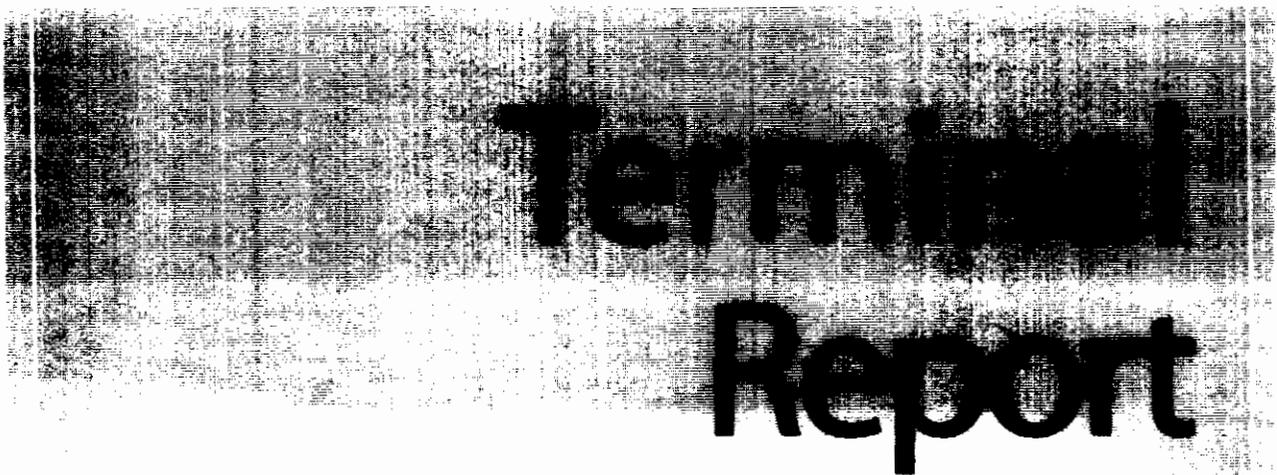




Romania

UNITED NATIONS DEVELOPMENT PROGRAMME

PROJECT ROM /01/009



BEST AVAILABLE

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Background

Trafficking in human beings is now the fastest-growing business of organized crime. According to recent estimates, more than 700,000 people are trafficked every year for the purposes of sexual exploitation and forced labor. They are transported across borders and sold into modern-day slavery.

Over the past decade, trafficking in human beings has reached epidemic proportions. No country is immune. The search for work abroad has been fueled by economic disparity, high unemployment and disruption of traditional livelihoods. Traffickers face few risks and can earn huge profits by taking advantage of large numbers of potential immigrants. In many cases, drug traffickers have switched to trafficking human beings because it is more lucrative and relatively risk-free. Even when trafficking rings are busted and exposed, it is very difficult to persuade victims to testify against their captors. They are often frightened of retribution towards family members, ashamed to go home and lack witness protection programs.

Besides representing a violation of most basic human rights, trafficking in human beings is also associated with other nuisances, such as other forms of organized crime, or the spread of HIV/AIDS and other sexually transmitted diseases.

Clearly, there is both internal and external trafficking taking place within the South-East Europe (SEE) region with a number of routes being used by organized criminal networks. Victims are trafficked into the region, principally through Ukraine, Moldova and Romania. Victims that are transited through or trafficked out of the region may either go North-West, overland through Croatia, Hungary, Slovenia etc. or will be taken South-eastwards through Albania or Greece and then across the Adriatic Sea to Italy and other European Union destinations.



UNDP Romania with financial support from USAID and in cooperation with the Romanian Ministry of Interior initiated the Project ROM/01/009 – "Preparation, training and dissemination of a regional, multi-lingual, law enforcement "best practice" manual to provide practical assistance to law enforcement officers and prosecutors in the fight against the trafficking of human beings".

More details at: http://www.undp.ro/governance/law_enforcement.php

The beneficiary countries of this project are:

Albania, Bosnia - Herzegovina, Bulgaria, Croatia, Greece, Hungary, Serbia - Montenegro (including UN Administered Territory of Kosovo), FYR of Macedonia, Republic of Moldova, Romania, Slovenia, Turkey and Ukraine.

The target audience of the manual is border police officers, police units with responsibility for investigating such crimes (particularly specialized counter-trafficking task forces) and prosecutors.

BACKGROUND

The project was rolled out in three stages: (1) the preparation of the manual, which incorporated a regional legislative review and current best investigative practice; (2) a validation and revision process based on regional consultation; (3) a programme of 'training for trainers' followed by final validation and dissemination.

In order to obtain the data required for drafting the Contact Directory and the Legislative Compendium, the Project Team with support from consultants designed a structured Questionnaire for the relevant authorities of the participating countries, which was launched in July 2002.

In parallel, Mr. Paul Holmes (consultant) drafted the Best Practice Part of the Manual (Sections 1 to 7) based upon the investigative process, setting out practical general principles for each stage. The main focus of the Best Practice section of the manual was concentrated on combating trafficking for sexual exploitation.

The Best Practice Section was validated in November 2002, at the Regional Validation Seminar by senior officers from the 13 countries involved in this project. Following that, the Manual was translated in the relevant languages.

In May 2003, a Regional Training Seminar was held in Romania providing an inter-active, participatory "training for trainers" package, based on the validated draft of the manual and practical case study models. This package was delivered to over 60 practitioners in the field of counter trafficking from each of the participating countries with the additional aim of generating feedback from field-testing of the manual through in-country training activities.

The Manual contains **three parts**; the first part consists of seven sections and forms the 'best practice' part of the guide; the second part consists of two sections and forms an 'easy-reference' review of relevant international and national legislation and procedures; part three consists of a short, country-by-country counter-trafficking briefing and contact directory of law enforcement and other multi-agency partners.

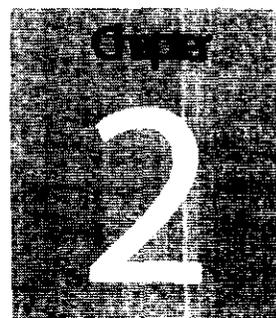
In order to properly disseminate the knowledge, the Manual - with versions in English and national languages - was delivered to senior officials from the Ministries of Interior of the countries involved in the Project.

The "Law Enforcement Best Practice Manual for Fighting against Trafficking of Human Beings" is now available on the Internet and will be regularly up-dated.

Please follow the link below:



<http://www.undp.ro/governance/Best%20Practice%20Manuals/>



Performance vs. Goals

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development granted (No. AID-G-186-01-01-00) to the United Nations Development Programme the sum of \$500,000 in support to the United Nations Development Programme's project for "Preparation, training and dissemination of a regional, multi-lingual law enforcement 'best practice' manual to provide practical assistance to law enforcement officers and prosecutors in the fight against the trafficking of human beings."

This Final Report was drafted within 60 days following the completion date of the Grant to the USAID Project Office specified above. It covers the entire period of the Grant and includes all relevant information plus:

- problems, delays, or adverse conditions that materially affected the ability to attain program objectives, and a description of corrective actions taken; and
- lessons of relevance for future similar activities that were learned from implementation of the project; and
- an assessment from the Grantee's perspective, of the extent to which project objectives were achieved by the work under the Grant.

As described in Attachment 2 - "Program Description" - the following results were expected to be derived from the grant:

- Practitioners and experts will collaborate to compile investigative and enforcement manuals for each participating country.
- Manuals will be optimized for use both within the country where they are created and for use in other countries in the region who are coping with the same groups of traffickers.
- Local police and prosecutor commitment and capacity to fight trafficking will be supported.
- International cooperation and communication about trafficking issues will be fostered.

Main Goal

The development objective of this project is the creation of a practical, 'best practice' manual designed to enhance the ability of law enforcement and prosecutorial units within the beneficiary countries to combat the trafficking of human beings.

Immediate Objectives

- To create a practical, user friendly and portable reference manual that will enable front line police and prosecutorial personnel to identify the key legal, investigative and procedural issues involved in any investigation – on a country-by-country basis within the region.
- To create a user friendly, practical guide that will enhance the capacity of front line investigators and prosecutors to combat trafficking. It is to be based on general

principles of investigative best practice that can be adapted by investigators to reflect the circumstances of any given case.

- To validate the content and practical usefulness of the draft manual by convening a seminar of practitioners to incorporate revisions as appropriate.
- To prepare and deliver an inter-active, participatory 'training for trainers' package based upon the draft manual and practical case study models. To be delivered only to practitioners in the field of counter trafficking from each of the participating countries with the additional aim of generating feedback from field testing of the manual.
- To incorporate any changes indicated by the final validation process conducted during the course of the 'in-country' training delivery programme. To identify the most practical and cost effective means of publishing and distributing the manual. To formulate and recommend mechanisms to deal with its up-dating.

Output 1.1 – Preparation of a legislative, procedural and investigative compendium and a contact directory

In the process of creation of a practical, user friendly and portable reference manual three parts were identified. These parts are: (1) Contact Directory; (2) Legislative Compendium; (3) Best Practice. All these parts are equally important to enable front line police and prosecutorial personnel to identify the key legal, investigative and procedural issues involved in any investigation – on a country-by-country basis - within the region.

According to the principles stated in the Project Document, the terms of reference for two consultants were drafted and agreed upon by UNDP, USAID, Ministry of Interior and the Project Review Group (PRG). At the beginning of April 2002, UNDP initiated the open selection of a suitably qualified external consultant to draft the Contact Directory and the Legislative Compendium. This process was finalized with the selection of Mrs. Maria Velikonja (USA, FBI staff member with extensive SEE regional experience in anti-trafficking).

The consultant in close cooperation with the Project Manager designed a structured questionnaire for circulation to the relevant authorities of the participating countries in order to obtain the requisite data. In the process of preparing the draft Questionnaire, the specialists from SECI Regional Centre and the members of the PRG were requested to provide their input and advice during Mrs. Velikonja's mission to Bucharest in June 2002.

The consultative process of drafting the Questionnaire proved to be work intensive and time consuming for the Project Team who had to fully explain to stakeholders the differences between the models of questionnaires generated from different sources and the model that will be used for this Manual. At the end it was agreed that the Manual should provide that information needed to facilitate the cooperation at national and regional level for (1) better victim treatment and (2) better action against traffickers. It was also agreed that under no circumstances should this Manual be transformed into a report on the existing situation in the beneficiary countries. Instead, the Manual should become a powerful tool in the hand of practitioners. This approach was fully endorsed by all the liaison officers appointed to SECI Regional Centre.

The final version of the Questionnaire can be considered as a Project product in itself. It is tailored on the relevant topics of the Manual, including also the questions needed to build a bank of case studies for use in the validation and training stages. The Questionnaire was equally made available in electronic format. A CD-ROM was prepared and personalized for each country containing a simple database needed to build the Contact Directory. Due to the specific conditions in each country, the replies were expected in any format – either paper-based or electronic.

This Questionnaire was distributed at the beginning of July 2002 to the liaison officers appointed at SECI Regional Centre. Alternative channels such as UNDP country offices in the region, UNMIK, UNMBiH, IOM, USAID, Winrock International were considered and were used as needed in order to obtain the most accurate and complete information.

Output 2.1 - The preparation of a 'best practice' guide to combat trafficking crime within the context of trafficking for the purposes of sexual exploitation

The objective was the creation of a user friendly, practical guide that will enhance the capacity of front line investigators and prosecutors to combat trafficking. It is to be based on general principles of investigative best practice that can be adapted by investigators to reflect the circumstances of any given case.

At the beginning of May 2002, UNDP initiated the open selection of a suitably qualified external consultant to draft the Best Practice Section of the Manual, which resulted in the selection of Mr. Paul Holmes, an experienced anti-trafficking investigator, and an author of UK's and Interpol's best practice manuals. Mr. Holmes was immediately involved in the design of the Questionnaire, his contribution being very useful.

A practical 'best practice' guide that is both easy to use and adds value to the capacity of front line investigators was drafted and submitted to the quality control of the PRG.

A bank of case studies for use in the validation process was also researched and prepared.

Sixty loose-leaf, four ring binder copies of the draft manual were printed and used during the validation process.

Output 3.1 - Validation and revision of the draft manual

A regional forum was identified and used as a 'launch vehicle' for the project. This was the SECI Joint Cooperation Committee ministerial level meeting held in Bucharest on 8th of April 2002. On this occasion the UNDP Programme Officer presented an overview of the Project highlighting the support expected from SECI. The presentation was very well received, and the country representatives pledged to support the Project.

A structured, inter-active seminar, together with case study materials, was prepared. The regional validation process was conducted in Bucharest with national practitioners in the field on 15-16 November 2002. Representatives of the Ministry of Interior of Romania, the UNDP Romania and USAID briefed the delegates on the history, background and objectives of the project.



The Validation Seminar was attended by experts (policemen, border guards, prosecutors and NGO representatives) from Albania, Bosnia- Herzegovina, Bulgaria, Croatia, Greece, Hungary, FYR of Macedonia, Moldova, Romania, Slovenia, Turkey, Yugoslavia, Ukraine, UNMIK and UNMBiH.

First day

- Brief introduction to the Best Practice Section of the Manual presented by Mr. Paul Holmes
- News Conference
- Workshop for Contact Directory and Legislative Compendium – Mrs. Maria Velikonja
- In-depth presentation of the Manual's assessment related activities by Mr. Paul Holmes
- Explanations on the four cases and organization of the workgroups (Mr. Paul Holmes)

- Workshop for study on the provided cases (4 working groups)
- Plenary discussions

Second day

- Workgroups plenary activities and preparation of the assessment
- Free networking of delegates
- Assessment of the Manual presented by workgroups (Project Manager)

Mr. Paul Holmes delivered a presentation to the delegates explaining the objectives, scope, limitations and methods of use of the manual. He also explained the purpose and objectives of the validation process as being to assess the impact and usefulness of best practice manual to: (1) enhance the ability of law enforcement officers to combat human trafficking and (2) enhance the treatment of victims of trafficking by law enforcement officers. He then went on to explain the philosophy and contents of the various sections of the manual to the audience.

Ms. Maria Velikonja presented the additional and outstanding areas of information that were required to conclude the compendium section of the manual. This presentation was provided in response to the continuing difficulty of obtaining the pertinent legislative and procedural data from some of the participating States, which had led to the delay of the completion of this part of the Manual.

During the first day afternoon, the participants split into four working groups to consider and respond to four, pre-prepared case scenarios that were designed to test the practicality and user friendliness of the best practice section. These working groups consisted of multi-national delegations and they spent the remainder of the first day utilizing the draft manual to address the operational problems posed by the four case scenarios.

On the second day, Mr. Paul Holmes and the delegates considered the responses to the case scenarios and plenary discussions took place concerning them and the content of the manual. As a result, an amendment to the intelligence section of the manual was proposed by the Greek delegation and was accepted by the plenary.

The final session was chaired by the Project Manager and consisted of plenary discussions on the manual content and a matrix style evaluation of it within the two objectives of the seminar as set out above. The unanimous and overall conclusion of the seminar delegates was that the best practice section did fulfill the seminar objectives.

Output 4.1- The delivery of "Training of trainers" package based upon the draft Manual

In accordance with the requirements of the project document, the Training of Trainers Seminar was held at the Hotel New Montana, Sinaia, Romania between the 18th and 25th May 2003. The training was attended by experts (policemen, border guards, prosecutors) from Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Greece, Hungary, FYR of Macedonia, Moldova, Romania, Slovenia, Serbia and Montenegro, Turkey, Ukraine, UNMIK. A structured, inter-active seminar, together with case study materials, was prepared by Mr. Paul Holmes and Ms. Maria-Magdalena Radulescu, who also delivered the training.

"Through this Training of Trainers Seminar that ends today, we are handing over to you what we consider to be a high-quality product – the Anti-trafficking Manual, together with the tools and skills for its roll-out – the Trainer's Manual and the training which has been provided here. We confidently rely on you to take the best advantage of this Manual for strengthening the capacity of law enforcement agencies in your countries to combat human trafficking. Specifically, we expect each beneficiary country to implement a pilot training between now and September and subsequently to integrate it into their regular training curricula for anti-trafficking law enforcement specialists"

Ms. Soknan Han Jung
UN Resident Coordinator and UNDP
Resident Representative in Romania.

Monday

- Working Group 1: Module 1 LE– Investigative principles
- Working Group 2: Module 1 TTT – Learning process and training methodologies

Break

Working Group 1: Module 2 LE – Victim

Working Group 2: Module 2 TTT – Communication process and training

Break

Working Group 1: Module 3 LE – Victim as a witness

Working Group 2: Module 3 TTT – Making a presentation

Working in national groups

Tuesday

Working Group 1: Module 4 LE – Intelligence and international cooperation

Working Group 2: Module 3 TTT – Making a presentation

Break

Working Group 1: Module 5 LE – Specialist investigative techniques

Working Group 2: Module 3 TTT – Making a presentation –practice and feedback

Break

Working Group 1: Module 5&6 LE – Specialist investigative techniques and disruption option

Working Group 2: Module 4 TTT – Interviewing skills and role play

Working in national groups

Wednesday

Working Group 2: Module 1 LE– Investigative principles

Working Group 1: Module 1 TTT – Learning process and training methodologies

Break

Working Group 2: Module 2 LE – Victim

Working Group 1: Module 2 TTT – Communication process and training

Break

Working Group 2: Module 3 LE – Victim as a witness

Working Group 1: Module 3 TTT – Making a presentation

Thursday

Working Group 2: Module 4 LE – Intelligence and international cooperation

Working Group 1: Module 3 TTT – Making a presentation

Break

Working Group 2: Module 5 LE – Specialist investigative techniques

Working Group 1: Module 3 TTT – Making a presentation –practice and feedback

Break

Working Group 2: Module 5&6 LE – Specialist investigative techniques and disruption option

Working Group 1: Module 4 TTT – Interviewing skills and role play

Working in national groups

Friday

Plenary session – How to use the Project products

Q&A session – Law enforcement contents of the Project Products

Preparation of the final examination

Practical examination: The participants will be required to deliver a 10 minutes presentation on a selected subject from the Manual

Saturday

Official closure of the Seminar – Handing over the diplomas

Media Event

The training was divided into two distinct phases. The first phase incorporated the teaching of the principles and guidance contained in the best practice manual and took place over two six-hour study sessions that were supplemented with an additional two-hour private study session at the

end of each day. The second phase consisted of teaching a range of training delivery techniques and was conducted over an identical time frame.

Within the timeframe allotted, it was neither possible nor desirable to go beyond the main features of the guidance and this was fully explained to the participants. The project team was faced with the dilemma of trying to reconcile two competing issues: (i) whilst the optimum timeframe for the seminar would have been two weeks, participants of this status cannot be removed from their professional positions for two weeks at a time; (ii) some participants requested additional training input on the teaching of training delivery skills, and gave to the project management team advance notice that whilst they had a degree of knowledge of the subject of trafficking in human beings, they had received no training as to how to teach others and that they felt handicapped by this deficit, particularly in light of the fact that the project required them to deliver the in-country training.

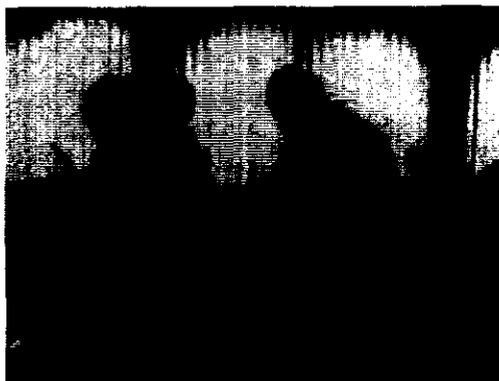
Given this situation, the project management team had to incorporate a teaching skills component into the seminar program, which, of necessity, curtailed the time available to deliver the training on the best practice manual. Under these circumstances, the seminar program represented a rational compromise that was fully explained to and understood by the participants.

The training mainly looked at the **Trainer** and his/her role in the modern process of knowledge and skills transfer, at the **Student** and his/her motivations and expectation in the learning process, and at the **Training Methodology** appropriate for the future seminars.

To accommodate the program, the participants were divided into two groups of 27 participants, selected for their range of experience, rank, role and knowledge and common language skills. Group 1 engaged in the best practice law enforcement training for the first two days of the seminar and then spent the following two days undergoing the teaching skills training. Group 2 followed the same system but in reverse, starting the teaching skills training on Days One and Two before reverting to the best practice training on Days Three and Four. **Presentation skills** has been the focus for the second day of the seminar in order to prepare their presentations for the final exam and also to allow them to become better trainers and ensure the effective training roll-out in the participating countries.

The fifth day of the seminar was devoted to plenary instruction, exchanges and clarifications on both the best practice and teaching skills program modules and to the presentations of each participant, based on a range of selected topics taken from the best practice manual. Each participant was required to deliver a 10 minute presentation on a chosen subject, with the presentation being evaluated by a panel on the basis of content, preparation, timing and style. The objective of the presentation session was to enable an evaluation of the

ability of the participants to deliver the in-country training component of the project.



The Trainer's manual and the PowerPoint presentations given to the participants included all the information delivered during the training. Participants also received recommendations for the national training seminars organization in the extended form (1 full year of study) or short form (two weeks).

On 19.05.2003 and 23.05.2003 a Roundtable on Overall Police Training strategy was organized with the representatives of the beneficiary states, USAID, Stability Pact, ICMPD, and UNDP. Following this activity, a separate report with recommendations was drafted and shared with the participants.

Saturday 24.05.2003, based on the results of examination, Certificates of Completion were handed over to the participants by Quaestor Florin Sandu, Ms. Soknan Han Jung and the Project Team. On the same occasion, symbolic prizes were offered to the best three trainers (Mr. Akbar Khan - UNMIK, Mr. Zan Jovanoski – SECI Regional Centre, Mr. Tuna Saylan – Turkey), which proved to be very helpful in raising the commitment of the participants to the overall training process.

Following the closing session, a press conference was jointly organized by UNDP and the Romanian Ministry of Interior, with good coverage in the Romanian mass-media.

Commitment of Training of Trainer participants to further disseminate knowledge and implement national training in their respective countries was achieved. However, firm requests from participants for further UNDP support to THB specialized institutions in the beneficiary countries (joint mobilization of funds and developing of follow-up activities, with particular view to training activities) were expressed at the Roundtable on Overall Police Training strategy.

The Seminar also provided a venue for further consultations and coordination efforts between UNDP, SPTF and ICMPD, which resulted in the joint Vienna event in December 2003 and jointly planned follow-up.

Within the compromise situation described above, the seminar was successfully completed in accordance with the requirements of the project, with the ability of the participants to absorb and understand the best practice guidance being exemplified by the quality of the content delivered in their presentations.

See in Annex:

- UNDP newsletter on the Training of Trainers Seminar.

The in-country training was rolled out and monitored as planned between 1st of June and 30th of September. The project team participated for monitoring purposes at the following training sessions:

- Romania, Bucuresti – Police – July 2003,
- Romania, Oradea – Border Police – September 2003
- Romania, Balvanyos – Police – 43 police women one for each county -October 2003
- UNMIK, Vushtri – Police and Border Police – July 2003
- Ukraine, Kharkov – Police - September 2003
- Bosnia – Herzegovina, Sarajevo – Police and Prosecutors mix training with ICMPD Manual September 2003
- Moldova, Chisinau – Police, Prosecutors and NGO - July 2003 (very short)
- Croatia, Valbandon – Police, Border Police and NGO mix training with ICMPD Manual – October 2003

Other training sessions organized in-country based on the Manual (e.g. Turkey) took place without the direct participation of the project team.

Output 5.1 – Final printing and distribution of the Manual

Indicators

- To incorporate the final amendments
- The final review of the product by the Project Review Group (PRG) to ensure compliance with the overall objectives
- Final printing of the Manual
- Distribution of the final Manual

Changes indicated by the final validation process were incorporated in the final version by 15th October 2003.

On 20th of October 2003, at the UN House premises, the PRG met to evaluate the final design of the "Law Enforcement Best Practice Manual for Fighting against Trafficking of Human Beings". Present were USAID, UNDP, Ministry of Interior, SECI Regional Center, IOM and the Centre for Legal Resources.

Ms. Radulescu, external consultant, made a short presentation of the entire Manual, which should be treated as an educational tool. She presented the last chapters recently added, based on the countries' reply to the 2002 Questionnaire and the updates in 2003. These chapters are: The Legislative Compendium and the Matrixes; The Contact Directory, maps and trafficking routes, government and NGO contact points; The Annexes.

The Best Practice Section of the Manual and the UN documents were translated into Albanian, Bulgarian, Bosnian, Croatian, Hungarian, Macedonian, Romanian, Serbian, Slovenian, Turkish and Ukrainian. Greece accepted the English version. The translated versions were delivered to the designated agencies, which are responsible for drafting and printing the National version of the Manual.

The PRG members fully agreed with the final form of the Manual, and highlighted the need for regular update. Mr. Zan Jovanovski (SECI Centre) appreciated the Project as successful in producing a good working tool that was indeed needed for the law enforcement officers.

A company was identified to provide, in the most practical and cost effective way, the final product. Clearly, the optimum method would be via information technology. However, in order to deal with the reality, the pragmatic method of publication was in a loose leaf format in a binder. This will allow for the distribution of replacement pages as required by subsequent updates.

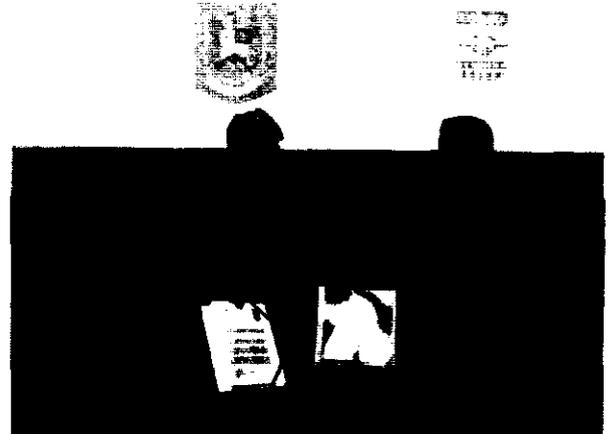
This project was only liable to produce and distribute thirteen final copies of the manual – one for each of the participating countries. The extent of the onward national distribution and cost is a matter for the participants within the security constraints imposed by the content of the manual. However, within the allocated budget it was possible to make more copies available in order to meet the requests from beneficiary countries.

There is a case for considering a further amended distribution to incorporate non-governmental organizations and other relevant institutions, particularly of those sections that deal with victim related issues provided that the material has been reviewed to remove sensitive guidance or techniques.

A mechanism to deal with the up-dating of the Manual was identified.

Official joint launching of UNDP Romania and ICMPD (Stability Pact) Manuals at UN Office in Vienna / handover to UNODC 15/16 December 2003

The international recognition of this unprecedented initiative came in mid-December 2003, at the regional law enforcement senior officials meeting in Vienna. UNDP Romania's Manual, together with one developed by the International Centre for Migration Policy Development (ICMPD) for general police, was officially adopted as a Comprehensive Regional Anti-trafficking Training Strategy for Law Enforcement agencies in SEE, and was handed over to the UN Office on Drugs and Crime (UNODC) for adaptation and implementation in other parts of the world. The Comprehensive Training Strategy is the most advanced world-wide anti-trafficking training programme for law enforcement developed so far.



I. INTRODUCTION TO THE PROGRAMME FOR THE SEMINAR AND THE COMPREHENSIVE TRAINING STRATEGY

Session one – Introduction to the Seminar

Session two - Presentation of the Programme for the Development of Anti-Trafficking Training Modules at general and specialist levels as well as the Comprehensive Training Strategy of Anti-Trafficking Training for Law Enforcement in South-Eastern Europe



II. NATIONAL UPDATE

Session three - National updates on the state of implementation of the anti-trafficking law enforcement training (10 min /country, 6 countries)

Session three continued - National updates on the state of implementation of the anti-trafficking law enforcement training (10 min /country, 4 countries)

Session three continued - National updates on the state of implementation of the anti-trafficking law enforcement training (10 min /country, 5 countries)

III. NATIONAL IMPLEMENTATION PLANS FOR COMPREHENSIVE LAW ENFORCEMENT STRATEGY

Session four - Presentation: the vital role of law enforcement in the combat of human trafficking. Roundtable on In-country Training Plans to implement

the comprehensive training strategy for law enforcement officials

IV. OFFICIAL HANDOVER OF TRAINING MANUALS TO THE UNODC

Session five - Official handover of the Law Enforcement Training Manuals to UNODC. The implementing agencies ICMPD and UNDP have, together with the participating countries, officially hand over the training manuals to the UNODC, for future global utilization.

V. REGIONAL IMPLEMENTATION OF THE COMPREHENSIVE TRAINING STRATEGY

Session six - Roundtable on regional follow-up to implement the comprehensive training strategy for law enforcement officials. Circulation of draft conclusions on commitment to the implementation of the Comprehensive Training Strategy as well as National and Regional Follow Up Measures.

VI. CONCLUSION

Session seven - Discussion and adoption of the conclusions

See in Annex:

- Comprehensive Anti-Trafficking Training Strategy
- Summary of Conclusions from the Vienna meeting
- UNDP newsletter on the Vienna launch.

Memorandum of Understanding between Romanian MoAI, UNDP, USAID - 3rd of February 2004



On 3rd of February 2004, the Romanian Ministry of Administration and Interior, UNDP and USAID signed a tri-partite Memorandum of Understanding, valid until 30.04.2004 in what concerns the obligations of UNDP, and until 31.12.2005 in what concerns the obligations of MoAI.

Thus, a unit within MoAI (General Directorate for European Integration and International Relations) was created to ensure regular updates and promotion of the Manual in order to enhance the sustainability of the results of UNDP Project ROM/01/009

See in Annex:

- Memorandum of Understanding
- UNDP newsletter on the tri-partite Memorandum of Understanding

Through the MoU signed on 3rd of February 2004, UNDP transferred all the project equipment (with a total value of approx. USD 30,000) and the know-how to the Romanian Ministry of Administration and Interior's specialized unit that will carry on regular updates and promotion of the Manual to the beneficiary countries.

During the project, UNDP has established a solid partnership with key actors and stakeholders, in SEE countries and at the international level. We have provided technical assistance to in-country training roll-out, and have monitored progress in implementation of the Manual throughout the region. The unit created in the Ministry of Administration and Interior based on the Memorandum of Understanding is expected to continue this work.

"I applaud the Ministry of Administration and Interior for its acceptance of the responsibility for the updating, dissemination, and promotion of the "Best Practice" Manual throughout South-Eastern Europe. Your efforts are a mark of your commitment to ensuring that the fundamental rights and human dignity of the most vulnerable members of society are and will be protected."

*Ms. Soknan Han Jung
UN Resident Coordinator and UNDP
Resident Representative in Romania.*



Performance vs. Schedule

Comparative analysis between original and final plan

UNDP's benchmarks	Planned (Month #)	Completed (Month #)	Notes
Specific individuals from the Centre for Legal Resources, the SECI Centre and the International Organization for Migration identified to assist the Project Manager in accordance with the functions and responsibilities.	1-3	2	
Network of partners representing OSCE, the Stability Pact, UNHCR, UNDP Regional Office, UN CACP Vienna and the COLPI programme identified and mechanism for participation established.	1-3	12	
The requisite information identified. A comprehensive pro-forma created for the collection of the data in the most cost effective and efficient manner.	1-3	5	
A practical matrix formula to enable easy use of the compendium material formulated.	4	5	
The draft compendium (that has been subjected to a quality control process by the Review Group and reported on to the Project Manager) formulated.	4	12	Lack of countries' responsiveness to Questionnaire
A practical 'best practice' guide that is both easy to use and adds value to the capacity of front line investigators and has passed the quality control by the Review Group created.	4-5	8	
Three copies printed in English for use by the Review Group.	5	8	
A bank of case studies for use in the validation process researched and prepared.	4-5	9	
Sixty loose-leaf, four ring binder copies of the draft manual translated and printed into the requisite languages	6-7	9	Only in English
Structured, inter-active seminar, together with case study materials researched and prepared	8-9	9	
Regional validation process conducted in Bucharest by national practitioners in the field.	10	10	Milestone
Completed quality control check conducted by the Review Group	11	12	
A further sixty copies, of the second, validated and amend draft of the manual translated into the requisite languages.	12	12	Only in English
Set of case based training modules researched and created.	13-14	14	
Centralized 'training of trainers' package delivered to the national delegates	16	16	Milestone
Closing Report formats and responsibilities disseminated to the national delegates.	16	16	
Evaluation of the training package summarized by the trainers and fed back to the Project Manager.	16	16	
Closing reports and final validation revisions received from the thirteen participating countries.	22	20	
Final review process carried out by the Review Group	22	21	Milestone
The final revisions incorporated into the final version of the manual.	22-23	22	
Revisions contained in the final version of the manual translated.	23	22	
The final version of the manual printed and distributed.	24	24	Milestone

During its lifetime, the Project was confronted with difficulties, especially caused by the initial lack of response from the beneficiary countries. This was the cause of the delay in completion of the Legislative Compendium. However, this delay was subsequently recovered by the success of the carefully prepared Validation Seminar.

Above is the actual schedule of the project vs. the original one. Changes in the original schedule agreed with the donor and Project Review Group were made only in the benefit of the participating countries and with a view to achieving the main goal of the Project. Overall, the project management successfully complied with the Milestones of the original schedule.

Project work plan for first year

Activity No.	Activities as per Project Document	Feb.02	Mar.02	Apr.02	May.02	Jun.02	Jul.02	Aug.02	Sep.02	Oct.02	Nov.02	Dec.02	Jan.03
1.1.1	Recruitment of Consultant for Compendium and Directory	█	█	█	█	█							
1.1.2	Design the Compendium					█	Note 1		█				
1.1.3	Review of the draft Compendium								█	█	█	█	█
2.1.1	Recruitment of Consultant for the "Best practice" section			█	█	█							
2.1.2	Design the Best Practice section					█	Note 1		█				
2.1.3	Review of the draft Best Practice section								█	█	█	█	█
2.1.4	Translation of the draft copies and printing								Note 2	█	█	█	█
3.1.1	Launch vehicle identified		█										
3.1.2	Recruitment of Consultant for Validation Seminar							█	█	█	█	█	█
3.1.3	Validation seminar										█	█	█
3.1.4	Review of the seminar results											█	█
3.1.5	Draft amendments												█

Note 1 Two months required by beneficiary countries to complete the Questionnaire

Note 2 As prompted by the initial lack of responsiveness until the Validation Seminar. Change agreed with the Donor and Project Review Group.

Project work plan for second year

Activity No.	Activities as per Project Document	Feb.02	Mar.03	Apr.03	May.03	Jun.03	Jul.03	Aug.03	Sep.03	Oct.03	Nov.03	Dec.03	Jan.04
4.1.1	Recruitment of Consultant for Training Seminar	█	█	█	█	█							
2.1.4	Translation of the Manual			█	█	█							
4.1.2	Students selection		█										
4.1.3	Selection of the venue		█										
4.1.4	Review of training material by RG			█	█	█							
4.1.5	Delivery of the training package				█	█	█	█	█	█	█	█	█
4.1.6	In-country evaluation					█	█	█	█	█	█	█	█
6.1.1	Revisions								█	█	█	█	█
6.1.2	The final review									█	█	█	█
6.1.3	Final translation										█	█	█
6.1.4	Printing of manual											█	█
6.1.5	Distribution of the manual												█

LEGEND

- Recruitment
- Design/Printing
- Quality Control
- Translation
- Seminars
- Distribution
- Adjustments to reality





Performance vs. Quality

The "Anti-Trafficking Law Enforcement Best Practice Manual" is the result of two years of work, led by Romanian and foreign experts and made possible through coordination with specialists from many countries in South-Eastern Europe.

The Manual has gone through regional testing, validation and pilot training, and is currently being mainstreamed into regular training curricula for law enforcement officers in SEE. It is based on the international definitions and norms as contained in the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime. Also complied with are the UN Recommended Principles and Guidelines on Human Rights and Human Trafficking.

<i>Original quality indicators</i>	<i>Achieved</i>
<ul style="list-style-type: none"> to include "best practice" issues to include a legislative compendium to include a contact directory to comply with Human Rights principles to have a "victim first" approach to be regional to be multilingual to be a "living document" to be useful to police investigators and prosecutors 	

The final output of the project, available on a CD and Internet, consists of:

A. User's Manual (the 'Best Practice Manual') that includes:

- a matrix designed, regional legislative, procedural and investigative capacity compendium,
- a regional, multi-agency contact directory and
- a 'best practice' section based upon the investigative process, setting out practical general principles for each stage.

B. Geographical Information Resource to be used within the National Anti-trafficking Task Forces.

C. A Trainer's Manual that includes up-to-date training delivery techniques and a General Recommended Training Plan.

Additionally, by joining efforts with ICMPD under the umbrella of the Stability Pact Task Force on THB, a Comprehensive Police Training Strategy was drafted and agreed upon by the participating countries during the meeting in Vienna in December 2003.

The overall Comprehensive Training Package includes at this moment two Manuals with precise and distinct target audiences, covering actors from NGOs to prosecutors and treating subjects from prevention to witness protection systems.

The CD ROM attached that should be treated as part of this report contains all the relevant documents, as listed below:

Project Description

1. Project Overview
2. Background
3. United Nations
4. Project Goal
5. Beneficiary Countries
6. Challenge
7. Fundamental Principles
8. Management
9. Quality Control
10. Timeframe
11. Official Launching
12. Stage 1 - Compendium
13. Stage 2 - Best Practice Section
14. Stage 3 - Validation Seminar
15. Stage 3 - Validation
16. Stage 4 - Training of Trainers
17. Stage 4 - Roundtable Recommendations
18. Stage 4 - Examination
19. Stage 4 - Happy Moments
20. Stage 4 - In Country Roll Out
21. Stage 4 - Final Delivery
22. Attention Areas
23. Contact

Best Practice Manuals

User's Manual

1. Best Practice
2. Legislative Compendium
3. Contact Directory
4. Internet Links
5. References
6. Abbreviation

Trainer's Manual

Contact Directory

Manual Translations

- Albania - Best Practice
- Albania - UN Convention
- Albania - UN Guidelines
- Albania - UN Protocol Smuggling
- BiH - Best Practice
- BiH - UN Convention
- BiH - UN Guidelines
- BiH - UN Protocol Smuggling
- BiH - UN Protocol THB
- Bulgaria Best Practice
- Bulgaria Best Practice Summary
- Bulgaria UN Convention
- Bulgaria UN Guidelines
- Bulgaria UN Protocol Smuggling
- Bulgaria UN Protocol THB
- Croatia Best Practice
- Croatia UN Convention
- Croatia UN Guidelines
- Croatia UN Protocol Smuggling
- Croatia UN Protocol THB
- FYROM Best Practice
- FYROM UN Convention
- FYROM UN Guidelines
- FYROM UN Protocol Smuggling
- FYROM UN Protocol THB

- Greek Best Practice summary
- Hungary Best Practice
- Hungary UN Convention
- Hungary UN Guidelines
- Hungary UN Protocol Smuggling
- Hungary UN Protocol THB
- Romanian Best Practice
- Romanian UN Convention
- Romanian UN Guidelines
- Romanian UN Protocol Smuggling
- Romanian UN Protocol THB
- Serbia Best Practice
- Serbia UN Convention
- Serbia UN Guidelines
- Serbia UN Protocol Smuggling
- Serbia UN Protocol THB
- Slovenia UN Best Practice
- Turkey Best Practice
- Turkey UN Convention
- Turkey UN Guidelines
- Turkey UN Protocol Smuggling
- Turkey Protocol THB
- Ukraine Best Practice
- Ukraine UN Convention
- Ukraine UN Guidelines
- Ukraine UN Protocol Smuggling
- Ukraine UN Protocol THB

Training Support Presentations and Documents

1. Power Point techniques
2. Training techniques
3. UNDP Manual Training Slides
4. Analysis of training
5. Feedback Form Final Examination
6. Full Training Programme
7. Happy Sheet
8. Learning Styles Presentation Plan
9. Might I Know Too Much
10. Motivation to Learn
11. Short Training Programme
12. So What is Involved
13. Training Needs Assessment Form
14. Training of Trainers Topics
15. What's Your Style
16. Self Assessment Questions
17. UNDP Composite Case Scenario

Relevant Documents

1. Anticorruption Toolkit
2. Comprehensive Anti Trafficking Strategy
3. United Nations Convention Against Transnational Organized Crime
4. Minute Roundtable Sinaia
5. Protocol against the Smuggling of Migrants by Land, Sea and Air, Supplementing the United Nations Convention Against Transnational Organized Crime.
6. Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, Supplementing the United

PERFORMANCE VS. QUALITY

- Nations Convention Against Transnational Organized Crime
- 7. UN Principles and Guidelines on Trafficking
- 8. UNDP Questionnaire

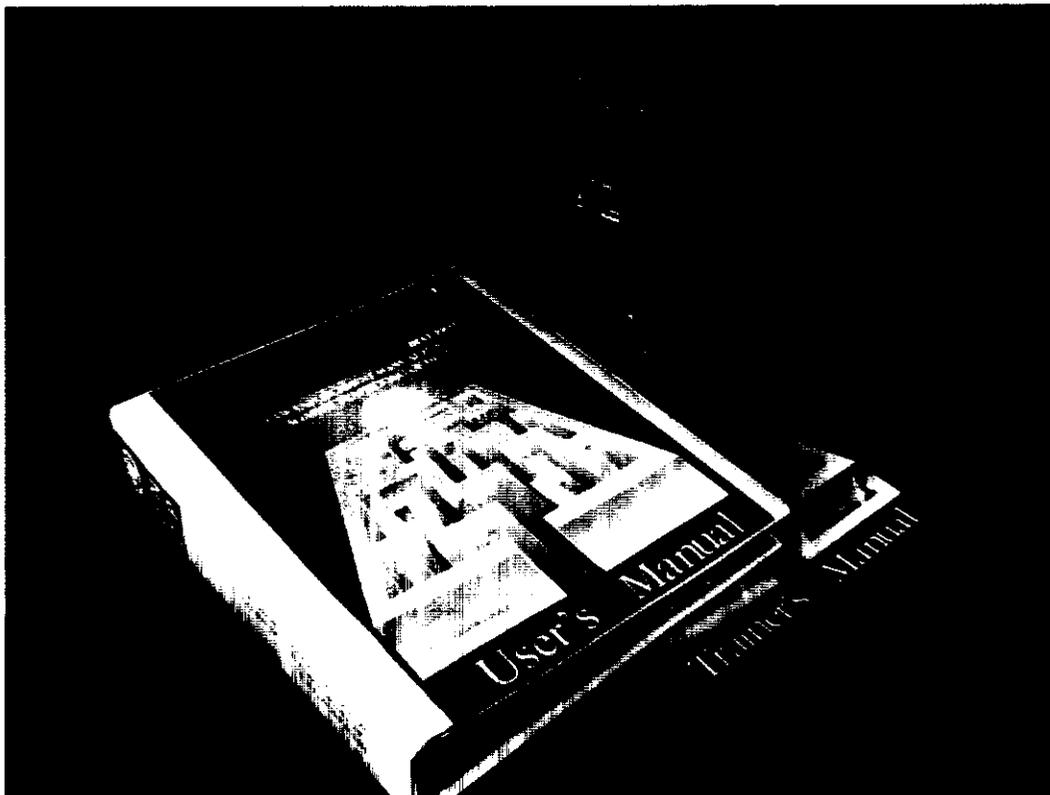
Regional Standard for Anti-trafficking Police Training SEE
ICMPD Training Manual for Anti-trafficking Training for Non-specialized Law Enforcement Officers in SEE

To ensure proper dissemination of the final product, in December 2003, at United Nations Office in Vienna, a high-level meeting was organized. The main conclusion was that "SEE countries have developed the most advanced worldwide anti-trafficking law enforcement training programme, which UNODC will adapt for implementation in other parts of the world".

In this new context, USAID Mission in Romania requested 200 copies of the Manual for dissemination purposes. UNDP Romania also received many additional requests from specialized individuals and agencies outside SEE, from India and Korea to the UK and US Department of Justice. A request for 20 Manuals in electronic format (CD-ROM) was received from OSCE - ODHR.

Overall, almost 1000 copies of the Manual were printed and distributed throughout the region, as stated in the attached table.

As stated during the Vienna meeting and evidenced by the following press cuts, the output of the project received much appreciation for its quality.



Dumegaia

Prevenirea și combaterea traficului de ființe umane se va face ca la carte

Ministerul Administrației și Internelor (MAI), în colaborare cu Biroul de Cooperare în România și Agenția SUA pentru Dezvoltare Internațională (USAID)...



Un manual conceput în România a devenit "biblie" în 13 țări. Acord româno-american privind lupta împotriva traficului de ființe umane...

Prevention and combating trafficking of human beings is made by the book

Realities

Realități. Un manual conceput în România a devenit "biblie" în 13 țări. Acord româno-american privind lupta împotriva traficului de ființe umane...

Un manual conceput în România a devenit "biblie" în 13 țări. Acord româno-american privind lupta împotriva traficului de ființe umane. Ministerul Administrației și Internelor a încheiat ieri un acord cu Programul Națiunilor Unite pentru Dezvoltare (PNUD) și Agenția Statelor Unite pentru Dezvoltare Internațională (USAID)...

Memorandum of cooperation in combating trafficking of human beings

A manual drafted in Romania became "Bible" in 13 countries

Memorandum de colaborare pentru combaterea traficului de ființe umane

Ieri a avut loc ceremonia semnării Memorandumului de înțelegere între Ministerul Administrației și Internelor, Programul Națiunilor Unite pentru Dezvoltare (PNUD) și Agenția Statelor Unite ale Americii pentru Dezvoltare Internațională (USAID).

Prin semnarea acestui Protocol, se va constitui o unitate specializată cu scopul de a continua activitatea de actualizare, diseminare și promovare a "Manualului de bune practici în lupta împotriva traficului de ființe umane"...

The "Bible" in combating trafficking in human beings

"Biblia" combaterii traficului de ființe umane. În Capitală s-a lansat, ieri, în cadrul unei ceremonii de înalt nivel, un manual conceput în România...

Media coverage of the events related to the "Law Enforcement Best Practice Manual for Combating the Trafficking in Human Beings"

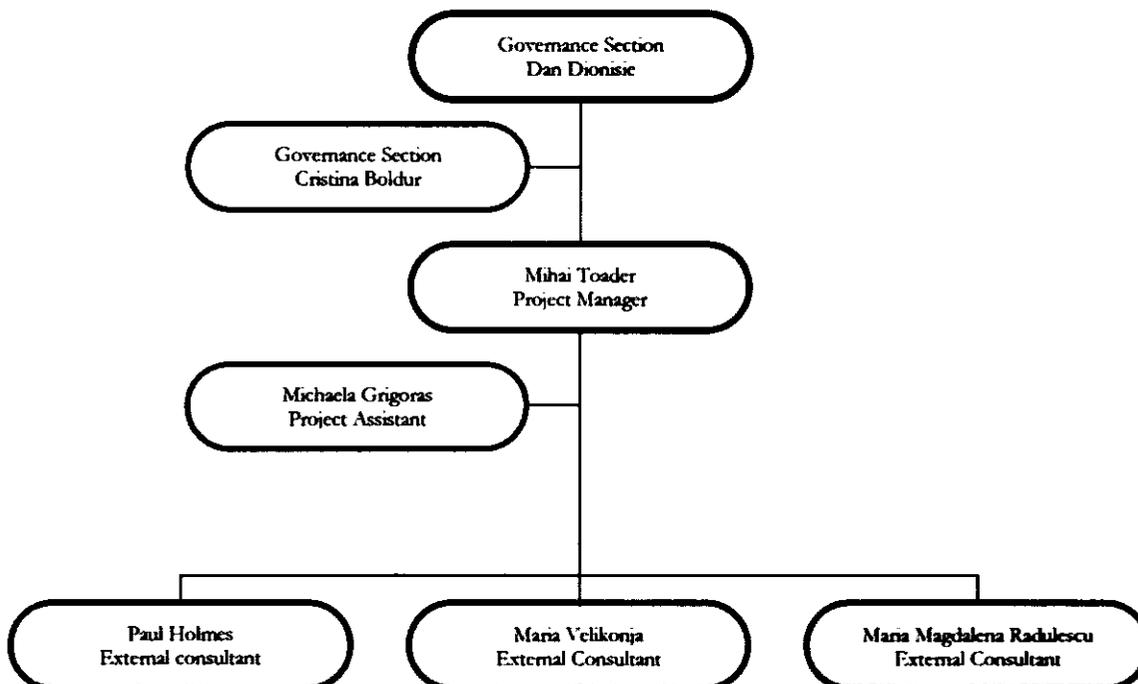
Project Management

The managerial overview function was designed to ensure the best use of the donor's money and the adherence of the project to the overall stated objective. This function was fulfilled, as per UNDP rules, by a Project Team. The upper part represents the decision level, and the lower part represents the execution level.

Project delivery was managed by the UNDP Office in Bucharest who selected and appointed a Project Manager and an Assistant.

External short-term consultants/trainers required for various stages of the project delivery were also identified and recruited by UNDP.

Project Team Structure



Project Office

Following the identification of a project office within the General Inspectorate of Border Police, the procurement of project equipment at the new project office started on 6th of March 2002. The project office became fully equipped and operational as of 15th of April 2002.

The project office equipment consisted of a network of two desktop PCs and one portable PC with full access to Internet via ISDN leased line, one laser printer, one inkjet printer, one digital camera, one scanner, one digital copy machine, one multimedia projector, one mobile phone, furniture and air conditioning.

To meet the Project needs, a separate air conditioning unit and a white board was installed in a small conference room that was also made available to the Project by the Border Police.

The equipment procured provided the necessary support infrastructure to the Project team. The equipment ensured access to on-line resources including e-mail, text processing and document editing, developing regular presentations, spreadsheet processing for office use, including budget tracking, small database applications for office use, project management, transferring documents in safe and secured format, collecting and processing of relevant images and videos and CD-ROM writing. Photographs of the office and equipment are attached.

UNDP ROM/01/009 Project Office

2-4 Razoare St., Bucharest 6, Romania

Phone: + (4021) 4101134; + (4021) 4086054

Fax: + (4021) 3121189

Project e-mail address: mihai.toader@undp.ro

Project assistant e-mail: mgrigoras@pcnet.ro

Project Personnel

Project Manager

This function was fulfilled by Mr. Mihai Toader, who was working in close cooperation and under the supervision of the National Project Director, and under the administrative authority of UNDP. On the overall, the Project Manager was responsible for the daily operations (administrative and managerial actions) of the project ROM/01/009.

In particular, the Project Manager performed the following activities:

1. Assisted the UNDP Romania CO in recruiting /managing the necessary project staff, to be funded through the project budget
2. Procurement of the necessary IT equipment, in compliance with UNDP procurement rules and regulations,
3. Developing and updating the project work plan and budget
5. Mobilizing and linking all relevant organizations as indicated in the project document
6. Project reporting and evaluations,
 - on a quarterly basis, on the delivery of stated activities and outputs as identified in the project document.
 - the Annual Progress Reports, along with Annual Inventories of project purchased equipment
 - submitting the quarterly progress reports as well as the Annual Progress Reports to the respective tripartite review meetings (TRM)
 - preparing this Terminal Progress Report, along with the terminal inventory of project purchased equipment, for consideration at the terminal tripartite review meeting (TTRM)
 - reporting on seminars, workshops and communication activities

With support from UNDP, the Project Manager succeeded in bringing this highly complex and difficult project on track with timely and high quality outputs, overcoming many obstacles (e.g.

lack of responsiveness in the initial stage from beneficiary countries, insufficient support from some of the partners during the most critical stage of regional data collection etc.). The project Manager has proven good leadership skills as the head of the Project Team and in relation with the external consultants hired under the project. He had numerous initiatives useful to the project, and it should also be noted that he made an important learning effort (self-financed) in a field which is very relevant to his work with UNDP.

Project Assistant

The Project Assistant worked under the supervision of the Project Manager, and under the administrative authority of UNDP Romania. On the overall, the Project Assistant was responsible for the daily office operations of the project ROM/01/009.

In particular, the Project Assistant performed the following activities:

1. drafting project related documents (correspondence, minutes, memos, reports, etc.) on behalf of the Project Manager;
2. properly handling project related documents (i.e. keeping accurate records of daily correspondence, organizing and maintaining proper filing of all project related documents);
3. collecting project related information and submitting it to the Project Manager;
4. translating project related documents between English and Romanian, upon request of Project Manager;
5. coordinating the process of translation of the Manual in the national languages of the beneficiary countries
6. assisting the Project Manager in:
 - the procurement of the necessary IT equipment, in compliance with UNDP procurement rules and regulations
 - recruiting the necessary project staff, to be funded through the project budget
 - getting actively involved in mobilizing and linking all relevant organizations as indicated in the project document
 - organizing project related seminars, workshops and communications activities
 - monitoring the project implementation
 - coordinating the Manual editing and printing related activities
 - organizing and monitoring the in-country training based on the Manual

Since her detachment was not approved, starting with 1st of May 2002 Ms. Michaela Grigoraş resigned her job in the Ministry of Interior in order to fulfill her obligations under UNDP contract. As project assistant, she performed very well during the Project timeline. Under direct supervision of the Project Manager, she managed to significantly contribute to the whole Project implementation, making full use of her communication and inter-personal skills.

External Consultants

External short-term consultants/trainers were required for various stages of the project delivery. The optimum profiles and qualifications for the expert consultants, which formed the basis for their recruitment, are set out below.

Expert consultant recruited to prepare the 'Compendium' section of the manual - Stage 1 Essential

- Knowledge of the region.
- Network of international contacts within any of the three-core project areas.
- Proven track record of experience in the development of international projects.
- Proven track record of experience in international investigations.
- Good communication and inter-personal skills.
- Fluent English speaker.

PROJECT MANAGEMENT

Preferable advantages

- Conversant with information technology systems.
- Experience of the preparation of guidance material

Expert consultant recruited to deliver the 'Best practice' section of the manual - Stage 2

Essential

- Proven track record of experience on the investigation of cross-border trafficking of human beings for the purposes of sexual exploitation.
- Proven track record of experience in considering and dealing with the victims of trafficking of human beings
- Proven track record of experience in the development of international projects.
- Experience of the preparation of guidance material.
- Conversant with information technology systems.
- Fluent English speaker.

Preferable advantages

- Knowledge of the region.
- Network of international contacts within any of the three-core project areas.
- Proven track record of experience in international investigations.
- Good communication and inter-personal skills.

External Expert- recruited for preparation of the Validation seminar - Stage 3

Essential

- Knowledge of investigative processes, particularly within the context of organized international crime and trafficking of human beings.
 - Proven track record of experience in international investigations.
 - Proven track record of experience in the operational investigation of cross border crime, mainly the traffic of human beings.
 - Good communication and inter-personal skills.
 - Fluent English speaker.

Preferable advantages

- Knowledge of the region.
- Conversant with information technology systems.

External Expert - recruited for preparation and delivery of training on the use of manual - Stage 4

Essential

- Proven track record in the research and preparation of inter-active, participatory training modules.
- Proven track record in the delivery of the above.
- Good communication and inter-personal skills.
- Conversant with information technology systems.
- Ability to deliver training in the English Language.

Preferable advantages

- Knowledge of the region.
- Knowledge of investigative processes, particularly within the context of organized international crime and trafficking of human beings.

Mrs. Maria Velikonja was selected to prepare the legislative, procedural and investigative "living" Compendium and contact directory, as the first part of the "Law Enforcement Anti-trafficking Manual"

In connection to the above, she performed the following duties:

- Drafted a comprehensive questionnaire to ensure collection in the most efficient manner and electronic processing of information about the actors involved in combating the traffic of human beings, including the front-line offices, such as detailed contact points (full address, phones, e-mails), their legal background and relevant legislation
- Disseminate the a/m questionnaire to all the institutions, organizations and agencies specialized in fight against the trafficking of human being from Albania, Bosnia-

Herzegovina, Bulgaria, Croatia, Greece, Hungary, F.Y.R. of Macedonia, Moldavia, Romania, Slovenia, Turkey, F.R. of Yugoslavia, and Ukraine

- In cooperation with the Project Team, gather the data and prepares the draft of contact directory
- Designed the Table of Contents of the Compendium.
- Gather the relevant legislation
- Design a practical matrix for user-friendly referencing the Compendium;
- Deliver the draft of the Compendium and submit it to a quality control process by the Project Review Group.

Mrs. Maria Velikonja proved to have a good knowledge of the region based on a network of relevant international contacts. In direct cooperation with the Project Manager she managed to fulfill her first task by drafting a good questionnaire (attached to the report) that should be considered and used as a stand-alone product. Her "Regional Analysis" part of the Manual is the first document of its kind in the SEE region and a good reference for future monitoring and development.

Mr. Paul Holmes was selected to prepare a multi-lingual, investigative 'best practice' guide, as the second part of the "Law Enforcement Anti-trafficking Manual".

In connection to the above, he performed the following duties:

- Prepare the 'best practice' guide in a practical and user-friendly manner,
- Emphasize the front line practicality in this guide.
- Maintain the closest liaison with the Review Group in order to identify and gain access to the most experienced and credible practitioners in each of the disciplines.
- Collate, evaluate and record a bank of case studies that will be used in the validation and training stages.
- Prepare three copies of the guide and distribute to the Review Group. Review the work for compliance with both the stage and overall project objectives together with the members of the Review Group.
- Observe the translation of the draft into the principle regional languages

Mrs. Maria Magdalena Radulescu was selected to prepare and deliver a training package based on the "Law Enforcement Anti-trafficking Manual".

In connection to the above, she performed the following duties:

- Prepare the training package in a practical and user-friendly manner, based on the "Law Enforcement Anti-trafficking Manual".
- Assist in the delivery of the training package over a five day training for trainers seminar
- Draft an evaluation format for completion by the students, which seeks feedback on both the training course itself and the manual
- Collect the students' evaluations and assist in preparation of the closing report, for the Project Manager, incorporating a summary of the feedback and evaluation

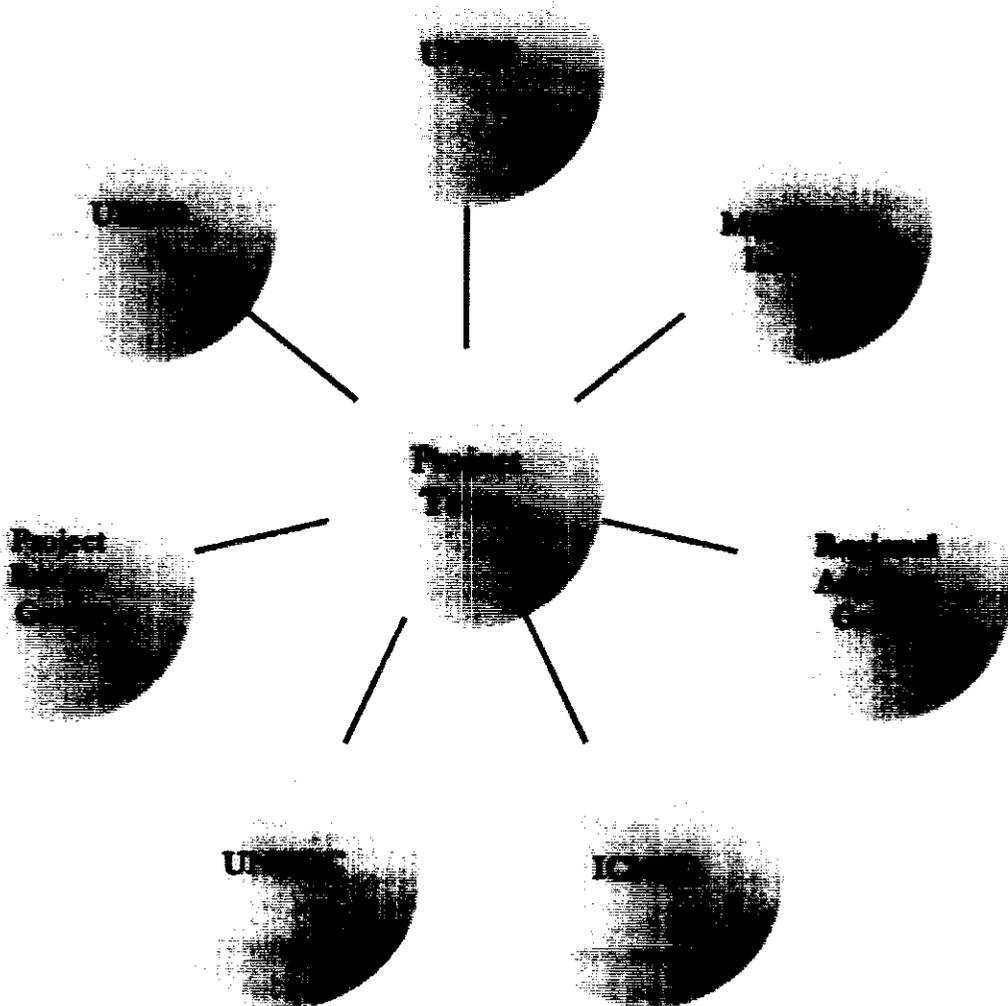
The training focused on the Trainer's role in the modern process of knowledge and skills transfer, on the Students' motivations and expectations in the learning process, and on the Training Methodology appropriate for the future seminars.

National experts from participating countries were selected to translate "The Law Enforcement Best Practice Anti-trafficking Manual" from English to required languages. They worked under the supervision of, and reported to, the Project Manager, and closely coordinated their activities with the Project Assistant. They were nominated by their respective Ministries of Interior.

KEY LESSONS

The translations were delivered in electronic format, by e-mail to the Project Team, in a proper and complete form by using a law enforcement-oriented language. Some of the translators also provided in-country support to the National Training sessions organized on the basis of the translated Manual.

External Relations of the Project Team



The project team has developed strong relations with the main actors involved, with a view to enhance practical cooperation. It is mainly due to this active networking that the Project was successful in a difficult environment characterized by the novelty and sensitivity of the topic addressed (human trafficking), insufficient inter-country cooperation in SEE, and diversity of initiatives lacking coordination.

BEST AVAILABLE

Project Planning

Based on the original Plan included in the Project Document, milestones were identified and actions designed accordingly. The Project Team benefited from permanent support and advice from UNDP Romania Governance Section and USAID.

The project was well defined from the beginning with a good balance between goals and activities. However, the real situation prompted the Project Team to amend the original plan in order to ensure proper delivery.

The initial lack of responsiveness from participating countries and the language barrier were the main challenges during the Project implementation. In order to overcome these, the Project Team reallocated activities in such a manner to provide enough time for countries to respond positively – e.g. the collection of data for Questionnaire was extended with almost one year, with good results. On the other hand, the substance of the Manual – Best Practice Section – was submitted as quickly as possible to the Validation stage in order to permit the beneficiary countries to adapt to the newly introduced concepts and to the “victim first” approach.

The close cooperation with Stability Pact Task Force on THB and the clever use of budget resources were the criteria that made possible to add to the work plan and successfully organize the most important event – the official launch in Vienna in December 2003.

The planning decisions were permanently consulted with the Project Review Group and agreed upon with the donor.

Audit

As per UNDP procedures, the project was audited mid-term (in early 2003) by an independent audit company. The audit report is kept on record by UNDP and can be consulted by the donor on request.

A second – final – audit is being carried out in April, 2004.

Other activities

The Project team also took part in other activities related to the general objective of the Project, which included:

Missions

- Tour of Giurgiu Border Crossing facilities.23.02.2002
- Participation at the training of prosecutors on antitrafficking of human beings – seminar organized in Alba Iulia, Romania - 24-26.04.2002
- Meeting with the Romanian beneficiaries of the manual – Mangalia, Romania 30.07.2002
- Mrs. Velikonja Support mission to Bosnia-Herzegovina and Slovenia 21-24/7/2002
- Mrs. Velikonja Support mission to Serbia-Montenegro on 08.09.2002 and Croatia on 16-18.09.2002.
- Visit to the “Reaching Out” shelter in Pitesti, Romania 15.10.2002
- Participation to the 5th Stability Pact Meeting on trafficking of human beings, Portoroz, Slovenia, 26-30.03.2003
- Mission to review and complete the reply to the Questionnaire and to obtain a formal agreement on using the translation provided by the Romanian translator, Moldova, 30.03-02.04.2003
- Attending Stability Pact/ICMD Project “Programme for the Development of an antitrafficking Training Curriculum for Judges and Prosecutors”, Sofia, Bulgaria 09-13.04.2003
- Participation to the Regional Seminar on investigating and Prosecuting Trafficking in Persons Cases, Timisoara, Romania, 12-14.05.2003
- Participation to the SP/ICMPD Project “Development of an anti-trafficking module for police”, Vienna, Austria, 25-20.05.2003

PROJECT MANAGEMENT

- Monitoring the Romanian National Training based on UNDP Law Enforcement Best Practice Manual, Bucharest, Romania, 07-11.07.2003
- Monitoring the National Training in Kosovo on UNDP Law Enforcement Best Practice Manual, Vushtrri, Kosovo, 23-27.07.2003
- UNDP Staff Retreat Meeting 04-06.09.2003
- Monitoring the National Training in Ukraine on UNDP Law Enforcement Best Practice Manual, Kharkov, Ukraine 06-10/09/2003
- Monitoring the National Training in Bosnia Herzegovina on UNDP Law Enforcement Best Practice Manual, Sarajevo, Bosnia Herzegovina 09-11.09.2003
- Monitoring the National Training in Romania on UNDP Law Enforcement Best Practice Manual, Oradea Romania 07-13.09.2003
- Preparatory Meeting in Vienna with UNODC, ICMPD, Stability Pact, Mol Austria and NCT 18-21.09.2003
- Monitoring the National Training of 42 policewomen Romania on UNDP Law Enforcement Best Practice Manual, Balvanyos, Romania 24-26.09..2003
- Monitoring the National Training in Croatia on UNDP Law Enforcement Best Practice Manual, Valbandon, Croatia, 23-26.10.2003
- Participation to the Regional NATO Seminar on investigating and Prosecuting Trafficking in Children, Timisoara, Romania, 30.10-01..11..2003
- Preparatory Meeting in Vienna with UNODC, ICMPD, Stability Pact, Mol Austria and NCT 20-23.11.2003
- 6TH Stability Pact Task Force on Trafficking in Human Beings Meeting, Belgrade, 23 - 24 03. 2004

Meetings

- Round table on the implementation of Law 678/2001 organized by Centre for Legal Resources in Bucharest, Romania, 17.04.2002
- Strengthening the cooperation with the Romanian Inter-ministerial Committee for Anti-trafficking of Human Beings Meetings by attending their regular meetings
- Participation at the annual meeting of SECI task force on anti-trafficking of human beings and the evaluation of "Mirage" Operation –January 2003
- Romanian Gender Network Workshop on "Women's Political Empowerment" Friday, 19 03.2004, Cotroceni Presidential Palace

Communications

Below is a summary of the communications during Project lifetime. It is obvious that the communication was a key factor in obtaining success. Almost \$10,000 was spent for communications during Project implementation. In order to facilitate communications, the following means were used:

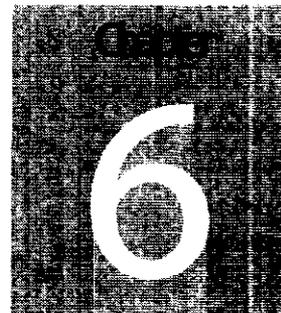
- One mobile phone : +4021744378610 at a basic rate of 71.2 USD/month
- One fax machine (+40214101134) and One ISDN connection (+40214083054) provided by ROMTELECOM with two 64kB channels. Access to INTERNET was provided by PCNET at a rate of 20 USD/ month. The two phone lines were facilitated and installed by General Inspectorate of Border Police. However, the monthly cost of approx. 300 USD/month for these phone lines were covered from the Project budget.
- E-mails were provided by PCNET and UNDP Romania.
- Website was provided by UNDP Romania at www.undp.ro
- Microsoft Outlook XP was used as e-mail software

Overall communications

No.	Email/Fax	Received	Sent	Total
1	Email – P.M.	1875	1093	2968
2	Email – P.A.	3668	2769	6437
	Total - Project	5543	3862	9405
3	Fax - Project	110	215	325
4	Telephones		968	968

Event related communications

	Validation Seminar	768
	Training Seminar	1272
	Vienna Seminar	790



Key Lessons

Overall police training is a multidimensional topic. It should be considered at national, regional, international level. It involves actors from different law enforcement agencies. It should be a tool to develop cooperation between all actors involved in fighting against trafficking of human beings. It should have style and should be done professionally. There is a strong relation between socio-economic situation and the level of training. This raises the issue of efficiency.

The countries involved in UNDP's Project have made a remarkable contribution to development of an international Manual. They accepted to provide inputs to test the Manual on them and to support this product. Without their direct contribution the project's success would not have been possible.

What Went Right

- Adapting the original plan to the reality, but keeping the milestones
- Good selection of Project personnel and consultants
- Effective negotiation with service providers, to obtain budget savings
- Design of the office equipment
- Communication (Internet)
- Human networking
- Overall budget administration and use
- The Senior Official Meeting in Vienna was particularly useful in promoting the final product
- The Manual was well received by the beneficiary countries

What Went Wrong

- Difficult regional data collection, even if the Questionnaire was well designed and well provided
- Insufficient capacity of some participating states to ensure the delivery of the in-country roll-out training within the requirements and timeframe of the Project.
- Low budget allocated for translation of the Manual
- *Delays in countries' response to invitations at Project seminars*
- Difficult coordination with some of the other organizations involved in similar activities
- The beneficiaries were not ready to receive such a product until mid 2003.



Recommendations

As the Manual's creation has demonstrated, solving the problem of trafficking and bringing relief to its many victims is possible only through cooperative efforts. This cooperation must occur not only at the regional level, among governments, but also at the national level, between governments and civil society.

Counter-trafficking strategies require a high degree of inter-agency coordination, because so many sectors must be involved in preventing and confronting this complex problem: rule of law and law enforcement, education and public information, and services to assist the victims.

A. Regarding training on anti-trafficking of human beings:

1. To further support the development and implementation of comprehensive national plans to ensure training on human trafficking for all law enforcement officers, on the basis of the agreed regional standards and in accordance with their National Action Plans and the Comprehensive Training Strategy. This comprises training of all active non-specialist police officers of all ranks, as well as police investigators specialized in trafficking, and the training of all future police officers by way of inclusion of the training modules into the curricula of general and specialist police training.
2. To give, in such training programs, consideration to human rights and child- and gender-sensitive issues, and encourage cooperation with non-governmental organizations, other relevant organizations and other elements of civil society.
3. To support and assist the beneficiary countries in order to ensure large-scale implementation of the training modules. Such support activities should include a regional seminar on interactive teaching skills; as well as a further regional meeting of all concerned actors (including NGO representatives and representatives of the judiciary from each country) in order to exchange experiences and practices, update training materials and methodology, report on progress in national implementation, and discuss further ideas and measures.
4. The in-country training roll-out should be participatory and consideration should be given to the use of an experienced individual from IGO and NGO sectors to assist in the delivery of appropriate training modules, particularly those modules that deal with Human Rights and victim treatment issues.
5. The in-country training roll-out should be organized in the short form (two weeks) with groups of about 15-18 people in order to allow proper interaction and exchange of information and experience. The first group of trainees should be people with potential to become trainers.
6. To address the issue of trauma and Post Traumatic Stress Disorder (PTSD) at all training seminars.
7. For participating countries, there is further need for support/monitoring missions during the full-scale roll-out phase.

B. Regarding drafting similar projects:

1. To draft projects having in mind that the ultimate aim of the training is to strengthen the capacities of the law enforcement officers to prevent and/or detect cases of trafficking, enhance treatment of trafficking victims in compliance with internationally recognized human rights standards, and carry out effective anti-trafficking investigations, thereby achieving an increase in the number of convictions of traffickers.
2. The Manual and the training modules should be prepared in both hard copy and electronic format. The electronic version of the Manual should be capable of being incorporated on a WEB site and both versions should be made in as user friendly format as is possible.
3. To encourage anti-trafficking specialists and co-ordination units to provide recommendations to donors regarding the usage of funding. This will reduce amount of money currently wasted on duplicate projects.
4. Based on its success, to apply and develop the original design (objective's structure, activities breakdown, schedule and budget) of the UNDP ROM/01/009 project to other similar projects for drafting Regional Law Enforcement "Best practice" Manuals for topics like: terrorism, drugs, financial crime, and cyber crime.

C. Regarding enhancement of international cooperation

1. The co-ordination and co-operation of law enforcement authorities, state prosecutors and NGOs should be strengthened and improved in order to counter trafficking in human beings. To this extent, UNDP, ICMPD and the SECI Regional Centre should organize regional seminars. Specialists from EU countries should also be invited in order to improve coordination and co-operation between Western, Central, Eastern and South-eastern Europe.
2. To expand regional cooperation efforts by sharing forensic evidence manuals and similar resources currently confined within individual countries.
3. To thoroughly assess the actual conviction rates and that information to be shared within the region, in accordance with European standards on data protection.
4. To set up a regional witness protection system. When doing so, existing Witness Protection laws and systems in various countries should be reviewed.
5. To continue close co-operation between UNODC, UNDP and ICMPD in the further use of the training tools, the development of supplementary training materials and other anti-trafficking activities.
6. The experiences with such a concerted and coordinated approach in anti-trafficking law enforcement training may also serve as a useful model for other parts of the world.

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Anti-trafficking Regional Training of Trainers Seminar

50 trainers from 13 SEE countries will roll out the Regional Anti-trafficking Law Enforcement Manual

A project to enhance regional cooperation in fighting trafficking in human beings in South-East Europe, carried out by UNDP Romania in partnership with the Romanian Ministry of Interior and with funding from USAID,



Law Enforcement specialist Paul Holmes trained participants on anti-trafficking investigative best practices. The seminar also included sessions dedicated to training delivery techniques, presented by training specialist Maria-Magdalena Radulescu.

began roll-out to its 13 beneficiary countries. Between 18-24 May, more than 50 representatives appointed by their governments from Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Greece, Hungary, FYR of Macedonia, Moldova, Romania, Serbia and Montenegro, Slovenia, Turkey, and Ukraine attended an intensive regional training of trainers seminar in Sinaia, Romania. Following a practical examination, they were certificated as national trainers to roll out in their respective countries the **Regional Anti-trafficking Law Enforcement Manual** produced under the project.

The Manual, which went through a regional validation process last year, contains a section on investigative best practices, a regional legislative compendium and a comprehensive contact directory. A Review Group formed of the SECI Regional Center for Fighting

Trans-border Crime, the International Organization for Migration and the Center for Legal Resources supervised the quality of the Manual throughout its formulation. It takes a 'victim first' approach, in compliance with relevant UN and European conventions, and places particular emphasis on the protection and security of the victims as witnesses in judicial investigations. Its main target is border police, specialized police units and prosecutors involved in anti-trafficking investigations in SEE. Versions of the Manual in local languages will be used for in-country training.

Also present at the Regional training of trainers seminar were senior representatives from Ministries of Interior in beneficiary countries, who pledged to integrate the Manual into the regular training programmes for specialist anti-trafficking investigators, and representatives of the Stability Pact for South-Eastern Europe, who agreed with UNDP Romania on a coordination mechanism for anti-trafficking initiatives in the region.



UNDP Resident Representative Soknan Han Jung handed certificates to trainers trained in Sinaia, who will roll out the Anti-trafficking Manual in beneficiary countries

The closing session of the seminar benefited from the presence of Ms. Soknan Han Jung, UNDP Resident Representative, Mr. Florin Sandu, Head of Romanian Police, and of other high officials from the Romanian Ministry of Interior. In her statement, Ms. Jung stressed the importance of in-country dissemination of the knowledge and skills acquired at the seminar, with a view to enhancing cross-border cooperation in fighting human trafficking. Responding to requests from the beneficiary countries of the project, she pledged continued UNDP support to anti-trafficking efforts in SEE: "I look forward to our continued partnership, and please consider UNDP as your friend and ally in your efforts to fight trafficking in human beings". All major national media outlets covered the news conference held after the closure of the seminar.

UNDP project team: Dan Dionisie – Head of Governance Section; Cristina Boldur – Programme Associate, Governance Section; Mihai Toader – Project Manager; Michaela Grigoras – Project Assistant.

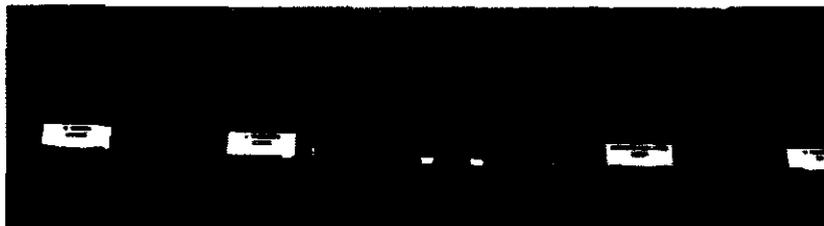
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South-Eastern Europe steps up coordinated efforts to fight human trafficking

Senior law enforcement officials and anti-trafficking experts from thirteen South-East European (SEE) countries met at the UN Centre in Vienna, Austria, on 15-16 December, to adopt a Comprehensive Regional Law Enforcement Training Strategy.

The meeting was jointly convened by UNDP Romania and the International Centre for Migration Policy Development (ICMPD), in cooperation with the UN Office on Drugs and Crime (UNODC) and the Stability Pact for SEE Task Force on Trafficking in Human Beings (SPTF). The Austrian Ministry of Interior, the Romanian Ministry of Administration and Interior and the United States Agency for International Development (USAID) provided in-kind and financial support. Other organizations present at the meeting included UNHCR, IOM, OSCE, SECI Regional Centre for Combating Trans-border Crime, the International Criminal Investigative Training Assistance Program (ICITAP), and civil society. Special guests were HRH Margarita of Romania and HSH Radu, Prince of Hohenzollern-Veringen and Special Representative of the Romanian Government for Integration, Cooperation and Sustainable Development.



Opening of the Senior Officials' Meeting on the Comprehensive Law Enforcement Anti-trafficking Training Strategy in SEE. From left: Ms. Sumru Noyan, Head of UNODC Division for Operations, Mr. Jonas Widgren, ICMPD Director General, Mr. Burkhard Dammann, UNODC Anti-Human Trafficking Unit, Ms. Soknan Han Jung, UNDP Resident Representative in Romania, and Dr. Helga Konrad, Chair of the Stability Pact Task Force on Trafficking in Human Beings.



Delegates at the conference represented Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Greece, Hungary, the FYR Macedonia, Moldova, Romania, Serbia and Montenegro, Slovenia, Turkey, Ukraine and the UN Mission in Kosovo.

Over the past two years, UNDP Romania and ICMPD together with SEE countries have developed anti-trafficking law enforcement manuals for specialist investigators and general police, which together form the Comprehensive Regional Law Enforcement Anti-trafficking Training Strategy. The manuals have gone through regional testing, validation and pilot training, and are currently being mainstreamed into regular training curricula for law enforcement officers in SEE. They are based on the international definitions and norms as contained in the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against



UNDP Romania and ICMPD officially hand over the SEE anti-trafficking law enforcement training materials to UNODC, for adaptation and implementation in other parts of the world.

Transnational Organized Crime. Also complied with are the UN Recommended Principles and Guidelines on Human Rights and Human Trafficking.



News conference at UN Centre in Vienna

Speaking before the delegates, Dr. Helga Konrad, SPTF Chair, praised SEE governments, UNDP Romania and ICMPD for their leadership in developing the regional standards for law enforcement anti-trafficking training, and pledged the Stability Pact's full support for coordinated follow-up in implementing the Comprehensive Training Strategy throughout the region. Mr. Jan Van Dijk, Officer in Charge of the Human Security Branch of UNODC, highlighted that with assistance from UNDP Romania and ICMPD, SEE countries have developed the most advanced worldwide anti-trafficking law enforcement training programme, which UNODC will adapt for implementation in other parts of the world. "Over these two days in Vienna, we have laid the basis for a

unique partnership among SEE states, international organizations and the donor community, which we hope will drive substantive follow-up to the excellent work done so far. I am proud that UNDP Romania is at the forefront of this unprecedented stakeholders' coordination and commitment", said Ms. Soknan Han Jung, UNDP Resident Representative in Romania. At a widely attended news conference, Mr. Paul Holmes, anti-trafficking expert and a key contributor to the training materials, noted that "the media has often been reporting on the scale of the human trafficking crime in South-East Europe, but this is an opportunity to also highlight the scale of the response that SEE countries, with support from international organizations, have put together".

Delegates at the conference pledged to implement the Comprehensive Training Strategy on a sustained basis, and called upon UNDP Romania, ICMPD and donor partners to continue supporting their efforts. UNDP Romania and ICMPD will shortly launch a joint initiative to further support SEE countries in their common fight against human trafficking.

For more information please contact UNDP Romania at governance@undp.ro

**Romania takes lead role in fighting human trafficking**

Signing ceremony in the Hall of Honor at the MoAI. From left to right: Mr. Rodger Garner, Mission Director of the United States Agency for International Development (USAID), Ms. Soknan Han Jung, UNDP Resident Representative in Romania, and Mr. Ioan Rus, Minister of Administration and Interior.

On 3rd February 2004, at the Ministry of Administration and Interior, a tri-partite Memorandum of Understanding (MoU) was signed by Mr. Ioan Rus, Minister of Administration and Interior, Mr. Rodger Garner, Mission Director of the United States Agency for International Development (USAID), and Ms. Soknan Han Jung, United Nations Development Programme (UNDP) Romania Resident Representative. The document provides the framework for the establishment of a specialized unit within the MoAI to take over the mission of updating, disseminating and promoting the 'Law Enforcement Best Practice Manual', developed under a UNDP Romania project initiated in 2001.

Written for border police officers, specialized police units, and prosecutors, the Manual is a core element of a Comprehensive Law Enforcement Training Strategy that has been endorsed by 13 South-eastern European countries. The UN Office on Drugs and Crime (UNODC) officially adopted it at a regional law enforcement senior officials meeting in Vienna last December, along with a manual issued by

the International Center for Migration Policy Development for general police. The regional anti-trafficking training strategy based on the two manuals is a worldwide best practice and will be implemented by UNODC in other regions as well.

Through the tri-partite Memorandum of Understanding signed today, UNDP transfers the project's equipment and know-how to the MoAI's specialized unit, who will carry on regular updates and promotion of the Manual to beneficiary countries. These countries are Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Greece, Hungary, Serbia-Montenegro, FYR of Macedonia, Republic of Moldova, Romania, Slovenia, Turkey, and Ukraine, as well as the UN Mission in Kosovo.

"I would like to congratulate all those who fully committed themselves to successfully finalize this project. This is a guarantee that we shall continue our cooperation with UNDP and USAID on future projects", said Minister Ioan Rus.

Rodger Garner, USAID Mission Director added, "Today we are witnesses to a pivotal moment in the battle against the trafficking of human beings. The Ministry of Administration and Interior has already made great progress in this fight. As the Manual's creation has demonstrated, solving the problem of trafficking and bringing relief to its many victims is possible only through cooperative efforts".

"Human trafficking is a multi-faceted challenge in our region. From a human rights perspective, trafficking is a modern form of slavery, unacceptable by any standards. It is not only an issue of trans-border crime, but it is a development challenge to our still fragile democratic societies. We are proud that through this project, Romania has taken a lead role in fighting human trafficking in the region", concluded Mrs. Soknan Han Jung, UNDP Resident Representative.

Major national media outlets covered the news conference that followed the signing ceremony.

For more information please contact UNDP Romania at governance@undp.ro



From left to right: Rodger Garner, USAID; Soknan Han Jung, UNDP; Cristina Boldur, UNDP; Michaela Grigoras, UNDP; Ioan Rus, MoAI; Dan Dionisie, UNDP; Corneliu Alexandru, MoAI and Mihai Toader, UNDP.



Comprehensive Anti-Trafficking Training Strategy

For Law Enforcement Officials in South Eastern Europe

Well trained law enforcement agencies are an indispensable component of an effective strategy to counter trafficking in Human Beings and Southeast European Governments have therefore included the commitment to establish recurrent training programmes on human trafficking as part of the curriculum for law enforcement agencies in their National Anti-Trafficking Action Plans (NAPs).

Training should be offered at two levels: at the generalist level, directed to all (non-specialized) police officers, aimed at raising awareness on trafficking in human beings as a serious crime and a human rights violation and consequently at better identifying and dealing with victims of the crime; as well as at the specialist level, targeting specialized police and investigators who hold specific responsibility for dealing with the crime.

To this end, and in support of SEE governments, two complementary regional training manuals have been elaborated. Under the umbrella of the Stability Pact Task Force on Trafficking in Human Beings (SPTTF), ICMPD developed a training programme for non-specialist patrol officers aiming at providing the initial tools for better identifying and protecting victims of trafficking, as well as enhancing the co-operation with NGOs. Conversely, UNDP Romania designed an advanced training programme to develop the capacity and investigative skills of specialist officers who have direct responsibility for dealing with the human trafficking crime.

This position paper provides an overview on both programmes and tries to define an appropriate comprehensive and coordinated regional training strategy for law enforcement officials in SEE countries, under the umbrella of the Stability Pact.

Anti-Trafficking Training for the General Police (implemented by ICMPD)

The objective of this training programme is to raise the awareness of the non-specialist police (front line and recruit police officers) on the impact and scale of the human rights abuses that are at the core of human trafficking crime and enable them to identify and to adequately deal with the victims.

To this end, the training manual that is the basis of the project has been designed to highlight and explain the whole range of factors that contribute to the phenomenon and

includes modules on root causes, 'push and pull' factors, the role of gender discrimination and the principles of democratic policing, but also the trauma of the victim. In order to stress the human rights based approach as well as enhance practical co-operation between the police and NGOs, the training has been designed to be delivered with an NGO input.

At the operational level, the training manual incorporates a series of practical modules designed to enable front line patrol officers to adequately and professionally deal with trafficking victims during the initial phase of any investigation. It provides guidelines for the identification of the victim and better initial measures aimed at protecting the victim. This has been added following the realization that in many cases, it is the non-specialist front line patrol officer that is called upon to provide the initial response to trafficked victims.

To give added value to the project, the training manual also includes instruction for front line officers on low-level counter-trafficking intelligence gathering in order to maximize their potential to contribute to the operations of specialist counter-trafficking investigators.

Following a piloting phase, the participating countries have during a regional follow up meeting in May 2003 agreed on a regional standard for training of non-specialized police of all ranks, human rights based and victim-centered, with a minimum duration of 18 hours and to be delivered with NGO input. This standard manual will henceforth be the basis for sustained national level implementation. The training will be soon be part of the training curriculum for new police recruits and for continuous training of all police training institutes in the region.

Advanced Training for Special Police (implemented by UNDP)

The objective of this project is to provide a SEE regional specialist investigator's manual that develops the capacity and investigative skills of specialists within the SEE region who have day-to-day responsibility for combating the trafficking crime and to enhance the co-operation of specialized investigators in the region. The beneficiary countries (Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Greece, Hungary, Former Yugoslav Republic of Macedonia, Moldova, Romania, Slovenia, Turkey, Serbia and Montenegro, Ukraine) are either members or have observer status within the SECI Regional Centre for Combating Trans-border Crime, and represent a geographical regional entity that reflects the current intelligence concerning trafficking methodology and routes.

The manual has three core sections; a regional legislative and procedural compendium that sets out the relevant laws, mutual legal assistance provisions and operational procedural requirements; a 'best practice' section that provides specialist guidance on victim treatment, intelligence gathering, international judicial co-operation, joint proactive operations and specialist pro-active investigative techniques; and a regional, international contact directory of specialist investigative units, prosecutors and non-governmental support organizations.

Following a regional validation process in November 2002 and a train-the-trainers seminar in May 2003 the manual is now being rolled out at national level in the beneficiary countries.

Towards a Comprehensive Training Strategy for Law Enforcement Officials

As mentioned above, these two training programmes are complementary. This fact is reflected in the different contents and target groups of the two training programmes.

To recall, the ICMPD-led training aims to develop the capacity of recruits and front line officers to understand and recognize the crime and deal adequately with it and to achieve a regional standard of recruit and continuity training for front line police patrol officer.

The UNDP-led training on the other hand targets specialist investigators who hold specific responsibility for dealing with the crime and aims to develop a regional standard of specialized investigation and co-operation within the SEE region.

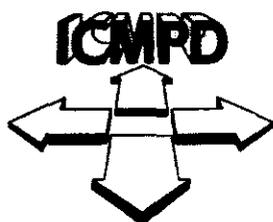
As for the contents of the two manuals, there are unavoidably similarities in respect of the 'best practices' for the treatment of trafficked victims and the collection of counter-trafficking intelligence, since both manuals follow a human-rights based, 'victim-first' approach, which is applicable and relevant irrespective of whether it is delivered to police recruits and front line patrol officers or to specialist counter-trafficking investigators. Overall the manuals are however reflective of the different roles of these two target groups.

As such, there is a clear synergy between the two projects because they are designed to develop the capacity of both levels of the law enforcement response to this crime. This fact highlights the need of establishing a comprehensive training strategy which takes into consideration both general and specialized levels and ensures that the delivery and development of both training programmes is coordinated at the national and regional level so that the interlocking and complementary components of the two are maintained and (training) resources are utilized in an efficient way. Thereby SEE governments can develop and implement a consistent regional standard of recruit and continuity training as well as specialist training for law enforcement agents, in accordance with their National Action Plans. Such a concerted and coordinated approach may also serve as a useful model for other parts of the world.

In support of the above, coordinated and joint follow up measures of ICMPD and UNDP, under the framework of the Stability Pact Task Force on Human Trafficking (SPTF) are envisaged.

A joint follow-up seminar of all organizations concerned, as well as the UN Office on Drugs and Crime will be held on 15-16 December 2003. The seminar should bring together senior officials of the ministries in charge of policing, as well as a representative of the national police training units. The purpose of this seminar will be for participating countries to (i) present updates on national level sustained implementation of the anti trafficking training for non specialist police as well as the specialist investigators, and (ii) make a formal commitment for large scale national level implementation for the coming year(s); (iii) agree on follow up measures at national and regional levels and (iv) officially hand-over the regional training manuals for police (general and specialist) to the UNODC, for utilization also in other parts of the world.

ICMPD and UNDP will also prepare a joint follow up project in order to support the participating countries if and when requested.



INTERNATIONAL CENTRE FOR
MIGRATION POLICY DEVELOPMENT



UN
DP

Romania

Seminar for Senior Government Officials and Experts on a Comprehensive Anti-Trafficking Training Strategy For Law Enforcement Officials in South Eastern Europe held in Vienna on 15-16 December 2003

Summary Conclusions

Delegates and experts from Albania, Bosnia-Herzegovina, Bulgaria, Croatia, Greece, Hungary, the FYR Macedonia, Moldova, Romania, Serbia and Montenegro, Slovenia, Turkey, Ukraine and UNMIK gathered in Vienna during 15 to 16 December 2003. The meeting aimed to share experiences and best practices in the implementation of anti-trafficking police training, to launch a Comprehensive Anti-trafficking Training Strategy for Law Enforcement as well as formally hand over the training tools to the United Nations Office on Drugs and Crime (UNODC) for global utilisation. The event, jointly organised by the United Nations Development Programme (UNDP) in Romania, the International Centre for Migration Policy Development (ICMPD), and the UNODC also benefited from the participation of representatives of the United Nations High Commissioner for Refugees (UNHCR), International Organisation for Migration (IOM), the Stability Pact Task Force on Trafficking in Human Beings (SPTF), the Organisation for Security and Co-operation in Europe (OSCE), the Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA), the Office for Democratic Institutions and Human Rights (ODIHR), the Southeast European Co-operative Initiative Regional Centre for the Combating Transborder Crime (SECI), the governments of Austria and the United States, including the United States Agency for International Development (USAID) and the International Criminal Investigative Training Assistance Program (ICITAP). Representatives of civil society and international experts on human trafficking were also in attendance. Special guests were Princess Margarita of Romania and Prince Radu of Hohenzollern-Veringen. Funding by the United States Agency for International Development (USAID) and in kind support by the Governments of Austria and Romania made this meeting possible.

Delegates presented updates on national implementation of the anti-trafficking training for non-specialist police and specialist investigators developed by ICMPD and UNDP respectively. To recall, these training materials were produced, tested and subsequently endorsed as regional standards for all future law enforcement training on human trafficking by the participating countries earlier this year.

Delegates recollected that the ultimate aim of the training is to strengthen the capacities of the law enforcement officers to prevent and/or detect cases of trafficking, enhance treatment of trafficking victims in compliance with internationally recognized human rights standards, and carry out effective anti-trafficking investigations, thereby achieving an increase in the number of convictions of traffickers.

Delegates therefore welcomed the launch of a comprehensive training strategy on anti-trafficking for law enforcement officers in SEE, targeting both general and specialized levels. Such training ensures that the delivery and development of training programmes is coordinated nationally as well as regionally and that training resources are utilised in the most efficient way. Participants expressed their commitment for the implementation of this strategy without delay.

Against this background, delegates agreed to further develop and implement comprehensive national plans to ensure training on human trafficking of all law enforcement officers, on the basis of the agreed regional standards and in accordance with their National Action Plans and the Comprehensive Training Strategy. This comprises training of all active non-specialist police officers of all ranks, as well as of police investigators specialised in trafficking crime, and the training of all future police officers by way of inclusion of the training modules into the curricula of general and specialist police training.

Delegates therefore pledged to:

- work on the inclusion of the training modules in the curricula of national police training institutes as soon as possible;
- train on a priority basis the law enforcement officers who are at the frontline of anti-trafficking efforts.

Delegates agreed that the training should be expanded to include all law enforcement components, specifically investigative magistrates and investigators.

Delegates moreover reconfirmed that the issue of trauma and Post Traumatic Stress Disorder (PTSD) be addressed at all training seminars and noted with satisfaction that this issue is already integral part of the two training manuals. It was noted that psychological aspects affecting law enforcement officers involved in anti-trafficking activities need to also be addressed in future training.

In order to better facilitate communication regarding future training sessions, delegates recommended that anti-trafficking co-ordination units be advised of such trainings to insure that anti-trafficking specialists have the opportunity to attend.

Delegates furthermore agreed that anti-trafficking specialists and co-ordination units should provide recommendations to donors regarding the usage of funding. This will help avoiding waste of resources on duplicate projects.

Delegates also agreed on the importance of continued regional and international exchange of experiences and best practices and the regular updating of the regional training standards. In this spirit, national delegations invited ICMPD, UNDP and UNODC to support and assist them in order to ensure large-scale implementation of the training modules. It was agreed that such support activities would include a regional seminar on interactive teaching skills; as well as a further regional meeting of all concerned actors (including NGO representatives and representatives of the judiciary from each country) in order to exchange experiences and

practices, update training materials and methodology, report on progress in national implementation, and to discuss and coordinate on further ideas and measures. Delegates also invited international organizations and donors to continue to provide support, in kind and financially, to the anti-trafficking training efforts of participating governments.

More generally, delegates agreed that regional cooperation efforts would benefit from by sharing forensic evidence manuals and similar resources currently confined within individual countries.

Delegates also reiterated that the coordination and cooperation of law enforcement authorities, state prosecutors and NGOs should be strengthened and improved in order to counter trafficking in human beings. To this effect, UNDP, ICMPD and the SECI Regional Centre should organize regional seminars. Specialists from EU countries should also be invited in order to improve coordination and cooperation between Western, Central, Eastern and South-eastern Europe.

Delegates encouraged efforts to have a thorough assessment of actual conviction rates and that such information is shared within the region, in accordance with European standards on data protection.

Delegates raised their concerns about the lack of a regional witness protection system and strongly recommended that such a regional system be set up. When doing so, existing Witness Protection laws and systems in various countries should be reviewed.

Delegates also recommended that the use of asset forfeiture in each country be tracked in order to further develop this law enforcement tool.

With regard to the UN Convention against Transnational Organized Crime and its Protocols, particularly the Protocol against Trafficking in Persons, delegates expressed satisfaction about the comparatively high number of ratifications of these instruments by the SEE countries present at this meeting. However, delegates also recognized the importance of the ratification and implementation of these new instruments by all Governments of the region.

Delegations reiterated their strong commitment towards common goals by requesting the continued close cooperation between UNODC, UNDP and ICMPD in the further use of the training tools, the development of supplementary training materials and other anti-trafficking activities.

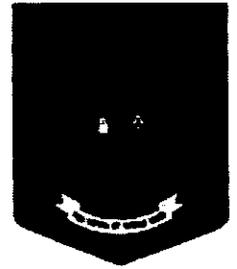
On the occasion of the handover of the law enforcement training manuals to the UNODC delegates suggested that the experiences with such a concerted and coordinated approach in anti-trafficking law enforcement training may also serve as a useful model for other parts of the world.

The delegates expressed their appreciation to UNODC for having hosted the conference and thanked ICMPD and UNDP for the substantive preparation of the meeting. They furthermore thanked USAID for the financial support and the Governments of Austria and Romania for their in kind support.

Vienna, 25 January 2004



Romania



MEMORANDUM OF UNDERSTANDING

Done this 3 February 2004 between the United Nations Development Programme Romania (hereinafter referred to as "UNDP"), the United States Agency for International Development Mission in Romania (hereinafter referred to as "USAID"), and the Romanian Ministry of Administration and Interior (hereinafter referred to as "MoAI")

Background

1. In 2001, with a view to enhance regional co-operation in fighting human trafficking in SEE, UNDP in cooperation with the MoAI initiated the Project ROM/01/009 – "Preparation, training and dissemination of a regional, multi-lingual, law enforcement "best practice" manual to provide practical assistance to law enforcement officers and prosecutors in the fight against the trafficking of human beings", for which USAID offered funding of \$500,000.
2. The beneficiary countries of this project were: Albania, Bosnia - Herzegovina, Bulgaria, Croatia, Greece, Hungary, Serbia - Montenegro (including UN Administered Territory of Kosovo), FYR of Macedonia, Republic of Moldova, Romania, Slovenia, Turkey and Ukraine.
3. The target audience of the manual is border police officers, police units with responsibility for investigating such crimes (particularly specialized counter-trafficking task forces) and prosecutors.
4. The final product consists of a User's Manual that includes:
 - a matrix designed, regional legislative, procedural and investigative capacity

MEMORANDUM DE ÎNȚELEGERE

Întocmit astăzi, 3 februarie 2004, între Programul Națiunilor Unite pentru Dezvoltare România (denumit în continuare "UNDP"), Misiunea în România a Agenției Statelor Unite ale Americii pentru Dezvoltare Internațională (denumită în continuare "USAID") și Ministerul Administrației și Internelor (denumit în continuare "MAI")

Context

1. În anul 2001, pentru a îmbunătăți cooperarea regională în lupta împotriva traficului de ființe umane în Europa de sud-est, UNDP în cooperare cu MAI au inițiat Proiectul ROM/01/009 – "Redactare, pregătire profesională și distribuirea unui manual regional, multi-lingv, de „bune practici” în aplicarea legii pentru a oferi asistență practică ofițerilor și procurorilor în lupta împotriva traficului de ființe umane”, pentru care USAID a oferit o finanțare în valoare de 500,000 USD.
2. De acest proiect au beneficiat următoarele state: Albania, Bosnia - Hercegovina, Bulgaria, Croația, Grecia, Ungaria, Serbia - Muntenegru (inclusiv Teritoriul Administrat de Națiunile Unite în Kosovo), Republica Macedonia, Republica Moldova, România, Slovenia, Turcia și Ucraina.
3. Manualul este destinat polițiștilor de frontieră, unităților de poliție abilitate să investigheze faptele din sfera traficului de ființe umane (în special unitățile speciale anti-trafic) și procurorilor.
4. Produsul final este reprezentat de Manualul Utilizatorului care include:
 - un compendiu regional, matricial, de legislație, proceduri și capacități investigative.

- compendium,
- a regional, multi-agency contact directory and
- a 'best practice' section based upon the investigative process, setting out practical general principles for each stage.

This Manual is accompanied by a Geographical Information Resource to be used within the National Anti THB Task Force. A Trainer's Manual that includes updated training delivery techniques and a General Recommended Training Plan was also formulated.

5. In mid-December 2003, at a regional law enforcement senior officials meeting in Vienna, the Manual was officially delivered to beneficiary countries, and was also handed over to the UN Office on Drugs and Crime, as part of a Comprehensive Anti-trafficking Training Strategy for Law Enforcement agencies in SEE.

Objective of the present Memorandum

6. To create a unit within MoAI (General Directorate for European Integration and International Relations) that will ensure regular updates and promotion of the Manual in order to enhance the sustainability of the results of UNDP Project ROM/01/009

Sustainability

7. The most effective update mechanism for the Manual would be through the Internet (a well maintained website). However, since parts of the information should be treated as confidential, the establishment of a specialized unit within MoAI will ensure:

- That the UNDP ROM/01/009 project results will be maintained and improved through full transfer of project team's "know how"
- That the confidentiality of data (where applicable) will be properly preserved
- That all the existing equipment will be properly used in order to keep the Manual "alive" through regular updating

- o agenda de contacte regionale, precum și
- o secțiune metodologică privind procesul investigativ, care pune în evidență principiile generale ce trebuie aplicate în fiecare etapă.

Acest Manual este însoțit și de o resursă de informații geografice ce pot fi utilizate de unitățile anti-trafic. De asemenea, a fost elaborat și un Manual al Profesorului ce include tehnici de pregătire a activităților de învățământ împreună cu planuri de pregătire recomandate.

5. În luna decembrie 2003, în cadrul unei întâlniri la nivel înalt a reprezentanților ministerelor de interne, Manualul a fost oficial predat țărilor beneficiare și a fost de asemenea predat Biroului ONU pentru Droguri și Criminalitate, ca parte a unei Strategii Cuprinzătoare de formare a poliției și justiției în combaterea traficului de ființe umane în Europa de sud-est.

Scopul prezentului Memorandum

6. Constituirea unui compartiment în cadrul MAI (Direcția Generală pentru Integrare Europeană și Relații Internaționale) care să asigure actualizarea regulată și promovarea Manualului în vederea asigurării durabilității rezultatelor Proiectului UNDP ROM/01/009

Durabilitatea

7. Cel mai eficient mecanism de actualizare a Manualului se bazează pe Internet (cu o pagină de website bine întreținută). Totuși, deoarece părți ale acestor date trebuie tratate în regim de confidențialitate, prin înființarea unui compartiment specializat în cadrul MAI se va asigura:

- Că rezultatele proiectului UNDP ROM/01/009 vor fi menținute și îmbunătățite printr-un transfer complet al cunoștințelor acumulate de echipa de proiect
- Că informațiile confidențiale (acolo unde este cazul) vor fi gestionate în condiții adecvate de siguranță
- Că echipamentele existente vor fi corespunzător folosite pentru menținerea la zi a Manualului, prin actualizare regulată

➤ That cooperation between UNDP, USAID and MoAI will be continued and enhanced.

8. The office equipment (as listed in Annex A) complies with the highest present standards, providing full technical support for updating the webpage of the Manual by ensuring access to on-line resources including e-mail, text processing and document editing, developing presentations, spreadsheet processing for office use, including budget tracking, small database applications for office use, project management, transferring documents in safe and secured format, collecting and processing of relevant images and videos and CD-ROM writing.

Obligations of UNDP

9. Based on this Memorandum, UNDP will transfer to MoAI, free of charge and without any further obligations (except those listed in the present Memorandum of Understanding) the equipment listed in Annex A, which is fully functional and has a total value of \$30,000, as well as all related rights.

10. UNDP will maintain the existing Project team until end of April 2004 in order to properly transfer the Project's "know how" to the MoAI staff and to support the development of the new cell.

11. UNDP Project team will perform their daily duties within MoAI premises until 30 April 2004.

Obligations of MoAI

Based on the present Memorandum, MoAI is expected to:

12. Ensure efficient collection and processing of information about the law enforcement officials and agencies involved in combating human trafficking, e.g. detailed contact information (full address, phones, e-mails), their legal background and relevant legislation.

➤ Că va fi continuată și îmbunătățită cooperarea între UNDP, USAID și MAI.

8. Echipamentele disponibile (conform listei din Anexa A) corespund celor mai înalte standarde la această dată și asigură suportul tehnic complet pentru actualizarea paginii de web a Manualului, constând în acces la resurse on-line, inclusiv e-mail, procesare de texte și editare de documente, realizarea de prezentări, calcule tabelare pentru nevoile biroului, inclusiv urmărirea bugetelor, mici aplicații de baze de date, management de proiect, transferarea documentelor în formate sigure și securizate, colectarea și procesarea imaginilor și filmelor relevante, precum și inscripționarea pe CD-ROM.

Obligații ale UNDP

9. În baza acestui Memorandum, UNDP transferă definitiv către MAI, gratuit și fără nici o altă obligație ulterioară (cu excepția celor prevăzute în prezentul Memorandum de Înțelegere) echipamentul prevăzut în Anexa A, aflat în stare de funcționare, în valoare totală de 30.000 USD, precum și toate drepturile asupra acestuia.

10. UNDP va menține echipa de Proiect până la sfârșitul lunii aprilie 2004, pentru a asigura transferul de cunoștințe către personalul MAI și pentru a susține dezvoltarea noului compartiment.

11. Echipa UNDP își va desfășura activitățile zilnice la sediul indicat de MAI până la data de 30 aprilie 2004.

Obligații ale MAI

În baza prezentului Memorandum, MoAI se obligă să:

12. Asigure colectarea eficientă și procesarea datelor referitoare la persoanele și organizațiile implicate în combaterea traficului de ființe umane, inclusiv date de contact detaliate (adresă completă, telefoane, e-mail), precum și baza legală și legislația relevantă.

13. Collect and consolidate information on the relevant legislation and investigative capacities in the countries listed above in order to regularly update the Contact Directory and the Legislative Compendium.
14. Disseminate the results mentioned at para 12 and 13 to all the institutions, organizations and agencies specialized in fighting trafficking in human beings with whom Romanian authorities cooperate, particularly from the countries listed in para 2.
15. Monitor the training activities based on the Manual, in the above mentioned countries, using the contacts and monitoring mechanisms established under project ROM/01/009.
16. Based on the activity at para 15, submit annual reports to UNDP and USAID.
17. Appoint two persons to work full-time in the newly equipped office, set up as a result of the present Memorandum. These specialists should be in a position to develop similar products for other law enforcement fields.
18. Support as needed the work of the Project Team in order to ensure proper transfer of "know how" to its personnel.
19. Once the transfer of equipment items listed in annex A effectively operated, ensure registration in own inventory, use according to destination, handle in accordance with Romanian regulations, and cover all operation and service costs.
20. Provide appropriate office space and utilities within MoAI premises, as well as the following communications infrastructure: one ISDN BRB 128 KB telephone line, one separate fax line, two internal telephone lines.
13. Realizeze colectarea și consolidarea datelor referitoare la capacitățile investigative și legislația relevantă în statele enumerate mai sus, pentru a actualiza periodic Agenda de contacte și Compendiumul Legislativ.
14. Difuzeze rezultatele menționate la pct. 12 și 13 către toate instituțiile, organizațiile și agențiile specializate în lupta împotriva traficului de ființe umane cu care autoritățile române au relații de cooperare, cu prioritate în statele enumerate la pct. 2.
15. Asigure monitorizarea activităților de pregătire profesională bazate pe Manual, desfășurate în statele enumerate mai sus, utilizând contactele și mecanismele de monitorizare stabilite în cadrul proiectului ROM/01/009.
16. Realizeze rapoarte anuale către UNDP și USAID, pe baza activității de la pct. 15.
17. Desemneze doi specialiști pentru a lucra cu normă întreagă în compartimentul constituit în baza prezentului Memorandum. Specialiștii respectivi vor trebui să fie în măsură să realizeze produse similare și pentru alte domenii de aplicare a legii.
18. Acorde sprijinul necesar echipei de proiect în vederea asigurării transferării complete a cunoștințelor acumulate către personalul propriu.
19. Odată cu transferul efectiv al echipamentelor specificate în anexa A, asigură înregistrarea acestora în evidențele proprii, utilizarea lor potrivit destinației, gestionarea lor potrivit normelor în vigoare în România și suportă toate costurile de utilizare și întreținere a acestora.
20. Asigure punerea la dispoziție a spațiilor și utilităților necesare desfășurării activității, precum și următoarele legături de comunicații: o linie ISDN BRB 128 KB, o linie separată de fax, două linii telefonice interne.

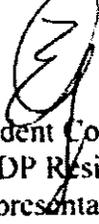
Final clauses

Dispoziții finale

21. The present Memorandum of Understanding enters into force on the date of its signature by all parties, and remains valid until 30.04.2004 in what concerns the obligations of UNDP, and until 31.12.2005 in what concerns the obligations of MoAI.
22. Any dispute regarding the interpretation or implementation of the present Memorandum of Understanding will be resolved through consultations between representatives of the signatories.
23. Annex A is part of this Memorandum of Understanding

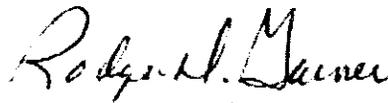
21. Prezentul Memorandum de Înțelegere intră în vigoare la data semnării și este valabil, în privința obligațiilor UNDP, până la 30.04.2004, iar în privința obligațiilor MAI, până la 31.12.2005.
22. Orice litigii privind interpretarea sau punerea în practică a prezentului Memorandum de Înțelegere se soluționează prin consultări între reprezentanții semnatarilor.
23. Anexa A face parte integrantă din prezentul Memorandum de Înțelegere

Soknan Han Jung



UN Resident Coordinator
UNDP Resident
Representative

Rodger Garner



USAID Mission Director

Ioan Rus



Ministrul Administrației și
Internelor

Person	Work Place	Country	Manual		
			with CD-Rom	CD-Rom	Encarta
Mr. Agron Sojati	Sector for the fight against illegal trafficking	Albania	1	0	0
Mr. Sokol Selfollari	SECI Center	Albania	1	0	0
Mr. Igli Toska	Ministry of Public Order	Albania	1	0	1
Mr. Bajram Ibraj*	Albanian State Police	Albania	1	0	1
Mr. Krenar Muca	Border Police	Albania	1	0	0
Mr. Bajram Izeiri	Police Academy	Albania	1	0	1
Mr. Avni Jasharlari	Directorate of Criminal Police	Albania	1	0	0
Mr Theodhori Sollaku	Prosecutor's Office	Albania	1	0	0
	Embassy of				
E.S. Di. Leonidha Mertiri,	Republic of Albania in Romania	Albania	1	0	0
Mr. Bakir Dautbasic	Ministry of Security	Bosnia Herzegovina	1	0	0
Mr. Salahudin Zulcic	Ministry of Interior	Bosnia Herzegovina	1	0	0
Mr. Barisa Colak	Ministry of Security	Bosnia Herzegovina	1	0	0
Mr. Mevludin Halilovic	Ministry of Interior	Bosnia Herzegovina	1		0
	National coordination for				
Mr. Almir Dzuvo	antitrafficking	Bosnia Herzegovina	1	0	1
Mr. Sredoje Novic	State Agency for Organized Crime	Bosnia Herzegovina	1		0
Mr. Robert Peric	Border Police	Bosnia Herzegovina	1	0	0
Mr. Taib Spahic	Police Academy	Bosnia Herzegovina	1	0	1
Mr. Jurcevic Marinko	Prosecutor's Office	Bosnia Herzegovina	1	0	0
Ms. Sanela Paripovic	Prosecutor's Office	Bosnia Herzegovina	1	0	0
Ms. Hajrija Hadziomerovic Muftic	Prosecutor's Office	Bosnia Herzegovina	1		0
Mr. Milenko Milicevic	Police of District Brcko	Bosnia Herzegovina	1		1
Mr.Zoran Djeric	Mol - R.Srpska	Bosnia Herzegovina	1	0	0
	Border Police - R.Srpska	Bosnia Herzegovina	1	0	0
	Antitrafficking Unit - R.Srpska	Bosnia Herzegovina	1	0	1
Mr. Dragomir Jovicic	Police Academy - Srpska	Bosnia Herzegovina	1	0	1
Ms. Branka Milosevic	Prosecutor's Office - R.Srpska	Bosnia Herzegovina	1	0	0
	Embassy of Bosnia and Herzegovina				
E.S. Dna Mirsa Muharemagic	in Hungary	Bosnia Herzegovina	1	0	0
Mr. Vassil Krastev	Antitrafficking Unit NSCOC	Bulgaria	1	0	0
Mr. Georgi Karakolev	Police Academy	Bulgaria	1	0	0
Mr. Georgi Petkanov	Ministry of Interior	Bulgaria	1	0	1
	National Service for Combating				
Mr. Roumen Milanov	Organized Crime		1	0	1
Mr. Valeri Grigorov	National Border Police Service	Bulgaria	1	0	0
Mr. Kalcho Taushanov	Police Academy	Bulgaria	1	0	1
Mr. Nikola Filchev	Prosecutor's Office	Bulgaria	1	0	0
E.S. Di. Nikolay Milkov	Embassy of Bulgaria in Romania	Bulgaria	2	0	0
Ms. Irma Kovco Vukadin	Police Academy	Croatia	1	0	0
	Department for professional				
	improving				
Mr. Marijan Zuljevic	Mol	Croatia	1	0	0
Mr. Marijan Mlinaric	Ministry of Interior	Croatia	1	0	1
	Criminal Police Directorate				
Mr. Anto Rajkovaca	Organized Department	Croatia	1	0	1
Ms. Sandra Veber	Unit Antitrafficking	Croatia	1		
Ms. Julijana Stipisic	Prosecutor	Croatia	1		
Dr. Iris Niksic	Border Police	Croatia	1	0	0
Mr. Stipica Kuna	Illegal Migration Department	Croatia	1	0	0
Mr. Veic Petar	Police Academy	Croatia	1	0	1
Mr. Bajic Mladen	Prosecutor's Office	Croatia	1	0	0
E.S. Di Zeljko Kupresak	Embassy of Croatia in Romania	Croatia	1	0	0
Ms. Antonia Andreakou	Hellenic Police HQ - Mol	Hellenic Republic	1	1	0
Ms. Athanasia Korkontzelou	Hellenic Police HQ - Training Division	Hellenic Republic	1		0
	Ministry of Interior	Hellenic Republic	1	0	0
	HQ of Hellenic Police Branch of Safety				
	and Public Order	Hellenic Republic	1	0	1
	Border Police	Hellenic Republic	1	0	0
	Police Academy	Hellenic Republic	1	0	1
	Prosecutor's Office	Hellenic Republic	1	0	0
	Embassy of Hellenic Republic				
E.S. Dna Dora Grossomanidou	in Romania	Hellenic Republic	1	0	0
Mr. Tamas Bulejsza	BG HQ Invs & Internation Department	Hungary	1	0	0
Ms. Angelika Molnar	National Police HQ	Hungary	1	0	0
Ms. Laperth Monika	Ministry of Interior	Hungary	1	0	0
Ms. Molnar Angelika	Antitrafficking Unit	Hungary	1	0	1
Mr. Jozsef Bendek	Border Police	Hungary	1	0	0

Mr. Blasko Bela	Police Academy	Hungary	1	0	1
Mr. Boda Jozsef	Training Centre of Mol	Hungary	1	0	1
Mr. Legfobb Ugyeszseg	Prosecutor's Office	Hungary	1	0	0
E.S. Dl. Istvan Balint Igyarto;	Embassy of Republic of Hungary in Romania	Hungary	1	0	0
Mr. Goran Ristovski	Department Combating Organized Crime	FYR of Macedonia	1	0	0
Mr. Stojce Coklevski	Sector for Border Crossing Point	FYR of Macedonia	1	0	0
Mr. Hari Costov	Ministry of Interior	FYR of Macedonia	1	0	1
Mr. Borko Markovski	Police Department	FYR of Macedonia	1	0	1
Mr. Stojce Coklevski	Border Police	FYR of Macedonia	1	0	0
Mr. Risto Galevski	Police Academy	FYR of Macedonia	1	0	1
Mr. Jovan Ilievski	Prosecutor's Office	FYR of Macedonia	1	0	0
E.S. Dl. Tibomir Ilievski	Embassy of FYR of Macedonia in Romania	FYR of Macedonia	1	0	0
Mr. Ion Bejan	THB Division - Mol	Moldova	1	0	0
Mr. Marcel Jalba	THB Division - Mol	Moldova	1	0	0
Mr. Gheorghe Papuc	Ministry of Interior	Moldova	1	0	1
Mr. Ion Bejan	THB Division - Mol	Moldova	1	0	1
Mr. Mihai Bargau	Border Police	Moldova	1	0	0
Mr. Eugen Rusu	Police Academy	Moldova	1	0	1
	Prosecutor's Office	Moldova	1	0	0
E.S. Dl. Sergiu Goncerenco	Embassy of Republic of Moldova in Romania	Moldova	1	0	0
Mr. Dan Valentin Fatuloiu	General Directorate for Combating Organized Crime and Antidrug - Mol	Romania	1	1	0
Ms. Adina Cruceru	Antitrafficking Unit GDCOCA -Mol	Romania	2	0	0
Mr. Damian Miclea	Antitrafficking Unit GDCOCA -Mol	Romania	4	0	1
Mr. Ioan Rus	Ministry of Interior	Romania	1	1	0
Mr. Corneliu Alexandru	Director of the Project Ministry of Interior	Romania	4	5	0
Mr. Pandelea Pelmus	Human Resource Directorate	Romania	5	10	1
Mr. Bogdean Budeanu	Antitrafficking Unit - General Inspectorate of Border Police	Romania	1	0	1
Mr. Aurel Neagu	Chief of Boder Police	Romania	2	0	0
Mr. Costica Voicu	Police Academy	Romania	1	0	1
Mr. Vizitiu Petrica	Police School for Continous Training	Romania	1	0	1
Mr. Gabriel Nita	Criminality Institute of Prevention	Romania	1	0	0
Mr. Gheorghe Muscalu	Prosecutor's Office	Romania	2	0	0
Ms. Victoria Popescu	Ministry of External Affairs	Romania	1	0	0
Mr. Branislav Mitrovic	Special Police Antitrafficking Team	Serbia and Montenegro	1	0	0
Mr. Mitar Djuraskovic	Special Police Antitrafficking Team	Serbia and Montenegro	1	0	0
Mr. Husnija Rezepagic	Police Academy - Montenegro	Serbia and Montenegro	1	0	0
Mr. Dusan Zlokas	Ministry of Interior Special Police Antitrafficking Team	Serbia and Montenegro	1	0	0
Mr. Mico Bokovic	Border Police	Serbia and Montenegro	1	0	1
Mr. Jovan Krstic	Police Academy	Serbia and Montenegro	1	0	0
	Prosecutor's Office	Serbia and Montenegro	1	0	0
	Ministru of Interior	Montenegro	1	0	0
Mr. Husnija Redzepagic	Special Police Antitrafficking Team	Montenegro	1	0	1
	Border Police	Montenegro	1	0	0
	Police Academy	Montenegro	1	0	1
	Prosecutor's Office	Montenegro	1	0	0
E.S. Dl. Dusan Francuski	Embassy of Serbia and Montenegro in Romania	Serbia and Montenegro	1	0	0
Mr. Tomaz Persolja	Crime Investigative Department	Slovenia	1	0	0
Ms. Vlasta Zupank Zucko	Crime Investigative Department	Slovenia	1	0	0
Mr. Rado Bohinc	Ministry of Interior	Slovenia	1	0	1
Mr. Marko Pogorevc*	General Police Directorate	Slovenia	1	0	1
Mr. Marko Pogorevc*	Border Police	Slovenia	1	0	0
Mr. Iztok Suhadolnik	Antitrafficking Unit	Slovenia	1	0	0
Mr. Marko Pogorevc*	Police Academy	Slovenia	1	0	1
Ms. Savica Pureber	Prosecutor's Office	Slovenia	1	0	0
E.S. Dl. Zvone Dragan	Embassy of Republic of Slovenia in Poland	Slovenia	1	0	0
Mr. Tuna Saylan	Department Mol DG	Turkey	1	0	0
Mr. Huseyn Tungoclu	Turkish National Police	Turkey	1	0	0
Mr. Abdulkadir AKSU	Department Mol DG Ministry of Interior	Turkey	1	0	0

	Department of Anti Smuggling and Organized Crime	Turkey	1	0	1
Mr. Hanefi Avci		Turkey	1	0	0
Mr. Mehmet Terzioglu	Border Police	Turkey	1	0	1
Mr. Tuncay Yilmaz	Police Academy	Turkey	2	0	1
Mr. Celal Bodur	TADOC	Turkey	1	0	0
Ms. Ilknur Altuntas	Prosecutor's Office	Turkey	1	0	0
	Embassy of Republic of Turkey in Romania	Turkey	1	0	0
E.S. Di.Omer Zeytinoglu		Turkey	1	0	0
	Department of Criminal Investigations	Ukraine	1	0	0
Mr. Mikhayil Andrienko		Ukraine	1	0	0
Mr. Daniile Klyuchnikov	Department of Criminal Investigations	Ukraine	1	0	1
	Ministry of Interior	Ukraine	1	0	1
	Antitrafficking Unit	Ukraine	1	0	0
	Border Police	Ukraine	1	0	1
Mr. Alexei Telichkin	Police Academy	Ukraine	1	0	0
	Prosecutor's Office	Ukraine	1	0	0
	Embassy of Ukraine in Romania	Ukraine	2	0	0
E.S. Di.Ghenadii Altuhov		Ukraine	2	1	1
Ms. Irina Cocos 1	Chief of Antitrafficking Unit - Kosovo	UNMIK	2	0	1
Mr. Dan Ionut Dobrescu	Chief of Antitrafficking Unit - Pristina	UNMIK	1	0	0
	Boundry and Border Guard	UNMIK	1	0	0
	Police Academy	UNMIK	1	0	0
	Prosecutor's Office	UNMIK	1	1	0
Mr. Paul Holmes		Trainers	1	1	0
Ms. Maria Magdalena Radulescu		Trainers	1	1	0
Ms. Maria Velikonja		Trainers	1	0	0
Ms. Evelyn Probst		Trainers	1	0	0
Ms. Sabine Fuhrer		UNHCR	1	0	0
Mr. Jan van Dijk		UNODC	1	0	0
Mr. Burkard Dammann		UNODC	1	1	0
Ms. Helga Konrad		Stability Pact	1	0	0
Mr. Stephen Warnath		Stability Pact	1	0	0
Mr. Jonas Winkle		ICMPD	1	0	0
Ms. Gerda Theurmann		ICMPD	1	1	0
Ms. Anelise Araujo Forlot		IOM	0	1	0
Mr. Ivo Kersten		OCEEA	1	0	0
Ms. Gabrielle Reiter		ODIHR	1	20	0
Ms. Beatrix Attinger Colijn		OSCE	1	0	0
Ms. Snejana Nenova		SECI Regional Center	1	0	0
Mr. Yalcin Cakici		SECI Regional Center	16	0	2
Mr. Mario Saric		SECI Regional Center	3	0	0
Mr. Martin Vrancic		SECI Regional Center	1	0	0
Mr. Ludwig Zwickl		Mol of Austria	1	0	0
Mr. Dennis Wheeler		ICITAP _ USA	0	1	0
Mr. David Bodie		ICITAP _ USA	1	0	0
Mr. Rodger Garner		USAID	41	160	0
Ms. Gabriela Manta		USAID	0	1	0
Ms. Renate Weber		CRJ	1	0	0
Ms. Soknan Han Jung		UNDP Romania	1	0	0
Mr. Dan Dionisie		UNDP Romania	1	30	1
Ms. Cristina Boldur		UNDP Romania	3	1	0
Ms. Monica Botez		UNDP Romania	1	1	0
Mr. Mihai Toader		UNDP Romania	3	22	1
Ms. Michaela Grigoras		UNDP Romania	2	15	1
Ms. Yoko Anzawa		UNDP Bratislava	1	0	0
Ms. Dono Abdurazakova			1	0	0
Mr. Timothy Ohms		USA Embassy	1	1	0
Bernd Diele		Phare-Twinning Programme	1	0	0
HRH Margurite du Romanie		Others	1	0	0
HRG Radu du Hohenzollern-Veringen		Others	1	0	0
Ms. Gabrielle Burger		FBI USEmbassy	0	1	0
Mr. Peter Duffy		Australian Embassy in Serbia and Montenegro	0	1	0
H.E. Ion Iliescu		Romania	0	1	0
Mr. Gheorghii Baramidze		Georgia	1	0	0
			250	280	50

	Equipment	Technical description	S/N	Qty.	Cost / unit in US\$ *	Value in US\$ *	Manufact. year	Current Status	Destination
A	IT equipment								
	1 Computer	PC AlphaP4/1 DVD-RW/TV incl. 17" Monitor	PCP 13688	1	\$1,518.44	\$1,518.44	2002	Functional	MoAI
	2 Computer	PC AlphaP4/1 DVD incl. 17" Monitor	PCP 13687	1	\$1,306.62	\$1,306.62	2002	Functional	MoAI
	3 Notebook	PC CPQ NB Presario 2710 EA	6 D 22JCH 872 GK	1	\$2,236.01	\$2,236.01	2002	Functional	MoAI
	4 Scanner	ScanJet HP 5490	CN15T1/04D	1	\$396.27	\$396.27	2002	Functional	MoAI
	5 Laser printer	Printer HP Laser 2200 D	JPHGC16687	1	\$912.73	\$912.73	2002	Functional	MoAI
	6 Inkjet printer	Printer HP Ink DeskJet 960CXI	MY21N1C1TJ	1	\$311.78	\$311.78	2002	Functional	MoAI
	7 Power source	UPS APC BACK 500 EI	AB 014 834 38 58	2	\$109.48	\$218.96	2002	Functional	MoAI
	8 Broadband router	Dlink DSL Internet Getway Server DI707P	0G02300061	1	\$212.57	\$212.57	2003	Functional	MoAI
B	Software								
	1 Operating system	Soft Win XP Professional	E 8500993	2	\$177.31	\$354.62	2002	Functional	MoAI
	2 Operating system	Soft Win XP Professional Rom	E 85 - 01487	1	\$177.31	\$177.31	2002	Functional	MoAI
	3 Office program	Soft MS Office XP Pro Enterprise Win 32 OLP x 3	269 - 04729	3	\$418.88	\$1,256.64	2002	Functional	MoAI
	4 Office program	Soft MS Disk Kit Office Pro XP	269 - 05362	1	\$29.75	\$29.75	2002	Functional	MoAI
	5 Office program	Soft MS Project 2000 Win 32 OLP	076 - 01257	1	\$442.68	\$442.68	2002	Functional	MoAI
	6 Office program	Soft MS Project 2000 SR1 Disk Kit CD	076 - 01713	1	\$29.75	\$29.75	2002	Functional	MoAI
	7 Office program	Adobe Acrobat 5.05 CE Inlem eng	AC 505 CEIEW	1	\$398.85	\$398.85	2002	Functional	MoAI
	8 Office program	Soft MS Encarta 2004	101255; 101258	2	\$28.00	\$56.00	2003	Functional	MoAI
C	Multimedia								
	1 Videoprojector	3M MP77401 , beg. screen TS 180	RT 2J003854	1	\$4,788.00	\$4,788.00	2002	Functional	MoAI
	2 Videoprojector	NEC VT 480 with accessories + screen 180x180	3441968FD	1	\$3,335.00	\$3,335.00	2003	Functional	Police Academy
	3 Digital camera	Ninote Dimage 5 (incl. bag, AC-2L, CF2X64 MB; CF reader type II)	000111503	1	\$1,549.00	\$1,549.00	2002	Functional	MoAI
D	Communications								
	1 Mobile phone	NOKIA 7650	351111100044589	1	\$526.71	\$526.71	2002	Functional	MoAI
	2 Adapter	Bluetooth USB	0212002765	1	\$79.46	\$79.46	2003	Functional	MoAI
	3 Fax	Panasonic Fax KXF-7008	467000-0000060	1	\$553.73	\$553.73	1996	Functional	MoAI
E	Furniture								
	1	Desk B 1388PG	N/A	2	\$64.00	\$128.00	2002	Functional	MoAI
	2	Mobile drawer CM 3S	N/A	2	\$59.00	\$118.00	2002	Functional	MoAI
	3	Module 6 cells MD6C MO6C	N/A	1	\$36.00	\$36.00	2002	Functional	MoAI
	4	Fichet D80R	N/A	2	\$108.00	\$212.00	2002	Functional	MoAI
	5	Fichet with display V80GB	N/A	1	\$122.00	\$122.00	2002	Functional	MoAI
	6	Fichet DHS40	N/A	1	\$79.00	\$79.00	2002	Functional	MoAI
	7	Chair ergo S212C+BR	N/A	2	\$58.00	\$116.00	2002	Functional	MoAI
	8	Chair steel	N/A	4	\$33.00	\$132.00	2002	Functional	MoAI
	9	Round table	N/A	1	\$74.00	\$74.00	2002	Functional	MoAI
F	Office equipment								
	1 Copy machine	Xerox DC 425 C Fast track	4505023341650K17970	1	\$6,243.00	\$6,243.00	2002	Functional	MoAI
	2 Binder	CB 3000	N/A	1	\$220.02	\$220.02	2002	Functional	MoAI
	3 Whiteboard	90/60 TSAA 96	N/A	1	\$22.23	\$22.23	2002	Functional	MoAI
	4 Whiteboard	120/180 TSA 1218	N/A	1	\$56.50	\$56.50	2002	Functional	Border Police
	5 Air conditioner	A.C. ROLLS SCH 07BGW	0950244	1	\$465.36	\$465.36	2002	Functional	Border Police
	6 Air conditioner	A.C. ROLLS SCH 22BGW	0950243	1	\$1,011.65	\$1,011.65	2002	Functional	Border Police
	TOTAL VALUE					\$29,726.43			

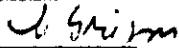
Note 1: MoAI - Ministry of Administration and Interior / DIERI
As per UNDP/USAID/MoAI Memorandum

Note 2: Border Police - General Inspectorate of Border Police
Equipment installed and functional to remain at this unit

Note 3: Police Academy - Police Academy "A.I. Cuza" Bucuresti
Already transferred in order to sustain the ent THB training

*/ At UN exchange rate valid for the moment of the purchase

Prepared by Michaela Gioras
Project Assistant

Signature 

29 February 2004

Certified by Mihail Toader
Project Manager

Signature 