONNEL ORGANIZATION AND FUNCTIONING

CHAPTER I
THE RIGHTS AND DUTIES OF THE PERSONNEL OF THE CHAMBER AND
DISCIPLINARY PROCEEDINGS

Section 1
General rules

Article 5
Chamber personnel

The Personnel of the Chamber consists of the Legal Service Unit and administrative staff.

1. The Legal Service Unit is composed of legal and economic advisors who exercise advisory and auxiliary activities in the decision-making process, in accordance with the provisions of Articles 27 and 28 of the Regulation “On the Activity of the Appeal Chamber of the Constitutional Court”, as amended.
2. Administrative staff members are those employees who perform administrative operations of secretary, maintenance, service and security.

Section 2
Rights and duties of personnel

Article 6
General Rights

Any personnel member of the Chamber has the right to:

1. receive financial treatment or reward for the work performed;
2. benefit from holidays, break periods and leaves under the legislation in force and the relevant employment contracts;
3. be equipped with appropriate working conditions in conformity with tasks assigned and seek better treatment or provision with necessary tools for the exercise of his/her duty, as the case may be;
4. be trained in conformity with needs, both internally and externally without impeding the normal activity of the institution after having previously received the consent of the Meeting of Judges or the Secretary-General, as the case may be;
5. carry out academic or research activities without hampering the normal activity of the institution and after having previously obtained the consent of the Meeting of Judges or the Secretary General, as case may be;

6. be informed and previously taken in advance the consent on his/her movement to another job position when this movement is needed to confront the overload at work and /or ensure the continuity of work;
7. be aware of information related to his/her job;
8. be informed and given the right to be heard in cases of disciplinary proceedings.

Article 7

Main duties

Main duties of staff members of the Chamber in addition to their specific tasks related to their job positions are the following:

1. work with dedication, professionalism, honesty, impartiality and efficiency to accomplish the duties in conformity with the law and their employment contract;
2. implement general and special orders and instructions issued by direct superiors;
3. act in conformity with the ethical rules of conduct provided by the legislation in force;
4. maintain confidentiality and not disseminate classified "state secret" or "non-public" information being familiar with it only because of the duty, which is mandatory also in case of termination of employment contracts;
5. enhance professional skills by attending trainings organized for this purpose;
6. inform the Secretary General or the Meeting of Judges on any activity performed outside the official task, by seeking the relevant approval;
7. declare on a case-by-case basis or periodically, private interests that may give rise to conflicts of interests during the accomplishment of the official task in accordance with his/her job position;
8. observe and make use of official hours only to perform the task assigned by the Chamber;
9. use the property of the institution carefully and use it only to complete the task assigned;
10. appear in office with an appropriate office dress in order to represent the Chamber and the Chamber image to the most dignified extent possible as well as wear in Chamber premises office identification card containing a photography and/or other identity data issued by the Economic and Support Services Directorate at the moment of appointment in duty;
11. notify the direct superior on their absence or delay for health or other personal reasons. The employees may leave the institution during office hours for health or other justifiable reasons, upon the approval /permission of their direct superiors;
12. notify the direct superior on the reasons of absence immediately, but not later than 10:00 a.m. on the first day of absence. In case of absence in office because of personal health, family or any other justifiable reason, the employees shall submit a justifying document to their absence, like a medical report, etc., within 24 hours, or if unable to do so, on the first day of appearance in office.

Article 8

Employee individual files

1. Any employee of Chamber has his/her own individual file, containing personal data, education documents, data of administrative and professional nature as well as data on

periodical evaluations of performance and disciplinary actions, if any, as well as any other data in conformity with the legislation in force.

2. Collecting data on employees is prohibited. To be exempted, herein, is collecting data on the prevention and administration of the conflict of interests, certification procedures for employees engaged in operations with classified information, employee educational documents, professional skills as well as any other exemption provided by law.
3. The Economic and Ancillary Services Directorate, through its Human Resource specialist creates, administers and updates individual files of employees on a case-by-case basis.
4. The use and handling of personal data contained in the personal file of administrative staff members, the basic register of personnel members as well as the documents administered by the Chamber for registering cases of conflicts of interest are protected under the legislation in force on personal data protection.

Article 9

Evaluation of performance

1. After the termination of probation period, employees shall be evaluated of their performance twice annually, respectively, in July, for the first six-month period of the current year and, in January, for the second six month period of the previous year.
2. The evaluation of employees' performance shall be conducted in conformity with evaluation forms found as attached to Annex 1 of this regulation.

Section 3

Misconducts and disciplinary proceedings

Article 10

Responsibility for Disciplinary Actions

1. Employees of the Chamber shall be responsible for their wilful violation of obligations set out in the legislation governing their employment relationship, job contract and the internal regulations of the Chamber. Misconducts shall be split into:
 - a) gross;
 - b) serious;
 - c) minor.
2. The following shall be considered as gross misconducts:
 - a) the gross failure to fulfill the duties;
 - b) repetitive failure to comply with deadlines assigned to accomplishment of duties which have led to gross consequences;
 - c) open failure to apply legal provisions in the fulfillment of functional duties;
 - ç) abandonment of workplace or unjustified absence for 7 consecutive business days or more, where the grave consequences in the accomplishment of institutional duties have been due to the absence;

- d) repetitive violation of rules on maintaining the confidentiality of classified information or other classified data as "state secret";
 - dh) direct or indirect benefits from gifts, favors, promises or preferential treatments which have been given because of the duty.
3. The following shall be considered as serious misconducts:
- a) the failure to complete duties/tasks assigned;
 - b) abandonment of workplace or unjustified absence for 3 consecutive business days or more where serious consequences have been due to the absence;
 - c) the repetitive violation of rules of ethics;
 - ç) inappropriate repetitive behavior encountered during office hours with superiors, colleagues, subordinates and the public;
 - d) damage of state-owned property, using it for other purposes than office or misusing it;
 - dh) committing repetitive actions within or outside office hours that infringe the civil servant integrity, the institution or the civil service on the whole;
 - e) breach of rules on maintaining the confidentiality of classified information or other classified data;
 - ë) concealment of official information which is considered important to the Chamber's activity;
 - f) violation of obligations set out in this regulation;
4. The following shall be considered as minor misconducts/infractions:
- a) unjustified absence up to 3 consecutive business days;
 - b) infraction of ethical rules;
 - c) improper behavior encountered during office hours with superiors, colleagues, subordinate staff and the public;
 - ç) performing actions within or outside office hours that infringe the Chamber reputation.

Article 11

Types of disciplinary actions

Disciplinary actions to be taken against the personnel of the Chamber shall be:

- a) counseling;
- b) written warning of dismissal;
- c) termination of employment contract with immediate effect.

Article 12

Disciplinary action review procedure and competencies

1. The disciplinary action of "counseling" shall be taken on minor misconducts by the direct superior. The direct superior shall initiate the disciplinary procedure *ex-officio* or at the request of the Secretary General, or any Judge of the Chamber, based on objective proven facts gathered on the violation of obligations by an administrative staff member.
2. The disciplinary measures of "a written warning of dismissal" and "termination of

employment contract with immediate effect" shall be issued by the Secretary-General for serious and gross misconducts, respectively.

3. The Secretary-General shall initiate *ex-officio* or at the request of the direct superior or any Judge of the Chamber the proceedings for disciplinary actions under paragraph 2 of this Article based on objective proven facts gathered on the commission of the disciplinary misconduct. For directors of directorates, the proposal for disciplinary actions may be taken by the Secretary General or any Judge of the Chamber.
4. For Advisors of the Legal Service Unit, the Meeting of Judges shall initiate the disciplinary proceedings in accordance with the provisions of Articles 8 and 27 of the Regulation "On the Activity of the Appeal Chamber of the Constitutional Court", as amended.
5. The disciplinary administrative proceedings guarantee employees the right to be informed on the initiation of administrative proceedings, the alleged violation, facts and the evidence on its commission, the right to be heard, to present evidence, the right to be legally defended and assisted as well as the right of appeal against final decision under the legislation in force.
6. The disciplinary proceedings shall initiate without delay as soon as informed of the disciplinary misconduct, but no later than within one-year from the date of its commission. In case of serious and gross misconducts, the time limit shall be 3 years.
7. To determine the applicable disciplinary measure, the direct superior or the Secretary General shall rely on:
 - a) the grounds, circumstances of its commission, the seriousness and the consequences;
 - b) the degree of guilt;
 - c) the existence of other previously taken disciplinary actions;
8. For one disciplinary misconduct may be taken no more than one disciplinary action;
9. Disciplinary actions shall be recorded on employees' individual files.

Article 13

Expiry of disciplinary actions

1. Disciplinary actions shall be deleted after the expiry of these time limits:
 - a) 1 year from the notification of the disciplinary measure "counseling" provided for in item "a", Article 11 of this regulation;
 - b) 2 years from the notification of the disciplinary action of "written warning of dismissal from office" provided for in item "b" of article 11 of this regulation;
2. The declaration of expiry shall be made *ex-officio* or upon request by decision of the Secretary General or Economic and Support Services Directorate responsible for the personnel. After this decision, the disciplinary action shall be deleted from the individual file of the employee and the register of the personnel.

Article 14

Termination of employment contract

1. The employment contract shall terminate in cases when it is resolved by the Secretary General, the Meeting of Judges or the employee and the notice deadline has been complied under the Labor Code.
2. During the probation period, each of the parties may terminate the employment contract by notifying its decision to the other party at least 5 days in advance.
3. To resolve a definitive contract after the probation period, the parties need to comply with the notice period provided in the Labor Code.
4. After the probation period, when the employer intends to terminate the employment contract, he /she must inform the employee in writing at least 72 hours before the meeting and talk to him /her.
5. When one of the parties terminates the contract without observing the notice period the contract shall be considered as terminated with immediate effect.
6. The termination of employment contract shall be notified in writing within a time limit from 48 hours to one week after the meeting.
7. The employment contract shall terminate with its resolution and the end of mandate/ operation of the Chamber as provided by law.

Article 15

Handover of office

1. An employee who is changing his/her workplace because of appointment to another duty within the Chamber shall hand over his/her duty to his/her successor and in case of absence of the later, shall hand it over to his/her direct superior or archive registry and store office submitting all relevant written and electronic documents and the means in use via an handover act.
2. The handover of duty from the employee who is leaving the duty shall take place at the presence of his/her direct superior based on an handover act and minutes kept on the handover of materials and equipment.
3. Documents assigned on follow up by the employee who is leaving the duty shall be handed over to his/her direct superior, whereas documents for which the follow up has been completed shall be handed over to the archive registry office in accordance with rules set forth in section III this regulation.
4. The administrative staff member of the Chamber charged with material and monetary responsibilities in any case of leaving the duty shall hand over his/her duty at the presence of a commission raised on this purpose by an order of the Secretary General.
5. The handover act/report shall be compiled in three copies from which one copy shall be submitted to the registry archive office of the Chamber, one copy shall be delivered to the consignee and one copy to the recipient. The employee who is leaving the office shall submit the handover act confirmed by his/her direct superior to the Economic and Support Services Directorate for further procedures.
6. In cases of absence of the employee who is leaving the duty, the handover procedure shall be completed by a commission raised by the Secretary General.
7. If the employ does not comply with the provisions of this Article, the Chamber shall take legal action, as appropriate.

CHAPTER II
ADMINISTRATIVE STRUCTURES, ORGANIZATION
AND RELEVANT DUTIES OF ADMINISTRATIVE STAFF MEMBERS

Section 1
Secretary General

Article 16
Cooperation between organizing structures of the Chamber

Relationship between administrative structures of the Chamber are established, based on the principles of co-operation, co-ordination and co-responsibility to implement duties in charge in compliance with the legislation in force.

Article 17
Secretary General

1. The Secretary General shall exercise his/her powers in compliance with provisions of Law No. 84/2016 "On the transitional re-evaluation of judges and prosecutors in the Republic of Albania", and Article 30 of the Regulation "On the Activity of the Appeal Chamber of the Constitutional Court", as amended.
2. The Secretary General shall exercise the following powers, but without being limited to:
 - a) Represent the institution in relations with third parties, in cases where the President of the Chamber is unable to exercise this duty.
 - b) Take measures and care to provide the necessary conditions in support and conduct of trial without interfering in the procedure and the independence of the judges of the Chamber.
 - c) Supervise, publish and administer the registration of files and requests/complaints submitted to the Chamber in separate registers in line with the subject matter in cooperation with Case Management, Media and Public Relations Directorate.
 - ç) Issue copies of decisions, compiled acts or audio recordings in conformity with legislation in force.
 - d) Supervise the notifications with regard to: court hearings (in camera or public sessions), publication of decisions and other information on the official website of the Chamber in conformity with the requirements of the transparency program;
 - dh) Handle public relations issues in cooperation with Media and Foreign Relations Coordinator.
 - e) Take care and supervise in cooperation with Case Management, Media and Public Relations Directorate the process of keeping records of evidences and statistics concerning judicial reviews undertaken by the Chamber either in the framework of re-evaluation or disciplinary proceedings.

- ë) Take measures to ensure the observance of rules regarding the solemnity of trial;
- f) take care to maintain the inflow of receiving complaints from citizens concerning the re-evaluation of judges and prosecutors.
- g) Take measures to react over ethical issues presented by administrative staff members of the Chamber.
- gj) Ensure normal and appropriate working conditions to judges and employees of the Chamber in conformity with the requirements of the legislation in force.
- h) Check and balance the workload, the use of office time and observance of discipline on the side of judicial staff members and propose relevant organizing actions to the President of the Chamber.
- i) Take care to administer the Chamber activity in conformity with the approved budget;
- j) Organize and lead the work for budget planning and implementation and the preparation of annual expenditure report of the Chamber under economic and financial legislation.
- k) Perform all duties as authorizing official in compliance with applicable legislation on financial management and audit inspections.
- l) Make analysis and proposals on the Chamber progress performance.
- ll) Report periodically to the President of the Chamber on matters under administration and shall take action and respond for the application of President orders and instructions by the administrative staff of the Chamber.
- m) Approve performance evaluations undertaken by directors for their respective staff and shall make evaluation of performance of directors of directorates.
- n) Take care to maintain appropriate use of Chamber stamps depending on their type;
- nj) perform any other duty/task assigned by the President of the Chamber and the Meeting of Judges.

Article 18

Secretary of the President of the Chamber

The Secretary of the President of the Chamber has the following duties:

1. Maintain precise agenda of President meetings and take care to coordinate these meetings in conformity with certain and confirmed timetables.
2. Assist the President with keeping, processing and forwarding practices, documents and letters, rigorously observing President instructions, standards of written communication and internal regulations of the Chamber
3. Administer the book of circulating of practices /documents signed by the President of the Chamber.
4. Assist the President during meetings and work meetings. Keep minutes of the Meeting of Judges.
5. Strictly observe legal obligations on personal data protection and confidentiality on classified information as state secret.
6. Perform any other duty/task assigned by the President.

Section 2

Directorate of Case Management, Media and Public Relations

Article 19

Directorate structure

1. The Directorate of Case Management, Media and Public Relations performs its functions in compliance with provisions of Article 31 of the Regulation "On the Activity of the Appeal Chamber of the Constitutional Court", as amended.
2. Case Management, Media and Public Relations Directorate consists of: the Director, Judicial Assistants; the Specialist for Editing and Issuing Decisions, English Language Translators; Coordinator for Media and Foreign Relations, Reception Specialist.

Article 20

Duties of the Director

Amended as per Decision No.28, dated 20.12.2019 of the Meeting of Judges

The Director of Case Management, Media and Public Relations Directorate has the following duties:

1. Lead and monitor the operation of case management system of the institution, in conformity with the legislation in force on information technology and security and stipulations provided in Part III of this Regulation.
2. Administer complaints, requests and relevant case files/dossiers.
3. Supervise the verification of file submitted to the Chamber from the judicial assistant and give his/her consent for registration of the appeal in cases where the file is in conformity with the requirements of Part III of this Regulation.
4. Supervise, immediately after verification, the registration of file on the relevant register in compliance with detailed rule set out in Section III of this Regulation.
5. Notify immediately after registration of appeals/requests on the relevant register, the President of the Chamber on the lot to be drawn. After lot, take care to submit the complaint/request jointly with respective file to the Case Rapporteur or in cases of Disciplinary Jurisdiction to the Chairperson/Investigating Judge, observing the rules and procedures set forth in Section III regulation.
6. Organize the work for the process of notifications with regard to: hearing sessions (in chamber or public session), publication of decisions and other information posted on the official website of the Chamber in conformity with requirements of transparency program.
7. Draft statistics/data reports indicating the distribution of cases under each jurisdiction (DJ and RJ) still under the adjudication of judges appearing in the roles of the president, case rapporteur or member of panel, before casting each lot. Update statistics on the number of cases assigned by lot to each judge in the position of rapporteur since the initiation of the re-evaluation process at the Chamber. These statistics are forwarded to each judge by letter or e-mail, generally delivered as rule, no later than 24 hours, before casting the lot.
8. Take care to store the judicial file with the registry archive office after issuing the decision.
9. Coordinate the work for timely and qualitative execution of duties arising from: President Orders; decisions of the Meeting of Judges; the President/Rapporteur of the Trial Panel or the Secretary General in order to ensure the smooth running of the Chamber.

10. Supervise the fulfillment of legal obligations in the framework of the effective law on the right to information and personal data protection, attending the fulfillment of these obligations by the employee charged with duty in conformity with all legal requirements and required time limits.
11. Supervise the process of public information and the publication of official announcements of the Chamber.
12. Oversee the process of updating of Chamber official website in line with the entire activity of the Chamber.
13. Oversee the process of communications to media, taking care to preserve the image the Chamber, and the implementation of applicable legislation with respect to personal data protection and classified information as state secret.
14. Oversee the preparation of statistical reports for cases under review and those concluded.
15. Plan and arrange the work of the directorate by distributing tasks to each member of staff; take special care to assign a judicial assistant for every case registered under Re-evaluation or Disciplinary Jurisdiction relying on the principle of equality of workload. The judicial assistants for cases registered under Re-evaluation or Disciplinary Jurisdiction are assigned on the basis of the alphabetical order of their last name.
16. Release orders and instructions in conformity with Law No. 84/2016 and Chamber internal regulations for the smooth running of the Chamber.
17. Seek strict and qualitative execution of task assigned to the subordinate staff and check their execution.
18. Ensure normal working conditions to subordinate staff members.
19. Report to the Secretary-General, at any time and upon his/her request, the activity of the Directorate and its subordinate staff according to periodic plans and tasks.
20. Submit to the Director of the Economic and Support Services Directorate, the six-month evaluation of performance for each subordinate staff member.
21. Take action to substitute subordinates, in case of absence, with other staff members from the directorate for those tasks demanding an instant engagement. In case of substitutions with other staff members outside the directorate, a request must be filed with the Secretary General.
22. Retain copies of original decisions for all cases to be further submitted to the archive office for binding to codices.
23. Perform any other task assigned by the Secretary General, the President of the Chamber and the Meeting of Judges.

Article 21

Judicial Secretaries

1. Judicial secretaries perform procedural duties in compliance with the law on judicial proceeding in force basing on the principles of legality and impartiality, as well as the unity of action and hierarchical dependence. In addition to their procedural duties, judicial assistants carry out other administrative duties with regard to the cases attended.
2. Judicial secretaries have these duties:

- a) Keep the registers of case files through relevant software manually or electronically in conformity with the provisions of legislation in force and stipulations of Part III of this Regulation.
- b) Make verification of case files lodged with the Chamber in conformity with stipulations of Part III of this Regulation.
- c) Fill out properly registers of the Chamber in compliance with rules detailed in Section III of this Regulation.
- ç) Create case files.
- d) Immediately after the case has been registered on the register of appeals to be reviewed under Re-evaluation Jurisdiction, make public available data on the assessee through reception specialist.
- dh) Keep minutes/transcript on judicial reviews in public hearing /chamber session as provided for in the legislation in force and stipulations of Part III of this Regulation.
- e) Scan and upload the case file to Case Management System and make e-registration of the case file by generating the relevant access code. Until at the moment of setting this system into operation, make photocopies of the judicial file in conformity with the instructions of the Relator/Chairperson.
- ë) Perform registration and execution of orders announced /issued by the Chairperson of the Panel.
- f) Drafts the lists /calendar of cases to be reviewed under re-evaluation of disciplinary jurisdiction (RJ or DJ), including assessee /petitioner first and last name, the date and hour of public hearing /chamber session and the trial panel. A copy of the list shall be delivered for publication on official website of the Chamber to the coordinator of media and foreign relations.
- g) Verifies jointly with the IT specialist the audio system before and during the hearing session and notify the President of the Chamber in case damage or failure of this system;
- gj) Prepare a copy of the case file, during the trial, under the auspices the Rapporteur Judge, to guarantee the implementation of Article 23, paragraph 1 of the regulation “On the activity of the Appeal Chamber of the Constitutional Court”.
- h) Take back the case file, after the final decision has been issued and prepare it for archiving in compliance with stipulations of Part III of this Regulation.
- i) Make notifications on Chamber decisions reached by panels to interested parties in compliance with the provisions of the legislation in force.
- j) Publish Chamber final decisions on official website in cooperation with IT specialist.
- k) Draft Chamber statistics on judicial reviews under the guidance of the direct superior and be responsible for the accuracy of data.
- l) Perform any other task assigned by the direct superior, the Secretary General or the Chairperson / Rapporteur of the Case.

Article 22
Specialist for Writing and Editing Decisions

The Specialist for Editing Decisions has the following duties:

1. Perform literal editing of any judicial decision before publication, by consulting every reformulation or syntactic intervention with a representative from panel making the decision.
2. Perform technical proofreading of any Chamber decision before issuing for publication.
3. Make binding of each decision through a PageMaker software before publication in conformity with technical specifications of formatting approved by the judges;
4. Perform the literary editing and technical proofreading of any document approved by the Meeting of Judges, consulting any reformulation or syntactic intervention with one of their representatives.
5. Perform technical proofreading of any document approved by the Meeting of Judges
6. Perform any other task assigned by the Director of the Directorate, the Secretary General or the Chairperson / Rapporteur of the Case.

Article 23

Coordinator of Media and Foreign Relations

The Coordinator of Media and Foreign Relations has the following duties:

1. Keep continuous professional communication with journalists of electronic, audio-visual and written media in conformity media rules of the Chamber.
2. Maintain communication with media and convey information needed to be made public available in conformity with the regulation "On Media Relations" of the Chamber.
3. Organize the work for the live transmission of hearing sessions to media in conformity with the rules established by the respective panel and the regulation of the Chamber "On media relations".
4. Prepare, organize and communicate official statements/ announcements of the Chamber or the Chamber President on any matter deemed as appropriate for public communication by the President and the judges.
5. Prepare speeches for the Chamber President or Judges based on the topic and related material conveyed by the responsible staff member.
6. Coordinate Chamber relations to media and care for media coverage of Chamber activities to media.
7. Prepare information to have media and public access to information in compliance with the deadlines and provisions of the law in force on the right to information and the protection of personal data and take care to publish this information on time.
8. Cooperate with the media bring into the Chamber media possible requests on public announcements of the President/ or Judges of the Chamber.
9. Perform daily monitoring of the written, audio-visual and electronic media, extracting problems related to justice, judicial activity, in general, and the Chamber activity, in particular, and make them aware to the President and judges of the Chamber.
10. Take care to resolve possible communication problems between the media and the Chamber, and draft explanatory Responses to the media.
11. Show courtroom attendees rules on holding a hearing session.
12. Assist with preparation of invitations and the agenda of meetings during official visits.
13. Arrange for reception and departure of international delegations

14. Draft and update the transparency program in conformity with the legal timelines and provisions of the Law "On the Right to Information" and submit it for approval to the Director of the Directorate /the Secretary General and the management of the Chamber.
15. Exercise the powers of the Coordinator on the right to information in conformity with provisions of Law No. 119/2014 "On the right to information".
16. Perform any other task assigned by the Director of the Directorate or the Secretary-General, the Meeting of Judges and the Chairperson / Rapporteur of the Case;

Article 24

Reception specialist

1. The Reception Specialist has these duties:
 - a) Hold meetings under a previously scheduled timetable with interested citizens who have addressed the Chamber denunciation reports against assessees.
 - b) Support and assist the citizens with filing complaints in conformity with denunciation form published on Chamber official website and administer the documentation and materials delivered by citizens to this end in conformity with stipulations of Part III of this Regulation.
 - c) Submit for recording to the archive registry office denunciation reports received personally during office hours as well as those sent to the e-mail address published on Chamber official website.
 - ç) Register, in any case, on the register of denunciation reports arriving from public, the relevant information corresponding to the reporter, the reported matter, the date of submission, etc., in line with specifications of Part III of this Regulation.
 - d) Verify whether assessees involved in denunciation reports from citizens are under re-evaluation process or not. If yes, follow the procedure indicated in Section III of this Regulation.
 - dh) Report periodically to the President of the Chamber on denunciation reports delivered to the Chamber
 - e) Prepare return-response on public reports handled.
 - ë) Perform any other task assigned by the Director of the Directorate or the Secretary-General.
2. The Reception Specialist, during his/her meeting sessions with citizens, should not provide information on specific cases under scrutiny of the Chamber, or other relevant information regarding the Chamber activity which is restricted for publication.

Article 25

The translator

The translators have these duties:

1. Translate any act issued by judges for the purpose of conducting court proceedings
2. Translate documents and other acts outgoing from the institution or flown to its address, at the request of any judge, the direct superior or the Secretary General in time and quality, taking care to maintain the same meaning with the original text.

3. Seek clarification if the text is unclear from the body or structure issuing the act.
4. Assures of the equality, clarity and accuracy of translation;
5. Participate, whenever necessary, also in the simultaneous interpretation of deliberations held in official meetings between the judges or administrative staff of the Chamber and representatives of the International Monitoring Operation, in judicial reviews, meetings, etc.
6. Participate and interpret lot procedures, when requested.
7. Submit the translated document as signed on each page, either in electronic or hard copy.
8. Perform any other task assigned by the Director of the Directorate or the Secretary-General.

Section 3
Economic and Support Services Directorate

Article 26
Directorate structure

1. The Economic and Support Services Directorate of the Chamber performs its functions in compliance with provisions of Article 37 of the Regulation "On the Activity of the Appeal Chamber of the Constitutional Court", as amended.
2. This Directorate consists of the Director, Finance/Budget Specialist, Human Resources Specialist, IT Specialist, Registry/Archive Specialist, Storekeeper, Cleaning staff and the Driver.

Article 27
Duties of the Director

The director of Economic and Support Services Directorate has the following duties:

1. Prepare Chamber annual and medium-term draft-budget plan and coordinate the work with other structures throughout the entire process.
2. Execute and monitor the Chamber budget, in compliance with the legislation in force for financial management and audit inspection as well as report on different issues encountered during its execution.
3. Draft monitoring reports on budget implementation based on legislation in power.
4. Carry out fund transfers according to budget instructions and needs of the Chamber.
5. Administer material and monetary values in conformity with the legislation in power.
6. Keep and protect Chamber assets and relevant documentation against loss, stealing, misuse and unauthorized use.
7. Lead the inventory of Chamber assets at the end of each year, through a commission raised by the Secretary-General.
8. Draft and propose for approval the register on annual forecast and effected procedures on public procurement in accordance with the legislation in force.
9. Organize and manage administrative operations regarding the achievement of public procurement targets, follow and checkup the implementation of tasks given by the head of the institution and their effect on public procurement register.

10. Follow the effected public procurement informing the head of the institution quarterly or whenever requested on the progress of public procedures.
11. Prepare periodical information reports in cooperation with staff members charged with execution of contracts regarding contract implementation, related problems and resolution proposals.
12. Draft and submit periodical records in conformity with the rules and norms in force
13. Participate personally in drafting regulations, guidelines to document, administer and circulate material and monetary values in compliance with the legislation in force
14. Coordinate work with the Ministry of Finance, Treasury Department and other financial structures for budget planning and implementation
15. Maintain the position of the Chamber Authorizing Officer and perform all tasks assigned to that role in accordance with the legislation in force, including risk analysis.
16. Provides support and advice on the interpretation and implementation of the institution's strategies, policies, plans and budgets.
17. Periodically study human resource management requirements for vacancies in accordance with structure and organization.
18. Register the number of employees with Treasury and Budget Department.
19. Conduct basic HR procedures, including evaluation of performance.
20. Propose changes to the job descriptions provided for in this Regulation in case of changes in the organizing structure of the Chamber.
21. Monitor the completion of employee individual files with all documents required (in compliance with the Labor Code and procedures established by the institution).
22. Provide and care for the maintenance and administration of the computer systems of the Chamber observing legal acts in force.
23. Follow the implementation of the legal and sub-legal acts providing special health insurance and protection.
24. Take care to ensure the implementation of the legal provisions of the applicable legislation on archives regarding the administration of documents administration, processing and storage.
25. Report at any time to the Secretary-General as requested on the Directorate and subordinate staff activities in accordance with periodic plans and tasks.
26. Performs any other task assigned by the Secretary General or by the President of the Chamber.

Article 28
Finance / Budget Specialist

The Finance/Budget Specialist has the following duties:

1. Execute the annual budget of the institution and all financial decision
2. Administer material and monetary values.
3. Follow up all budget transactions, additions, reductions, throughout the year.
4. Trace monthly and progressive expenses and keep the treasury journal, making monthly reconciliations with the Treasury Branch.
5. Follow the income account, taking relevant actions with the Treasury.

6. Inform the direct superior on monthly operating financial statements,
7. Follow special fund operations and relevant transfers.
8. Make accounting on cash collections, bank, storehouse, inventory operations based on justifiable documents.
9. Leave traces regarding the origin, nature, dates and content of the economic action or event in every record.
10. Make the monthly reconciliation with the storehouse.
11. Record all materials or equipment entering free of charge, follow inflows to storehouse and relevant documentation in accordance with the rules in force.
12. Make final reconciliations and balance sheets on annual amortization, reconcile depreciations and issue the necessary reports on annual account closure.
13. Takes care to archive and maintain the accounting registers in line with legal requirements (10 years after the end-date of operation year).
14. Compiles the monthly payroll of the Chamber and the monthly payment of social, health and supplementary insurance, etc.
15. Follow tax office relations and deadlines on the payment of contributions and the submission of pay-lists.
16. Track the inventory with the change of items or employees (minutes on handover).
17. Perform any other task assigned by the direct superior or the Secretary-General.

Article 29

The Human Resource Specialist

The Human Resources Specialist has the following duties:

1. Plan the human resource management of the institution in cooperation with superiors and other units in accordance with the provisions of legislation in force and the rules set out in the regulations of the Chamber.
2. Collect employee monthly attendance reports from Directors of Directorates, the Secretary-General and the President of the Chamber.
3. Ensure that all individual files of Chamber personnel are always updated and accurate to facilitate the search for reference and information required. Take care to keep these files stored and completed pursuant to the legislation in force and rules approved by the regulations of the Chamber.
4. Draft all relevant documents needed for staff recruitment procedure of the Chamber from press announcement of the vacancy up to recruit appointment and the transition of probation period.
5. Maintain and complete the documentation whereby is attested the existence of the employment relationship, such as the basic register, employee individual files and employment history cards in accordance with relevant legislation and regulations of the Chamber.
6. Complete employee employment history card and the basic register of personnel in the case of termination of employment relationship, presenting it for signature to the direct superior.

7. Follow the fill up of evaluation forms on the six-month performance for all employees and notify the employees on their evaluations completed by their direct superiors before placing them to their personal files.
8. Draft employee employment contracts and complete the relevant documentation in conformity with labor law in force.
9. Take action to equip all employees with office identification cards observing the established criteria for this purpose.
10. Complete documents required for retirement /supplementary pensions under the legislation in force.
11. Prepare, after employee requests, employment documents and certificates relating to their salaries and employment relationship and submit them for signature to the direct superior and the Secretary-General.
12. Take administrative action regarding the official services of judges, legal advisors and administrative staff inside and outside the country.
13. Take procedures and draft documents needed for disciplinary actions and job descriptions.
14. Participate in drafting the organizing structure of the institution.
15. Create and update the personnel database by promoting and giving the staff opportunities to enhance in accordance with their skills and capacities.
16. Coordinate the work for scheduling employee annual break by meeting to the extent possible their requests and submit them for approval by their direct superiors and the Secretary-General.
17. Identify personnel needs for training in cooperation with their direct superiors by elaborating an annual plan of trainings and conduct them in accordance with this plan meeting personnel needs to improve their job performance.
18. Maintain confidentiality and strictly observe legal provisions relating to personal data and classified information as state secret.
19. Perform any other task assigned by the direct superior or the Secretary-General.

Article 30
IT Specialist

The IT specialist has the following duties:

1. Conceptualize, evaluate alternatives and recommend solutions to the effective use of information technology based on ITC standards and legislation in force.
2. Provides hardware and software planning and evaluation.
3. Provide support to computer network and problem solving, starting from the smallest to the most complex issues, to ensure network efficiency and integrity all the time.
4. Create configuration standards to set up and maintain a suitable range of network services and communication systems.
5. Manage server infrastructure for new features and update by storing the existing information, including problem solving to maintain the service level.
6. Propose solutions to meet requirements/inputs impossible to meet by the technical environment, within technical and financial limits.
7. Manage network services licenses/versions.

8. Analyze helpdesk statistics to highlight trends and propose corrective and preventive actions to maintain / upgrade the service level.
9. Manage the administration of computer network (servers and other equipment) to ensure that products, services, and problem solving to personal computers is effective and on time.
10. Install, configure and monitor personal computers and network operations, printers, scanners, photocopiers of the institution, etc.
11. Take care to maintain information technology equipment in operation.
12. Maintain the audio system of the courtroom and the meeting room in good operating condition. In case of failure, inform the judicial secretary/direct superior and take appropriate measure to put this system in operation as soon as possible.
13. Assist the Registrar with the transition of audio /visual recordings from audio system to case management system and to CD, USB drives, as appropriate.
14. Maintain the official website of the institution online.
15. Perform any other task assigned by the direct superior, the Secretary General or the President of the Chamber.

Article 31
Registry/Archive specialist

1. The registry specialist, in this capacity, has the following duties:
 - a) accept, register and distribute the official correspondence (unclassified or classified as "state secret") arriving to the institution and take actions for the delivery of correspondence to the addressee after registry in conformity with the legislation in force and the rules set out in Section III of this Regulation.
 - b) Seek and inspect for record purposes, the fulfillment of requirements that must be met by any document (unclassified or classified as "state secret") set out in Section III of this Regulation.
 - c) Register/record any document, file, practice, etc. on the protocol register which is kept and administered in conformity with specific rules of legislation in force.
 - ç) Create case files for administrative cases whereby is periodically administered the relevant documentation registered on topic line.
 - d) Register immediately after delivery the case file presented for trial. The cover page attached to this file shall be handed over to the President of the Chamber so as to assign the responsible unit in compliance with Articles 36 and 37 of this Regulation.
 - dh) Provide full and timely handover of documents from the register to the archive office.
 - e) Take care to keep and protect the seal of the institution and the seal of the secretary in full compliance with the legislation in force;
 - ë) Keep and administer the relevant registers, such as: the register of correspondence, the mail book and other registers of the Chamber and make the transition of shelved documents from registry to the archive office in conformity with and rules and time limits provided by the law on archives and register offices in force.
 - f) Keep and administer the register on classified information as "state secret" in conformity with stipulations of legislation in force and rules set out in Section III of this Regulation.

- g) Manage any mail arriving or outgoing from the Chamber under the law on archives in force.
 - gj) Perform any other task assigned by the direct superior or the Secretary General.
2. The registry specialist, in the capacity of archive specialist, has the following duties:
- a) Fulfill legal requirements on keeping archives and their operation in conformity with stipulations of legislation in force and the rules set forth in section III of this regulation.
 - b) Receive from the Judicial Secretary the case file after the relevant decision has been issued taking action to archive it in compliance with the legislation in force and the rules set out in Section III of this Regulation.
 - c) Withdraw the entire fund created from the register office, accompanied by the relevant inventory and arrange it in accordance with the relevant organizing structure and the corresponding year.
 - ç) Release archive documents required by the institutions, citizens or other subjects foreseen by law in compliance with legislation in force and rules set out in section III of this regulation.
 - d) Enforces legislation in the field of classified information as "state secret" or classified documentation entering, circulating, administered and outgoing from the institution.
 - dh) Organize work for the expertise on the storage of documents.
 - e) Perform all necessary procedures to archive case files in conformity with the rules delineated in the legislation in force as well as in Section III of this Regulation.
 - ë) Review files meeting the storage term on each calendar year and, in cooperation with the relevant directories, prepare the list of documents to be destroyed.
 - f) Identify, index, label, classify, and register documentation for physical storage in order to facilitate archive access and management.
 - g) Duly administer archive access from personnel of the Chamber by checking the suitability of authorizations on archive access.
 - gj) Ensure and keep the confidentiality of information outgoing from the archive office of the Chamber.
 - h) Perform any other task assigned by the direct superior or the Secretary General.

Article 32

The official charged with procurement tasks

The employee charged with procurement has the following tasks:

1. Carry out effectively public procurement procedures, complying fully and transparently with the provisions under Law on "Public Procurement", the AC Regulation and the relevant legislation (on public procurement).
2. Observe the procedural time-fames on public procurement as established in the public procurement law and related by-laws.
3. Conduct, within the established legal deadlines, every steps in the procurement procedures with regard to publication of the tender announcement, the announcement of the winner and contract award and any other announcement to be made in the Public Procurement Bulletin

of the Public Procurement Agency, and electronic public procurement platform which the AC has accesses to for procurement purposes.

4. Effect and follow up on the publication of announcements in the Public Procurement Bulletin of the Public Procurement Agency.
5. Obtain from AC relevant structures the necessary information and create the register of planned procurement and register of actual procurement.
6. Determine the type of bidding procedure (together with related reasons whenever applicable) should the specialized structures not having done so.
7. Prepare, for each bidding procedure, the Draft Procurement Order, which is then submitted to the authorizing officer for approval.
8. Formulate and send out invitations to bid to designated bidders, carrying out in advance an assessment of their bidding capacities, complete with selection grounds.
9. Draft and/or administer all the minutes of meetings on the endorsement of bidding documents and any other documents related to winner determination, including evaluation minutes where applicable.
10. Work closely with the Public Procurement Agency (PPA) for the purpose of designing the tender documents and throughout accomplishing this task efficiently and in accordance with the relevant legislation.
11. In cooperation with the Bid Evaluation Commission, be responsible for the administration of the contract security and of the written, original or notarized copies of the winning bidder, prior to the contract signature by the contracting authority.
12. Draft the contract to be signed by the winning bidder.
13. Forward to PPA intermediate reports on contract implementation, whenever required, as well as the final report on contract execution.
14. Follow up on and inform the supervisor about changes in public procurement legislation or rules.
15. Attend all trainings and seminars by the Public Procurement Agency.
16. Perform any other tasks given by the direct superior or the Secretary General.

Article 33 **Support services staff**

1. The storekeeper has the following duties:
 - a) Administer and manage the material values of the institution on the basis of internal instructions and legal provisions in force.
 - b) Receive and duly record the new supplies.
 - c) Maintain, store and care for the supplies by using special entry cards; keep supplies in optimal conditions.
 - ç) Make sure there are sufficient supplies in storage to readily meet demand for materials.
 - d) Keep the receipt and issuance records updated regularly.
 - dh) Distribute materials according to need and allotment criteria.
 - e) Participate in the periodic inventorying of the store.

- ë) Open a separate card for each item, noting name, quantity and price.
 - f) Maintain the relevant documentation for receipt/issuance of supplies subsequent to approval and relevant procedure.
 - g) Reconcile the receipt/issuance records periodically jointly with the Finance Specialist.
 - gj) Carry out any other task charged by the direct superior or the Secretary General.
2. The Driver has the following duties:
- a) Maintain the AC vehicle in good condition, monitoring its technical condition continually.
 - b) Follow, record and inform the relevant supervisor on consumption of fuel, lubricants and tires for the vehicle, maintaining and organizing the relevant documentation; make sure the vehicle is always insured under the relevant legislation in force.
 - c) Identify the needs for equipment and services for the vehicle and report accordingly to the supervisor.
 - ç) When driving, observe traffic rules, road signs and safety regulation.
 - d) When driving, abstain from alcohol and other banned substances.
 - dh) Whenever requested by the direct superior or the Secretary-General, carry out the task of the courier. In so doing, fill in the book of delivery and receipt of mail/notifications, documentation, etc. in accordance with the legislation in force
 - e) Be responsible for the safety and non-disclosure of the documentation sent and received in the role of the AC courier.
 - ë) Make sure to not breach the institution's security and confidentiality rules in the exercise of duties.
 - f) Perform any other task towards the fulfillment of the AC mission, charged by the direct superior or the Secretary General.
3. The cleaning staff has the following duties:
- a) Make sure the AC premises are neat and clean.
 - b) Clean office space during official working hours and in the presence of AC employees.
 - c) Draw detergents and other work-related materials from the supply store, on an as needed basis, paying due regard to their efficient usage.
 - ç) Maintain in good condition the work related equipment (such as vacuum cleaners, and other cleaning tools).
 - d) Notify the direct superior of any irregularity or problem noted in the offices and other premise space.
 - dh) Make sure to not breach the institution's security and confidentiality rules in the exercise of their duties.
 - e) Perform any other duty charged by the direct superior or the Secretary General.

Article 34

The Responsible Authority for Prevention of Conflict of Interest

1. The Responsible Authority for Prevention of Conflict of Interest is created under the applicable legislation and the rules detailed and adopted by special regulation of the Meeting of Judges (hereinafter the Responsible Authority).

2. This authority is established by special order of the AC President in accordance with the provisions of the legislation in force.
3. The HIDAACI General Inspector shall be notified in advance of the appointment, removal or discharge from function of members of the Responsible Authority.
4. On AC behalf, the Responsible Authority is authorized to actively:
 - a) collect from legal sources documentary evidence on any AC official's private interests;
 - b) admit lawfully obtained information;
 - c) verify the trustworthiness of such information;
 - ç) notify the official of the information obtained about him/her;
 - d) allow the official to prove the opposite if the latter so requests;
 - dh) record the official's private interests;
 - e) propose the issuance of necessary sub-legal acts as well as amendments to the internal regulations for the prevention of the institution's conflict of interests in accordance with the Law on Prevention of Conflict of Interest, as well as the instructions of the High Inspectorate on Declaration and Audit of Assets and Conflicts of Interest (HIDAACI).
5. The Responsible Authority shall collect and send to HIDAACI the filled-in declarations on private interests of AC officials, before they take office and following their removal from office, within 15 days from the deadline of declaration submission by AC officials. Periodic annual declarations are sent to HIDAACI by 15 April of each year. The Responsible Authority shall notify the High Inspectorate on non-declaration cases.
6. The Responsible Authority shall submit to HIDAACI each year, no later than 31 January, the preceding year's report on its activity under the Conflict of Interest Prevention Law, including instances of conflict of interest, ways of preventing or handling such cases, the results of such activity, as well as any issues with periodic declaration.

PART III
ADMINISTRATION OF THE DOCUMENTATION
OF THE APPEAL CHAMBER

CHAPTER I
GENERAL PROVISIONS

Article 35
General Principles

In carrying out their duties and responsibilities, the employees charged with the administration of AC documentation shall be guided by the following principles:

1. The principle of responsibility and protection of the AC documentary assets;
2. The principle of protection of personal data, confidentiality of information and protection of state secrets;
3. The principle of legality and objectivity in reviewing requests for information and use of documentation.

4. The principle of priority in reviewing appeals/requests according to the rule: “First registered, first considered.”
5. The principle of legality and proportionality in limiting access to documentation.

Article 36
Responsible Unit

1. The AC documentation shall be administered in accordance with the relevant legislation in force by the responsible unit, under the supervision of the Secretary-General, and shall be stored in the AC archive, in accordance with the retention terms fixed by the Expert Committee which is established for this purpose by order of the AC President.
2. The unit responsible for administering the AC documentation is:
 - a. The Directorate of Case Management and Media and Public Relations (hereinafter the “Case Management Directorate”) for judicial files and any other trial related documentation;
 - b. The Economic and Support Services Directorate for administrative documentation;
 - c. The Protocol/Archives Specialist, representing the Office of Classified Information, for the administration of information classified as “state secret.”

Article 37
Recording and distribution

1. Every document, letter or material addressed to the AC shall be recorded in accordance with the rules in force on the archives, in the respective register, except for information classified as “state secret”, which shall be recorded in the relevant register in accordance with the special legislation in force.
2. Documents, recorded as described above and furnished with the accompanying file cover as provided by the rules in force, is passed to the AC President, who then designates a unit/employee to take action.
3. Documents are distributed to the responsible structures, and such distribution is recorded in the columns of the internal transit book maintained by the Registry/Archive Specialist.

CHAPTER II
ADMINISTRATION OF DOCUMENTATION
Section 1
Judicial Documentation

Article 38
Processing of Documentation

Amended as per Decision No.5, dated 31.01.2019 of the Meeting of Judges
Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges
Amended as per Decision No.48, dated 17.05.2023 of the Meeting of Judges

1. The Case Management Directorate, following receipt of judicial documentation under Article 37, paragraph 3 of this Regulation, shall assign a judicial secretary to conduct a thorough verification.
2. Verification of appeal documentation under the Re-evaluation Jurisdiction is carried out as follows:
 - a. First, the judicial secretary shall examine whether the file is accompanied by:
 - i. the original assessee appeal under Article 63, paragraph 1 of Law 84/2016, “On the transitional re-evaluation of judges and prosecutors in the Republic of Albania;”
 - ii. the Power of Attorney in cases of appeals signed by the assessee’s representative, when such Power of Attorney is not part of the judicial file;
 - iii. the IQC Decision to admit the appeal;
 - iv. the document of communicating to the assessee or the Public Commissioner, as the case may be, that an appeal has been filed on the relevant case.
 - b. Should verification under paragraph 2 (a) above show that the above acts are in compliance with the applicable legal requirements, the judicial secretary shall continue with the verification of the contents of the judicial file
 - c. The Judicial Secretary shall verify whether:
 - i. the file is bound, and its sheets are serially numbered (the next number in sequence, except for white sheets) with the number entered on the right upper corner, either automatically or manually, without impairing the document text;
 - ii. the file is accompanied by an inventory sheet, which shows the file’s documents with the respective sheets’ numbers, as well as the total number of sheets in the file;
 - iii. the documents are original exemplars, copies of the original authenticated in accordance with the relevant legislation in force or simple photocopies and recorded as such on the inventory sheet. The decision of the Independent Qualification Commission, the minutes of IQC meetings and any other documentation produced by the IQC on the trial case, shall in any case be forwarded in original;
 - iv. the documents in the file comply with the information on the inventory sheet, with respect to all components parts and elements.
3. If, at the end of verification:
 - a. Under paragraph 2 (a) above, it follows that one of the aforementioned acts is missing or is not in the form required by the legislation in force;
 - b. Under paragraph 2 (c) above, at least one of the following cases is noted:
 - i. the file is not bound or the constituent documents are not duly numbered;
 - ii. the documents produced by the Commission are not in compliance with paragraph 2 (c) (iii) above;
 - iii. written minutes of the audio/audiovisual recording of the hearing are not in the file, should a hearing there be.
 - iv. there is no inventory sheet; the inventory sheet contains corrections not authorized under the applicable legislation, or certain elements thereof are missing, such as the signature of the employee drafting the inventory or the relevant stamp on each inventory sheet;

- v. there is a discrepancy between the physical documents in the file and the information on the inventory sheet;
 - within 24 hours the judicial secretary shall formulate a Note of Records proving a detailed description of all errors and shortfalls identified during the examination of the file. The Case Management Director shall request that the IQC completes/corrects all the shortfalls within 5 working days from the time of notification.
4. In case identified shortfalls are not completed/corrected within 5 working days, an official letter will be drafted to the effect of remitting the entire case file to the IQC, under Article 37, paragraph 3 of this Regulation. Following endorsement by the Case Management Director, the Note of Record is attached to the official letter regarding the return of the documentation and is passed to the AC President for his/her signature
 5. The letter, following registration, is sent to the Independent Qualification Commission, together with the complete file documentation.
 6. In cases of other requests filed with the Chamber according to the provisions of Article 15, paragraph 1/c of the regulation “On the activity of the Appeal Chamber”, as amended, the Judicial Secretary verifies, as appropriate, the fulfillment of formal elements of the request, according to the definition of the relevant procedural provisions. In any case, the request must contain the signature of the applicant and be accompanied by the representation act in cases where the legislation requires its signature by the defense attorney of the applicant provided with a power of attorney.
 7. If, following verification under item 6 above, it turns out that:
 - a. The request is not signed; and / or
 - b. In case the request is signed by the defense attorney of the applicant, there is no representation act attached to the request;
 - c. The request contains no proving acts which are referred to as submitted attached to the request;
 - ç. None of the other requirements provided for in the special procedural legislation with regard to its formal elements has been met
 - d. The request seeking to reclude more than one judge from considering the (JR) and/or (JD) case.
 - the Judicial Secretary, within 24 hours from the submission of the request, drafts the findings act reflecting in detail the shortcomings identified by the verification, as well as notifies the applicant for the completion/correction of the shortcomings within a reasonable time limit set by the Director of the Case Management.
 8. In case the shortcomings are not completed/corrected within the set time limit, a document is drafted with which the applicant is informed on the archiving of the request submitted by him.

Article 39
Registration

Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

1. If, following verification under points 2 (a) and 2 (c) of Article 38 above, it is ascertained that the documentation is in accordance with the requirements of this regulation, minutes shall be prepared for admission of the appeal for registration. The same procedure is followed for the admission for registration of the requests submitted for consideration under the provisions of Article 15, paragraph 1/c of the regulation On the activity of the Chamber, in cases the verification according to Article 38, paragraph 6 there are no shortcomings found, or they have been completed/corrected within the time limit set by the Case Management Directorate
2. The minutes shall, in each case, contain detailed information in accordance with the requirements of Article 38 above. They shall be regularly signed on each sheet by the employee conducting the verification and admitted by the Case Management Director for purposes of registration of the appeal.
3. Admitted appeals/requests shall be registered in the respective register, in accordance with the requirements of Article 32 of the Regulation “On the Activity of the Appeal Chamber of the Constitutional Court” and the AC President shall be notified thereupon immediately for purposes of lot procedures.
4. For each registered appeal, a case file is created, the front cover of which, in blue pencil, shall feature the information as taken from the respective register. The information entered on the front cover shall begin with the initials of the jurisdiction under which the case falls placed in brackets, followed by the registered case’s serial number - to begin every new calendar year with number 1 - followed by the slash sign “/” and full registration year. [For illustration: (JR) 1/2018].
In the event of cases registered for the review of procedural requests related to the re-evaluation and disciplinary jurisdiction cases, the entry shall begin with the ordinal number of the registered request, which for each year begins with the number 1, followed by the sign "-", followed by the case number of the merits to which this requests relates to, followed by the sign “/” and the year of registration, as well as the initials of the jurisdiction to which the case belongs, placed in parentheses. [For illustration: no. 1-22 / 2019 (JR)].
5. The case shall also be registered electronically in the Judicial Case Management System whereas the documentation in the case file, except for the classified information, is scanned and uploaded as a single document in the system, and a unique access code is generated.
6. Following lot determination of panel members, case rapporteur and chairperson, the electronic access code is given to them and to the advisors assigned to work on the case.

Article 40

Registration of appeal/petition mergers

Amended as per Decision No.48, dated 17.05.2023 of the Meeting of Judges

1. In the event of a merger of appeals/petitions, the appeal/petition filed later shall be registered in the relevant register with the same registration number as the first appeal/petition. It shall become part of the judicial file (physical and electronic), according to the same rules as above.
2. In case of appeals/petitions under Article 19, paragraph 1/1 of the Regulation “On the activity of the Appeal Chamber of the Constitutional Court”, as amended, the appeal/petition

received later shall be forwarded to the rapporteur/presiding judge, according to the provisions of Articles 41 and 42 herein.

Article 41 **Internal Circulation**

1. The Case Management Directorate creates and administers the book/books on the internal circulation of trial files, as well as on the recording of constituent documents created during the trial.
2. Movements of trial files, from the moment of creation to the moment of being stored into the AC archive, are recorded in this book by noting the identification elements of the file, the name of the receiving official and the date of movement. Next to every entry in the internal book, the signature of the receiving official shall be affixed.
3. Immediately after the appointment of the case rapporteur, the Case Management Directorate hands over the case file to him/her. In the case of judicial files classified as “state secret”, upon the assignment of the case rapporteur, the AC President shall sign an order allowing use of such documentation by the case rapporteur in accordance with the time frames laid down by the applicable legislation on state secret.
4. Receipt of the file is recorded in the book and the case rapporteur shall sign as required.
5. From the moment of receipt by the case rapporteur until such time as the writing of the final decision, the case file shall remain in the office of the case rapporteur who is responsible for its security. Whenever panel members or their advisors need to consult the file, the rapporteur provides access to the file or part thereof. For purposes of internal movement of the case file under this paragraph, each judge is provided with a file card which is used to record the issuance of the file from the rapporteur's office, the date of issuance/return and the identity of the issuer/recipient.
6. In accordance with the instructions of the case rapporteur, the Case Management Directorate prepares a copy of the trial file created during AC proceedings, pursuant to Article 23, paragraph 1 of the Regulation, “On the Activity of the Appeal Chamber of the Constitutional Court” in order to make it available to the international observers.

Article 42 **Documentation created/received following appeal registration**

1. Any other documentation created or administered during the appeal review is recorded in the relevant book under Article 41, paragraph 1 above, on the date of its creation/receipt, as a fraction of the case registration number and is attached to the judicial file (physical and electronic), except for ephemeral documentation produced by the rapporteur, judges and advisors involved in the case and destined for use by the trial panel, such as reports, deliberations, discussions, opinions and draft-resolutions, which are to be administered in a separate file for each case.
2. Documents under paragraph 1 above, forwarded to the College electronically represent electronic documents under the relevant law, and are administered in the Electronic Case Management System, in accordance with relevant by-laws, becoming part of the judicial

file. If such document is a simple electronic correspondence, a print-out is made and recorded by the registry and archive employee and made part of the judicial file under the procedures set forth in this regulation.

3. The original copy of the documentation administered under paragraph 1 of this article is stored in the case file; whereas the registry/archive retains an authenticated copy of such documentation. In the case of documents created by the AC under paragraph 1 of this article, in addition to the original copy placed in the court file, an additional original copy is produced for the registry/archive.

Article 43

Reports from the public

1. All reports from the public, in electronic or hard copy, shall be handled as addressed by Article 37 of this Regulation and shall be recorded by the responsible official in the register of reports in sequential order.
2. Should the responsible AC official, who reviews reports by the public, verify that the report relates to an assessee for whom no appeal has been filed with the AC or the report is not related to any assessee, he/she shall forward the report to the Independent Qualification Commission or the relevant competent body, as the case may be, notifying the person filing the report, as well.
3. If it is ascertained that the report is related to an assessee whose appeal is lodged with the AC, such report shall become part of the assessee's judicial file under section 42 of this regulation.

Article 44

Audio/audiovisual recordings

1. Minutes of hearings, based on audio or audiovisual recordings, shall be kept, stored and archived in accordance with the detailed rules adopted for this purpose by Minister of Justice decrees.
2. Whenever these minutes are granted documentary attributes, as prescribed by legislation in force on electronic documents, they shall constitute electronic documents and shall be administered in the Case Management System in accordance with the special rules governing their registration, circulation, storage, protection and archiving.
3. These minutes shall form an integral part of the case file and shall be subject to the same retention time frames as the rest of the file which they constitute an integral part of.

Article 45

Return of the file

Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

1. Following announcement of the panel decision, the decision shall be recorded in the respective register of decisions under the relevant jurisdiction.

2. Once the court decision has been written, the Case Management Directorate shall re-collect the trial file from the rapporteur. The action shall be recorded in the internal circulation book under the administration of the Case Management Directorate, and the recipient shall duly sign.
3. An original copy of the decision pronounced and written, together with any dissenting or concurring decisions, as the case may be, shall be retained by the Case Management Directorate for any further action.
4. The passing of the trial file from the rapporteur to the Case Management Directorate shall be recorded in the rapporteur's file card.

Article 46

Preparing the file for archiving

Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

1. Following re-collection by the Case Management Directorate under Article 45 above, the file of the closed case:
 - a. is organized in separate files, following the chronological order of the registration, respectively the documentation created/administered by the Chamber in the context of the review of the case related to the appeal and any other procedural requests related to it.
 - b. is inventoried by submitting all the data in the inventory sheet drafted to this purpose, and
 - c. its pages are numbered.
2. Numbering is carried out progressively, for each document sheet (except for white sheets) and a number is either given by a machine, or written with a black graphite pencil, on the right upper corner, without impairing the text of the document. Numbering starts with "1" stamped or written on the first inventory sheet accompanying this file
3. The Case Management Directorate:
 - a. Makes sure that the file received from the Independent Qualification Commission is duly bound and takes steps to bind the file created during the review of the appeal case and procedural requests related to this case.
 - b. Hands over the complete case file, keeping the relevant minutes, to the employee responsible for the archives, for forwarding it to the IQC, in accordance with the legislation in force on archives.

Article 47

Cases under Disciplinary Jurisdiction

1. Appeals or petitions under Disciplinary Jurisdiction as per Article 5, paragraph 3 and Article 17, paragraph 1 of Law no. 84/2016 "On the Provisional Re-evaluation of Judges and Prosecutors in the Republic of Albania" are subject, to the extent possible, to the same rules as those set forth in this Regulation regarding the receipt, registration, internal circulation, storage and archiving of documentation on cases under the Re-evaluation Jurisdiction.

2. Whenever cases under the Disciplinary Jurisdiction involve an investigation judge, the trial file shall be passed to the said judge in accordance with the rules set out in Article 41, and such file shall remain in the office of the investigation judge as of such time as the case is up for review by the Disciplinary Commission/trial panel, with the file then being passed to the Chairperson of such Commission/trial panel.

Article 48

AC Archiving of Case Files under the Disciplinary Jurisdiction

Amended as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

1. The AC shall retain in accordance with the legislation in force and the time frames set by the Expert Committee:
 - a. the final decisions (including dissenting and concurring opinions) on cases under the Re-evaluation Jurisdiction, and any other final decision made in the context of consideration of cases pertaining to the requests submitted by the procedural legislation and relating to re-evaluation jurisdiction cases;
 - b. the entire case files of cases under the Disciplinary Jurisdiction, and
 - c. the annual codices of decisions under each jurisdiction.
2. The final decisions on cases under the Re-evaluation Jurisdiction and the complete case files of cases under the Disciplinary Jurisdiction are placed respectively in a cardboard folder in accordance with the requirements of the special legislation in force on the storage of written documents.
3. On the folder's spine, in blue pencil, the following are noted:
 - a. the initials of the jurisdiction under which the case belongs in brackets, the number of the decision as taken from the respective register - with every calendar year starting with the number 1 - followed by the slash sign and the full date of the decision.
[For illustration: (JD)1/13.05.2018 or (JR)1/13.05.2018]
 - b. the number of the archive series and the year in which the file is to be disposed of, as per the timelines set by the Expert Committee. In the case of permanent storage, the letter P is written.
4. Any decision under the Re-evaluation Jurisdiction or case file under the Disciplinary Jurisdiction to be stored in the AC archive, shall be recorded in the respective register, as per the data specified in paragraph 3 of this Article, and shall also be entered in the relevant section of Judicial Cases Management System.
5. Registers and books on internal circulation of judicial documentation are closed at the end of each year and shall be archived following closure of all cases entered in such registers.

Article 49

Maintenance and Correction of Registers

1. Data entered in the registers shall be complete, accurate, and up-to-date as per the requirements of this Regulation on ongoing and closed cases.

2. In the event of a registration mistake, the responsible employee shall immediately notify his/her supervisor and will highlight the mistake in red
3. Leaving the “remarks” box intact, the employee shall encircle the registration number and shall draw a slanting line through all the boxes relating to the wrong entry, starting from the bottom left corner to the upper right corner. In the "remarks" box, it is written “Wrong entry” and next to it shall appear the signature of the employee making the error.
4. The case is given the next serial number, without canceling the number of the wrong entry.
5. At the end of each calendar year, the registers are closed and no new entries are made, except for add-ons to unclosed cases.

Section 2
Administrative Documentation and
Information Classified as “State Secret”

Article 50
Administrative Documentation

1. AC administrative documentation is any document described under Article 3 (2) of this Regulation, which is created/administered in the course of the AC administrative activity, except for judicial files and trial related documentation.
2. Creation, circulation, processing, storage, archiving and use of administrative documentation is subject to the provisions of this regulation and the applicable legislation on the archives.

Article 51
Information classified as “state secret”

1. Creation, registration, circulation, use, reproduction and archiving of information classified as “state secret,” in the course of AC activity, shall be subject to the provisions of legislation on state secret and this regulation.
2. Administration of information classified as “state secret” is charged to the specialist of the registry/archive who shall record every action on information classified as “state secret,” as defined in paragraph 1 of this article, in the registers and books below:
 - a. the register of correspondence on information classified as “state secret”;
 - b. the register of reproduction of information classified as “state secret”;
 - c. the book of internal circulation on classified information;
 - d. the book of delivery of correspondence on classified information;
 - e. the book of registration of classified information registers.
3. The original copy of the classified document, sent, received, created or circulated within the AC shall be kept in the office of classified information. The use of original documents by duly certified staff is authorized by the AC President, following consent of the panel rapporteur/ chairperson in the case of classified documents forming part of the trial file, or

only by the AC President in other cases, as per the timelines fixed by the applicable legislation on state secret.

4. Approval on reproduction of classified documents for use by duly certified staff, provided there are no limitations by the source institution and/or no limitations placed by the Meeting of Judges, is subject to the provisions under Paragraph 3 of this Article.

CHAPTER III USAGE OF AC DOCUMENTATION

Article 52 Public Information

1. Everyone has the right to access the AC documentation and to receive a copy of this documentation based on a request, as determined by the rules and procedures under the law on the right to information, except for file documents in cases under review, which are subject to Article 53 of this Regulation.
2. Requests for information are reviewed by the Case Management Directorate per registration order, except for requests to which the AC President/Trial Panel accords priority on grounds of high public interest or out of necessity for effective administration of the re-evaluation process. Information requests are subject to the limitations under Article 17 of Law no. 119/2014 “On the Right to Information.”
3. Requests for information and responses thereto are recorded in the special annual register of information requests and responses as directed by the law on freedom of information.

Article 53 Access to the files of cases under review

1. The parties to the case or their representatives shall have the right to access to the documents in the case file, following a written request lodged with the AC at least 48 hours in advance.
2. Under provisions of Article 36, paragraph 2 of Law 49/2012, “On administrative courts and adjudication of administrative disputes,” as amended, requests for access to file documents for cases under review, by the parties to the proceedings or third parties thereof, are reviewed by the Case Management Directorate under provisions of Article 4, paragraph 7 of Law 84/2016 “On the Provisional Re-evaluation of Judges and Prosecutors in the Republic of Albania;” Article 17 of Law no. 119/2014, “On the Right to Information;” Article 43 / b of Law no. 8577, dated 10.02.2000, “On the Organization and Functioning of the Constitutional Court of the Republic of Albania,” as amended; the provisions of Law no. 96/2016, “On the Status of Judges and Prosecutors in the Republic of Albania,” as appropriate; and Article 21, paragraph 4 of the Regulation, “On the Activity of the Appeal Chamber of the Constitutional Court.”
3. Requests under paragraph 2 above are subject to approval by the Rapporteur/Chairperson until such time as commencement of the trial; henceforth such requests are subject to approval by the Trial Panel.

Article 54
Usage of Documentation

1. Usage by AC staff of closed case files or other documents, retained / archived by the AC, is subject to approval by the AC President.
2. Original documentation may be consulted in the storage/archiving place or in a special place designated for this purpose, and it may also be reproduced.
3. Original documents shall always be consulted in the presence of the responsible employee under camera surveillance.
4. Third party usage of AC documents, retained or archived, is subject to approval of the relevant written request by the AC President. In such cases, AC documents may be used as required by paragraphs 2 and 3 of this Article.
5. In any case, reproduction of documents requested by third parties shall be subject to fees fixed by the Meeting of Judges.

Article 55
Documentation Maintenance and Security Rules

1. AC employees shall make sure to protect and maintain the information, document or material retrieved for purposes of their functional duties in accordance with rules under the applicable legislation and this regulation.
2. At the closure of the working day, every employee shall make sure that no information, document or material remains exposed in his/her work post.
3. Whenever using original documents part of the file in cases under review, or already closed, at the end of the working hours the AC employee shall take the necessary measures to return the document in the special storage location and lock such location regularly.
4. The AC employee who, for reasons related to his functional duties, retrieves classified documents either in original or in reproduced copy, shall make sure that:
 - a. the document is secured from unauthorized access;
 - b. at the end of working hours, the classified document be returned to its location as provided by the special legislation rules, or should there be no such location, to the office of information classified as “state secret.”
5. Every AC employee shall make sure that any reproduced copy of the documents in the judicial files or other documents on the AC activity, is destroyed by special equipment at the end of the process for which it was used.
6. Every AC employee has the obligation to immediately notify the Secretary-General in case of loss, theft or detection of any unauthorized access to AC documentation.

CHAPTER IV
TRANSITIONAL AND FINAL PROVISIONS

Article 56

Transitional provisions

Added paragraph 1/1 as per Decision No.53, dated 21.06.2021 of the Meeting of Judges

1. Appeals or petitions lodged/registered with the AC but not stored/archived as of the entry into force of this Regulation, are subject to administration in accordance with the provisions under this Regulation.
- 1/1. The procedural request filed/registered with the Appeal Chamber prior to the entry into force of the amendments to the regulation and for which no final decision has been made shall be administered in accordance with the provisions of this regulation, regardless of the date of their registration. The Directorate of Case Management shall take measures for the transfer of data related to their registration in the relevant registers according to the provisions of this regulation.
2. Provisions under this regulation shall prevail to the extent they do not clash with the special legislation in force and the regulation “On the activity of the Appeal Chamber of the Constitutional Court.”
3. Provisions on administration of judicial documentation on the Case Management System shall take effect as of the installation of such system. Until such time, administration of the AC documentation shall be handled manually.

Article 57

Final provisions

1. Changes in functional duties, as well as other duties not regulated by this Regulation, provided they do not clash with AC normative acts, shall be subject to regulation upon orders and decrees of the General Secretary and the AC President.
2. This Regulation may be amended by the Meeting of Judges.
3. This Regulation, upon its adoption, shall be communicated to administrative staff both in written and electronic form.
4. The implementation of this regulation is the responsibility of the AC staff.

Article 58

Entry into Force

This Regulation shall enter into force upon its approval by the Meeting of Judges of the Appeal Chamber.



REPUBLIKA E SHQIPËRISË

**GJYKATA KUSHTETUESE
KOLEGJI I POSAÇËM I APELIMIT**

**PERFORMANCE EVALUATION FORM
LEGAL SERVICE UNIT STAFF**

Personal Data:

Name and Surname:	
Unit: Legal Service Unit	
Legal/Economic Adviser	
Date of appointment:	
Period of evaluation:	

Evaluation scale

4	Advisor demonstrated behavior and professional standards that set him/her apart from his/her colleagues
----------	---------------------------------------------------------------------------------------------------------

3	Advisor demonstrated good behavior and professional standards
2	Advisor has demonstrated fair behavior and professional standards
1	Advisor was not up to expectations with regard to behavior and professional standards
WR	Without rating

No.	Essential values: Integrity, positivity, dedication	4	3	2	1	WR
1	Duly observes AC rules and procedures, implementing them in everyday work.					
2	Demonstrates interest for involvement in the work process.					
3	Demonstrates communication skills with the judges and colleagues; treats co-workers with dignity, respect and fairness					
4	Inspires and motivates others with his/her positive attitude, contributing to an enthusiastic atmosphere which is reflected in his/her activity.					
5	Is trustworthy and discreet and acts to the interest of the AC					
6	Is capable of delivering under pressure.					
7	Contributes to discussions and voices constructive criticism, even at the risk of disapproval					
8	Raises issues for discussion even when a personal drawback is revealed.					
9	Support change designed to improve AC activity.					
	Overall					

No.	Efforts for perfection and continuous improvement							WR
	No	Understanding, initiative and responsibility						
		4	3	2	1			
1	Demonstrates high expertise in his area of competence and uses it to fulfill the institution's constitutional functions							
2	2 Deals with adequately with problems and makes all efforts assigned by the Profession, Judge or Judge-Rapporteur to the Meeting of Judges.							
3	Is capable of drafting accurately/qualitatively and in a reasoned way the case report and related draft-decision. Is capable of interpreting the law through types and means of legal interpretation.							
4	Is capable of dealing with unclear and uncertain situations and undertakes risks.							
5	Is willing to exchange ideas and new approaches.							
	Overall							



Evaluation domains	REPUBLICA E SHQIPË Average
Main values: Integrity, positivity, commitment	
Efforts for perfection and continuous improvement	
Understanding, initiative and responsibility	
Total evaluation score	

Evaluation conclusions

**CONSTITUTIONAL COURT
APPEAL CHAMBER**

PERFORMANCE EVALUATION FORM FOR THE ADMINISTRATIVE STAFF

Section A: Personal Data

Name: _____

Family Name: _____

Position: _____

Institution: _____

Unit/Directorate: _____

Contract no./date: _____

Date of appointment in the position: _____

Evaluation Period: _____

Date of evaluation: from _____ to _____

Reporting official/Direct supervisor: _____

Position of the reporting official: _____

Authorizing Official/Secretary General _____

Please note as appropriate:

- **6-month performance evaluation:**

- Other (specify): _____

Section B: Scope of work

Institution’s objectives for the period (as determined in the institution’s work plan adopted by the institution’s management) are:

- 1. To
.....
- 2. To
.....

Objectives of the Unit/Directorate of the employee for the period (as reviewed and adopted by the Director of the Directorate) are:

- 1. To
.....
- 2. To
.....
- 3. To
.....

Section C: Objectives, performance measurements (Objectives should be written in such a way as to be: specific, measurable, achievable, realistic and timely.)

Objectives for period _____ are:

- 1.To.....
-
-

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
The objective was delayed and not per required quality.	Objective achieved on time and with a satisfactory quality	Objective achieved on time and with good quality	Objective achieved ahead of time and with very good quality.
Reporting official’s Comments /Explanations			

- 2.To.....
-
-
-

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

4	3	2	1
The objective was delayed and not per required quality	Objective achieved on time and with a satisfactory quality	Objective achieved on time and with good quality	Objective achieved ahead of time and with very good quality.
Reporting official's Comments /Explanations			

3.To.....
.....
.....
.....

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
The objective was delayed and not per required quality	Objective achieved on time and with a satisfactory quality	Objective achieved on time and with good quality	Objective achieved ahead of time and with very good quality.
Reporting official's Comments /Explanations			

Section Ç: Professional Conduct

Under this Section the Reporting Official comments in particular on the following:

Mistakes/accuracy of work – frequency of returning the work due to inaccurate data; or the high level of accuracy that characterizes the work.

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Work has a lot of errors that need to be corrected	Work has few errors that need to be corrected	Work only rarely has mistakes	Work is free of mistakes and serves as a model for others
Reporting official's Comments /Explanations			

Timely delivery – Frequency of work delivered ahead of time or delayed beyond deadline

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Work is beyond deadline	Work is often delayed	Work is rarely delayed	Work is done ahead of time
Reporting official's Comments /Explanations			

Collegiality – relationship with colleagues

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Does not communicate with colleagues	Personal issues with colleagues impair performance and delivery	Employee liked by fellow workers	Employee preferred by fellow workers
Reporting official's Comments /Explanations			

Ability for team work – to what extent the employee is a willing to participate and delivers effectively in team work

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Generally does not have desire to work in a work	Is willing and performs satisfactorily in team work	Is willing and pledges to have a particular in team work	Is highly willing and pledges to lead team work
Reporting official's Comments /Explanations			

Need for coaching – to what extent the employee needs or asks for advice or guidance in order to carry out the work. Reasons for this and how it can be minimized.

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Employee has difficulty in understanding / adaptation and always needs coaching.	Employee has satisfactory comprehension ability and needs coaching occasionally.	Employee rarely needs coaching to comprehend assignment.	Employee is superior in assignment comprehension.
Reporting official's Comments /Explanations			

Managerial capability – Ability to effectively use financial and human resources.

Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official	Evaluation of the reporting official
4	3	2	1
Does not use effectively the financial and human resources.	Uses financial and human resources at a satisfactory level.	Follows up on work processes and intervenes at an early stage to prevent abuse of financial and human resources.	Promotes and oversees the implementation of strategies maximizing the value and efficiency of human and financial resources.

Reporting official's Comments /Explanations	
---------------------------------------------------	--

The signatories have determined the work objectives, performance measurements, and measurable professional conduct and endorse their use for the cycle of individual performance evaluation.

Reporting Official: Signature:
 Authorizing Official: Signature:
 Employee: Signature:
 Date:

Overall Performance Evaluation

The overall performance evaluation is based on the employee's results in the attainment of the above referenced objectives and his overall professional conduct.

Evaluation:

Not satisfactory (4): Employee did not fulfill objectives and did not meet expectations for professional attitude and conduct.

Satisfactory (3): Employee fulfilled objectives to a satisfactory extent and has demonstrated a relatively good professional attitude and conduct.

Good (2): Employee fulfilled objectives to a good extent and has demonstrated a good professional attitude and conduct.

Very good (1): Employee full filled objective to a very good extent and demonstrated a professional attitude and behavior that set him apart from his fellow employees.

Evaluation	Evaluation	Evaluation	Evaluation
4	3	2	1
Not satisfactory	Satisfactory	Good	Very Good
Reporting official's Comments /Explanations			

Section D: Signature

1. I declare that I have carried out the above evaluation for the administrative employee.

Signature of Reporting Official: Date:

2. I declare that I have received and read the above evaluation.

- I agree with the evaluation.
- I do not agree with the evaluation.

Signature of Authorizing Official: Date:

3. I declare that I have received and read the above evaluation.

- I agree with the evaluation.
- I do not agree with the evaluation

Signature of Employee:..... Date:

4. I, the employee, do not agree with the above evaluation and request re-evaluation by the Authorizing Official.

Signature of Employee:..... Date:

Section Dh: Re-evaluation by the Authorizing Official

1. I declare that I have reviewed the employee claims with regard to his performance evaluation and the outcome of re-evaluation is as follows:

.....

Signature of Authorizing Official:

Date:

2. I declare that I have received and have read re-evaluation by the Authorizing Official.

- I agree with the evaluation.
- I do not agree with the evaluation

Signature of Employee

Date:

Section E: Professional development plan for the employee:

The Appeal Chamber is committed to supporting the professional development of all employees through training and coaching programs, the allocation of tasks in such a manner that help develop skills and gain experience, create and exchange knowledge by learning from others and teaching them simultaneously.

This section relates to employee needs and reporting official's recommendations for training and resources/tools for professional development.

Employee

For period:

Ways for professional advancement/capacity upgrading (required training or special coaching program)	Employee requests/Recommended by Reporting Official
_____ _____ _____	_____ _____ _____

Approved recommendations/requests:

Signature of the authorizing official:

Date: