



**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**GENERAL REGULATORY DIRECTORATE FOR HEALTH AND SOCIAL PROTECTION**  
**DIRECTORATE OF PROGRAMMING AND HARMONIZATION OF THE REGULATORY FRAMEWORK**

No. 1296/1 prot.

Tirana, dated 17.07.2025

**ORDER**  
**No. 129/1, dated 17.07.2025**

**ON**  
**AN AMENDMENT TO ORDER NO. 129, DATED 12.03.2025 "ON THE APPROVAL OF**  
**THE INTERNAL REGULATION OF THE NATIONAL AGENCY FOR CANNABIS**  
**CONTROL"**

Pursuant to Article 102, point 4, of the Constitution of the Republic of Albania and Article 10, point 8, of Law No. 61/2023, "On the control of cultivation and processing of the *cannabis* plant and the production of its by-products for medical and industrial purposes",

**I ORDER:**

In the internal regulation of the National Agency for *Cannabis* Control, approved by Order No. 129, dated 13.02.2025, "On the approval of the internal regulation of the National Agency for *Cannabis* Control ", the following change is made:

1. In point 1 of Article 51 of the regulation, letter "b" is repealed.

This order enters into force immediately.

MINISTER

**ALBANA KOÇIU**



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**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**GENERAL DIRECTORATE OF REGULATORY RULES FOR HEALTH AND SOCIAL**  
**PROTECTION**  
**DIRECTORATE OF PROGRAMMING AND HARMONIZATION OF THE**  
**REGULATORY FRAMEWORK**

No. 1296 Prot.

Tirana, 12.03.2025

**ORDER**

No. 129 dated 12.03.2025

**"ON THE APPROVAL OF THE INTERNAL REGULATION OF THE NATIONAL  
AGENCY FOR CANNABIS CONTROL"**

Pursuant to Article 102, point 4, of the Constitution of the Republic of Albania, and Article 10, point 8, of Law No. 61/2023, "On the control of the cultivation and processing of the cannabis plant and the production of its by-products for medical and industrial purposes,"

**I HEREBY ORDER:**

1. The approval of the internal regulation of the National Agency for Cannabis Control, as per the text attached to this Order, which forms an integral part thereof.
2. The National Agency for Cannabis Control is responsible for ensuring the implementation of this Order.

This Order enters into force immediately.

MINISTER  
Albana KOÇIU



# **INTERNAL REGULATION OF THE NATIONAL AGENCY FOR CANNABIS CONTROL**

Tirana 2025

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Approved by Order No. \_\_\_\_\_, dated \_\_\_\_\_, of the  
Minister of Health and Social Protection

## **Mission**

The National Agency for Cannabis Control (the Agency) has as its mission the supervision, control and inspection of the cultivation and processing of the cannabis plant, and the production of its by-products for medical and industrial purposes. The Agency fulfills this mission by implementing the law in a fair, transparent, and effective manner, ensuring safety, quality, and compliance with national and international standards.

## **Vision**

The Agency's vision is to be a trustworthy state institution, a model of transparency, integrity, and professionalism, contributing to the sustainable and safe development of the cannabis industry and related activities in Albania.

## **Values/Principles**

1. **Legality:** Rigorous application of laws and regulations in every activity and process.
2. **Professionalism:** Adherence to high professional and scientific standards at every level of operation.
3. **Responsibility:** Fulfillment of duties with accountability and seriousness to ensure a safe and sustainable industry.
4. **Accountability:** Commitment to transparency and accountability in every action and decision.
5. **Efficiency:** Execution of tasks effectively with smart use of resources.
6. **Transparency:** Maintaining openness and clear communication with the public and stakeholders.

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## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

##### Purpose and Legal Basis

1. This regulation aims to establish rules regarding:
  - a) The internal organization and functioning of the Agency;
  - b) Management of documentation, ethical rules, and other administrative procedures;
  - c) Internal work methods and staff behavior.
  
2. This regulation is based on:
  - Law No. 8417, dated 21.10.1988, "Constitution of the Republic of Albania," as amended;
  - Law No. 61/2023, "On the control of the cultivation and processing of the cannabis plant and the production of its by-products for medical and industrial purposes";
  - Law No. 7961, dated 12.7.1995, "Labour Code of the Republic of Albania," as amended;
  - Law No. 90/2012, "On the organization and functioning of the State Administration";
  - Law No. 9131, dated 08.09.2003, "On Ethical Rules in Public Administration," as amended;
  - Law No. 9367, dated 07.4.2005, "On the prevention of conflicts of interest in the exercise of public functions," as amended;
  - Law No. 9987, dated 10.3.2008, "On the protection of personal data," as amended;
  - Law No. 119/2014, "On the right to information," as amended;
  - Law No. 9154, dated 6.11.2003, "On archives," as amended.



## **Article 2**

### **Object**

The purpose of this regulation is to define:

- a) The structure, management, and activities of the institution;
- b) The relationships between directorates, sectors, and their interaction with the Agency's General Director;
- c) The regulation of aspects related to the confidentiality of Agency employees;
- ç) Ethical rules in the workplace;
- d) Procedures for employee recruitment, performance evaluation, and the regulation of working hours and annual leave;
- dh) Procedures related to disciplinary responsibilities, types, and their enforcement procedures;
- e) Procedures for creating, circulating, utilizing, preserving, and archiving the Agency's documentation;
- ë) Rules for information technology, maintenance, and workplace security;
- f) The Agency's relations with other state structures, third parties, the media, and the public, in accordance with its legal objectives and mission.

## **Article 3**

### **Scope of Application**

This regulation applies to the entire staff of the Agency, including employees under permanent and temporary contracts, as part of its structure and organization, as well as external advisors contracted by the institution in accordance with the applicable legislation. For specific aspects, this regulation also applies to members of the Licensing Commission operating within the Agency.

## **Article 4**

### **Competencies**

The Agency exercises its competencies based on the principles of legality, professionalism, responsibility, accountability, efficiency, and transparency, in compliance with the applicable legislation.

The Agency exercises every competency assigned by Law No. 61/2023, "On the control of the cultivation and processing of the cannabis plant and the production of its by-products for medical and industrial purposes."

In carrying out its activities at an operational level, the Agency has the following competencies:

- a) Promotes and supports research and innovation in accordance with the Agency's competencies and the applicable legal framework, engaging in national and international projects that foster the application of advanced technologies, encourage national and international cooperation, promote best practices, and assist in exercising its mandated duties;
- b) Cooperates with institutions, organizations, and entities with which it has cooperation agreements for research and education projects in the cannabis sector and the development of relevant surveys;
- c) Promotes social equity by creating opportunities for communities previously engaged in illegal cannabis cultivation to operate in the legal market for industrial cannabis production;
- ç) Informs the public through various media channels and organizes awareness campaigns to educate on the effects and consequences of cannabis use, the reasons for medical cannabis use, and the economic and social aspects derived from the cultivation of medical and industrial cannabis. It also collaborates with educational institutions to inform young people with the aim of preventing the phenomenon of drug use;
- d) Assists entities in the licensing process by providing information preparing relevant materials, and facilitating application procedures to ensure the smooth implementation of processes in accordance with the applicable legal framework;
- dh) Collects data and conducts analyses or studies on the global cannabis market to identify new export opportunities, technological innovations, and best practices to help growers expand their market, as well as publishes reports and statistical analyses;
- e) In order to educate and train licensed entities, organizes training programs for operators involved in the cultivation and processing of cannabis, providing knowledge on international safety standards, cultivation and processing technologies, as well as legal procedures that must be followed to ensure proper implementation of the law;
- ë) Participates in national and international meetings related to the sector and may join international organizations of significant importance related to its field of activity;
- f) Organizes activities with local and foreign stakeholders in its field of operation;
- g) Prepares practical guidelines for operators on how to implement advanced technologies in work processes in compliance with the applicable legal framework. This may include tracking systems, advanced technologies (drones, satellites, etc.), electronic reporting standards, etc.;
- gj) Prepares sample forms, documents, and reports that operators must complete and submit in compliance with legal and sub-legal acts if deemed necessary, to assist in the completion of the required documentation. This aims to support the standardization of application procedures and other processes outlined in the applicable legal framework.
- h) Prepares brochures and informative leaflets for third-party awareness;
- i) Organizes and conducts training to enhance the capacities of employees based on the needs and requests of the Agency's organizational units.

## **Article 5**

### **Confidentiality**

1. Employees, as defined in Article 3 of this regulation, including members of the Licensing Commission, who become aware of processed data in the course of their functions, are obliged to maintain confidentiality and reliability even after their service ends. These data shall not be disclosed except in cases provided by law, while adhering to and implementing the provisions of the applicable legislation on personal data protection.
2. During the validity of their contract and after its termination, employees must maintain confidentiality regarding the facts intended to remain secret, of which they became aware while serving the employer.

## **CHAPTER II**

### **ORGANIZATION AND FUNCTIONING OF STRUCTURES**

## **Article 6**

### **Organizational Structure**

1. The internal organization of the Agency (structure and staff) has been approved by Order No. 56, dated 05.04.2024, of the Prime Minister "On the approval of the structure and organization of the National Agency for Cannabis Control."
2. The Agency consists of the following structures:
  - a) General Director;
  - b) Coordinators assigned to the General Director;
  - c) Directorate of Standards, Authorizations, Permits, and Licensing, composed of three sectors:
    - i. Sector of Standards, Statistics, and Innovation;
    - ii. Sector of Authorizations, Permits, and Licensing;
    - iii. Sector of Personnel Security.
  - ç) Directorate of Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Industrial Cannabis;
  - d) Directorate of Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Medical Cannabis;
  - dh) Directorate of General Services.

## **Article 7**

### **Relations Between the Agency's Constituent Units**

1. The Agency's structure defines the hierarchy and level of functional responsibilities in relation to one another.
2. While performing their duties, subordinates must responsibly carry out the tasks assigned by their superiors and report to them.
3. Sector coordinators report hierarchically to the director of the respective directorate and to the General Director.
4. Directors of directorates report hierarchically to the General Director.
5. Relations between parallel structures are based on cooperation.
6. The General Director may, for specific issues or aspects, modify the reporting hierarchy or assign specific tasks.

## **Article 8**

### **General Director**

2. The General Director of the Agency is the head of the institution, appointed by the Minister responsible for health, and manages all activities of the institution in accordance with the legal and regulatory framework in force.
3. In accordance with the applicable legal framework, the General Director has the following competencies and duties:
  - a) Leads and organizes the institution's activities by issuing administrative acts related to the control, monitoring, and supervision of cannabis cultivation, processing, and the production of its derivatives for medical and industrial purposes, as well as other responsibilities of the Agency.
  - b) Manages the implementation of the Albanian government's policies regarding cannabis cultivation, processing, and derivative production for medical and industrial purposes.
  - c) Represents the institution in relations with third parties, ensuring cooperation with national and international institutions and authorities, and delegates responsibilities in accordance with the Administrative Procedures Code.
  - ç) Submits correspondence with certain institutions and designated individuals for review and signature to the appropriate structures, ensuring compliance with legal procedures, except for classified information, which is handled by authorized personnel.
  - d) Defines the objectives of the Agency's constituent structures, supervises, and coordinates their activities in achieving these objectives.
  - dh) Approves job descriptions, specific professional and ethical criteria for Agency employees.

- e) Appoints the Agency's staff (both permanent employees and external advisors) and terminates employment contracts in accordance with the Labor Code and this regulation.
- ë) Initiates disciplinary procedures for employees, in case of administrative or legal violations, as specified in this regulation.
- f) Evaluates employees' performance according to this regulation.
- g) Signs cooperation agreements with third parties as per legal provisions.
- gj) Ensures the organization of national and international activities within the institution's scope.
- h) Approves regulations, guidelines, and methodologies to standardize the Agency's work processes and proposes them for ministerial approval when required.
- i) Authorizes Agency staff to represent the institution in third-party interactions, including legal proceedings in which the Agency is a defendant or plaintiff.
- j) Initiates verification procedures for the integrity of Agency employees or licensed entities when deemed necessary.
- k) Performs any other duties assigned by law or regulations.

## **Article 9**

### **Duties of Coordinators Assigned to the General Director**

Coordinators assigned to the General Director report directly to the General Director and are responsible for:

- a) Implementing assigned tasks as defined in individual job descriptions.
- b) Supporting the General Director in organizational and administrative aspects of the institution, following up assigned tasks, and reporting on their completion.
- c) Ensuring adherence to deadlines and procedures in executing assigned responsibilities.
- ç) Contributing to the preparation of annual work plans and strategic platforms at the beginning of each year and submitting them to the General Director.
- d) Coordinating with directorate heads to fulfill assigned functions and responsibilities.
- dh) Reporting to the General Director on progress and challenges encountered within their area of responsibility.
- e) Assisting in drafting institutional regulations, by-laws, and proposals.
- ë) Performing other duties assigned by the General Director of the Agency.

## **Article 10**

### **Duties of the Directorate of Standards, Authorizations, Permits, and Licensing**

The Directorate of Standards, Authorizations, Permits, and Licensing has the mission of handling and verifying the applications submitted by entities within the framework of licensing, permits, and background checks. It standardizes each phase of the process in compliance with legal provisions, following the processes of identification and initiation of projects, assessing feasibility and alignment with the Agency's activities, and verifying the background of each Agency employee, as stipulated by law.

#### **Main duties:**

- a) Organizes procedures for granting licenses in accordance with the legal framework in force;
- b) Contributes to the drafting of standards for areas and land parcels where the cultivation of cannabis plants for medical and industrial purposes will be allowed, as approved by the Council of Ministers' decision;
- c) Drafts standards for each phase of the process related to the cultivation of cannabis plants;
- ç) Serves as the technical secretariat for the Commission's meetings through employees designated by the General Director, providing assistance and logistical support to the Licensing Commission;
- d) Prepares the complete documentation related to the issuance of export authorizations for industrial cannabis and cannabis products for industrial purposes;
- dh) Prepares the complete documentation related to the assessment of requests for the sale of shares by partners of licensed or permitted entities and submits proposals for approval to the General Director;
- e) Cooperates with the responsible ministry for agriculture when requested, regarding the procedures for granting permits;
- ë) Conducts the background verification process for Agency employees and licensed or permitted entities, as provided by Law No. 61/2023 and the joint instruction of the Minister of Health, Minister of Agriculture, and Minister of Interior on "Procedures, deadlines, criteria, and required documentation for background verification";
- f) Cooperates with the State Police and relevant authorities or institutions that maintain or manage data for this purpose in the framework of background verification, as well as exchanges information with general jurisdiction prosecutors, the Special Prosecutor's Office/National

Bureau of Investigation, the State Police, and other competent authorities as needed, in accordance with Law No. 61/2023;

g) Drafts a report every three years on the fulfillment of conditions for granting licenses and permits and recommends, as appropriate, the fulfillment of conditions or the suspension or revocation of licenses and permits;

gj) Cooperates with other competent authorities to fulfill objectives and obligations arising from international agreements to which the Republic of Albania is a party;

h) Drafts reports submitted to competent international organizations on the import and export of cannabis plants and their by-products or final products, in accordance with obligations arising from international conventions on narcotic and psychotropic substance control;

i) Cooperates with law enforcement agencies and state structures to maintain the integrity of employees of licensed or permitted entities and to prevent criminal offenses;

j) Maintains and administers the state database registry in accordance with Law No. 61/2023, the law on state databases, and other applicable legal and sub-legal acts;

k) Contributes to the drafting of regulations, guidelines, and methodologies for standardizing the processes and work standards of Agency employees;

l) Reviews operational regulations of licensed entities and prepares proposals for approval/rejection by the General Director of the Agency;

ll) Provides legal services and ensures that acts and documents issued by the Agency comply with the legal framework in force while also assisting Agency staff with legal matters;

m) Ensures that financial procedures and aspects within the Agency are conducted in compliance with the legal framework in force;

n) Ensures the preparation of all financial documentation and finalization of payment transactions to third parties and Agency employees in accordance with the legal framework in force;

nj) Carries out all responsibilities related to the competencies of the Agency's implementing officer;

o) Performs any other duties assigned by law or sub-legal acts.

## **Article 11**

### **Duties of the Standards, Statistics, and Innovation Sector**

The main duties of the sector are as follows:

- a) Contributes to the drafting, development, and implementation of various standards for the execution of the Agency's mission and activities with quality, security, and efficiency;
- b) Contributes to drafting standards for each phase of the process related to cannabis plant cultivation, processing, and production of products and by-products for medical and industrial purposes;
- c) Participates in the review of entity applications and continuously monitors compliance with Good Agricultural and Collection Practices (GACP), Good Manufacturing Practices (GMP), and international standards (ISO) and traceability, as well as supervises their implementation in collaboration with the relevant cannabis monitoring unit for medical and industrial purposes;
- ç) Contributes to the establishment, management, and administration of the Registry as a state database containing all information on licensed and permitted entities;
- d) Is responsible for collecting, analyzing, and interpreting various statistical data related to the institution's activities;
- dh) Is responsible for the development and use of new technologies and ideas to create added value within the institution and its field of activity;
- e) Cooperates with international organizations and donors;
- ë) Is responsible for attracting foreign funding, coordinating the identification and initiation of projects, assessing their feasibility and benefits;
- f) Cooperates with government institutions to implement innovative processes and services and participates in projects related to the digitalization of Agency work management processes;
- g) Contributes to the drafting of bilateral or multilateral cooperation agreements with third parties;
- gj) Performs other tasks provided in the legal framework in force and/or assigned by the General Director.

## **Article 12**

### **Duties of the Authorizations, Permits, and Licensing Sector**

The main duties of the sector are as follows:

- a) Prepares procedures and documentation for the licensing process of entities, including publishing notices, assessing compliance with conditions and criteria outlined in the legal



framework, reviewing, and preparing applicants' files for medical-purpose licensing, and submitting them to the Licensing Commission for decision-making;

b) Manages and processes changes and deviations from previously planned measures in the business development plan, modifications in the submitted documentation at the time of licensing application, and changes in data related to third-party entities or the termination of agreements concerning activities partially or entirely conducted by third-party entities;

c) Reviews legal aspects regarding requests for approval of changes submitted by the license holder and coordinates the preparation of documentation with recommendations on specific measures for decision-making, which will be forwarded by the Agency to the Minister of Health;

ç) Prepares documentation related to the issuance of export authorizations for cannabis and cannabis products for medical and industrial purposes;

d) Coordinates the verification process of licensed entities and proposes administrative measures such as fines, activity bans, suspension, and revocation of licenses for licensed and permitted entities, in accordance with the law, and submits them for review to the Licensing Commission or the relevant unit within the responsible ministry for agriculture;

dh) Prepares documentation related to the assessment of requests for the sale of shares by partners of licensed or permitted entities and submits proposals for approval to the General Director;

e) Verifies compliance with licensing conditions every three years and, in cases of non-compliance, proposes either suspension or revocation of the license or prepares the documentation to request the entity to fulfill conditions within a 30-day period;

ë) Reviews the operational regulations of licensed entities and prepares proposals for approval/rejection by the General Director of the Agency;

f) Ensures the implementation of the legal framework in force by the Agency;

g) Coordinates and contributes to the preparation of regulations, guidelines, and methodologies for standardizing Agency employees' work processes and standards, which will be proposed for approval to the Minister of Health;

gj) Contributes to the drafting of agreements and sub-legal acts in implementation of Law No. 61/2023 and proposes amendments to the existing legal framework;

h) Performs other tasks provided in the legal framework in force and/or assigned by the General Director.

## **Article 13**

### **Duties of the Personnel Security Sector**

The main duties of the sector are as follows:

- a) Coordinates the process of verifying the integrity of employees of the Agency and employees of licensed entities according to the Joint Instruction of the Minister of Health and Social Protection, the Minister of Agriculture and Rural Development, and the Minister of Interior, No. 274, dated 16.05.2024, "On defining procedures, deadlines, criteria, and necessary documentation for verifying the integrity of employees of the National Agency for Cannabis Control or of licensed or permitted entities, as well as ethical and professional criteria";
- b) Collects documentation and coordinates work processes related to drafting the final report and forwarding it for decision-making to the General Director on whether the applicant/Agency employee/employees of licensed entities meet the integrity criteria;
- c) Recommends to the General Director possible alternative solutions within the legal and technical framework for encountered issues or specific cases presented for resolution;
- ç) Initiates integrity verification procedures when there are indications or information regarding non-compliance with provisions by agency employees or entities;
- d) Manages official communication related to assigned responsibilities arising from the integrity verification process;
- dh) Maintains contact and communicates with law enforcement agencies or other institutions to fulfill its functions, as well as cooperates with law enforcement agencies and state structures to preserve the integrity of employees of licensed or permitted entities and prevent criminal acts;
- e) Contributes to organizing training for Agency staff on integrity matters and handling documents containing classified information and assists them in this process;
- ë) Contributes to the preparation of agreements and by-laws in implementation of Law 61/2023 and proposes changes to the current legal framework;
- f) Performs other duties as provided in the applicable legal framework and/or assigned by the General Director.

## **Article 14**

### **Duties of the Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Industrial Purposes**

1. The Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Industrial Purposes has the mission of coordinating and carrying out

supervisory, monitoring, and inspection activities in compliance with the law regarding the cultivation and processing of cannabis plants for industrial purposes and the production of its products and by-products, transportation, and monitoring the implementation of this law. It fulfills its mission in collaboration with other structures within the Agency and, when necessary, coordinates the process with other institutions and the responsible ministries for agriculture, health, and law enforcement.

2. The main duties are:

- a) Supervises, monitors, and inspects the activities of permitted entities in accordance with the conditions and criteria defined in the relevant permit, as well as with the provisions in the approved production plan;
- b) Supervises the implementation of standards for every stage of the cannabis plant cultivation process, according to the provisions of the applicable legal framework;
- c) Supervises the use and planting by permitted entities of seeds and seedlings imported or produced in the Republic of Albania, in compliance with the legislation in force on planting and propagating plant material, and ensures that entities cultivate only seeds and seedlings registered with the responsible institution for seed and seedling registration and that they are imported only by licensed and authorized import entities;
- ç) Conducts supervision, controls, and inspections according to Law No. 61/2023 and, when necessary, coordinates the process with other institutions;
- d) Ensures that inspections are carried out in full compliance with established procedures and, for any violations found, proposes measures as provided in Law 61/2023;
- dh) Coordinates work with responsible state authorities for the registration and immediate inclusion in the national seed and seedling catalog, which are accompanied by distinctness-uniformity-stability (DUS) testing;
- e) If it is determined that an entity has planted or cultivated quantities different from those specified in the permit or other varieties, orders their destruction and proposes appropriate sanctions;
- ë) Carries out sample collection and coordinates the testing process with respective authorized laboratories, in accordance with the applicable legal framework;
- f) Proposes to the General Director cadastral areas where cannabis for industrial purposes will be cultivated;
- g) Drafts a joint report with the responsible ministry for agriculture on lands that meet the standards for cannabis cultivation for industrial purposes. The joint report is presented to the Minister responsible for agriculture. The Council of Ministers, by November 30 of each calendar

year, approves the cadastral areas where, starting from January 1 of the following year, cannabis cultivation for industrial purposes is permitted;

gj) Controls and inspects, based on the permit, the premises and headquarters where the activities of permitted entities are carried out;

h) Cooperates with responsible customs structures to monitor the import regime of seeds and seedlings, as well as the export regime for industrial cannabis materials, products and by-products;

i) Takes measures for the seizure and destruction of cannabis plants or its by-products, according to the provisions of Law No. 61/2023;

j) Supervises the cannabis plant destruction process and ensures compliance with environmental protection and public health standards;

k) Cooperates with other competent authorities to fulfill the objectives and obligations arising from international agreements to which the Republic of Albania is a party;

l) Contributes to drafting regulations, guidelines, and methodologies for standardizing the processes and work standards of Agency employees;

ll) Exchanges information with the general jurisdiction prosecutor's offices, the special prosecutor's office/national investigative bureau, the state police, and other competent authorities in implementation of Law No. 61/2023 and for drafting bilateral or multilateral cooperation agreements with them;

m) Cooperates and exchanges information with the State Police and other national or international institutions with which Albania has agreements in the fight against the use, trafficking of narcotics and psychotropic substances, and the laundering of the proceeds of illegal activity;

n) Prepares the complete practice and proposes to the General Director the imposition of administrative fines and the prohibition of activities of permitted entities, according to the provisions in Law No. 61/2023;

nj) Works closely with the Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Medical Purposes to fulfill its mission and that of the Agency;

o) Proposes updates to monitoring procedures based on field inspections;

p) Performs any other duty assigned by law or sub-legal acts.

## Article 15

### **Duties of the Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Medical Purposes**

1. The Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Medical Purposes has the mission of coordinating and carrying out supervisory, monitoring, and inspection activities in accordance with the law regarding the cultivation and processing of cannabis plants for medical purposes, the production of its products and by-products, transportation, and monitoring the implementation of this law. It fulfills its mission in cooperation with other structures within the Agency and, when necessary, coordinates the process with other institutions and the structures of the ministries responsible for agriculture, health, and public order.

2. Its main duties are:

- a) Supervises, monitors, and inspects the activities of licensed entities in accordance with the conditions and criteria set in their respective licenses and the approved production plan.
- b) Oversees the implementation of standards at every stage of the cannabis plant cultivation process as per the current legal framework.
- c) Supervises the use and planting of imported or domestically produced cannabis seeds and seedlings by licensed entities, ensuring compliance with current legislation on plant reproductive material and their registration in the national catalog. It also ensures that entities cultivate only seeds and seedlings registered with the responsible institution for seed and seedling registration and that they are imported only by entities holding permits and import authorizations.
- ç) Conducts supervision, controls, and inspections in accordance with Law No. 61/2023 and, when necessary, coordinates the process with other institutions.
- d) Coordinates with the relevant state authorities to register and immediately include seeds and seedlings in the national catalog, ensuring they are accompanied by distinctness, uniformity, and stability (DUS) testing.
- dh) If an entity is found to have planted or cultivated amounts different from those authorized, or unauthorized varieties, it orders their destruction and proposes the appropriate sanctions.
- e) Takes samples and coordinates the testing process with authorized laboratories in compliance with the legal framework.
- ë) Inspects and monitors, based on the license, the facilities and premises where licensed entities operate.
- f) Collaborates with customs authorities to monitor the import regime of seeds and seedlings and the export regime of industrial cannabis substances, products, and by-products.
- g) Takes measures to seize and destroy cannabis plants or their by-products in accordance with Law No. 61/2023.
- gj) Oversees the destruction process of cannabis plants and ensures compliance with

environmental protection and public health standards.

h) Cooperates with other competent bodies to fulfill objectives and obligations arising from international agreements to which the Republic of Albania is a party. It also submits to the Minister of Health a report on land requested by licensed entities that meet the standards for cannabis cultivation for medical purposes, for approval by the Council of Ministers.

i) Maintains ongoing cooperation with the European Monitoring Centre for Drugs and Drug Addiction and the International Narcotics Control Board.

j) Contributes to drafting regulations, guidelines, and methodologies for standardizing processes and work standards for Agency employees.

k) Conducts verifications as provided by Law No. 61/2023, either on its own initiative or upon request. If, after verification, the Agency deems it necessary to take measures for the suspension or revocation of a license, it forwards the case for review to the Licensing Commission.

l) Exchanges information with general jurisdiction prosecutors, the Special Prosecution Office/National Bureau of Investigation, the State Police, and other competent authorities in accordance with Law No. 61/2023.

ll) Cooperates and exchanges information with the State Police and other national or international institutions with which Albania has agreements on combating drug use, trafficking of narcotics and psychotropic substances, and the laundering of the proceeds of illegal activity.

m) Prepares full documentation and proposes to the General Director the imposition of administrative fines and the prohibition of activities for licensed entities in accordance with Law No. 61/2023.

n) Works closely with the Directorate for Supervision, Control, and Inspection of the Cultivation, Production, and Circulation of Cannabis for Industrial Purposes to fulfill its mission and that of the Agency.

nj) Performs any other duties assigned by law or by sub-legal acts.

## **Article 16**

### **Duties of the Directorate of General Services**

1. The Directorate of General Services is responsible for coordinating work to ensure and support the entire activity of the Agency through logistics and human resources, based on the principles of legality and current legislation.

2. Its main duties are:

a) Ensures the provision of all necessary resources for the institution to function normally and efficiently.

b) Analyzes and assesses service performance, identifying potential legal issues to improve

their quality and efficiency.

- c) Drafts the needs for goods, services, and investments of the Agency in compliance with the current legal framework and submits them to the responsible person for procurement/the procurement commission established by order of the head of the contracting authority or the authorized person.
- ç) Manages the Agency's human resources, administers the primary register, personnel files, and employment record book, in accordance with relevant legislation.
- d) Records personnel attendance and verifies compliance with regulations and working hours of the Agency staff.
- dh) Works closely with the unit responsible for background checks to complete personnel files and implement all legal obligations under the current legal framework.
- e) Ensures the safekeeping and maintenance of the institution's official seals in full compliance with current legislation.
- ë) Manages all incoming and outgoing correspondence in the Agency as well as all internal documentation submitted by employees to the protocol/archive, in accordance with current legislation on archives.
- f) Takes measures to ensure compliance with legal provisions in the current legislation on archives regarding the technical-scientific processing and preservation of documentation.
- g) Implements current legislation on receiving, sending, registering, circulating, utilizing, duplicating, and archiving classified "state secret" information.
- gj) Takes responsibility for the administration and preservation of the Agency's material assets.
- h) Performs any other duties assigned by law or by sub-legal acts.

## **Article 17**

### **The Licensing Commission**

1. The Licensing Commission is established and operates within the Agency to support it in exercising its competencies, in accordance with its role and responsibilities as provided by Law No. 61/2023.
2. The Commission consists of seven (7) members with the following composition:
  - a) Three (3) representatives from the ministry responsible for health;
  - b) One (1) representative from the ministry responsible for public order and security;
  - c) Two (2) representatives from the ministry responsible for agriculture;
  - ç) One (1) representative from the ministry responsible for the economy.
3. The Chairperson of the Commission is one of the representatives from the ministry responsible for health. The nominal names of the members of the Licensing Commission are appointed by order of the respective ministers.

4. The organization and operation of the Commission are regulated by order of the minister responsible for health.
5. The functions of assistance and logistical support for the Licensing Commission are carried out by the Agency through staff designated by the General Director, who serve as the technical secretariat for the Commission's meetings.
6. The meetings of the Licensing Commission are held at the Agency's premises, except in special and justified cases when authorized by the General Director. The meetings are documented through audio recording (CD) and minutes (or transcripts) prepared by the technical secretariat.
7. The technical secretariat/protocol officer of the Agency ensures that, in all cases, the audio recording CD, minutes (transcript), decision, and all documentation of the Licensing Commission meetings, deposited with the Agency, are preserved and archived in accordance with the applicable legislation on archives.

## **Article 18**

### **Public Procurement Procedures in the Agency**

1. The head of the Agency's contracting authority or a person authorized by them supervises the entire activity of the contracting authority and is responsible for procurement in accordance with public procurement legislation, ensuring compliance with the principles of equal treatment, transparency, competition, and non-discrimination.
2. At the beginning of each year, the head of the Agency's contracting authority or their authorized person appoints: the responsible person(s) for public procurement, as well as the procurement unit, commissions, and/or working groups involved in the procurement process and contract implementation.
3. The structures established according to point 2 are responsible for fulfilling their duties and responsibilities as stipulated by public procurement legislation.
4. Procurement procedures are continuously managed by the responsible person(s) for procurement, who carry out the following tasks:
  - a) Ensuring necessary data from the Directorate of General Services within the Agency and preparing the procurement planning and implementation registers;
  - b) Managing procurement records in the forecasting and implementation register within the electronic procurement system of the Public Procurement Agency;
  - c) Selecting the type of procurement procedure (and justification, when applicable) when this is not carried out by other designated structures;
  - ç) Drafting the procurement order;
  - d) Preparing tender documents and gathering all necessary materials attached to them;
  - dh) Drafting and sending announcements for publication within the required deadlines;



- e) Drafting and sending invitations to participate to candidates invited to a procurement procedure, if applicable, justifying their selection;
- ë) Managing all records related to the procurement process, including meeting minutes when applicable, and documentation of procedures determining the winning bidder;
- f) Drafting contracts for purchases or services resulting from procurement procedures;
- g) Calculating the price of tender documents provided to economic operators upon their request, when applicable;
- gj) Coordinating work with the Public Procurement Agency in preparing tender documents to ensure efficiency and compliance with the relevant legislation;
- h) Managing communication with economic operators involved in the appeal process for any decision within the complaint review process, as provided in public procurement legislation;
- i) Administering written documentation (originals or notarized copies) from the winning economic operator before contract signing by the contracting authority;
- j) Following the procedures for the confiscation of the bid security as specified in public procurement legislation;
- k) Administering contract security before contract signing by the contracting authority;
- l) Submitting the contract implementation plan and the contract performance report to the Public Procurement Agency, as required by public procurement legislation;
- ll) Performing other tasks assigned by the General Director or stipulated in the applicable legal framework.

## **Article 19**

### **Assignment of Substitute for Duties**

1. In cases of absence or temporary incapacity, the heads of structures within the Agency authorize in writing a substitute.
2. The head of a sector is replaced by the highest-ranking employee with the longest tenure within the sector or the best work evaluation. The director of a directorate is replaced by the sector head with the longest tenure in the directorate/ the highest-ranking employee with the longest tenure within the directorate, or the best work evaluation. The coordinator under the General Director is replaced by an employee designated by the General Director.
3. Substitution in the performance of duties is done by order of the General Director, based on a proposal from the respective structure head when possible. A copy is deposited with the protocol/archive office, which is responsible for notifying the relevant structure/employee about the substitution.
4. The substitution order specifies:
  - a) The substitute person;

- b) Their current position;
  - c) The period of substitution.
5. In cases of absence or temporary incapacity of employees in the positions of "Coordinator," "Specialist," and "Driver," their main job duties are assigned to another employee within the unit, following the procedures specified in points 3 and 4 of this article.
  6. Any substitution in the performance of duties made in violation of the provisions of this article is invalid.

## **Article 20**

### **Collaboration Between Employees Responsible for "Finance Functions"**

1. Based on Law No. 10296, dated 08.07.2010, "On Financial Management and Control," as amended, every public entity appoints an Implementing Officer responsible for fulfilling the duties outlined in the law and other sub-legal acts deriving from it.
2. The responsibilities of the Agency regarding financial planning, implementation, accounting, and financial reporting, or "finance functions," are carried out by employees as specified below.
3. The designated Implementing Officer has the following duties:
  - a) Ensuring that financial documents/orders are approved in compliance with legality, regularity, and the principles of economy, efficiency, and effectiveness;
  - b) Executing and monitoring the use of the Agency's budgetary funds, in accordance with financial management and control legislation, and reporting any issues arising during implementation;
  - c) Supervising and effectively managing employees under their functional authority while maintaining their professional standards;
  - ç) Safeguarding and protecting the Agency's assets and documentation against loss, theft, misuse, and unauthorized use;
  - d) Identifying risks, creating a risk registry, assessing, and controlling risks that could jeopardize the Agency's objectives;
  - dh) Performing other tasks assigned by the General Director or as specified in the legal framework and job description.
4. The employee in the position of finance coordinator has the following duties:
  - a) Evaluating the financial aspects of applications for licenses/permits related to medical or industrial cannabis production and monitoring these aspects continuously;
  - b) Preparing the final budget document and coordinating efforts in drafting the Agency's budget in collaboration with the Implementing Officer;
  - c) Preparing the project for the detailed allocation of the Agency's funds and submitting it for

approval to the General Director through the Implementing Officer;

ç) Implementing the Agency's annual budget and tracking all budgetary movements, including increases and reductions throughout the year;

d) Preparing monthly payrolls, social and health insurance payments, supplementary insurance, income tax, and other financial obligations, while ensuring compliance with legal deadlines;

dh) Preparing expenditure orders and documenting all the Agency's financial transactions, forwarding them to the Implementing Officer for action;

e) Calculating and preparing documentation for travel expenses, per diems for domestic and international travel, in accordance with applicable legislation;

ë) Recording monthly expenses, preparing a monthly summary report, and reconciling with the Treasury branch;

f) Ensuring that license issuance fees for applicant entities are collected and prepaid before the Agency provides the service;

g) Recording realized revenues and reconciling them with the Treasury branch;

gj) Complete, accurate and timely recording and accounting for all the Agency's financial transactions and preparing financial statements in accordance with applicable legislation;

h) Preparing and sending employees a monthly payroll statement, including gross and net salary components, paid contributions, deductions from salary, etc.;

i) Collaborating with the Implementing Officer and the specialist in charge of finance functions within the General Services Directorate regarding the fulfillment of duties;

j) Exchanging documentation with the Implementing Officer and the specialist in charge of finance functions through memos;

k) Performing other duties provided in the applicable legal framework, job description, and/or assigned by superiors/the General Director.

5. The employee in the General Services Directorate, in the position of specialist regarding finance functions, has the following duties:

a) Preparing records on fuel consumption and maintenance expenses, ensuring efficiency in asset usage;

b) Following procedures for vehicle inspections, insurance, and other taxes related to the Agency's vehicles;

c) Managing the Agency's material and monetary values;

ç) Receiving and recording all material assets entering the warehouse through a written report;

d) Ensuring the warehouse is operational and meets material supply needs;

dh) Maintaining accurate warehouse entry and exit records for material stock;

e) Distributing goods according to needs and respective approvals;

ë) Conducting monthly reconciliation of warehouse material values with the finance function coordinator;

f) Collaborating with the finance function coordinator and the Implementing Officer to fulfill assigned duties;

g) Exchanging documentation with the Implementing Officer and the finance function coordinator through memos;

gj) Performing other duties provided in the applicable legal framework, job description, and/or assigned by the superior/General Director.

## CHAPTER III

### IMPLEMENTATION OF ETHICAL RULES AT WORK

#### Article 21

#### **Performance of Duties by Agency Employees**

In compliance with the principle of performing duties in accordance with the applicable legislation, independently from political views, and without obstructing the implementation of policies, decisions, or legal actions of public administration institutions, the Agency staff is obliged to follow and implement these rules:

- a) While performing functional duties, they must correctly and faithfully enforce the law and general state policies, respect the separation of competencies, and act in defense of the public interest.
- b) They bear full responsibility for the legality of any action or inaction during the performance of their duties.
- c) They perform their functional duties while guaranteeing fundamental human rights and freedoms and ensuring equal treatment before the law, in accordance with the applicable legislation.
- ç) They take the necessary measures to prevent illegal actions and are required to inform their superiors and report to competent authorities any cases of abuse, theft, fraud, corruption, or other offenses they may observe in the course of their duties.
- d) If they suspect that a superior has issued an illegal order, they must immediately inform the superior of the employee who gave this order and request written confirmation. They are not obliged to comply with an order they deem illegal but must provide written justification for not executing the assigned duty/order. If the refusal lacks legal grounds, it constitutes a reason for disciplinary action against the employee.
- dh) In any case, failure to comply with lawful orders or issuing unlawful orders constitutes grounds for disciplinary proceedings by the direct superior/General Director, in accordance with the provisions of the Labor Code, the employment contract, and this regulation.

## **Article 22**

### **Principles of Duty Performance**

1. In compliance with the principles of honesty, impartiality, efficiency, and public interest, and with the aim of ensuring that their behavior enhances public trust in the integrity, impartiality, and effectiveness of public service, the Agency staff must follow and implement these rules:

a) They perform their duties in compliance with and in implementation of the applicable legal framework.

b) In all circumstances, the Agency's staff acts with high moral and professional integrity in fulfilling administrative activities.

c) Their personal conduct must reflect honesty, promote the highest ethical and moral values, and encourage other employees to act in accordance with these values.

d) They must be impartial, reliable, transparent, and effective, completing functional duties with discipline and on time while respecting the public interest.

e) They must use working hours effectively to responsibly and accurately complete their functional duties, contributing to improved administrative performance.

f) During duty execution, the Agency's staff must:

i. Follow the principles of debureaucratization and efficiency, ensuring that administrative procedures are conducted as quickly as possible, within legal deadlines, at minimal cost, and without hindering colleagues' or other Agency structures' work.

ii. Provide objective opinions and recommendations based on knowledge and professional experience, ensuring that public and institutional interests take precedence over personal interests.

iii. Complete tasks on time and with responsibility, without renouncing decision-making competencies. Any delay in fulfilling duties must be justified, and task assignments must comply with the applicable legislation.

iv. Prioritize and handle assigned matters based on their importance, urgency, and/or chronological order. In case of uncertainty regarding priorities, they must seek clarification from their hierarchical superior.

v. Engage in professional development by participating in training sessions, seminars, and activities that enhance their skills and knowledge.

vi. Ensure that information is published in accordance with the legal framework on the right to information, respecting individuals' rights and confidentiality standards.

g) Agency employees must carefully review all individual requests and provide appropriate responses. Matters that they, in consultation with their superior, deem outside their competence must be promptly forwarded to the competent institution, while always informing the requester accordingly.

## **Article 23**

### **Conflict of Interest**

1. In compliance with the principle of preventing private interests from conflicting with their public position, avoiding conflicts of interest, not exploiting their position for private gain, refraining from arbitrary actions, and respecting the personal rights and interests of third parties, the Agency staff must follow and implement these rules:

- a) They must avoid any situation that creates a conflict of interest while performing their duties, declare their private interests to the Directorate of General Services, and adhere to legal provisions on preventing conflicts of interest in public functions.
- b) They must avoid engaging in activities that constitute, may constitute, or will constitute a conflict of interest of any kind, as defined by the applicable legislation.

2. The provisions of Law No. 9367, dated 07.04.2005, "On the Prevention of Conflicts of Interest in the Exercise of Public Functions," as amended, apply to all Agency employees, external advisors contracted by the institution under the applicable legal framework, and members of the Licensing Commission operating within the Agency.

## **Article 24**

### **Use of Official Information and Confidentiality**

1. In compliance with the principle of maintaining the confidentiality of information in their possession and using such information in accordance with the legislation on the right to information, the Agency staff must follow and implement these rules:

- a) They must ensure that public information is provided in accordance with the provisions of the legislation on the right to information, provided that such information is not restricted and has been approved for release by the General Director.
- b) They must maintain the confidentiality of the information they possess, without obstructing the fulfillment of obligations under the legislation governing access to official documents.
- c) They may not use information obtained through their duties for private purposes.
- ç) They must protect, safeguard, and refrain from disclosing official information even after leaving their position. In cases of confidential information, regulations will follow the applicable legal framework.
- d) They must ensure that any publication or transmission of personal memoirs related to their duties is always in line with confidentiality principles.
- dh) They may not distribute or publish official documents managed by the institution without prior authorization from their superiors and the General Director, except for materials officially

published on the institution's website under the transparency program.

e) They must comply with provisions on personal data protection and cybersecurity to prevent unauthorized access and ensure the credibility and integrity of official information.

2. A former Agency employee must not work for private entities or organizations related to the Agency's field of activity or represent any person or organization in a conflict or relationship with the Agency for a period of two years after leaving their position.

3. If an individual assumes a new role within the two-year period and there are doubts about whether the activity falls within the conditions specified in point 2 of this article, they must inform the Directorate of General Services of the Agency about their intent to engage in another employment relationship. The Directorate of General Services will assess the information to determine whether the activity falls within the specified conditions, notify the General Director of the Agency, and then provide the former employee with a written decision within five (5) working days of receiving the request.

4. Reporting is not required for activities related to:

a) Charitable or humanitarian activities.

b) Activities stemming from political, trade union, philosophical, or religious beliefs, as well as cultural activities.

c) Simple management of assets or personal/family property in a private capacity when unrelated to the Agency's field of activity.

d) Academic activities.

e) Employment in public administration.

## **Article 25**

### **Conduct and Ethics of Agency Staff**

1. In adherence to the principle of ethical conduct in relations with superiors, colleagues, and subordinates, the Agency's staff (employees within the Agency's organizational structure and External Advisors) are obligated to follow and implement the following rules:

a) The communication of Agency staff must be characterized by ethics, politeness, and mutual respect. Verbal and non-verbal communication (body language, gestures, tone of voice, eye contact, maintaining physical distance, etc.) must be appropriate, without using offensive or prejudicial language for any reason. In the workplace, communication should not be conducted in a loud voice, nor should inappropriate expressions be used.

b) The Agency's staff must avoid situations, actions, and behaviors that damage or may damage the public administration's image. Acts that undermine the public administration's image include but are not limited to:

- i. The use of any type of drugs.
- ii. Engaging in excessive behavior in bars, restaurants, parks, or other public spaces.
- iii. Frequenting inappropriate venues, events, or places that may harm or raise doubts about their moral integrity.
- iv. The improper use of media and social networks.
- v. The production and publication, in any form, of photos/videos of oneself, colleagues, work premises, or work processes for purposes unrelated to official duties or activities.

c) In interactions with the public during administrative procedures, the Agency's staff ensures the respect and protection of the rights of the involved individuals effectively. They must inform parties of their rights and obligations and warn them of the legal consequences of their actions or inactions.

ç) The Agency's staff must follow the rules and procedures for internal official communication, whether written, electronic, or verbal, while respecting hierarchy and accountability.

ç) Entry and exit from the workplace must comply with the official working hours established by applicable legislation unless otherwise authorized by the General Director for objective reasons.

d) During official working hours, Agency staff should not visit places unrelated to their work unless required by their functional duties.

dh) The use of mobile phones during meetings and work gatherings is prohibited.

e) In any case, the use of mobile phones should not disturb colleagues during work.

ë) Mobile phones should only be used for work-related purposes during office hours. Staff must keep their phones on to maintain uninterrupted communication.

f) Accessing and using social media during working hours is strictly prohibited, except in cases authorized by the General Director for work purposes.

g) Smoking is prohibited in work premises, offices, and hallways of the Agency.

gj) The consumption of alcoholic beverages or other prohibited substances during working hours is not allowed.



h) Agency staff participating in activities, meetings, or work conferences outside their workplace or city must inform their direct supervisor, the General Director, and the Director of General Services in writing.

i) Before undertaking official visits and work trips abroad, Agency staff must obtain prior approval from the General Director or an authorized person. Within five days after completing the trip, they must prepare an informative report on the activities/meetings attended for the General Director.

j) The Agency's staff, in compliance with the obligation to safeguard and protect institutional property, work tools, equipment, goods under institutional management, and official documentation, must ensure their use solely for official purposes. In case of malfunction of office equipment or inventory, they must immediately notify their supervisor and the General Services Directorate.

k) The Agency's staff must adhere to the law "On Ethics Rules in Public Administration" and the general rules of professional ethics and workplace discipline, as per the applicable legislation.

## Article 26

### Appearance and Dress Code

1. The appearance and dress code of the Agency's staff must be dignified and professional, in accordance with their role. Attire should meet professionalism and modesty standards, avoiding any impression of inappropriateness or damage to the institution's image.
2. For all staff and managers who are in direct contact with foreign partners, state and non-state institutions, and third parties, the dress code is as follows:
  - a. **Men:** Suit.
  - b. **Women:** Blazer, shirt or blouse with sleeves, formal skirt or trousers, or a dress with sleeves.
  - c. For staff who do not interact with third parties, the dress code is:
    - Men: Blazer, formal trousers, long-sleeved shirt.
    - Women: Formal blouse or shirt with sleeves, formal skirt or trousers, or a dress with sleeves.
3. While inside the institution's premises, all employees must wear their Agency-issued identification card visibly over their upper clothing.

## **Article 27**

### **External Activities**

1. The external activities of the Agency's employees are permitted only if they do not interfere with the fulfillment of their official duties and responsibilities.
2. An Agency employee cannot engage in an external activity if:
  - It creates or appears to create a conflict of interest with their official position.
  - The employee's mental or physical engagement in such activity affects the proper execution of their official duties, obstructs, or makes their work difficult.
  - The activity compromises their personal image or that of the institution.
  - The activity is an extension of their official duties and requires the use of information obtained from their position.
  - The purpose of the activity contradicts the objectives of their official position.
  - It is a full-time occupation.
3. Participation in cultural, social, charitable, or sports associations, as well as serving in leadership roles within these associations, is not considered an impermissible external activity unless explicitly prohibited by law and/or it interferes with official duties.
4. Without authorization, an Agency employee may not testify as an expert before any judicial body or represent any physical or legal person, domestic or foreign, organization, entity, or foreign government if the Agency is a party or has a direct and significant interest in the matter under consideration.
5. Employees must officially notify their direct supervisor and the Human Resources officer about any external activity they intend to undertake, providing a brief description of the activity, its objectives, and the organization's purpose.
6. Based on the provided information, the direct supervisor, in collaboration with the Human Resources officer, verifies whether the external activity is permissible under this decision. The General Director decides on the activity's approval or rejection, and the decision is communicated in writing by the General Services Directorate.
7. If an employee, with the General Director's approval, engages in teaching, training, or other activities during official working hours, they are required to compensate for the missed hours within the same week, after official working hours.

8. If an employee was engaged in external activities before employment at the Agency, they must notify the General Director and Human Resources officer in writing and obtain their approval to continue such activities.
9. In all cases, fulfilling duties at the Agency takes precedence over engaging in external activities.
10. The General Director may revoke the permission for external activities at any time if they determine that it hinders the employee's duties or affects the Agency's operations and reputation.

## **Article 28**

### **Gifts and Favors**

1. The Agency's staff must not request or accept, directly or indirectly, for themselves, their family, relatives, or individuals or legal entities with whom they have a relationship:
  - a) gifts, favors, receptions, or any other benefits, as well as promises thereof, which are given due to their position, with any gainful effect for the donor or third parties, that influence or appear to influence the impartiality of duty execution, or that serve as a reward for the manner in which the duty is performed;
  - b) invitations to various receptions, promises, free offerings, or discounts on services, entertainment, vacations, transport, or travel;
  - c) benefits in the form of scholarships and/or insurance.
2. The Agency's staff must not, directly or indirectly, request, offer, or mediate the giving of gifts to a higher-ranking official or their relatives, nor request or accept gifts from a lower-ranking official or their relatives due to official roles and relationships.
3. A gift is considered indirectly received when it is given to the employee's family, relatives up to the second degree, persons or organizations with whom the employee has had or has business or political connections, based on the request, recommendation, or instruction of the employee.
4. The rules set out in paragraphs 1, 2, and 3 of this article do not apply to ordinary invitations or when other colleagues or officials are invited, to traditional hospitality, symbolic or customary gifts, and gestures of courtesy within the normal boundaries of tradition, customs, kinship relations, and daily practice, as long as they do not create doubts about the employee's impartiality.
5. The Agency's staff may accept gifts from foreign governments or international organizations within the normal limits of hospitality, courtesy and protocol, provided they do not exceed the traditions and customs of the country where they are given, do not compromise the employee's objectivity, honesty, and impartiality, and do not damage the image and integrity of the Republic of Albania.

6. The Agency's staff may retain permitted gifts without the obligation to declare them if they do not exceed a value of 10,000 (ten thousand) ALL per gift. If the employee is unsure about the value of the gift, they must inform their direct supervisor and request an evaluation from the responsible human resources officer.
7. Gifts accepted by the Agency's staff from any delegation or individual, exceeding the specified value, due to their position, must be declared within 30 (thirty) days to their superiors as well as to the General Services Directorate.
8. The responsible human resources officer evaluates the gifts and inventories those exceeding a value of 10,000 (ten thousand) ALL. Such gifts are stored in a designated place and may be used for institutional purposes.
9. Gifts of artistic, museum, or historical value must be handed over to specialized institutions.
10. Gifts that cannot be returned are managed in accordance with Law No. 9131, dated 8.9.2003, "On the Rules of Ethics in Public Administration."
11. Under no circumstances should the Agency's staff accept monetary gifts. If an employee wishes to keep a gift exceeding the value of 10,000 (ten thousand) ALL, they must pay the difference in value as determined by the institution's evaluation.
12. All gifts leading to a conflict of interest, as per the applicable legislation, are prohibited regardless of their value.
13. The Agency's staff must not undertake or promise any actions regarding the execution or non-execution of administrative acts within their competence or that of colleagues, which could result in bias in the performance of their duties.

## CHAPTER IV

### RULES FOR PERSONNEL

#### Article 29

#### **Regulation of Employment Relations**

1. The employment relations of the Agency's staff are regulated in accordance with the Labor Code.
2. The appointment, dismissal, and termination of Agency employees are executed by order of the General Director. The recruitment of employees within the Agency's organizational structure is based on open competition following a procedure approved by the General Director.

3. Employment relations commence with the act of appointment and are further formalized through an individual contract based on the Labor Code.
4. A work contract is normally concluded after the candidate successfully passes the integrity verification process. Exceptions apply in cases of urgent Agency needs to fill vacant positions, in which case a temporary work contract may be concluded until the integrity verification process is completed. This contract is conditional on successfully passing the verification. If the employee does not meet the integrity criteria, the work contract is immediately terminated. The General Director of the Agency determines which candidates, based on institutional needs, may begin work before the completion of integrity verification. In any case, employees who have not passed the verification process cannot be involved in the licensing process of subjects.
5. The individual work contract is signed by both parties and includes a three-month probationary period.
6. General admission requirements, ethical and professional criteria, and employee integrity verification procedures are regulated by a separate directive.
7. Job descriptions, specific ethical and professional criteria for positions, and vacancy announcements for employees within the Agency's organizational structure are approved by the General Director.

## **Article 30**

### **Recruitment Procedure**

1. The procedures for recruiting employees within the Agency's organizational structure, for filling vacant positions, and for evaluation methods are regulated by a separate instruction approved by the General Director.
2. The recruitment of employees within the Agency's organizational structure is conducted through open, transparent, and fair competition based on individual merit, in the following descending order:
  - a) lateral transfer within the same organizational structure of the Agency;
  - b) promotion within the same organizational structure of the Agency;
  - c) lateral transfer between different organizational structures of the Agency;
  - ç) promotion between different organizational structures of the Agency;
  - d) open competition for entry into the Agency.
3. The announcement of competitions for vacant positions for lateral transfers or promotions is electronically communicated to all Agency employees by the General Services Directorate. The announcement for open competition is published on the Agency's official website based on institutional needs.

4. The competition announcement includes general and specific ethical-professional criteria that candidates must meet, as well as the fields in which the competition will take place, deadlines, required documentation, and application procedures.
5. The procedure for evaluating candidates is conducted by a commission of at least three members appointed by the General Director of the Agency, in accordance with applicable legal provisions.
6. The engagement of external advisors is carried out through individual work contracts concluded on a case-by-case basis for a fixed or indefinite period, depending on the required time commitment. The selection of external advisors is made directly by the General Director based on their experience and the need for consultation on specific aspects.

## **Article 31**

### **Lateral Transfer and Promotion**

1. The procedure outlined in points 2 and 3 of Article 30 is followed to fill vacant positions within the structure. If the position is not filled through the lateral transfer or promotion procedure, then the recruitment process is opened for candidates from outside the Agency.
2. When filling the vacant position through the procedures specified in letters “a,” “b,” “c,” and “ç” of point 2 of Article 30, in addition to the general admission criteria and specific ethical-professional criteria, the candidate must also:
  - a) Have a performance evaluation score of no less than 70 points for a six-month period (two consecutive evaluations);
  - b) Not have any disciplinary measures in effect at the time of application.
3. A commission established by the General Director for filling vacant positions follows the procedures set out in the relevant guidelines.
4. After completing the verification and procedural steps as per the guidelines, the commission recommends the selected candidate to the General Director. The General Director may request a review of the procedure and the fulfillment of the criteria. If no objections arise, the General Director issues the appointment order for the new position.

## **Article 32**

### **Performance Evaluation**

1. The performance evaluation of employees within the Agency's organic structure is conducted continuously and every three months.

2. Performance evaluation is the process of verifying the overall achievement of objectives set at the beginning of the evaluation period, as well as assessing the employee's strengths and weaknesses in carrying out tasks. This process serves as a basis for objective decision-making regarding promotion, termination, and the identification of training and professional development needs.
3. Work performance evaluation is based on the following criteria:
  - a) **Work Quality** – Assesses the accuracy, attention to detail, and overall correctness of an employee's output, as well as its compliance with set standards and expectations.
  - b) **Timely Completion of Work** – Evaluates an employee's ability to complete tasks within the established deadlines, reflecting efficiency and time management skills.
  - c) **Collaboration Skills** – Assesses the ability to establish cooperative relationships with institutional representatives/partners and teamwork within the organization.
  - ç) **Managerial Skills** – Evaluates the ability to effectively utilize financial and human resources and, where applicable, the capacity to set priorities, define objectives, and organize work efficiently.
4. Each criterion is scored on a scale from 0 to 100 points, with a specific weight percentage assigned based on its importance in achieving objectives. The total score is the sum of all evaluated criteria. The first-quarter evaluation serves as the baseline score. As part of the continuous evaluation process, there will be increases and decreases in the initial scores, depending on mistakes or improvements observed in the employee's performance. The continuous evaluation cannot result in an increase or decrease of more than 20 points from the previous assessment. These adjustments are added to the previous evaluation, and the total score is calculated at the end of the evaluation period. If no new evaluation is conducted at the end of the quarter, the previous evaluation is considered confirmed. The total performance score cannot exceed 100 points or be lower than 0.
5. The minimum satisfactory score for an employee to be considered as effectively fulfilling their duties is 50 points. If an employee receives a score below 50 points for two consecutive evaluations (covering six months), this constitutes grounds for termination of employment with the Agency.
6. The performance evaluation of specialists and coordinators is conducted by the sector coordinator with managerial functions, confirmed by the director of the directorate, and approved by the General Director.
7. For directorates structured in a flat hierarchy, specialists and coordinators are evaluated by the director of the directorate, and the evaluation is approved by the General Director.
8. The sector coordinator with managerial functions is evaluated by the director of the directorate, with approval from the General Director.

9. The coordinator assisting the General Director and the director of the directorate is evaluated by the General Director.
10. Agency employees who achieve a performance score of at least 80 points over one year will be given priority for representing the Agency domestically or internationally and for participation in training programs.
11. Employees with an annual performance score between 50 and 70 points will be required to undergo a mandatory training program in collaboration with the Albanian School of Public Administration to enhance their skills for fulfilling their duties.
12. The evaluation form is submitted to the responsible HR employee and placed in the employee's personal file. The Director of General Services notifies each Agency employee of their performance evaluation via email within two (2) days of submission.
13. The scoring criteria for continuous performance evaluation, the specific weight percentages assigned to criteria based on job position, and evaluation forms are included in annexes 1, 2, 3, 4, 5, 6, and 7, which are an integral part of this regulation.

### **Article 33**

#### **Personnel File**

1. The personnel file within the Agency is individual and contains data in accordance with applicable legal and regulatory provisions for managing personnel files. It may include technical and professional records, disciplinary measures, periodic individual performance evaluations, and background verifications. The personnel file is managed by the Director of the Directorate of Support Services and is updated annually with new information.
2. The right to access the personnel file is granted only to entities specified by applicable legislation, including the employee to whom the file belongs, their direct supervisor, the personnel security unit with the approval of the General Director, the General Director, and other legally designated institutions.
3. Documentation related to background verification is managed by the responsible personnel security unit within each employee's personal file. Classified information is administered in accordance with applicable legislation.
4. The personnel file, as specified in point 1 of this article, has an inventory, and any additions are recorded accordingly.
5. Employees are responsible for the accuracy of the information provided for their personnel files and background verification. This is a key element in assessing their moral integrity, which is continuously evaluated.



6. Upon termination of employment, the employee's employment record book is returned. The employee may request a copy of their personnel file, which is made available by the Directorate of General Services.

## **Article 34**

### **Handover of Duties**

1. When an Agency employee leaves their position, the handover process must be conducted in the presence of their direct supervisor or an authorized representative through a written act of handover and related records.
2. An employee transferring to another position within the Agency must hand over their duties to their successor. If no successor is appointed, they must submit the handover to their direct supervisor or the protocol-archive and warehouse office. The handover must include all written and electronic documents (all work products created during their tenure to ensure continuity) and any equipment in their use.
3. Any pending official documents managed by the departing employee must be handed over to their direct supervisor, while completed documents are submitted to the protocol-archive office.
4. The handover process must also include the transfer of access credentials to programs, servers, networks, platforms, databases, computer systems, surveillance systems, and any other Agency systems.
5. Employees responsible for material or financial assets must hand over their assigned equipment and tools to the responsible inventory unit when leaving their position.
6. The handover of duties, documents, and work equipment must be completed within three (3) days from the date of the employment termination order. In exceptional cases, this period may be extended or shortened with employer approval.
7. The handover document is prepared in four (4) copies: One copy is submitted to the Agency's protocol-archive office; One copy is kept by the outgoing employee; One copy is given to the receiving employee; One copy is submitted to the human resources officer and included in the employee's personnel file.
8. If the departing employee does not appear for the handover, the process is conducted by a commission appointed by the Director General.
9. Failure to hand over duties, documentation, equipment, or work tools according to the rules and deadlines specified in this article and the termination order is considered a serious breach of duty and disciplinary misconduct. The employee will receive the highest disciplinary sanction as defined in this regulation.

10. The employment record book and a copy of the employee's personnel file, as well as the final salary payment, will only be issued after the employee has completed the handover process and settled any outstanding financial obligations.
11. For every departing employee, the Director of General Services submits a written confirmation to the Executive Officer verifying the full completion of the handover process, allowing for financial procedures related to the employee's final payment.

## **Article 35**

### **Weekly and Daily Working Hours**

1. The daily working hours are as follows: 8 hours and 30 minutes per day from Monday to Thursday and 6 hours on Friday. Work starts between 8:00-9:00 from Monday to Friday and ends between 16:30-17:30 from Monday to Thursday and between 14:00-15:00 on Friday. Employees have the flexibility to start work within the specified hours and adjust their finishing time accordingly to complete their daily working hours. They must declare their preferred starting time to the Directorate of General Services.
2. When possible, and without affecting the quality of work performed by the employee or the institution, the employee may work partially or entirely through telework. The method, approval, and conditions for telework are regulated by an instruction from the General Director of the Agency.
3. In cases where functional duties require work beyond the working hours specified in point 1 of this article, employees will be compensated according to the applicable legislation.
4. Upon each entry and exit from the institution, Agency employees must use an electronic entry pass. If the electronic pass is lost, the employee must immediately notify their superior and the Directorate of General Services. Until a new pass is issued, the employee is allowed to enter by registering their details in the relevant logbook.
5. Compliance with working hours is monitored physically by the Directorate of General Services and through registration in the electronic access control system/cameras.
6. During official working hours, employees may leave only with the approval of their direct superior, or in their absence, the General Director, for justified reasons.
7. If an employee is unable to report to work due to health reasons, they must inform their direct superior and the Directorate of General Services without delay, no later than 09:00 on the respective working day. They must provide a medical certificate, which must be submitted via email to the Directorate of General Services within 24 hours. The institution reserves the right to conduct the necessary verifications. Failure to notify as specified in this regulation will be

considered an unjustified absence from work, and the employee will not be paid for the missed day.

## **Article 36**

### **Use of Working Time**

1. Employees must use their working hours effectively to fulfill their functional duties and any assigned tasks from superiors.
2. Working hours must not be used for any other purpose, except in cases where the employee is authorized to engage in teaching or training activities, with prior approval from the General Director, in accordance with applicable legislation. In such cases, the employee is required to compensate for the missed hours within the same week, either after regular working hours or at another approved time.
3. Employees must notify their direct superior and the director of the directorate, and obtain their approval for any departure from the workplace. In the absence of the direct superior, the responsibility for notification and approval falls to a higher-ranking superior, the General Director, or an employee assigned by them.

## **Article 37**

### **Verification of Attendance at Work**

1. The Director of the Directorate of General Services conducts periodic checks on the presence and entry of employees during official working hours through physical inspections and verification of the access control system. The findings are reported to the General Director.
2. The report must include the entry and exit times of employees and list those who:
  - a) Did not arrive at work according to their declared start time.
  - b) Left the workplace without prior notification.
  - c) Were attending external assignments or training.
  - ç) Were on medical leave.
  - d) Were on annual leave or other types of leave as per the applicable legislation.
  - dh) Were working outside the institution in connection with third parties.

## **Article 38**

### **Planning and Approval of Annual Leave**

1. Each directorate must forecast the annual leave schedule for all employees by January 31st of each calendar year, ensuring work continuity. If changes occur, employees must be informed at least 15 days before the planned leave date. Planning does not imply automatic approval of leave.
2. Leave approval for employees at the "Specialist," "Coordinator," and "Coordinator with managerial functions" levels is granted by the respective director and then confirmed by the General Director, using the standard form approved by the Directorate of General Services. Approval for leave for "Director of a Directorate," "External Advisor," and "Coordinator to the General Director" is granted by the General Director. Leave requests must be submitted at least 15 days before the planned start date.
3. Employees may request daily leave, which will be deducted from their regular annual leave balance.
4. The Director of the Directorate of General Services is responsible for keeping records of leave, and leave requests are stored in the employee's personnel file for annual leave calculations.

## **CHAPTER V**

### **DISCIPLINARY RESPONSIBILITY, TYPES, AND PROCEDURES FOR ENFORCEMENT**

## **Article 39**

### **Disciplinary Responsibility**

Violation of the provisions of the Labor Code, the law "On the control of cannabis cultivation and the production of its derivatives for medical and industrial purposes," the law "On ethical rules in public administration," the law "On the prevention of conflicts of interest in the exercise of public functions," as amended, the law "On personal data protection," as amended, the law "On the foundations of state databases," this regulation, and other applicable legal and sub-legal acts constitutes grounds for disciplinary responsibility.

## **Article 40**

### **Principles of Disciplinary Measures**

1. Disciplinary measures must be appropriate and proportional to the disciplinary violation committed.
2. When determining disciplinary measures, factors such as the cause, severity of the violation, degree of culpability, circumstances under which the violation occurred, consequences of the violation, and whether the employee has previously faced disciplinary action must be considered.
3. The procedure for reviewing a disciplinary measure must ensure the employee's right to be heard, defend themselves, and present facts and evidence within a reasonable timeframe.
4. Only one disciplinary measure shall be imposed per violation.

## **Article 41**

### **Classification of Disciplinary Violations**

Violations that constitute grounds for imposing a disciplinary measure on an employee are classified into:

- a) Very serious violations;
- b) Serious violations;
- c) Minor violations.

## **Article 42**

### **Very Serious Violations**

The following are considered very serious violations:

- a) Severe failure to fulfill duties and repeated non-compliance with orders from a superior, as long as they are lawful and the employee has not presented any reasoned written objection regarding the reasons for their non-compliance;
- b) Repeated failure to meet specified deadlines in fulfilling duties, which have resulted in very serious consequences, or failure to perform tasks with quality, causing financial or legal consequences for the institution;
- c) Open non-compliance with legal provisions in performing functional duties;
- ç) Abandonment of work or unjustified absence for five or more working days; absence from work when it has caused very serious consequences in fulfilling the institution's duties;
- d) Proven cases of dishonesty by the employee, including fraud or other serious violations that result in very serious consequences for the institution;

- dh) Damage or appropriation of the institution's assets, using them for purposes other than intended, as well as creating an unjustified possibility for damage or misuse;
- e) Breach of confidentiality and rules for protecting classified information or unauthorized access to classified information;
- ë) Direct or indirect receipt of gifts, favors, promises, or preferential treatment due to the position held;
- f) Serious or repeated breaches of ethical rules in relations with other employees, superiors, and third parties;
- g) Failure to declare external activities to the employer in the required form as specified in this regulation;
- gj) Failure to declare a conflict of interest situation as defined in points 1 and 2 of Article 7 of Law No. 9367, dated 07.04.2005, as amended;
- h) False or untruthful declarations made by the employee;
- i) Violation of the Agency's regulations when it has resulted in serious consequences or has damaged the reputation of the Agency;
- j) Use of official email for personal purposes;
- k) Failure to hand over access credentials to programs, servers, networks, platforms, databases, computer systems, surveillance systems, and any other Agency system as specified in this regulation;
- l) Failure to properly hand over duties upon termination of employment, as specified in this regulation.

## Article

43

### Serious Violations

The following are considered serious violations:

- a) Failure to fulfill functional duties and other tasks assigned by the superior, as well as failure to perform them with quality and in compliance with the legal and financial framework in force;
- b) Repeated non-compliance with working hours up to three times without prior notification as specified in this regulation;
- c) Abandonment of work or unjustified absence for three days;
- ç) Violation of employee obligations under the Labor Code, applicable legislation, the individual employment contract, and this regulation, which has resulted in serious consequences;
- d) Repeated breaches of the institution's ethical rules;
- dh) Repeated inappropriate behavior at work with superiors, colleagues, subordinates, and the public;
- e) Damage to state property, use of it outside of its official designation, or misuse of state property, including unauthorized access to email and various computer systems;

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- ë) Repeated actions, during or outside official working hours, that damage the employee's or institution's reputation;
- f) Non-compliance with orders from the superior, as long as they are lawful and no written, justified objection has been submitted by the employee regarding the reasons for non-compliance;
- g) Violation of other obligations specified in this regulation.

## **Article 44**

### **Minor Violations**

The following are considered minor violations:

- a) Failure to comply with other employee obligations, contractual obligations, or obligations arising from the applicable legislation;
- b) Unjustified absence from work for at least three hours or leaving the workplace for short periods without causing obstacles to duty fulfillment and without notifying the direct superior;
- c) Violation of ethical rules that do not qualify as serious or very serious violations;
- ç) Inappropriate behavior at work with superiors, colleagues, subordinates, and the public that is not classified as a serious or very serious violation;
- d) Conduct, during or outside official working hours, that harms the Agency's reputation.

## **Article 45**

### **Types of Disciplinary Measures**

The disciplinary measures imposed on Agency personnel are:

- a) Verbal warning;
- b) Written reprimand;
- c) Written reprimand with a warning of dismissal;
- ç) Dismissal.

## **Article 46**

### **Principles for Individualizing Disciplinary Measures**

1. The measures specified in Article 45 are not hierarchical but are imposed in accordance with the severity of the violation, specific circumstances, and whether the violation(s) have occurred before.

2. For very serious violations, the disciplinary measures foreseen in Article 45, letters "c" and "ç" shall be applied.
3. For serious violations, the disciplinary measures foreseen in Article 45, letters "b" and "c" shall be applied.
4. For minor violations, the disciplinary measures foreseen in Article 45, letters "a" and "b" shall be applied.
5. The disciplinary measure under letter "a" of Article 45 is issued by the direct superior/General Director of the Agency.
6. The disciplinary measures under letters “b,” “c,” and “ç” are issued following the procedure defined in Articles 47 and 48, except in cases of:
  - i. False or untruthful declarations by the employee;
  - ii. Failure to properly hand over duties;
  - iii. Failure by the employee to hand over access credentials to programs, servers, networks, platforms, databases, computer systems, surveillance systems, and any other Agency system.
7. The disciplinary measures for cases “i,” “ii,” and “iii” under point 6 of this Article are imposed directly by the General Director of the Agency without following the disciplinary procedure outlined in Articles 47 and 48 of this regulation.

## **Article 47**

### **Disciplinary Committee**

1. The Disciplinary Committee is an ad hoc body established by order of the General Director to review disciplinary procedures related to employee violations.
2. The Disciplinary Committee consists of three members, as follows:
  - a) The General Director or an authorized representative;
  - b) The Director of the General Services Directorate;
  - c) The Director of the Directorate of the employee undergoing disciplinary procedures, or, in their absence, the coordinator with managerial functions of the unit where the employee belongs. If they are unavailable, the General Director appoints another Agency employee.

## **Article 48**

### **Competence and Procedure for Reviewing Disciplinary Measures**

1. If a disciplinary violation outlined in this regulation is identified, the direct superior of the employee, or any other person who identifies the violation, must inform the General Director through a memo or any other appropriate form.
2. The General Director orders the Director of the General Services Directorate to initiate the disciplinary procedure.



3. The disciplinary procedure is managed by the Director of the General Services Directorate and includes:
  - a) Establishing the ad hoc Disciplinary Committee by order of the General Director;
  - b) Providing the Disciplinary Committee with all relevant documentation regarding the disciplinary procedure;
  - c) Drafting a notice to the employee about the initiation of disciplinary proceedings, which includes:
    - i. The alleged disciplinary violation;
    - ii. The employee's right to submit in writing, his clarifications regarding the alleged violation and the deadline by which this clarification must be submitted;
    - iii. The right to review the disciplinary file, be heard personally or through a legal representative, present witnesses, submit evidence, or request additional evidence;
    - iv. The date of the hearing.
  - ç) Documenting the hearing session (keeping minutes), the entire disciplinary committee process, and the committee's decision, including its recommendation on whether to impose a disciplinary measure and how it should be classified;
  - d) Preparing the General Director's order on the disciplinary measure;
  - dh) Notifying the employee of the disciplinary measure.
4. If the disciplinary committee determines that the case constitutes one of the disciplinary violations outlined in Articles 42, 43, and 44 of this regulation, it proposes the imposition of a disciplinary measure.
5. During the hearing session, the employee may appear in person or be accompanied by a legal representative.
6. If the employee or their representative fails to appear after two consecutive notifications (via written notice or email), the disciplinary proceedings continue in their absence.
7. The Director General orders the imposition of the disciplinary measure and notifies the employee in writing.
8. The employee has the right to appeal the decision on the disciplinary measure to the Administrative Court of First Instance in Tirana.
9. Disciplinary proceedings commence without delay upon awareness of a disciplinary violation but no later than two months from the date the violation was discovered.
10. Disciplinary measures are recorded in the employee's personal file.

## **Article 49**

### **Termination of Disciplinary Measures**

1. The disciplinary measure of "written warning" is terminated if the employee does not receive another disciplinary measure within two (2) years from the date it was issued.
2. The disciplinary measure of "warning with dismissal notice" is terminated if the employee does not receive another disciplinary measure within three (3) years from the date it was issued.
3. The disciplinary measure of "dismissal from duty" is terminated after a period of three (3) years from the date it was issued.
4. Disciplinary measures that have exceeded the termination period shall be removed from the employee's personal file.

## **Article 50**

### **Suspension from Duty of Employees**

1. Suspension is the temporary interruption of the legal employment relationship for the period during which the reason for the suspension lasts.
2. An employee is suspended:
  - a) When criminal proceedings are initiated against them for a criminal offense, until a final and binding court decision is issued;
  - b) During the period in which they are appointed to one of the following functions:
    - i. Minister or Deputy Minister;
    - ii. Officials appointed by the Parliament, the President of the Republic, or the Council of Ministers, or as a cabinet official;
  - c) When they are registered, according to the law, as a candidate in local or political elections, for the period from registration until the announcement of the final result or until the end of the mandate;
  - ç) For study periods longer than three (3) months and up to two (2) years, verified with the appropriate documentation proving enrollment in studies, undertaken at the employee's initiative but related to their profession and, in any case, with the approval of the Director General of the Agency;
  - d) For any other case where an individual employee's request for temporary suspension of employment, for a period not exceeding three (3) months, is considered appropriate by the Director General, as it renders the employee unable to perform their duties.

3. The direct superior and any employee who becomes aware of the grounds for suspension as per letters “a”, “b”, and “c” of point 2 of this article are obliged to notify the General Services Directorate of the Agency.
4. The Director General of the Agency appoints a Commission for suspension procedures, which will carry out the suspension verification process, including the Director of the General Services Directorate.
5. The Suspension Procedures Commission initiates the verification process upon being informed of the grounds for suspension and notifies the employee within two (2) days from the determination of the legal cause for suspension.
6. The employee is heard by the Suspension Commission within three (3) days from the date of receiving the notification.
7. The determination of the suspension is made by the Suspension Commission within two (2) days after following the procedures outlined in points 3, 5, and 6 of this article and is presented by the commission for approval to the Director General.
8. Requests for suspension in other cases, according to letters "ç" and "d" of point 2 of this article, must be justified and submitted to the Director of the General Services Directorate at least fifteen (15) days before the requested suspension date.
9. Upon receiving the employee’s request, the Director of the General Services Directorate prepares and submits a report to the Director General within five (5) calendar days from the submission of the request.
10. In all cases provided in point 2 of this article, the Director General approves or rejects the suspension within five (5) days from the submission of the report by the Suspension Commission/Director of the General Services Directorate.
11. At the end of the suspension period, the Agency’s employee returns to their previous position or to another position of the same level as their previous duty. Reassignment to a different position occurs only after an evaluation is conducted by a Commission established by the Director General for filling vacant positions within the institution.
12. The suspended employee does not return to their position or to another position of the same level as their previous duty if they are convicted by a final court decision or if a decision is made for their dismissal.
13. In cases of suspension for more than one (1) month, the position may be filled by an employee under a fixed-term contract for the duration of the suspension. If the suspended employee does not return to work at the end of the approved suspension period, an indefinite employment contract is signed with the employee who replaced them.

14. Suspension cannot exceed a period of two (2) years, except for cases specified in letter "a" of point 2 of this article.
15. During the suspension period, the Agency employee does not receive a salary.

## Article 51

### Dismissal of Employees

1. The employer dismisses the employee in accordance with the provisions of the Labor Code in any of the following cases, as stipulated in the Labor Code:
  - a) When the employee resigns;
  - b) When the employee reaches retirement age;
  - c) When the employee loses legal capacity to act;
  - ç) When the employee becomes permanently unable to perform duties due to health reasons;
  - d) When the employee is found guilty by a final court decision for an act or omission that constitutes a criminal offense;
  - dh) When the employee is subject to the disciplinary measure of "dismissal from work."
2. The employee is released from duty by an order of the employer, except in cases provided for in Articles 39–48 of this regulation and for the following reasons:
  - a) Repeated violations of work discipline;
  - b) When the employee is found incapable of performing duties with the required quality, professionalism, and work level;
  - c) When the employee is deemed unsuitable for the job due to changes in job requirements;
  - ç) For inappropriate and immoral behavior that severely damages the image of a public administration employee;
  - d) For failing to perform essential job duties deriving from the job position or assigned tasks required by the employer;
  - dh) For failing to meet any other obligations or conditions stipulated in the individual employment contract;
  - e) If, during a periodic integrity check, one of the prohibitions established in the joint instruction regulating this process is identified.
3. An employee who is dismissed must carry out all necessary actions to hand over duties, documents, equipment, and work tools properly and in compliance with legal procedures.
4. The handover of documentation, equipment, and work tools in inventory shall be conducted in accordance with the provisions of Article 34 of this regulation.

## CHAPTER VI

### ADMINISTRATIVE ACTS, COMMUNICATION METHODS, DRAFTING, AND CIRCULATION

#### Article 52

##### Administrative Acts

1. The General Director of the Agency, as the head of the institution, in the fulfillment of his legal functions, issues individual administrative acts as follows:
  - a) Decision – an administrative act of an individual nature that determines the administrative penalty in cases of administrative offenses, in accordance with the applicable legislation, disciplinary measures, etc.
  - b) Order – an individual administrative act that resolves a specific issue concerning a particular subject or a group of identifiable subjects. The order is based on legal and sub-legal acts that regulate the issue in question.
  - c) Regulation – an administrative act covering legal, technical, and administrative fields, establishing mandatory rules for a range of legal, administrative, and technical matters.
  - ç) Authorization – an administrative act allowing a specific activity to be carried out in compliance with the applicable legislation, which may also be subject to conditions.
  - d) Instruction – a sub-legal act with an explanatory character, detailing all provisions of the law or decisions of the Council of Ministers.
  - dh) Agreement or Memorandum of Cooperation – an agreement or memorandum signed on behalf of the Agency with other state institutions, organizations, or entities. This act is primarily technical in nature and may be initiated by the Agency or other interested parties, depending on specific conditions and circumstances.
2. Unless otherwise provided by law, an administrative act must be in written form—either on paper or electronically—or, in some cases, verbally or in any other appropriate format. In such cases, it is confirmed according to the rules specified in the Administrative Procedures Code.
3. The administrative acts mentioned in point 1 of this article are drafted in accordance with standard formats annexed to the unified regulation on document processing in public authorities of the Republic of Albania, approved by the High Council of Archives.

## **Article 53**

### **Drafting of Administrative Documents**

Before an administrative act is approved and signed by the General Director, it follows the administrative procedure as outlined below:

- a) The relevant structure that identifies the need for an administrative act submits, through the director of the respective department, a draft administrative act (draft order, draft decision, draft regulation, draft instruction, etc.), accompanied by an explanatory memo justifying the need for issuing the act and its legal basis. The draft is forwarded to the Coordinator (Legal Advisor) in the Authorization, Permits, and Licenses Sector for legal compliance verification. If necessary, adjustments are made to ensure proper legal basis and legislative technique.
- b) Once the legal opinion is obtained, the department proposing the act submits it for approval and signature to the General Director, along with an explanatory memo outlining the necessity of the act, its legal basis, and compliance with the current legal framework.
- c) After the administrative act is approved and signed by the General Director, it is recorded in the protocol and a copy is provided by the protocol officer to the relevant structures responsible for its implementation.
- ç) As a rule, administrative acts are drafted in writing. However, in exceptional cases, orders may be given verbally or electronically.

## **Article 54**

### **Communication Methods and Official Correspondence**

- 1. Administrative acts must include the essential elements as defined in the Administrative Procedures Code of the Republic of Albania and other applicable laws or decisions.
- 2. The internal circulation of documents follows the technical-professional and methodological standards established by the General Directorate of Archives.
- 3. Documents produced by the Agency for internal or external correspondence must comply with the elements set by the Council of Ministers' decision, as well as the technical-professional and methodological standards established by the General Directorate of Archives.
- 4. The seal, protocol number, and date are affixed after the document is signed by the head of the institution. The original document kept in the Archives/Protocol Office must be initialed by the author and, in accordance with the hierarchy, up to the General Director. It must indicate the date of preparation and the number of printed copies.

5. All documents and acts drafted by the Agency must adhere to the following format specifications:
  - a) Font: Times New Roman, size 12.
  - b) Margins: 2.5 cm on both sides.
  - c) Line spacing: 1.15.
  - ç) The document header should be written in uppercase and bold.
  - d) The date and protocol number should be placed two spaces below the header.
6. The protocol number is positioned on the left side, while the date is on the right, on the same line.
7. The format and template of documents must comply with the Internal Order issued annually by the General Director.
8. If the documents involve classified information, they must adhere to the provisions of the applicable legislation on classified information.

## **Article 55**

### **Administrative Documents Received by the Agency**

1. Incoming documents are registered in the correspondence register by the Archives/Protocol Office, which assigns a protocol number and date of receipt, and attaches the corresponding accompanying file.
2. Documents, along with their accompanying files, are forwarded to the General Director, who reviews them before delegating them to the respective department heads or the responsible person for case follow-up. Based on the instructions provided, the documents are immediately distributed to the assigned structures, with confirmation of receipt recorded via signature in the delivery log.
3. Incoming classified documents are handled by the Personnel Security Sector, which processes the information in compliance with applicable legislation on classified information. The General Director is then informed, and the matter is addressed according to legal and sub-legal provisions.
4. The department responsible for handling the incoming case prepares the necessary material within the specified deadline indicated on the accompanying file. The material is then submitted to the General Director for signing, after which it is forwarded to the Archives/Protocol Office.
5. The accompanying file is drafted in accordance with standard formats annexed to the unified regulation on document processing in public authorities of the Republic of Albania, as approved by the High Council of Archives.

## CHAPTER VII

### RULES FOR INFORMATION TECHNOLOGY

#### Article 56

##### **Rules for the Use of the Network and Computer Equipment**

1. The use of the Agency's network and computer equipment is managed by the Coordinator responsible for innovation or by the person(s) appointed by order of the General Director.
2. All computer systems that are the property of the Agency and the network must be used exclusively for work purposes.
3. The use of email or the internet for personal needs is strictly prohibited.
4. Any user found using these resources for personal purposes will have their access revoked and, depending on the case, will face disciplinary action.
5. The use of the official email for personal purposes is considered a serious violation. In such cases, the responsible superior proposes the initiation of disciplinary proceedings.
6. Any computer, laptop, software, devices, USB drives, headphones, or other communication system components provided to an Agency user must be returned to the institution upon completion of their duties, along with all official communications.
7. Only software necessary for performing duties will be installed on a computer system. The list of approved software and programs is approved by the Directorate of General Services. Employees are not allowed to use USB devices on work computers.
8. Upon receiving a user code for the network and computer systems, the user is responsible for all actions undertaken with that code. As a network user, access to networks and/or other systems is allowed solely for purposes related to duty execution. Upon termination of employment, the employee must submit an electronic version of all work products created during their tenure to ensure work continuity.
9. An employee with access to credentials for programs, servers, networks, platforms, databases, computer systems, surveillance systems, and any other Agency system must confirm their possession and deposit them in a sealed envelope at the Agency's protocol office, accompanied by a written declaration. The employee must update this declaration whenever changes occur.



Failure to submit these credentials is considered a serious violation and is ground for disciplinary action.

### **Article 57**

#### **Email System**

1. The email system is official and must be used exclusively for work purposes.
2. All Agency employees, including external consultants, are provided with an official email address and must use it for all work-related electronic communications. The use of personal email accounts for work purposes is strictly prohibited. The General Director may authorize exceptions in special cases.
3. The Directorate of General Services monitors internet usage exclusively for work purposes.
4. No privacy rights exist regarding the creation, sending, or receipt of official emails.
5. In accordance with system and storage limitations, no photographs, graphics, videos, or other email attachments should be used unless they are work-related.
6. Email accounts may be configured and installed on mobile devices.
7. Emails are considered official communication. As such, all email correspondence represents the Agency and must adhere to standards of ethics and the Albanian language.
8. The management of the email address [info@nacc.gov.al](mailto:info@nacc.gov.al) is carried out by the Coordinator for the Right to Information or another employee assigned by the General Director.
9. Email communication with institutions or third parties is conducted with the authorization of the Agency's head and must include the direct supervisor or General Director in copy where applicable.

## **CHAPTER VIII**

### **ACCESS TO THE AGENCY PREMISES AND SECURITY MEASURES**

#### **Article 58**

##### **Access to the Institution**

1. Entry into the Agency is permitted only for work-related reasons. Visitors are issued temporary entry passes, recorded in the relevant registry, and must be escorted upon entry and exit by the hosting employee.

2. The temporary entry pass must be marked "Visitor." This pass is issued in exchange for an identification document, which is returned upon submission of the pass.
3. Visitors must place their personal belongings and communication devices in the designated storage area at the institution's entrance, secured with a key.
4. Unauthorized persons are strictly prohibited from entering the Agency's building.
5. Access to areas where classified information is produced, recorded, used, transmitted, stored, archived, or destroyed is restricted to authorized personnel certified accordingly by the head of the institution.
6. The Directorate of General Services assigns an employee to monitor and enforce compliance with entry regulations.

## **Article 59**

### **Rules for Maintenance and Security in Institutional Premises**

1. The institution's premises are used exclusively for work-related activities. They must be suitable and meet basic work needs in accordance with applicable regulations.
2. For security and operational purposes, the premises are equipped with video surveillance systems.
3. All employees are responsible for the internal security of the Agency's premises. To fulfill this duty, they must:
  - a) Before the start of official working hours, inspect their workspace for security concerns and report any external interference immediately to their direct supervisor.
  - b) At the end of official working hours, ensure that all security measures are in place, including securing physical assets, locking windows and shutters, and turning off electronic and electrical devices.
  - c) Not use alternative heating/cooling devices, except those provided by the institution.
  - ç) Employees who work in an office environment must ensure the security of documents, computers, and their equipment whenever they leave the workplace.
  - d) The employee assigned by the Director of the Directorate of General Services is responsible for ensuring that all offices and premises are properly secured after employees leave.
4. In cases of unauthorized entry or security breaches in any office or area, the observing employee must immediately inform their direct supervisor, who will notify the General Director. The affected area must remain secured until the designated security officer, appointed by the General Director, arrives to manage the situation.

5. If emergency access to an office is required, the General Director must sign an authorization allowing entry by a three-person committee. In urgent situations, entry may be granted based on a verbal order from the General Director, which must be formally confirmed within 24 hours.
6. The General Director authorizes individuals who may hold copies of the main entrance key. Copies of all entrance and office keys are stored by the protocol-archive officer and may only be issued to other employees upon the General Director's order.

## **CHAPTER IX**

### **VISITS OF FOREIGN DELEGATIONS, RELATIONS WITH THE MEDIA, THE PUBLIC, AND OTHER INSTITUTIONS**

#### **Article 60**

##### **Missions Within and Outside the Country**

1. The Agency's staff, including employees in the organizational structure and external advisors, as well as members of the Licensing Commission, may undertake missions within and outside the country based on the Agency's annual activity program or other activities beyond this program. The Agency covers the relevant expenses unless the costs are covered by the host party or as part of a project.
2. Missions outside the workplace are subject to all requirements defined in the applicable legislation.
3. Authorization for missions outside the workplace is issued by the General Director.
4. The General Services Directorate is responsible for planning vehicles and making them available for domestic mission activities.
5. The Implementing Officer, the Coordinator responsible for finance, and the finance specialist at the General Services Directorate are responsible for preparing the documentation for the financial treatment of employees under paragraph 1 of this article, in accordance with applicable legal and sub-legal acts. They verify and require employees to complete the process within three (3) days with documents proving mission expenses, and through the Implementing Officer, they submit it to the General Director, who approves the Expense Order.

6. Within five (5) days after returning from a mission outside the workplace, the participating person(s) must send the relevant information to their direct supervisor. The direct supervisor must forward the completed information to the General Director.
7. For staff missions abroad, the assignment is made by order and authorization of the General Director.
8. To approve a mission abroad, employees must submit a memorandum to the General Director of the Agency requesting the service, signed by their direct supervisor. The memorandum must include:
  - a) The purpose of participation in the official activity abroad;
  - b) The significance of the activity;
  - c) Justification of the activity's relevance to the job position, especially regarding the number of employees assigned for service abroad;
  - ç) The time and place of the mission;
  - d) Information on expense coverage, ensuring effective and efficient use of the institution's financial resources;
  - dh) The official invitation from the organizing/host party for the official activity and the activity's agenda;
  - e) Email communications or postal correspondence.
9. Documents under paragraph 8, once approved by the General Director, must be submitted completed to the General Services Directorate at least ten (10) days before the scheduled departure date (except in cases where respecting deadlines is impossible due to the nature of the service). The General Services Directorate prepares the Service Order for sending employees abroad, specifying the activity, its duration, the employees assigned, the travel destination, the method of expense coverage with an approximate cost estimate, and submits it for approval to the General Director.
10. After signing the Service Order, procurement procedures begin for securing international air travel tickets and financial treatment procedures for employees, according to applicable legislation.
11. Advance financial treatment is provided in accordance with the employee's relevant category as defined by the applicable legislation.
12. Within five (5) days after the service ends, the Implementing Officer processes the employee's financial treatment for expense coverage.
13. The Implementing Officer verifies and requires employees to complete the process with documents proving mission expenses, attaches them to the respective service file, and submits them to the General Director, who approves the Expense Order.

14. For members of the Licensing Commission, authorization for travel abroad is issued by the responsible ministry where they are employed, while the Service Order is issued by the General Director of the Agency.

## **Article 61**

### **Official Ceremonies**

Official ceremonies, working visits, and high-level meetings within and outside the country, as well as the exchange of messages/letters, are organized and conducted in accordance with the official ceremonial rules of the Republic of Albania and the applicable budgetary/financial legislation.

## **Article 62**

### **Visits and Foreign Delegations**

1. Official notifications for accepting invitations are addressed to the General Director. The preparation and execution of official visits by foreign delegations depend on the type and significance of the visit.
2. Official visits of distinguished persons or high-level officials from foreign countries take place after sending or receiving an official invitation. Invitations must be approved by the General Director before being sent. As a rule, the invitation is addressed to individuals with approximately equivalent positions to the sender. Official invitations are issued for work-related matters and are accompanied by an agenda approved by the General Director. The number of employees accompanying delegations is determined by the General Director and confirmed in the visit program.
3. The organization of receptions, lunches, or dinners specified in the approved program by the General Director is conducted within the maximum food allowances defined by applicable legislation.
4. The General Services Directorate takes the necessary measures to organize official visits, receptions, lunches, or official dinners in cooperation with the responsible person assigned by order of the General Director.

## **Article 63**

### **Relations with the Media, the Public, and External Entities**

1. The Agency ensures transparency and professionalism in communication with the media, the public, and national and international institutions.
2. Representation of the Agency in the media is carried out only by the General Director or personnel authorized by them. No employee of the Agency may communicate with the media or share information about the institution's activities without prior authorization from the General Director.
3. The content of the official website and social media is updated by authorized personnel based on information prepared by the public relations officer, under the supervision of the General Director. Periodically, the responsible directorates prepare weekly reports that are published on the official website and social media.
4. Agency employees participating in national and international activities must submit informative materials on practices and experiences obtained within five (5) working days after the activity ends.
5. To fulfill paragraph 1 of this article, the Agency drafts a communication strategy for the media and the public, approved by the General Director.

## **Article 64**

### **Relations with Other Institutions**

1. Relations with other institutions are maintained by an employee authorized by the General Director, as appropriate.
2. Relations with interacting institutions are managed and maintained by the respective structures according to their functional duties, always following approval from hierarchical supervisors.
3. Media relations are managed by the Media and External Relations Coordinator, after approval from the head of the institution.
4. Agency employees are not authorized to make press statements, speak in the media, or share work-related information on social networks.

## **CHAPTER X**

### **COMMUNICATION, REPORTING, AND DOCUMENT UTILIZATION**

## **Article 65**

### **Archival Fund**

The archival fund of the Agency comprises the entire documentary collection of permanent or temporary retention value created within this institution, received from third parties, as well as self-generated documents. The method of archiving and processing these documents is regulated based on the applicable legislation on archives.

## **Article 66**

### **Utilization of Documentation**

1. The utilization of archived or stored documents by Agency employees is permitted only after obtaining written approval from the General Director or the person to whom their competencies have been delegated, according to Annex No. 8, which is attached and forms an integral part of this regulation.
2. Documentation can be utilized either by consulting the original documents at their storage/archive location or by duplication.
3. Documentation requested for internal use is photocopied by the archive-secretary specialist and provided to the requesting employee/unit after obtaining authorization according to point 1 of this article.
4. Photocopies of documents intended for third parties outside the institution may only be made after the requesting employee/unit within the Agency has obtained written approval from the General Director or the person to whom their competencies have been delegated in writing.
5. Documents are retrieved and photocopied by the archive-secretary specialist and subsequently provided to the requesting employee/unit within the Agency. The employee must sign the document handover book maintained by the secretariat.
6. Photocopies of documents are stamped and contain archival references to the original document. If the documents have not undergone technical-scientific processing, the protocol number and date are noted. Photocopies of documents are sent to other entities with an accompanying letter.
7. In all cases, documents are photocopied exclusively by the archive-secretary specialist.
8. Photocopied documents must be free from all annotations and should not contain any notes made during their review process by the relevant structures, neither in the margins nor within the document content.
9. Documents submitted to the protocol/archive for transmission outside the institution must be cleansed of all notes made by Agency employees by the respective structures themselves.

## **CHAPTER XI**

### **FINAL PROVISIONS**

#### **Article 67**

##### **Entry into Force**

1. This regulation is mandatory for awareness and implementation by all Agency employees who are part of its structure and organization; employees with temporary employment contracts approved by the Council of Ministers; external advisors contracted by the institution in accordance with applicable legislation; and members of the Licensing Commission, for whom the provisions of Chapters IV and V of this regulation do not apply.
2. Acceptance of employment/assigned duties implies acknowledgment and acceptance of the requirements of this regulation.
3. Other duties not provided for in this regulation, provided they do not conflict with the applicable legislation and the Agency's field of activity, are regulated by orders/acts issued by the General Director.
4. Amendments to legal and sub-legal acts of a higher hierarchy that occur after the entry into force of this regulation are automatically applied without requiring approval. In the case of changes to sub-legal acts of the same hierarchical level, they must be reflected in this regulation.

#### **Article 68**

##### **Sanctions**

1. Violation or non-implementation of the obligations set forth in this regulation, when not constituting a criminal offense, serves as grounds for initiating disciplinary proceedings and/or applying disciplinary measures against Agency employees.
2. Lack of awareness of the regulation does not exempt employees from responsibility and the aforementioned sanctions.



## **Annex 1**

### **Scoring for the Continuous Evaluation of Agency Employees according to the Criteria**

#### **a) Work Quality**

- **Minor Mistakes (-1 point):**
  - Spelling or technical errors that do not affect the final outcome;
  - Small details missed in documents, such as incorrect numbers or non-essential content;
  - Failure to comply with minor standards without impacting the result.
- **Moderate Mistakes (-2 to -3 points):**
  - Submission of materials with a few errors that require correction before use;
  - Failure to meet professional standards for critical tasks that require more precision;
  - Inability to improve quality after receiving feedback.
- **Major Mistakes (-4 to -5 points):**
  - Submission of a project, task, or material that is unacceptable for use by the institution;

- Errors that cause the failure of a process or project;
- Failure to comply with instructions or work requirements that directly affect outcomes.
- **Minor Improvements (+1 point):**
  - Improved attention to detail in documents or routine tasks, avoiding minor mistakes;
  - Reduction in the number of errors in repetitive tasks, such as document refinement.
- **Moderate Improvements (+2 to +3 points):**
  - Sustained improvement in the quality of work through detailed analysis;
  - Successful resolution of technical issues and maintaining high standards for important tasks.
- **Major Improvements (+4 to +5 points):**
  - The quality of work consistently exceeds required standards, delivering high-level results;
  - Innovation in improving work methods.

#### **b) Timely Completion of Work**

- **Minor Mistakes (-1 point):**
  - Minimal delays (up to one day) for tasks that do not impact other results;
  - Poor time management for tasks that do not affect overall outcomes.
- **Moderate Mistakes (-2 to -3 points):**
  - Failure to meet deadlines for key tasks;
  - Delays in important tasks that negatively impact institutional performance.
- **Major Mistakes (-4 to -5 points):**
  - Failure to complete an important task within the deadline, causing major consequences;
  - Intentional delays or disregard for deadlines, significantly affecting institutional performance.
- **Minor Improvements (+1 point):**
  - Consistent adherence to deadlines for routine tasks without major delays;
  - Improved prioritization of simple tasks, while respecting deadlines.
- **Moderate Improvements (+2 to +3 points):**
  - Completion of complex tasks on or before deadlines;
  - Flexibility and quick response to urgent tasks, preventing harmful delays.

- **Major Improvements (+4 to +5 points):**

- Excellent performance on tasks and projects with strict deadlines, ensuring precise and high-quality execution;
- Maximum efficiency in time management, exceeding expectations.

**c) Collaboration Skills**

- **Minor Mistakes (-1 point):**

- Incomplete or inaccurate communication that does not affect team collaboration;
- Disregarding non-critical feedback from colleagues;
- Failure to meet internal deadlines that are insignificant for the team.

- **Moderate Mistakes (-2 to -3 points):**

- Failure to provide important information that directly affects team results;
- Weak contribution in meetings and collective decision-making;
- Inability to support colleagues in completing a joint task.

- **Major Mistakes (-4 to -5 points):**

- Intentional or repeated obstruction of team progress, negatively affecting goal achievement;
- Frequent conflicts that harm collaboration;
- Failure to share critical information essential for reaching objectives.

- **Minor Improvements (+1 point):**

- Improved communication with colleagues in routine tasks;
- Greater participation in tasks, meetings, and activities that contribute to better results.

- **Moderate Improvements (+2 to +3 points):**

- Taking initiative to resolve group disagreements;
- Increased involvement in joint tasks and projects.

- **Major Improvements (+4 to +5 points):**

- Successfully leading a team toward achieving a difficult goal that requires close collaboration and clear communication;
- Creating and implementing a new collaboration method that enhances group efficiency.

**d) Managerial Skills**

- **Minor Mistakes (-1 point):**
  - Delayed decision-making for tasks that do not directly impact institutional performance;
  - Failure to meet internal deadlines for tasks and reports that do not have major consequences.
- **Moderate Mistakes (-2 to -3 points):**
  - Inefficient planning causing delays in important tasks and projects, slowing progress;
  - Failure to optimize the use of human resources.
- **Major Mistakes (-4 to -5 points):**
  - Poor decision-making resulting in significant losses for the institution;
  - Weak management leading to high tension and conflicts within the team.
- **Minor Improvements (+1 point):**
  - Optimization of resources in a small project, ensuring more efficient time and resource management;
  - Clearer planning of team tasks, ensuring timely completion of assignments and projects.
- **Moderate Improvements (+2 to +3 points):**
  - Successful implementation of a new method that improves efficiency and effectiveness at work;
  - Effective conflict resolution within the team, leading to clear and positive outcomes.
- **Major Improvements (+4 to +5 points):**
  - Leading a complex task with outstanding results that exceed expectations;
  - Innovation in management methods that lead to overall performance and efficiency improvement.

## Annex 2

### Specific Weight (in %) of Evaluation Criteria by Job Position

Work Evaluation Criteria	Job Position at the National Agency for Cannabis Control				
	Specialist	Coordinator	Coordinator with Sector Leadership Functions	Coordinator near the General Director	Director of Directorate
Work Quality	50	45	40	35	35
Timely Completion of Work	40	35	35	35	30
Collaboration Ability	10	15	15	15	15
Managerial ability	-	5	10	15	20
<b>Totali i pikëve</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

### ANNEX 3



**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**NATIONAL AGENCY FOR CANNABIS CONTROL**

---

Tirana, on \_\_\_\_ . \_\_\_\_ . \_\_\_\_

**WORK EVALUATION FORM**  
*(Employee at Specialist Level)*

**SECTION A:**

**Personal information**

Name: \_\_\_\_\_  
Job \_\_\_\_\_ Position: \_\_\_\_\_  
Start date \_\_\_\_\_ at NACC: \_\_\_\_\_  
Start date \_\_\_\_\_ in current position: \_\_\_\_\_  
Organizational Unit: \_\_\_\_\_  
Evaluation Period: \_\_\_\_\_

**SECTION B:**

## **Evaluation**

No.	Work Evaluation Criteria	Initial 3-Month Score	Specific Weight (%)	Total Initial Evaluation Score	Continuous 3-Month Evaluation										
					Number of Improvements					Number of Errors					Total Follow-up 3-Month Evaluation Score
					Minor	Moderate		Serious		Minor	Moderate		Serious		
A	B	C	D	E=C*D	1	2	3		5	-1	-2	-3	-4	-5	
					F	G	H		J	K	L	M	N	O	P= E+F*1+G*2+ H*3+I*4+ J*5-K*1- L*2-M*3- N*4-O*5
1	Work Quality		50												
2	Timely Completion of Work		40	0											0
3	Collaboration Ability		10	0											0
	Total														

Work Performance Evaluation: \_\_\_\_\_ points

### **SECTION C:**

#### **Signatures**

Signature of Performance Evaluator

.....

Date:

Signature of Counter-signing Officer

.....

Date:

Signature of Authorizing Officer  
.....

Date:

#### ANNEX 4



**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**NATIONAL AGENCY FOR CANNABIS CONTROL**

---

Tirana, on \_\_\_\_ . \_\_\_\_ . \_\_\_\_

**WORK EVALUATION FORM**  
*(Employee at Coordinator Level)*

#### **SECTION A:**

##### **Personal information**

Name: \_\_\_\_\_

Job \_\_\_\_\_ Position: \_\_\_\_\_

Start \_\_\_\_\_ date \_\_\_\_\_ at \_\_\_\_\_

Start \_\_\_\_\_ date \_\_\_\_\_ in \_\_\_\_\_ current \_\_\_\_\_

Organizational \_\_\_\_\_ Unit: \_\_\_\_\_

Evaluation \_\_\_\_\_ Period: \_\_\_\_\_

NACC: \_\_\_\_\_

position: \_\_\_\_\_



## **SECTION B:**

### **Evaluation**

No.	Work Evaluation Criteria	Initial 3-Month Score	Specific Weight (%)	Total Initial Evaluation Score	Continuous 3-Month Evaluation										
					Number of Improvements					Number of Errors					Total Follow-up 3-Month Evaluation Score
					Minor	Moderate		Serious		Minor	Moderate		Serious		
A	B	C	D	E=C*D	1	2	3		5	-1	-2	-3	-4	-5	
					F	G	H		J	K	L	M	N	O	P= E+F*1+G*2+H*3+I*4+J*5-K*1-L*2-M*3-N*4-O*5
1	Work Quality		45												
2	Timely Completion of Work		35	0											0
3	Collaboration Ability		15	0											0
	Managerial ability		5												
	Total														

Work Performance Evaluation: \_\_\_\_\_ points

## **SECTION C:**

### **Signatures**

Signature of Performance Evaluator

.....

Date:

Signature of Counter-signing Officer

.....

Date:

Signature of Authorizing Officer

.....

Date:

## ANNEX 5



# REPUBLIC OF ALBANIA MINISTRY OF HEALTH AND SOCIAL PROTECTION NATIONAL AGENCY FOR CANNABIS CONTROL

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Tirana, on \_\_\_\_.

\_\_\_\_.

## WORK EVALUATION FORM

(Employee at Coordinator level with sector management functions)

### **SECTION A:**

#### **Personal information**

Name: \_\_\_\_\_

Job

Position: \_\_\_\_\_

Start

date

at

NACC: \_\_\_\_\_

Start

date

in

current

position: \_\_\_\_\_

Organizational

Unit: \_\_\_\_\_

Evaluation

Period: \_\_\_\_\_

## **SECTION B:**

### **Evaluation**

No.	Work Evaluation Criteria	Initial 3-Month Score	Specific Weight (%)	Total Initial Evaluation Score	Continuous 3-Month Evaluation									
					Number of Improvements			Number of Errors						Total Follow-up 3-Month Evaluation Score
					Minor	Moderate	Serious	Minor	Moderate	Serious				
A	B	C	D	E=C*D	1	3	5	-1	-3	-4	-5			
					F	H	J	K	M	N	O			P= E+F*1+G*2+H*3+I*4+J*5-K*1-L*2-M*3-N*4-O*5
1	Work Quality		40											
2	Timely Completion of Work		35	0										0
3	Collaboration Ability		15	0										0
	Managerial ability		10											
	<b>Total</b>													

Work Performance Evaluation: \_\_\_\_\_ points

**SECTION C:**

**Signatures**

Signature of Performance Evaluator  
.....

Date:

Signature of Authorizing Officer  
.....

Date:

**ANNEX 6**



**REPUBLIC OF ALBANIA  
MINISTRY OF HEALTH AND SOCIAL PROTECTION  
NATIONAL AGENCY FOR CANNABIS CONTROL**

---

Tirana, on \_\_\_\_ . \_\_\_\_ . \_\_\_\_

**WORK EVALUATION FORM**

**(Employee at the Coordinator level under the Director General)**

**SECTION A:**

**Personal information**

Name: \_\_\_\_\_  
Job Position: \_\_\_\_\_  
Start date at NACC: \_\_\_\_\_

Start date in current position: \_\_\_\_\_  
 Organizational Unit: \_\_\_\_\_  
 Evaluation Period: \_\_\_\_\_

## **SECTION B:**

### **Evaluation**

No.	Work Evaluation Criteria	Initial 3-Month Score	Specific Weight (%)	Total Initial Evaluation Score	Continuous 3-Month Evaluation									
					Number of Improvements			Number of Errors						Total Follow-up 3-Month Evaluation Score
					Minor	Moderate	Serious	Minor	Moderate	Serious				
A	B	C	D	E=C*D	1	3	5	-1	-3	-4	-5			
					F	H	J	K	M	N	O			P= E+F*1+G*2+H*3+I*4+J*5-K*1-L*2-M*3-N*4-O*5
1	Work Quality		35											
2	Timely Completion of Work		35	0										0
3	Collaboration Ability		15	0										0
	Managerial ability		15											

	<b>Total</b>												
--	--------------	--	--	--	--	--	--	--	--	--	--	--	--

Work Performance Evaluation: \_\_\_\_\_ points

### **SECTION C:**

#### **Signature**

Signature of the official conducting the evaluation and confirmation

Date: .....

### **ANNEX 7**



**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**NATIONAL AGENCY FOR CANNABIS CONTROL**

Tirana, on \_\_\_\_ . \_\_\_\_ . \_\_\_\_

### **WORK EVALUATION FORM**

**(Employee at the Directorate Director Level)**

#### **SECTION A:**

##### **Personal information**

Name: \_\_\_\_\_

Job

Position: \_\_\_\_\_

Start date at NACC: \_\_\_\_\_  
 Start date in current position: \_\_\_\_\_  
 Organizational Unit: \_\_\_\_\_  
 Evaluation Period: \_\_\_\_\_

## **SECTION B:**

### **Evaluation**

No.	Work Evaluation Criteria	Initial 3-Month Score	Specific Weight (%)	Total Initial Evaluation Score	Continuous 3-Month Evaluation													
					Number of Improvements					Number of Errors					Total Follow-up 3-Month Evaluation Score			
					Minor	Moderate	Serious	Minor	Moderate	Serious								
A	B	C	D	E=C*D	1		3		5		-1		-3		-4		-5	
					F		H		J		K		M		N		O	P= E+F*1+G*2+H*3+I*4+J*5-K*1-L*2-M*3-N*4-O*5
1	Work Quality		35															
2	Timely Completion of Work		30	0														0

3	Collaborati on Ability		15	0									0
	Managerial ability		20										
	<b>Total</b>												

Work Performance Evaluation: \_\_\_\_\_ points

### **SECTION C:**

#### **Signature**

Signature of the official conducting the evaluation and confirmation

Date: .....

### **Annex 8**



**REPUBLIC OF ALBANIA**  
**MINISTRY OF HEALTH AND SOCIAL PROTECTION**  
**NATIONAL AGENCY FOR CANNABIS CONTROL**  
**DIRECTORATE OF GENERAL SERVICES**

No. \_\_\_\_\_ Prot.

Tirana, on \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

Subject: Form for the utilization of documentation from the Secretary-Archive Office

To: \_\_\_\_\_

Requested Document:

☐ Official Letter

☐ Other



Protocol Number and Date of Requested Document \_\_\_\_\_

Method of Utilization: ☐ Consultation of the original document at the storage/archive location  
☐ Duplication of documentation

Reason:

\_\_\_\_\_  
\_\_\_\_\_

Date of Application:

\_\_\_\_\_

Date of Retrieval:

\_\_\_\_\_

Note from the Secretary-Archive Office:

\_\_\_\_\_

Applicant

Secretary-Archive Office

Approved by  
General Director

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