

## **DECISION**

**Nr. 38 Date 16.07.2004**

### **FOR THE APPROVAL OF THE REGULATIONS FOR THE ORGANIZATION, LEADING, FUNCTIONING AND DUTIES OF ELECTRICAL ENERGY REGULATIONS SECTOR (ERE).**

Based on Law Nr. 9072, date 22.05.2003 “For the Electrical Energy Sector”, the Board of Commissioners of the Electrical Energy Regulations Sector (ERE) in the meeting of 16.07.2004 after examining the draft presented by the Chairman of the Electrical Energy Regulations Sector (ERE):

#### **DECIDED**

1. The approval of the regulations for the Organization, Leading, Functioning and Duties of the Electrical Energy Regulations Sector (ERE).
2. Invalidating the Decision Nr. 16 date 27.08.2003 of the Board of Commissioners of the Electrical Energy Regulations Sector (ERE) for the Regulation of Organization and Leading / Direction of the Electrical Energy Regulations Sector (ERE).
3. This decision enters into force immediately.

### **REGULATIONS FOR THE ORGANIZATION, LEADING, FUNCTIONING AND DUTIES OF THE ELECTRICAL ENERGY REGULATIONS SECTOR (ERE).**

The Electrical Energy Regulations Sector (ERE), is a juridical and public person with the headquarters in Tirana.

The Electrical Energy Regulations Sector (ERE), is composed from the Board of Commissioners and the technical personnel.

The Board of Commissioners is composed by the Chairman and four other Members who are appointed by the Albanian Parliament. The functioning of the Board and the technical personnel, its authority and responsibilities are defined by the respective law Number 9072, date 22.05.2003 “For the Electrical Energy Sector”.

The Chairman of the Electrical Energy Regulations Sector (ERE), except the responsibilities it exercises for the direction of the meetings of the Board and the publications of its decisions, it acts also as the executive administrator of the Electrical Energy Regulations Sector (ERE), and also it is responsible for the administration of the Electrical Energy Regulations Sector (ERE). The function of the Board of Commissioners, its responsibilities and duties expressed in the special regulations of the “Ethical Code and the regulations of the function of the Board of the Electrical Energy Regulations Sector (ERE)”, are approved by the Board.

The Electrical Energy Regulations Sector (ERE), function according to the following Organizational Structure:

**THE ORGANIZATIONAL STRUCTURE OF THE ELECTRICAL ENERGY REGULATIONS SECTOR (ERE) AND THE NUMBER OF EMPLOYEES**

**CHAIRMAN**

**THE BOARD OF COMMISSIONERS**

**THE SECRETARY OF THE BOARD**

**THE COUNSELOR OF THE BOARD**

**THE SECTOR OF INTERNATIONAL RELATIONS, PROTOCOL AND ARCHIVE**

**THE CHIEF OF THE SECTOR**

**THE DEPARTMENT OF LICENSES AND MONITORING**

**THE DIRECTOR**

**THE SPECIALIST**

**THE DEPARTMENT OF TARIFFS AND PRICES**

**THE DIRECTOR**

**THE SPECIALIST**

**THE DEPARTMENT OF LEGAL ISSUES AND PUBLIC RELATIONS**

**THE DIRECTOR**

**THE SPECIALIST**

**THE DEPARTMENT OF ADMINISTRATION, FINANCE AND HUMAN RESOURCES**

**THE DIRECTOR**

**THE SPECIALIST**

**SERVICES**

**TAXI DRIVERS  
CLEANING  
LADIES**

<b>THE BOARD OF COMMISSIONERS</b>	<b>5</b>
<b>THE TECHNICAL PERSONNEL</b>	<b>11</b>
<b>SERVICES</b>	<b>5</b>
<b>ALL TOGETHR ERE</b>	<b>21</b>

Duties and responsibilities of the technical personnel of the Electrical Energy Regulations Sector (ERE):

## **I. THE DEPARTMENT OF LICENSES AND MONITORING**

Based on standards, conditions and regulations approved by the Electrical Energy Regulations Sector (ERE, implementing the law “For the Sector of the Electrical Energy” the Department of Licenses and Monitoring recommends the modification, revocation and giving the licenses for all the licensed persons who exercise activity in the electrical energy sector in the Republic of Albania.

They use procedures approved by the Electrical Energy Regulations Sector to enhance the right competition, monitoring and inspects the operations of the licensed persons and also assesses their reports; orders inspections and monitors when it is reasonably provided, together with the Tariffs’ Department; examines investing programs of the licensed persons and also agreements to buy electrical energy, in order to specify their adaptation with the planned principles with a lower cost and other important costs.

### **1. 1 THE DIRECTOR**

The director reports to the chairman of the Board of Commissioners for the problems that he covers and follow the Department of Licenses and Monitoring. He is consulted and takes guidelines from the Chairman and the members of the Board. He also does all the necessary actions and presents the respective practices to the Board of Commissioners, for the licenses and monitoring all the operators who exercise their activity in the electrical energy sector in the Albanian Republic, according to the legislation in power and regulations approved from the Electrical Energy Regulations Sector. The Director exercises the following duties:

1. He initiates the start of every action which is linked with the problems of licenses, monitoring of the actions of the licenced persons related to their fulfillment of the conditions settled in the license, to the import and export of the electrical energy.
2. He uses all the approved procedures from the part of the Electrical Energy Regulations Sector in order to enhance the right and honorable competition.
3. He monitors and inspects the activity of the licensed persons and assesses the reports that they present to the Electrical Energy Regulations Sector. He identifies the problems and recommends solutions.
4. He orders inspections or monitors the objects of the licensed persons when he sees it reasonable.
5. He mainly examines engineering and operating aspects of the investing programs and also to the well kept of the licensed persons, as well as the agreements to buy electrical energy, in order to specify after being in accordance with the principles of the planning with a low cost as well as other important criteria.
6. He prepares and is present in all the official procedures before the Board of Commissioners in order to secure the quality and correctness of reports, analyses, memos, etc. required from the Board of Commissioners.
7. He specifies the objectives and goals of the work of the dependant; he sets up clear working standards and prepares periodic reports over the work if that is required.

8. He leads and / or trains his / her dependants and also recommends external trainings if it is necessary.
9. It keeps a database in which is registered the activity of the Department and involves that in a continuous way, with the objective to have all the duties done with a good efficiency and in the appropriate time. It keeps regular contacts with the similar departments of the foreign regulators, exploits in an intensive way the data taken from the Internet in order to gain other's experience and programs duties for its implementation.
10. It keeps the files' system and also their index, adequate to lessen and present the work of its department and also to ensure the continuation of the work in its absence.
11. It requires regularly opportunities and support as well as it uses these to improve the work of the department.
12. It keeps professional relations with the Members of the Board, colleagues and dependants.
13. It keeps also its professional integrity in form and content.
14. It does all the other duties established from the Chairman of the Board of the Commissioners, according to the needs represented and reports in front of it when it is asked. He / she suggests different opinions when he / she sees it reasonably adequate for the well on going of the work, the realization of the work according to the limited period of time defined, the development of the cooperation within the Electrical Energy Regulations Sector and also worldwide.

## **1.2 THE SPECIALIST**

The specialist reports to the Director of the Department and also takes directions from him. The specialist takes directions and duties in a direct way from the Chairman of the Board, when it is reasonably valuated from the last person. He serves as an analyst for the licenses of the persons and their monitoring in a way to implement the legislation, which is in power, regulations and orders of the Electrical Energy Regulations Sector as well as does also the following duties:

1. Based on the standards, the conditions of the licenses and the rules approved by the Electrical Energy Regulations Sector (ERE) recommends to the Director of the Department the deliver, modification and / or revocation of licenses given to exercise the activity in the sector of the electrical energy.
2. It monitors and inspects the actions of the licensed persons, it assesses their reports informing the Director for all the problems had.
3. It recommends to the Director inspections and monitoring in the objects of the licensed people, when it is seen as necessary.
4. It examines and assesses the engineering aspects and the operating programs of the investments done on the behalf of the licensed persons, as well as agreements to buy electrical energy identifying if they perpetuate with the principles of the planning with a low price, as well as with all the other important criteria.
5. He is present in all the official procedures in front of the Board of Commissioners, when it is demanded from the Director of Chairman.
6. He keeps the database and uses special, necessary computer programs, with the aim to do and to have duties given in an efficient way and in the adequate time.

7. He keeps the files system and their index.
8. It does all the duties charged by the Director, which are related with the activity of the Department and the division of the work, which also notifies for what has been achieved. It suggests opinions for defined special problems for the well continuation of the work, when it is judged to be necessary.
9. It asks continuously possibilities and support as well as using these to improve his work and also the work of the department.
10. It keeps professional relations with the Members of the Board, Directors of the Department and also colleagues.
11. It also keeps his professional integrity in form and content.

## **II. THE DEPARTMENT OF TARIFFS AND PRICES**

The Department of Tariffs and Prices, based on the methodology to assess the costs of prices and its approval, as well as in other acts and provisions approved by the Electrical Energy Regulations Sector, assess tariffs to ensure being adequate and enough in order to ensure the service and its supply with electrical energy according to the standards in force, keeping the values of tariffs of the consummators in reasonable levels, in a way that the licensed people operate effectively, covering the actual costs and to ensure the distribution of costs between producers and distributors of the electrical energy, based on the specifics of the system.

Together with the Department of Licenses and monitoring, it examines programs of investments of the licensed persons and also agreements of buying electrical energy to specify according to the principles of planning with lower costs and with other important criteria.

### **II.1 THE DIRECTOR**

The Director reports to the Chairman of the Board of Commissioners for all the problems, which it covers, and follows the Department of Tariffs and Prices. He is consulted and takes guidelines from the chairman and members of the Board. He does all the necessary actions and presents the respective practices in the Board of commissioners for the improvement of prices and tariffs for all the licensed persons, who exercise the activity in the electrical energy sector in the republic of Albania, as well as / or with the help of his / her dependents implements the following duties:

1. Based on the approved methodology from the Electrical Energy Regulations Sector, assesses tariffs in a way that they are adequate for the security of the services and supply with electrical energy of the consumers conform the standards in power and ensure to the licensed persons possibilities for the liquidation of the costs of this service.
2. It assesses appropriately and carefully all the costs calculations and also the requests of the presented incomes from the part of the licensed persons.
3. It assesses the logic of transferring the price between producers and distributors of the electrical energy.
4. It examines carefully the economical and financial aspects of the investing programs of the licensed persons and also agreements for the buying of electrical energy, to specify if they are in accordance with the planning principles with a lower cost and other important criteria.

5. He / she compiles, follows and controls the uniformity of the ongoing accounts for all the licensed persons.
6. He / she controls the movements and transfers the capitals, the effects that they have in the tariffs of the electrical energy (allows the returning norms of the capital).
7. He / she takes part in all the official procedures in front of the Board of Commissioners, which are related to the activity of the Department that he / she directs / leads.
8. He / she programs, organizes and corrects the work of the department in order to ensure a better quality and correctness of the reports, analyses, memos, etc, things that are required from the Board of Commissioners.
9. He / she specifies the proper duties for the dependants, who puts standards and proper working rules, as well as preparing periodic reports over the work, at the moment that they are required.
10. He / she leads and / or trains the dependents according to the necessity and recommends external training when it is necessary.
11. He/ she keeps a database where is registered the activity of the Department, as well as includes it in a continuous manner, with the aim to achieve efficiently the duties and in the proper time. It takes regular contacts with the similar series of the regulators abroad, exploits in an intensive way all the data from the internet in order to profit the others' experience and programs duties for its implementation.
12. He / she keeps the file system and their index, to facilitate and present the work of his / her department and to ensure the continuation of the work during his / her absence.
13. He / she also does all the other duties charged from the Chairman of the Board of the Commissioners, notifies he / she on the proper moment and suggests opinions for different problems.
14. It asks continuously possibilities and support as well as using these to improve his work and also the work of the department.
15. He / she keeps professional relations with the Members of the Board, colleagues and dependants. He / she keeps safe the professional integrity of the form and content of his / her department.

## **II.2 THE SPECIALIST**

The Specialist reports to the Director of the Department and takes guidelines from him / her. The Specialist takes advices and duties also in a direct form from the part of the chairman of the Board, where it is valued as reasonable this last one. He / she serves as an analyst for the tariffs and prices of the energy which is approved from the part of the Electrical Energy regulations Sector for all the licensed persons, who exercise activities in the sector of the electrical energy sector in the republic of Albania and also does the following duties:

1. Based on the approved objectives and methodology from the Electrical Energy Regulations Sector, assesses tariffs in a way that they are adequate for the security of the services and supply with electrical energy of the consumers conform the

- standards in power and ensure to the licensed persons possibilities for the liquidation of the costs of this service.
2. He / She rightly and correctly assesses the correctness of the calculation of costs and requirements of all the incomes presented from the part of licensed persons, concluding the final respective conclusions making present to the Director. He / She does continuous monitoring of the costs; as well as controls the correctness of their distribution between activities.
  3. He / She analyses the distribution of costs between producers and distributors of the electrical energy, concluding the respective conclusions making preset to the Director.
  4. He / She examines, analyses, and verifies the base of programs of investments of licensed persons and also agreements for buying electrical energy in order to specify if there are principles applied from the plan of the low cost as well as other important costs.
  5. He / She takes present in all the official procedures in front of the Board of Commissioners when it is required from the part of the Director or the Chairman. He / She initiates the preparation of the presentation in front of the Board of practices of the field that he / she covers, in the appropriate time and also implementing the legal procedures.
  6. In the function of exercising the charged duties in an efficient way and also in the appropriate time, creates, takes and is responsible in a continuous way the necessary database. He / she exploits the data that are needed between the Internet and also regular contacts with simple regulators of other places.
  7. He / She takes also the filing system and their index, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
  8. He / She does all the work charged from the part of the Director which are strongly related to the activity of the department and also division of the work and notifies him / her for what has been achieved. He / she suggests opinions for the defined problems, when he / she judges that it is necessary for the well on going of the work.
  9. He / she continuously requires possibilities for support and use them in order to improve his / her work and also the one of the department.
  10. He / She keeps professional relations with the Members of the Board, Directors of the Departments and also colleagues. He ensures his / her professional integrity in form and content.

### **III. THE DEPARTMENT OF LEGAL ISSUES AND PUBLIC RELATIONS**

The Department of Legal Issues and Public Relations, acts as a legal representative of the Electrical Energy Regulations Sector (ERE); prepares the decisions and orders of the Electrical Energy Regulations Sector (ERE) in conformity with the legislation that is in power. He / she prepares press conferences and leads also the official communications with the whole public; he / she publishes in the official journal all the decisions and orders taken from the Electrical Energy Regulations Sector (ERE) in conformity with the requirements and obligations defined by law.

Based on the ensured information from the respective department and also in collaboration with them and counselor / counselors of the Board, he / she is present in the preparations of the annual report for the situation of the electrical energy sector and also of the activities of the Electrical Energy Regulations Sector (ERE), including also the financial activities. He / she is responsible that this report, after being examined and approved from the Board of

Commissioners, should be presented to the Albanian Parliament in the defined period of time according to the provisions found in the law.

He / she identifies with a special register all the annexes presented from the consumers, licensed persons and different institutions. In collaboration with the department / departments he / she examines these requests, prepares the answers according to the possible solutions in conformity with the law respecting the defined time limits settled before hand.

### **III.1 THE DIRECTOR**

The Director reports to the Chairman of the Board of Commissioners for all the problems, which he covers, and follows the Department of Legal Issues and Public Relations. He is consulted and takes guidelines from the chairman and members of the Board. He serves as a legal representative and is responsible for the public information from the part of the Electrical Energy Regulations Sector and all its activity. He does all the necessary legal actions and presents the respective practices for decision – making to the Board of Commissioners, as well as / or with the help of his / her dependents implements the following duties:

1. He / she gives legal counseling for all the commissioners in official procedures in front of the Board of Commissioners.
2. Based on the legislation that is in force and also in collaboration with the departments, he / she prepares the decisions and orders of the Electrical Energy Regulations Sector (ERE).
3. He / she keeps the necessary relations and coordinates with the other institutions in the country or abroad, for all the problems related directly to the well on-going of the activities of the Electrical Energy Regulations Sector (ERE).
4. He / she prepares press conferences and also leads the official communications with the general public.
5. Based on the ensured information from the respective department and also in collaboration with them, he / she is present in the preparations of the annual report for the situation of the electrical energy sector and also of the activities of the Electrical Energy Regulations Sector (ERE), including also the financial activities. He / she is responsible that this report, should be ready to be presented to the Albanian Parliament within the legal period defined.
6. In the function of implementing the requirements of the Albanian Legislation, he / she programs and organizes the work that will be done from the part of the Department which directs in collaboration with the other departments, in order to take out other provisions as the following: decisions, orders, guidelines, etc, which are related to the activity of the regulator and also to the licensed persons. He / she take measures to control the quality of this work and the implementation of time limits.
7. He / she defines the objective and goal of the work that will be done from the part of the dependant, who decides for the standards and clear rules based on the department functioning.
8. He / she leads and/or trains the dependants for their professional skills and recommends their training abroad if it is necessary.

9. He / she organizes a database in order to present and develop further on the work of the department. Here are used the necessary computer programs according to the experts in this field to increase the efficiency in the work of the department.
10. He / She takes also the filing system and their index, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
11. He / She does all the work charged from the part of the Chairman and notifies him / her regularly, in the defined period of times in order to achieve reachable results, as well as does suggestions in every case he / she judges that it is necessary for the legal training of special problems.
12. He / she continuously requires possibilities for support and uses them in order to improve his / her work and also the one of the department.
13. He / She keeps professional relations with the Members of the Board, colleagues and dependants. He ensures his / her professional integrity in form and content.

### **III.2 THE SPECIALIST**

The specialist reports to the Director of the Department and also takes directions and duties from him. The specialist takes directions and duties in a direct way from the Chairman of the Board, when it is reasonably valued from the last person. He serves as an analyst for the training of the problems of the Electrical Energy regulations Sector (ERE) in the legal aspect in the sector of the electrical energy, as well as the training of problems that the Electrical Energy regulations Sector (ERE) faces in relations with the licensed of the persons, consumers and other authorities in the Republic of Albania. The specialist does the following duties:

1. In all the cases he / she is obliged to provide duties charged from the Director of the Department according to a work division between them. He / she gives legal advices for the Commissioners in the official procedures in front of the Board of Commissioners.
2. He is present in the preparation of the drafts for all the orders, guidelines and decisions taken out from the Electrical Energy Regulations Sector, strongly collaborating with the other departments and broad wide.
3. He / she keeps contacts and takes information in legal ways with all homologue institutions in the country and abroad, in a way to resolve as good as possible all the problems that we are everyday faced.
4. He / she helps the director of the department related to the preparation of the press conferences and also the direction of all the official communications with the general public.
5. He / she helps the director of the department for the preparation of the annual report over the electrical energy sector and also the activity of the Electrical Energy Regulations Sector (ERE), taking part actively in the compilation of this report.
6. He / she gives the appropriate attention to the participation in different trainings, as well as to all the respective activities organized to increase the number of qualifications and professional skills.

7. He / she organizes a database in order to present and develop further on the work of the department. Here are used the necessary computer programs according to the experts in this field to increase the efficiency in the work of the department.
8. He / She takes also the filing system and their index, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
9. He / She does all the work charged from the part of the Director of the department and notifies him / her regularly, in the defined period of times in order to achieve reachable results, as well as does suggestions for legal treatments of different problems presented there.
10. He / she continuously requires possibilities for support and uses them in order to improve his / her work and also the one of the department. He / She keeps professional relations with the Members of the Board and colleagues. He ensures his / her professional integrity in form and content.
11. He / she follows the implementation of all the legal procedures in preparing the procuring documents prepared from the part of the Electrical Energy Regulations Sector (ERE).

#### **IV. THE DEPARTMENT OF ADMINISTRATION, FINANCE AND HUMAN RESOURCES.**

The Department of Administration, Finance and Human Resources cover all the financial activity of the Electrical Energy Regulations Sector (ERE) and also is fully responsible for all the problems related to the administration, conform to the financial legislation of the Albanian government. In collaboration with the other departments he / she prepares the budget – project for approval, as well as controls and evident the expenses done, all the funds used for investments, as well as small thing bought. He / she takes measures and answers to the creation of the necessary working conditions for the entire technical personnel and Board of Commissioners. Based on the approved budget for the actual year, he / she calculates and follows the regulating payments from the licensed persons as well as based on the financial analyses doing the compensation of all the obligations if it is necessary. He / she prepares the annual account for all the institutions, as part of the annual report of the Electrical Energy Regulations Sector (ERE).

Also, this department covers the program and development of the human resources, respecting the legislation into force.

##### **IV. 1 THE DIRECTOR**

The Director reports to the Chairman of the Board of Commissioners for all the problems, which he covers, and follows the Department of Administration, Finance and human Resources. He is consulted and takes guidelines from the chairman and members of the Board. He informs regularly the Chairman and the Board for the financial situation of the Electrical Energy Regulations Sector (ERE), for the realization of the regulating payments form the part of the licensed persons, respecting the quotes' expenses according to the approved budget, as well as for other essential problems related to the normal development of the Electrical Energy Regulations Sector (ERE) during the year. In a more specified way are implemented the following duties:

1. He / she prepares the annual budget of the Electrical Energy Regulations Sector (ERE) with the detailed incomes and expenses. For this, it is collaborated in advance with the department, other sectors and also members of the board and within the month of January of every respective year it is presented for approval to the Board of Commissioners, the prepared project.
2. He / she follows periodically the realization of the incomes and expenses plan of the Electrical Energy Regulations Sector (ERE) according to the approved Budget, compiles a financial report which is presented to the Chairman of the Board, within 10 days after the closure of every month.
3. He / she controls in a rigorous way the expenses of all the funds of the Electrical Energy Regulations Sector (ERE), being careful that every expense should be justified from the legal viewpoint and also should be useful.
4. He / she organizes the evidence of being present at work of all the personnel of the Electrical Energy Regulations Sector (ERE) and also the compilation of the payment list for every month. He / she does all the necessary actions for all the payments of the employers, the fulfillment of all the documents and also liquidation of service orders done in the country and also abroad.
5. He / she organizes the activity of the department that he / she leads in accordance with all the laws and regulations approved by the Electrical Energy Regulations Sector (ERE). He / she takes into consideration the implementation of all duties which should be done within the time limits and qualitative.
6. He / she leads and / or trains the dependants according to the necessity and recommends trainings abroad if it is obligatory.
7. He / she organizes a database in order to present and develop further on the work of the department. Here are used the necessary computer programs according to the experts in this field to increase the efficiency in the work of the department. He / she keeps the accountability according to the legislation and is responsible for accountability training of the information presented to the chairman, Board and other interested institutions. He / she is responsible for the preparation of all the official financial information for publications' reasons.
8. He / She takes also the filing system and their index, in order to ensure the possibility of having data in every moment, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
9. He / She does all the work charged from the part of the Chairman and notifies him / her regularly, in the defined period of times in order to achieve reachable results, as well as does suggestions and gives solutions for different problems presented there.
10. He / she continuously requires possibilities for support and uses them in order to improve his / her work and also the one of the department.
11. He / She keeps professional relations with the Members of the Board, colleagues and also dependants. He ensures his / her professional integrity in form and content.
12. He / she covers all the problems related to the personnel, procedures, keeping the documentation and also all the answers for all the requirements of the Electrical Energy Regulations Sector (ERE) presented in the related field.

13. He / she controls and follows all the problems related to the transporting vehicles, their attendance, their expenses done for their maintenance, petrol, etc.
14. He / she continuously follows the security of the optimal conditions in the offices of the institutions; the supply with electrical energy, water and other office equipments; the normal on-going work of internet, telephone, fax as well as all the other equipment and apparatus of the institution.

#### **IV.2 THE SPECIALIST**

The specialist reports to the Director of the Department and also takes directions and duties from him. The specialist takes directions and duties in a direct way from the Chairman of the Board, when it is reasonably valuated from the last person. He serves as an analyst for the training of the problems of the Electrical Energy regulations Sector (ERE) in the financial aspect, as well as the training of problems related to the personnel, working conditions and also services. The specialist does the following duties:

1. In all the cases he / she is obliged to do the charged duties held by the Director of the Department according to the division of the work done. He / she does all the actions of the cashier in money and **valute** presenting these actions in the cashier book.
2. He / she keeps the analytical accounts in different parts. He / she keeps the personal inventory files of the employed people of the institution. He / she does the storing actions and puts in all the files the materials bought and also petrol.
3. He / she continuously follows the obligations of the third parties and does the necessary assessments in every time.
4. In a periodical way does the assessment and equipment with the health booklets. He / she compiles monthly evidences for the social insurance and presents it to the respective institution.
5. He / she does in a periodical way all the payments in favor of the local budget or the national one for all the different taxes, which the Electrical Energy regulations Sector (ERE) is obligatory. He / she does the distribution of the payments of the workers of the institution.
6. He / She takes also the filing system and their index, in order to ensure the possibility of having data in every moment, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
7. He ensures his / her professional integrity in form and content.

#### **V. THE SECTOR OF INTERNATIONAL RELATIONS, PROTOCOL AND ARCHIVE**

The Sector of International Relations, Protocol and Archive deals with duties that are related to the activity and relations that has the Electrical Energy regulations Sector (ERE) with other homologue institutions abroad, with other institutions where it is member, as well as with different international organisms for defined problems, in accordance with the orders taken from the Chairman of the Board of Commissioners. Also, this sector covers the activities that should be done with the protocol related to the entrance and outcome of the documents, as well as it

answers for the archive of all the documents of the Electrical Energy regulations Sector (ERE). This sector is lead from the Chief of this Sector, who reports in every moment to the chairman for the realization of all the duties charged and in front of the Board when he / she is asked to.

## **V.1 THE CHIEF OF THE SECTOR**

The Chief of the International Relations' Sector, Protocol and Archive, in a more specified way does these duties:

1. He / she controls the electronic post related to the correspondence that has the Electrical Energy Regulations Sector (ERE). This correspondence is worked and presented to the Chairman of the Electrical Energy Regulations Sector (ERE), from whom takes the advices to act further on.
2. When the department, or the members of the Board judge that it is necessary to present to other homologue institutions abroad, other foreign organisms and broader, different problems that it is thought that their treatment is with a great interest for the Electrical Energy Regulations Sector (ERE), they are deposited at the Chief of the Sector. The Chief of the Sector, after taking the confirmation from the Chairman of the Board continues the following procedures.
3. He / she gives suggestions related to the problems treated in the international relations.
4. He / she works according to a monthly approved program from the Chairman, the translation of different important materials for the Electrical Energy Regulations Sector (ERE).
5. He / she assists and translates if it is necessary in different meetings organized with representatives of foreign and international institutions.
6. He / she does the registering procedures and protocols all the official documentation coming out form the Electrical Energy Regulations Sector (ERE).
7. He she saves and archives the official documentation of the Electrical Energy Regulations Sector (ERE) in conformity with the legal provisions being into force.
8. He / she distributes the official post in Departments conform to the orders given from the chairman, implementing the rules and practices defined by law. He / she is responsible for keeping and using correctly the seal, as well as ensuring it according to the legislation.
9. He / she does the services related to the preparation of different materials, according to the needs presented by the members of the Board and also the Chairman. He / she does the photocopying of the materials and different documents according to the necessities of the Members of the Board and also the Department.
10. He / she keeps a database in order to present and develop further on the work of the sector. He / she uses the necessary computer programs according to the recommendations of the experts in this field to increase the efficiency of the work in this sector.

11. He / She takes also the filing system and their index, in order to ensure the possibility of having data in every moment, adequate to lessen and presenting his / her work, as well as ensuring the continuation of the work during his absence.
12. He ensures his / her professional integrity in form and content.

## **VI. THE SECRETARY**

The Secretary does these duties:

1. After being defined the daily arrangements and also the dates of the meetings of the Board, she presents them to the persons who have responsibilities to report in the meeting of the Board.
2. She follows the time limits of the preparation from the part of the departments, and for all the materials of the meeting of the Board. She is responsible that the draft – agenda of the meeting of the Board, together with the prepared materials that will be examined from the Board, should be distributed to all the Members of the Board according to the time limits defined in the Regulations of the Functioning of the Board of the Electrical Energy Regulations Sector (ERE).
3. In the cases where the persons appointed for the preparation of the materials that will be presented to the Board, do not respect the time limits, the Secretary notifies in a written form the chairman of the Board from whom she takes all the instructions how to act further on.
4. She does not allow presenting to the Board any material without the respective project – decision, except the cases where the Board does not take any decision for a defined problem. She controls and signs all the project decisions that are prepared from the Departments, ready to be presented to the Board for approval. When there do exist critics for the materials, she turns them in order to be reviewed to the respective Department.
5. She keeps in a correct way the meeting minutes of the development of the meeting of the Board and is responsible for its security. After finishing the meeting, she writes that and delivers it to all the members of the Board, in order that they sign it as it has been settled in the Regulations of the Functioning of the Board of the Electrical Energy Regulations Sector (ERE).
6. Immediately, after finishing the meeting of the Board, she takes care with the decision of the Board, which she send to be signed from all the members of the Board. After being signed, the decision is sent in higher instances that have the duty to implement and publish it.
7. She archives all the decisions of the Board and also every other material related to these decisions.
8. She informs the Chairman of the Board regularly for the implementation of the decisions of the Board according to the defined time limits and helps for the continuation of other duties settled.

9. She keeps a database in order to present and develop further on the work of the sector. He / she uses the necessary computer programs according to the recommendations of the experts in this field to increase the efficiency of the work in this sector.
10. She keeps the minutes of the listening séances during the meeting and also public meetings of the Electrical Energy Regulations Sector (ERE) and signs it according to the regulations.
11. She takes also the filing system of the decisions of the Board and also the accompanying practices, as well as their index, in order to ensure the possibility of having data in every moment, adequate to lessen and presenting her work, as well as ensuring the normal continuation of the work.
12. She ensures her professional integrity in form and content.

## **VII. THE COUNSELOR**

The Counselor helps directly the Board of Commissioners of the Electrical Energy Regulations Sector (ERE) and also the Chairman, during the examination of all the problems toward which Electrical Energy Regulations Sector (ERE) is faced during its activity. In a more specific way, it has these duties:

1. The Counselor is an experienced specialist in the field of interests for the Electrical Energy Regulations Sector (ERE). He has as a primary duty to help the Board according to the needs presented for decision-making and also the Chairman of the Electrical Energy Regulations Sector (ERE).
2. According to the needs that has the Board and the Chairman, through the last one, the Counselor is charged with duties, which he should present in an official way all his thoughts, advices, opinions and suggestions.
3. Before passing to the members of the Board all the materials according to the draft – agenda defined in the meeting of the Board, the Counselor studies and expresses in a written form all his / her opinions.
4. When the Chairman judges necessary for all the problems related to the internal relation of the Electrical Energy Regulations Sector (ERE) and also outside it with other organisms and different institutions, asks the Counselor to express his/her opinion, or to prepare the answers required from him / her, or to treat in details a document with a great interest for the Electrical Energy Regulations Sector (ERE).
5. The Counselor, through the documentation that he / she has in his / her disposal from the Chairman of the Electrical Energy Regulations Sector (ERE), as well as through the collaboration realized with his / her initiative with the departments, he is busy with different important problems, where the Electrical Energy Regulations Sector (ERE) is responsible and obliged to solve, in the function of its own legal obligation. In a special way works according to a specialized program in order to be present with the experience of the homologue regulators and gives recommendations for the implementation of this experience from the Electrical Energy Regulations Sector (ERE).
6. The Counselor requires and takes from the Department every data that serves in his / her work in order to do the duties that the Board and the Chairman have appointed.

7. The Counselor suggests to the Board and also to the Chairman that in special periods and special problems, that their solution requires professional opinions very qualified, requiring the utilization of the external paid experts who are experts in specialized fields.
8. The Counselor assists in the meeting of the Board of the Commissioners, when asked for. He / she gives the necessary explanations and answers for all the questions done, requiring to have a clearer situation related to the discussed problems, to help in this way the Board taking a right decision.
9. She takes also the filing system, as well as their index for all the problems treated, in order to ensure the possibility of having data in every moment, adequate to lessen and presenting her work, as well as ensuring the normal continuation of the work.
10. She keeps a database in order to present and develop further on the work of the sector. He / she uses the necessary computer programs according to the recommendations of the experts in this field to increase the efficiency of the work in this sector.
11. He / She ensures his / her professional integrity in form and content.

This regulation for the organization, direction, functioning and duties of the Electrical Energy Regulations Sector (ERE), was approved in the meeting of the Board of Commissioners of the Electrical Energy Regulations Sector (ERE), according to the decision nr. 38, date 16.07.2003 of the Board of Commissioners of the Electrical Energy Regulations Sector (ERE), are already abrogated.

**Voting for the Regulations of the Organization, Direction, Functioning and Duties of the Electrical Energy Regulations Sector (ERE):**

**THE BOARD OF COMMISSIONERS**

			<b>Voting</b>	
			<b>Pro</b>	<b>Against</b>
<b>Members of the Board</b>				
1.	PJETER DEMA	CHAIRMAN	_____	_____
2.	PETRIT AHMETI	MEMBER	_____	_____
3.	RAIMONDA ISLAMAJ	MEMBER	_____	_____
4.	ENTECLA CIPA	MEMBER	_____	_____
5.	ADRIATIK BEGO	MEMBER	_____	_____

**Tirana, 16.07.2004**