***(Logo of the institution)***

***(Number of protocol and date)***

**Internal Regulation**

*of the Monitoring Group, regarding the supervision of the civil servants’ behavior during the electoral campaign period for the elections in the Assembly of Albania*

Pursuant to law no. 152/13, “*On the civil servant*”*,* amended (*Chapter 2, article 5 and article 37 of the law in question*), law no. 9131, dated 08.09.2003, “*On the rules of ethics in the public administration*”, of law no. 139/2015, “*On local self-government*” *(this law applies only to local government units),* law no. 90/2012 “*On the organization and functioning of the state administration*”, (*this law applies only to state administration institutions,* *(line Ministries)*, as well as to Order no.\_\_\_\_\_\_, dated \_\_\_\_\_\_, 2017 “*On the establishment of the Monitoring Group*”, of \_\_\_\_\_\_\_\_\_ *(the Secretary General, in the state administration (line Ministries), or the head of the institution, at the independent institutions and the local government units)*,

* in order to establish control over the behavior of civil servants in accordance with the law, in this specific situation, under the conditions of the general elections for the Albanian Parliament,
* to ensure the principle of political impartiality, on which the civil service administration is based (*article 5, Chapter II, of the law in question*;
* to ensure the implementation of the law, in respecting the political rights of the civil servant, and at the same time the limitations set forth in the provision represented by article 37, of the law in question, where among other things, it is prohibited his participation in political activities during office hours, as well as publicly expressing his political beliefs and preferences;
* as well as to ensure the normal continuity of the activity of the civil servants corps, serving the state and the citizens, in this institution, unimpeded by the electoral campaign,

The Monitoring Group, drafts this Internal Regulation which defines the scope of its activity, as well as sets out some detailed rules that should be followed by the civil servants, during the electoral campaign period, which will also be subject to the control of the *ad-hoc* group, created in this case.

**The object of activity** of this group will be the behavior of civil servants during the electoral campaign, which is related to the accomplishment of their functional duties serving the state and the citizens, as well as to the implementation of the formal discipline at work.

**The composition of the working group**: (*The composition of the working group is built on the basis of the institution's specifics, depending on the number of employees to be monitored and the extent of the institutions. In these groups must participate compulsorily, the directors of the human resource management units, who should have an important role. One of the members of the group will also be appointed as a coordinator who will maintain the contacts with the stakeholders.)*

The Monitoring Team will work closely with the direct supervisors of the civil servants, as well as with the human resource management unit, in order to respect the legal discretion of these entities, in the cases explicitly provided in the law.

**The work for a successful realization of the objective of this group will focus on these aspects which are mandatory to be implemented by all civil servants of the institution:**

1. In a special register, which will be administered by the Monitoring Group, the civil servants must daily mark their entry-exits into the institution, the destination, as well as the supervisor who has approved the permit to leave the workplace, starting from 08.00 to 16.00.

2. The Human Resource Management Unit should write down on the register at 8 o’clock, all civil servants who are on business trips outside the institution, along with the destination and the administrative act by which the business trip has been authorized.

3. At the end of each working day, until the end of the electoral campaign, the attendance list of the civil servants will be signed by the Monitoring Group and will become part of the documentation that will materialize its activity.

4. The civil servants should be at all times ready to answer the phone, in order to be able to monitor their location, during the surveys conducted by the Monitoring Group. For this reason, they should register their phone numbers, at the Human Resources Management unit.

5. The direct supervisors should be in any case aware of their staff movement, otherwise, lack of knowledge on staff shortages, will be considered as non-fulfillment of their functional duties.

6. During office hours from 8 am to 4 pm *(or the office hours set by some institutions, different from the classical schedule, due to their specifics)*, civil servants should not participate in any political activity or organization, such as rallies or of any other nature, on behalf of various political forces, participating in the elections.

The civil servant should not be part of political discussions, within the institution’s premises, with his colleagues or citizens/ to not use or hold posters, leaflets and objects with symbols of political subjects at the premises of the institution/ to not allow the use or holding of posters, leaflets and symbols of political subjects, from the citizens who perform services at the premises of the institution.

The civil servant must inform the monitoring team, in cases when it finds violations of this regulation.

7. After the office hours, the civil servant should not publicly express his political beliefs or preferences, during the organization of various political activities, by various political forces.

8. The Monitoring Group will organize frequent checks during office hours, which will be materialized in the minutes, where the employees present at work, must individually sign in these acts, which will then be administered as part of the activity of this group.

9. The Monitoring Group, through the coordinator appointed by this group, will communicate daily with the contact person, part of the Special Group, established at the Commissioner for the Oversight of the Civil Service and will convey in real time the orientations of this institution, in order to monitor the situation as objectively as possible and to solve the problems that arise during the monitoring process on time.

10. The Monitoring Group will closely monitor broadcastings in the media, in order to identify any cases of a civil servants behavior which is contrary to the law.

11. For all the cases found with violations, the Monitoring Group shall send for the initiation of a disciplinary proceeding, to the direct supervisor, or to the Disciplinary Commission, according to the significance of the violation committed.

The provisions of this regulation are mandatory to be implemented by the monitoring team as well as by the civil servants of the institution, who should become familiar with this regulation, through the human resources management unit, in order to enable the implementation of the rules established in it, by them.

The regulation enters into force on the day of adoption by the head of the institution (*the directors of the local government units and the Secretary General for the ministries)* and it is valid for the electoral period in the elections for the Albanian Parliament, 2017.

The action contrary to the regulation constitutes a cause for the initiation of a disciplinary proceeding against the civil servant.

**THE MONITORING GROUP**

1. Name Surname Job position Chairman (Signature)

2. Name Surname Job position Member (Coordinator) (Signature)

3. Name Surname Job position Member (Signature)

(*The minimum of group members is 3 employees*)