



**The European Union's IPA 2010 programme for Albania**

***Technical Assistance for Strengthening the Capacity of the  
Ministry of Environment in Albania for Law Drafting and  
Enforcement of National Environmental Legislation***

(EuropeAid/130987/C/SER/AL)

**Component B: Improved inspection, enforcement and  
prosecution of environmental legislation**

**Summative Report on Capacity Building Activities**



**This project is funded by  
the European Union**

<b>Project title:</b>	Technical Assistance for Strengthening the Capacity of the Ministry of Environment in Albania for Law Drafting and Enforcement of National Environmental Legislation	
<b>Project number:</b>	Europe Aid/130987/C/SER/AL	
<b>Contract no.</b>	2011/275-693	
<b>Country:</b>	Republic of Albania	
	<b>Beneficiary</b>	<b>Contractor</b>
<b>Name:</b>	Ministry of Environment	Grontmij A/S
<b>Address:</b>	Durresi Str, Nr 27, Tirana, Albania	Granskoven 8 DK-2600 Glostrup
<b>Contact Person:</b>	Ardiana Sokoli	Paolo Bacca
<b>Phone:</b>	+355 4 2270622	+355 4 2226493
<b>E-mail:</b>	<a href="mailto:Ardiana.Sokoli@moe.gov.al">Ardiana.Sokoli@moe.gov.al</a>	<a href="mailto:Paolo.Bacca@selea.al">Paolo.Bacca@selea.al</a>
<b>Date of Report:</b>	30 <sup>th</sup> June 2014	
<b>Title:</b>	Regional Environment Agency and State Environment Inspectorate Summative Report on Capacity Building Activities	
<b>Authors:</b>	Scott Crossett;	
<b>QA:</b>	Paolo Bacca	

#### Acknowledgement

The project team wishes to express its gratitude to all resource persons and experts from all institutions and stakeholders involved in the collection of data and information and to all persons and bodies that have supported the development of this Handbook. Special thanks are extended to the Ministry of Environment, the National Environment Agency and the State Environmental Inspectorate.

This report has been prepared by a project team working for Grontmij. The findings, conclusions and interpretations expressed in this document are those of Grontmij alone and should not in any way be taken to reflect the opinions and policies of the European Commission.

## Contents

BACKGROUND .....	4
INTRODUCTION .....	9
QUALIFICATION STRUCTURE .....	10
DELIVERY METHODOLOGY .....	15
CANDIDATES .....	17
CONCLUSIONS .....	18
RECOMMENDATIONS .....	20
ANNEX 1 .....	21

## Background

The overall objective of the project was to support the sustainable development of the country via improved environmental requirements and management by enabling Government Institutions to develop, implement and enforce environmental legislation to EU standards.

The purpose of the contract was to support the Ministry of Environment (ME) in enhancing its capacity to implement and enforce environmental legislation through:

- Increasing effectiveness of environmental management system by transposition and implementation of priority EU environmental *acquis*;
- Assisting the development of technical departments within the Ministry towards fully effective operational capability;
- Strengthening the Environmental Inspectorate towards an effective law enforcement and prosecution service for violation of environmental requirements in all sectors under the responsibility of the Ministry;
- Ensuring that the Environmental Protection Agency functions effectively at both national and regional levels.

This summative report relates largely to the activities under component B of the terms of reference which are outlined below:

### **COMPONENT B:** Improved inspection, enforcement and prosecution of environmental legislation

The enforcement system is currently undergoing major restructuring both at central and regional level. The number of inspectors at regional level is being doubled. The number of environmental requirements to be enforced is growing rapidly.

The MoE requires support in managing this reform aiming at efficiently functioning inspection system with high level of enforcement. The consultant will assist the Ministry in making inventory of situation and evaluation of needs and preparing institutional strengthening programme for inspection. The consultant will assist the Ministry in implementing of priority actions foreseen in the strengthening programme, in particular as regards training activities.

The consultant will assist the Ministry in developing institutions on both central and regional level, corresponding to their needs. Such assistance will be provided for development of new institutional structures, defining good working practices, identification of required skills and preparing job descriptions, providing training.

Particular attention will be paid to make working procedures more effective using IT based solutions, developing guidance documents and questionnaires for inspectors to be used during field visits, etc. The consultant will assist the Ministry in identifying problems related to currently low administrative fines collection rates and provide assistance to change the situation. In addition to administrative fines procedures, the consultant will assist in building knowledge and experience in prosecution process based cases, including some practical examples to be simulated.

As it is foreseen under this component, an Inspection Strengthening Programme will be developed and priority needs for equipment identified. The consultant will assist the Ministry in development

of technical specifications for equipment related to normal functioning of field offices. The equipment will be purchased using the Beneficiary contribution funds by separate tender managed by the Ministry. The Consultant may contract specialized NGO's to support a platform to monitor environmental laws enforcement.

**Expected activities:**

***B.1. Institutional review***

At the start of this project, the Consultant will assist the Ministry in a thorough review of the inspectorate at national and regional levels. The review will consider the following:

- Inspection and enforcement needs coming from national legislation
- Division of functions and responsibilities among central and regional institutions, both in environmental sector and with other involved institutions (public health authorities, municipalities, etc.)
- The status of the structure against the inspection functions to be performed, plans of the Ministry and compared with international good practice
- Presence and understanding of job descriptions for all positions
- Competences of field staff against defined job descriptions
- Relationships between regional inspectorates and agencies, IMOC, and between the regions and their national counterparts in Tirana
- Accessibility to laboratory control needs
- Guidance documents available and needed for inspectors on inspection and enforcement
- Training programmes available and needs for capacity building
- Available budgets and equipment (PCs, used IT technologies for inspection activities, communication equipment, on spot sampling and analysis equipment, vehicle fleet, etc) and needs
- Characteristics of premises available and needed for regional inspectorates
- Other if relevant.

***B.2. Confirmation of the structure of the Inspectorates***

Following the review, the Ministry will be assisted in developing an optimal structure for the Inspectorate, including staffing levels for each sector in each region.

***B.3. Development of the competence of the National Inspectorate***

The National Inspectorate has to be developed and strengthened so that it can effectively manage the resources in the regions. This will include supporting the Ministry in:

- Ensuring there is a good mix of technical skills within the National Inspectorate
- Assistance with development of job descriptions, recruitment against job descriptions, and basic training
- Training in management and communication skills
- Development of inspection planning procedures, priority setting for regional authorities, describing focus areas for next several years and plans for next year
- Development of system for follow-ups and evaluations of inspection and enforcement, development of performance indicators
- Development of guidance documents for inspectors, including check lists for site visits

- Development of inspection support facility by way of a telephone or email ‘help-desk’, national inspectors who assists the regional/local Inspectorates when they conduct inspections
- Development of IT tools which can support the basic elements in the daily environmental inspection activities and also the operational management
- Templates for main documents used by inspectors
- Database of enterprises – objects that are inspected, controlled and guided by inspectors
- Registration of all information regarding enterprises relevant for the inspection work (information from Permits, results from laboratory analysis, self-control information from enterprises, reports from inspection visits, complaints from citizens, etc.)
- Retrieval and aggregation of information on a single enterprise or across several enterprises
- Planning of the inspection activities and follow up on this planning
- Improving relations with the law enforcement institutions, to assist enforcement of administrative fines and prosecutions

#### ***B.4. Improving the capacity of the inspectorates in the 12 regions***

Although the programme will strongly depend on the situation at the time, as identified in the initial review, the following activities are expected:

- Assistance with job descriptions, recruitment and basic training for all sectors
- Priority equipment delivered following needs assessment activity
- For all inspectors, training in enforcement and prosecution, through closer contacts with law enforcement institutions- public prosecutors, courts, police.
- Training on use of IT solutions developed under activity B.3.
- Training in using questionnaires and other guidance documents
- For the Environment Protection Inspectors in particular, training in the use of portable analytical equipment for pollution monitoring
- Development of effective communication and management systems at regional level and also between regions and their national counterparts in Tirana
- Practical training through study visits to an inspectorate in an appropriate EU country and experience exchange inside country
- Identification of experienced inspectors and organising of inspections under supervision of experienced inspectors, identification of good practices for permitting, inspection and enforcement
- Development of inspectors networks to allow exchanging good experiences.

Training of the Ministry staff in all levels will be one of important instruments for capacity building. Having in mind ongoing reforms and foreseen increase in number of staff at both central and regional level it is premature to identify precisely number of staff participating in these trainings. But the consultant shall ensure that training is provided for all relevant employees and cover at least following:

- The Ministry level (including inspectorate) – 70 persons
- The Agency level – 40 persons
- Regional level – 200 persons

### **B.5. Increasing enforcement efficiency**

Taking into account that activities from above may not give expected results if efficiency of enforcement mechanisms is not improved, the Consultant will assist the Ministry in :

- Develop system to track all cases where fines were imposed but not paid
- Analyse reasons for low collection of imposed administrative fines
- Development of proposals how to improve the system
- Assessment of the possibility to develop the Environmental Fund which would be financed from fines, prepare required documents for establishment if relevant
- Implement pilot enforcement and prosecution activities
- Provide support to Civil Society Environmental Monitoring Platform composed of specialized NGO's (SNV, WWF, Ekolevizija, Milieukontakt, INCA, REC, OAA, etc.) to improve their role on monitoring the respect/enforcement of environmental laws. Support from the "Association of Environmental Journalists" for example could be useful to reinforce competencies of Albanian civil society.
- Provide training for police officers regarding supervision of environmental requirements during policing activities
- Provide training of judges and prosecutors regarding environmental requirements. As an example, NGO's like "European Union Forum of judges for the environment" could be a resource for that matter.

Training shall be provided on 5 practical cases including training through a prosecution of a serious offender in the court.

As field staffs in all branches of the Ministry have been inadequately served with basic infrastructure – offices, computers, internet access, vehicles, equipment maintenance – to the point where their performance has been adversely affected, a conditionality for the start of this project, is that the Ministry use the co-financing (EUR 400,000) already allocated, for the infrastructure necessary for the effective operation of the new structure.

The consultant is expected to support the Ministry in the identification of the necessary equipment and preparation of technical specification

#### **Minimum expected results:**

##### **B.1:**

1. Review of inspection resources completed and report developed.
2. Inspection strengthening programme developed.
3. Training program for inspectors with special focus on enforcement of the transposed EU requirements developed.

##### **B.2:** New structure of regional inspectorates approved (including staff position and numbers)

##### **B.3:**

1. National Inspectorate trained and competent to manage regionally based multi-sector inspectorates.
2. Inspection procedures developed
3. IT solutions for inspection activities developed.
4. Guiding documents for inspectors developed.
5. Public access to the Inspectorate established.

**B.4:** Inspection field staff functioning effectively following training, and communicating well, both across regions and with counterparts in Tirana.

**B.5:**

1. Report on assessment of situation developed and plan prepared how to improve enforcement mechanism.
2. Pilot enforcement and prosecution activities completed.
3. Reports and events from the Platform prepared and organized.
4. Judges, Police officers and prosecutors trained in environmental requirements. Technical specifications for priority equipment prepared.

The consultant shall ensure that training is provided for all relevant employees and cover at least 40 persons at the Agency level.

*The terms of reference were largely accurate although there were issues with some of the information and ultimately the situation with the activities of SELEA in regard to Component B was turned on its head by the election result which effectively resulted in the removal of around 120 employees who had been trained by the SELEA team.*

## Introduction

Following the initial institutional assessment of the State environment sector SELEA developed a suite of 20 vocational training units to cover a range of activities normally associated with delivery of environmental protection services.

These units can be undertaken in 12 distinct pathways depending on the job role of the candidate. The candidates were drawn from the following institutions:

- Ministry of Environment
- National Environment Agency and its Regional Environment Directorates
- State Environment Inspectorate – Environment and Water Directorates
- River Basin Agencies

All of the units are underpinned by either practical exercises or question and answer sheets to ensure that the candidate demonstrates competence in the unit being undertaken.

All of the training materials are available electronically on the DVD attached to this training manual.

The manual has four basic sections to assist the trainer in delivering the course programme:

1. Structure of the Awards in a Unit Context
2. Assessment Guidance for the Qualification
3. Methodology for the Delivery of the Awards
4. Course Programme

It is important to allocate enough time for the award s delivery and to ensure that sufficient emphasis is placed on the practical tasks and site visits.

The trainer should take the approach that where appropriate candidates are placed in small teams to encourage discussion and team building.

### **Note:**

*The award contains a pathway for a climate change adaption auditor. This post does not currently exist in Albania however this is an important subject area globally and the EU is focused on addressing climate change adaption in all projects and funding programmes.*

*This will ensure that the Ministry of Environment address climate change adaption at least within its own area of responsibility.*

## Qualification Structure

To achieve the full qualification candidates must complete all Mandatory Units. To achieve the full award for Environmental Permit Inspection, Monitoring and Reporting, the learner must achieve the following *twenty* units in total.

All learners must complete the following units:

Unit No.	Unit Title
1	Contribute to Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA) Processes
2	Plan and Conduct and Environmental Audit
3	Plan and Conduct an Environmental Risk Assessment
4	Understanding Environmental Legislation and the Environmental Inspection Process
5	Considering Health & Safety in the Delivery of Environmental Protection Services
6	Plan an Inspection at an Installation with an Environment Permit
7	Prepare an Installation with an Environment Permit for an Inspection Visit (Permit Holder)
8	Conduct an Inspection at an Installation with an Environment Permit
9	Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
10	Present the Findings and Recommendations in a Report following an Inspection at an Installation with an Environment Permit
11	Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
12	Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
13	Conduct Water Sampling as part of an Environmental Monitoring Programme
14	Manage Laboratory and On-Site Data Analysis & Reporting
15	Prepare for and Deliver Witness Testimony and Present Evidence at a Court Relating to an Environmental Crime or Offence
16	Managing a Team and/or Individuals in the Delivery of Environmental Protection Services
17	Manage Stakeholder Relationships and Communications
18	Effectively Manage Environmental Incidents and Emergencies
19	Contribute to the Development of a National Environment Permit Inspection Strategy
20	Contribute to the Development, and Assist in the Implementation, of a Regional Environment Permit Inspection Programme

Achievement of the qualification demonstrates competence by the learner to operate appropriately and in accordance with employment requirements as determined by the units selected, within the Environmental Services Industry.

The qualification is assessed 'on-the-job' at a suitable facility, or a number of suitable facilities.

The qualification is designed for those working in the field of the delivery of environmental protection services, and covers a range of activities from environmental audits, environmental risk assessments, environmental audits and laboratory analysis. The award has been split into pathways to suit different requirements, and can be achieved on a unit by unit basis, or as individual units are accredited. The 12 suggested pathways are as follows:

### **Pathway 1: Environment Protection Officer (20 units)**

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct an Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Plan an Inspection at an Installation with an Environment Permit
7. Prepare an Installation with an Environment Permit for an Inspection Visit
8. Conduct an Inspection at an Installation with an Environment Permit
9. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
10. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
11. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
12. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
13. Conduct Water Sampling as part of an Environmental Monitoring Programme
14. Manage Laboratory and On-Site Data Analysis & Reporting
15. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
16. Managing Teams and Individuals in the Delivery of Environmental Protection Services
17. Manage Stakeholder Relationships and Communications
18. Effectively Manage Environmental Incidents and Emergencies
19. Contribute to the Development of a National Environment Permit Inspection Strategy
20. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

### **Pathway 2: Environment Permit Inspection (16 units)**

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations

10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
11. Conduct Water Sampling as part of an Environmental Monitoring Programme
12. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
13. Manage Stakeholder Relationships and Communications
14. Effectively Manage Environmental Incidents and Emergencies
15. Contribute to the Development of a National Environment Permit Inspection Strategy
16. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

### **Pathway 3: Environment Monitoring Laboratory Scientist (11 units)**

1. Plan and Conduct and Environmental Audit
2. Plan and Conduct an Environmental Risk Assessment
3. Understanding Environmental Legislation and the Environmental Inspection Process
4. Considering Health & Safety in the Delivery of Environmental Protection Services
5. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
6. Conduct Water Sampling as part of an Environmental Monitoring Programme
7. Manage Laboratory and On-Site Data Analysis & Reporting
8. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
9. Managing Teams and Individuals in the Delivery of Environmental Protection Services
10. Manage Stakeholder Relationships and Communications
11. Effectively Manage Environmental Incidents and Emergencies

### **Pathway 4: Environmental Monitoring – Sampling Officer (8 units)**

1. Understanding Environmental Legislation and the Environmental Inspection Process
2. Considering Health & Safety in the Delivery of Environmental Protection Services
3. Plan an Inspection/Monitoring Visit at an Installation with an Environment Permit
4. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
5. Conduct Water Sampling as part of an Environmental Monitoring Programme
6. Manage Laboratory and On-Site Data Analysis & Reporting
7. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence
8. Manage Stakeholder Relationships and Communications

### **Pathway 5: Environmental Manager (10 units)**

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Prepare an Installation with an Environment Permit for an Inspection Visit

7. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
8. Managing Team and Individuals in the Delivery of Environmental Protection Services
9. Manage Stakeholder Relationships and Communications
10. Effectively Manage Environmental Incidents and Emergencies

#### **Pathway 6: Climate Change Adaption Auditor (12 Units)**

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process
5. Considering Health & Safety in the Delivery of Environmental Protection Services
6. Prepare an Installation with an Environment Permit for an Inspection Visit
7. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
8. Managing Team and Individuals in the Delivery of Environmental Protection Services
9. Manage Stakeholder Relationships and Communications
10. Effectively Manage Environmental Incidents and Emergencies
11. Contribute to the Development of a National Environment Permit Inspection Strategy
12. Contribute to and Assist in the Implementation of a Regional Environment Permit Inspection Programme

#### **Pathway 7: Environment Monitoring Data Controller (2 units)**

1. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
2. Conduct Water Sampling as part of an Environmental Monitoring Programme

#### **Pathway 8: Environmental Technologist (10 units)**

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility

### **Pathway 9: Environmental Permit Administrator**

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Conduct an Inspection at an Installation with an Environment Permit
6. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
7. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
8. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
9. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility

### **Pathway 10: Environmental Impact Assessment**

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process

### **Pathway 11: Strategic Environmental Assessment**

1. Contribute to Environmental Impact Assessment and Strategic Environmental Assessment Processes
2. Plan and Conduct and Environmental Audit
3. Plan and Conduct an Environmental Risk Assessment
4. Understanding Environmental Legislation and the Environmental Inspection Process

### **Pathway 12: Environmental Monitoring Officer**

1. Plan and Conduct an Environmental Risk Assessment
2. Understanding Environmental Legislation and the Environmental Inspection Process
3. Considering Health & Safety in the Delivery of Environmental Protection Services
4. Plan an Inspection at an Installation with an Environment Permit
5. Prepare an Installation with an Environment Permit for an Inspection Visit
6. Conduct an Inspection at an Installation with an Environment Permit
7. Conduct an Inspection of a Technical Unit at an Installation with an Environment Permit
8. Present the Findings and Recommendations at an Installation after an Environment Permit related Inspection
9. Monitor and Review the Implementation of Environment Permit Inspection Requirements and/or Recommendations
10. Environmental Monitoring - Assess and Determine Environmental Permit Conditions at a Waste Management Facility
11. Conduct Water Sampling as part of an Environmental Monitoring Programme
12. Prepare for and Deliver Evidence at a Court Relating to an Environmental Crime or Offence

## Delivery Methodology

The training sessions were delivered in three distinct phases:

### Phase I

Pilot programme with UK education authorities 8 training sessions each of 1 week conducted between December 2012 to June 2013 held in Durres and involving 14 candidates from the MoE; NEA and the SEI.

### Phase II

From beginning of June 2013 to 31<sup>st</sup> January 2014 a total of 15 x 5 day training sessions delivered in each of the 12 regions plus 4 sessions in Tirana. Candidates were drawn from both the SEI and the NEA networks.

### Phase III

From beginning of April to 1<sup>st</sup> week of July inclusive delivery of the final set of 12 x 4 day training sessions incorporating all candidates retained plus the new candidates appointed after the election. Candidates were drawn from the SEI; NEA and RBA's.

All of the materials for the course are available electronically through Drop Box or from training team on flash drives. The course consisted of the following training materials:

1. 40 Modules in Power Point Format
2. Set of Question and Answer Sheets for each award unit
3. Set of Practical Exercises
4. List of Training Support Documentation

In order to successfully deliver the award the training team provided the candidates with the following:

1. Clipboard, Pen/Pencil and Notepad
2. Portfolio in the form of an A4 four hole ring binder
3. Complete set of the Modules
4. Complete set of Q&A plus Practical Exercise Forms
5. Complete set of PPE appropriate to the Installation/Site visit programme

In addition the training team provided the following:

1. A training room for no more than 20 candidates per session
2. A Laptop and Projector
3. Environmental Permits for the Installations to be visited
4. Site visits to Installations and suitable Water Sampling Locations
5. All equipment to conduct the site visits namely camera and sampling apparatus.

As far as the candidates were concerned they needed to provide the training team with the following:

1. A current CV
2. A completed Portfolio of their own work and a statement to this effect
3. A statement of competence outlining their work experience and their current job role.
4. Lastly and within their portfolio the work based evidence documentation required to underpin their competence

At the time of writing this report the training team have received 211 completed portfolios from candidates.

In total the training team trained 315 candidates from across the State Environmental Protection function. The difference in the two figures above is explained by the candidates who were dismissed after the general election. Only a handful of candidates who had the ability to submit portfolios and that are still in post failed to do so.

The SELEA training team provided a set of proceedings for each of the 35 training sessions.

Candidates signed attendance lists for each training day attended and both Personal Protective Equipment and Travel Expenses forms were also signed as appropriate.

All submitted portfolios will be evaluated using firstly local Albanian experts and will then be taken to the UK where they will be formally assessed by a UK vocational training centre. All candidates will receive a participation certificate however all candidates who meet the criteria of the UK vocational training award will receive vocational training award certificates from the Scottish Qualification Authority.

A copy of an example portfolio evaluation form is attached at **Annex 1**.

The award is accredited to the Scottish Certificate and Qualifications Framework which is also mapped to the European Qualification Framework.

Successful candidate will be certificated during October 2014.

## Candidates

SELEA training team developed 12 pathways however in the context of training delivery only 7 of the pathways were actually utilised as follows:

- Pathway 2 – Environmental Permit Inspector – 67 Candidates
- Pathway 3 – Environmental Monitoring Laboratory Scientist – 9 Candidates
- Pathway 4 – Environmental Monitoring Water Sampling Officer – 47 Candidates
- Pathway 7 – Environmental Monitoring Data Controller – 35 Candidates
- Pathway 9 – Environmental Permit Administrator – 36 Candidates
- Pathway 12 – Environmental Monitoring Officer – 8 Candidates

In addition to the above the SELEA project training team also trained 120 candidates from the Regional Environment Agencies from both the inspection and monitoring sectors all of whom were dismissed after the new government took office following the general elections in the summer of 2013.

Those candidates who survived the government change and who are qualified will need to be the cornerstone of the State environmental protection services delivery.

For those who have been politically appointed there is a lot of work to be done to either shape them into something of value to the State or to take the difficult decision to replace them all and start again with a transparent recruitment and selection process in an effort to engage appropriately qualified and motivated candidates.

## Conclusions

This was the first time that vocational training in an EU context was delivered in Albania and it was very obviously an alien concept to most of the candidates.

Most of the candidates assumed that training consisted of turning up to a venue, listening to procession of speakers with PPT presentations; getting a free lunch and then getting an attendance certificate and all before 1400hrs in the afternoon.

The notion that they would actually have to do anything for their certificate other than be present was difficult for them to comprehend. As a consequence the quality of the work submitted was varied as was the application level of the candidates.

In addition it was evident from the performance of the candidate at the field exercises that they really did not know much about the job role they were intended to perform and this will present significant challenges for future capacity building programmes.

It is difficult to criticise the candidates though. How can one expect a student of political science or physical education to understand the basic concepts of acidity and alkalinity or even the basics of waste management and the European Waste Classification Catalogue?

These were alien concepts to many of the candidates who had not from the correct educational disciplines yet these basics are necessary in order to be a good environmental permit inspector or an environmental permit administrator for example.

As has already been stated the strengths in the sector lie within the NEA and its network of regional directories and also to a lesser degree within the River Basin Agencies.

The ToR for SELEA and the Ministry talk about the need to strengthen the inspectorate function yet it seems that in the candidates presented to SELEA for training they have actually diluted the potential of the inspectorate by employing several persons of an inappropriate educational background. The government had a chance to strengthen the SEI but elected not to and the biggest disappointment over the SELEA project timeline that this opportunity was missed by the government.

The SEI, with the exception of the Forestry Directorate which was not a part of the SELEA project ToR, is still a very poor institution and the SELEA five year development plan for the SEI suggests some radical changes in order for the SEI to be better functioning and more in line with EU norms for such an enforcement institution.

The overall concept of vocational training and the delivery mechanism chosen by SELEA was a very good one. It should now be considered the best practice benchmark for the future however this does not take away from the fact that a lot more will need to be done to build capacities at the SEI

where the starting point for many of the candidates was well below what could reasonably have been expected.

In terms of the requirements of the ToR SELEA went beyond what was required and the numbers or persons undertaking the pathways exceeded the expectation levels within the ToR.

SELEA was well supported by the three agencies with whom it interfaced as well as by the beneficiary and candidates were supplied from all four institutions.

Those candidates, mostly from the NEA and its network of Regional Directories, who embraced the vocational training and the SELEA agenda produced very good portfolios and also a significant volume of workplace based evidence.

Perhaps not surprisingly many of the candidates, even those who applied themselves to the tasks, struggled a bit with the questions and answers and the embedded exercises. While some candidates were undoubtedly lazy others genuinely found the challenge of vocational training daunting.

SELEA was forced into a situation of virtually starting the SEI training from scratch with only 5 months of the project left and this perhaps put undue pressure on some of the candidates as time was in short supply and the course was demanding, even under normal circumstances.

Hopefully future projects will revisit this situation and really devote more time to the SEI in order that the institution has capacities built in a sustainable manner and based on the foundations created by SELEA.

Looking forward the NEA and its Regional Directories plus the River Basin Agencies have had a really good exposure to the pathways through SELEA and those candidates can be proud of their achievements.

There is a cloud hanging over many of the names on the SELEA training database as July may be a period where further changes are made. All of the inspectors are being vetted by the public administration body who decides on civil servant employment. It is possible that the body will reject some of the new inspectors on the basis of an inappropriate education. This situation will need to be reviewed after the summer, and on completion of the public administration review process, to see what, if any changes have been made.

## Recommendations

The SELEA training team have provided the National Environment Agency with a proposal to become the National Vocational Training Centre for the Environment Sector in Albania and at the moment the Agency are putting together a national training team within a new sector to take this agenda forward.

The SELEA training team have provided the Agency with all the training materials and two films to assist them in training delivery. All this information is contained on a National Vocational Training Manual for the Environment sector in Albania. The Manual has a DVD attached with all the electronic data and resources required to deliver a national vocational training programme for the environment sector.

The SELEA training team have also provided the Agency with a candidate database which can be utilised as the basis of for a future candidate management system.

The Agency will need support from the international donor community to establish the National Accreditation and Vocational Qualification Training Centre and indeed if there is to be a SELEA II technical assistance project then this could be one of its objectives to really get the NAVQTC functioning.

SELEA have entered into discussions with OSCE about possible resourcing of the new centre and they are hopeful that the proposal will be implemented by OSCE and commencing September 2014.

## Annex 1

### CANDIDATE PORTFOLIO EVALUATION SHEET

**Evaluator Name:**

**Candidate Name:**

**Award Pathway: 2**

**Title: Environmental Permit Inspector**

**Portfolio Ref. No.**

**Date of Evaluation:**

**Training Course Dates (I):**

**Training Course Dates (II):**

**Training Course Dates (III):**

Item of Evidence	Yes	No	Comment
ICERMS Agreement	X		
Candidate CV	X		
Candidate Certificates	X		
Course Induction Module	X		
Personal Protective Equipment	X		
Field Trip No. 1 Permitted Installation – Permit Inspection			
Field Trip No. 2 Permitted Installation – Permit Inspection			
Field Trip No. 3 Permitted Installation – Permit Conditions Review			
Field Trip No. 4 Water Sampling			
Water Sample Classroom Exercise			
AU No. 3 Q & A Sheets			
AU No. 4 Q & A Sheets			
AU No. 5 Q & A Sheets			
AU No. 6 Q & A Sheets			
AU No. 7 Q & A Sheets			
AU No. 8 Q & A Sheets			
AU No. 9 Q & A Sheets			
AU No. 10 Q & A Sheets			
AU No. 11 Q & A Sheets			
AU No. 13 Q & A Sheets			
AU No. 15 Q & A Sheets			
AU No. 17 Q & A Sheets			
AU No. 18 Q & A Sheets			
AU No. 19 Q & A Sheets			
AU No. 20 Q & A Sheets			
<b>AU 3</b> Environmental Risk Assessment			
<b>AU 5</b> H & S Risk Assessment Form			
<b>AU 5</b> H & S Method Statement			
<b>AU 6</b> Inspection/Sample Planning Documentation & Environmental Permit			

<b>AU 7</b> Pre Inspection Installation Checklist (Permit Holder)			
<b>AU 8</b> Installation Inspection Checklist/Interview and Evidence recording Forms/Environmental Permit Conditions			
<b>AU 9</b> Technology Inspection Evidence Recording Form/Checklist			
<b>AU 10</b> Inspection Report Form			
<b>AU 11</b> Post Inspection Recommendations Form and Action Plan			
<b>AU 12</b> Environment Permit Review Form			
<b>AU 13</b> Water Sampling Form			
<b>AU 15</b> Court Attendance Checklist			
<b>AU 16</b> Inspection Visit Task Briefing Form			
<b>AU 18</b> Environment Emergency/Pollution Incident Checklist			
<b>AU 19</b> Regional Environmental Permit List and Inspection Strategy Checklist			
<b>AU 20</b> Regional Environmental Permit List and Inspection Programme Checklist			
<b>Work Based Evidence Items</b>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			

**Evaluator Signature:**

**Assessor Name: Scott Crossett**

**Assessor Sign & Date:**

**Evidence List – State Environment Inspectorate (Environment & Water Inspectorates/National Environment Agency/Regional Environment Directorates and River Basin Agencies**

1. CV
2. Job Description - pershkrim pune
3. Employment Contract - kontrate pune
4. Institution Organogram - organogram institucionale
5. Institution Web Site – faqja e web site-it e institucionit
6. Institution Development/Business Plan – plani i zhvillimit/biznest te institucionit
7. Standard Operating Procedures – Multiple Examples - procedurat standarte operuese - shembuj te shumefishte
8. Meeting Minutes - minuta takimesh
9. Invoices - fatura
10. Request to Purchase - kerkese per blerje
11. Equipment Specifications - specifikime te paisjeve
12. Equipment Maintenance - mirembajtje e pajisjeve
13. Equipment User Guides - manuale perdorimi te pajisjeve
14. Maintenance Contract - kontrata mirembajtje
15. Monitoring Programme Information – informacioni mbi programet monitoruese
16. Expenditure Records - dokumentacioni i shpenzimeve
17. Sampling Photos - foto kampionimesh
18. Monitoring Data - te dhena monitorimi
19. Monitoring Reports - raporte monitorimi
20. Monitoring Station Technical Specification - specifikime teknike te stacioneve moitoruese
21. Monitoring Station Technical User Guide - manuale perdorimi per stacionet teknike monitoruese
22. Environmental Monitoring Plan - plan monitorimi mjedisor
23. Monitoring Stations Map - harta stacionesh monitorimi
24. Environmental Permit Application - aplikim per leje mjedisore
25. EIA Application - aplikim per vleresimin e ndikimit ne mjedis
26. EIA Permit - leje per vleresimin e ndikimit ne mjedis
27. Correspondence with Applicant - korrespondenca me aplikantin
28. EIA/Environmental Permit Reports - raporte per vleresimin e ndikimit ne mjedis /leje mjedisi
29. EIA/Permit Commission Meeting Minutes - minuta takimesh te komisioneve per vleresimin e ndikimit ne mjedis /leje mjedisi
30. EIA/Permit Commission Decisions - vendime komisionesh per vleresimin e ndikimit ne mjedis /leje mjedisi
31. Letters to NEA - letra drejtuar agjensise kombetare te mjedisit (AKM)
32. Letters from NEA - letra nga AKM
33. Memorandum
34. Legislation – legjislacion
35. Site Visits Records and Photos - te dhena dhe foto nga vizitat ne terren
36. Meetings with Stakeholders – Notes and Photographs - shenime dhe foto nga takime me palen e interesuar
37. Staff List – lista e stafit
38. Office Equipment List – lista e paisjeve te zyres
39. Work Plans - plane pune