

Council of Europe
European Commission



Conseil de l'Europe
Commission européenne

TACIS UKRAINE ACTION PROGRAMME 2004

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Second progress report

Project title	Ukraine - International Co-operation in Criminal Matters in Ukraine (UPIC)
Reference number	TACIS 2005/110195
Project starting date	1 December 2005
Project duration	30 November 2008
Implementation	Council of Europe (Department of Crime Problems, DG I - Legal Affairs)
Project budget	1 680 000 Euros
Date of report	30 November 2006
Reporting period	1 June 2006 – 30 November 2006

Table of contents

1	Background information	5
1.1	Beneficiary country and institution(s)	5
1.2	Contracting authority	5
1.3	Implementing organisation	5
2	Projects' objectives, outputs and activities	5
3	Overall achievements	10
3.1	Activities by outputs	10
4	Activities implemented during the reporting period, progress made and next steps	12
4.1	Progress in the implementation of general activities	12
4.2	Progress on specific project outputs and next steps	12
4.3	Other working meetings and missions	17
5	Risks	18
6	Strategic overview and conclusion	18
7	Appendix I - Logical Framework	20
8	Appendix II - Workplan of activities (Updated)	27
	Schedule of dates for activities in 2007 as agreed with Beneficiaries	38
9.	Appendix IV	45
	Roles and responsibilities of the UPIC Project Team, the Ministry of Justice and the Office of the Prosecutor General in the organisation of conferences, seminars and workshops under UPIC	45

For any additional information regarding this document, please contact:

Views expressed in this report do not represent the opinion of the European Commission.

Council of Europe
Directorate General I – Legal Affairs
Technical co-operation section
67075 Strasbourg CEDEX, France

Tel +33 3 90 21 45 06
Fax +33 3 88 41 20 52
E-mail alexander.seger@coe.int

1 BACKGROUND INFORMATION

The Project on International Co-operation in Criminal Matters in Ukraine (UPIC) started on 1 December 2005. The present report outlines the activities carried out in period 1 June - 30 November 2006, and includes an assessment of the progress toward achievement of the project objectives as well as the updated activity calendar for 2006.

1.1 Beneficiary country and institution(s)

Ukraine

Primary beneficiaries: Ministry of Justice and Office of the Prosecutor General.

1.2 Contracting authority

European Commission (EC).

1.3 Implementing organisation

The Council of Europe is responsible for the implementation of the project and the use of the project funds under the contract with the European Commission. Within the General Secretariat of the Council of Europe in Strasbourg, the Technical co-operation section (Department of Crime Problems, Directorate General I - Legal Affairs) are responsible for the overall management and supervision of the project. A Team leader – in charge of day to day management of the project on behalf of the Council of Europe - and local support staff, based in Kyiv, are working directly with the Ministry of Justice.

2 PROJECTS' OBJECTIVES, OUTPUTS AND ACTIVITIES

The present project is aimed at strengthening the capacities of Ukraine to cooperate internationally in criminal matters on the basis of European treaties. International co-operation – both police and judicial co-operation – is a *sine qua non* in the fight against crime and in particular against organised and other forms of serious crime.

More specifically, this project will support the Ukraine in the ratification and implementation into national law of relevant European parties to which it is not yet a Party, namely:

- the Convention on the Protection of Environment through Criminal Law (CETS 172)
- the 2nd Additional Protocol to the Convention on Mutual Legal Assistance in Criminal Matters (ETS 182)
- the Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190), the Council of Europe Convention on the Prevention of Terrorism (CETS 196)
- the Council of Europe Convention on Trafficking in Human Beings (CETS 197),
- and the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and the Financing of Terrorism (CETS 198).

Furthermore, it will strengthen institutional capacities of judicial authorities, notably through the set up of a computer based system for the registration requests and control of their execution as well as the training of relevant professionals involved in international co-operation in criminal matters. Practical tools – co-operation manual and a website- for justice officials and prosecutors, judges and officials of the Ministry of Internal affairs will be developed under the project and computers will also be purchased to equip offices of justice officials and prosecutors.

Finally, the project will also build direct contacts and networking with other European countries through joint workshops, trainings and development of tools to facilitate international co-operation in criminal matters.

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Overall objective	To strengthen the capacities of Ukraine to fully implement European treaties on co-operation in criminal matters
Project objective 1	To strengthen the legal basis for international co-operation in criminal matters
Output 1.1	Draft laws for the ratification of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182), the Convention on the Protection of Environment through Criminal Law (CETS 172, the Council of Europe Convention on Trafficking in Human Beings (CETS 197), the Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190), the Council of Europe Convention on the Prevention of Terrorism (CETS 196) and the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and the Financing of Terrorism (CETS 198) available for submission to the Government and Parliament
Activities	<ul style="list-style-type: none"> • Review of the legislation in view of the requirements of ETS 182 (2nd Protocol), CETS 172, ETS 190, CETS 196 and CETS 198 (terrorism), trafficking in human beings (CETS 197) to be followed by workshops and drafting of amendments
Output 1.2	Proposals for amendments to the criminal legislation available for submission to the Government and Parliament
Activities	<ul style="list-style-type: none"> • Review of the existing instruction on the execution of European conventions in criminal matters and elaboration of proposals for improvement • Expert advice to the drafting of by-laws required to implement European treaties • Expert advice to the drafting of a law on the execution of foreign sentences • Expert advice to the drafting of a law on legal assistance and co-operation with the International Criminal Tribunal for the Former Yugoslavia and the International Criminal Court
Project objective 2	To strengthen the human and institutional capacities of the Ministry of Justice and the Prosecution Service for international co-operation in criminal matters
Output 2.1	Systems for efficient registration and follow up to requests for assistance established at the Ministry of Justice and the Office of the Prosecutor General
Activities	<ul style="list-style-type: none"> • Review of the current systems of registration and control of requests at the Ministry of Justice and the Office of the Prosecutor General and preparation of a proposal for automated systems • Assistance to the implementation of the system at the Ministry of Justice, including procurement of software, hardware and training • Assistance to the implementation of the system at the Office of the Prosecutor General, including procurement of software, hardware and training
Output 2.2	40 Ministry of Justice officials and up to 40 prosecutors (central and regional administrative divisions) trained
Activities :	<ul style="list-style-type: none"> • Training seminars for prosecutors and justice officials at central level and regional administrative divisions on the requirements of relevant European treaties • Training for justice officials, prosecutors and judges on the relevant case law of the European Court of Human Rights, in particular with regard to extradition • In-country English or French language training for up to 35 justice officials and 35 prosecutors responsible for international co-operation
Output 2.3	Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common website and co-operation manual.
Activities	<ul style="list-style-type: none"> • Support the drafting of a co-operation manual • Workshops for prosecutors, officials from the Ministry of Justice, judges and officials from the Ministry of Internal Affairs on the basis of the co-operation

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

	manual
	<ul style="list-style-type: none">• Study visits for official from the Ministry of Justice, the Office of the Prosecutor General, the Ministry of Internal Affairs and courts to benefit from the experience of other European countries in judicial co-operation and in particular in view of the roles and responsibilities of different bodies in the judicial co-operation chain• Support the development of a website on judicial co-operation
Project objective 3	To promote networking and direct contacts between Ukrainian Ministry of Justice officials and prosecutors with those of neighbouring countries and other European countries
Output 3.1	Direct co-operation strengthened and experience exchanged with up to ten other European countries
Activities	International meetings on topics of priority interest (ex. co-operation against cybercrime, trafficking in human beings, 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters) and issues related to conventions already in force
Output 3.2	Co-operation manual and web-site on international co-operation in criminal matters prepared with the participation of other European countries
Activities	Development of a manual and a website for countries participating in international meetings on the basis of the Ukrainian national co-operation manual and using the examples of the PACO Networking Manual and the European Judicial Network

3 OVERALL ACHIEVEMENTS

During the last six months, the following key activities were carried out:

Description of activity:	Status:
Move to final office premises and full establishment of the project office	Completed
Issuing of training needs assessment, language needs assessments	Completed
In-country missions to discuss the project with regional beneficiaries	Completed
Organisation and completion of the Mutual Legal Assistance and Extradition training seminar	Completed
Organisation and completion of a study visit to the Netherlands	Completed
Review of registration systems and submission of documents relating to the creation of the registration system to private sector companies and international experts	Completed
Completion of a planning meeting for project activities in 2007	Completed
Commencement of language training courses	In progress

During this period, the following reports were drafted:

Monthly reports to the EC (reporting period: May - November)	Completed
Review of the Registration Systems of the Ministry of Justice, Prosecutor General's Office and N.C.B Interpol - Report of the National Expert	Completed
Activity report on the Mutual Legal Assistance and Extradition Training Seminar	Completed
Activity report on the study visit to international institutions in The Hague, Netherlands	Completed

3.1 Activities by outputs

3.1.1 Output 1.1 - Draft law for the ratification of the Convention on Environment through Criminal Law (CETS 172 available for submission to the Government and Parliament)

Preliminary discussions on how this activity should be taken forward have been launched with the Ministry of Justice and the Project Team is currently awaiting proposals.

3.1.2 Output 2.1 - Systems for efficient registration and follow up to requests for assistance established at the Ministry of Justice and the Office of the Prosecutor General

The National Expert conducted a review of the registration systems at the Ministry of Justice, Prosecutor General's Office and the National Central Bureau of Interpol, which was circulated to the beneficiaries. This report forms part of a package of documents that has been sent to software design firms to establish a quote for the program and also to international experts to critically appraise the outline for the new registration system. There has been some slippage as regards the timetable for this output which is expected to be recouped later in the implementation phase.

3.1.3 Output 2.2 - 40 Ministry of Justice Officials and up to 40 prosecutors (central and regional administrative divisions) trained

A training needs assessment form was sent to all administrative regions of the beneficiary institutions in June. This enabled the team to plan and deliver the first training seminar at the appropriate level for the majority of the participants and will be further utilised for future training events under the project.

The first training seminar Extradition and Mutual Legal Assistance was held in Sudak, Crimea from 12-13 October. Representatives from the Ministry of Justice, Prosecutor General's Office, Ministry of Interior and the Judiciary were invited to participate. Presentations were delivered by both domestic and international experts as

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

well as from the Judiciary, Prosecutors Office, Ministry of Justice and the Project Team Leader. Participants were encouraged to complete feedback forms and the general consensus was that the training was useful.

A language needs assessment form was also sent out in June to allow the team to gather information on the language needs for the beneficiaries – respondents were obliged to provide details of language service providers in their particular region. It should be noted that only two responses indicated a desire to learn French. The majority of the classes are yet to begin as the Project Team are finalising the contracts that need to be signed by the Council of Europe Information Office (on behalf of the project) and the individual service providers.

3.1.4 Output 2.3 - Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common co-operation manual.

Preliminary discussions have taken place with regard to supporting a working group to draft and publish a co-operation manual. This activity will be lead by the National Expert and the first meeting is expected to be held in December 2006 or January 2007.

The first study visit under the project was completed from 24-26 October, in The Hague, The Netherlands. The group of 10 officials from the Ministry of Justice, Office of the Prosecutor General, Ministry of Interior and Courts visited a number of European and International institutions during the three day visit. Each participant completed an individual report on the visit which was incorporated into the activity report. Overall the study visit was a considered a success.

Discussions about the development of a website for judicial co-operation have been initiated and the National Expert will be leading a working group to further its development. This group will look at a number of issues, including hosting and more importantly, content.

4 ACTIVITIES IMPLEMENTED DURING THE REPORTING PERIOD, PROGRESS MADE AND NEXT STEPS

4.1 Progress in the implementation of general activities

4.1.1 Selection of the Project Team

Tania KULYKOVSKA and Vadym OSADCHUK's appointments to the team were confirmed at the end of May. Vadym Osadchuk began working as the National Expert for the project from 1 June 2006. Ms Vesna EFENDIC replaced Mrs Livia STOICA-BECHT as the Project Manager in Strasbourg from 1 September.

4.1.2 Establishment of the project office, procurement of equipment and furniture

The project team moved to new premises at the Ministry of Justice building in Mihailo Kotsiubinsky Street in June. That office (31m²) was fully established with furniture, computers and ancillary equipment. The team however were required to move to another office in the same building in September (the previous office had been assigned to a reinstated Deputy Minister (it was his original office before his removal)). The new office is noticeably smaller (23m²) and the move resulted in disruption for the project. It should be noted that the project has moved 3 times since January 2006 (which is disruptive to the team). It is hoped that in the near future there will be one final move to co-locate the Team with the International Department of the Ministry of Justice to better facilitate the working relationship.

4.2 Progress on specific project outputs and next steps

4.2.1 Output 1.1- Draft law for the ratification of the Convention on Environment through Criminal Law (CETS 172) and the Council of Europe Convention on Trafficking in Human Beings (CETS 197), available for submission to the Government and Parliament

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

4.2.1.1 Activity 1.1.4 - Review of the legislation in view of the requirements of CETS 172 (protection of the environment)

Preliminary discussions on how this activity should be taken forward have been launched with the Ministry of Justice and the Project Team is currently awaiting proposals. It is not known at this stage whether any drafts of the implementing legislation are in existence. It should be noted that only 13 Council of Europe Member States have signed this convention and only 1 has ratified it to date.

4.2.1.2 Activity 1.1.5 - Review of the legislation in view of the requirements of CETS 197 (trafficking in human beings)

This activity which was originally scheduled for May 2006 was temporarily put on hold as the Ministry had drafted amendments which were to be presented to the Cabinet of Ministers. However a number of Ministries objected to the amendments and they were eventually rejected. The Ministry wishes to incorporate the relevant provisions of the Trafficking Protocols to UN Convention against Transnational Organised Crime in this draft law. They have particular issues with the liability of commercial carriers and the use of services provided by the victims of trafficking. The legislative review workshop has now been rescheduled for 22 January 2007 and the project team are assisting with the collection of comparative law of other Council of Europe Member States as regards the UN Convention.

4.2.2. Output 1.2 - Proposals for amendments to the criminal legislation available for submission to the Government and Parliament

No activities were scheduled under this output during the reporting period.

4.2.3 Output 2.1 - Systems for efficient registration and follow up to requests for assistance established at the Ministry of Justice and the Office of the Prosecutor General

4.2.3.1 Activity 2.1.1 - Elaborate a system for the Ministry of Justice and the Prosecution

A report by the UPIC National Expert was drafted and circulated to the Ministry of Justice and Prosecutor General's Office in August. The review covered the two institutions as well as the National Central Bureau of Interpol (which has competence in extradition matters). After holding separate meetings with the beneficiaries, a joint meeting was held, which included representatives from the I.T Departments and a private software design firm. As a result of the meeting a concept paper was drafted by the beneficiaries and this has been forwarded to another 3 additional software design firms. They have all been requested to provide a quote for the costs of the system. Once these quotes have been received, they will be forwarded to Strasbourg for determination as to the appropriate way to proceed.

The report of the National Expert and the concept papers have also been forwarded to two international experts in Poland and the Netherlands. They are being asked to critically appraise the proposals and to provide suggestions for improvement. It will be much easier to incorporate their suggestions at this stage rather than later on. There has been some slippage in the implementation of this project objective as regards the timetable set out in the workplan. It is expected that this can be recouped in the later stages of implementation of this activity.

It will be noted that only 4.91% of the budget has been spent on equipment. This particular activity has not been advanced at this stage as it may be better to wait for the implementation stage of the registration system to begin. We can therefore ensure that the new computers are capable of running the new database effectively as this will be one of the major programs that it will have to run (especially if the system is not networked with a central server).

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

4.2.4 Output 2.2 - 40 Ministry of Justice Officials and up to 40 prosecutors (central and regional administrative divisions) trained

4.2.4.1 Activity 2.2.1.1 - First training seminar for practitioners on mutual legal assistance and extradition.

A two day seminar was held in Sudak, Crimea. The content of the seminar was devised on the basis of training needs assessment forms completed by Prosecutors and Ministry of Justice officials in July (forms were sent to all administrative regions) and was therefore tailored to their requirements. The seminar was delivered at a basic level for the participants (this determination being lifted from an analysis of the needs assessment forms). Following comments received from the Ministry of Justice, the agenda was amended slightly to focus on MLA and Extradition on the respective days of the seminar, while still covering a number of topic areas.

Joana FERREIRA a Prosecutor from Portugal, Valeri HAHANOVSKY, Chair of I.T .Department, Kyiv National University for Internal Affairs and Vasyl NASTUK, Doctor of Law, Institute of the Study of Criminal Matters were the international and domestic experts invited to deliver presentations. Representatives from the Ministry of Justice, the Judiciary and the Project Team Leader also delivered presentations. The presentations covered the following areas: introduction to Mutual Legal Assistance and Extradition (domestic and international aspects), Cybercrime, Transfer of Sentenced Persons, Confiscation and Money Laundering, Transfer of Proceedings, Corruption and Terrorism.

Practical workshop sessions were organised for both days on the basis of a case study which participants found interesting and also quite challenging. All participants were encouraged to complete feedback forms so that the Team would be able to assess the quality and effectiveness of the seminar and implement improvements for future seminars. It should be noted that due to the Prosecutor General's Office (PGO) organising a similar type of seminar with the International Association of Prosecutors from 20-21 September (it focused international judicial co-operation), the attendance of prosecutors was much lower than expected. The Project Team had not been informed about the organisation of this seminar, or the subject area it was due to cover, when planning the training seminar. It should also be noted that the general date for the training seminar had been included in the workplan since February 2006. The spare places were taken up by representatives of the regional courts and from the Ministry of Interior. It has been agreed that such conflicts in future should be avoided where possible. The total number of participants at the seminar was 55.

4.2.4.2 Activity 2.2.3. - In-country language training

The language training component is currently being finalised. The delay was due in part to the late receipt from the language service providers of the costs of their courses, curriculum information and banking data. The payments for this academic year 2006/7 are being paid through the Council of Europe Information Office. Due to the cost of the courses exceeding the budget allocated, a number of participants from Kyiv may not receive language training for this academic year. The situation however will be kept under review. All participants will receive a letter that outlines their obligations to attend the courses – we will be requiring that the service providers inform us every month of the attendance of participants. Three consecutive absences without notification to the Project Team of the reason will result in cancellation of the course for that participant. Service providers will also be required to submit progress reports every 12 weeks.

4.2.5 Output 2.3 - Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common website and co-operation manual.

4.2.5.1 Activity 2.3.1 - Support a working group in the drafting and publication of a co-operation manual

This activity was launched this month and the first meeting is planned for December 2006 or January 2007. The Ministry of Justice, Prosecutor General's Office, the Judiciary, and Ministry of Interior will be invited to nominate members to the working group. The facilitation by of the group will be lead by the National Expert.

4.2.5.2 Activity 2.3.4 – Support the development of a website on judicial co-operation

This activity is linked to Activity 3.2.1. Please see paragraph 4.2.7 below for more details.

4.2.6 Output 3.1 - Direct co-operation strengthened and experience exchanged with up to ten other European countries

An international conference on Second Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters has been organised to take place on 7-8 December in Kyiv. Representatives from eight Council of Europe Member States have been invited to participate in the conference with their Ukrainian counterparts. The objectives of the conference are to address problems related to implementation of the Protocol and to speed up ratification in those states that have been invited. Country implementation reports are expected to be produced as one of the outcomes of the conference. Specifically for Ukraine, the outcomes of this conference will be fed into a legislative review workshop planned for February 2007.

4.2.7 Output 3.2 - Co-operation manual and web-site on international co-operation in criminal matters prepared with the participation of other European countries

Preliminary discussions have been held with the Ministry of Justice and the Prosecutor General's Office on how this activity will be taken forward. The most favourable option at this stage is to host a webpage independent from both beneficiary websites that will give information as to judicial co-operation and the respective competencies of these two State bodies. The next stage is for the working group to be established and to begin discussion as to content. The working group will be led by the National Expert. Once the working group has developed more concrete ideas as to content e.g. identification of documents to be added to the website, the Project will enlist the expertise and assistance of experts from other Council of Europe Member States. This activity is intrinsically linked with activity 2.3.4, which, is devoted to supporting the development of website on judicial co-operation – which should have both a domestic and international pages.

4.3 Other working meetings and missions

4.3.1 Working meetings in Kyiv

A number of working meetings have been held between the project team during the reporting period, notably:

- Respective responsibilities of the Project Team, Beneficiaries and the Council of Europe for the organisation of project events – see Appendix IV
- Development of the activity on registration systems and the website.
- Planning meeting for activities in 2007 – see Appendix III

A framework for the organisation of project activities was drawn up in June after the organisation and completion of the first project activity lead by the Team Leader. This framework outlines the responsibilities of the project partners and the project team to enable the smooth organisation of events.

A planning meeting for the activities scheduled for 2007 was held on 13 November. The majority of activities (drawn from the workplan) have been given specific dates for workshops, conferences and study visits. This will enable the project team and the beneficiaries to properly allocate resources for the particular events and should ensure that duplicate events are either not organised, or are organised with a sufficient gap to enable proper attendance e.g. the International Association of Prosecutors Conference in September and the First Training Seminar on Mutual Legal Assistance and Extradition in October covered the same themes. With the drafting of the 2007 schedule, some of the issues addressed in Appendix IV are now redundant.

4.3.2 Other working meetings

The Project team visited selected regions during the reporting period to deliver more personalised information about the project. In July and August the team visited Donetsk, Kharkiv, L'viv, Odessa and Simferopol visiting

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

both Ministry of Justice and Prosecution representatives. In L'viv the team also met with representatives of the regional section of Interpol.

5 RISKS

The disruption caused by the office moves does affect the morale and output of project staff. A continued period of stability would greatly assist in the delivery of project objectives on the part of the team. The political changes in Government have resulted in 3 different Ministers of Justice having been in office since the project was commenced, although the Ministerial contact will have only changed once during this time and there appears to be the same level of political commitment to the project.

6 STRATEGIC OVERVIEW AND CONCLUSION

Overall the project is proceeding according to the workplan. There has been some slippage on a few activities, however it is expected that time can be recouped later on within the specific project activity. Daily operational co-operation with the beneficiaries remains good and there is a productive working relationship with both operational contact points. With the question of the project office being dealt with, the Team is now able to focus exclusively on project activities which can only benefit completion of the objectives.

2007 will be a very busy and crucial year for the project, the team and the beneficiaries, demonstrated by the schedule of planned activities attached at Appendix III 2007 is the only true full year of activities – over 50% of the project's activities are to be organised and completed in 2007. It will be important that the momentum that has been developed to date continues throughout 2007 and the level of co-operation, consultation and commitment is maintained and enhanced wherever possible.

7 APPENDIX I - LOGICAL FRAMEWORK

Level	Description	Indicators	Sources of verification	Assumptions
Overall objective	To strengthen the capacities of Ukraine to fully implement European treaties on co-operation in criminal matters	<p>The level of ratification of:</p> <ul style="list-style-type: none"> - The Convention on Environment through Criminal Law (ETS 172) - The 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182) The Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190) - The Council of Europe Convention on the Prevention of Terrorism (CETS 196) - The Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism (ETS 198) - The Council of Europe Convention against trafficking in human beings (CETS 197) <p>The quality of the national legislation (laws and by-laws) which permit implementation of these treaties.</p> <p>Tools provided and in use by practitioners (registration system, co-operation manual)</p> <p>The number of requests sent/received and the timeliness with which they are processed.</p>	<p>Council of Europe treaty office database</p> <p>Project reports</p> <p>Statistical data from the Ministry of Justice and the Office of the Prosecutor General</p>	
Project objective 1	To strengthen the legal basis for international co-operation in criminal matters	Ratification of Conventions and implementation into national law	Council of Europe Treaty office database	Laws and treaties will be applied in

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Level	Description	Indicators	Sources of verification	Assumptions
			Project reports	practice
Output 1.1	Draft laws for the ratification of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182), the Convention on Environment through Criminal Law (ETS 172), the Council of Europe Convention on Trafficking in Human Beings (CETS 197), the Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190), the Council of Europe Convention on the Prevention of Terrorism (CETS 196), the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism (ETS 198), available for submission to the Government and Parliament	Draft laws available [timing to be determined during the inception phase]	Project reports	Draft laws will be adopted by Parliament
Activity 1.1.1	Review of the legislation in view of the requirements of ETS 182 (2 nd Protocol) to be followed by a workshop and drafting of amendments			
Activity 1.1.2	Review of the legislation in view of the requirements of ETS 198 to be followed by a workshop and drafting of amendments			
Activity 1.1.3	Review of the legislation in view of the requirements of ETS 190 and CETS 196 (terrorism) to be followed by a workshop and drafting of amendments			
Activity 1.1.4	Review of the legislation in view of the requirements of ETS 172 (protection of environment through criminal law) to be followed by a workshop and drafting of amendments			
Activity 1.1.5	Review of the legislation in view of the requirements of CETS 197 (trafficking in human beings) to be followed by workshop and drafting of amendments			
Output 1.2	Proposals for amendments to the criminal legislation available for submission to the Government and Parliament	Draft laws available [timing to be determined during the inception phase]	Project reports	Draft laws will be adopted by Parliament
Activity 1.2.1	Review of the existing instruction on the execution of European conventions in criminal matters and elaboration of proposals for improvement to be followed by workshop			
Activity 1.2.2	Expert advice to the drafting of by-laws required to implement European treaties (in particular following the adoption of the new Criminal Procedure			

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Level	Description	Indicators	Sources of verification	Assumptions
	Code)			
Activity 1.2.3	Expert advice to the drafting of a law on the execution of foreign sentences			
Activity 1.2.4	Expert advice to the drafting of a law on legal assistance and co-operation with the International Criminal Tribunal for the Former Yugoslavia			
Project objective 2	To strengthen the human and institutional capacities of the Ministry of Justice and the Prosecution Service for international co-operation in criminal matters	<p>The number of requests sent/received and the timeliness with which they are processed</p> <p>Tools provided and in use by practitioners (registration system, co-operation manual)</p> <p>Level of participation in training in terms of quantity and quality</p> <p>Quality and timeliness of the training delivered</p>	<p>Project reports</p> <p>Statistical data from Ministry of Justice and Office of the Prosecutor General</p> <p>Training materials and evaluation reports</p>	The skills acquired and the tools provided will be applied in practice
Output 2.1	System for efficient registration and follow up to requests for assistance established at the Ministry of Justice (accessible to Courts, the Prosecution and the Ministry of Interior)	System installed and functioning	Project reports Statistical data from Ministry of Justice and Office of the Prosecutor General	System will be used of by all concerned
Activity 2.1.1	Review the current systems of registration and control of requests at the Ministry of Justice and the Office of the Prosecutor General and European best practices and prepare a proposal (TOR) for automated systems			
Activity 2.1.2	Elaborate a system for the Ministry of Justice and the Office of the Prosecutor General adapted for needs of all relevant institutions			
Activity 2.1.3	Implement the system at the Ministry of Justice and the Office of the Prosecutor General, including procurement of software, hardware and training			
Output 2.2	40 Ministry of Justice officials and up to 40 prosecutors (central level and regional administrative divisions) trained	<p>Level of participation in training in terms of quantity and quality</p> <p>Quality and timeliness of the training</p>	Project reports. Evaluation of training activities	Officials trained will remain in their positions and apply

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Level	Description	Indicators	Sources of verification	Assumptions
		delivered	Statistical data from Ministry of Justice and Office of the Prosecutor General	the skills acquired
Activity 2.2.1	Organise up to 5 training seminars for prosecutors and justice officials at central level and regional administrative divisions on the requirements of relevant European treaties (each seminar to include workshops on the drawing up of requests for assistance)			
Activity 2.2.2	Organise a national level seminar for justice officials, prosecutors and judges on the relevant case law of the European Court of Human Rights, in particular with regard to extradition			
Activity 2.2.3	Arrange in-country English language training for up to 35 justice officials and 35 prosecutors responsible for international co-operation			
Output 2.3	Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common co-operation manual and website.	Level of participation in terms of quantity and quality Quality and timeliness of the training delivered Quality of the co-operation manual and the website Frequency of consultations of the website	Project reports Analytical project report on the functioning of the judicial co-operation chain	Officials responsible within the judicial co-operation chain are prepared to cooperate with each other Officials make use of the website and the co-operation manual
Activity 2.3.1	Support a working group (comprising prosecutors and officials from the Ministry of Justice) in the drafting of a co-operation manual			
Activity 2.3.2	Organise 3 workshops for prosecutors, officials from the Ministry of Justice, judges and officials from the Ministry of Internal Affairs on the basis of the co-operation manual			
Activity 2.3.3	Organise up to 4 study visits for official from the Ministry of Justice, the Office of the Prosecutor General, the Ministry of Internal Affairs and courts to benefit from the experience of other European countries in judicial co-			

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Level	Description	Indicators	Sources of verification	Assumptions
	operation and in particular in view of the roles and responsibilities of different bodies in the judicial co-operation chain			
Activity 2.3.4	Support the development of a website on judicial co-operation			
Project objective 3	To promote networking and direct contacts between Ukrainian Ministry of Justice officials and prosecutors with those of neighbouring countries and other European countries	Number and timeliness of requests sent and received between Ukraine and the other participating countries Level of ratification of relevant conventions by participating countries The frequency of direct contacts between Ukrainian authorities with those of other countries	Project reports Statistical data from Ministry of Justice and Office of the Prosecutor General Database of the Council of Europe Treaty Office	
Output 3.1	Direct co-operation strengthened and experience exchanged with up to ten other European countries	Level of participation in meetings in terms of quantity and quality Quality and timeliness of the meetings organised	Project reports	Participants in the meetings follow up on the contacts established and the skills acquired

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Level	Description	Indicators	Sources of verification	Assumptions
Activity 3.1.1	Organise up to 4 international meetings on topics of priority interest (such as co-operation in matters related to cybercrime, trafficking in human beings, or implementation of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters)			
Output 3.2	Co-operation manual and web-site on international co-operation in criminal matters prepared with the participation of other European countries	Quality of the co-operation manual and the website Frequency of consultations of the website	Project reports	Institutions responsible in different countries make use of the co-operation manual and website
Activity 3.2.1	Within the framework of the international meetings, on the basis of the Ukrainian national co-operation manual (and using the examples of the PACO Networking Manual and the European Judicial Network) develop a manual and website for participating countries			

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

8 APPENDIX II - WORKPLAN OF ACTIVITIES (UPDATED)

Time	Activity	Description of activity	Responsible	Inputs required
01.12.05 – 31.03.2006	0.0.0	Inception phase	- Council of Europe - Ministry of Justice - Office of the Prosecutor General - Ministry of Interior	
01.12.05 – 31.03.2006	0.0.0	Recruitment of project staff and preparation of the project office in Kyiv	- Council of Europe Strasbourg - Ministry of Justice	Activity funding (vacancy announcement, missions / interviews) Funding of purchase of project office furniture and equipment Settlement of procedures for running costs
By 20.02.2006	0.0.0	Finalisation of the logical framework, detailed workplan and of the inception report	- Ministry of Justice - Office of the Prosecutor General - Council of Europe Strasbourg	Coordination by project management team of inputs for the finalisation of workplan Translation of documents
24.02.2006	0.0.0	Start up event to present the project and workplan to all stakeholders	- Ministry of Justice - Council of Europe - Team leader	Activity funding 2 international experts Translation/ interpretation funding Project management team coordination

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Project objective 1 – To strengthen the legal basis for international co-operation in criminal matters				
Output .1.1				
Draft laws for the ratification of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182), the Convention on Environment through Criminal Law (ETS 172), the Council of Europe Convention on Trafficking in Human Beings (CETS 197), the Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190), the Council of Europe Convention on the Prevention of Terrorism (CETS 196) and the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism (ETS 198) available for submission to the Government and Parliament				
2007	Activity 1.1.1	Review of the legislation in view of the requirements of ETS 182 (2 nd Protocol) to be followed by a workshop and drafting of amendments	<ul style="list-style-type: none"> - Ministry of Justice - Team Leader - Council of Europe 	Written expert opinions (2) Workshop funding 2 international experts /consultants 1-2 national experts Translation/ interpretation funding
01.03.2006-01.06.2006	Activity 1.1.2	Review of the legislation in view of the requirements of ETS 198 to be followed by a workshop (15 May 2006) and drafting of amendments	<ul style="list-style-type: none"> - Ministry of Justice - State Committee for Financial Monitoring (FIU) - Council of Europe - Team leader 	Written expert opinions (2) Workshop funding 2 international experts /consultant 1-2 national experts Translation/ interpretation funding
2007	Activity 1.1.3	Review of the legislation in view of the requirements of ETS 190 and CETS 196 (terrorism) to be followed by a workshop and drafting of amendments	<ul style="list-style-type: none"> - Ministry of Justice - Team Leader - Council of Europe 	Written expert opinions (2) Workshop funding 2 international experts /consultants 1-2 national experts Translation/ interpretation funding
November 2006 – early 2007	Activity 1.1.4	Review of the legislation in view of the requirements of ETS 172 (protection of environment through criminal law)to be followed by a workshop and drafting of amendments	<ul style="list-style-type: none"> - Ministry of Justice - Team Leader - Council of Europe 	Written expert opinions (2) Workshop funding 2 international experts /consultants 1-2 national experts Translation/ interpretation funding
01.06.06-15.07.2006	Activity 1.1.5	Review of the legislation in view of the requirements of CETS 197 (trafficking in human beings) to be followed by workshop and drafting of amendments	<ul style="list-style-type: none"> - Ministry of Justice - Council of Europe 	Written expert opinions (2) Workshop funding 2 international experts /consultants 1-2 national experts Translation/ interpretation funding

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Output 1.2				
Proposals for amendments to the criminal legislation available for submission to the Government and Parliament				
2007	Activity 1.2.1	Review of the existing instruction on the execution of European conventions in criminal matters and elaboration of proposals for improvement to be followed by workshop	- Ministry of Justice - Team Leader - Council of Europe	Written expert opinions (2) Workshop funding 2 international experts /consultants 1-2 national experts Translation/ interpretation funding
2007	Activity 1.2.2	Expert advice to the drafting of laws required to implement European treaties (in particular following the adoption of the new Criminal Procedure Code)	- Ministry of Justice - Team Leader - Council of Europe	Workshops funding 2 international experts /consultants Report 1-2 national experts Translation/ interpretation funding
September 2006 – June 2007	Activity 1.2.3	Expert advice to the drafting of a law on the execution of foreign sentences	- Ministry of Justice - Team Leader - Council of Europe	Workshop funding 2 international experts /consultants Report 1-2 national experts Translation/ interpretation funding
2007	Activity 1.2.4	Expert advice to the drafting of a law on legal assistance and co-operation with the International Criminal Tribunal for the Former Yugoslavia and the International Criminal Court	- Ministry of Justice - Team Leader - Council of Europe	Workshop funding 2 international experts /consultants 1-2 national experts Report Translation/ interpretation funding
<i>Project objective 2 – To strengthen the human and institutional capacities of the Ministry of Justice and the Prosecution service for international co-operation in criminal matters</i>				
Output 2.1				
Systems for efficient registration and follow up to requests for assistance established at the Ministry of Justice and the Office of the Prosecutor General				
01.06.2006 – 31.07.2006	Activity 2.1.1	Review the current systems of registration and control of requests at the Ministry of Justice and the Office of the Prosecutor General and European best practices and prepare a proposal (TOR) for automated systems	- Ministry of Justice - Office of the Prosecutor General - Team Leader - Council of Europe	2 international experts /consultants 2 national experts Translation/ interpretation funding

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

01. 09. 2006 – 30. 11. 2006	Activity 2.1.2	Elaborate a system for the Ministry of Justice and Prosecution adapted for needs of all relevant institutions	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Team Leader Council of Europe 	2 international experts /consultants 2 national experts Translation/ interpretation funding
From 01. 12. 2006	Activity 2.1.3	Implement the system at the Ministry of Justice and the Office of the Prosecutor General, including procurement of software, hardware and training	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Team Leader - Council of Europe 	IT experts Funding for development and purchase of equipment, hardware 2-3 trainers Funding of training activity
Output 2.2				
40 Ministry of Justice officials and up to 40 prosecutors (central and regional administrative divisions) trained				
	Activity 2.2.1	Organise up to 5 training seminars for prosecutors and justice officials at central level and regional administrative divisions on the requirements of relevant European treaties (each seminar to include workshops on the drawing up of requests for assistance)		
September 2006	Activity 2.2.1.1	1st training seminar for practitioners on mutual legal assistance and extradition aspects	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of training seminar Translation/ interpretation funding Training materials
2007	Activity 2.2.1.2	2 nd training seminar (topic to be determined)	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of training seminar Translation/ interpretation funding

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

2007	Activity 2.2.1.3	3 rd training seminar (topic to be determined)	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of training seminar Translation/ interpretation funding
2008	Activity 2.2.1.4	4 th training seminar (topic to be determined)	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of training seminar Translation/ interpretation funding
2008	Activity 2.2.1.5	5 th training seminar (topic to be determined)	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of training seminar Translation/ interpretation funding
2007	Activity 2.2.2	Organise a national level seminar for justice officials, prosecutors and judges on the relevant case law of the European Court of Human Rights related to extradition	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Team leader - Council of Europe - Prosecution Academy 	2 international experts /consultants 2 national experts Funding of seminar Translation/ interpretation funding
From September 2006	Activity 2.2.3	In-country English or French language training for up to 35 justice officials and 35 prosecutors responsible for international co-operation	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Team leader 	Funding of language training course

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Output 2.3				
Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common co-operation manual.				
From October 2006	Activity 2.3.1	Support a working group (comprising prosecutors and officials from the Ministry of Justice) in the drafting and publication of a co-operation manual	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Team Leader 	<p align="center">Facilitating the working group meetings</p> <p align="center">Expert support to the drafting exercise</p> <p align="center">Funding of publication</p>
2007 - 2008	Activity 2.3.2	Organise 3 workshops for prosecutors, officials from the Ministry of Justice, judges and officials from the Ministry of Internal Affairs on the basis of the co-operation manual	<ul style="list-style-type: none"> - Ministry of Justice - Office of the Prosecutor General - Courts - Ministry of internal affairs - Team leader - Council of Europe - Prosecution Academy 	<p align="center">Funding of 3 workshops</p> <p align="center">2 international expert</p> <p align="center">3-4 national experts</p>
	Activity 2.3.3	Organise up to 4 study visits for official from the Ministry of Justice, the Office of the Prosecutor General, the Ministry of Internal Affairs and courts to benefit from the experience of other European countries in judicial co-operation and in particular in view of the roles and responsibilities of different bodies in the judicial co-operation chain		
October 2006	Activity 2.3.3.1	1 st study visit (The Netherlands)	<ul style="list-style-type: none"> - Council of Europe - Team Leader - Ministry of Justice - Office of the Prosecutor General - Ministry of Internal Affairs - Courts 	<p align="center">Funding of 10 participants to the study visit</p>

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

2007	Activity 2.3.3.2	2 nd study visit (location to be determined)	<ul style="list-style-type: none"> - Council of Europe - Team Leader - Ministry of Justice - Office of the Prosecutor General - Ministry of Internal Affairs - Courts 	Funding of 10 participants to the study visit
2007	Activity 2.3.3.3	3 rd study visit (location to be determined)	<ul style="list-style-type: none"> - Council of Europe - Team Leader - Ministry of Justice - Office of the Prosecutor General - Ministry of Internal Affairs - Courts 	Funding of 10 participants to the study visit
2008	Activity 2.3.3.4	4 th study visit (location to be determined)	<ul style="list-style-type: none"> - Council of Europe - Team Leader - Ministry of Justice - Office of the Prosecutor General - Ministry of Internal Affairs - Courts 	Funding of 10 participants to the study visit
From 01.06.2006	Activity 2.3.4	Support the development of a website on judicial co-operation	<ul style="list-style-type: none"> - Team Leader - Ministry of Justice - Office of the Prosecutor General - Ministry of Internal Affairs 	Funding of activity

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Project objective 3 : To promote networking and direct contacts between Ukrainian Ministry of Justice officials and prosecutors with those of neighbouring countries and other European countries				
Output 3.1 Direct co-operation strengthened and experience exchanged with up to ten other European countries				
	Activity 3.1.1	Organise up to 4 international meetings on topics of priority interest (such as co-operation in matters related to cybercrime, trafficking in human beings, or implementation of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters)	- Council of Europe - Team Leader - Ministry of Justice	
November 2006	Activity 3.1.1.1	1 st meeting on the 2 nd Additional protocol to the European Convention on mutual legal assistance in criminal matters (ETS 182)	- Council of Europe - Team Leader - Ministry of Justice - Office of the Prosecutor General	Funding of international meeting Translation/ interpretation funding 3 international experts/consultants
2007	Activity 3.1.1.2	2 nd meeting (topic to be determined)	- Council of Europe - Team Leader - Ministry of Justice	Funding of international meeting 3 international experts /consultants Translation/ interpretation funding
2007/8	Activity 3.1.1.3	3 rd meeting (topic to be determined)	- Council of Europe - Team Leader - Ministry of Justice	Funding of international meeting 3 international experts /consultants Translation/ interpretation funding
2008	Activity 3.1.1.4	4 th meeting (topic to be determined)	- Council of Europe - Team Leader - Ministry of Justice	Funding of international meeting 3 international experts /consultants Translation/ interpretation funding
Output 3.2 Co-operation manual and web-site on international co-operation in criminal matters prepared with the participation of other European countries				
2007 - 2008	Activity 3.2.1	Within the framework of the international meetings, on the basis of the Ukrainian national co-operation manual (and using the examples of the PACO Networking Manual and the European Judicial Network) develop a manual and website for participating countries	- Team Leader - National expert	4 international experts / consultants funding of manual and website development funding of publication

Schedule of dates for activities in 2007 as agreed with Beneficiaries

Workplan schedule	Activity	Description of activity	Provisional dates and venue	Comments
Project objective 1 – To strengthen the legal basis for international co-operation in criminal matters				
Output .1.1				
Draft laws for the ratification of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters (ETS 182), the Convention on Environment through Criminal Law (ETS 172), the Council of Europe Convention on Trafficking in Human Beings (CETS 197), the Protocol Amending the European Convention on the Suppression of Terrorism (ETS 190), the Council of Europe Convention on the Prevention of Terrorism (CETS 196) and the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime and on the Financing of Terrorism (ETS 198) available for submission to the Government and Parliament				
2007	Activity 1.1.1	Review of the legislation in view of the requirements of ETS 182 (2 nd Protocol) to be followed by a workshop and drafting of amendments	Review to begin in December after the international conference with draft law to be forwarded to experts in January. Workshop: 12 February 2007 Kyiv	Should be linked to the outcomes of the International Conference on CETS 182 as states are expected to draft country implementation reports
2006/07	Activity 1.1.2	Review of the legislation in view of the requirements of CETS 198.	Workshop on this activity took place on 14 May 2006. New draft submitted to UPIC on 17th November 2006	Decision to be taken by MOJ as to whether they require expert opinion on new draft.
2007	Activity 1.1.3	Review of the legislation in view of the requirements of ETS 190 and CETS 196 (terrorism) to be followed by a workshop and drafting of amendments	ACTIVITY CANCELLED	The instruments of ratification will be deposited with the Council.
November 2006 – early 2007	Activity 1.1.4	Review of the legislation in view of the requirements of ETS 172 (protection of environment through criminal law) to be followed by a workshop and drafting of amendments	Date to be fixed in 2007. Possibly 19 March 2007	The MOJ have been contacted on how to take this activity forward.

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

2007 – Rescheduled from 2006.	Activity 1.1.5	Review of the legislation in view of the requirements of CETS 197 (trafficking in human beings) to be followed by workshop and drafting of amendments	Review to begin in December. Draft law to be forwarded to experts. Workshop: 22 January 2007 Kyiv	The current draft text of the amendments has not yet been accepted.
-------------------------------------	----------------	---	--	--

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Workplan schedule	Activity	Description of activity	Provisional dates and venue	Comments
Output 1.2				
Proposals for amendments to the criminal legislation available for submission to the Government and Parliament				
2007	Activity 1.2.1	Review of the existing instruction on the execution of European conventions in criminal matters and elaboration of proposals for improvement to be followed by workshop	Instruction to be forwarded to experts in July 2007. Workshop: 10 September 2007 Kyiv	
2007	Activity 1.2.2	Expert advice to the drafting of laws required to implement European treaties (in particular following the adoption of the new Criminal Procedure Code)	Provisionally October 2007	Dependent upon when the new criminal code has been adopted.
September 2006 – June 2007	Activity 1.2.3	Expert advice to the drafting of a law on the execution of foreign sentences	Draft law to be forwarded to international experts in February. Workshop: 16 April 2007 Kyiv	Selected CoE MS legislation has already been forwarded to the MoJ.
2007	Activity 1.2.4	Expert advice to the drafting of a law on legal assistance and co-operation with the International Criminal Tribunal for the Former Yugoslavia	Draft law to be forwarded to international experts in September Workshop: 29 October 2007 Kyiv	Have to take into account that the UN want to wind down ITCY operations. Agreed that the new legislation should cover ICC as well as ITCY.

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Workplan schedule	Activity	Description of activity	Provisional dates and venue	Comments
<i>Project objective 2 – To strengthen the human and institutional capacities of the Ministry of Justice and the Prosecution service for international co-operation in criminal matters</i>				
Output 2.2				
40 Ministry of Justice officials and up to 40 prosecutors (central and regional administrative divisions) trained				
2006-8	Activity 2.1.2 & 2.1.3	Elaborate a system for the Ministry of Justice and Prosecution adapted for needs of all relevant institutions. Implement the system at the Ministry of Justice and the Office of the Prosecutor General, including procurement of software, hardware and training		Ongoing activity
	Activity 2.2.1	Organise up to 5 training seminars for prosecutors and justice officials at central level and regional administrative divisions on the requirements of relevant European treaties (each seminar to include workshops on the drawing up of requests for assistance)		
2007	Activity 2.2.1.2	2 nd training seminar (topic to be determined)	14-15 May Kyiv	Topic to be determined by February
2007	Activity 2.2.1.3	3 rd training seminar (topic to be determined)	15-16 November Kyiv	Topic to be determined by July
2007	Activity 2.2.2	Organise a national level seminar for justice officials, prosecutors and judges on the relevant case law of the European Court of Human Rights related to extradition	29-30 May Kyiv	
2006/2007	Activity 2.2.3	In-country English and French language training for up to 35 justice officials and 35 prosecutors responsible for international co-operation	Ongoing activity	

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Workplan schedule	Activity	Description of activity	Provisional dates and venue	Comments
Output 2.3				
Co-operation at the national level enhanced between the Ministry of Justice, the Office of the Prosecutor General, Courts and the Ministry of Interior through joint training and a common co-operation manual.				
From October 2006	Activity 2.3.1	Support a working group (comprising prosecutors and officials from the Ministry of Justice) in the drafting and publication of a co-operation manual	Ongoing activity	Being led by the National Expert
2007 - 2008	Activity 2.3.2	Organise 3 workshops for prosecutors, officials from the Ministry of Justice, judges and officials from the Ministry of Internal Affairs on the basis of the co-operation manual	10-11 December Kyiv	Depends upon completion of manual
	Activity 2.3.3	Organise up to 4 study visits for official from the Ministry of Justice, the Office of the Prosecutor General, the Ministry of Internal Affairs and courts to benefit from the experience of other European countries in judicial co-operation and in particular in view of the roles and responsibilities of different bodies in the judicial co-operation chain		
2007	Activity 2.3.3.2	2 nd study visit (location to be determined)	26-30 March	Destination and topic to be chosen by December 2006
2007	Activity 2.3.3.3	3 rd study visit (location to be determined)	24-28 September	
From 01.05.2006	Activity 2.3.4	Support the development of a website on judicial cooperation	Ongoing activity	Being led by the National Expert

Project on International Co-operation in Criminal Matters in Ukraine (UPIC)

Workplan schedule	Activity	Description of activity	Provisional dates and venue	Comments
Project objective 3 : To promote networking and direct contacts between Ukrainian Ministry of Justice officials and prosecutors with those of neighbouring countries and other European countries				
Output 3.1 Direct co-operation strengthened and experience exchanged with up to ten other European countries				
	Activity 3.1.1	Organise up to 4 international meetings on topics of priority interest (such as co-operation in matters related to cybercrime, trafficking in human beings, or implementation of the 2nd Additional Protocol to the European Convention on Mutual Legal Assistance in Criminal Matters)		
2007	Activity 3.1.1.2	2 nd meeting - Cybercrime	6-7 February Kyiv	To be led by the Ministry of Interior and the State Security Service
	Activity 3.1.1.3	3 rd meeting -	14-15 June	Topic to be determined by March 2007
Output 3.2 Co-operation manual and web-site on international co-operation in criminal matters prepared with the participation of other European countries				
2007 – 2008	Activity 3.2.1	Within the framework of the international meetings, on the basis of the Ukrainian national co-operation manual (and using the examples of the PACO Networking Manual and the European Judicial Network) develop a manual and website for participating countries		Ongoing activity

10. APPENDIX IV

ROLES AND RESPONSIBILITIES OF THE UPIC PROEJCT TEAM, THE MINISTRY OF JUSTICE AND THE OFFICE OF THE PROSECUTOR GENERAL IN THE ORGANBISATION OF CONFERENCES, SEMINARS AND WORKSHOPS UNDER UPIC

1. The Project Team would appreciate if the Ministry of Justice (MOJ) would draft a triannual plan (**four months**) for future conferences, workshops and seminars that are foreseen under the UPIC work plan. This document should be updated monthly and should set out the specific dates for those activities in the work plan.
2. The Project team will expect to receive in writing the areas that the MOJ (and/or where relevant) the Prosecutor General's Office (PGO) would like to see covered in the activity. This request should be received not later than **eight weeks** before the event. At this stage a provisional list of participants should be provided. The Project team will then work on a draft agenda and submit that to the MOJ/PGO for comments/amendments within **seven days**.
3. Once the draft agenda has been completed the Project team will make preliminary contact with domestic and international experts to inform them of the activity and provide information as to the areas that we require them to deliver presentations on.
4. Final comments as to the substance of the agenda should be received by the Project team no later than **six weeks** before the event to allow the experts to revise their presentations as necessary. The Project team will then make preliminary contact with the translation and interpretation services. Strasbourg will then forward a copy of the Administrative Arrangement (AA) for signature (MOJ/PGO) to cover organisational costs.
5. The MOJ/PGO is to issue invitations to the participants.
6. The Project team will forward the final substantive agenda to the experts no later than **four weeks** before the event. The signed AA is to be returned to Strasbourg and advance payment under the AA will be requested by the Strasbourg project manager upon receipt.
7. A final list of participants/delegates should be provided to the Project team no later than **two weeks** before the event. The Project team understands that original participants may be substituted by other colleagues and the provision of this list is not intended to be inflexible. At this stage (**two weeks before the event**), the Project team will make arrangements with the caterers and organise the compilation of materials for printing. If additional individuals are to be added to the list this must be done no later than **seven days** before the event.

Following this timetable should make it easier for the MOJ/PGO and the Project team to properly organise activities as it clearly delineates the roles and responsibilities of each party.

TIMETABLE FOR THE ORGANISATION OF ACTIVITIES (CONFERENCES, SEMINARS AND WORKSHOPS) UNDER THE UPIC WORK PLAN

	4 months before	8 weeks before	7 weeks before	6 weeks before	5 weeks before	4 weeks before	2 weeks before	7 days before
Ministry of Justice / PGO (as relevant) responsibilities	Plan of activities to be outlined and updated monthly.	Areas to be covered in the seminar/workshop + provisional list of participants/ institutions to be submitted to Project team in writing .		Final comments/ amendments to be made upon draft agenda.	Relevant participant / institutions to receive invitation letters.	Update on plan of activities. Administrative arrangement signed and returned to the Council of Europe.	Final list of participants to be forwarded to Project Team.	Final adjustments to participants list.
UPIC Team responsibilities (includes liaison with Strasbourg as necessary)		Begin work on draft agenda upon receipt of information from MoJ/PGO. Preliminary budgetary estimation of costs of activity agreed upon with the MoJ/PGO.	Draft agenda submitted for comments. Preliminary contact to be made with international and domestic experts.	Preliminary contact to be made with translation/ interpreters & conference facilities.		International and domestic experts to be contacted again with a copy of the agenda to be forwarded.	Arrangements for catering and printing of materials to be arranged	Final adjustments.
Council of Europe (Strasbourg)				Administrative arrangement submitted for signature to the Ministry of Justice/ Office of the Prosecutor General to cover organisational costs.		Advance payment requested following reception of signed administrative arrangement.		