

Council of Europe  
European Commission



Conseil de l'Europe  
Commission européenne

Project: Development of Reliable and Functioning Policing Systems  
and Enhancing of Combating Main Criminal Activities  
and Police Co-operation

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**Focus: Strengthening police capacities  
against serious crime in South-eastern Europe**

**REGIONAL SEMINAR TO REVIEW REQUIREMENTS AND TO ESTABLISH  
BENCHMARKS TO MEET EUROPEAN STANDARDS AND PRACTICES ON  
ECONOMIC AND ORGANISED CRIME**

**Practical information**

**3-4 November 2004  
Durrës, Albania**

## Venue

The seminar will be held in:

Hotel Adriatik\*\*\*\*\*

Address: Lagjja 13, Plazh, Durres, Albania  
Tel: + 355 5 260 850, + 355 69 20 71 000, +  
355 69 20 73 995  
Fax: + 355 5 260 855

## Visa

Travellers to Albania from other countries may be required to obtain a **valid entry visa** which must be obtained prior to the arrival in Albania. Visa requirements are subject to change. All participants should ascertain with the embassy or consulate in their home jurisdiction whether or not a visa is required and make the necessary formalities as early as possible. The official invitation letter should be used for visa application purposes.

Foreign citizens will also have to pay an entry tax of 10 Euro. The holders of diplomatic and/or service passport or laissez-passer will not be required to pay the entry tax.

You may also consult the official Internet site of the Albanian Ministry of Foreign Affairs for additional information regarding visas and taxes:

<http://www.mfa.gov.al/english/info2.asp>

Visa and entry tax related expenses will be reimbursed only by bank transfer and upon **presentation of relevant receipts and bank account information** after the regional seminar.

## Accommodation & meals

Accommodation will be provided for all participants in Adriatik Hotel. The Council of Europe will cover the cost of accommodation and meals for nominated participants. Any extra hotel expenses (e.g. phone calls, dry-cleaning, drinks from the minibar and snacks) must be settled directly with the hotel during checkout.

## Transport

Transfer (Airport – Hotel – Airport) will be provided by the organisers. A driver will be waiting at the airport with a Council of Europe sign. The hotel is about 25-30 minutes (depending on traffic) from Tirana airport.

## Insurance

Participants whose costs are borne by the Council of Europe are covered for travel related

risks by a CHUBB insurance policy (number 6600-10-34), which provides worldwide cover for persons up to their 76th birthday. The following help line can be called in case of need: + 32 2 773 61 84.

## Working languages

The working language of the regional seminar will be in English, interpretation in local languages will be provided.

## Documentation

Working documents and additional information will be available on the Council of Europe website at:

[http://www.coe.int/T/E/Legal\\_affairs/Legal\\_co-operation/Combating\\_economic\\_crime/Regional\\_project\\_CARDS\\_Police/CARDS\\_Police.asp](http://www.coe.int/T/E/Legal_affairs/Legal_co-operation/Combating_economic_crime/Regional_project_CARDS_Police/CARDS_Police.asp)

**For any further information, please contact the Council of Europe secretariat:**

### ***For overall co-ordination***

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### ***For logistics & reimbursements***

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### ***Contact person in Albania***

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