

**Development of Monitoring Instruments
for Judicial and Law Enforcement institutions
in the Western Balkans
2009-2011**

Programme Guidelines
Albania



CARDS Regional Action Programme

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1. Introduction and Background

These programme guidelines have been written within the context of the project 'Development of monitoring instruments for judicial and law enforcement institutions in the Western Balkans' funded by the European Union CARDS Regional Action Programme. They provide a set of recommendations for the improvement of statistical systems on crime and criminal justice as well as on migration, asylum and visa in Albania.

The guidelines presented here have been drafted on the basis of the Technical Assessment Report for Albania (UNODC, April 2010) and should be read in conjunction with that report. The Technical Assessment Report brings together information gathered during the on-site research mission to Tirana from 28 September to 02 October 2009, which was carried out in close cooperation with the Albanian authorities and counterparts in the field of justice and home affairs (JHA) statistics.¹

Like the Technical Assessment Report, the recommendations given here are presented by institution and must be read against the background of the relevant international and EU standards for the collection, analysis and use of JHA statistics. The gradual or step-wise adoption and implementation of the guidelines are a vital step towards bringing existing national statistics mechanisms towards compliance with relevant international and EU *acquis*, standards and best practices.

To assist beneficiary countries and territories in achieving this aim, the project 'Development of monitoring instruments for judicial and law enforcement institutions in the Western Balkans' foresees a number of project activities. Tasks that have already been completed include a first desktop research study entitled 'Background Research on Systems and Context. Justice and Home Affairs Statistics in the Western Balkans' and a second study entitled 'Developing standards in crime and criminal justice statistics – International and EU Acquis' as well as the comprehensive Technical Assessment Reports mentioned above. Further project activities will comprise the development of regional indicators and targeted training and capacity building in the area of data collection and statistics for justice and home affairs institutions.

The following guidelines systematically indicate potential areas for improvement, which constitutes a substantial project output in itself. They should furthermore help to prioritize training needs that should be addressed within the project, and to program further technical assistance and training activities that could be addressed by other technical assistance projects as well as to indicate areas for the further development of statistical systems in the medium to long term.

¹ The research mission was carried out by the United Nations Office on Drugs and Crime (UNODC), in partnership with the Joint Research Centre on Transnational Crime (TRANSCRIME) and was supported by a local UNODC focal point in Tirana as well as the UNODC Project Office in Tirana.

2. Crime and Criminal justice statistics

2.1. Police statistics

2.1.1. Introduction

The following guidelines concern mainly police-recorded crime statistics.

2.1.2. Data input (recording of crimes)

The assessment identified room for improvement in the statistical recording system at the police level. Many suspected crimes that come to the attention of the police are likely to go unreported in official statistics, either because they are not further pursued or because the prosecutor does not accept them. Current records on suspected offenders and victims are sparse and contain only few details on the profile of the offenders and victims.

In the medium term, the electronic recording of unit records through a software linked to the Total Information Management System (TIMS), which is currently in a test phase, has the potential to evolve into a comprehensive system of crime recording and reporting across all police stations in Albania.

At the moment recorded crime incidents are assigned a progressive number on a monthly basis in the Crime Registry that is not shared with prosecution and court records.

	Recommendations:	Responsible Institution
1.	In order to clearly separate the task of recording crime reports from the responsibility to investigate the crimes, the distribution of responsibilities to record crimes within the Albanian State Police could be reviewed and consideration given to shift this task from the Chief of the Sector to a separate crime recording unit in each local police station or primary data collection point.	Police
2.	It would be preferable to foresee recording all criminal offences coming to the attention of the police already at an early stage of the process and irrespective of the identification of a suspect. The threshold for recording a criminal offence and for initiating a person record ('formal contact' with the police as a suspect or victim) should be clearly established in written rules. The threshold for offence-based records should be based on the determination that <i>prima facie</i> evidence exists that a crime has occurred. The threshold for suspect-based records should be based on the concept of 'formal contact' with the police as a suspect.	Police/ Department of Data Processing and Protection
3.	Person-based records on (suspected) offenders should be supplemented by details on sex; ethnicity; citizenship; the offender-victim relationship and the geographical area of residence.	Police

4.	Options for the systematic recording by the police of details of victims of crime should also be considered, with a view to collect data on victims disaggregated by age; sex; ethnicity; citizenship; offender-victim relationship and geographical area of residence.	Police/ Department of Data Processing and Protection
5.	Existing guidelines and written rules on the recording of crime incidents and crime suspects should be reviewed and updated. Updated rules should provide guidelines on a clear crime classification scheme based on the Albanian Criminal Code, which should be used in initial incident recording.	Police/ Department of Data Processing and Protection
6.	The Police Directorate should issue instructions and implement training courses to ensure that written rules on data recording are uniformly applied across all crime recording units in Albania.	Police Directorate
7.	In co-operation with the Office of the Prosecutor General and the Ministry of Justice, the Albanian police should carry out a feasibility study for the assignment of a unique integrated file number to each person-based record that can be used by all of the police, prosecution and courts stages of the criminal justice system.	Police Office of the Prosecutor General Ministry of Justice

2.1.3. Data flow

The current system of data transfer from individual record to aggregate statistics at central level functions reasonably well. However, the crime registry format necessitates handling of large volumes of paper and aggregate numbers of crime incidents are copied a number of times between different paper formats.

Whilst some instructions from the central to the regional and local levels on data recording and data transmission do exist, it appears that such instructions may not explicitly include details of counting rules regarding offences and suspects.

	Recommendations:	Responsible Institution
8.	In the short term, in order to reduce the need for extensive manual copying of data between formats, the current instruments for the recording of cases, offences and suspects (crime registry format) and the subsequent aggregation of data at regional and central level should be reviewed..	Police Directorate
9.	In the medium term, an evaluation of the pilot test for the system of production and use of crime data currently carried out in Tirana should be carried out together with a feasibility study for implementation of the system across Albania.	Police/ Department of Data Processing and Protection
10.	In order to establish clear procedures for the aggregation of individual offence and suspect records, in addition to the guidelines and written rules for recording of offences and suspects, current rules in force should be reviewed and if necessary new ones be issued,. Such rules should clearly set out counting rules to be applied in the case of multiple offences and suspects.	Ministry of Interior Police Department of Data Processing and Protection
11.	Guidelines and written rules to all staff dealing with data aggregation should be disseminated and specialized training on crime recording and counting rules provided to all responsible staff.	Police Directorate

2.1.4. Output (production of statistics)

The regular reporting of police-recorded crime statistics by the Albanian State Police is a positive development that increases transparency in the field of public security and enhances the capacity for devising evidence led policing strategies. The reporting of police statistics should therefore be encouraged and further developed through the use of systematic reporting formats and dissemination channels. It should be pointed out that at this stage of statistical development the analysis of data and trends as well as of performance indicators should be exercised with extreme caution. Current trends in crime data seem to be heavily influenced by an improvement in the level of coverage of crime statistics. Certain indicators (such as the percentage of crimes solved or “detected”) seem to limit the reporting of crimes without a clear suspect, and to provide an overly optimistic picture of the response to crime. The use of such data as performance indicators therefore needs to be reviewed.

At the moment, data are centrally collected and checked in the Unit of Statistics in the Department of Data Processing and Protection in the Ministry of Interior in Tirana. However, with a limited number of staff in the Unit of Statistics, the verification of statistical accuracy is necessarily limited, thus leaving room for improvement.

The analysis and presentation of crime data is currently limited and could be improved through the use of simple descriptive statistical tools. Dissemination could be much facilitated through an enhanced use of the internet and through cooperation with the National Statistical Office (INSTAT).

	Recommendations:	Responsible Institution
12.	Staffing requirements for the Department of Data Processing and Protection may be reviewed to ensure that sufficient resources and qualified staff are available to receive, process and check data from regional police directorates on a monthly or quarterly basis.	Ministry of Interior Police
13.	Staff at the Department of Data Processing and Protection should receive specific training on the checking of crime statistics received and on methods for the presentation and analysis of crime statistics, including through the use of Excel pivot tables and graphics.	Police/ Department of Data Processing and Protection
14.	Systematic reporting of statistics on police-recorded offences, identified suspects and (in the longer term), police identified victims in the form of standard tables in an annual statistical publication should be established, also in view of international reporting (Eurostat and United Nations Survey of Crime Trends and Operations of Criminal Justice Systems).	Police
15.	Published statistics should be accompanied by thorough interpretations of statistical patterns and trends as well as detailed metadata.	Police/ Department of Data Processing and Protection
16.	More extensive use of the internet for the dissemination of crime statistics should be considered.	Police
17.	Better coordination with INSTAT should be achieved, in particular with a view to include crime statistics in the Statistical Yearbook.	Police INSTAT

2.2. Prosecution statistics

2.2.1. Introduction

The following guidelines concern mainly prosecution statistics.

2.2.2. Data input (recording of crimes)

Prosecution offices record data by case. Each case is first registered manually in a paper book. Information recorded on each registered case includes information on case disposition, data on the defendant, data on victims and data on damages. Separate records are made only of cases dealt with by the prosecutor and there are no separate *person* records that clearly state the charge and case disposition per person.

Above the level of the district and appellate prosecution offices, statistics on persons prosecuted are available only in the aggregate, though they can be filtered by Articles of the Criminal Code.

The threshold for initiating a prosecution record ('case') does not seem to be clearly defined,

	Recommendations:	Responsible Institution
18.	In order to clearly specify the threshold for initiating a prosecution record, the applicable regulations on data collection should be revised as necessary.	Prosecution/ Office of the Prosecutor General (OPG)
19.	A feasibility study of moving from a case-based to a person-based system of recording (one record for each person prosecuted) may be considered. The study could examine the possibility of assigning a unique integrated file number to person records that is common to the police, prosecution and court components of the criminal justice system	Prosecution/ OPG Police Ministry of Justice
20.	The eventual introduction of person-based records should ensure that the charge and details of the case disposition are clearly recorded for each person prosecuted. Person-based records should also include information on the sex, age, citizenship and geographical area of residence of prosecuted persons, in addition to ethnicity and the offender-victim relationship.	Prosecution/ Directorate of Studies, Legal Research and Integration

2.2.3. Data flow

At the end of each month information on all cases registered by the prosecutors are aggregated at district level in an Excel sheet by use of various standard forms. The main form aggregates information, by article of the Criminal Code, on: cases, suspected persons (defendants), victims, damages and procedural expenses. There are also separate statistics on adults and minors (persons aged 14-18 years) available.

The current system of data transfer from individual record to aggregate statistics necessitates handling of large volumes of paper and aggregate numbers of cases, defendants and victims are copied a number of times between different paper formats.

Detailed instructions regulating data recording have been issued by the Prosecutor General. The assessment suggested however that these rules may not always be well understood and were not always uniformly implemented by all district offices

	Recommendations:	Responsible Institution
21.	In order to identify options for improving efficiency, the data flow system should be reviewed. In particular, it may be important to consider how to simplify data entry procedures and remove entry duplications.	Prosecution/ Directorate of Studies, Legal Research and Integration
22.	In the medium term, the computerization of the reporting system could lead to significant gains in efficiency and timeliness of data availability. A feasibility study on the costs and requirements for the introduction of such a system in all prosecution offices could be considered.	Prosecution/ Office of the Prosecutor General
23.	In order to increase consistency, existing counting rules should be reviewed and revised as necessary, and disseminated in the form of clear instructions or administrative orders to all data recording units.	Prosecution/ Office of the Prosecutor General
24.	The uniform application of written counting rules in all prosecutors' offices across Albania should be promoted through the provision of training courses and learning materials.	Prosecution/ Office of the Prosecutor General

2.2.4. Output (production of statistics)

Data are centralized in the Department of Study, Legal Research and Integration at the Office of the Prosecutor General. Here data are received, checked for inconsistencies and aggregated at the national level. Due to the limited number of staff dealing with statistics the verification of statistical accuracy, the production of statistical indicators and the further analysis of statistics are necessarily limited.

Some limited statistics on the work of the prosecution are published on the website and in the Annual Report of the Office of the Prosecutor General to the Parliament, which is also available online. These statistics are not disaggregated by crime type. Some statistics (e.g. on total number of cases prosecuted, dismissed, etc.) are also provided to the Ministry of Justice and to INSTAT. No detailed statistics on persons prosecuted by crime type are published.

	Recommendations:	Responsible Institution
25.	Current staffing requirements should be reviewed with a view to ensure sufficient resources and qualified staff to receive, process and check data from district prosecutors on a quarterly basis.	Prosecution/ Office of the Prosecutor General
26.	The systematic reporting of prosecution statistics in the form of tabulations on the website of the Prosecutor General should be enhanced.	Prosecution/ Office of Prosecutor General
27.	In addition to data on workload and cases prosecuted, reported prosecution statistics should comprise person-based data on persons prosecuted, by crime type and details of	Prosecution/ Directorate of Studies, Legal

	case disposition.	Research and Integration
28.	In addition to its own reporting, the Department of Study, Legal Research and Integration should coordinate with INSTAT for publication of standardized tables and metadata in the Statistical Yearbook.	Prosecution/ Office of Prosecutor General

2.3. Courts statistics

2.3.1. Introduction

The following guidelines concern mainly court data.

2.3.2. Data input (recording of crimes)

Each district and appellate court records data on both criminal *cases* and on *persons* brought before the courts including certain details on the charges and defendants. In all courts, data are first recorded manually in a paper registry. In parallel, most courts also have an electronic case registration system, which includes a more extensive set of information on the charges and defendants.

Since 2002 about one third of the District Courts use a unified Case Management System (CMS), for inputting data on all court cases. In the remaining District Courts other automated systems are in place. These systems assign various case file numbers to each case, which are not harmonized among courts and are not linked to the case numbers used by prosecution and police.

	Recommendations:	Responsible Institution
29.	In order to align current court data recording practices with practical data requirements and international standards, person records should contain details of age; sex; ethnicity; offender-victim relationship; citizenship and geographical area of residence.	Ministry of Justice
30.	A working group should be set up to define a minimum list of data to be collected in manual and electronic case registration systems of courts, with a view to reduce the current diversity of data collection practices in the courts.	Ministry of Justice Courts
31.	The working group should also examine the possibility of keeping harmonized person-based unit records in all electronic Case Management Systems currently built up in courts.	Ministry of Justice Courts
32.	Where person-based unit records are introduced, these should be assigned unique file numbers that remain the same for each person at each level of the judicial system (district courts, appeal courts, Supreme Courts).	Ministry of Justice Courts
33.	A tripartite working group with experts from the police, prosecution and court systems should be established with the mandate to consider whether and how an integrated file number to track persons and cases throughout the criminal justice system could be introduced and extended to all criminal justice institutions.	Ministry of Justice, Courts Office of the Prosecutor General (OPG) Police

2.3.3. Data flow

Computerized unit records (using various case management systems) as well as manual records are kept by all district courts but are aggregated already at the first level of data recording (district courts) and sent to the central level in the form of three different statistical tables.

The first form relates to criminal cases, the second form to tried *persons* and the third form to appeals in criminal cases. The data are further aggregated at the national level by the Unit of Statistics of the Ministry of Justice.

	Recommendations:	Responsible Institution
34.	A working group to examine the possibility of keeping harmonized person-based unit records in all electronic Case Management Systems currently built up in courts could be considered.	Ministry of Justice Courts
35.	Once person-based unit records are introduced, data should be directly transmitted from all courts to the Unit of Statistics at the Ministry of Justice in the form of unit records.	Ministry of Justice Courts

2.3.4. Output (production of statistics)

At current staff levels at the Statistical Unit of the Ministry of Justice the possibilities for data validation and clarification of inconsistent reports are limited. Statistical analysis is mainly restricted to basic performance indicators such as workload per judge.

	Recommendations:	Responsible Institution
36.	In order to improve the quality and usefulness of judicial statistics, sufficient resources for the Statistical Unit should be ensured, including availability of staff, equipment, and statistical and analytical software.	Ministry of Justice Courts
37.	The staff at the Statistical Unit should receive specific training on methods for the presentation and analysis of court statistics, including through the use of Excel pivot tables and graphics.	Ministry of Justice Courts
38.	Beside the Annual Report of the Statistical Unit of the Ministry of Justice, the existing data on the administration of justice should be used for the production of thematic reports on specific topics of interest (e.g. on juvenile justice or drug-related crime).	Ministry of Justice/ Statistical Unit

2.4. Statistics on Money laundering

The entities subject to reporting obligations according to the anti-money laundering law are required to report to the General Directorate for the Prevention of Money Laundering (GDPML) three types of transactions using standard forms: any suspicious transactions, as well as cash transactions and non-cash transactions over a certain monetary value threshold. These reports are analyzed and suspicious transactions are further reported to the responsible authorities. The Unit produces an annual report on reports received and forwarded but has not way of tracking the results of its activities through detailed statistics on criminal proceedings.

	Recommendations:	Responsible Institution
39.	The GDPML, the Office of the Prosecutor General and the Ministry of Justice should increase collaboration on the regular exchange of information, possibly through the establishment of written rules regulating such exchange. Relevant agreements should also be established with agencies responsible for the collection of non-criminal justice data on money-laundering for future reporting at the EU level.	GDPML Ministry of Justice Prosecution
40.	Relevant data to be regularly transmitted to the GDPML include person-based data on the number of investigation requests, number of indictments and number of sentences and other data concerning judicial proceedings on money laundering.	GDPML Ministry of Justice Prosecution
41.	The Statistics on judicial proceedings concerning anti-money laundering activities should form an integral part of the Annual Report of the GDPML.	GDPML Ministry of Justice Prosecution

2.5. Statistics on Trafficking in Persons

Since 2008, the Office of the National Coordinator on Combating Trafficking in Human Beings (ONC-THB), is responsible for gathering data on THB from a variety of institutions and for administering a national Victims of Trafficking Database. For each case of a suspected victim or potential victim of trafficking, the responsible authority gathers information related to its own competency and enters it into the victim database as a unit record.

Considering the large amount of information collected, only limited analysis of the available statistics is performed. Few criminal justice indicators (such as the number of victims identified and the percentages of women and children) are produced and published in the Annual Report of the ONC-THB.

	Recommendations:	Responsible Institution
42.	The Office of the National Coordinator on Combating Trafficking in Human Beings should consider to include additional data on the profile of victims and traffickers in its Annual Report (offenders arrested, charged and convicted by sex, age, citizenship and type of exploitation).	Office of the National Coordinator on Combating Trafficking in Human Beings

2.6. Statistics on crimes involving racism and xenophobia

Crimes involving racism and xenophobia are partially covered by the Criminal Code (Art. 265 on 'Inciting hatred' and Art. 266 on 'Call for national hatred') and are counted as offences under these articles. Other hate crimes may fall under crimes committed under aggravating circumstances (Art. 50 j). However, there are no regular statistics collected on crimes involving racist, xenophobic or other hate motives.

	Recommendations:	Responsible Institution
43.	In view of envisaged future reporting obligations to the EU Fundamental Rights Agency on crimes involving racism and xenophobia and other hate crimes, a suitable institution (such as the Office for Human Rights or the Ministry of Justice) should be designated as the focal point for the collection of statistics on crimes with a racist, xenophobic or other hate motive.	Government of Albania Ministry of Justice Office for Human Rights
44.	To establish baseline data, the designated focal point should identify data needs and possibly carry out a pilot data collection on hate crimes recorded in police, prosecution and court data.	Police Prosecution Courts
45.	In view of the established definition of 'hate crimes' as any crimes committed with a 'hate motive' directed at a specific group of persons a feasibility study on introducing the motive of committing a crime into police and judicial records should be considered.	Government of Albania Ministry of Justice Office for Human Rights

3. International Reporting of crime and criminal justice data

While Albania has not been covered by Eurostat's data collection efforts in the field of crime and criminal justice up to 2009, such a reporting obligation may arise in the near future.

Regarding the periodical United Nations Survey of Crime Trends and Operations of Criminal Justice Systems (UN-CTS), Albania provided data for the 8th, 9th and 11th UN-CTS covering the years 2003 to 2008. While these efforts are commendable, the reporting of data has at times been partial and was hampered by a lack of internal coordination.

	Recommendations:	Responsible Institution
46.	The designated Eurostat Focal Point for crime data within INSTAT should work closely with the Department of Data Processing and Protection of the General Directorate of Police and Eurostat in order to develop a protocol for the regular collection and reporting of crime and criminal justice	INSTAT Police/ Department of Data Processing and Protection

	data to Eurostat. The protocol should specify the nature and content of data to be reported.	Eurostat
47.	Consideration should be given to the appointment of a single contact point for the reporting of all crime and criminal justice data at the national, regional and international levels. This single contact point could be the same as the focal point for the data collection of Eurostat.	Government of Albania Police Ministry of Justice Prosecution INSTAT

4. Migration statistics

4.1.1.1. Introduction

The following guidelines concern mainly migration data.

4.1.1.2. Data on stocks and flows of immigrants and emigrants

Overall, the state of data collection on migration in Albania remains underdeveloped. There are no reliable data on either stocks or flows of immigrants in Albania and only the residence permits database can supply certain statistics on foreigners in Albania.

	Recommendations:	Responsible Institution
48.	In the course of the ongoing reform of the civil registration system, consideration should be given as to whether the civil register should also contain details of foreigners residing in the country less than five years.	Government of Albania Ministry of the Interior INSTAT
49.	As a first step towards a national register of foreigners, and to create a baseline of records with detailed socio-demographic information on foreigners, a working group comprised of representatives of the Ministry of the Interior and INSTAT should evaluate whether the next population census 2011 could be used to enumerate foreigners and foreign-born having their usual place of residence (for more than 12 months) in Albania	Ministry of the Interior INSTAT
50.	Subject to the recommendations of the working group, the next population census should include a special question module for enumerated foreigners/foreign-born providing details on their sex; age group; citizenship; country of birth; and country of previous residence.	Ministry of the Interior INSTAT

4.1.1.3. Residence permit data

In Albania, all foreigners need to register their place of residence with the police after 30 days of residence in the country. Foreigners residing in the country for more than 90 days need a residence permit. The Directorate of Migration and Readmission (DMR) at the Department of Border and Migration at the General Directorate of Police manually keeps records and statistics on residence permits applied for, approved and denied to foreigners in Albania.

	Recommendations:	Responsible Institution
51.	In view of the limited statistical information otherwise available on migration in Albania, data on residence permit data should be published on the website of the Ministry of Interior or INSTAT with detailed statistical breakdowns. In particular, the following minimum set of data on residence permits should be considered for publication: stock of valid	Ministry of the Interior INSTAT

	temporary and permanent residence permits at the end of each year (by citizenship; type; and duration); number of new first-time residence permits (by type; duration; and citizenship); number of changes in residence permits (by type; duration; and citizenship).	
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4.1.1.4. Updating of records and registers

Data on residence permits are kept manually in a simple Excel sheet by the Directorate of Migration and Readmission (DMR). This database is currently not linked with the Total Information Management System containing records on entries and exits. The database is therefore not systematically updated in real time when someone leaves the country or changes her/his status.

	Recommendations:	Responsible Institution
52.	Data on residence permits in Albania should be regularly updated, using all available information on the residence status and possible departure of registered foreigners.	Ministry of the Interior/DBM
53.	The upcoming integration of the residence permits database into the National Register of Foreigners should be carefully implemented and linked to existing entry-exit records of the TIMS.	Ministry of the Interior/DBM

4.1.1.5. Data on the prevention of illegal migration

The Total Information Management System (TIMS) records several different data items on the prevention of illegal migration including data on refused entry at the border, data on illegal entry and illegal residence and data on the removal of foreigners. However, the level of disaggregation of the reported data is generally low.

	Recommendations:	Responsible Institution
54.	In order to comply with EU data requirements on the prevention of illegal migration, data on refused entry at the border should also be reported disaggregated by age and sex.	Ministry of the Interior/DBM
55.	Data on illegal entry and illegal residence should be reported disaggregated by age; sex; citizenship; grounds for apprehension; and place of apprehension.	Ministry of the Interior/DBM
56.	Data on removal of foreigners should be reported disaggregated by age; sex; citizenship; and reason for the removal order.	Ministry of the Interior/DBM
57.	Data on the number of apprehended facilitators (migrant smugglers) should be collected and compiled by citizenship. Data on the number of apprehended facilitated aliens (smuggled migrants) by citizenship and type of border entered (land, sea or air).	Ministry of the Interior/DBM

4.1.1.6. Data on facilitated illegal migration

The Department of Border and Migration (DBM) collects and records data on persons suspected of illegal migration and of smuggling of migrants and these data are entered

into the online TIMS. Statistics are reported in annual internal reports but these data are not regularly published by the DBM.

	Recommendations:	Responsible Institution
58.	Data on the number of apprehended facilitators (migrant smugglers) should be recorded and reported by citizenship. Data on the number of apprehended facilitated aliens (smuggled migrants) should be recorded and reported by citizenship and type of border entered (land, sea or air).	Ministry of the Interior/DBM

5. Asylum statistics

5.1.1.1. Introduction

The following guidelines concern mainly data on asylum.

5.1.1.2. Data input

The Directory of Citizenship and Refugees (DCR) is responsible for asylum processing in the first instance and keeps a register of asylum seekers. A person is included in this register when she or he formally applies for asylum. The unit of count is the person. There are different forms for the recording of data (interview form, application form, etc.) but there appears to be no standardized system for recording and transmitting data. Information is also collected in other written documents. In future, it is planned that the whole information will be entered into the National Register for Foreigners.

	Recommendations:	Responsible Institution
59.	It is recommended that a uniform recording and reporting procedure is established that collects all information on case disposition and final decision for each applicant in unit records that also allow the linking of decisions in first and subsequent instances.	Ministry of the Interior/DBM/DCR
60.	To establish a uniform recording and reporting system on asylum, a working group should be established that consists of the relevant sections of the Regional Directorates for Border and Migration, the Directory of Citizenship and Refugees (DCR) and the National Commission for Refugees	Ministry of the Interior/DBM/DCR National Commission for Refugees
61.	The tripartite working group should define the applicable templates and forms to be used and establish the standard reporting channels for the information flow on asylum data.	Ministry of the Interior/DBM

5.1.1.3. Stock and flow data

So far, no officially published data on asylum applications and decisions could be located. Existing data concern only overall totals and stem from international organizations, who receive the data from the Albanian Ministry of Interior.

	Recommendations:	Responsible Institution
62.	In order to improve statistical reporting, standard tables on asylum applications and decisions should be designed and used for the reporting of asylum applications and decisions, disaggregated by sex, age, citizenship and type of decision	Ministry of the Interior/DBM/DCR
63.	Reported data should also include the number (stock) of persons with open asylum applications at the end of the year (by sex; age; and citizenship).	Ministry of the Interior/DBM National Commission for Refugees
64.	Dissemination of data on asylum applications should be monthly, in Albanian and English, on the website of the Ministry of Interior.	Ministry of the Interior

6. Visa statistics

6.1.1.1. Institutions responsible for data collection and management

The following set of guidelines concern mainly visa data.

6.1.1.2. Data input and outputs

The Directorate General of Juridical Affairs and Consular Policies (DG-JACP) in the Ministry of Foreign Affairs (MoFA) keeps unit records of all visa applications in incoming order. In addition the Department for Border and Migration (DBM) at the General Directorate of Police keeps its own statistics on visas it has issued at the border. While there is a high level of detail in the unit records kept by these institutions, data on visas are not regularly compiled and published.

	Recommendations:	Responsible Institution
65.	The current level of detail in the recording of visa applications, decisions and visas issued in person-based unit records by the MoFA and MoI is commendable and should be retained once the production of statistics becomes automated through the new e-visa system	Ministry of the Interior Ministry of Foreign Affairs
66.	The following visa indicators should be considered for regular compilation and publication on the website of the Ministry of Foreign Affairs: <ul style="list-style-type: none"> • stock of persons with valid visa (by citizenship and type and duration of visa) • number of visa applications (by citizenship and country of application) per year • number of visas granted (by citizenship, country of application, type and duration of visa) per year • number of visas refused (by citizenship, country of application, type and duration of visa and reasons for refusal). 	Ministry of Foreign Affairs

7. Victimization surveys

The following set of guidelines concern survey based crime data.

7.1.1.1. The role of crime victimization surveys

The National Statistical Institute (INSTAT) has not yet carried out any crime victimization survey in Albania.

	Recommendations:	Responsible Institution
67.	Discussions should be held on the feasibility of conducting a representative crime victimization survey in Albania. Options for funding and implementation of such a survey should be explored.	Ministry of the Interior INSTAT

8. Training Needs for Priority Consideration

The following guidelines and recommendations are considered a priority by

..... (enter your institutional affiliation)

for the further development of JHA statistics in Albania and should therefore be part of the training activities within the project “Development of Monitoring Instruments for Judicial and Law Enforcement Institutions in the Western Balkans”:

(please tick the boxes and enter specific recommendations under ‘Notes’ below)

Recommendations provided under:	Priority to be given:			Can be implemented in:		
	High	Medium	Low	Short term	Medium term	Long term
Police statistics						
2.1.2. Data input						
2.1.3. Data flow						
2.1.4. Data output						
Prosecution statistics						
2.2.2. Data input						
2.2.3. Data flow						
2.2.4. Data output						
Court statistics						
2.3.2. Data input						
2.3.3. Data flow						
2.3.4. Data output						
Special statistics						
2.4. Statistics on Money laundering						
2.5. Statistics on Trafficking in Persons						
2.6. Statistics on Crimes involving racism and xenophobia						
Reporting at international level						
3.1.1.1. Reporting of data at European level						
3.1.1.2. Reporting of data at UN level						
3.1.2.1. Focal point for crime and criminal justice statistics						
Notes:						

Recommendations provided under:	Priority to be given:			Can be implemented in:		
	High	Medium	Low	Short term	Medium term	Long term
Migration Statistics						
4.1.1.2. Data on stocks and flows of immigrants and emigrants						
4.1.1.3. Residence permit data						
4.1.1.4. Updating of records and registers						
4.1.1.5. Data on the prevention of illegal migration						
4.1.1.6. Data on facilitated illegal migration						
Asylum Statistics						
5.1.1.2. Data input						
5.1.1.3. Stock and flow data						
Visa Statistics						
6.1.1.2. Data input and outputs						
Victimization Surveys						
7.1.1.1. The role of crime victimization surveys						
Notes:						