

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

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

**SEMINAR ON REVIEWING TRAINING NEEDS ON THE USE OF SPECIAL  
INVESTIGATIVE MEANS (SIMS) AND INTELLIGENCE**

**Practical information**

**18-19 May 2005  
Tirana (Albania)**

## Venue

Hotel Chateau Linza \*\*\*\*  
Qesarake, Linza, Komuna e Dajtit  
Tirana  
Tel/Fax : + 355 48 201 985 /6/7  
tahaahmed@chateaulinzahotel.com  
www.chateaulinzahotel.com

## Visa

Travellers to Albania from other countries may be required to obtain a **valid entry visa**, which must be obtained prior to arrival. 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 tax expenses will be reimbursed in cash in the course of the meeting upon presentation of the relevant receipts:

- ✓ Visa - copy of the first page of passport and a visa receipt from the Consulate that shows the amount paid;
- ✓ Exit tax receipt

No additional money transfers will be made after the activity, therefore participants failing to produce the supporting documents, will not receive any further reimbursement.

## Accommodation & meals

A room is booked for each participant by the organisers at Hotel Chateau Linza. The Council of Europe will cover the cost of accommodation and meals for national experts whose participation is covered by the project's budget. No daily allowances will be given to the 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

A driver with the "Council of Europe" sign will pick up the participants arriving by plane.

The participants travelling by car will be reimbursed in cash in the course of the meeting. Only one person per delegation is entitled to such a reimbursement (car owner/driver). He/she is entitled for the reimbursement of the amount stated in his/her convocation letter. Parking space will be reserved by the hotel for the participants travelling by car.

## 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 Bosnian-Serbian-Croatian will be provided.

## Documentation

Working documents and additional information will be available on the Council of Europe website at: [www.coe.int/cards-police](http://www.coe.int/cards-police) under output 1.3.

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

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

#### **Mr Jean-Charles DE CORDES**

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

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### ***Contact person in Tirana***

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