

Standard Operating Procedures for the Protection of Victims and Potential Victims of Trafficking¹

GENERAL PRINCIPLES

The Standard Operating Procedures for the Protection of Victims and Potential Victims of Trafficking are built on the following guiding principles, which constitute the conceptual framework for the protection of victims and potential victims of trafficking.

1. The Standard Operating Procedures approach is based on human rights and is a sensitive approach to protecting the victim and potential victim of trafficking, aiming at their best interest.
2. Protecting the rights of trafficked persons will be the center of all efforts to prevent, protect and reintegrate them, regardless of the victim's willingness or ability to testify in court. Providing the opportunity for rehabilitation, giving them the opportunity to resume a normal life, is not simply a human obligation of the state, but also a preventive measure against retrafficking.
3. Any person identified as a victim or potential victim of trafficking shall be offered free assistance and protection and shall be guaranteed timely assistance and protection of his/her choice. All procedures relating to victims of trafficking or potential victims of trafficking shall be always carried out with serious security measures in place.
4. Although it is the fruit of the coordinated efforts of the government, organizations providing services to victims/potential victims of trafficking, civil society and international partners, the responsibility for implementing the Standard Operating Procedures falls on state institutions. Consequently, state institutions are committed to mobilizing the necessary human and financial resources for implementation, mainly from their own resources.
5. No measure against trafficking in persons shall violate human rights and dignity, in particular the rights of trafficked persons, migrants, displaced persons, stateless persons, refugees, asylum seekers and other persons in need.
6. The Standard Operating Procedures specifically consider the special obligation that the state has in relation to children, more specifically the protection of children's rights, in accordance

¹ This document is partially aligned with:

- Directive (EU) 2024/1712 of the European Parliament and of the Council of 13 June 2024, amending Directive 2011/36/EU on preventing and combating trafficking in human beings and protecting its victims. CELEX number 3202411712, Official Journal of the European Union, L series, No. 320, dated 24.06.2024

with the United Nations Convention on the Rights of the Child (1989), and Law No. 18/2017 “On the Rights and Protection of the Child” based on their best interests.

7. The identification and referral for assistance of trafficked persons shall be carried out in full coordination and cooperation of all state or non-state authorities and structures. The identification of victims/potential victims of trafficking shall be carried out not as an end, but to assist and protect them.
8. The implementation of procedures for the identification, referral, and assistance of victims or potential victims of trafficking shall be carried out equally and without any form of discrimination, on the grounds of gender, race, color, language, religion, political or other beliefs, social or national origin, property, birth, or any other status. All actions shall be undertaken in accordance with the specific needs of individuals, taking into consideration cases such as pregnant women, health conditions, disabilities, mental or psychological disorders, as well as situations in which individuals have suffered severe forms of psychological, physical, or sexual violence.
9. Assisted voluntary return for victims/potential victims of trafficking will be enabled and guaranteed by the country of origin and destination, by assessing the situation of the persons in the country of origin and the family before returning and making the decision to return in their best interest.
10. The government exercises appropriate authority in identifying, preventing the involvement of public officials implicated in trafficking and takes measures to punish them according to the legislation in force.
11. Whenever necessary and possible, victims of trafficking will be offered inclusion in the witness protection program.
12. The participation of organizations providing services to victims/potential victims of trafficking and civil society is essential to achieving the objectives of the Standard Operating Procedures, namely, protection, prevention and assistance to victims of this crime. All state and non-state actors, including civil society, participate in the design and implementation of the activity of the fight against trafficking in persons, in monitoring its implementation and in regularly reviewing the implementation of procedures.
13. Civil society organizations, and in particular NGOs, play a key role in the fight against human trafficking, and as such, their opinions and views are well reflected in the drafting and implementation of these Standard Operating Procedures.

DEFINITIONS

“Victim of trafficking” (VT) has the same meaning according to letter “e” of article 4, of law no. 9642 dated 20.11.2006 “On the ratification of the Council of Europe Convention “On measures against trafficking in human beings”.

“Potential victim of trafficking” (VMT) is a person for whom the agencies/institutions responsible for initial identification, based on indicators/indicators/in the light of the specific circumstances of the case, in which at least three or more elements constitute a reasonable suspicion that the person may have been trafficked.

“Child” is any person under the age of 18.

“Child in need of protection” is a person under the age of 18, regardless of the acquisition of the capacity to act, according to the legislation in force, who may be a victim of abuse, neglect, exploitation, discrimination, violence or any other criminal activity, as well as an individual under the age of criminal responsibility who is suspected of having committed or is accused of having committed a criminal offense, as well as children in conflict with the law. Where the age of a person subject to trafficking is uncertain and there are reasons to believe that the person is a child, that person is presumed to be a child in order to receive immediate access to assistance, support and protection.

“The best interests of the child” is a three-fold concept, a fundamental right, a fundamental principle of legal interpretation, and a procedural rule. The best interest of the child is the fundamental right of the child, that whenever a decision must be made concerning a child, an identified or unidentified group of children, or children in general, the best interests of the child should be assessed and that these interests should prevail over the interests of other parties. As a fundamental principle of legal interpretation, it means that, if a legal provision is open to more than one interpretation, the interpretation that best serves the interests of the child should be chosen. As a procedural rule, it means that whenever there is to be a decision affecting a child, or a group of children, the decision-making process should include an assessment of all the effects (positive and negative) of the decision on the child and/or group of children.

“Protection of trafficked persons” includes all actions carried out by employees of central and local state institutions, as well as non-state institutions - members or not of the National Referral Mechanism - for the reception, identification, immediate assistance and assistance for the rehabilitation and safe reintegration of trafficked persons in accordance with these procedures.

The Responsible Authority (RA) is a structure established by Joint Instruction No. 132, dated 08.09.2023 “On the Establishment of the Responsible Authority for the Identification, Referral, Protection and Reintegration of Victims/Potential Victims of Trafficking”. The Responsible

Authority consists of representatives of the ministries signing the instruction for its establishment, as well as a representative of the National Coalition of Anti-Trafficking Shelters.

“Corresponding Member of the Responsible Authority (APAP)”, is the member of the Responsible Authority to whom any professional or staff of the institution and the structures subordinate to the institution that he/she represents addresses in relation to victims/potential victims of trafficking. The APAP makes his/her position known to the basic structures of the institution that he/she represents, serves as a receiver and transmitter of information from the institution and structures subordinate to the Responsible Authority, communicates with the Head/Chair of the AP, the Technical Secretariat of the AP and other members regarding the needs of the cases, guides and monitors the actions of the structures for the protection of victims/potential victims of trafficking.

"Director/Head of the Responsible Authority (D/KAP)", is the Director of the Directorate responsible for Anti-Trafficking in the Ministry of Internal Affairs.

"Trafficking indicators" are descriptive elements of the trafficking process that reflect the appearance of the effects/consequences of trafficking in persons with Albanian or foreign citizenship up to the drafting of this document.

"Basic needs/rights during identification and initial response and their fulfillment", include at a minimum the basic needs/rights for food, sleep, shelter, medical, psychosocial assistance, communication in an understandable language, contact with family, etc.

“Basic protection needs/rights of trafficked persons” include, at a minimum, the free provision of a package of services, such as: adequate and safe housing, psychological and material assistance, immediate medical treatment and ongoing health care, translation when necessary, counseling and information, especially on legal rights, assistance in presenting and being considered during the proceedings of traffickers, access to education, vocational training and employment. The information provided to victims of trafficking shall cover, where relevant, information on a reflection and recovery period.

"Emergency protection measure" is a temporary protection measure taken by the director of the structure responsible for social services, for the removal of the child and placement in alternative care when it is assessed to be in a situation of high and immediate risk due to abuse, exploitation, neglect or any form of violence and for which the child protection worker and the state police or prosecutor's office structures have suspicions or facts that the family or environment where the minor is staying is not safe for the child.

“Case Manager” refers to the child protection worker who, from the moment of identification or referral, is responsible for the development and implementation of the protection measure and the Individual Protection Plan until their completion.

“Case worker”, according to this document, is a social worker, psychologist or trained staff assigned to provide assistance and mediation for trafficked persons. The case worker acts within an advisory group with other professionals, when decisions need to be made on the care plan for each person. The case worker, in the case of a child suspected of being trafficked or identified as being trafficked by the G/SPIF, is the child protection worker in the local unit where the case is assisted, or the social worker of the reception or rehabilitation center for victims of trafficking, in adulthood.

The “Group/Structure Responsible for Formal Identification (G/SPIF)”, according to this document, is the structure responsible for formal identification, established (ad hoc), which conducts the formal interview of persons identified as potential victims of trafficking, composed of a state police officer from the section for the fight against illegal trafficking (SLKTP) and the child protection officer/PMU in the municipality/administrative unit for each case of minors and a state social worker from the regional office of the state social service (ZRSHTS) for adults.

“Re/integration of trafficked persons” is the process of recovery and social and economic inclusion following an experience of trafficking. It includes placement in a safe and stable environment, access to a reasonable standard of living, physical and mental well-being and opportunities for personal, social, economic development and access to social and emotional support. A central aspect of successful re/integration is that of empowerment, supporting victims to develop skills towards independence and self-sufficiency and to be actively involved in their recovery and re/integration.

“Safe, ethical communication with trafficked persons” refers to communications in safe environments that maintain the principles of: non-harm, physical security, confidentiality, non-discrimination, clear and understandable communication, tolerance, etc.

“Information to support the investigation” is the information provided by the victim/potential victim of trafficking during the interview by the G/SPIF or during the reintegration process, which is forwarded to the Responsible Authority for further follow-up by the structure responsible for the investigation.

“Trafficking in adult persons” has the same meaning according to Article 110/a of the Criminal Code of the Republic of Albania.

“Trafficking in minors” has the same meaning according to Article 128/b of the Criminal Code of the Republic of Albania.

“Minor” is a person under the age of 18, in accordance with applicable criminal and civil legislation.

"Witness to justice" is a person who, in the capacity of a witness or injured person, makes statements or testifies about facts and circumstances that constitute the object of evidence in a criminal proceeding and who, due to these statements and testimonies, is in a state of danger.

"Human Trafficker" is any person convicted by a final court decision for the criminal offense of human trafficking.

"Parent" is the person who gave birth to or adopted the child, whether as a couple or alone, married or not, or who has recognized the motherhood or paternity of the child born out of wedlock.

"Procedural representative" is the person appointed by the proceeding authority from the list sent by the child protection unit, who will carry out the procedural representation of the child in the absence of his/her legal representative or, in the event of a conflict of interest between him/her and the child and has representation rights on behalf of the child in conflict with the law, or the child witness/victim of trafficking or potential victim of trafficking, in order to protect the best interest of the child.

"Trusted Person" refers to an adult requested by the minor and accepted by the competent authority, who accompanies the minor during the stages of the criminal proceedings.

"Unaccompanied foreign minor" is a foreign minor who enters the territory of the Republic of Albania, unaccompanied by a responsible adult, according to the law and as long as he is not effectively taken into care by him, or a minor who is left unaccompanied after entering the territory of the Republic of Albania.

"Unaccompanied child" is a minor who has been separated from both parents or other family relatives and who is not cared for by an adult, according to Law No. 18/2017 "On the Rights and Protection of the Child".

"Asylum seeker " is any foreign citizen or stateless person who has applied for international protection, for which a final and conclusive decision has not yet been taken.

"Residence permit" is the document issued by the competent authorities, which authorizes and allows the foreigner to stay in the Republic of Albania for more than 90 days within 180 days.

"Social care services" is an integrated and organized system of benefits and facilities, which are provided by professionals in the relevant fields of public or non-public entities, with the aim of ensuring the well-being, independence and social inclusion of individuals and families in need of social care.

The "State Social Service (SSS)" is an institution under the ministry responsible for social affairs. It monitors the implementation of social services legislation throughout the country, through the structures of the central unit and regional directorates.

"Economic assistance" is the financial support provided to families and individuals in need, according to the provisions of Law No. 9355, dated 10.03.2005 "On social assistance and services", as amended. Victims of trafficking are included in the beneficiaries of economic assistance, after leaving social care institutions, until the moment of their employment.

"Shelters/centers for victims of trafficking" have the same meaning according to Law No. 121/2016 "On social care services in the Republic of Albania".

"Report" is the reference to the facts related to the criminal offense. The reporting of the victims of trafficking, whether minor or adult, as persons harmed by the criminal offense is voluntary, and is done according to the specific provisions of the Code of Criminal Procedure.

"Refugee" is an alien or stateless person who, owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality or habitual residence and is unable or unwilling to avail himself of the protection of that country or to return to it, as a result of these circumstances, in accordance with the criteria of Article 1(A) of the Geneva Convention.

"Agencies/Institutions Responsible for Protection (A/IPM)", are all institutions mentioned in this document as primarily responsible for actions to protect trafficked persons.

The National Referral Mechanism refers to the process of identifying and referring victims/potential victims of trafficking for assistance, while ensuring the protection of their rights. The NRM ensures that the protection of the rights of victims of trafficking is guaranteed by an effective protection system and at the same time ensures the prosecution of traffickers. The rights of victims of trafficking protected by the NRM include, among others, safe identification and referral, protection from discrimination, free legal aid, protection of personal data and privacy, provision of assistance and support on a consensual and informed basis, provision of housing, health and social care, recovery and reflection period, temporary or permanent residence permit, compensation, the right to asylum or protection from unsafe return to the country of origin.

PURPOSE

The Standard Operating Procedures (SOPs) for the protection of victims of trafficking aim to provide a clear, harmonized and functional framework for all state and non-state institutional links involved in addressing this complex and sensitive phenomenon.

They define the steps to be followed and the clear division of responsibilities between the actors involved in all stages of the process – from the initial identification of a potential case to the long-term support and reintegration of the victim into society.

These procedures are built on the principle of respect for human rights and place the victim at the center of action, ensuring a comprehensive, gender, disability and age-sensitive approach, as well as adapted to the individual needs of each case. They aim not only to prevent trafficking, but also to provide an effective and coordinated response for the identification, protection, assistance, assisted voluntary return and reintegration of victims of trafficking and potential victims, regardless of whether they are Albanian or foreign citizens, and regardless of whether they are identified inside or outside the territory of the Republic of Albania.

The procedures respond to the need for a sustainable institutional system, which guarantees that no victim or potential victim of trafficking is left unattended, and that each institution acts in a coordinated and standardized manner, without overlaps or gaps in responsibilities.

At the same time, the SOPs represent an important step in the alignment of the Albanian regulatory framework and practice with European Union standards, as well as with the ongoing recommendations of national and international reports that have assessed the institutional response to trafficking in human beings in Albania. In their content and structure, the procedures consider the need for continuous improvement of existing mechanisms, especially in terms of capacities for formal identification, investigation, psychosocial assistance, prosecution of perpetrators and support for victims on the path to a new and safe life.

In this context, the SOPs are conceived as a practical working tool, legal reference and operational guide for all institutions that are part of the national mechanism for the fight against trafficking in human beings, including the State Police, regional and local social services, employment and vocational training services, local authorities, educational and health institutions, as well as non-governmental organizations and international partners.

The effective implementation of these procedures is an essential condition for ensuring full and sustainable protection of victims of trafficking, for increasing institutional efficiency and for strengthening victims' trust in Albanian institutions.

IDENTIFICATION AND REACTION INITIAL

Identification and Initial Response refers to the set of actions undertaken by employees of state and non-state institutions, at both local and central levels, responsible for the protection of trafficked persons at the borders, within, and outside the territory of the Republic of Albania,

which determine whether a person, child or adult, is a victim or a potential victim of trafficking in persons.

The state and non-state agencies/institutions responsible for initial identification are:

- State police structures,
- NCSAT,
- social care centers for people in need,
- organizations with assistance programs for people in need,
- regional offices of the state social service in the counties,
- Central Labor Inspectorate,
- Trade unions,
- schools and educational institutions,
- health care institutions, including structures that provide psychosocial services
- social service structures in the municipality,
- Child protection units/workers
- Outside the territory of the Republic of Albania, the agencies/institutions responsible for identifying potential victims of trafficking with Albanian citizenship are employees of the diplomatic missions of the Republic of Albania,
- other state and non-state agencies with activities in the field of protection of victims of trafficking.

Indicators of human trafficking

Persons who have been trafficked may:

- They believe they must work against their will.
- They were threatened to work against their will.
- Not being able to leave the work environment.
- They show signs that their movements are controlled by someone else.
- They feel unable to leave.
- They show fear or anxiety.
- Are subject to violence or threats of violence against themselves or their family and loved ones.
- They have injuries that appear to be the result of an attack.

- Have injuries or damage typical of certain types of work or control measures.
- They are distrustful of authorities.
- They were threatened with being handed over to the authorities.
- They are afraid to reveal their migration status.
- Not be in possession of passports or identity documents, as these are held by someone else.
- They have false identity or travel documents.
- Are located in or related to places used for the exploitation of people.
- They don't know the local language.
- Don't know their home or work address.
- They allow others to talk about them when addressed directly.
- They act as if they were instructed by someone else.
- They are forced to work in conditions that are contrary to labor legislation standards.
- They are disciplined through punishments.
- Not being able to negotiate working conditions.
- They signed a contract in a language they don't understand.
- They receive little or no payment for the work performed.
- They are obliged to share their income with others.
- Do not have access to their profits.
- They work long hours and for long periods of time in violation of the law.
- They don't have weekly days off or annual leave.
- They live in poor or substandard conditions, when these are provided by the employer.
- Do not have access to healthcare.
- They have little or no social interaction.
- Have limited contact with family or people outside their immediate environment.
- Do not be free to communicate with others.
- They have the perception that they are tied to debt.
- They are in a situation of dependence.
- They come from a country known as a source of human trafficking.

- Have transportation fees paid by facilitators, who must repay them by working or providing services in the destination and transit country.
- Have been recruited by private employment agencies for a fee, in violation of the law.
- They acted based on false promises.
- They have shown elements of vulnerability in the past, such as domestic violence, sexual abuse/harassment, school dropout, etc.

Indicators of child trafficking

Children who have been trafficked may:

- Do not have access to parents or guardians.
- They appear scared and behave in a manner that does not correspond to the typical behavior of children of their age and/or may refuse assistance.
- They have no friends of their own outside of work.
- They do not have access to education.
- They don't have time to play.
- They live separately from other children and in poor conditions.
- They are accompanied by unrelated people when frequenting age-inappropriate places such as hotels or nightclubs.
- They eat separately from other members of the "family".
- They only take leftover food.
- They work night shifts.
- Perform work that may harm their safety and health at work or their physical, mental, moral or social development, or jeopardize their education or participation in cultural, commercial and similar activities.
- They work in jobs that are unsuitable for them or in prohibited, difficult or dangerous jobs.
- They travel within or outside the territory of the Republic of Albania unaccompanied by adults.
- They travel in groups with people who are not their relatives.
- Authorization has not been obtained from the Central Labour Inspectorate for the employment of a child under the age of 16.
- They work long hours outside the provisions of labor legislation for them.

- They should not have any days off, weekly or annually.

Also, possible indicators of child trafficking may be:

- The presence of small children's clothes, usually used for physical or sexual work.
- The presence of children's toys, bedding, and clothes in inappropriate places, such as hotels or factories.
- Statement by an adult that they have "found" an unaccompanied child.
- Finding unaccompanied children carrying phone numbers to call taxis.
- When the child is under the care of people who are not biologically related and do not have formal guardianship.

Indicators by form of trafficking

Sexual exploitation

Persons trafficked for the purposes of sexual exploitation may:

- They are of all ages, although age varies by location and market.
- They move from one brothel to another or work in several places.
- They are part of online exploitation platforms/advertisements/networks.
- They are accompanied when they leave work or for other activities.
- They have tattoos or markings that indicate "ownership" by their users.
- They work long hours and have no days off.
- They sleep where they work.
- They live or travel in groups with women who do not speak the same language.
- They have very little clothing or mostly clothing suitable for sex work.
- Don't have money with you.
- They do not have identification documents.
- They don't know the area where they live and work.

Indicators of child trafficking for sexual exploitation include:

- Evidence that victims were forced to engage in unprotected or violent sexual intercourse.

- Proof that victims cannot refuse unprotected or violent sexual intercourse.
- Proof that a person has been bought and sold.
- Advertisements offering services to women of a particular ethnicity or nationality.

Exploitation for forced labor and begging

Persons trafficked for forced labor may:

- Live in groups at their workplace and rarely leave the place.
- Live in degraded and unsuitable conditions, such as industrial or agricultural buildings.
- Not have appropriate clothing for the work they perform.
- Receive only food scraps.
- Have no access to their earnings.
- Not have a work contract or minimum labor standards are not respected.
- Work long hours without rest.
- Depend on the employer for transportation and accommodation in degrading and unsuitable conditions
- Be abused because to their vulnerability
- Be defrauded
- Be isolated from others
- Suffer physical and sexual abuse
- Be threatened or intimidated
- Be deprived of their personal identification documents

People trafficked for begging or petty crimes may:

- There are children, elderly, or people with disabilities who beg in public places.
- There are children who transport and/or sell illegal drugs.
- They have physical injuries that appear to be the result of mutilation.
- They move in groups and are accompanied by a small number of adults.
- They are punished if they don't collect or steal enough money.
- They live and travel with their gang members.

Actions that need to be taken include:

- assessment of the situation of individuals in relation to indicators of trafficking;
- assessment of the potential/opportunities of the institution/organization to immediately remove the person from the situation of exploitation;
- intervention to immediately remove the person from the situation of exploitation/termination of exploitation (in person or through state police officers);
- immediate notification of the child protection worker in the event that the VT/PVoT is suspected of being a child;
- immediate notification of the official translator in the case of a foreigner
- informing the person about the employee's judgment on his/her situation, the rights and assistance that the institution itself can provide for potential victims of trafficking and victims of trafficking or ways to access assistance from victim protection institutions;
- notification of the Correspondent Member of the Responsible Authority (APAP) or the Head/Head of the Responsible Authority and communication with him/her regarding the placement of the person in a safe environment that meets his/her immediate needs;
- supporting the placement of the person in a safe and appropriate environment;
- assessment of the health situation and referral to health structures;
- assessment of the psychological situation
- completing the initial identification documentation and sending it to APAP
- supporting the formal identification process;
- support for the investigation and apprehension of traffickers
- continuity of protection.

Conditions for conducting the interview:

- the person who is a foreigner is interviewed by the G/SPIF in the presence of the translator who has previously signed the confidentiality statement, according to format A1;
- whenever possible, the person is interviewed by people of the same gender;
- the interview is conducted in an environment that is safe and secure for the person being interviewed and other people participating in the interview, away from people suspected of being involved in trafficking;
- the interview is conducted in premises/rooms that are sufficiently far from the room where

detained persons are held;

- the door to the room/environment where the interview will take place is kept closed throughout the interview to maintain confidentiality and not interrupt the interview, and the reasons for this are clearly explained to the person;
- Under no circumstances should the interview be interrupted due to other tasks that arise during the interview;
- The interview should be conducted in the presence of a legal guardian and, where applicable, the person should be able to receive primary legal assistance to ensure procedural rights and safeguard legal interests.
- Cell phones are kept silent by all the people present during the interview.

Third parties who may participate in the interviews are:

- Translator in the case when we are dealing with foreign citizens.
- Psychologist for adults, according to case assessment and mandatory for children.
- Parent or legal guardian in the case of children.
- Child protection worker in the case of children.
- Interviewers and third parties participating in the interview are required to sign the confidentiality statement, according to the A1 format attached to this document.

Actions after the initial interview:

1. Request for formal identification according to A5 format, addressed to the responsible regional structure, attaching the declaration of consent for formal identification, according to A2 format.
2. Sending to the RA in A3/A4 format along with confidentiality statements after the initial interview.

Documentation: Formats

- Initial interview with the child;
- Initial interview with adults;
- Confidentiality Statement.

FORMAL IDENTIFICATION

Formal identification is the identification of a person as a victim of trafficking carried out solely by the Group/Structure Responsible for Formal Identification (G/SPIF) based on the formal interview format included in this document, which is carried out with the will of the victim herself and when she is ready to carry it out.

The means of formal identification is the formal interview and consultation with the RA. Through the interview, the person's status in relation to trafficking is definitively determined, an in-depth assessment of the person's needs for assistance and protection is made, guidance is provided and the trafficked person's access to appropriate long-term and safe assistance is ensured, and information is gathered to initiate investigations to penalize traffickers.

State and non-state agencies/institutions responsible for formal identification:

Formal identification is carried out by regional ad-hoc structures (G/SPIF) that conduct formal interviews of persons identified as victims or potential victims of trafficking. In the case of child VT/PVoT, this structure consists of a state police officer from the anti-trafficking section and a child protection officer from the relevant municipality/administrative unit. In the case of adult VT/PVoT, the structure consists of a state police officer from the anti-trafficking section and a state social worker from the regional office of the state social service.

Formal Identification actions include:

1. Immediate intervention of the Sector for Investigation of Illegal Trafficking, CHPO in the case of children and social services for adults. Conducting a formal interview when notified by the referring agency or when the (potential) victim of trafficking expresses his/her willingness to the state police structures to conduct a formal interview.
2. Determining whether the person is trafficked or a potential victim of trafficking, through the collection and analysis of information provided by the person themselves.
3. In-depth assessment of the needs of the (potential) victim of trafficking for assistance and protection by the CHPO or social service worker.
4. Providing guidance and ensuring the trafficked person's access to appropriate and safe assistance.
5. Gathering information and launching investigations to penalize traffickers.

Formal interview

The formal interview for children is conducted by a police officer and a child protection officer, while for adults it is conducted by a police officer and a state social service officer.

The interview is conducted in the presence of a guardian and, where applicable, the person may receive primary legal assistance to ensure procedural rights and safeguard legal interests.

For children, the needs assessment is carried out by the CPO. For adults, the assessment of the needs is carried out by a state social service employee.

CPUs/CPOs carry out and undertake concrete actions for the management of children's cases, with the aim of guaranteeing the protection or access to the child's rights.

The formal interview/verification of the person's status as trafficked is conducted prior to the report, while also assessing the most appropriate time later for statements or reports to the police and prosecution authorities.

Third parties who may participate in the formal interview:

- The case manager, case worker, or parent/legal guardian (provided they are not suspected of involvement in the trafficking) may be present during the interview if requested by the child or adult, but they may not conduct or direct the interview;
- Psychologist;
- Translator.

The conditions for a formal interview are:

- a request for an interview has been made by an institution;
- the person has proof of initial identification;
- the person who is a foreigner is interviewed only by translators who have signed a confidentiality statement;
- whenever possible, the person is interviewed by people of the same gender;
- the interview is conducted in an environment that is safe and secure for the person being interviewed and other people participating in the interview, away from people suspected of being involved in trafficking;
- the interview is conducted in premises/rooms that are sufficiently far from the room where detained persons are held;
- In cases where children are interviewed, a friendly and appropriate environment should be provided for them;
- the door to the room/environment where the interview will take place is kept closed throughout the interview to maintain confidentiality and not interrupt the interview, and the reasons for this are clearly explained to the person;

- Under no circumstances should the interview be interrupted due to other tasks arising during its course;
 - Mobile phones must be kept silent by all people present during the interview;
 - In order to avoid worsening the child's psychological state, conducting the interview twice on the same matter for the minor is prohibited.;

Duration of the formal interview:

- All formal identification actions must be carried out as quickly as possible.
- The child's formal interview lasts a maximum of 60 minutes.
- The formal adult interview lasts a maximum of 90 minutes.

Rights of the person to be interviewed:

1. the person to be interviewed is not kept waiting long;
2. the person is not interviewed in a group with other people;
3. the person is not interviewed if there are signs of physical or emotional unwellness;
4. the person is provided with immediate medical and psychological assistance if it is determined that he or she needs it;
5. the person being interviewed is clearly explained that he or she has the right to interrupt the interview at the moment he or she feels under pressure or is not of his or her full and free will to respond;
6. the person being interviewed and the guardian or parent in the case of a child are explained by any notes taken during the interview, the purposes for which the notes are taken and are given understandable information on how this information will be stored and with whom it will be shared;
7. The person being interviewed and the guardian or parent in the case of a child are clearly explained the procedure and purpose of the interview, the duration of the interview and are assured that they are free to interrupt the interview at any time.

Actions after the formal interview

1. After the formal interview, the interviewers organize a meeting that lasts no more than an hour to review the facts and make a decision;
2. The decision taken is sent electronically to the RA within the day.

Documentation

The standard formats that should be used to facilitate communication between institutions and agencies, as well as to document that responsible institutions are acting in accordance with these formal identification procedures are:

- Formal interview format for children;
- Formal interview format for adults;
- Formal identification notice.

Procedure in case of disagreement between members of the G/SPIF on the status of the person interviewed

In cases where the members of the (G/SPIF) do not reach consensus on the determination of the person's status, the relevant file, together with all supporting documentation, is forwarded within the same day to the Responsible Authority for review and assessment.

The head of the Responsible Authority is obliged to convene a meeting of the members of the Responsible Authority (RA) within 24 hours from the moment of receipt of the file.

The RA meeting must be held in the mandatory presence of:

- all members of the PA,
- members of (G/SPIF), and
- responsible people who made the initial identification

During the meeting, based on the review of the documentation and facts presented, the Responsible Authority makes a final and binding decision on the person's status.

The decision of the RA is documented in official minutes and immediately communicated to the units responsible for further implementation of the procedures.

The right to appeal and the establishment of the Special Commission

Any person who is/ not recognized as a victim or potential victim of trafficking has the right to submit a written appeal against the decision made by the formal identification group within 30 working days from the receipt of the notification, either personally or through a legal representative/legal guardian.

In cases where the person is a child, the appeal against the decision is submitted by the parent or legal guardian.

The complaint is submitted to the secretariat of the Responsible Authority at the Ministry of Internal Affairs.

The review of complaints is carried out by a Special Inter-Institutional Commission, composed of representatives of these institutions:

- Ministry of Internal Affairs (chairs the committee);
- Ministry of Justice;
- Ministry of Health and Social Protection;
- Ministry of Education;
- Ministry of Economy and Innovation;
- Ministry for Europe and Foreign Affairs;

The Special Inter-Institutional Commission is the superior body that reviews the administrative appeal filed against the decision issued by the formal identification group.

The duties of the Special Inter-Institutional Commission are as follows:

1. To administer and review impartially all appeals submitted by persons who have been recognized or not recognized as victims or potential victims of trafficking by the formal identification group.
2. To verify the legality of the case file documentation, including the initial decision of the identification group, supporting evidence, and accompanying documents.
3. To examine the arguments and claims submitted by the appellant and/or their legal representative within the legally established deadlines.
4. To review proposals forwarded by the Responsible Authority regarding the reassessment of the victim/potential victim status, in cases where the person is considered to have been sustainably reintegrated (secure and long-term employment, safe housing, and full mental and physical health).
5. To ensure the collection and analysis of additional information from state institutions, involved organizations, or field experts, if deemed necessary to assess the case.
6. To guarantee respect for the principles of personal data protection, the rights of children and victims, and all parties involved throughout the appeal review process.
7. To make a reasonable administrative decision on the appeal, by majority vote of the members, within a maximum of 30 working days from the date of case file review.
8. To prepare and communicate the Commission's final decision to the appellant, the formal identification group, and the Responsible Authority.

9. To maintain full confidentiality of all information handled during the appeal review process.

An appeal may be filed against the decision of the Special Inter-Institutional Commission to the competent administrative court, in accordance with the provisions of the legislation in force.

An appeal against the decision of the Special Inter-Institutional Commission, in the administrative court, suspends the execution of the appealed decision.

The members of the Commission are determined by order of the minister responsible, at a high management level, and are communicated to the secretariat of the Responsible Authority within 30 days from the entry into force of the Decision of the Council of Ministers for the approval of this document.

The Commission is called to a meeting by the Chairman, within 5 working days from the filing of the complaint.

The Commission examines:

- The complete case file
- Initial decision of the identification group
- Arguments presented by the complainant and/or his/her legal representative
- Additional information from institutions or organizations that have been involved in the case

The Commission may request additional information or invite experts to assist in the assessment, if it deems it necessary.

The decision is made by majority vote and is final within the administrative procedure.

The Commission's meetings are held behind closed doors and all procedures are conducted in accordance with legislation on the protection of personal data and the rights of victims.

Each member of the Commission has an obligation to maintain confidentiality of the data and information reviewed during the appeal process.

The Commission's decision contains clear reasoning and does not contain sensitive identifying data in the version published to authorities for statistical purposes or policy monitoring.

REFERRAL PROTECTION AND ASSISTANCE

“Referral Protection and Assistance of VT and VMT” is the totality of actions undertaken

by employees of local and central, state and non-state institutions responsible for the protection of victims/potential victims of trafficking, at border points and within the territory of the Republic of Albania, to guarantee security, housing and social protection, psychological and legal health services, through specialized services and integrated approaches. Taking measures for the protection and assistance of VT and PVoT is carried out directly after the initial identification.

The state and non-state agencies/institutions responsible for referral, protection and assistance are:

- Social services established at the municipal or district level;
- Local and regional structures of the state police;
- Social care centers for people in need;
- Organizations with assistance programs for people in need;
- Central Labor Inspectorate;
- Educational institutions;
- Healthcare institutions;
- Child Protection Unit
- Other state and non-state agencies with activities in the field of protection of victims of trafficking.

General actions

1. In-depth assessment of the trafficked person's needs for assistance and protection with the participation of him/her and the parent/guardian if the person is a child.
2. The victim is provided with integrated social care based on a needs assessment.
3. Immediate protective measures and placement of VT/PVoT in a safe environment.
4. The victim is provided with immediate healthcare for medical emergencies, immediate psychosocial support from specialized professionals.
5. Legal assistance and document management.
6. Notification of the RA on the actions taken.

Emergency measures

After initial identification, the victim or potential victim of trafficking is immediately referred to an emergency center or specialized protection facility at the local level. A safe and confidential environment is provided to prevent any further risk or re-victimization.

For the Child

In situations of high and immediate risk due to abuse, exploitation, trafficking, neglect, or any other form of violence, and where the child protection worker and the structures of the State Police or the prosecution have suspicions or evidence that the family or environment where the child resides is not safe for them, the CPO initiates the process for taking the child into protection and imposes an emergency protective measure, immediately notifying the director of the municipal social services structure. The case worker from the emergency center/specialized protection structure informs the CPU. The CPU may notify the APAP and ASHMDF in cases where institutions do not respond during the case management process. Upon receiving the notification, APAP forwards the information to the Secretariat of the RA and, if necessary, requests the immediate convening of the RA to discuss any difficulties encountered in managing the case and the lack of response from responsible institutions.

The child protection worker/case manager, within 72 hours, requests the convening of the GTN and prepares the individual protection plan. Based on the GTN assessment, the child protection worker/case manager informs the case worker from the emergency center/specialized protection structure.

The case manager, together with the case worker, explains the formal interview process to the child and the parent/legal guardian in an understandable language, provided they are not suspected of involvement in trafficking/exploitation. The child protection worker contacts the trafficking investigation specialist to coordinate the formal interview and informs APAP.

At the conclusion of the formal interview, G/SPIF decides on granting the status of victim or potential victim of trafficking and determines the shelter where the case will be accommodated.

If the child at risk of trafficking is a foreign national, CPU initiates the emergency protection measure and arranges placement in a center for (unaccompanied) foreign children victims of trafficking, or in an emergency/specialized protection center. The CPO, assisted by the center's staff, immediately begins the procedure to obtain a residence permit and guardianship in order to ensure the child's protection and integration in accordance with the law.

The RA Secretariat requests the convening of the RA within 24 hours of receiving the notification to ensure a rapid and effective solution for documenting the child.

The family of a child victim of THB shall be provided assistance and support, as appropriate.

Child placement at the emergency center

A social worker or psychologist at the center immediately admits the child, who is accompanied by the case manager, completes the admission statement, and informs the child and the guardian/parent (if present) about the center's facilities and rules.

A doctor at the center conducts the child's medical examination. In the absence of a doctor at the center, assistance from the emergency health service is requested if necessary.

The center staff ensures the child's basic needs, including food, clothing, and psychosocial support.

The center's case worker maintains ongoing contact with the CPU regarding any situation affecting the child's well-being, development, or safety. They also maintain regular contact with the CPO, who serves as the case manager for the child receiving services under the Individual Protection Plan, and inform the CPO of any situation impacting the child's well-being, development, or safety.

If the child is unaccompanied and a foreign national, the CPO, assisted by the center's staff, immediately initiates the procedure to obtain a residence permit and guardianship to ensure the child's protection and integration in accordance with the law.

If the child leaves the center without authorization, the center staff immediately notifies APAP and CPU, and a report is filed with the police regarding the absent child. APAP informs the RA Secretariat for further follow-up of the case.

If the child returns to the center, a socio-economic assessment of the situation is requested from CPU, similar to cases of children returning from abroad.

If it is assessed that the child is ready to leave the institution and the family/foster family provides a suitable environment for the child to continue living, the GTN is convened (including all actors familiar with the case as well as representatives of the center) to decide on modifying the protection measure. Following this decision, the PMF prepares the "measure for placing the child in alternative care with the family/foster family." This measure is approved by the Director of Social Services at the municipality and submitted to the Court for approval.

The RA Secretariat ensures further institutional coordination.

Placing the child in a shelter

A social worker or psychologist at the center immediately admits the child, who is accompanied by the case manager, and promptly familiarizes the child and the guardian/parent, if present, with the center's facilities.

The center staff immediately addresses the child's basic needs.

The head of the residential institution assigns a case worker, who will prepare an individual assistance plan for the case in collaboration with the institution's multidisciplinary team.

The case manager explains the assistance plan to the child in a language that is understandable to them.

The case manager informs the parent/legal guardian about the assistance plan, provided they are not suspected of trafficking or exploiting the child.

After accommodation, the case is informed within three days regarding the formal interview.

The staff of the center/shelter notifies the CPU, the case manager, and the police officer from the area where the child resides to organize the formal interview.

If the child is a foreign national, the case worker at the center/shelter immediately initiates the procedures to obtain a residence permit for the child.

APAP informs the RA Secretariat about the steps taken regarding the residence permit.

If the child leaves the center without authorization, the center's case worker files a report with the local structures for the Investigation of Illegal Trafficking and immediately notifies the CPU and the RA Secretariat.

APAP of ASHMDF informs the RA Secretariat.

In cases where the child is referred to a family/foster family, the CPU periodically informs APAP and ASHMDF regarding the monitoring and progress of the case.

The case worker collaborates with the CPU and CPO to ensure the child receives the necessary services and periodically reassesses the child's situation as needed.

Placing the adult in the emergency center

A social worker or psychologist at the center informs the (potential) trafficking victim about the facilities, rules of the center, and the rehabilitation program. After completing the admission statement, the (potential) trafficking victim is immediately admitted.

The center's doctor conducts a medical examination of the victim. If there is no doctor at the center, the person is referred to the nearest health center, and in urgent cases, the emergency medical service is called.

The center staff ensures the victim's basic needs, including food, clothing, and psychosocial support.

After meeting the basic needs, the case worker (social worker or psychologist) prepares a report for the RA, identifying the need for RA intervention.

The report is sent to the RA Secretariat for review and further coordination.

APAP of SSS requests the convening of the RA to discuss and decide on protective measures for the victim.

If the victim leaves the center without authorization, the center's staff immediately notifies APAP of SSS, who in turn informs the RA Secretariat for further follow-up of the case.

If the victim is referred to a family or community setting, the case worker immediately informs APAP, who informs the Regional Directorate of SSS to continue monitoring the case and the RA Secretariat for further institutional coordination.

Placing adults in shelters

A social worker or psychologist at the center informs the (potential) trafficking victim about the center's facilities, rules, and rehabilitation program. After completing the admission statement, the (potential) trafficking victim is immediately admitted.

The head of the institution assigns a case worker/manager, who will prepare an individual assistance plan for the case in collaboration with the institution's multidisciplinary team.

The case manager explains the assistance plan to the victim in a language that is understandable to them and seeks their cooperation in its implementation.

Within three days of accommodation in the institution, the case manager informs the (potential) trafficking victim of their right to undergo the formal interview.

If the (potential) trafficking victim is a foreign national, the case manager immediately initiates the procedures to obtain a residence permit. APAP of SSS informs the RA Secretariat about the steps taken regarding the residence permit.

If the (potential) trafficking victim is a foreign national and lacks any identification documents, the staff requests that APAP negotiate with the diplomatic representation of the country of origin to provide identification documents.

If the (potential) trafficking victim leaves the shelter without authorization, the staff immediately notifies APAP, who informs the RA Secretariat.

If the (potential) trafficking victim is referred to a family or community setting, the staff immediately notifies APAP. APAP informs Regional directorate of SSS for further case monitoring and the AP Secretariat for continued institutional coordination.

If the (potential) trafficking victim refuses any form of assistance, the staff requests that APAP of SSS notify the police APAP regarding the suspicions and request further follow-up of the case.

Health services

APAP of SSS facilitates the procedures for covering mandatory health insurance for (potential) trafficking victims as economically inactive persons, with their contribution payments financed by the State Budget, in order to enable them to benefit from the mandatory health insurance service packages.

Public Health Care Service providers offer the necessary assistance to VT and PVoT in accordance with the applicable legal framework.

The entry point into the public health system is the Health Center, except in cases of medical emergencies.

For (potential) trafficking victims accommodated in shelters, medical services may be provided at the nearest health center.

Primary health care staff, based on the results of the health examination and treatment protocols, either provide care at this level or refer the case for more specialized services according to the applicable referral system.

Provision of health care for children is ensured with the informed consent of the legal guardian or the case manager.

Primary health care staff guide the legal guardian of child VT/PVoT regarding the steps to be taken to maintain and improve the child's health.

They notify NJVKSH by phone and email, who in turn notify APAP, which informs the RA Secretariat by email.

EDUCATION

Education employees in GTN are required to re-register Children in educational institutions.

In the event of a referral by a state or non-state entity/structure/institution of a child or adult with VT or PVoT, the education worker must register for the continuation of the curriculum.

The CPU or the residential center employee prepares the necessary documentation for registration at the educational institution and accompanies the child to the educational institution.

The education employee notifies the APAP of the Ministry of Education regarding the referred case, which provides guidance on handling the case and notifies the RA Secretariat.

Documentation:

- Document of admission to the shelter/residential/emergency center;
- Assessment of VT and PVoT needs;
- Health reports and recommendations;
- Minutes of the RA meeting.

Registration at the civil registry office

The case manager, in cases where he/she finds or does not have data that the child is registered in the civil registry, notifies the secretariat of the RA at the Ministry of Internal Affairs to enable his/her registration through the General Directorate of Civil Registry.

ASSISTED VOLUNTARY RETURN

Assisted voluntary return is the set of actions that ensure that victims of trafficking, as well as individuals suspected of trafficking, return to their countries of origin in a safe manner. This process aims to ensure that returnees will not face criminal prosecution and receive the necessary assistance and protection to prevent re-victimization and to assist in their integration upon return.

The state and non-state agencies/institutions responsible for referral, protection and assistance are:

- Ministry for Europe and Foreign Affairs (MEFA);
- Diplomatic Missions of the Republic of Albania;
- State Social Service (SSS);
- Border and Migration Police Authorities ;
- Residential Centers and Municipal Social Services;
- health care institution
- Educational institutions
- Child Protection Service
- SAPCR

The Technical Secretariat of the Responsible Authority, established by joint instruction No. 132 dated 08.09.2023, is the focal point for cross-border referral of victims/potential victims of trafficking.

For children

The case worker at the center where the child is accommodated, as soon as possible and no later than 7 days from the child's arrival/entry into the program, submits a request for locating and assessing the family and the risks in the country of origin.

APAP from MEFA forwards the request to the authorities of the country of origin, who can carry out the assessment.

The response to the request is sent to the residential institution.

The head of the RA, within 1 week of receiving the response, convenes the RA to review the best interests of the child. If the child's best interest is determined to be returned to the country of origin, the tasks for organizing the return are assigned according to the decision, and funds for the child's travel are secured.

APAP from the Border and Migration service follows the procedure for providing the child with travel documents.

The case manager, together with the center where the child is accommodated, ensures an escort for the child during the trip.

APAP from MHSP coordinates the provision of the child's medical examination prior to travel, following the approval of the legal guardian.

For adults

The caseworker of the center where the VT/PVoT is accommodated makes a request to find and assess the family and the risk in the country of origin.

The director of the center where the VT/PVoT is accommodated, within a day of preparation, reviews and sends the request to the RA.

The APAP from the MEFA transfers the request to the authorities of the country of origin who can make the assessment.

The response to the request is sent to the residential institution.

The head of the RA, within 1 week of receiving the response, convenes the RA for review.

If return to the country of origin is assessed, the tasks of organizing the return are assigned according to the decision and travel funds are provided.

APAP from the border and migration follows the procedure of providing VT/PVoT with a travel document.

The center where the VT/PVoT is accommodated provides a companion during the trip.

The APAP from the Ministry of Health and Social Affairs provides medical check-ups for adults before travel.

Complementarity and coordination between authorities involved in anti-trafficking activities and the asylum authorities are ensured to provide assistance and protection to victims of trafficking who are also in need of international protection or who wish to apply for such protection, considering the victim's individual circumstance.

Documentation

- Request for family and risk assessment in the country of origin;
- Minutes of the meeting and decision of the RA;
- Health assessment, psychological.

RECEPTION OF TRAFFICKED PERSONS WITH ALBANIAN CITIZENSHIP

"Reception of trafficked persons with Albanian citizenship" is the set of actions undertaken by employees of state institutions and non-state actors responsible for the protection of trafficked persons, for creating conditions for the return to Albania, for receiving and meeting the needs of VT and PVoT.

The state and non-state agencies/institutions responsible for referral, protection and assistance are:

- Diplomatic Representations of the Republic of Albania;
- Central and Regional/Local State Social Service;
- Municipal Social Services (MSS);
- Child Protection Unit (CPU);
- State Police / Border and Migration Department.
- ASHDMF

General actions

The employee of the Diplomatic Mission of the Republic of Albania immediately informs the RA on the finding/location of the trafficked person in the country of destination/transit.

The RA Secretariat immediately drafts and sends the request for assessment (socio-economic and security) to the APAPs from the MHSP (MHSP, ASHMDF and SSS).

APAP from MHSP/ SSS forwards the request for assessment to the Municipality Social Worker. APAP from MHSP / ASHMDF forwards the request for assessment to the CPU, regarding the family situation of the child who is expected to return.

Within 1 week, the RNCU conducts the assessment of adults and within 15 days, the CPU conducts the assessment of the child's family.

APAP immediately sends the assessment of the case to the RA Secretariat in electronic format.

The APAP of the MEFA sends the assessment to the country of destination/transit.

The APAP of the MEFA notifies the Secretariat of the RA regarding the decision of the counterpart authorities of the country of destination/transit on assisted voluntary return and the documentation that may be required from the country of origin.

The head of the RA convenes the RA within 2 days of the decision to assign tasks related to the reception.

Documentation:

- Request for evaluation;
- Evaluation;
- Response from the destination country;
- Minutes of the RA meeting.

SUPPORTING THE INVESTIGATION AND CONVICTION OF TRAFFICKERS

"Supporting the investigation and punishment of traffickers" is the set of actions taken by employees of state and non-state institutions responsible for the protection of trafficked persons at borders, within and outside the territory of the Republic of Albania, of local institutions, as well as central ones (especially members of the RA) that make it possible to collect and analyze information for the investigation and prosecution of traffickers.

Agencies/institutions responsible for supporting the investigation and conviction of traffickers:

- All Defense Institutions

General actions:

1. After each interview conducted with a suspected trafficked case, the interviewer immediately share the information obtained with APAP;
2. APAP immediately shares information received with APAP from the State Police (Illegal Trafficking Investigation Sector);
3. The APAP from the State Police analyzes the information and suggests whether it is necessary to launch a proactive investigation into the case.
4. As for the protection of victims and child victims of trafficking in criminal investigation and

proceedings, these SOPs should be read in conjunction with the other relevant anti-trafficking regulatory frameworks, particularly the Criminal Procedure Code.

Documentation:

- Interview format.

LONG-TERM SUPPORT AND SOCIAL ECONOMIC RE/INTEGRATION

Long-term support and reintegration of trafficked persons is the set of actions by state and non-state agencies to enable the recovery and social and economic inclusion of Victims and potential victims of trafficking. It includes placement in a safe and stable environment, access to a reasonable standard of living, physical and mental well-being and opportunities for personal, social, economic development and access to social and emotional support. A central aspect of successful reintegration is that of empowering, supporting victims to develop skills towards independence and self-sufficiency and to be actively involved in their recovery and re/integration.

The state and non-state agencies/institutions responsible for long-term support and socio-economic reintegration are:

- Local social services;
- NCSAT;
- Social care centers for people in need;
- Organizations with assistance programs for people in need;
- Educational institutions;
- Healthcare institutions;
- Regional Directorates of Employment and Public Vocational Training
- Free legal advice offices.
- Child Protection Units.

General actions

The social worker or case manager develops an individual reintegration plan for VT and PVoT. The individual plan includes needs for assessment and psychosocial support, health, housing, education, employment, vocational training and economic support.

The plan is sent to the RA and the KRAT to coordinate interventions with all members to address reintegration needs.

After the assessment, the RA issues a decision within 7 days with concrete tasks for the case that must be followed by each member.

The social worker or case manager reports 3 times a month on the progress of the reintegration plan to the RA.

The APAP of the MHSP monitors and coordinates the provision of long-term health and psychological services as well as referral to specialized psychiatric services when necessary.

The APAPs of the MHSP, in collaboration with local social services, monitor and coordinate the provision of accommodation in protected shelters, meeting basic needs for food, clothing, transportation, medical services, transition to independent housing such as social housing, rental subsidies, etc., and the benefit of economic assistance.

The APAP of AKPA follows up and coordinates support for employment, vocational training and self-employment through registration as a job seeker, referrals for vocational training courses and enrollment in public vocational schools, and inclusion in employment and self-employment promotion schemes through micro-grants or mentoring.

The APAP of the Ministry of Justice monitors and coordinates free legal advice and protection for criminal, civil, or administrative matters.

The APAP of the Ministry of Internal Affairs monitors and coordinates assistance in obtaining or renewing identification documents.

The RA Secretariat monitors the progress of reintegration for a period of up to 24 months.

Depending on the progress of the case, the social worker or case manager also reviews the reintegration plan, which is sent to the RA.

If it is assessed that the person has been sustainably reintegrated (secure and long-term employment, safe housing, and full mental and physical health), the social worker or case manager prepares a reasoned report and submits it to the Responsible Authority for forwarding to the Special Inter-Institutional Commission for review and for an informed decision regarding the status of victim/potential victim of trafficking.

Documentation

- Reintegration plan;
- Case monitoring report.

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A.FORMATS FOR INITIAL IDENTIFICATION

A1. PRIVACY STATEMENT

(for third parties, participants in the interview)

I, the undersigned (Name, Surname), with identification document....., with profession..... with license number, participant in the interview between the interviewee and the interviewers,respectively employees of in the capacity of....., declare under my own responsibility that I will not disseminate in any form the information of which I become aware during the conduct of this interview, in accordance with the obligations imposed in accordance with Law No. 124/2024 “On the Protection of Personal Data”.

First Name Last Name and Signature

Date

A2. STATEMENT OF CONSENT FOR THE FORMAL INTERVIEW

I, have been informed of the purposes of the formal interview to assess the situation and address my needs, and I freely agree to be interviewed today on

I am informed and accept that, if there is a need for clarification of the information provided through the interview, the interviewers may contact me directly or collect additional information or documentation that they deem necessary to assess any risk to me and meet my needs for assistance and protection under the law.

I have been informed by the interviewers and agree that the data collected during the interview will be shared with assisting organizations or institutions in accordance with the law.

I have also been informed by the interviewers and agree that non-personalized data (which does not reveal my identity) collected during the interview may be shared with law enforcement agencies to assist other victims who are still under the exploitation and control of traffickers, and to prevent the exploitation of potential victims.

I have also been informed by the interviewers and agree that non-personalized data (which does not reveal my identity), collected during the interview, will be stored and used in accordance with the law, for the purposes of studies that contribute to the fight against the exploitation and trafficking of persons.

Name, Surname and Signature of the interviewee

.....

Date

Name, Surname and Signature of the guardian of the interviewee (if minor)

Date

Name, surname and signature of the translator who translated the permit

Language in which communication was made

A3. INITIAL INTERVIEW WITH THE CHILD

Before conducting the interview, the necessary measures should be taken to ensure the safety and well-being of the child. The interview environment should be suitable and owned by an authorized institution, ensuring that the interview is not overheard by other people through measures such as sound insulation and the presence of only authorized persons. It should be guaranteed that the interviewers are of the same gender as the child, and that they introduce themselves to the child and the parent/guardian, clearly explaining the purpose of the interview. The child should be asked how he/she feels about the environment and the people present, and his/her feelings about the interpreter, if present, should be assessed. It is also necessary to assess the child's health status to continue with the interview and his/her ability to communicate and express thoughts clearly and freely. These measures are necessary to ensure a sensitive, safe and effective interview process.

DATA ABOUT THE CHILD INTERVIEWED

Name: _____

Last name: _____

Gender: _____

Place of birth: _____

Date of birth: _____

Nationality: _____

Language of communication: _____

Last residence: _____

Permanent residence: _____

Disabilities/special abilities: _____

Health problems treated before the interview: _____

II. REASONS FOR INITIAL INTERVIEW

Evidenced indicators leading to suspicion of trafficking:

(List specific indicators)

Place where the indicators were observed:

(School, street, border, reception center, etc.)

Employee / institution that determined the indicators:
(Name, position, institution)

INTERVIEW PARTICIPANTS

participant	Position / Relationship with the child	Participated (YES/NO)	First/Last Name & ID	Justification for presence/absence
A/IPIF employee				
Police social worker/psychologist				
Child Protection Officer				
Parent / Mother / Father				
The child's current guardian				

INFORMATION COLLECTION – SUSPECTED TRAFFICKING

Suspicion of child recruitment

Has anyone ever told you they will help you travel or find a job?

Who helped you leave home or travel?

We suspect that the relocation was intended to involve you in illegal work/activity.

When you relocated, were you promised anything? E.g. a job, money, a place to live?

Have you been asked to do any work that you didn't want to do or that was dangerous?

Child's activity before and after the move

What did you do during the day before you left? Did you go to school, work?

After moving, what did you usually do during the day?

Suspicion of concealment (where, how, from whom)

Was there any occasion when you were not allowed to go out or talk to others?

Have you ever been in a place where you weren't allowed to leave?

Suspicion of being waited on by someone else

When you arrived, was there anyone waiting for you?

Was this person known to you before?

Suspicion of exploitation (type of exploitation)

Have you ever been asked to do something that made you feel bad or forced?

Have you ever worked without pay, or for many hours a day?

Informing about the suspicion of being a victim of trafficking and their reaction

Do you know why we are having this conversation?

How do you feel when we say that you may have been in a situation where you were mistreated or exploited?

IMMEDIATE PROTECTIVE MEASURES

Suspicion of violence by adults outside the family

Has it ever happened that someone outside the family has been violent towards you?

Do you feel safe with the people around you now?

Suspicion of violence by people within the family

At home, does someone yell at you, hit you, or scare you?

Who takes care of you and how does you treat each other?

Suspicion of sexual abuse

Has someone ever touched you in a way that you didn't like?

Has anyone ever asked you to do things that made you feel bad?

Suspicion of neglect

Have you ever felt like no one cares about you or that you are alone?

Do you have food, clothes, and a place to sleep every day?

EVALUATION OF THE COLLECTED INFORMATION

Suspicion of trafficking (recruitment, displacement, exploitation):

Suspicion of physical/psychological violence:

Suspicion of sexual abuse:

Suspicion of neglect by parents/guardians:

Signs of control or manipulation by other adults:

Risk of relapses into a harmful situation:

The child's psychological/emotional state:

The capacity to show and be understood:

Suspicious relationships with unknown adults:

FINAL EVALUATION (DIFFERENTIAL)

Based on the information collected during the interview and observation of the child's condition, it is concluded that:

The child is/is NOT in immediate danger

There are/are NO credible indications of trafficking

There is/is no need for immediate protective measures

Referral to SKMF/Police/Prosecutor's Office is recommended/NOT recommended

RECOMMENDATIONS

Interviewer's Name & Signature

date

A4. INITIAL INTERVIEW WITH ADULTS

*Before conducting an initial interview with an adult who may be a victim of trafficking, **special measures should be taken** to ensure his/her safety and well-being throughout the process. First, it should be ensured that the environment where the interview takes place is such as to avoid overhearing or interference by other people. It is also essential that the interview is conducted by an interviewer of the same gender as the interviewee, to ensure a sensitive approach and to facilitate communication. The interviewer should clearly introduce himself/herself and explain the purpose of the interview, creating an environment of trust and transparency. Before starting the interview, it is important to obtain the person's opinion regarding the location where the interview will take place and the participants in it, to ensure that he/she feels comfortable and safe. The relationship with the interpreter, if present, should also be assessed, giving the interviewee the opportunity to express whether he/she feels comfortable with him/her or not. Finally, interviewers must ensure that the person is in good health and psychological condition that allows the interview to be conducted, in accordance with standards for the protection of the rights of potential victims of trafficking.*

DATA ABOUT THE INTERVIEWEE

- Name and surname: _____
- Gender: _____
- Place of birth: _____
- Date of birth: _____
- Nationality: _____
- Language of communication: _____
- Last residence: _____
- Permanent residence: _____

CASE INFORMATION

- Reasons for initial interview (indicators found): _____
- Place where the indicators were found: _____
- Employee/institution that determined the indicators: _____
- Health problems treated before the interview: _____
- Disabilities or special needs (if any): _____

INTERVIEW PARTICIPANTS

participant	Position / Relationship to the person	Participated (YES/NO)	First/Last Name & ID	Justification for presence/absence
A/IPIF employee				
Police social worker/psychologist				
The person's current guardian				

INFORMATION COLLECTION – SUSPECTED TRAFFICKING

1. On recruitment (deception, violence, manipulation)

- Have you felt like you were forced to do something you didn't want to?

- Have you been offered something that seems too good to be true?

- Have you ever had feelings that you were tricked or manipulated into doing something?

- Have you felt threatened or pressured into deciding you didn't want to make?

2. Suspicions of displacement for the purpose of exploitation

- Why did you leave your country of origin? What were the reasons for your relocation?

- Have you been offered a job or opportunity that seemed like a great fit, but then turned out differently?

- Have you felt forced to work under conditions you had not previously accepted?

3. Relocation itinerary, pre/post activity

- What was your itinerary for moving from your country of origin to where you are now?

- What did you do before you left your country? Did you work or study?

- After the relocation, what were your main activities? Was there anything that changed in your life after leaving your country of origin?

4. Informing the person about the suspicion of being a victim of trafficking

- We have some suspicions that you may be a victim of trafficking. How do you feel about this?

- Are you aware of the rights you have as an individual and the opportunity to protect yourself?

- Have you ever felt that someone else has taken unfair advantage of your situation, using you for gain?

ASSESSMENT OF NEEDS FOR SOCIAL SERVICES

- **Suspicion of domestic violence:**

- Have you ever experienced domestic violence? If so, what was the form of abuse?

- Do you feel safe in the environment where you live? Is there ever conflict or physical or psychological violence in your family?

- **Suspicion of drug/alcohol addiction:**

- Have you ever had problems with drug or alcohol use? How has this affected your life?

-
- Are you in a situation where you feel addicted to a substance and want to get help for this issue?
-

- **Relationship with family and possibility of accommodation with them:**

- Do you ever have the opportunity to stay with your family? Is this an option that could help you have a place to live?
-

- How are your relationships with your family? Can you rely on them for help or accommodation?
-

- **The danger of being alone:**

- Do you feel safe if you stay alone? Do you think that staying alone can bring risks for you?
-

- Are there ever concerns about your safety when you are alone?
-

- **Willingness to shelter in a structure for victims:**

- Are you open to the possibility of sheltering in a facility for victims of trafficking? How do you see this possibility?
-

- Do you think this could be a good opportunity for you to secure the protection and assistance you need?
-

FINAL EVALUATION (DIFFERENTIAL)

Based on the information collected during the interview and observation of the situation, it is concluded that:

- **is/is NOT** in immediate danger

- There are/are NO credible indications of **trafficking**
- There is/is no need for **immediate protective measures**
- **Referral to SKMF/Police/Prosecutor's Office** is recommended/NOT recommended

RECOMMENDATIONS:

Interviewer's Name & Signature

Date: _____

A5. REQUEST FOR FORMAL IDENTIFICATION

Request Description:

[Name of Agency/Institution] Date:

1. Name and job description of the agency/institution making the request on behalf of the person:

[Name of Agency/Institution] is [description of the duties and functions of the agency/institution making the request on behalf of the person].

2. Description of the circumstances in which the agency came into contact or has contacted the person who wishes to identify themselves as a victim of trafficking:

[Provide details on the circumstances that led to contact with the person, for example, how the connection was established, assistance provided, or possible signs of trafficking that were observed.]

3. Data available to the agency about the person:

- Name and Surname: _____
- Age: _____
- Residence: _____
- Location: _____
- If minor, parents' names: _____
- If minor, name of guardian (if not parent): _____

4. Description of the circumstances that led the agency to believe that the person is a victim of trafficking:

[Provide a detailed description of the signs, situations, or evidence that led to suspicions that the person may be a victim of trafficking, such as living conditions, suspicious movements, unfair labor relations, etc.]

5. Description of assistance the person is receiving:

[Detail any support the person has received so far, including health services, psychological support, housing, legal assistance, etc.]

6. Agency/institution recommendations for formal (persons present, time, etc.):

[Explain recommendations for formal interview, including people to be present, appropriate time, and any other measures that may be necessary for the safety and well-being of the person.]

7. Safe transportation to be provided to the interview location:

[Detail how the safe transportation of the person to the interview location will be ensured, and who will be responsible for this process.]

8. Name, surname and contact details of the person from the agency/institution who will accompany the person for the formal interview:

- **Name and Surname:** _____
- **Position:** _____
- **Phone number and email:** _____

B. FORMATS FOR FORMAL IDENTIFICATION

B1. FORMAT OF THE FORMAL CHILD INTERVIEW

ACTIONS BEFORE THE INTERVIEW

The interviewers introduce themselves to the minor (and the parent/guardian) and show them the location/office where the interview will take place.

Interviewers communicate with the minor about simple things to establish good communication and understand his/her way of communicating.

Interviewers explain the purpose of the interview and ask the minor how he/she feels about:

Interview the people present at the interview location.

The importance of telling the truth and the right to stop the interview at any time are explained.

The interpreter leaves – the minor and the parent/guardian are asked about their feelings towards him/her. Clarification on informed consent is given and permission is sought to begin the interview.

DATA ABOUT THE CHILD INTERVIEWED

Name: _____

Last name: _____

Gender: _____

Place of birth: _____

Date of birth: _____

Nationality: _____

Language of communication: _____

Last residence: _____

Permanent residence: _____

Disabilities/special abilities: _____

Health problems treated before the interview

CHILD'S EDUCATION

Are you attending school?

☐ Yes ☐ No

If yes:

School name: _____

School address: _____

Name of the supervising teacher: _____

Satisfaction and/or concerns: _____

If not:

Reasons: _____

INCOME AND POSSIBLE USE

Source of income:

☐ From the family ☐ From the minor's work

If from the family:

Employment of parents/other members: _____

If from work:

Working hours: _____

Type of work: _____

Conditions: _____

Place: _____

Use of money: _____

Who found the job: _____

Who does he give the income to: _____

How do you perceive work: _____

Caring for him/her: _____

MOVEMENT / DISPLACEMENT

A. By crossing the border

Reasons for leaving the country: _____

People he traveled with: _____

Number of moves: _____
Route: _____
Check-in/check-out time: _____
Purpose of the passage: _____
Way and place of passage: _____
Helpers and family ties: _____
Documents: _____
Who was wearing them: _____
Payments: _____
Contacts in Albania/destination: _____
Handling during movement: _____
Contacts with mediator/family: _____
B. Within Albanian territory
Reasons for leaving the apartment: _____
Accompanying persons: _____
Number of moves: _____
Time: _____
Presence of parent/guardian: _____
Purpose: _____
Shipping and payments: _____
Hosts/hosts: _____
Helpers: _____
Living conditions: _____
Companions and relationships: _____
Treatment and contacts with family: _____

PLANS FOR THE FUTURE

What do you think will happen? _____

Will he go home? ☐ Yes ☐ No

If yes, why? _____

If not, why? _____

What help does he need and from whom? _____

Will he/she return to his/her country? ☐ Yes ☐ No

What will he/she need to feel protected? _____

Do you want the abuser/trafficker to go to prison? ☐ Yes ☐ No

CLOSING THE INTERVIEW

Thank you for your cooperation and courage. Congratulations on participating in the interview.

FORMAL INTERVIEW REPORT

Interviewee:

Name and Surname: _____

Previous surnames: _____

Date of birth: _____

Place of Birth (City, State): _____

Citizenship: _____

Other nationalities: _____

Ethnic group (if self-identified): _____

Type of identification document: _____

Issuing institution: _____

Document number: _____

Date of issue: _____

Expiration date: _____

Last place of residence: _____

Permanent residence: _____

Referring institution in formal interview by organizations:

Name of organization or institution: _____

Place where you exercise your activity/functions: _____

Name of the case worker (if any): _____

Request method: _____

Request Protocol No. (if any): _____

Institution address: _____

Referral status: _____

Referring individual in formal interview from individuals:

Name, Surname of the person who requested the formal interview:

Relationship to the person interviewed: _____

Request method: _____

Contacts (phone, fax, e-mail): _____

Referral status: _____

Interview details:

Interview date: _____

Place of interview: _____

Duration of the interview: _____

Attendees:

From institutions or organizations:

Name and Surname of the person: _____

Profession/Capacity in which present: _____

Structure in which he works: _____

Place where you exercise your activity/functions: _____

Relationship to the interviewee and reasons for being present at the interview:

Contacts (phone, fax, e-mail): _____

Parents or guardians:

Name and surname of the person: _____

Number and type of identification document: _____

Document proving guardianship of the person: _____

Contacts (phone, fax, e-mail): _____

Reasons for the parent or guardian's absence: _____

Translators:

Name and surname of the person: _____

Number and type of identification document: _____

Translation language: _____

Relationship/acquaintance with the interviewee: _____

Contacts (phone, fax, e-mail): _____

Assistance that the interviewed person receives (if any):

Name of the institution where he/she is housed/accommodated and address:

Institution/organization that referred you to this institution and address:

Status with which the person is being assisted in the institution:

Services you are receiving at the institution: _____

Status at the end of the interview:

- A. Victim of trafficking
- B. Possible victim of trafficking – additional information needed
- C. Person in need of help

Justification of determination:

[Explain why this conclusion was reached.]

Additional information or actions necessary to determine whether the person is a victim of trafficking:

[Provide additional information or actions necessary to confirm status.]

Level of risk to the person (potential victim or victim of trafficking):

- A. Low
- B. Undetermined (additional information for risk determination)
- C. Moderate
- D. High

Justification for determining the risk level:

[Explain the sensitivity of the situation including aspects such as psychological, physical condition, and risks from possible involvement of traffickers.]

Identified needs and meeting the person's needs:

The person's needs for return, rehabilitation and safe integration/reintegration	Is it completed or not (Yes, No)	Who completed it (if completed)	Who will fill it in (if it has not been filled in)	deadlines
[Services needed for safe return and reintegration]	[Yes/No]	[Name of individual/institution]	[Name of individual/institution]	[Deadline]
[Some possible examples: housing, securing travel documents]	[Yes/No]	[Name of individual/institution]	[Name of individual/institution]	[Deadline]

The person's willingness to cooperate in the punishment of traffickers:

A. There is a willingness to file a report

B. There is no will to file a report

Necessary arrangements for reporting:

[Explain the arrangements and appropriate time for reporting.]

Name and Signature of Interviewers:

_____ Date: _____
 _____ Date: _____

B2. FORMAT OF FORMAL INTERVIEW WITH ADULTS

Interviewee:

- Name:
- Last name:
- Date of birth:
- Place of birth:
- Citizenship:
- Nationality:
- Identity document: (type, number, date of issue, expiry date)
- Gender:
- Current residence address:
- Marital status:
- Number of children (if any):
- Mother tongue:
- Other languages spoken:
- Completed education:
- Declared profession:
- Latest work completed:
- Information on family members located in Albania or abroad:

ACTIONS BEFORE THE INTERVIEW:

- The purpose of the interview was explained and approval was obtained to proceed.
- The people present at the interview and their roles were introduced.
- The person was asked if they felt comfortable and safe to continue the interview.
- A person was provided who could be contacted again if they needed help.
- The presence of the interpreter (if any) was acknowledged.
- Informed consent was signed for the interview to take place.

Questions to assess whether any form of exploitation has occurred:

- Do you feel like you have been a victim of some form of exploitation (forced labor, trafficking, forced sexual services, etc.)?
- If so, can you describe the circumstances?
- Was anyone else involved in your organization or transportation?
- Have you been deceived, coerced, or threatened into doing something or staying in a place?

Control and consequences of exploitation

- Has your identity document been taken?
- Have you or your family been threatened?

- Have you been banned from communicating with outsiders?
- Have you been forced to work for free or for minimum wage?
- Were you free to leave the place where you were staying?

Consequences experienced:

- Have you experienced health problems?
- Have you experienced psychological harm?
- Have you felt scared or isolated?

RISK AND NEEDS ASSESSMENT

Risk to you and your family:

- Do you think you are still at risk?
- Are there people who might try to take revenge on you?
- Do you feel safe where you are currently?

The need for support and protection:

- Do you need safe housing?
- Do you need medical, psychological or legal help?
- Do you want to return to your country of origin?
- Do you need help with your reintegration?

Recommendations from interviewers:

- Notification of competent authorities is recommended: [Yes / No]
- Immediate shelter recommended: [Yes / No]
- Prosecution of potential perpetrators is recommended: [Yes / No]
- Inclusion in the support program is recommended: [Yes / No]
- Intervention needed to protect the children involved: [Yes / No]

The person was thanked for their cooperation. They were informed of their right to contact them in the future for assistance. A summary of the actions to be taken after the interview was provided.

FORMAL INTERVIEW REPORT

Interviewee:

Name and Surname: _____

Previous surnames: _____

Date of birth: _____

Place of Birth (City, State): _____

Citizenship: _____

Other nationalities: _____

Ethnic group (if self-identified): _____

Type of identification document: _____

Issuing institution: _____

Document number: _____

Date of issue: _____

Expiration date: _____

Last place of residence: _____

Permanent residence: _____

Referring institution in formal interview by organizations:

Name of organization or institution: _____

Place where you exercise your activity/functions: _____

Name of the case worker (if any): _____

Request method: _____

Request Protocol No. (if any): _____

Institution address: _____

Referral status: _____

Referring individual in formal interview from individuals:

Name, Surname of the person who requested the formal interview:

Relationship to the person interviewed: _____

Request method: _____

Contacts (phone, fax, e-mail): _____

Referral status: _____

Interview details:

Interview date: _____

Place of interview: _____

Duration of the interview: _____

Attendees:

From institutions or organizations:

Name and Surname of the person: _____

Profession/Capacity in which present: _____

Structure in which he works: _____

Place where you exercise your activity/functions: _____

Relationship to the interviewee and reasons for being present at the interview:

Contacts (phone, fax, e-mail): _____

Parents or guardians:

Name and surname of the person: _____

Number and type of identification document: _____

Document proving guardianship of the person: _____

Contacts (phone, fax, e-mail): _____

Reasons for the parent or guardian's absence: _____

Translators:

Name and surname of the person: _____

Number and type of identification document: _____

Translation language: _____

Relationship/acquaintance with the interviewee: _____

Contacts (phone, fax, e-mail): _____

Assistance that the interviewed person is receiving (if any):

Name of the institution where he/she is housed/accommodated and address:

Institution/organization that referred you to this institution and address:

Status with which the person is being assisted in the institution:

Services you are receiving at the institution: _____

Status at the end of the interview:

- A. Victim of trafficking
- B. Possible victim of trafficking – additional information needed
- C. Person in need of help

Justification of determination:

[Explain why this conclusion was reached.]

Additional information or actions necessary to determine whether the person is a victim of trafficking:

[Provide additional information or actions necessary to confirm status.]

Level of risk to the person (potential victim or victim of trafficking):

- A. Low
- B. Undetermined (additional information for risk determination)
- C. Moderate
- D. High

Justification for determining the risk level:

[Explain the sensitivity of the situation including aspects such as psychological, physical condition, and risks from possible involvement of traffickers.]

Identified needs and meeting the person's needs:

The person's needs for return, rehabilitation and safe integration/reintegration	Is it completed or not (Yes, No)	Who completed it (if completed)	Who will fill it in (if it has not been filled in)	deadlines
[Services needed for safe return and reintegration]	[Yes/No]	[Name of individual/institution]	[Name of individual/institution]	[Deadline]
[Some possible examples: housing, securing travel documents]	[Yes/No]	[Name of individual/institution]	[Name of individual/institution]	[Deadline]

The person's willingness to cooperate in the punishment of traffickers:

- A. There is a willingness to file a report
- B. There is no will to file a report

Organizations required for reporting:

[Explain the organization and appropriate time for reporting.]

Name, Surname and signature of the interviewers:

_____ Date: _____

_____ Date: _____

B3. DECISION

ON THE RECOGNITION OF THE STATUS OF VICTIM/POTENTIAL VICTIM OF TRAFFICKING

Based on Law No. 9642, dated 20.11.2006 “On the ratification of the Council of Europe Convention on Action against Trafficking in Human Beings”, as amended, Law No. 18/2017 “On the rights and protection of the child”, as well as the Decision of the Council of Ministers No....., dated “On standard operating procedures for the protection of victims and potential victims of trafficking”, after reviewing the documentation referred by the institution/organization _____, dated _____, based on the initial/formal interview dated..... and the analysis of trafficking indicators, it is decided:

To recognize the status of Victim/ Potential Victim of Trafficking for the citizen:

- **Name, Surname:**
- **Date of birth:**
- **Place of birth:**
- **Citizenship / Nationality:**
- **Gender:**
- **Identification document (if any):**

The person benefits from all rights deriving from this status, including institutional protection, psychological, social, medical and legal assistance, access to safe housing, inclusion in reintegration programs and any other support in accordance with Albanian law and international standards.

This decision was drafted in the interest of the protection and safety of the person known as the victim and will be sent to the relevant authorities for implementation through the Responsible Authority.

A copy of the decision is also communicated to the interested party, through the referring structure.

COMPLAINT FORMATS

DECISION

OF THE SPECIAL INTERINSTITUTIONAL COMMISSION FOR THE REVIEW OF COMPLAINTS ON THE STATUS OF VICTIMS/POTENTIAL VICTIMS OF TRAFFICKING

The Special Inter-Institutional Commission, established pursuant to the decision of the Council of Ministers No. ___, dated ___ “On the approval of procedures and standards for the protection of victims and potential victims of trafficking”, met on ___ at the premises of the Ministry of Internal Affairs to review the complaint submitted by:

Complainant: [Initials/Full name – if permitted]

File No.: [_____]

Date of complaint: [_____]

Subject of complaint: Non-recognition as a victim/potential victim of trafficking by the Group/Structure Responsible for Formal Identification or by the Persons/Structures Responsible for Initial Identification

After reviewing:

- The complete case file and the decision of the Group/Structure Responsible for Formal Identification (G/SPIF) / Persons/Structures Responsible for Initial Identification,
- The written appeal submitted by the person and/or their legal representative,
- Additional information provided by relevant institutions,
- Assistance from experts in the field (if applicable),

The Commission considers that:

[The analysis of the facts and arguments, as well as the Commission's final reasoning, are briefly described]

Decided

[Recognition / Non-recognition] of the person with the initials [____] as a [victim / potential victim] of human trafficking.

This decision is final within the administrative procedure.

The decision is immediately communicated to the units responsible for further follow-up of the case and the implementation of measures for the protection and assistance of the victim.

Representative of the Ministry of Internal Affairs – [Name, Surname, Signature] Chairman of the Committee

Representative of the Ministry of Justice - [Name, Surname, Signature] Member

Representative of the Ministry of Health, Social Welfare – [Name, Surname, Signature] Member

Representative of the Ministry of Education– [Name, Surname, Signature] member

Representative of Ministry of Education and Innovation – [Name, Surname, Signature] member

Representative of the Ministry for Europe and Foreign Affairs – [Name, Surname, Signature] member

C. FORMATS FOR REFERRAL, PROTECTION AND ASSISTANCE

C1. FOR ADMISSION TO THE EMERGENCY CENTER/SHELTER FOR ADULTS

[NAME OF INSTITUTION]

No. ____ Prot. Tirana, on ____ / ____ / 20__

1. DATA OF THE PERSON BEING ADMITTED:

Name, Surname: _____

Gender: ☐ Male ☐ Female

Date of birth: ____ / ____ / ____

Place of birth: _____

Nationality: _____

Identification document (if any): _____

Current status: ☐ Victim of trafficking ☐ Potential victim

Referred by: _____

Reference date: ____ / ____ / ____

2. ADMISSION DATA:

Date of admission to the center: ____ / ____ / ____

Time: ____ : ____

Admission decision:

☐ Decision of the Responsible Authority

☐ Decision of the Special Commission

- ☐ Decision of the emergency structures
- ☐ Decision of the Director of the Center based on emergency circumstances

3. RATIONALE FOR ADMISSION TO THE CENTER:

[Briefly write the legal and social justification for the admission, e.g.:

“The person has been identified as a potential victim of trafficking by G/SPIF and for reasons of urgent safety and protection is offered temporary shelter in the emergency center.”]

4. DOCUMENTATION SUBMITTED (if any)

- ☐ Identity card / birth certificate
- ☐ Medical/psychological report
- ☐ Preliminary identification report
- ☐ Decision of the competent structure
- ☐ Other: _____

5. DURATION OF STAY (if specified):

From: ____ / ____ / ____

Until: ____ / ____ / ____

Possibility of extension: ☐ Yes ☐ No

6. OBLIGATIONS OF THE PARTIES:

The accepted person undertakes to respect the internal regulations of the center.

The center is committed to providing safe shelter, basic food, psychological and legal support as needed.

The person has the right to leave voluntarily at any time, by signing a relevant statement.

The parties	First and Last Name	MEMORANDUM date
Accepted person	_____	____ / ____ / ____
Center representative	_____	____ / ____ / ____

The parties _____ First and Last Name _____ MEMORANDUM date _____
 Representative of the referring institution _____ /
 (if any) _____ / _____

C2. DECLARATION OF CONSENT

To stay in a residential/emergency center for adults

I, the undersigned person:

Name, surname: _____

Date of birth: ____ / ____ / ____

Place of birth: _____

Identification document number (if any): _____

Gender: ☐ Male ☐ Female

Citizenship: _____

I declare of my own free will that:

- I have received complete and understandable information about the services provided by the Residential/Emergency Center and the rules that apply during my stay there;
- I have been informed that my stay at this center is not mandatory and may be terminated upon my motivated request;
- I give my full and informed consent to remain at the center, within the framework of protection and assistance procedures for victims or potential victims of trafficking/persons in need;
- I understand and agree to respect the center's internal regulations throughout the period of my stay.

This declaration was signed in the presence of the center's representative, after clear and understandable information in the language that I speak.

Declarant:

Name, Surname: _____ Signature: _____

_____ Date: ____ / ____ / 20__

**C3. EMERGENCY CENTER/SHELTER ADMISSION FORM ABOUT
CHILD**

[NAME OF INSTITUTION]

No. ____ Prot.

Tirana, on ____ / ____ / 20__

CHILD'S DATA

Name, surname: _____

Date of birth: ____ / ____ / ____

Age: ____ years old

Gender: ☐ Male ☐ Female

Citizenship: _____

Previous place of residence: _____

Health status at the time of admission:

☐ Good ☐ Poor ☐ Needs immediate medical attention

(Additional notes on physical/psychological condition): _____

REASONS FOR ADMISSION

- ☐ Victim / potential victim of trafficking
- ☐ Abandonment from family / lack of legal guardianship
- ☐ Request from state institutions (SSSS, police, prosecutor's office, etc.)
- ☐ Immediate danger to life/health

☐ Other (explain): _____

CASE REFERENDUM

Referring institution: _____

Name and surname of the representative: _____

Position: _____

Contact: _____

ADMISSION TO THE CENTER

Date and time of receipt: ____ / ____ / ____, time: ____

Person who performed the acceptance (name, surname, position):

Declaration of consent from the legal guardian:

☐ Yes, it is attached ☐ No, the child is without a legal guardian

☐ Awaiting the court's decision on the assignment of guardianship

DURATION OF STAY (if specified):

From: ____ / ____ / ____

Until: ____ / ____ / ____

Possibility of extension: ☐ Yes ☐ No

OBLIGATIONS OF THE PARTIES

The accepted person undertakes to respect the internal regulations of the center.

The center is committed to providing safe shelter, basic food, psychological and legal support as needed.

The person has the right to leave voluntarily at any time, by signing a relevant statement.

Center Representative:

Name, Surname: _____ Signature: _____

Case Referee:

Name, Surname: _____ Signature: _____

Legal guardian (if present):

Name, surname: _____ Signature: _____

C4. NEEDS ASSESSMENT FORM

(For Victims / Potential Victims of Trafficking – Children)

Center: _____

No. Protocol: _____ Date: ____ / ____ / 20__

BASIC DATA OF THE CHILD

Name, Surname: _____

Date of birth: ____ / ____ / ____

Age: _____ years old

Gender: ☐ Male ☐ Female

Citizenship: _____

Country of origin: _____

Legal status in Albania (if applicable): _____

Referred by: _____

FAMILY SITUATION AND GUARDIANSHIP

Parents/Legal Guardians:

Mother's name and surname: _____

Father's name and surname: _____

Family status: ☐ Single ☐ Separated ☐ Orphan ☐ Without family support

Legal guardianship: ☐ Determined ☐ Under court review ☐ Missing

PSYCHOSOCIAL STATE

Emotional stability:

- ☐ Stable
- ☐ Anxiety/depression
- ☐ Indicators of trauma
- ☐ Self-harming behavior

Need for psychological support:

- ☐ Yes
- ☐ No
- ☐ Under monitoring

Relationships with adults/other children:

HEALTH CONDITION

Current physical condition:

- ☐ Good
- ☐ Poor

Medical diagnosis (if any): _____

Need for health services:

- ☐ Urgent
- ☐ Periodic
- ☐ Family medicine
- ☐ Psychiatrist / specialist

Vaccinated: ☐ Yes ☐ No ☐ Unknown

EDUCATION AND SKILLS

Level of education attended:

- ☐ Did not attend school
- ☐ Primary education
- ☐ 9-year education
- ☐ Secondary education

Are there difficulties in learning: ☐ Yes ☐ No

Special skills/talents: _____

SAFETY AND RISKS

Risk assessment of re-trafficking:

- ☐ High
- ☐ Moderate
- ☐ Low

Are there ongoing threats?: ☐ Yes ☐ No

Necessary protection measures:

- ☐ Urgent placement in a safe center
- ☐ Prohibition of contact with certain persons
- ☐ Legal prosecution
- ☐ Other: _____

PRIORITY NEED FOR SUPPORT

Field	yes	not	COMMENTARY
Psychosocial assistance	☐	☐	_____
Legal assistance	☐	☐	_____
Education / schooling	☐	☐	_____
Medical assistance	☐	☐	_____
Long-term care/housing support	☐	☐	_____
Community reintegration assistance	☐	☐	_____
Professional training	☐	☐	_____

CONCLUSIONS AND RECOMMENDATIONS

Summary of key needs:

Recommendations for the individual intervention plan:

Social worker's name: _____

Signature: _____ Date: ____ / ____ / ____

Psychologist's name: _____

Signature: _____ Date: ____ / ____ / ____

C5. NEEDS ASSESSMENT FORM

(For Victims/Potential Victims of Trafficking – Adults)

Center: _____

No. Protocol: _____ Date: ____ / ____ / 20__

BASIC PERSONAL DATA

Name, Surname: _____

Date of birth: ____ / ____ / ____

Age: _____ years old

Gender: ☐ Male ☐ Female ☐ Other

Citizenship: _____

Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Are there children in foster care? ☐ Yes ☐ No – Number: _____

Legal status in Albania (if applicable): _____

Referred by: _____

SOCIAL-FAMILY SITUATION

Has family support/social network: ☐ Yes ☐ No

Contact with family: ☐ Yes ☐ No

Housing situation before referral:

☐ Own home

☐ Rented

☐ Unhoused

- ☐ Orphaned / unsupported
- ☐ Lived with trafficker / abuser

PSYCHOSOCIAL STATE

Emotional stability:

- ☐ Stable
- ☐ Anxiety/depression
- ☐ Indicators of trauma
- ☐ Self-harming/suicidal behavior

Need for psychological support:

- ☐ Yes
- ☐ No

Harms from the experience of trafficking:

- ☐ Physical
- ☐ Sexual
- ☐ Emotional
- ☐ Economic
- ☐ Psychological

HEALTH CONDITION

Current health status:

- ☐ Good
- ☐ Severe

Are there any known diagnoses?: ☐ Yes ☐ No

If yes, please specify: _____

Need for urgent health care: ☐ Yes ☐ No

Has he/she used psychoactive substances?: ☐ Yes ☐ No

EDUCATION, WORK AND THE ECONOMY

Completed educational level:

- ☐ No education
- ☐ Primary
- ☐ 9-year
- ☐ Secondary
- ☐ Higher

Does he have professional skills?: ☐ Yes ☐ No – Specify: _____

Work experience: ☐ Yes ☐ No

Currently employed?: ☐ Yes ☐ No

Financial sources:

☐ Regular income

☐ Financial assistance

☐ Uncertain income

☐ No income

SAFETY AND RISKS

Fear for life/safety?: ☐ Yes ☐ No

Is there current contact with the trafficker?: ☐ Yes ☐ No

Has he/she sought help before?: ☐ Yes ☐ No

Risk assessment:

☐ Low

☐ Moderate

☐ High

Proposed safety measures:

☐ Emergency placement in safe housing

☐ Legal support

☐ Criminal prosecution of the trafficker

☐ Other: _____

MAIN SUPPORT NEEDS

Field	yes	not	reviews
Short-term accommodation	☐	☐	_____
Psychosocial assistance	☐	☐	_____
Legal assistance	☐	☐	_____
Health support	☐	☐	_____
Employment support	☐	☐	_____

yes not reviews

☐ _____

□ □ □

D. FORMATS FOR LONG-TERM REINTEGRATION

D1. INDIVIDUAL REINTEGRATION PLAN

BASIC DATA

Victim's name:

Gender:

Age:

Identification number (if any):

Legal status:

Date of drafting the plan:

Case manager / responsible institution:

NEEDS ASSESSMENT

Field	Identified needs	Comments / difficulties
-------	------------------	-------------------------

HOUSING

Physical and mental health

Psychological support

Education/vocational training

eMPLOYMENT

Legal support and documentation

Social/community involvement

Field	Identified needs	Comments / difficulties
-------	------------------	-------------------------

Personal safety

REINTEGRATION OBJECTIVES

Objective 1:

Objective 2:

Objective 3:

4. MEASURES ENVISAGED AND RESPONSIBLE ACTORS

provision	Description	Deadline	Responsible actor	StatUS
Ex: Temporary housing	Housing insurance for 3 months	June–August 2025	Municipality / Shelter center	In process

ADDITIONAL SUPPORT NEEDED

Equipment with personal documents:

Assistance for economic benefits / social assistance:

Employment mediation:

Ongoing psychosocial support:

DECLARATION OF CONSENT

I, first name last name (VT/VMT), have been involved in the drafting of this plan and agree with the proposed measures.

Victim's name: _____

Date: _____

Signature: _____

Case Manager Name: _____

Institution: _____

Date: _____

Signature: _____

D2. CASE MONITORING REPORT

CASE IDENTIFICATION DATA

Case Code/Number:

Victim's name (init):

Identification date:

Report drafting date:

Case coordinator:

Institution responsible for monitoring:

MONITORING PERIOD

Reported period: from __ / __ / ____ to __ / __ / ____

Visits carried out:

Date: _____

Location: _____

Meeting participants: _____

EVALUATION OF THE IMPLEMENTATION OF THE REINTEGRATION PLAN

Field	Planned measure	Current implementation	Comments / Problems
-------	-----------------	------------------------	---------------------

HOUSING

health

Field Planned measure Current implementation Comments / Problems

Education / Training

Employment

Psychological support

Security/protection

Legal documentation

Community involvement

DIFFICULTIES ENCOUNTERED

Describe any problems that have affected the implementation of the measures:

Examples: lack of institutional support, refusal by the beneficiary himself, administrative obstacles, etc.

OVERALL EVALUATION

Progress assessment:

Good

Partial

Low

Stopped

Comment on the current situation of the beneficiary:

Psychological, health, social, safety, motivation, etc.

RECOMMENDATIONS

Additional measures needed:

Actors that should be involved:

Need for revision of the Individual Plan: ☐ Yes ☐ No

Date of next plan review: __ / __ / ____

Prepared by:

Name and surname: _____

Institution: _____ Date: __ / __ / ____ Signature: _____

Other participants in the monitoring (if any):

Names and institutions: _____

D2.1. CASE MONITORING REPORT (Community/Family Treatment)

CASE IDENTIFICATION DATA

Case Code/Number:

Victim's name (init):

Identification date:

Report drafting date:

Case coordinator:

Institution responsible for monitoring:

MONITORING PERIOD

Reported period: from __ / __ / ____ to __ / __ / ____

Visits carried out:

Date: _____

Location: _____

Meeting participants: _____

EVALUATION OF THE IMPLEMENTATION OF THE REINTEGRATION PLAN

Field	Planned measure	Current implementation	Comments / Problems
-------	-----------------	------------------------	---------------------

HOUSING

health

Education / Training

Employment

Psychological support

Security/protection

Legal documentation

Community involvement

DIFFICULTIES ENCOUNTERED

Describe any problems that have affected the implementation of the measures:

Examples: lack of institutional support, refusal by the beneficiary himself, administrative obstacles, etc.

OVERALL EVALUATION

Progress assessment:

Good

Partial

Low

Stopped

Comment on the current situation of the beneficiary:

Psychological, health, social, safety, motivation, etc.

RECOMMENDATIONS

Additional measures needed:

Actors that should be involved:

Need for revision of the Individual Plan: ☐ Yes ☐ No

Date of next plan review: __ / __ / ____

Prepared by:

Name and surname: _____

Institution: _____ Date: __ / __ / ____ Signature: _____

Other participants in the monitoring (if any):

Names and institutions: _____

E. FORMATS FOR ASSISTED VOLUNTARY RETURN

E1. INFORMATION TO THE AP IN SUPPORT OF THE REQUEST FOR ASSISTED VOLUNTARY RETURN

Name of the agency providing information in support of the request for assisted return:

.....

Address and contacts:

.....

Name and surname of the person for whom the information is provided:

.....

Who identified the person as trafficked:

.....

Has the person cooperated with law enforcement authorities and how:

.....

Where is the person seeking to return currently accommodated:

.....

Where does the person want to live when they return:

☐ With family ☐ Independently ☐ In shelter/residence

Should someone wait for the person:

☐ Yes ☐ No If yes, name and details:

What specific assistance will the person need after returning:

.....

Address and family contacts if the person is a minor:

.....

Address and contact details of the legal guardian if the person is a minor:

.....

Is there information on the whereabouts of the trafficker/s:

.....

What is recommended to be assessed in preparation for return:

.....

Have other efforts or contacts been made to help the person return:

.....

Other comments and suggestions:

.....

Date and signature of the PA member:

Date: **Signature:**

E2. REQUEST FOR SOCIO-ECONOMIC AND SECURITY ASSESSMENT BEFORE VOLUNTARY RETURN

Addressed to: Regional Office of Social Services of

For information: Director of State Social Services

Information included:

☐ Where the RA received the request for the victim's return

☐ References to the RA meeting on the case

☐ Data on the victim's situation

Name, Surname:

Date of Birth:Place of Birth:

.....Residence/Address of family to return to:

.....Parent/Legal Guardian: Contacts:

.....

Brief history of trafficking:

.....

Data on the location of traffickers:

.....

Needs and desires of the person after return:

.....

Recommendations for maintaining security and confidentiality:

.....

Attached documents:

.....

Deadline for submission of the report:

.....

Contacts with the PA for clarifications:

Name surname: Tel/email:

Date and signature of the PA member:

Date: Signature:

E3. REPORT ON THE ASSESSMENT OF THE FAMILY SITUATION AND RISK BEFORE VOLUNTARY RETURN

Addressed to: Responsible Authority/RA Member

For the attention of: Director of the State Social Service

Date: Place: No. Protocol:

Name of the social worker of the RSSS:

.....

Structure and contacts:

.....

Date of request from the RA:

Personal details:

Name Surname:Date of birth:

.....Address where you wish to return:

.....

Persons contacted for evaluation:

Family:

Police:

NGO:

Others:

Family composition:

.....

Income and living/residence conditions:

.....

Circumstances of departure and contact with family:

.....

Family's agreement to return:

☐ Yes ☐ No Explanation:

Possibility of support from family/community:

.....

Possible risks on return:

.....

Evaluator's conclusions:

☐ The environment is safe and appropriate

☐ The environment is unsafe/inappropriate

Suggestions for organizing return and reintegration:

.....

Attached documents:

☐ Parent/guardian's authorization for the return of the minor

Name and signature of the assessor:

Name and signature of the director of the RSSS:

E4. PARENT/GUARDIAN'S AUTHORIZATION FOR ASSISTED RETURN OF THE MINOR

I,, born in on,
with citizenship, residing in, with identification
document no., issued byon date, valid until
.....,

in the capacity of:

☐ Parent ☐ Legal guardian

I authorize the Responsible Authority to assist my child:

Child's name:

Date of birth:Nationality:

.....Current location:

To return to:

☐ Family address:

☐ Care facility:

Attached:

☐ Family certificate/custody act

☐ Copy of identification document

Declaration:

I am willing to provide information and take the necessary actions for the return and well-being
of the child.

Parent/Guardian Signature: _____

Date:Translator Signature (if any): _____

E5. AUTHORIZATION OF PARENTS/GUARDIANS FOR THE MINOR'S TRAVEL

Parent 1:

Name, Surname:Citizenship: Passport No.:

Date of issue: Issued by: Valid until:

Address and tel.:

Parent 2 (if applicable):

Name, Surname:Citizenship: Passport No.:

Date of issue: Issued by: Valid until:

Address and tel.:

Authorization for the child:

Name, Surname:Date of Birth: City/Country:

Passport No.: Date of Issue: Valid until:

Current Location:

To travel from: to:

Accompanied by:, with document no.:Function:

.....Date of travel: The child will be picked up by:

Date/Place of pick-up: Time:

Date of signature: Place:

Signature of parent 1: _____ Signature of parent 2: _____

Signature of translator (if any): _____

