

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

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

(EuropeAid/I 30987/C/SER/AL)

**TRAINING PLAN  
NATIONAL ENVIRONMENTAL AGENCY  
Activity C.3**

**Final Draft 2.0**



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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.

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## **List of Abbreviations**

BAT	Best Available Techniques
BEP	Best Environmental Practice Note
BREF	Best Environmental Reference Note
CEPP	Commission on Environment Protection and Preservation
CSP	Compliance Schedule Plan
DCM	Decision of Council of Ministers
DoPA	Department of Public Administration
DSIP	Directive Specific Implementation Plan
EBRD	European Bank for Reconstruction and Development
EIA	Environmental Impact Assessment
EIS	Environmental Information System
ELV	Emission Limit Value
EPL	Environmental Protection Law
EQS	Environmental Quality Standard
FMP	Forest Management Plan
EUD	European Union Delegation to Albania
GHG	Greenhouse Gases
GIS	Geographic Information System
HR	Human Resources
HRD	Human Resources Development
IE	Industrial Emissions
IPPC	Integrated Pollution Prevention and Control
LAN	Local Area Network
LFM	Logical Framework Matrix
MoEFWA	Ministry of Environment, Forestry and Water Affairs
MoM	Minutes of Meeting
NEA	National Environmental Agency
NEL	National Environmental Laboratory
NLC	National Licencing Centre
PMO	Prime Minister Order
PRTR	Pollution Release and Transfer Registry
QA	Quality Assurance
REA	Regional Environmental Agencies
REI	Regional Environmental Inspectorates
SEA	Strategic Environmental Assessment
SEI	State Environmental Inspectorate
SELEA	Support Environmental Laws Enforcement Albania
SoE	State of Environment
SSE	Social Security Expense
ToR	Terms of reference
WB	World Bank

## 1 INTRODUCTION

Training is a core issue in the building of the capacity of the NEA.

The training sessions are divided into:

- Introductory training
- Specialised training and
- On-the-job training

Introductory training is more cross-cutting training providing the legal and basic understanding of the need for change.

These courses can have a larger group of trainees (15-20) from different stakeholders where relevant. However the target group should be carefully considered.

Specialised training is providing knowledge about the special subjects and tasks while on-the-job training provides the skills to actually undertake the tasks as supposed performed by the NEA.

These courses will have a smaller group of trainees and mainly from NEA. On-the-job training can include very few individuals and take an outset in the daily and actual tasks.

As well for the introductory and the specialised courses the close cooperation between the Ministry and the Agency on Permitting and EIA needs special attention in selection of the trainees. Also the relation between Permitting and Inspection needs careful consideration since a tailored programme for the inspectors are also being prepared.

### 1.1 TRAINING OVERVIEW

**Annex A** gives an overview of the courses proposed. It is important to stress that the program should be flexible and meet the requirements of the new NEA staff. Since many new staff will be recruited and their background is not known the programme should be reviewed regularly. A general follow-up programme might be considered for the spring 2014.

Timing is tentative and need to accommodate availability of trainers, etc.

### 1.2 DETAILED COURSE DESCRIPTIONS

**Annex B** includes a standard detailed course description and an example. The detailed course descriptions have been prepared for some of the introductory and specialised courses that have to be implemented.

### 1.3 TRAINING ASSESSMENT

A standard training assessment table might be considered.

## **2 FURTHER IMPLEMENTATION OF TRAINING**

The training results will be assessed frequently and the programme updated accordingly. Especially will the on-the-job training be flexible and easily adjusted to the daily needs.

## **ANNEX A – TRAINING OVERVIEW**

## Training Programme: (overview from 1 January 2013 – June 2014)

<b>Introductory Courses</b> Title/ID number	<b>Timing</b> Duration	<b>Target Group</b> Trainees	<b>Trainers</b> Initials	<b>Venue</b>	<b>Budget</b> Euro
<b>I.1 Introduction to SEA, EIA and Permits</b> EU Directives <ul style="list-style-type: none"> <li>• SEA</li> <li>• EIA</li> <li>• IED</li> </ul> Albanian EPLs Scope and principles Similarities and differences Guidelines to be developed Actual Case studies and examples	19/20 or 21 February 2013	NEA incl. REA & MoEFWA Employees for SEA, EIA & Permitting (Incl. Forestry)	Giovanni Gordiani & Kurt Terpgaard	MoEFWA	
<b>I.2 New Environmental Legislation in Albania</b> Overview of new legislation EPL Inspection Law Permitting Law EIA Law Other relevant Laws	4 & 5 March 2013	NEA incl. REA & MoEFWA Employees for EIA & Permitting Inspection (incl. Forestry)	Narin Panariti & Elfrida Brati & Ketrin Topciu	Tirana International Hotel	
<b>I.3 International Conventions</b> Overview Aarhus Convention	May 2013 (1 day)	NEA Central office & MoEFWA Relevant Employees	Giovanni Gordiani &	MoEFWA	



Energy Treaty Other relevant Conventions		(incl. Forestry)	Breda Howard		
<b>I.4 EU Directives &amp; Recommendations</b> Overview SEA, EIA, IED, Waste, UWWT, Landfill, Air quality, Water quality, Habitat Min. Crit. Recommendations	May 2013 (2 days)	NEA Central Office & MoEFWA Relevant Employees	Giovanni Gordiani & Breda Howard	MoEFWA	
<b>I.5 Introduction to Environmental Liability</b> EU & Alb. Legislation Existing situation New challenges Environmental Damage Assessment	September 2013 (1 day)	NEA incl. REAs & MoEFWA Relevant Employees	Giovanni Gordiani & Elfrida Brati & Breda Howard	MoEFWA	
<b>Specialised Courses/Events</b> Title/ID number	<b>Timing</b> Duration	<b>Target Group</b> Trainees	<b>Trainers</b> Initials	<b>Venue</b>	<b>Budget</b> Euro
<b>S.1 Monitoring Env. Quality</b> EU Directives/EEA Albanian Monitoring legislation Env. Monitoring <ul style="list-style-type: none"> <li>• Air Monitoring</li> <li>• Water Monitoring</li> <li>• Biological Monitoring</li> </ul> Programming Data collection Reporting State of Environment Reporting	March 2013 (2 days)	NEA incl. REA Relevant Employees (incl. Forestry) & Selected Inspectors	Martin Shepherd & Allan Bang Jensen & Jesper Ansbæk & Kurt Terpgaard Jensen	Tirana International Hotel	

<p><b>S.2 EIA processing</b>                  New EIA Guideline                  Scoping                  Screening                  Impact Assessment                  Decisions making</p>	<p>4-5 April                  2013</p>	<p>NEA incl. REA &amp;                  MoEFWA                  Relevant Employees</p>	<p>Narin                  Panariti                  &amp;                  Klodian                  Alieu                  &amp;                  Breda Howard</p>	<p>Tirana International                  Hotel</p>	
<p><b>S.3 Environmental Permits</b>                  Actual applications                  Condition setting                  Compliance Action Plans                  Compliance checking                  Inspection response</p>	<p>26-27 March                  2013</p>	<p>NEA incl. REA &amp;                  MoEFWA                  Relevant Employees</p>	<p>Breda Howard                  &amp;                  Kurt                  Terpgaard</p>	<p>Tirana International                  Hotel</p>	
<p><b>S.4 Environmental Liability</b>                  EU legislation                  Albanian legislation                  Damage Assessment                  Liability principles                  Cost assessment</p>	<p>October                  2013                  (2 days)</p>	<p>NEA Central Office &amp;                  MoEFWA                  Relevant Employees</p>	<p>Narin                  Panariti                  &amp;                  Breda Howard</p>	<p>Tirana International                  Hotel</p>	
<p><b>S.5 EIA – follow up</b>                  New EIA Guideline                  Scoping                  Screening                  Impact Assessment                  Decisions making</p>	<p>October                  2013                  (2 days)</p>	<p>NEA incl. REA &amp;                  MoEFWA                  Relevant Employees</p>	<p>Narin                  Panariti                  &amp;                  Breda Howard</p>	<p>MoEFWA</p>	

<b>S.6 Environmental Permits – Follow-up</b> Actual applications Condition setting Compliance Action Plans Compliance checking Inspection response	September 2013 (2 days)	NEA incl. REA & MoEFWA Relevant Employees	Breda Howard & Kurt Terpgaard	Tirana International Hotel	
<b>S.7 Environmental Liability – Follow-up</b> Legislation Damage Assessment	November 2013 (1 day)	NEA Central Office & MoEFWA Relevant Employees	Narin Panariti & Breda Howard	MoEFWA	
<b>S.8 EIA &amp; Env. Permitting SELEA Conference</b>	May 2013 (1 day)	Industry, NGOs Consultants		Tirana International Hotel	
<b>S.9 EIA &amp; Env. Permitting STUDY TOUR</b>	September 2013	Selected repr. from NEA			30,000.00
<b>On-the-Job Training</b> Title/ID number	<b>Timing</b> Duration	<b>Target Group</b> Trainees	<b>Trainers</b> Initials	<b>Venue</b>	Budget Euro
<b>Air Monitoring</b> Repair of Air Monitoring stations Initiation and making operational the Air Monitoring stations Calibration of instruments	April 2013 (3 days)	Selected NEA Laboratory Staff	Supplier Of Air Monitoring Stations	NEA	10,000.00

<p><b>Air Monitoring</b>          Programming          Data management              • Data Handling              • Data Control              • Data analysis          Reporting          QA/QC          Passive samplers</p>	<p>April          2013          (2 days)</p>	<p>Selected          NEA          Laboratory          Staff          &amp;          Selected Inspectors</p>	<p>Allan          Bang          Jensen          &amp;          Local          Consultant</p>		
<p><b>Water Monitoring</b>          Programming          Sampling          Collection of samples          Analysis of samples          Data management          Reporting          QA/QC</p>	<p>April          2013          (2 days)</p>	<p>Selected          NEA          Laboratory          Staff          &amp;          Selected Inspectors</p>	<p>Martin          Shepherd          &amp;          Jesper          Ansbæk</p>		
<p><b>Laboratory</b>          Sampling          Use of Lab Equipment          Analysis of samples</p>	<p>Frequently</p>	<p>Selected          NEA          Laboratory          Staff</p>	<p>Martin          Shepherd          &amp;          Local          Consultant</p>		

## **ANNEX B - CURRICULA**

Title

<b>Title:</b>	
<b>No.:</b>	<b>Responsible Instructors:</b>
<b>Target Group(s):</b>	<b>Accountable SELEA Project:</b>
<b>Duration: Date 201x (x day)</b>	<b>Venue:</b>
<b>Objectives:</b>	
<b>Teaching Method(s):</b> Classroom training/work shopping/discussions in plenum and individual presentations – English translated to Albanian language or Albanian	
<b>Teaching Aids required:</b> Pen, slide handouts, paper	
<b>Equipment required:</b> Projector for Power Point/Flip-over/Whiteboard & Internet	

## Day Programme – Day 1 (date)

Time	Topic	Presenter
<b>09.00-09.30</b>	Registration	<b>Mr/s.</b>
<b>09.30-09.45</b>	Welcome & Programme of the day	
<b>09.45-10.45</b>	Coffee break	
<b>13.00-14.00</b>	Lunch break	

# EIA Processing

<b>Title: EIA Processing</b>	
<b>No.: S.2</b>	<b>Responsible Instructors:</b> Breda Howard, Klodian Aliu & Narin Panariti
<b>Target Group(s):</b> Staff of NEA/REAs and MoEFWA	<b>Accountable SELEA Project:</b> Sonila Guna & Kurt Terpgaard-Jensen
<b>Duration: 4 April 2013 (1 day)</b>	<b>Venue:</b>
<b>Objectives:</b> Introduce the new Albanian EIA Law, draft DCM and draft Guideline Participants to get an impression of the new situation – competent authority, process, important process steps, deadlines and decision Presentation of draft DCM and EIA Guideline Case studies in practice	
<b>Teaching Method(s):</b> Classroom training/work shopping/discussions in plenum and individual presentations – English translated to Albanian language or Albanian	
<b>Teaching Aids required:</b> Pen, slide handouts, paper	
<b>Equipment required:</b> Projector for Power Point/Flip-over/Whiteboard & Internet	



## Day Programme – Day 1 (4 April 2013)

Time	Topic	Presenter
<b>09.00-09.30</b>	Registration	
<b>09.30-09.45</b>	Welcome & Programme of the day	<b>Ms. Narin Panariti</b>
<b>09.45-10.45</b>	Introduction to the EIA legislation EIA Law EIA DCM EIA Guideline	<b>Ms. Narin Panariti &amp; Mr. Klodian Aliu</b>
<b>10.45–11.15</b>	Coffee break	
<b>11.15-12.15</b>	Practical Implementation in Albania Transition Period MoEFWA & NEA Role of MoEFWA, NEA and REA Relation to the Environmental Permit	<b>Ms. Narin Panariti &amp; Mr. Klodian Aliu &amp; Ms. Breda Howard</b>
<b>12.15-13.00</b>	Actual Case studies and examples – local and international Lunch break	<b>Mr. Klodian Aliu &amp; Ms. Breda Howard</b>
<b>13.00-14.00</b>	Discussion and questions	<b>Ms. Narin Panariti</b>
<b>14.00-15.00</b>	Coffee and farewell	
<b>15.00-</b>		

## ANNEX C - COSTS

### Foreseen expenditures for the training programme - NEA

No.	Item	Unit/Person	Days	Price Euro	Total Euro
1	Conference room	20	28	300	8400
2	Hotel accommodation & per diems* participants from the REA's	12	11	100	13200
4	Interpretation (English - Albanian)	N/A	28	100	2800
5	Transport of participants from REA's**	12	17	20	4080
6	Printing of documents	N/A	28	50	1400
7	Lunch during training***	24	28	15	10080
8	Coffee break during training	24	28	3	2016
9	Reserve	N/A			1024
<b>Overall Total</b>					<b>43000</b>

\* The training programme includes 17 training sessions and some of them will be 2 or 3 days training which requires accommodation for the participants from the REA's

Max number of participants is 20 persons - 12 of them will be from the REA's and 8 from MoEFWA and NEA

\*\* Transport of the participants from the REA's includes the costs for a round trip

\*\*\* Coffee break and lunch includes also the trainers