

(Official translation)

Regulation
**“On the Organization, Functions and Procedures of the
International Restrictive Measures Committee”**

CHAPTER I GENERAL PROVISIONS

Article 1

Legal Basis

This Regulation is drafted pursuant to Law No. 72/2019 “On international restrictive measures in the Republic of Albania”, as amended; Decision of the Council of Ministers No. 454, dated 10.06.2020 “On the implementing provisions of law no. 72/2019 ‘On international restrictive measures in the Republic of Albania’”; Law No. 8480, dated 27.05.1999 “On the functioning of collegial bodies of the state administration and public entities”; Law No. 7961, dated 12.07.1995 “Labour Code of the Republic of Albania”; Law No. 152/2014 “On the civil servant”, as amended; Law No. 9131, dated 08.09.2003 “On the rules of ethics in public administration”; Law No. 9367, dated 07.04.2005 “On the prevention of conflict of interest in the exercise of public functions”, as amended; Law No. 9154, dated 06.11.2003 “On archives”; Law No. 90/2012 “On the organization and functioning of state administration”; and Decision of the Council of Ministers No. XXX, dated __.__.XXXX “On determining the amount of remuneration of members of councils, boards or permanent commissions of central government units.”

Article 2

Purpose

This Regulation aims to establish detailed rules on the organization, functioning, and working procedures of the International Restrictive Measures Committee (hereinafter referred to as the “Committee”), in accordance with Law No. 72/2019 “On international restrictive measures in the Republic of Albania”, as amended, and the by-laws issued for its implementation.

The Committee is an inter-institutional and coordinating body that operates in cooperation with other responsible institutions for the effective implementation of international restrictive measures.

Article 3

Definitions

For the purposes of this Regulation, the following terms shall have the following meanings:

- Committee (IRMC) – International Restrictive Measures Committee;
- Secretariat – The structure within the Ministry for Europe and Foreign Affairs responsible for providing technical and administrative support to the Committee;
- International Restrictive Measure – Economic, financial, diplomatic, or other measures imposed by the Republic of Albania in accordance with its international obligations;
- EU – European Union;
- UN – United Nations;
- MEFA/Ministry – Ministry for Europe and Foreign Affairs;
- Minister – The Minister responsible for foreign affairs.

Article 4

Principles Governing the Exercise of Duties by Members of the IRMC

1. Committee members shall perform their duties in accordance with their legal competencies and responsibilities, applying in all cases the principles of legality and institutional integrity, professionalism, impartiality, transparency, equality, confidentiality and data protection, honesty, inter-institutional cooperation, and efficiency.
2. A Committee member must not have direct or indirect interests that could affect the impartiality of the performance of official duties.

CHAPTER II

FUNCTIONS AND ORGANIZATION OF THE INTERNATIONAL RESTRICTIVE MEASURES COMMITTEE

Article 5

Functions of the Committee

The Committee has the following functions:

- a) Recommends to the Minister, for submission to the Council of Ministers, the imposition, amendment, or repeal of international restrictive measures;
- b) Recommends to the Minister the inclusion on the UN list, pursuant to point 7 of Article 9 of Law No. 72/2019 “On international restrictive measures in the Republic of Albania”, as amended, of subjects against whom a restrictive measure has been imposed, amended, or repealed;
- c) Monitors the implementation of international restrictive measures provided for under this law, based on reports periodically submitted by the responsible authorities;
- ç) Provides recommendations on the implementation of international restrictive measures by the responsible authorities;
- d) Coordinates the reporting process on the implementation of international restrictive measures with international organizations.

Article 6

Leadership of the Committee

The Committee is chaired by the Minister for Europe and Foreign Affairs and, in his absence, by the Deputy Minister delegated by him.

Article 7

Technical Secretariat

The Secretariat supports the work of the Committee in all stages of the preparation and conduct of meetings.

The duties of the Secretariat are:

1. Preparation of the calendar, collection of materials, and drafting of the draft agenda; sending invitations and providing access (room/VTC).

2. Distribution of the agenda along with materials within the deadlines.
3. Recording attendance/quorum; following the agenda; documenting proposals and voting results.
4. Drafting the minutes within 3 working days and sending them for signing/protocol registration.
5. Archiving documentation in accordance with the rules of this Regulation.
6. Ensuring compliance with transparency and confidentiality.

Article 8

Composition of the Committee

The Committee consists of senior-level representatives of the responsible authorities, as specified in point 1 of Article 11 of Law No. 72/2019, as amended, as well as representatives from the General Prosecutor’s Office, the Special Prosecutor’s Office, the State Intelligence Service, the Commissioner for the Protection of Personal Data, and the National Authority for the Security of Classified Information.

Representatives and, as appropriate, external experts from other responsible authorities may also be invited to Committee meetings.

In the absence of a permanent member, the respective institution shall delegate an alternate representative with official authorization.

Article 9

Contact point for the implementation of restrictive measures

The head of the Ministry shall appoint a civil servant from the relevant structure responsible for international organizations, who shall perform the function of the contact point for the implementation of restrictive measures, in accordance with Law No. 72/2019, as amended. This representative shall ensure the coordination of communication between the Ministry and the Committee for the Implementation of Restrictive Measures and participates in all of its meetings.

Article 10

Remuneration of the appointed representatives of the Committee

The appointed representatives who participate in the meetings of the Committee shall receive remuneration for their participation and contribution to each Committee meeting, in accordance with the provisions set out by a decision of the Council of Ministers.

Article 11

Meeting of the Committee

The Committee shall meet in the following cases:

1. Upon request of the Ministry to review:
 - a) The request of the responsible authority addressed to the Ministry, in cases where the latter intends to propose the amendment or repeal of international restrictive measures of a domestic character. The request of the responsible authority to the Ministry must be in accordance with the provisions of Article 9 of Law No. 72/2019, as amended;
 - b) Notifications regarding restrictive measures imposed on the basis of:

i. Binding acts adopted by international organizations of which the Republic of Albania is a member state, excluding restrictive measures imposed by the UN;

ii. Acts of the European Union.

1. On its own initiative, to fulfill the tasks specified in letters “b”, “c”, “ç”, and “d” of point 2, Article 10, of Law No. 72/2019, as amended.

2. As a rule, meetings are held at the premises of the Ministry. If meetings are held elsewhere, this shall be indicated in the meeting notice.

3. Committee meetings may also be held on non-working days, except for public holidays. The Chair of the Committee may postpone or close the meeting early in cases justified by the circumstances, adopting a reasoned decision which shall be reflected in the minutes of the meeting.

Committee members are required to attend meetings, except in justified cases, by notifying the Chair of the Committee in advance. As a rule, Committee meetings are held at the headquarters of the Ministry for Europe and Foreign Affairs (MEFA).

Article 12

Notice of the Committee Meeting

1. The Committee shall convene upon receipt of a written notice from the Secretariat. The notice shall include the agenda of the meeting, the date, and the time, which must be within five (5) days of receipt of the notice. Committee members must indicate whether they will attend the upcoming meeting physically at the Ministry’s premises. If unable to attend in person, they shall notify their participation via the remote communication platform (VTC).

2. The Secretariat shall distribute the meeting notice to Committee members as promptly as possible. Any possible changes to the date and/or time specified in the notice shall be communicated to Committee members and other invitees at least 24 hours prior to the scheduled time of the meeting.

3. Together with the meeting notice, the Secretariat shall provide each Committee member, electronically, with the case files and related documents pertaining to the items on the agenda.

4. In urgent cases, the notice shall be distributed no later than 2 hours before the scheduled meeting time, specifying the reason for the urgency.

Article 13

Agenda of the Meeting

1. The Secretariat shall prepare the draft agenda, listing the issues to be reviewed, arranged according to their priority and nature. The draft agenda is submitted to the Chair for approval and, once approved, it shall be signed by the Chair

2. Minimum content of the draft agenda

a) Identification of the issues (title, legal and institutional reference);

b) Preparation of accompanying materials for each issue.

3. The agenda, together with the relevant materials, shall be distributed to the members in accordance with the notice deadlines provided in Article 12 of this Regulation. Any

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changes to the date/time or the order of the issues shall be communicated by the Secretariat in accordance with the same Article.

4. Proposals for amendments

a) Members may propose additions or amendments to the agenda prior to the meeting, in writing to the Secretariat, providing justification for the request and attaching relevant materials.

b) During the meeting, the Chair may propose a revision of the agenda or the addition of an urgent matter when public interest and the efficiency of the Committee’s work require it; the proposal shall be approved by a majority of the members present.

c) Issues without accompanying materials shall not be included in the agenda, except in cases of proven urgency, which shall be recorded separately in the minutes with justification.

5. Carry-over issues

Agenda items that remain unaddressed shall automatically be carried over to the next meeting. In the following meeting, consideration shall begin with the carry-over items before new items, except where the Chair, with the approval of the majority, decides otherwise for functional reasons.

6. Order of consideration

a) Brief presentation of the documents for consideration;

b) Discussions, questions, and clarifications;

c) Formulation of the final proposal;

ç) Voting in accordance with the rules of Articles 16, and recording in the minutes of the meeting.

7. Declaration of conflict of interest

When a member identifies circumstances that may create a conflict of interest regarding an agenda item, he/she shall immediately declare it in accordance with Article 19. The Chair shall decide on the manner of his/her participation in the discussion and/or voting, and the decision shall be recorded in the minutes.

8. Corrections and amendments

Any material inaccuracies in the agenda shall be corrected by the Secretariat and promptly communicated to the members; the correction shall be recorded in the documentation and in the minutes of the meeting.

9. Documentation Management

The agenda and accompanying materials shall be archived and made available to members in accordance with Articles 15 and 17, while respecting the restrictions on transparency and confidentiality pursuant to Article 18.

Article 14

Assistance to the Committee

With the authorization of the Minister, the Committee, in addition to the Secretariat, may also be assisted by a civil servant from the relevant structure responsible for the

organization that has notified the imposition, amendment, or repeal of the international restrictive measure.

The civil servant provides support with materials, technical explanations, and preparation of documentation. Participation may be in person or remotely. While assisting the Committee, the civil servant shall comply with the rules on confidentiality, data protection, and conflict of interest.

Article 15

Minutes of the Committee meetings

The proceedings of each meeting shall be recorded in the form of minutes, noting the date, time, and place of the meeting; the Committee (IRMC) members present and, where applicable, invited external experts; the agenda; statements of the members; discussions on the issues; information and materials; arguments; and the decisions taken jointly.

The minutes of the meeting are kept by the Secretariat and shall be finalized no later than three (3) working days from the date of the meeting, signed by each member, and submitted for official registration.

The finalized minutes constitute official documents and shall be preserved in accordance with the applicable legislation on the administration of state documentation and archives at the Protocol-Archive Office of the Ministry.

Article 16

Committee decision-making

1. The Committee exercises its decision-making authority only on matters included in the agenda of the respective meeting.
2. The Committee decision-making is carried out by open voting, based on a simple majority of the votes of the members present at the meeting. The Chairman of the Committee votes last.
3. Members may not abstain from voting. In the event of a tie, the Chair’s vote shall be decisive.
4. Every decision adopted by the Committee shall be signed by all members, who shall clearly express their agreement or disagreement with the content of the decision, in accordance with the format specified in Annex I of this Regulation.
5. In cases where, for objective reasons, it is not possible to hold a physical meeting, the Committee may exercise its decision-making function remotely, through electronic communication means.
 - a) Notices from the Secretariat, together with the positions of members expressed electronically, shall be considered official documentation with the same legal effect as proceedings held physically.
 - b) This mechanism shall remain in force until an alternative form of communication is determined by the Committee itself.
6. In cases of electronic decision-making, Committee members are required, within twenty-four (24) hours of receiving the Secretariat’s notice, to express in writing their

agreement or disagreement with the respective proposal. Failure to respond by Committee members shall be considered silent consent.

Article 17

Archiving the Committee’s documentation and materials

1. Documentation and materials prepared, used, and produced during Committee meetings, including minutes, notices, supporting materials, and final decisions, shall be archived and preserved by the Secretariat.
2. Archiving and preservation of the documentation shall be carried out in accordance with the applicable legislation on the administration of state documentation and archives, ensuring its integrity, security, and institutional accessibility.
3. The Secretariat is responsible for organizing, preserving, and registering all materials related to the activities of the Committee, in accordance with the rules adopted for the administration of state documents.

Article 18

Confidentiality, Transparency, and Data Protection

1. A Committee member is obliged to perform their duties with transparency and to provide the general public and relevant parties with any necessary information, except in cases where the information is classified as state secret under the law.
2. A Committee member must not use information obtained during the performance of their duties for purposes other than those arising from legal and regulatory obligations. They have a legal duty to ensure the safeguarding, protection, and non-disclosure of personal data, as well as data related to the commercial, professional, or financial activities of legal or natural persons that they become aware of in the course of their duties, in accordance with the legislation on personal data protection and trade secrets.

Article 19

Conflict of Interest

1. Every Committee member is obliged to avoid and prevent any situation that may create a conflict between their private interest and the public interest they represent in the performance of their duties.
2. The identification, prevention, management, and resolution of conflicts of interest shall be carried out in accordance with the specific legislation on the prevention of conflicts of interest in the exercise of public functions, as well as the subordinate acts implementing it.
3. A Committee member is required to declare any circumstance that may affect their impartiality immediately upon becoming aware of the existence of such an interest.

Article 20

Discipline and termination of membership in the Committee

1. The discipline of Committee members and the termination of their membership shall be governed by the provisions of the Labor Code, Law No. 152/2023 “On the Civil Servant,” as amended, as well as other applicable legal and sublegal acts, on a case-by-case basis.
2. The specific case of applying the provisions on discipline or termination of mandate shall be handled depending on the legal status of the member and the institution they represent in the Committee.
3. Any case of serious violations of institutional ethics, failure to comply with legal obligations, or breach of confidentiality may lead to the review of the member’s membership by the Chair of the Committee, in accordance with the law.

CHAPTER III FINAL PROVISIONS

Article 21

Monitoring the implementation of the Regulation

1. The monitoring of the implementation of this Regulation shall be carried out by the Chair of the Committee, who ensures compliance with its provisions by all members and the Secretariat.
2. The Chair of the Committee may request periodic reports or materials from the Secretariat to verify the practical implementation of the rules set forth in this act.

Article 22

Revision of the Regulation

1. This Regulation is subject to review, supplementation, or amendment by decision of the Committee, in cases where the applicable legislation changes or when its adaptation is required to meet institutional needs and international developments.
2. The Secretariat shall prepare the draft amendments and submit them to the Committee for consideration and approval.

Article 23

Entry into force

1. This Regulation shall enter into force immediately and shall be published on the official website of the Ministry and other institutions represented in the Committee, whenever possible.
2. The Secretariat shall ensure its electronic distribution to all members and participating institutions for immediate implementation.

ANNEX I – Format of the Draft Decision

**REPUBLIC OF ALBANIA
COMMITTEE ON INTERNATIONAL RESTRICTIVE MEASURES**

**Draft DECISION
No. __, Data __.__.202X**

ON

**THE RECOMMENDATION FOR THE IMPOSITION OF INTERNATIONAL
RESTRICTIVE MEASURES ADOPTED BY THE DECISION OF THE
COUNCIL OF THE EUROPEAN UNION (CFSP) XXXX/XXXX, DATED
___.___.__, AMENDING THE DECISION OF THE COUNCIL OF THE
EUROPEAN UNION (CFSP) XXXX/XXXX**

Pursuant to the Constitution of the Republic of Albania, Articles 3, point 3(c), 6, and 10 of Law No. 72/2019 “On international restrictive measures in the Republic of Albania,” as amended, and Decision of the Council of Ministers (DCM) No. 454, dated 10.06.2020 “On the implementing provisions of law No. 72/2019, ‘On international restrictive measures in the Republic of Albania,’” the Committee on international restrictive measures (CIRM), at its meeting dated __.__.202X, following the notification from the Ministry for Europe and Foreign Affairs, _____, to consider and address the decision of the Council of the European Union (CFSP) _____, in accordance with the annexes attached to this decision;

Observed that:

- Being aware that Albania implements EU restrictive measures, which are followed in accordance with Albania’s foreign policy commitments arising from Article 8 of the Stabilisation and Association Agreement between the Republic of Albania and the European Union of 2006 (SAA), under which the parties aim to develop a political dialogue that promotes, among other things, “an increasing convergence of the Parties’ positions on international issues, also through the exchange of information as appropriate, and in particular on those matters likely to have a significant impact on the Parties”;
- Considering that Albania is invited to join the statements of the EU High Representative for the common foreign and security policy and the Council decisions, in order to preserve peace and security, prevent international conflicts, support and strengthen democracy, the rule of law, human rights, as well as achieve other objectives of the common foreign and security policy;
- Considering that the provision of recommendations on a case-by-case basis is in accordance with the provisions of Article 10 of Law No. 72/2019 “On International Restrictive Measures in the Republic of Albania,” as amended, as well as DCM No. 454, dated 10.6.2020 “On the implementing provisions of law

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no. 72/2019 ‘On international restrictive measures in the Republic of Albania,’”
for the purpose of issuing a recommendation decision;

For all the above, the Committee on International restrictive measures,

HAS DECIDED:

To recommend to the Minister for Europe and Foreign Affairs:

To submit to the Council of Ministers the draft decision for the imposition of international restrictive measures adopted by the decision of the Council of the European Union (CFSP) 2025/XXXX, amending Decision (CFSP) XXX/XXX “XXXXXXXXXXXXXXXX”

Members of the Committee on International Restrictive Measures

1. Ministry for Europe and Foreign Affairs, Mrs. Megi Fino, Chair
2. Ministry of Internal Affairs, Member
3. Ministry of Finance, Member
4. Ministry of Infrastructure and Energy, Member
5. Ministry of Agriculture and Rural Development, Member
6. Ministry of Defense, Member
7. Ministry of Economy and Innovation, Member
8. Ministry of Justice, Member
9. Ministry of Education, Member
10. Ministry of Tourism, Culture and Sports, Member
11. Financial Intelligence Agency, Member
12. Commissioner for the Right to Information and Personal Data Protection, Member
13. State Intelligence Service, Member
14. Bank of Albania, Member
15. General Prosecutor’s Office, Member
16. Special Structure Against Corruption and Organized Crime (SPAK), Member
17. State Police, Member
18. General Directorate of Customs, Member
19. National Authority for the Security of Classified Information, Member
20. State Cadaster Agency, Member
21. Financial Supervisory Authority, Member