



UNODC

United Nations Office on Drugs and Crime



RESEARCH BRIEF

Measuring Organized Crime: Assessment of data in the Western Balkans



TABLE OF CONTENTS¹

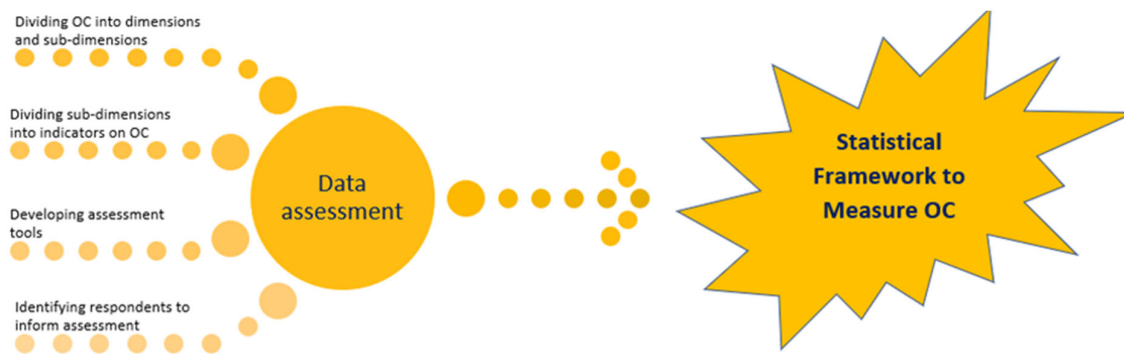
1. EXECUTIVE SUMMARY	2
2. INTRODUCTION	7
3. DATA AVAILABILITY ASSESSMENT	11
3.1. The assessment	11
3.2. The outcomes	11
4. ASSESSMENT FINDINGS	14
4.1. General findings	14
4.1.1. State response	15
4.1.2. Criminal activities	16
4.1.3. Enablers	17
4.1.4. Data on organized criminal groups (OCGs)	18
4.1.5. Economic value	19
5. CONCLUSIONS AND POLICY IMPLICATIONS	20
REFERENCES	23
ANNEX A – DATA AVAILABILITY ASSESSMENT PER COUNTRY/TERRITORY	24
ANNEX B – DATA ASSESSMENT GUIDELINES	30

¹ This Research Brief was developed by the UNODC Research and Trend Analysis Branch under the overall coordination of Angela Me and in collaboration with Kristiina Kangaspunta and Tejal Jesrani. The publication was written by Almir Maljević, associate professor of criminal law at the University of Sarajevo.

I. EXECUTIVE SUMMARY

The aims of this Research Brief are to examine the availability of statistical data on crime, and specifically on organized crime (OC). This Brief will also discuss how availability of data can elucidate important factors about countries' capacities to measure patterns and trends of OC and finally, present some practical solutions to improve the availability of this data. Using experiences gained during UNODC's "Measuring and assessing organized crime in the Western Balkans"² (MACRO) project, it assesses the information collected during the preparatory steps of the project to develop a statistical framework for quantifying and analyzing organized crime in the Western Balkans (see Figure 1). These preparatory steps included dividing organized crime into dimensions and sub-dimensions; selecting a group of relevant possible OC indicators within those sub-dimensions; developing tools to record and analyze the findings of a comprehensive assessment of data availability against the OC indicators; identifying relevant respondents at the national level to inform the assessment; undertaking the actual data assessment; and then analyzing the results and finalizing the completed framework for data collection and analysis.

Figure 1: Development of a framework to measure organized crime



When it comes to organized crime, definitional questions make the task of identifying the proper data and assessing its availability for collection and analysis particularly complicated. There is no universally accepted definition of "organized crime", and the definitions that do exist focus on groups and often fail to capture what is commonly meant by the term, which can be either a particular type of criminal organization or organized crime activity. The United Nations Convention against Transnational Organized Crime offers a definition of "organized crime groups", encompassing those engaged in a wide range of profit-driven criminal enterprises. The United

² The main objectives of the project are to establish a mechanism to collect available data and develop a consolidated methodology to produce regular analytical reports on OC in the region, focusing on trends and patterns of illegal activities by OC, including information on their economic value, on the modus operandi of organized criminal groups and on the response of criminal justice systems to OC. This, it is expected, in turn, will strengthen existing efforts in the region to fight organized crime.

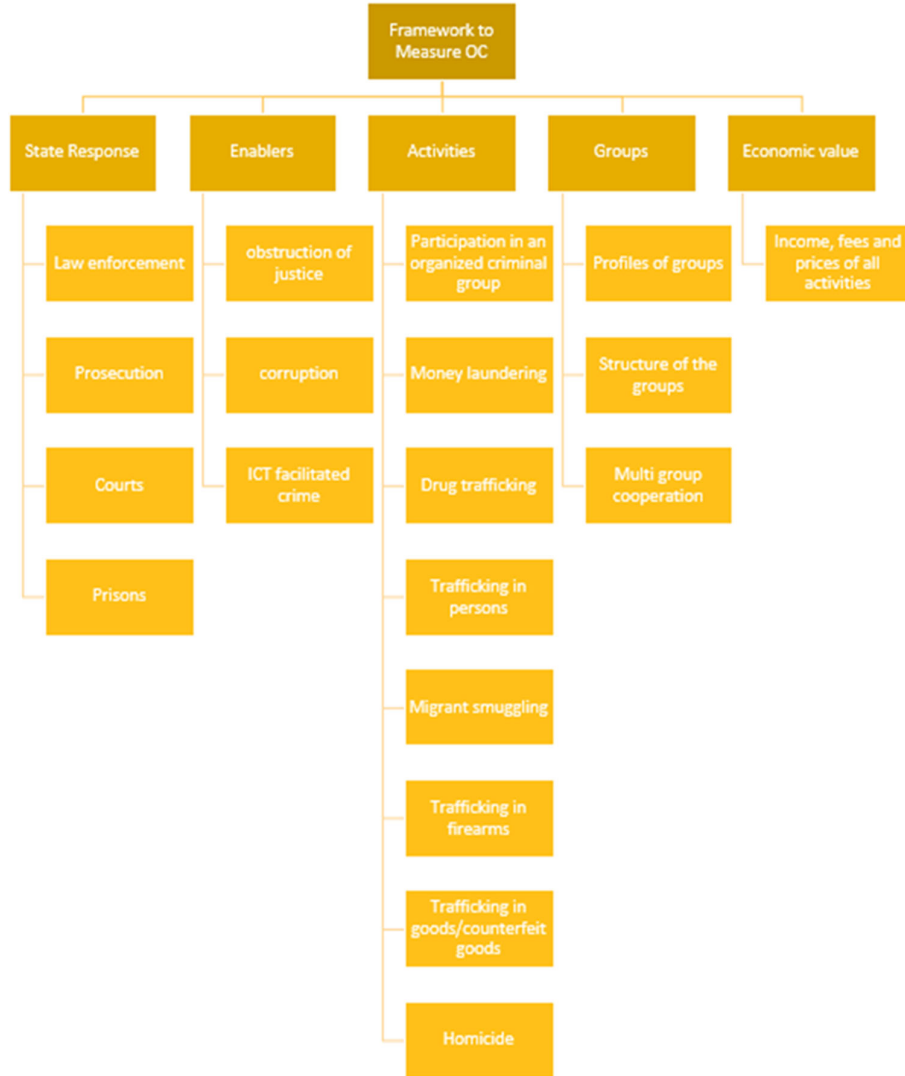
Nations Crime Trends Survey used by UNODC to collect data on homicide related to organized crime largely follows this definition. Another view sees organized crime as a set of serious criminal activities providing illegal goods and services for profit. The distinction between the different concepts of organized crime regarding criminal organizations (who) or profit-making criminal activities (what) is reflected in previous analyses by UNODC³.

However, despite these definitional issues, the statistical framework took a holistic approach in measuring both the who and the what of organized crime. The concept of OC was divided into five dimensions⁴: state response, enablers, OC activities, organized criminal groups (OCGs), and economic value (see Figure 2). Within those five dimensions, 19 sub-dimensions, and 364 unique indicators were identified that could contribute to measuring OC. These 364 indicators became a “wish list” against which availability of data was assessed. In order to more accurately capture instance of crime linked to organized crime, a number of indicators required disaggregation between total number of persons/cases regarding a particular criminal activity and the same criminal activity that involved organized criminal groups. For this reason, indicators within the framework often appear in pairs, such as, “total number of cases of trafficking in persons” as well as “total number of cases of trafficking in persons involving an organized criminal group”.

³ See e.g, UNODC, *The Globalisation of Crime*. Vienna: UNODC, 2010; also, UNODC, *Transnational Organized Crime in Central America and the Caribbean: A threat assessment*. Vienna: UNODC, 2012.

⁴ Structuring the dimensions and sub-dimensions of the framework was assisted by observing the model developed by Transcrime and INEGI Center of Excellence in 2012. See, A framework for the quantification of organized crime and assessment of availability and quality of relevant data in three selected countries of Latin America and the Caribbean (2012).

Figure 2: Dimensions and sub-dimensions of the Framework to measure organized crime



The assessment took place via interviews with selected officials from national criminal justice institutions that collect data on crime. During November and December 2017, 140 interviews with representatives of 57 institutions in 6 countries/territories⁵ of the Western Balkan region took place. The primary purpose of the assessment was to aid the design of a regional data collection on OC and therefore to determine:

1. which data were available;
2. which data were not readily available, but could be made available given extra time and effort (usually implicating manual extraction of the data from files, forms or registries);

⁵ MACRO project beneficiaries included Albania, Bosnia and Herzegovina, Montenegro, Serbia, Republic of North Macedonia, and Kosovo. All references to Kosovo in the present document should be understood in the context of the UN Security Council resolution 1244 (1999).

3. which data were simply not available (and were better suited to other types of data collection, such as qualitative).

The data assessment also sought information on data reporting systems on organized crime in order to understand where improvements could be made in the availability and quality of OC data.

Overall, the assessment showed that while in general, the majority of the indicators were available, most of the data in the “wish list” specifically on OC and on crime disaggregated by OC involvement, was either not readily available or not available at all. More specifically, the data assessment found that:

- **Most countries do not have statistical systems in place to record OC**
 - o Regarding the dimensions of the framework related to organized crime groups and economic value, there were no existing data systems or databases to be able to record, report and analyze this information in the interviewed institutions, with the exception of one which kept a sophisticated database on all active organized criminal groups.
- **Available data varied greatly among different crime types**
 - o Within different sub-dimensions of the framework, particularly among the different crime types⁶, availability of data varied greatly. This reflects common problems related to data collection on international crime statistics including imprecise definition of terms, incorrect classification, confusing coding structures, differences in the units of count and procedural differences. It also emphasizes that the main aim of crime and criminal justice statistical systems in the assessed countries/territories is not to assist in understanding criminal phenomena, but to record their actions for administrative purposes. However, it was particularly striking that, when a specific crime phenomenon had received increased attention from the international community and had been the subject of global or regional data collection efforts, the availability of data regarding that criminal phenomenon was significantly better. In other words, the availability of specific types of crime data is often dependent on what kinds of requests are received, and particularly when they are received with sustained regularity.
- **Even when data on crime is available, linkages with OC are not**
 - o With regard to the dimensions of state response, enablers and OC activities in the framework, data regarding instances of crime was largely available. However, instances of crime linked to OC was not readily available. This information may be collected by agencies in various forms (books or hard copy criminal justice records), but it is not entered into electronic databases. As a result, it becomes a considerable strain on time and human resources to access it.
- **The flow of cases through the criminal justice system is difficult to follow**

⁶ Crimes included in the framework: participation in an organized criminal group, trafficking in persons, smuggling of migrants, trafficking in firearms, drug manufacturing and production, drug trafficking, homicide, trafficking of counterfeit and other goods, cybercrime, corruption, obstruction of justice, money laundering, fraud and financial crime, and ICT facilitated crime.

o The inability to trace cases with a consistent identifying number from investigation, to prosecution to adjudication hampers efforts to understand how cases develop as they progress through the criminal justice system and what kinds of factors can lead to successes or failures in prosecutions and convictions of organized crime related cases.

• **The principle offence rule can obscure organized crime involvement**

o The principal offence rule,⁷ used to record data, may obfuscate the instance of crime committed in the context of OC, as very often multiple offences and those with lesser penalties are not captured. This is of particular relevance in the case of organized crime groups that, as a rule, commit multiple criminal offences. Countries lag behind in the implementation of the International Classification of Crime for Statistical Purposes (ICCS) particularly in relation to the use of tags and event disaggregations. This increases the difficulty to efficiently and quickly identify instances of crimes that are organized-crime related (see Figure 3).

Figure 3: ICCS Event Disaggregation Tags

EVENT DISAGGREGATIONS				
At – Attempted/completed	SIC – Situational context	Geo – Geographical location of the crime	Rep – Reported by	DaT – Date and time
1. Attempted 2. Completed 3. Not Applicable 4. Not known	1. Organized-crime related 2. Gang related 3. Corporate crime related 4. Intimate partner / family related 5. Terrorism-related 6. Civil unrest 7. Other crime 8. Not applicable 9. Not known	1. Required geographical division of country (1 st , 2 nd , etc. levels) 2. Extraterritorial 3. Not Applicable 4. Not known	1. Victim 2. Witness (non-victim) 3. Police 4. Other law enforcement 5. Criminal justice institution 6. Not known	Date format: dddd/mm/yyyy Time format: 24:00

The findings show that the statistical system on crime and criminal justice is often not able to trace the involvement of organized crime in the Western Balkan region. Countries do not record the information and if they do, it is in a format which would not easily allow for the collection and analysis of the data. In some countries, the administrative procedures connected to the flow of cases makes it very difficult to collect the data and the statistical counting rules may obscure crimes that are committed simultaneously, such as those very often committed by organized criminal groups.

Despite the complications uncovered regarding the availability of OC data, assessing the data availability has, for the first time, produced a detailed mapping of OC related data at the national and regional levels as well as elucidated the types of information that would be better suited to collection through other means, such as in-depth interviews. This has resulted in increased clarity of the kinds of data that can be collected and has considerably expedited such efforts under the MACRO project.

⁷ The principal offence rule governs the way in which simultaneous offences are recorded. In countries using a principal offence rule, only the most serious offence is recorded, while in countries without such a rule, each offence is recorded independently. See Aebi, Marcelo, Measuring the Influence of Statistical Counting Rules on Cross-National Differences in Recorded Crime, 2008.

II. INTRODUCTION

The question of the existence of organized crime (OC) has long been settled, yet the scope and patterns of the problem and its effects on society are questions that still call for a solid answer. Particularly in the region of the Western Balkans, evidence-based findings indicate that OC activities are particularly significant in a number of areas, such as drug or firearms trafficking, and that some factors, such as corruption and poor economic performance, enable organized crime. However, due to the lack of advanced statistical and analytical tools to monitor levels, trends and patterns of OC, it has not been possible to understand whether progress is being made in the fight against OC or, on the contrary, organized criminal groups maintain or even increase illegal activities. In this context, UNODC, under its project “Measuring and assessing organized crime in the Western Balkans: Supporting evidence-based policy making,” (MACRO), set out to develop a framework for a standardized, comprehensive and replicable measurement of organized crime with statistical data as its base.⁸

Although data is the basis of measuring any phenomenon, when it comes to organized crime, definitional questions make the task of identifying the proper data and assessing its availability for collection and analysis particularly complicated. There is no universally accepted definition of “organized crime”, and the definitions that do exist often focus on groups and fail to capture what is commonly meant by the term, which can be either a particular type of criminal organization or organized crime activity, often referred to interchangeably. The United Nations Convention against Transnational Organized Crime offers a definition of “organized crime groups”, encompassing those engaged in a wide range of profit-driven criminal enterprises.⁹ The United Nations Crime Trends Survey used by UNODC to collect data on homicide related to organized crime largely follows this definition.¹⁰ Another view sees organized crime as a set of serious criminal activities providing illegal goods and services for profit.¹¹ The distinction between the different concepts of organized crime regarding criminal organizations (who) or profit-making criminal activities (what)¹² is reflected in previous analyses by UNODC¹³ making a distinction between territorial and trafficking groups.

⁸ The main objective of the project is to establish a mechanism to collect available data and develop a consolidated methodology to produce regular analytical reports on OC in the region, focusing on trends and patterns of illegal activities by OC, including information on their economic value, on the modus operandi of organized criminal groups and on the response of criminal justice systems to OC. This, it is expected, in turn, will strengthen existing efforts in the region to fight organized crime.

⁹ While not defining organized crime *per se*, Article 2 of the Convention reads:

“Organized criminal group” shall mean a structured group of three or more persons, existing for a period of time and acting in concert with the aim of committing one or more serious crimes or offences established in accordance with this Convention, in order to obtain, directly or indirectly, a financial or other material benefit;

“Serious crime” shall mean conduct constituting an offence punishable by a maximum deprivation of liberty of at least four years or a more serious penalty;

“Structured group” shall mean a group that is not randomly formed for the immediate commission of an offence and that does not need to have formally defined roles for its members, continuity of its membership or a developed structure

¹⁰ The CTS acknowledges that “definitions used by national law enforcement bodies may include additional elements and may in some cases deviate from this definition.”

¹¹ Paoli, Letizia and Tom Vander Beken (2014) *Organized Crime. A Contested Concept*. In Paoli (ed), Letizia, *The Oxford Handbook of Organized Crime*, New York: Oxford University Press.

¹² *Ibid.*

However, despite these issues, progress can and should be made in the measurement of organized crime. This Research Brief will describe the crucial first steps toward the development of the framework used for MACRO: identifying the data that could be relevant to measuring organized crime and assessing its availability. The assessment's main goal was to aid the development of a standardized, comparable set of indicators on which to base custom-made regional data collections that could be replicated to assess trends as well as the impact of policy or operational interventions. However, the data assessment was also undertaken to evaluate data reporting systems on organized crime, to identify gaps in the information on OC that would be better suited to other types of data collection, and to identify areas that required capacity building in the statistical services in order to improve the quality and availability of data.

Developing a methodology to measure such a complicated set of crimes necessitates several preparatory stages (see Figure 1): structuring the dimensions and sub-dimensions of the framework; selecting a group of relevant possible data points or indicators within those sub-dimensions; developing tools to record and analyze this information; identifying relevant respondents at the national level to inform on data collection processes and availability of the selected data points or indicators; undertaking the actual data assessment; and most importantly, analyzing the results and finalizing the framework for data collection.

In the present case, structuring the dimensions and sub-dimensions of the theoretical framework was inspired by the model developed by Transcrime in 2012, which divided the concept of organized crime into five dimensions, related sub-dimensions, and within those, indicators for measuring organized crime.¹⁴ For the purpose of the current work, five dimensions of state response, enablers, OC activities, OC groups, and economic value were used (see Figure 2). Those dimensions were then split into 19 sub-dimensions based on the stage of the criminal justice process (with regard to state response), the type of activity or the type of information requested.

Elaborating the sub-dimensions of the framework required identifying criminal activities on which to focus. It was decided to focus on criminal activities that are most commonly associated with organized crime.¹⁵ This encompassed all the criminal offences included in the UN Convention against Transnational Organized Crime,¹⁶ namely, participation in an organized criminal group, money laundering, corruption and obstruction of justice. Criminal justice data on cases of participation in an organized criminal group, as stipulated in Article 5 of the UN Convention against Transnational Organized Crime is a logical place to start when considering which data may be relevant to measuring and assessing organized crime. However, it would not be sufficient to only consider cases of participation in an organized criminal group as that particular crime may not always be charged due to lack of evidence or other prosecutorial decisions or, even if charged, may not be preserved in the statistical records of a case that involved organized crime, for reasons that will be discussed later in this brief (see Section 4.3.2). On the other hand, it would not have been sufficient either, to only collect information about cases that have been traditionally associated with

¹³ See UNODC, *The Globalisation of Crime*. Vienna: UNODC, 2010; also, UNODC, *Transnational Organized Crime in Central America and the Caribbean: A threat assessment*. Vienna: UNODC, 2012.

¹⁴ Transcrime- INEGI Centre of Excellence (2012), *A framework for the quantification of organized crime and assessment of availability and quality of relevant data in three selected countries of Latin America and the Caribbean*.

¹⁵ See UNODC, *The Globalisation of Crime*. Vienna: UNODC, 2010.

¹⁶ General Assembly resolution 55/25 (2000).

organized crime, such as drug trafficking, as not all of them are committed in the context of organized crime.

The framework needed to capture crimes committed in the context of organized crime. A number of indicators within the statistical framework required disaggregation or differentiation between total number of persons/cases regarding a particular criminal activity and the same criminal activity that was carried out by organized criminal groups. Accordingly, indicators for each crime type appear in pairs, e.g., “total cases of trafficking in persons,” as well as, “total cases of trafficking in persons linked to active organized criminal groups.” Adding this disaggregation not only allowed for specificity in measuring OC involvement, but also for comparisons between OC and non-OC involvement within crime types and comparisons of OC involvement between crime types.

The criminal offences included in the three Protocols¹⁷ to the Organized Crime Convention were also included among the sub-dimensions of the theoretical framework, namely trafficking in persons, smuggling of migrants and trafficking in firearms. In addition, drug trafficking as well as drug production and manufacturing were included, as well as trafficking in counterfeit goods, other goods and finally, cybercrime. Homicide was also included in order to serve as a proxy for the level of violence used by organized criminal groups. As the use of violence is more often associated with hierarchical, structured, Mafia-type OCGs, as opposed to more loosely organized criminal networks,¹⁸ homicide data could serve as an indicator of which structures are predominant in the Western Balkan region. For each of these crimes, already existing UNODC data collection efforts were consulted to harmonize, supply previously submitted information, and prevent duplication of requests to the beneficiaries of the project wherever possible.¹⁹

The sub-dimensions were then divided into 364 unique indicators in the framework. These indicators comprised a sort of “wish list” of data against which assessment would take place. In order to standardize the assessment process, data assessment guidelines were formulated.²⁰

Regarding the selection of institutions to provide information about data availability, the internal constitutional structure of a given country/territory and the specific competences of the institutions were considered carefully. The institutions primarily seen as potential statistical data providers about OCG and their activities were the law enforcement (including border police and customs offices), prosecutors, courts (and where possible judicial and prosecutorial councils) and prisons. In addition to these, particular attention was given to the national statistical offices, as these are the institutions in charge of collecting, processing and reporting on crime related data collected from the above-mentioned data providers. It was also seen as crucial to include various agencies that deal with or could potentially be in position of collecting organized crime and criminal justice related data such as Financial Intelligence Units, agencies that deal with proceeds of crime, various ministries (justice, for example), anti-corruption agencies, and centers for protection of victims of

¹⁷ General Assembly resolution 55/25 (2000).

¹⁸ Fijnaut, Cyrille, *European Union Organized Crime Policies* (2014). In Paoli (ed), Letizia, *The Oxford Handbook of Organized Crime*, New York: Oxford University Press.

¹⁹ For instance, in the case of drug manufacturing, production and trafficking, UNODC’s Annual Reports Questionnaires were consulted in order to maintain consistency among the requested information as well as to fill in data points where available.

²⁰ See Annex B.

trafficking. In the context of the MACRO project, both the institutions and the persons were selected with the assistance of and in coordination with the members of the MACRO National Technical Groups.²¹

²¹ National technical group (NTG) is a group formed by respective governments in the region, that have the main task to coordinate the collection of standardised data from all relevant institutions and check their completeness and consistency. The NTG is composed of representatives of the institutions dealing with organized crime cases. Representative of the national statistical office is usually the president of the NTG. NTG meets on a regular basis, twice a year, in order to review undertaken activities and assist the UNODC team in the implementation of activities.

III. DATA AVAILABILITY ASSESSMENT

3.1. The assessment

The assessment took place via structured interviews with selected officials from national criminal justice institutions that collect data on crime, in particular to elicit information regarding what kind of organized crime data was collected as well as what was done with it.²² During November and December 2017, 140 interviews with representatives of 57 institutions in 6 countries/territories of the Western Balkan region took place. The team conducting the interviews consisted of the UNODC project team member, UNODC National Project Officer in a given country and an expert on organized crime.

Figure 3: Number of assessment interviews

	Albania	Bosnia and Herzegovina	Kosovo (UNSCR 1244)	Montenegro	North Macedonia	Serbia
Period	20-22.11.	13.11.-26.12.	29.11-1.12.	4-6.11.	24 - 28.11	10-13.11.
Institutions	9	15	9	8	11	7
Persons interviewed	23	28	22	18	38	17

Most of the interviewees worked in the analytical unit of a given institution, i.e. the unit processing data received through various types of forms and records. Nevertheless, very often, the team had a chance to talk to those who deal with OC on an operational level and who fill in various forms and records with regard to the cases they had worked on. Occasionally, decision makers of a given institution (minister, director, etc.) were interviewed as well.

The duration of the interviews varied, ranging from 30 minutes to 4 hours. On average, the interviews lasted 90-120 minutes depending on the number of persons present at the meeting, but also on the position of the institution within the anti-OC framework and the number of records the institution possessed.

3.2. The outcomes

The results of the data availability assessment were summarized in national reports (data availability assessment reports) which enabled the finalization of the statistical framework to measure and assess organized crime as well as a regional table that compiled the national

²² See Annex B, Data Assessment Guidelines for more information.

information by the availability status of data in each country. The availability status was divided into three categories: readily available, not readily available or not available.

The data availability assessment report. The reports described the process of data registration, collection and analysis of each interviewed institution, with information on the main registries used, the flow of the data (from initial recording to the final statistical processing), and the content (which information is collected, i.e. what is contained in the registries/book of records). At the same time, information gaps that would be better suited to other types of data collection (such as qualitative interviews) were identified. These gaps also pointed out areas that required capacity building in the statistical services in order to harmonize statistical methods and standards with international good practices.

The assessment reports represented a baseline/snapshot of the data availability and quality to inform the statistical framework and design the data repository. The data repository was consequently customized to each beneficiary to reflect their individual data availability and needs, while ensuring a good level of regional comparability and comprehensiveness.

Each report contained a color-coded table of the availability status of the indicators. Cells were colored green to indicate that the data was readily available, with the name of the responsible agency noted in the cell. Cells were colored yellow to indicate that the data was not readily available but could be made available given extra time and effort (usually implicating manual extraction of the data from files, forms or registries). Finally, cells were colored red to indicate that the data were simply not available (and were better suited to other types of data collection, such as qualitative, and the provision of technical assistance).

Figure 4: Regional table of data availability

Crime	INDICATOR	Albania	Bosnia and Herzegovina	Kosovo	Montenegro	North Macedonia	Serbia
Total	Total number of people arrested	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for participation in an organized criminal group	Police	Police	Police	Police	Ministry of Interior/Police	Police
Organized crime	Total amount of assets seized by type of asset	Police	Agency for Management of Seized Property	Police/Prosecutorial Office			Managing Confiscated Assets
	Total amount of assets confiscated by type of asset	Police	Agency for Management of Seized Property	Police/Prosecutorial Office			Managing Confiscated Assets
	Total amount of assets seized by type of asset linked to active organized criminal groups		Agency for Management of Seized Property	Police/prosecutorial office	Special prosecutor's office		Managing Confiscated Assets
	Total amount of assets confiscated by type of asset linked to active organized criminal groups		Agency for Management of Seized Property	Police/prosecutorial office	Special prosecutor's office		Directorate for Managing Confiscated Assets
Homicides	Total number of people arrested for intentional homicide	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for intentional homicide linked to active organized criminal groups		Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for attempted homicide linked to active organized criminal groups		Police	Police	Police		Police
	Total number of intentional homicide for which the offender has been identified by the police (clearance rate)	Police	Police	Police	Police	Ministry of Interior/Police	Police
Money Laundering	Total number of people arrested for money laundering	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for money laundering linked to active organized criminal groups		Police	Police	Police	Ministry of Interior/Police	Police
Human Trafficking	Total number of people arrested for human trafficking	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for human trafficking linked to active organized criminal groups		Police	Police	Police	Ministry of Interior/Police	Police
Smuggling of migrants	Total number of people arrested for smuggling of migrants	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for smuggling of migrants linked to active organized criminal groups		Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for facilitating illegal migration	Police	Police	Police	Police	Ministry of Interior/Police	Police
	Total number of people arrested for facilitating illegal migration linked to active organized criminal groups		Police	Police	Police	Ministry of Interior/Police	Police

Regional table. Based on the designation of the availability status of the individual indicators, a regional table was created, featuring all indicators, divided into dimensions (with their sub-dimensions) and all countries/territories covered by the assessment. This table provided an opportunity to draw conclusions about the availability of indicators at the regional level. In order to finalize the regional statistical framework to measure OC, the “green” and “yellow” indicators were included in and form the framework for measuring and assessing organized crime in the Western Balkan region.

IV. ASSESSMENT FINDINGS

4.1. General findings

The assessment of data against the statistical framework of OC showed that while in general, the majority of the indicators were available, most of the data in the “wish list” specifically on OC and on crime disaggregated by OC involvement was either not readily available or not available at all. More specifically:

- **Most countries do not have statistical systems in place to record OC.** Regarding the dimensions of organized crime groups and economic value, there are not currently systems in place to be able to record, report and analyze this information, with the exception of one interviewed institution which kept a sophisticated database on all active organized criminal groups.
- **Available data varied greatly among different crime types.** Within different sub-dimensions of the framework, particularly among different crime types, availability of data varied greatly. This reflects common problems related to data collection on international crime statistics including imprecise definition of terms, incorrect classification, confusing coding structures, differences in the units of count and procedural differences. It also emphasizes that the main aim of crime and criminal justice statistical systems in the assessed countries/territories is not to assist in understanding criminal phenomena, but to record their actions for administrative purposes. However, it was particularly striking that, when a specific crime phenomenon had received increased attention from the international community and had been the subject of global or regional data collection efforts, the availability of data regarding that criminal phenomenon was significantly better. In other words, the availability of specific types of crime data is often dependent on what kinds of requests are received, and particularly when they are received with sustained regularity.
- **Even when data on crime is available, linkages with OC are not.** With regard to the dimensions of state response, enablers and OC activities in the framework, data regarding instances of crime was largely available. However, instances of crime linked to OC was not readily available. For instance, data could be collected on the total number of cases of trafficking in persons but not on the total number of cases of trafficking in persons involving an organized criminal group. This information may be collected by agencies in various forms (books or hard copy criminal justice records), but it is not entered into electronic databases. As a result, it becomes a considerable strain on time and human resources to access it.
- **The flow of cases through the criminal justice system is difficult to follow.** The inability to trace cases with a consistent identifying number from investigation, to prosecution to adjudication hampers efforts to understand how cases develop as they progress through the criminal justice system and what kinds of factors can lead to successes or failures in prosecutions and convictions of organized crime cases.
- **The principle offence rule can obscure organized crime involvement.** The principal offence rule, used to record data, may obfuscate the instance of crime committed in the context of OC, as very often multiple offences and those with lesser penalties are not captured in the statistical

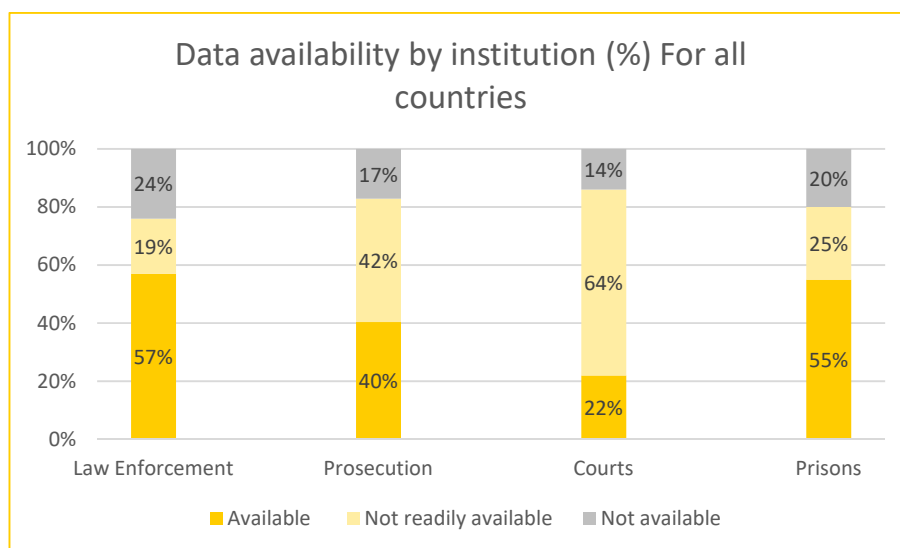
data recording systems. This is of particular relevance in the case of OCGs that, as a rule, commit multiple criminal offences.

4.1.1. State response

Regarding the dimension of state response within the statistical framework, the system does capture a large amount of information. On average, about 80% of the “wish list” indicators could, in theory, be obtained from the criminal justice system.

The institutions assessed to provide the most easily available data are the law enforcement agencies and prisons (see Figure 5). Courts and prosecutors are in the possession of a lot of information in their records (not strictly court verdicts or decisions, but also indictments and evidentiary materials). Yet, very few of the indicators were assessed as being readily available since this information is not a part of regular reporting systems. These reporting systems, as elaborated earlier, are designed not to help understand crime, but to provide evidence for efficiency of the system. Since, not all of the data that is being recorded is transferred to the databases or being used for regular statistical reporting, if the data were requested, it is not likely that the extra human resources needed to report on this data will be expended.

Figure 5:



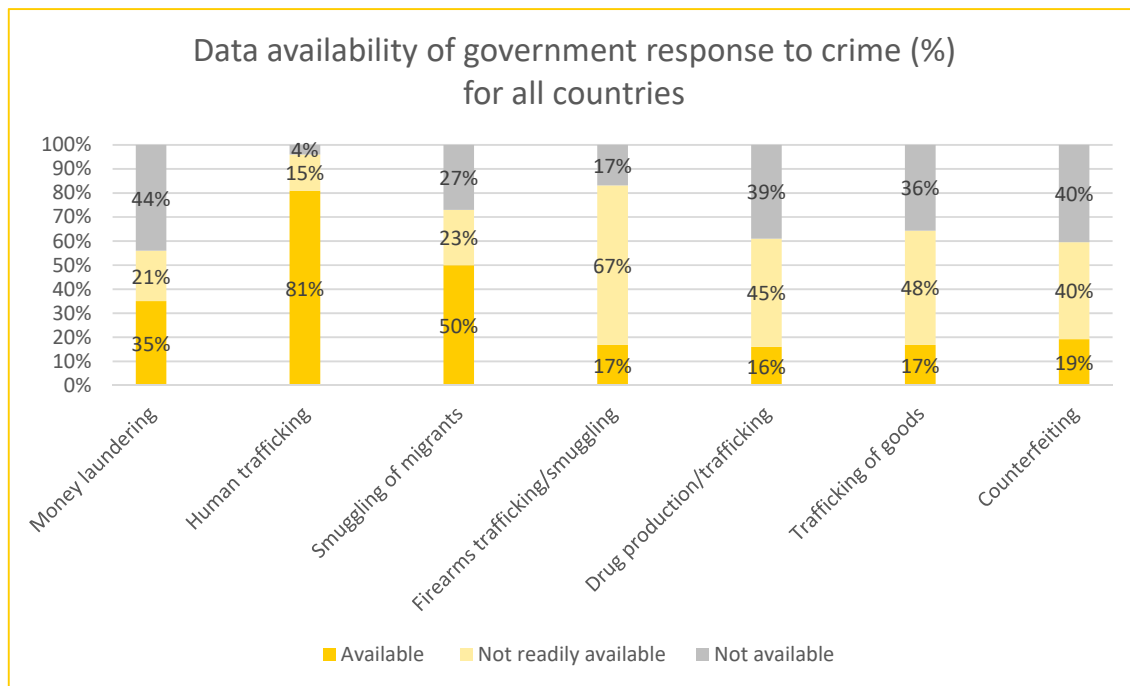
With regard to collection and reporting on crime related data, the assessment interviews confirmed that it is not possible to trace a case through the criminal justice process, from investigation to prosecution to adjudication with one unique identifier. While this does not affect the availability of data per se, it severely hampers efforts to directly measure case attrition and analyze what factors lead to successes or failures in prosecutions and convictions of organized crime related cases. For example, when a law enforcement agency investigates an organized criminal group which consists of 10 people and deals in drugs, it subsequently completes the investigation and submits the report to the prosecutor. At a later stage, the prosecutor may discover that what was assumed to be one group is actually split into two groups: 6 persons who deal drugs and 4 persons who launder the money. This new information however, will not affect the data recorded by the police, nor will it change anything in the data submitted to the repository for purposes of analysis. On the other hand,

a traceable case number would enable a more transparent and deeper analysis of the patterns and trends related to organized crime.

4.1.2. Criminal activities

The assessments revealed that data availability significantly differs depending on the type of criminal activity in question. Whereas a majority of the indicators on trafficking in persons were available, very few indicators on firearms trafficking, drug trafficking, smuggling and trafficking of goods or counterfeit goods were readily available. The assessment revealed that quite a lot of information is being recorded regarding trafficking in firearms, yet very little of that information is used for regular reporting.

Figure 6:



One of the reasons so many indicators are available for trafficking in persons could be that across the region, national institutions to monitor and combat trafficking are commonplace. Trafficking in persons has received considerable and sustained attention in the region, so countries/territories have faced various requests for data on the state response to this crime from domestic and international governmental and non-governmental organizations. Over time, forms and data recording for the state response to trafficking in persons were upgraded so that today it is available. It appears that the more often data on a particular criminal activity is requested from the region, the more likely it is that the institutions will upgrade their systems of data recording, statistical processing and reporting. It may be the case that if data on OC and OCGs were requested more often, it might bring more attention to the systems in place in countries/territories to record, process and report data on OC and OCG.

Furthermore, the “principal offence” rule, a rule that defines how simultaneously committed criminal offences are recorded, seems to hamper proper understanding and assessment of organized

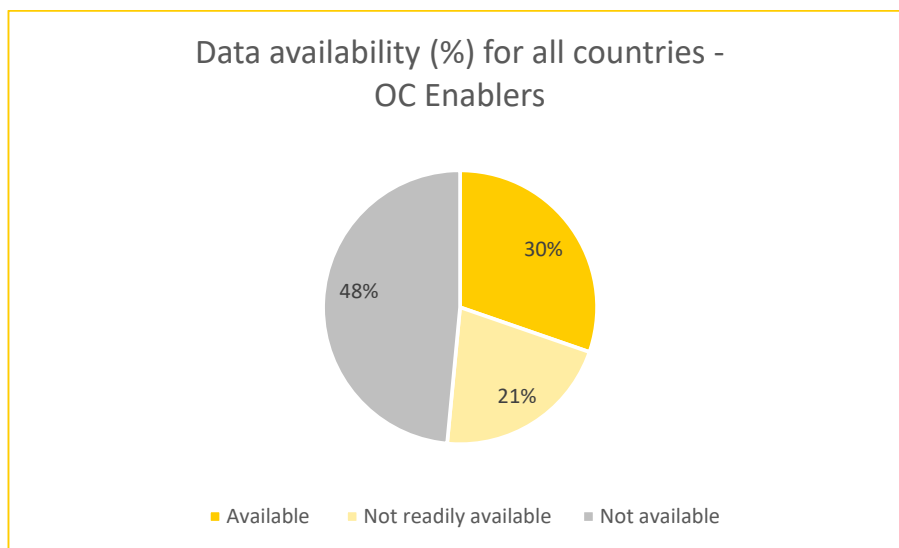
crime in the region. The application of the principle offence rule results in a situation in which only the most serious offence is recorded for statistical purposes. Other offences, although available as information in case files, remain outside of the statistical reports. For example, an OCG of 10 persons are involved in drug trafficking; three of them subsequently are involved in money laundering; and two of them, in the course of the criminal operations, bribe police officials. All these activities are, beyond any doubt, related to or committed within the context of organized crime and each one of these 10 persons participated in several punishable criminal offences. However, statistically, only the most serious offence will be recorded. For some of them it might be “participation in an organized criminal group”, for another “drug trafficking”, and for the others “money laundering” or “bribery”.

Which of these will be recorded depends on the sentences prescribed for all offences. In the case of OCGs, that as a general rule commit multiple offences simultaneously, this poses a serious problem for the recording and reporting of data on instances of crime linked to organized crime. Obviously, over a certain period of time, the total number of OC related offences will be significantly different from reality.

4.1.3. Enablers

Enablers is a dimension that has three distinct sub-dimensions: corruption, obstruction of justice, and the use of technology for the commission of crimes by OCGs. At first glance, it seems that most of the data, almost 80%, on enablers is available. Deeper analysis of the results of the data availability assessment, however, suggest that the situation differs with regard to the sub-dimensions of the component.

Figure 7:



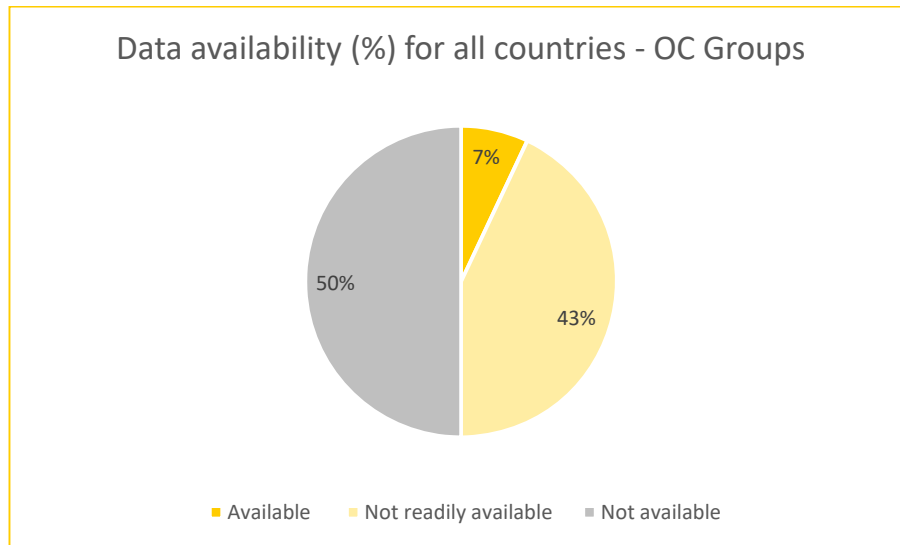
For example, with the exception of Albania, other countries/territories can provide almost all information for indicators related to corruption. At the same time, all countries/territories can provide data on indicators related to the obstruction of justice. A set of indicators that could be seen as the most problematic is the one related to the use of technology for the commission of crimes by

OCGs. As above, this is probably due to a lack of requests received for the information, resulting in data that is collected, but not preserved in statistical reporting.

4.1.4. Data on organized criminal groups (OCGs)

Regarding the indicators defined for organized criminal groups, the general conclusion is that very little information is easily available. In principle, data for only half of the OCG related indicators is being recorded, and a significant portion is not readily available (see Figure 8).

Figure 8:



With one exception, data on the number of recorded organized crime groups active in the country in the latest available year is missing across the region. The Ministry of Interior of Republika Srpska, Bosnia and Herzegovina, maintains a very sophisticated registry on activities of fighting organized crime that is a regional good practice.²³ However, with this one exception, disaggregation of OCGs by criminal activity in which they are involved is also missing and even this database is not linked to other criminal justice data such as investigation, prosecution or court records. Across the region, there is usually information about the total number of persons arrested for trafficking in persons, but it is not known how many of those were in relation with OC. Or, data on the amount of assets seized in a drug dealing case is available. Yet, data on which of those assets are linked with OC is not possible to collect. This information is potentially available in the records of prosecutors' offices or judicial and prosecutorial councils. However, it would require additional resources (time and human), to manually extract the files and analyze which cases are related to OCGs. Therefore,

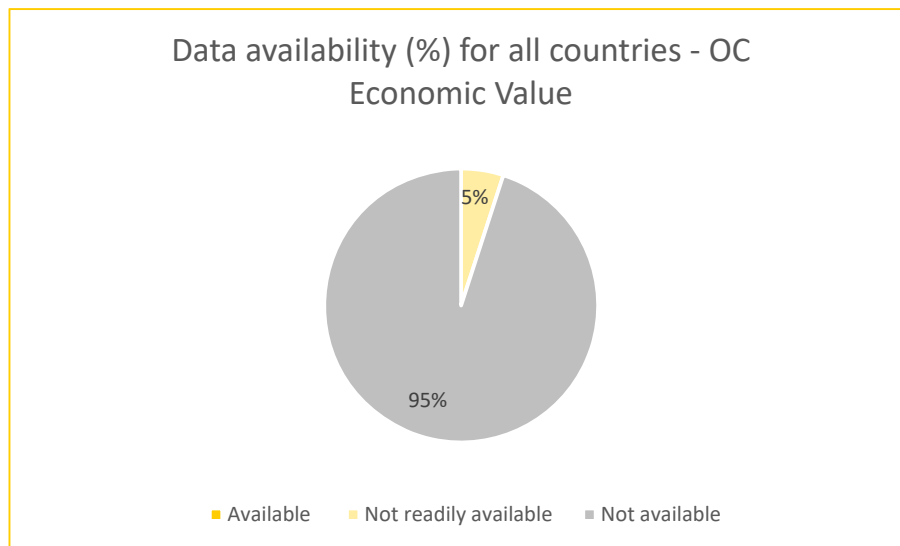
²³ Registry on activities of fighting organized crime contains information on operations against organized criminal groups related to organized crime groups' activities, the groups themselves, as well as individuals involved. The registry contains information on the code name of the operation, date and time of operation, location, who submitted the initial information about the suspicious activity, types of criminal offences the group is involved in, the name of the group, structure of the group, their propensity to use of violence, level of expertise used by the group, use of corruption, use of ICT, links to and relationship to other groups (supervising role, or dependent on others, etc.), international links of the group, status of the operation, domestic or international, financial investigation, number of members of the group, detailed information about the members of the group including place of residence, as well as the criminal offences the group is being investigated for, and much more.

it can be concluded that with above-mentioned exception, the data as it is does not provide a picture of OC in any given country/territory.

4.1.5. Economic value

The results of the data assessment showed that data regarding the economic value of organized criminal activities, (see Figure 9) is not available at all. None of the criminal justice agencies, or any other institution interviewed seemed to have systems to capture the economic value associated with the activities of OCGs, e.g., approximate income (for offender in case of trafficking in persons) by one victim per day; or an average price at the retail level by type of firearm and ammunitions; or an average price at the retail level by type of drug trafficked.

Figure 9:



V. CONCLUSIONS AND POLICY IMPLICATIONS

The question of the existence of organized crime has long been settled, yet the scope and patterns of the problem and its effects on our society are questions that still call for a solid answer. Policy makers, practitioners and the international community would benefit from an adequate and viable framework that will assist in understanding organized crime. In the context of the MACRO project, UNODC has elaborated such a framework with statistical data at its base. As a preliminary step towards the development of the framework, a thorough and comprehensive data assessment related to OC data availability at the national and regional level was carried out for the very first time.

The data assessment detailed in this Research Brief made clear that although there is a large amount of data available regarding some dimensions of organized crime, most of it is not stored in a way that facilitates efficient collection and analysis. Other dimensions of organized crime, such as information about groups and economic value, is non-existent in the statistical systems. Within the MACRO project, this lack of data has been adequately compensated for. Regarding the lack of data related to organized criminal groups which would assist in understanding modus operandi, internal structures, and economic value of OC activities, the project has undertaken a series of qualitative information gathering efforts in the form of in-depth interviews. These interviews will add the viewpoints of expert practitioners, prisoners convicted of crimes most often associated with organized crime,²⁴ as well as victims of trafficking and smuggled migrants to the analysis of these dimensions of the framework.

Regarding the large amount of data that was found to be not readily available (yellow colored cells), the data collection conducted under the MACRO project nevertheless requested these indicators from the beneficiaries in an attempt to fully exploit the availability of data. It is clear from preliminary data analysis that some, although not all, of the data that was characterized as “not readily available” has been received. These measures, however, will only solve the issue of understanding OC in the Western Balkan region in the short term and are not sustainable to measure organized crime patterns and trends over time. For a long-term solution, the following actions are recommended, some relatively minor and some requiring more time and resources, that could considerably increase the amount and quality of OC data.

Improving existing statistical systems to measure organized crime

1. Institutions in the region should improve data processing procedures, so that the data collected through various hard copy forms and books of records are more readily available to domestic institutions and policy makers for the purpose of creating and implementing evidence-based policies. Thereby, vastly increasing the availability and quality of data. This will not only make the domestic institutions better informed of the situation with OC, but also simplify their procedures to respond to various requests for data that are, as reported, continuously coming from various interested parties.
2. In order to more efficiently disaggregate instances of crime related to organized crime, a couple of actions are recommended. First, the use of the principal offence rule and any other counting

²⁴ Participation in an organized criminal group, trafficking in persons, smuggling of migrants, trafficking in firearms, manufacturing of drugs, drug trafficking, trafficking in goods and trafficking in counterfeit goods.

rules that may obfuscate the total number of OC related offences should be reconsidered. Secondly, the International Classification of Crime for Statistical Purposes (ICCS) should be implemented, and particularly the use of its event disaggregations (see Figure 10), should be introduced in order to efficiently “tag” the instance of crimes that are organized-crime related.

Figure 10:

EVENT DISAGGREGATIONS				
At – Attempted/completed	SIC – Situational context	Geo – Geographical location of the crime	Rep – Reported by	DaT – Date and time
1. Attempted 2. Completed 3. Not Applicable 4. Not known	1. Organized-crime related 2. Gang related 3. Corporate crime related 4. Intimate partner / family related 5. Terrorism-related 6. Civil unrest 7. Other crime 8. Not applicable 9. Not known	1. Required geographical division of country (1 st , 2 nd , etc. levels) 2. Extraterritorial 3. Not Applicable 4. Not known	1. Victim 2. Witness (non-victim) 3. Police 4. Other law enforcement 5. Criminal justice institution 6. Not known	Date format: dddd/mm/yyyy Time format: 24:00

Source: ICCS, Version 1.0.

Once introduced, these would help to enrich the analysis and understanding of organized crime. This would, obviously, require modification of the recording systems by law enforcement and other criminal justice agencies. However, this would lead to a better understanding of crime, organized crime included, and would help law enforcement agencies, other criminal justice institutions and policymakers create better policies and strategies to counter organized crime.

In line with good practice described by the United Nations Manual for the Development of a System of Criminal Justice Statistics and as recommended by the CARDS project in 2010,²⁵ institutions that collect data on the criminal justice response to crime should consider harmonizing their case identification systems so that cases can be traced throughout the criminal justice system with an integrated file number (IFN). This will aid in efforts to understand how cases have developed from investigation to prosecution to adjudication and which factors lead to successes or failures in responding to different forms of crime, particularly organized crime. In this respect, a pilot test in one of the MACRO beneficiaries could be considered, consisting of a tripartite working group with experts from the police, prosecution and court systems in order to consider whether and how an IFN system could be introduced and extended to all criminal justice institutions.

Developing new statistical systems to measure organized crime

1. New statistical systems, such as the registry on activities of fighting organized crime, developed in Republika Srpska, Bosnia and Herzegovina, should be implemented regionally in order to collect, store and analyze data on organized criminal groups’ structures and profiles, as well as on the economic value of their activities.
2. The Western Balkans is a region with very high levels of uniformity in statistical systems. For this reason, regional cooperation in harmonizing systems to collect, analyze, report and share

²⁵ Please see <https://www.unodc.org/unodc/en/data-and-analysis/statistics/statistics-Balkans.html>

data on OC and OCGs should be developed and supported. Good practices implemented in one country or territory should serve as models for adoption in other jurisdictions.

Other methods to measure organized crime

1. Multiple systems estimation (MSE) methodology to capture hidden victims of trafficking in persons has already been implemented in Serbia²⁶ and is currently ongoing in Albania. If feasible, other Western Balkans countries and territories should consider implementing this method to estimate the total number of victims of trafficking in persons in their jurisdictions, as well as gain insight into the breakdown of age, gender, nationality and forms of exploitation of this hidden group.
2. Administrative sources (such as police or judicial statistics) cannot provide a sufficiently reliable and comprehensive analysis of crime on their own. Victimization surveys should also be implemented to help governments and the general public understand organized crime, its impact on society and how better to address it.²⁷

²⁶ Please see Research Brief: Monitoring Target 16.2 of the United Nations Sustainable Development Goals: multiple systems estimation of the numbers of presumed victims of trafficking in persons: Serbia, at https://www.unodc.org/documents/data-and-analysis/glotip/MSE_Research_Brief_Serbia.pdf

²⁷ Please see UNODC's Manual on Victimization Surveys, at https://www.unodc.org/documents/data-and-analysis/Crime-statistics/Manual_on_Victimization_surveys_2009_web.pdf

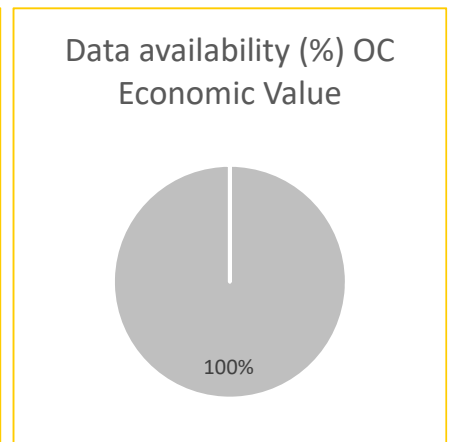
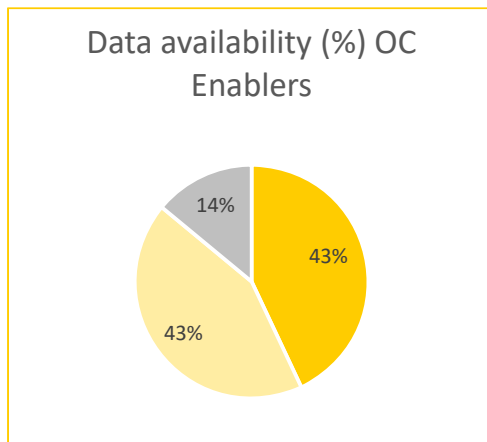
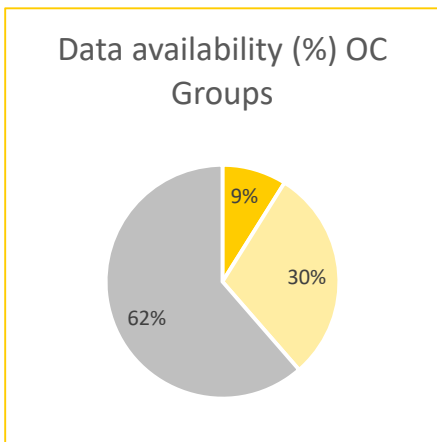
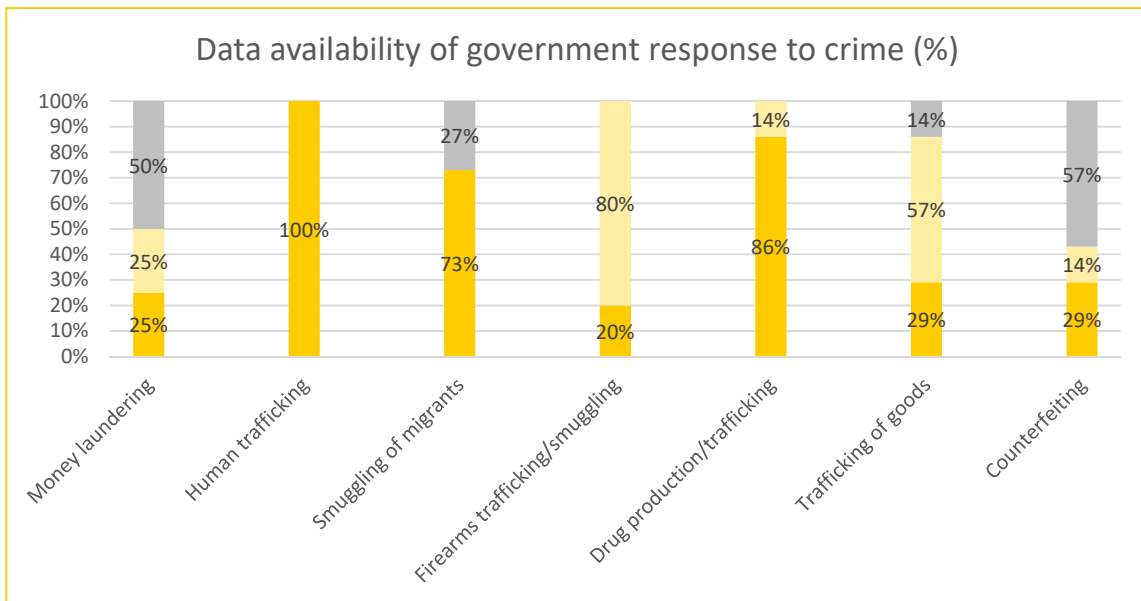
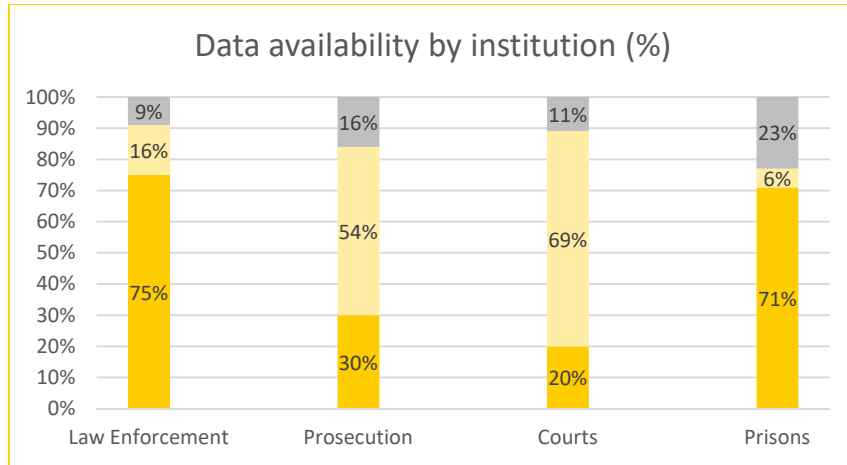
REFERENCES

- Aebi, M. F. (2008). 9 Measuring the Influence of Statistical Counting Rules on Cross-National Differences in Recorded Crime. Available at https://www.researchgate.net/publication/237832736_9_Measuring_the_Influence_of_Statistical_Counting_Rules_on_Cross-National_Differences_in_Recorded_Crime
- BKA (2017). Organisierte Kriminalität Bundeslagebild, available at www.bka.de
- Europol (2017) EU Serious and Organised Crime Threat Assessment (SOCTA), available at <https://www.europol.europa.eu/socta/2017/>
- Europol (2018). Internet Organised Crime Threat Assessment. Available at <https://www.europol.europa.eu/activities-services/main-reports/internet-organised-crime-threat-assessment>
- Fijnaut, Cyrille, European Union Organized Crime Policies (2014). In Paoli (ed), Letizia, The Oxford Handbook of Organized Crime, New York: Oxford University Press.
- Paoli, Letizia and Tom Vander Beken (2014) Organized Crime. A Contested Concept. In Paoli (ed), Letizia, The Oxford Handbook of Organized Crime, New York: Oxford University Press.
- Transcrime-INEGI Centre of Excellence on Statistical Information on security, victimization, government and justice, “A framework for the quantification of organised crime and assessment of availability and quality of relevant data in three selected countries of Latin America and the Caribbean.”, 2012
- UNODC, Manual on Victimization Surveys. Vienna, UNODC, 2009. Available at https://www.unodc.org/documents/data-and-analysis/Crime-statistics/Manual_on_Victimization_surveys_2009_web.pdf
- UNODC, The Globalisation of Crime. Vienna: UNODC, 2010. Available at <https://www.unodc.org/unodc/en/data-and-analysis/tocta-2010.html>
- UNODC, Research Brief: Monitoring Target 16.2 of the United Nations Sustainable Development Goals, A multiple systems estimation of the numbers of presumed human trafficking victims in the Netherlands in 2010-2015 by year, age, gender, form of exploitation and nationality. Vienna, 2017. Available at https://www.unodc.org/documents/research/UNODC-DNR_research_brief.pdf
- Van Dijk, J. (2007), Mafia markers: assessing organized crime and its impact upon societies. Trends in Organized Crime, 10, 39-56.
- Vander Beken, T. (2004a). Risky business: A risk-based methodology to measure organized crime. Crime, Law and Social Change, 41, 471-516.

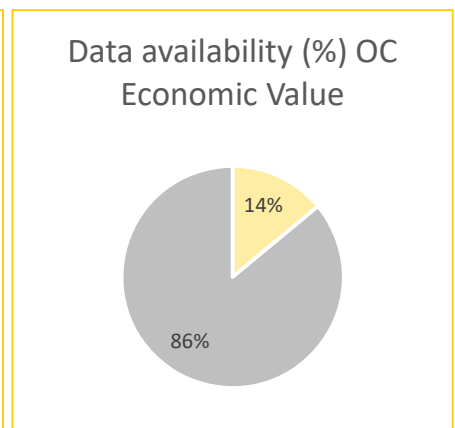
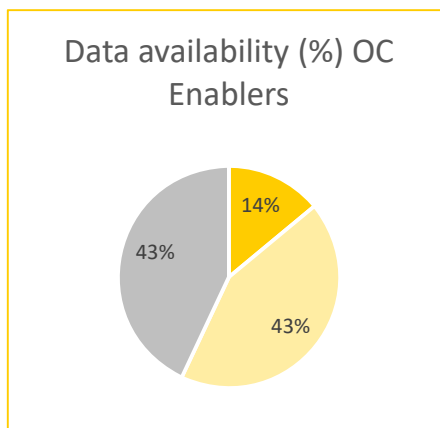
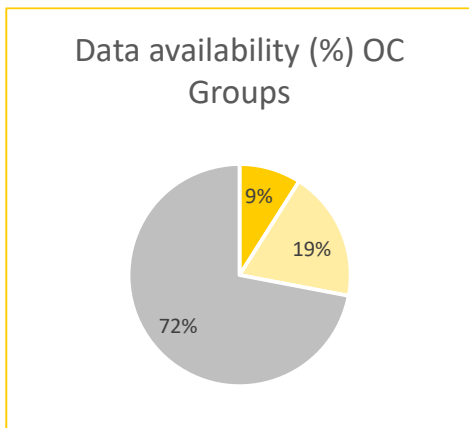
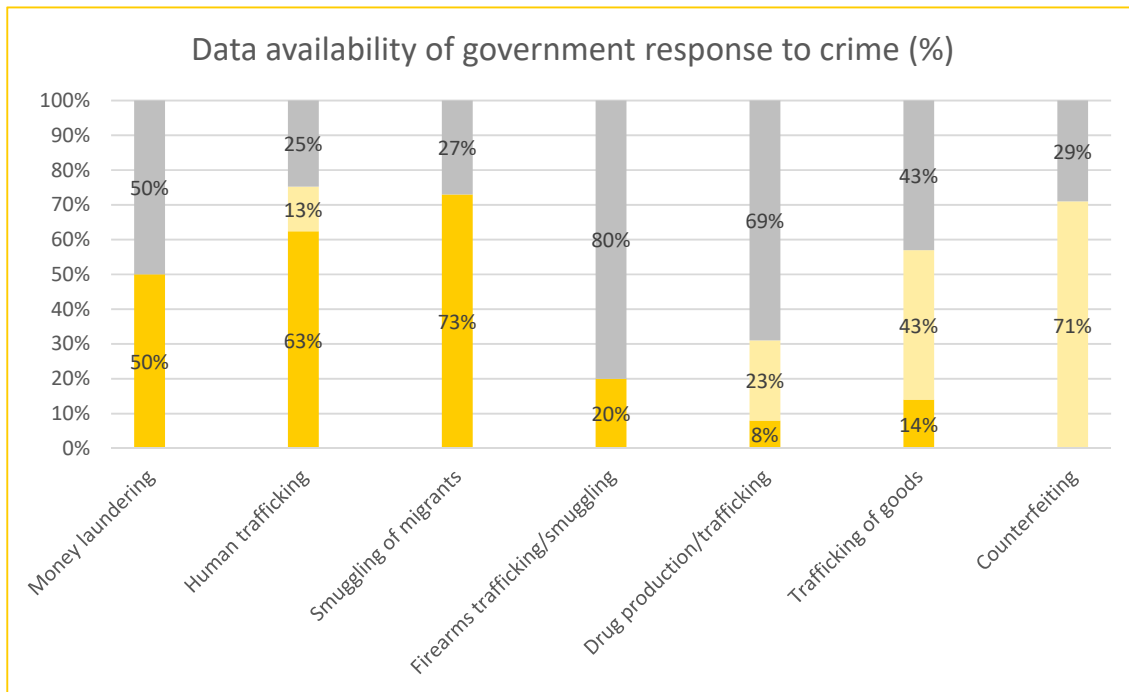
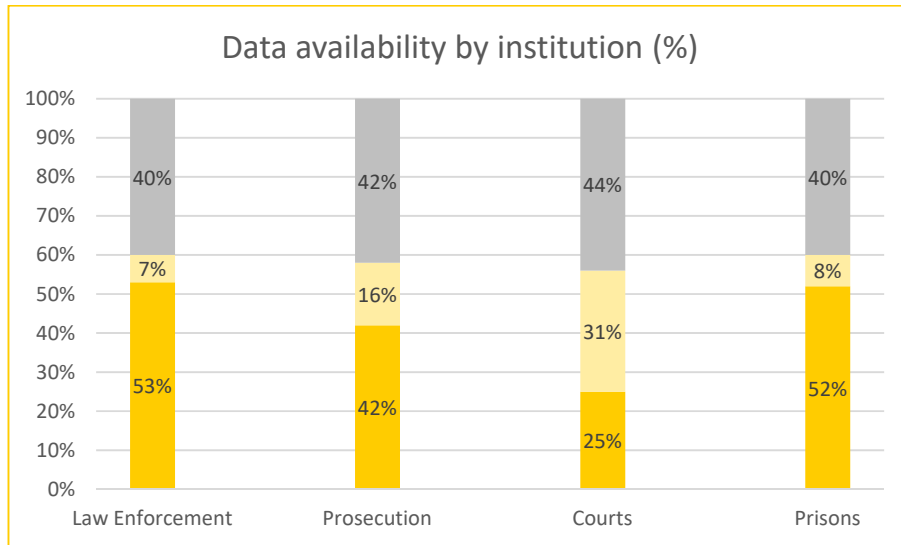
ANNEX A – DATA AVAILABILITY ASSESSMENT PER COUNTRY/TERRITORY

■ Available ■ Not readily available ■ Not available

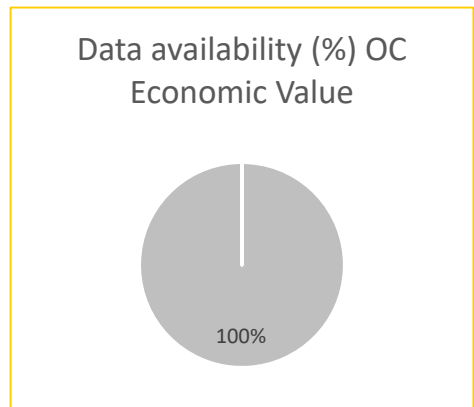
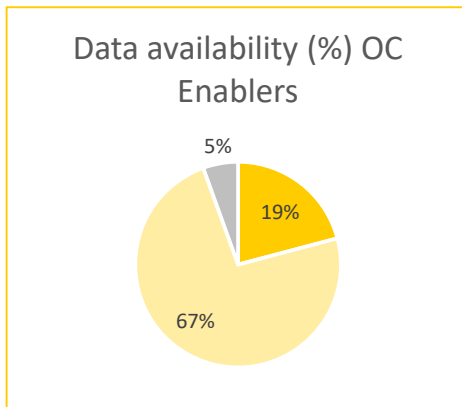
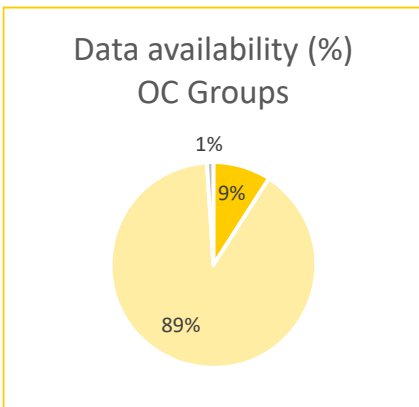
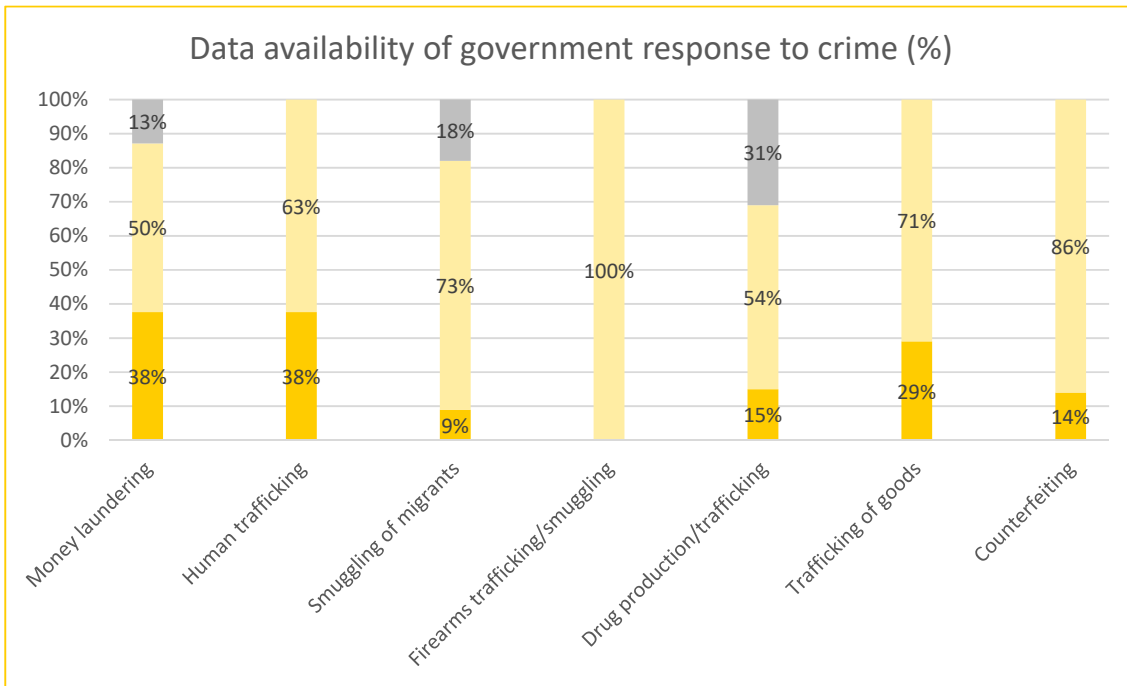
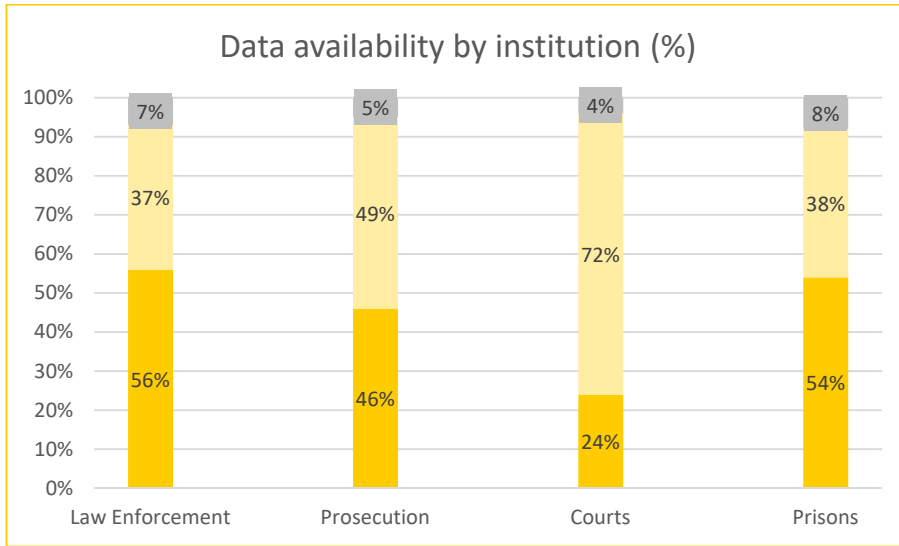
BOSNIA AND HERZEGOVINA



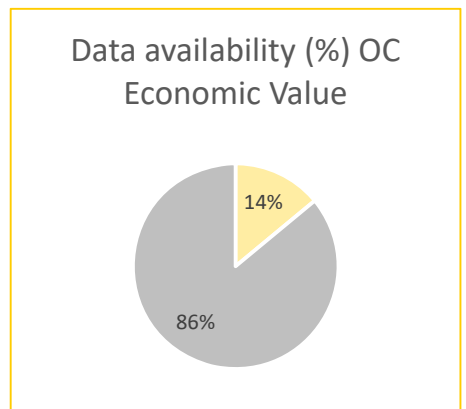
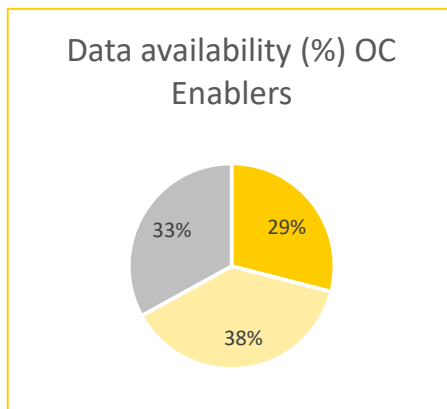
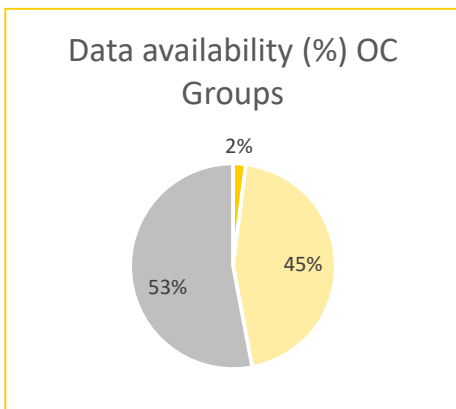
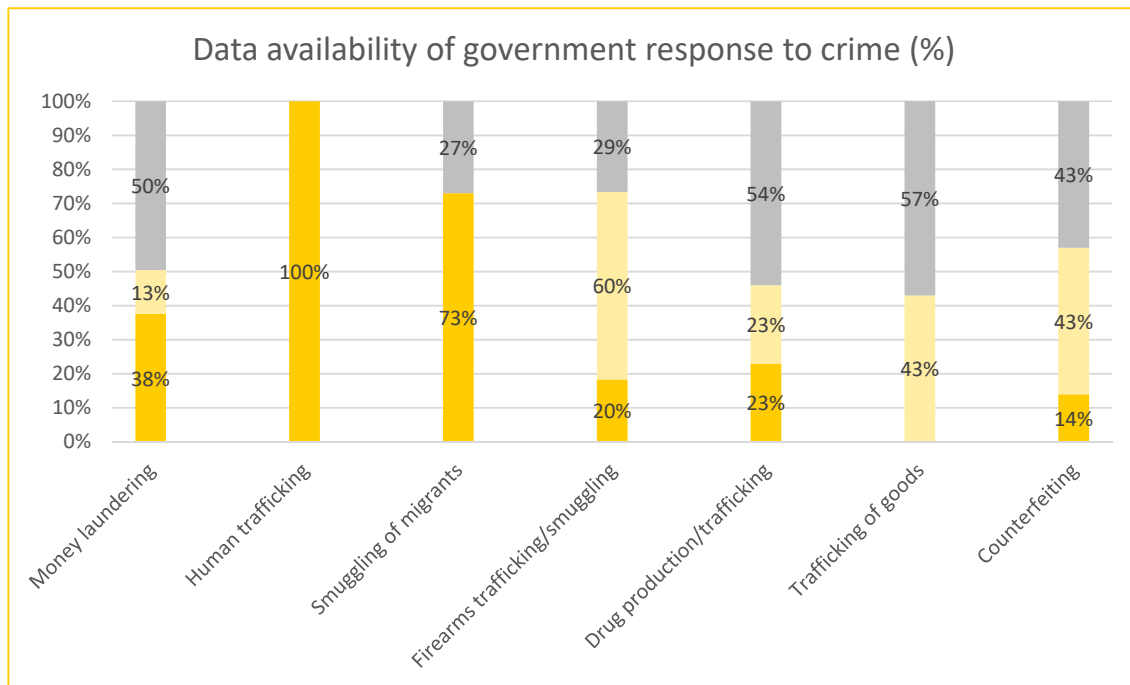
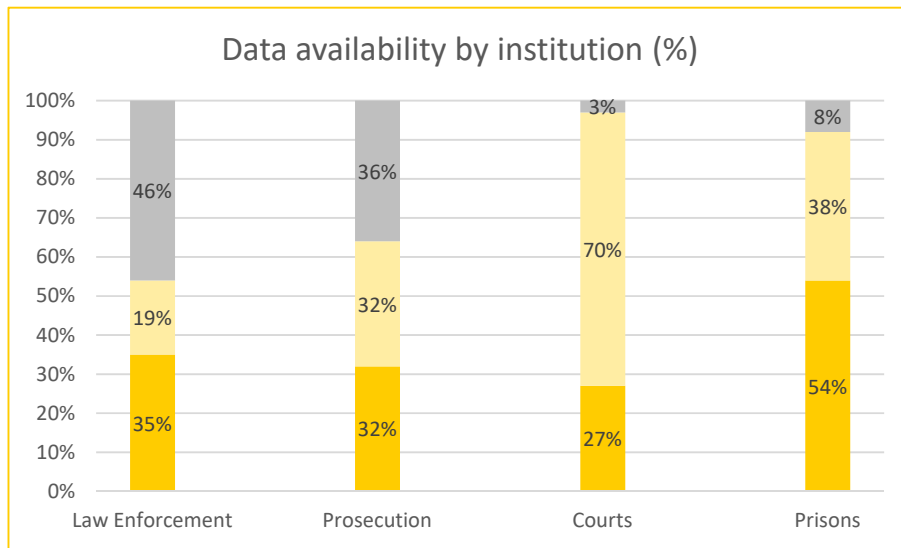
ALBANIA



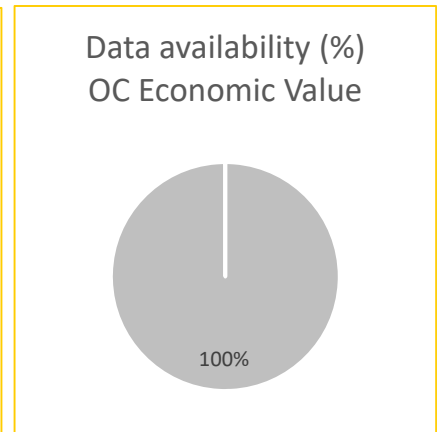
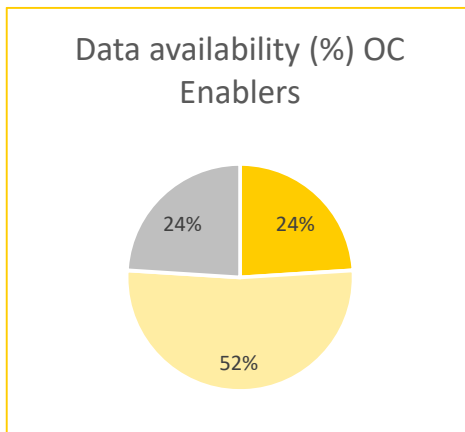
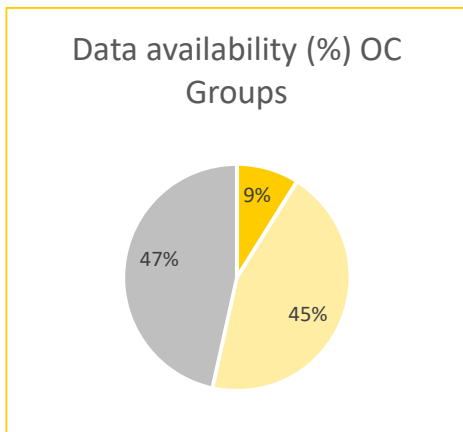
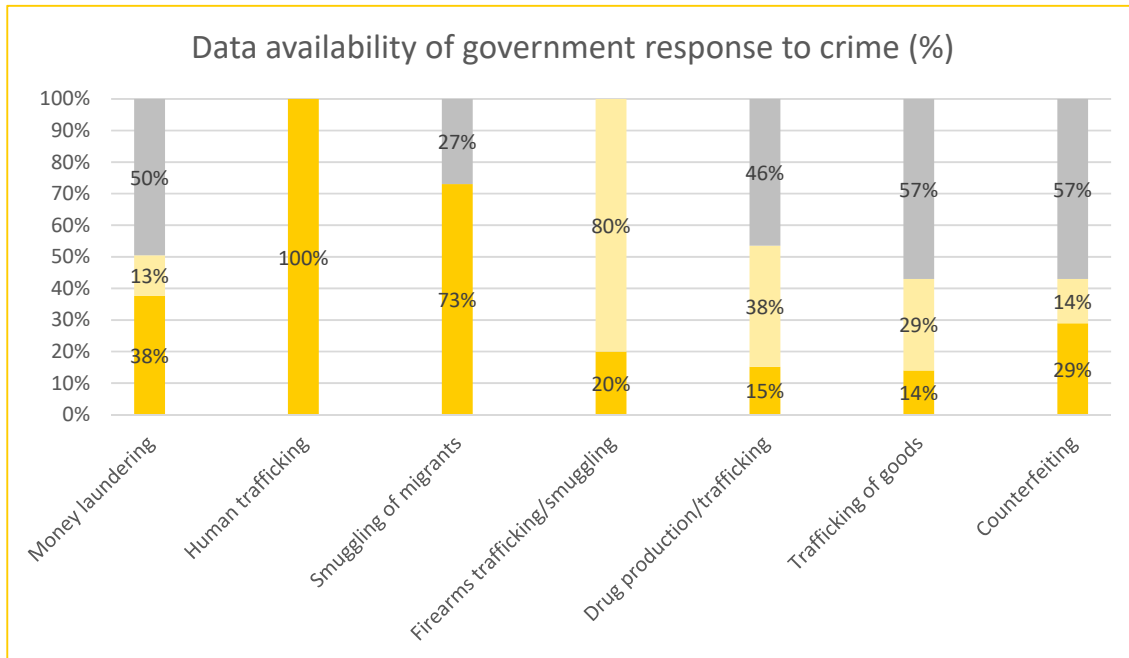
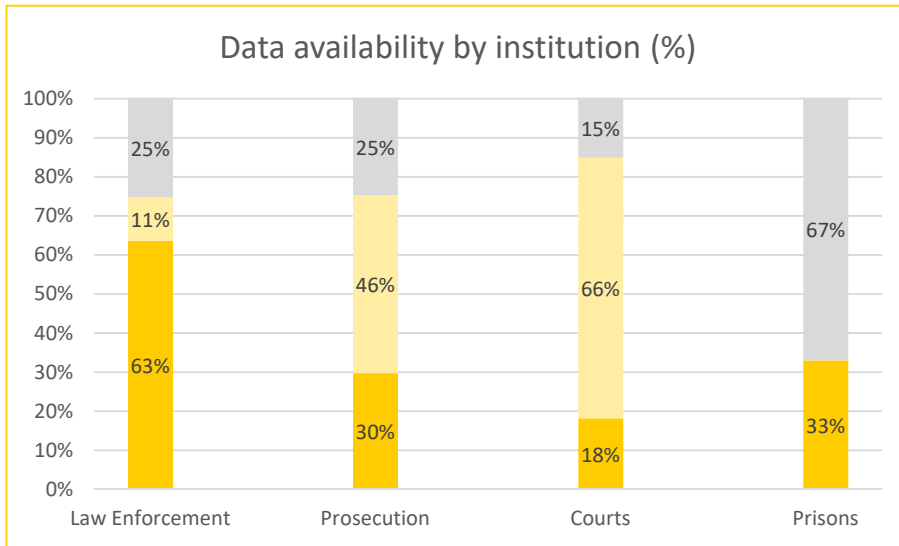
KOSOVO



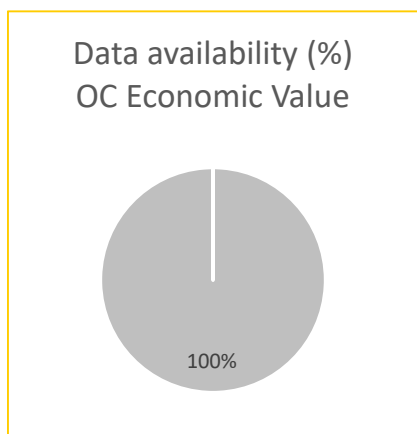
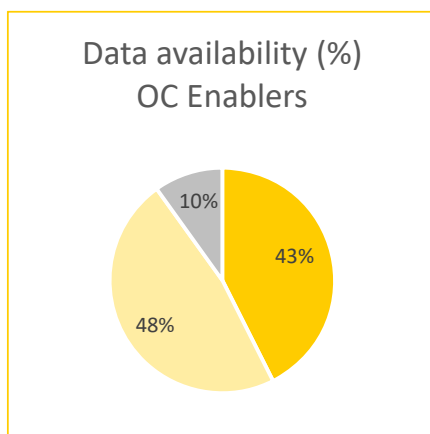
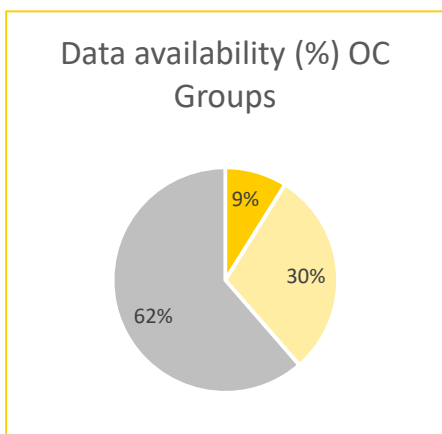
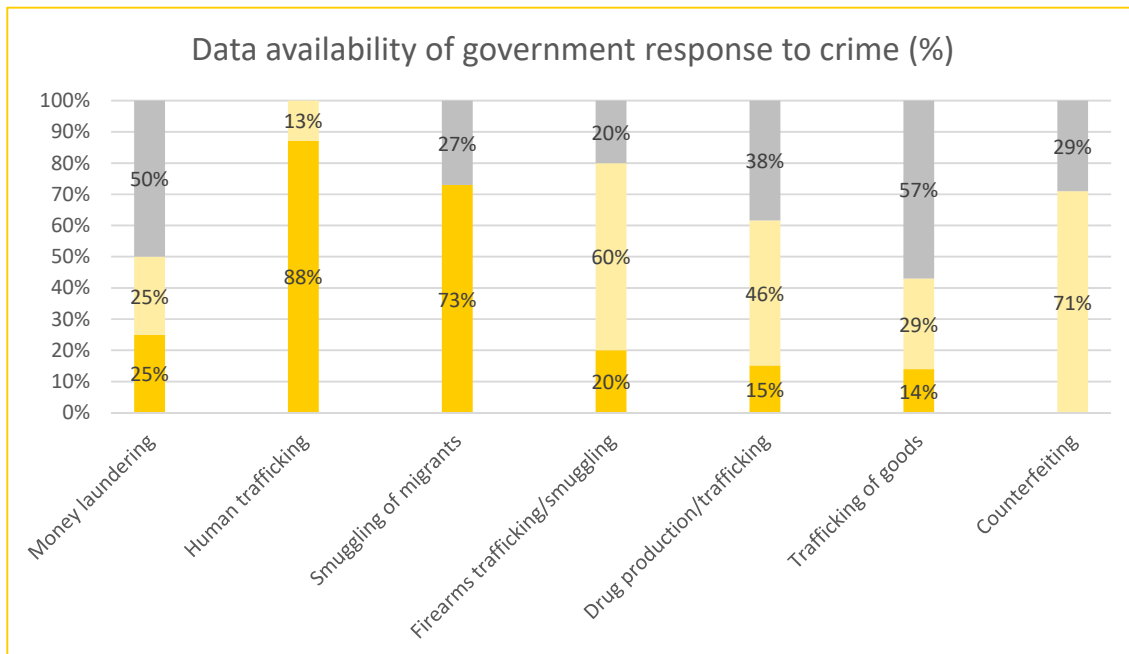
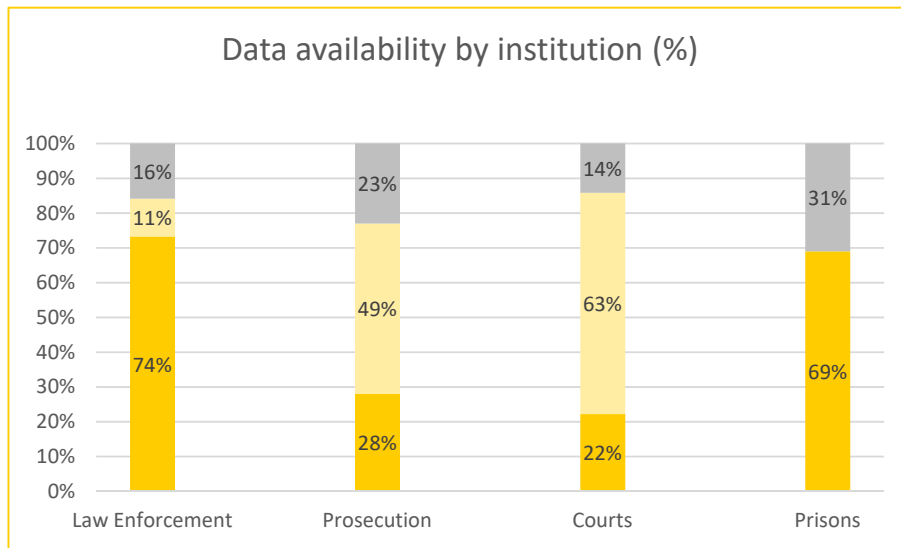
NORTH MACEDONIA



MONTENEGRO



SERBIA



ANNEX B – DATA ASSESSMENT GUIDELINES



Measuring and assessing organized crime in the Western Balkans: supporting evidence-based policy making

Data Assessment Guidelines

1. Purpose of the guidelines

The purpose of these guidelines is to provide a framework for the data availability assessment in each of the six countries and territories under the Measuring and Assessing Organized Crime in the Western Balkans project. The framework will be tested by means of a thorough data assessment conducted in each beneficiary country and territory. Availability and quality of indicators and data relevant for the framework will be checked including an evaluation of data reporting systems on OC in each country and territory. This evaluation will also provide for the identification of areas that require capacity building in the statistical services in order to improve the quality and availability of data and to harmonise statistical methods and standards with international good practices, as well as to identify key areas for training activities required in the beneficiary countries and territories. A situation report for each beneficiary will be produced following the data collection and evaluation activities to provide a baseline/snapshot of the data availability and quality that will inform the statistical framework.

2. How to use the guidelines

These guidelines should be used in the context of the data availability assessments to be carried out in the six beneficiary countries and territories of the project. The guidelines are organized by the following respondents

- National statistical office
- Law enforcement
 - Police
 - Customs
 - Financial Intelligence Units
- Prosecution
- Courts
- Prisons
- Other relevant institutions

Specific considerations for carrying out the assessments

- Use the proper assessment guidelines for the country/territory
- Recording the assessment
 - Ask if you can use your mobile phone to record the assessment
 - If respondent is not comfortable, take notes electronically – other experts will be at hand to help
 - Do record the answers to the actual indicators
- Explain the project and the purpose of assessment
 - Show the project document
 - Show the data collection letters sent through the Permanent Missions
 - Ask if there are any questions
- Explain how the assessment will be carried out
 - Eg, time needed, type of questions, etc
 - Ask if there are any questions
- Explain any follow up to the assessment
 - Clarification questions from us, sharing of the assessment report, eventual data collection to take place in April 2018
 - Ask if there are any questions

- When conducting an assessment with the relevant respondent, the questions should be asked in the sequence indicated below
- Let the respondent answer openly, while keeping the focus on the question asked
- Ask follow up questions for clarity
 - Note down any follow up questions that are not included in the list below
- Where indicated, read the included definition of the term (ANNEX A) and ask if there are any questions
- For the section on the indicators of organized crime
 - The indicator list should be referred to in each appropriate section.
 - Do not share the indicator list, as it is quite long and involved
 - Ask to see the data source/data base/examples of data for each indicator they collect
 - Ask follow up questions for clarification
 - If they don't collect data for a specific indicator, inquire about any possible proxy indicator that could be used
- Collect the documents listed at the end of assessment
- Ask them if they have any questions and close the interview
- Say thank you

3. Assessment of data in the country

NATIONAL STATISTICAL OFFICE

1. National coordination of criminal justice statistics

- Is there a leading institution coordinating the collection of criminal justice statistics?
 - If yes, which institution is it and what is its role in the criminal justice system?
 - Which institutions provide criminal justice statistics to the leading institution?
 - If no, how is the collection of criminal justice statistics organized?

2. Standard method of data collection

- Is there a standard method of data collection?
 - If yes, is it also used by other institutions? Request copy
- Is there a manual on data collection, data processing, data analysis, and data dissemination?
- Is there a manual(s) of concepts and definitions on data collection?
 - If yes, is the manual on the sources, methods and procedures of the statistics publicly available? (Request copy)
 - If no, ask about how concepts and definitions are standardized
- What is the workflow from data collection to dissemination? List steps from the moment they receive information.
- Is there a standardized protocol to modify data collection procedures when laws or policies are enacted or revised? Collect copy!
 - If yes, can you share it?
 - If no, what is the procedure?

3. Crime and criminal justice data

- Is the national statistical office involved in the gathering and analysis of crime and criminal justice statistics?
 - If yes, is there a special office in the national statistical office tasked with this?
- From which agencies is the national statistical office receiving crime and criminal justice data? (police, prosecution, courts, prisons, specialized bodies)
- Do these data cover the entire geographical territory of the country?
- Does the national statistical office receive/s individual or aggregated case records? (get copy of the data forms collected by the NSO!)
- Which is the time period (month, year, quarter, etc.) covered by statistics received by the national statistical office?
- What are the media (e.g. e-mail, fax, phone) normally used for transferring the data from the criminal justice actors to the national statistical offices?
- Are there any written rules regulating the way the data are to be collected and analyzed by the national statistical office? (collect copy!)
- Does the national statistical office make any validation and adjustments of data received (to ensure their completeness and consistency)?
- Is any data analysis performed by the NSO?
- Could you please show the database used for the collection/storing of criminal justice data?
- Could you show the latest data analysis performed?

4. Organized crime data

- Is there a formal leading institution for collecting organized crime data?
 - If yes, which institution and what is its role in the NSO?
- Is the national statistical office involved in the gathering and analysis of organized crime data? If so, is there a special office in the national statistical office tasked with this?
- From which agencies is the national statistical office receiving organized crime data? (police, prosecution, courts, prisons, specialized bodies)
- Do these data cover the entire geographical territory of the country?
- Does the national statistical office receive/s individual or aggregated case records? (get copy of the data forms collected by the NSO!)
- Which is the time period (month, year, quarter, etc.) covered by statistics received by the national statistical office?
- Is any data analysis performed by the NSO on organized crime data?
- Could you please show the database used for the collection/storing of organized crime data?
- Could you show the latest data analysis performed?

5. Indicators on organized crime

- When thinking about data related to organized criminal groups (Read definition Annex A), does the National Statistic Office collect the following:
 - Data on organized crime groups, eg structure, size, relationship between groups, and modus operandi
 - See Annex B (on groups)
 - Any other relevant national data related to organized crime groups
 - Data on criminal activities
 - See Annex C (on activities)
 - Any other relevant national data related to criminal activities
 - Data on enablers of organized crime

- See Annex D (on enablers)
- Any other relevant national data related to enablers of organized crime
- Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes

6. ICCS implementation

- Have you started implementation of the ICCS – Read definition in Annex A?
- Have you initiated the matching exercise of the ICCS with your National Crime Classification?
- What would be the mechanism/processes/ instruments that would have to be changed (for instance, software, training materials)?
- Do you have an institutional framework of support to improve crime statistics nationally?
- What are the major challenges in implementing ICCS?

7. Technical assistance

- Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
- What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data in your country?
- What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data in your country?

Documents to be requested from the National Statistics Office

- Procedural documents that specify the role of the National Statistics Office within the Crime and Criminal Justice Statistics System.
- Cooperation protocols between institutions pertaining statistics.
- Scientific standards on the sources, methods and procedures.
- Data collection form (the form/questionnaire used for the initial data collection).
- Published reports, press releases and tables.
- Data/Tables received from national producers

LAW ENFORCEMENT

1. Police

- Standard method of data collection
 - Is there a central repository for data collection?
 - If yes, does it include data on all police forces?
 - Do available police-recorded crime data at the central level cover the entire geographical territory of the country?
 - Is there a standard form/registry to record data regarding cases under investigation?
 - If yes, is this form/registry used consistently for all offences and by all relevant police units/agencies/forces?
 - How are crimes recorded by the police and how are these reports stored?

- Manual recording and stored on paper
- Manual recording (pencil to paper) entered into electronic record keeping-system
- Electronic record filing system and electronic record-keeping system
- If an electronic record filing system is used, is a unique identifier/case number assigned when data are recorded?
- Do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
- If an electronic record-keeping system is used, is the same system used by all police units/agencies/forces?
- What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the local/district/regional to the central level?
- Is there a standardized protocol to modify data collection procedures when laws or policies are enacted or revised? Collect copy!
 - If yes, can you share it?
 - If no, what is the procedure?
- Is there a manual on data collection, data processing, data analysis, and data dissemination? Collect copy!
- Is there a manual(s) of concepts and definitions? Collect copy!
- At what stage in the investigation are police data on crime collected for inclusion in statistics? Is there a certain level of evidence needed before records are made? (e.g. when the offence is reported to the police, at some point during the investigation, after a full investigation, ...)
- Is there a standard method to collect intelligence data/information on organized crime? Collect copy!
- What is the counting unit of the records? By case? By offence? By person suspected? By investigation or other counting unit?
- Are police statistics integrated with other statistics for analysis? In particular with 'resource data' – such as the number of persons employed, operating costs etc.)
- List all characteristics that are recorded for individual crimes (name of offence/offence classification, location, time of crime committed, type of weapon involved, involvement of organized crime, whether the crime was attempted or completed, what was the motivation for the crime, who reported the crime etc.) Collect the form
- List all characteristics that are recorded for individual perpetrators of crime (name of offence/offence classification, age and sex of offender, adult or minor, member of organized crime group, citizenship, whether the perpetrator was a recidivist, relationship of perpetrator to victim, alcohol involved etc.). Collect the form
- List all characteristics that are recorded for individual victims of crime (name of offence/offence classification, age and sex of victim, adult or minor, citizenship, alcohol involved, legal status of victim (business, public institution etc.)) Collect the form
- Are written rules regulating the way data are to be recorded provided?
 - If yes, by whom?
 - If yes, are these rules consistently applied to all offences and by all local police forces? (collect copy!)

- Is there a crime classification for statistics that the police use (other than the penal code and other laws/regulations)? For instance, to record data, to aggregate data, or to disseminate data.
- Are statistics systematically updated once new information about the crime becomes available? (i.e. are data on suspected criminal offences or offenders corrected if new information becomes available?)
- From recorded data to statistics
 - What steps are undertaken to extract statistics from recorded data?
 - Which records are the statistics extracted from? How is this done (manually, electronically automated)?
 - In which phase is this extraction made? Local level or central level?
 - Is a standard statistical form used to aggregate data? (collect copy or ask for a detailed description of indicators on which statistics are collated) ?
 - Is it a unit record form or an aggregate crime data form?
 - Are there separate forms for different offences (e.g. drug related crimes, economic crimes...)?
 - How are these forms filled in (on paper or electronically)?
 - What is the counting unit used in these statistical forms? (case...offence...person suspected...investigation...other)
 - What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
 - Once data are compiled, what are the levels of territorial aggregation these statistics are available for (e.g. municipality, province, region, whole country)?
 - Is any data analysis performed by the police?
 - Could you please show the database used for the collection/storing of data?
 - Could you show the latest data analysis performed?
- Rules for recording and counting crime:
 - Is a 'Principal Offence' rule applied? Read definition Annex A
 - How are serial offences counted (Eg, if a series of assaults against the same victim is brought to the attention of the police at the same time, are they recorded as one assault or many assaults)?
 - How is an offence committed by more than one person counted (For example, if an assault has been committed by two people acting together, is this recorded as one assault or two assaults)?
 - Are different procedures followed when a crime is suspected to be committed by an organized criminal group?
 - If yes, what specific steps are followed?
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A), do the Police collect the following:
 - Data on organized crime groups, eg structure, size, relationship between groups, and modus operandi
 - See Annex B (on groups)

- Any other relevant national data related to organized crime groups
- Data on criminal activities
 - See Annex C (on activities)
 - Any other relevant national data related to criminal activities
- Data on enablers of organized crime
 - See Annex D (on enablers)
 - Any other relevant national data related to enablers of organized crime
- Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
- Data on economic value of illegal activities
 - See Annex F (on economic value of activities)
 - Any other relevant national data related to economic value of illegal activities
- Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
 - What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?
 - What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the Police

- Guide or Code regulating the way data are to be recorded (it refers to a manual on data collection to be used by all entities within the police, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data (for instance, this form can give instructions on which specific crimes are aggregated as “violent crimes”).
- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.
- List of organizations involved in data collection on criminal offenses including specialized bodies.

2. Customs

- Standard method of data collection
 - Is there a central repository for data collection?
 - Where is it located?
 - How does it fit into the organizational structure of the customs agencies?
 - Does it include data on all customs offices?

- Is there a standard form/registry to record data in each customs office when a suspected offence or offences occurs?
 - If yes, is this form/registry used consistently for all offences and by all relevant customs units/agencies/forces?
- How are crimes recorded by customs and how are these reports stored?
 - Manual recording and stored on paper
 - Manual recording (pencil to paper) entered into electronic record keeping-system
 - Electronic record filing system and electronic record-keeping system
- If an electronic record filing system is used, is a unique identifier/case number assigned when data are recorded?
- Do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
- If an electronic record-keeping system is used, is the same system used by all customs units/agencies/forces?
- What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the local/district/regional to the central level?
- Is there a standardized protocol to modify data collection procedures when laws or policies are enacted or revised? Collect copy!
 - If yes, can you share it?
 - If no, what is the procedure?
- Is there a manual on data collection, data processing, data analysis, and data dissemination? Collect copy!
- Is there a manual(s) of concepts and definitions? Collect copy!
- At what stage in the investigation process are customs data on crime collected for inclusion in statistics? Is there a certain level of evidence needed before records are made?
- Is there a standard method to collect intelligence data/information on organized crime? Collect copy!
- What is the counting unit of the records? By case? By offence? By person suspected? By investigation or other counting unit?
- Are customs statistics integrated with other statistics for analysis? In particular with 'resource data' – such as the number of persons employed, operating costs etc.)
- List all characteristics that are recorded for individual crimes (name of offence/offence classification, location, time of crime committed, type of weapon involved, involvement of organized crime, whether the crime was attempted or completed, what was the motivation for the crime, who reported the crime etc.) Collect the form
- List all characteristics that are recorded for individual perpetrators (name of offence/offence classification, age and sex of offender, adult or minor, member of organized crime group, citizenship, whether the perpetrator was a recidivist, relationship of perpetrator to victim, alcohol involved etc.). Collect the form
- List all characteristics that are recorded for individual victims (name of offence/offence classification, age and sex of victim, adult or minor, citizenship, alcohol involved, legal status of victim (business, public institution etc.)) Collect the form

- Are statistics systematically updated once new information about the crime becomes available? (i.e. are data on suspected criminal offences or offenders corrected if new information becomes available?)
- From recorded data to statistics
 - What steps are undertaken to extract statistics from recorded data?
 - If yes, which records are the statistics extracted from? How is this done (manually, electronically automated)?
 - Is a standard statistical form used to aggregate data? (collect copy or ask for a detailed description of indicators on which statistics are collated: breakdown!)? is it a unit record form or an aggregate crime data form?
 - Are there separate forms for different offences (e.g. drug related crimes, economic crimes...)?
 - How are these forms filled in (on paper or electronically)?
 - What is the counting unit used in these statistical forms? (case...offence...person suspected...investigation...other)
 - What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
 - Is any data analysis performed by customs?
 - Could you please show the database used for the collection/storing of data?
 - Could you show the latest data analysis performed?
- Rules for recording and counting crime:
 - Is a 'Principal Offence' rule applied? Read definition Annex A
 - How are serial offences counted (If a series of offences against the same victim is brought to the attention of the police on one occasion, are they recorded as one assault or many assaults)?
 - How is an offence committed by more than one person counted (For example, if an assault has been committed by two people acting together, is this recorded as one assault or two assaults)?
 - Are different procedures followed when a crime is suspected to be committed by an organized criminal group?
 - If yes, what specific steps are followed?
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A), do the customs agencies collect the following:
 - Data on organized crime groups, eg structure, size, relationship between groups, and modus operandi
 - See Annex B (on groups)
 - Any other relevant national data related to organized crime groups
 - Data on criminal activities
 - See Annex C (on activities)
 - Any other relevant national data related to criminal activities
 - Data on enablers of organized crime
 - See Annex D (on enablers)
 - Any other relevant national data related to enablers of organized crime
 - Data on state response to relevant forms of crime and their relation to organized crime

- See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
- Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
 - What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?
 - What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the Customs Agencies

- Guide or Code regulating the way data are to be recorded (it refers to a manual on data collection to be used by all entities within customs, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data (for instance, this form can give instructions on which specific crimes are aggregated as “violent crimes”).
- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.
- List of organizations involved in data collection on criminal offenses including specialized bodies.

3. Financial Intelligence Unit (FIU)

- Standard method of data collection
 - Is there a central repository for data collection?
 - Does it include data on all customs offices?
 - Which reporting entities provide data?
 - Is there a standard form/registry to record data from reporting entities?
 - If yes, is this form/registry used consistently for all reporting entities?
 - How are suspicious transaction reports, cash movement reports and international funds transfer data recorded
 - Manual recording and stored on paper
 - Manual recording (pencil to paper) entered into electronic record keeping-system
 - Electronic record filing system and electronic record-keeping system
 - how are these reports stored?
 - If an electronic record filing system is used, is a unique identifier/case number assigned when data are recorded?
 - Do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
 - What type of electronic record-keeping system is used?

- What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the reporting entities to the FIU central level?
- Is there a standardized protocol to modify data collection procedures when laws or policies are enacted or revised?
 - If yes, can you share it?
 - If no, what is the procedure?
- Is there a manual on data collection, data processing, data analysis, and data dissemination? Collect copy!
- Is there a manual(s) of concepts and definitions? Collect copy!
- What data collected is used for inclusion in statistics?
- What is the counting unit of the records? By reporting entity? By type of transaction? By person suspected? By investigation or other counting unit?
- Are prosecution statistics integrated with other statistics for analysis? In particular with 'resource data' – such as the number of persons employed, operating costs etc.)
 - List all characteristics that are recorded for reports on individuals (name of individual, location, time, reason for suspicion, involvement of organized crime, amount, age and sex, citizenship, member of organised crime, recidivist. Collect the form
 - Are statistics systematically updated once new information about the crime becomes available?
 - Is there a standard method to collect intelligence data/information on organized crime? Collect copy!
- From recorded data to statistics
 - What steps are undertaken to extract statistics from recorded data?
 - which records are the statistics extracted from? How is this done (manually, electronically automated)?
 - Is a standard statistical form used to aggregate data? (collect copy or ask for a detailed description of indicators on which statistics are collated: breakdown!)?
 - is it a unit record form or an aggregate crime data form?
 - Are there separate forms for different offences (e.g. drug related crimes, money laundering, terrorism financing, economic crimes...)?
 - How are these forms filled in (on paper or electronically)?
 - What is the counting unit used in these statistical forms? (case...offence...person suspected...investigation...other)
 - What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
 - Is any data analysis performed by the police?
 - Could you please show the database used for the collection/storing of data?
 - Could you show the latest data analysis performed?
 - What types of reports are produced and disseminated from the data analysis, who are they shared with?
- Rules for recording and counting crime:
 - Is a 'Principal Offence' rule applied? Read definition Annex A

- How are serial offences counted (If a series of offences is brought to the attention of the FIU on one occasion, are they recorded as one or many suspicious transactions)?
- How is an offence committed by more than one person counted (For example, if money laundering has been committed by two people acting together, is this recorded as one or two suspicious transactions)?
- Are different procedures followed when a crime is suspected to be committed by an organized criminal group?
 - If yes, what specific steps are followed?
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A), does the FIU collect the following:
 - Data on organized crime groups, eg structure, size, relationship between groups, and modus operandi
 - See Annex B (on groups)
 - Any other relevant national data related to organized crime groups
 - Data on criminal activities
 - See Annex C (on activities)
 - Any other relevant national data related to criminal activities
 - Data on enablers of organized crime
 - See Annex D (on enablers)
 - Any other relevant national data related to enablers of organized crime
 - Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
 - Data on economic value of illegal activities
 - See Annex F (on economic value of activities)
 - Any other relevant national data related to economic value of illegal activities
-
- Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
 - What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?
 - What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the FIU

- Guide or Code regulating the way data are to be recorded (it refers to a manual on data collection to be used by all entities, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data

- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.
- List of organizations involved in data collection on criminal offenses including specialized bodies.

CRIMINAL JUSTICE SYSTEM

1. Prosecution

- Standard method of data collection
 - Is there a central repository for data collection?
 - If so, where is this central repository located?
 - Does it include data from all prosecution offices?
 - Do these data cover the entire geographical territory of the country?
 - Does the central level (e.g. State Prosecutor's Office) make any validation or adjustment of data received from the local level? (to ensure their completeness...consistency).
 - Who analyses the data at the central level (e.g. in the State Prosecutor's Office? in which office?)
 - Are prosecution statistics integrated with other statistics for analysis? In particular with 'resource data' – such as the number of persons employed, operating costs etc.)
 - Could you show the latest data analysis performed?
 - Could you please show the database used for the collection/storing of data?
 - What kind of prosecution performance indicators are used? E.g.:
 - average number of cases per prosecutors;
 - average number of appellate cases per prosecutors;
 - proportion of cases in a year that went to trial; etc.
- Record keeping and transferring
 - Is there a standard form/registry to record data at the local level (by the prosecuting unit/agency/office first recording the data)?
 - Is this form/registry used consistently for all offences/cases/investigations/persons/indictments/prosecutions and by all relevant prosecuting units/agencies/forces?
 - Do you use a unique identifying number for recording cases?
 - Do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
 - How are data recorded?
 - Manual recording and stored on paper
 - Manual recording (pencil to paper) entered into electronic record keeping-system
 - Electronic record filing system and electronic record-keeping system
 - If an electronic record-keeping system is used, is the same system used by all prosecution units/agencies/forces?

- What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
- What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the local/district/regional to the central level?
- Case data
 - How are prosecution data recorded when they are first brought to the prosecution and how are these reports stored?
 - Under which circumstances is a file opened/initiated? Is there a certain decision, charge or procedure needed before a case is recorded by prosecution?
 - Are there specialized data recording systems for forensic data?
 - If so, what sort of data are collected, what is the process and how are they reported?
 - Under which circumstances is a file closed/completed? Is there a certain decision, charge or procedure needed before a case is closed?
 - List all characteristics that are recorded for individual persons prosecuted in the standard form/registry (name of offence/offence classification, age and sex of offender, adult or minor, member of organized crime group, citizenship, recidivist etc) (Collect the form)
- Rules for recording and counting crime:
 - How are “persons prosecuted” in any given year counted? (“persons prosecuted” means alleged offenders against whom prosecution commenced (started) in the reporting year).
 - How are case determinations counted?
 - How is a person counted who is prosecuted for multiple (serial) offences of the same type (For example, if one person is prosecuted for a series of homicides, is this recorded as one person prosecuted or many persons prosecuted)? For multiple (serial) offences of different types (For example, if one person is prosecuted for one homicide and one rape, is this recorded as one person prosecuted or many persons prosecuted)?
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A) , does the prosecution collect the following:
 - Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
 - Data on economic value of illegal activities
 - See Annex F (on economic value of activities)
 - Any other relevant national data related to economic value of illegal activities
 - Other relevant data on organized crime (ie: groups, activities, enablers)?
 - If yes on any of them, please proceed with the indicators in the annexes B, C and D
- Technical assistance

- Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
- What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?
- What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the Prosecution Authorities

- Procedural documents that specify the role of the Prosecution within the Crime and Criminal Justice Statistics System.
- Cooperation protocols between institutions pertaining statistics.
- Offense Classification Scheme for Statistical Purpose (a country might use Criminal Code and others codes as an Offense Classification)
- Guide or Code regulating the way data are to recorded (it refers to a manual on data collection to be used by all entities within the police, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data (for instance, this form can give instructions on which specific crimes are aggregated as “violent crimes”).
- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.
- List of organizations involved in data collection on criminal offenses including specialized bodies.

2. Courts

- Standard method of data collection
 - Is there a central repository for data collection?
 - If so, where is this central repository located?
 - Does it include data from all courts?
 - Do these data cover the entire geographical territory of the country?
 - Does the central level make any validation or adjustment of data received from the local level? (to ensure their completeness...consistency).
 - Who analyses the data at the central level?
 - Are court statistics integrated with other statistics for analysis? In particular with ‘resource data’ – such as the number of persons employed, operating costs etc.)
 - Could you show the latest data analysis performed?
 - Could you please show the database used for the collection/storing of data?
 - Is there a manual on data collection, data processing, data analysis, and data dissemination?
 - Is there a manual(s) of concepts and definitions?
 - What kind of performance indicators are used? E.g.:
 - average number of cases per court;
 - average number of case determinations per year per court.
- Record keeping and transferring

- Is there a standard form/registry to record data at the local level (by the court first recording the data)?
 - Is this form/registry used consistently for all courts?
 - Do you use a unique identifying number for recording cases?
 - Do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
 - How are data recorded?
 - Manual recording and stored on paper
 - Manual recording (pencil to paper) entered into electronic record keeping-system
 - Electronic record filing system and electronic record-keeping system
 - If an electronic record-keeping system is used, is the same system used by all courts?
 - What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
 - What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the local/district/regional to the central level?
- Case data
 - How are case data recorded when they are first brought to the court and how are these records stored?
 - Under which circumstances is a file opened/initiated? Eg, at the pre-trial hearing, trial hearing, or post-trial hearing?
 - Under which circumstances is a file closed/completed? What about cases that are under appeal?
 - List all characteristics that are recorded for cases (name of offence, age and sex of offender, adult or minor, member of organized crime group, citizenship, recidivist etc) (Collect the form)
 - Rules for recording and counting crime:
 - How are cases in any given year recorded and counted?
 - How are case determinations recorded and counted?
 - How is a case counted that has multiple (serial) offences of the same type?
 - How is a case counted that has multiple offenders?
 - Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A), do the courts collect the following:
 - Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
 - Other relevant data on organized crime (ie: groups, activities, enablers)?
 - If yes on any of them, please proceed with the indicators in the annexes B, C and D
 - Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?

- How many people deal with court statistics at the central level? Do you think this number is sufficient for your purposes? Do these persons receive a particular statistical training?
- What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?
- What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the Courts:

- Legal documents that create/regulate the Crime and Criminal Justice Statistics System
- Procedural documents that specify the role of the Courts within the Crime and Criminal Justice Statistics System.
- Cooperation protocols between institutions pertaining statistics.
- Offense Classification Scheme for Statistical Purpose (a country might use Criminal Code and others codes as an Offense Classification)
- Guide or Code regulating the way data are to recorded (it refers to a manual on data collection to be used by all entities within the police, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data (for instance, this form can give instructions on which specific crimes are aggregated as “violent crimes”).
- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).

PRISONS/PENITENTIARY SYSTEM

- Standard method of data collection
 - Is there a central repository for data collection?
 - If so, where is the central data repository located?
 - Does it include data from all prisons?
 - Do these data cover the entire geographical territory of the country?
 - List all the organizations involved, at any geographical level (both central and local) in prison data collection in the country, including specialized prisons, if any (list to be prepared internally and checked during the interviews).
 - Does the central level make any validation or adjustment of data received from the local level? (to ensure their completeness...consistency).
 - Is any data analysis performed by the prison system?
 - If yes, who analyses the data at the central level?
 - Could you show the latest data analysis performed?
 - Could you please show the database used for the collection/storing of data?
 - Are prison statistics integrated with other statistics for analysis? In particular with ‘resource data’ – such as the number of persons employed, operating costs etc.)
 - Is there a manual on data collection, data processing, data analysis, and data dissemination?
 - Is there a manual(s) of concepts and definitions?
 - What kind of performance indicators are used?
 - average number of prisoners per prison staff;
 - ratio of prisoners to prison capacity

- number of pre-trial prisoners as percentage of total prisoners
 - percentage of male/female, adult/juvenile prisoners; etc.
- Record keeping and transferring
 - Is there a standard form/registry to record data?
 - If yes, is this form/registry used consistently for all prisons?
 - Do you use a unique identifying number for prisoners?
 - If yes, do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
 - How are prison/penal institution/correctional institution/jail data recorded when a first record is made and how are these records stored?
 - Manual recording and stored on paper
 - Manual recording (pencil to paper) entered into electronic record keeping-system
 - Electronic record filing system and electronic record-keeping system
 - If an electronic record-keeping system is used, is the same system used by all prisons?
 - What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
 - What media (e.g. e-mail, fax, phone) are normally used for transferring the data from the local/district/regional to the central level?
- Case process data
 - Under which circumstances is a file opened/initiated? Is there a certain decision, time or procedure needed before a person is recorded as a prisoner (e.g. only after a certain time held etc.)?
 - Under which circumstances is a file closed/completed?
 - List all characteristics that are recorded for individual persons held in prisons (age and sex of prisoner, adult or minor, citizenship, recidivist etc)
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A) , do the prisons collect the following:
 - Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
 - Other relevant data on organized crime (ie: groups, activities, enablers)?
 - If yes on any of them, please proceed with the indicators in the annexes B, C and D
- Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
 - How many people deal with prison statistics at the central level? Do you think this number is sufficient for your purposes? Do these persons receive a particular statistical training?
 - What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data?

- What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data?

Documents to be requested from the Prison Administration

- Procedural documents that specify the role of the Prisons within the Crime and Criminal Justice Statistics System.
- Cooperation protocols between institutions pertaining statistics.
- Guide or Code regulating the way data are to be recorded (it refers to a manual on data collection to be used by all entities within the police, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data (for instance, this form can give instructions on which specific crimes are aggregated as “violent crimes”).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.
- List of organizations involved in data collection on criminal offenses including specialized bodies.

MINISTRY OF INTERIOR AND/OR SECURITY, MINISTRY OF JUSTICE, TAXATION, MINISTRY OF FINANCE, SPECIALIZED COMMISSION/AGENCIES, MINISTRY OF LABOUR, SPECIALIZED POLICE UNITS, ETC

- General information on collection of statistics
 - Is the institution involved in the gathering and analysis of crime and criminal justice statistics? If so, is there a special office tasked with this?
 - From which agencies is the office receiving crime and criminal justice data? (police, prosecution, courts, prisons, specialized bodies)
- Standard method of data collection
 - Is there a central repository for data collection?
 - If so, where is the central data repository located?
 - Does it include data from all offices in your institution?
 - Do these data cover the entire geographical territory of the country?
 - Does your institution make any validation or adjustment of data received? (to ensure their completeness...consistency).
 - Is any data analysis performed by your institution?
 - If yes, who analyses the data?
 - Could you show the latest data analysis performed?
 - Could you please show the database used for the collection/storing of data?
 - How is this analysis performed? Does it consist of calculation of rates/percentages? Or something different? Are there cross-tabulations?
 - Are your institution statistics integrated with other statistics for analysis?
 - Is there a manual on data collection, data processing, data analysis, and data dissemination?
 - Is there a manual(s) of concepts and definitions?
- Record keeping and transferring

- Is there a standard form/registry to record data?
 - If yes, is this form/registry used consistently?
- Do you use a unique identifying number for units of data?
 - If yes, do you know if the same unique identifying number is used also in other parts of the criminal justice systems?
- What are the time intervals (monthly, quarterly, yearly) for the extraction of statistics from recorded data?
- What media (e.g. e-mail, fax, phone) are normally used for transferring the data?
- Indicators on organized crime
 - When thinking about data related to organized criminal groups (Read definition Annex A), does the Office collect the following:
 - Data on organized crime groups, eg structure, size, relationship between groups, and modus operandi
 - See Annex B (on groups)
 - Any other relevant national data related to organized crime groups
 - Data on criminal activities
 - See Annex C (on activities)
 - Any other relevant national data related to criminal activities
 - Data on enablers of organized crime
 - See Annex D (on enablers)
 - Any other relevant national data related to enablers of organized crime
 - Data on state response to relevant forms of crime and their relation to organized crime
 - See Annex E (on State Response)
 - Any other relevant national data related to State response to relevant forms of crimes
- Technical assistance
 - Have you received training or technical assistance on collection, analysis and sharing of criminal justice data?
 - If yes, what training have you received? From whom?
 - What training do you think would be relevant to improve the collection, analysis and sharing of criminal justice data in your country?
 - What training do you think would be relevant to improve the collection, analysis and sharing of organized crime data in your country?

Documents to be requested from the Agency

- Guide or Code regulating the way data are to recorded (it refers to a manual on data collection to be used by all entities, especially those who perform the initial register of the data).
- Standard statistical form used to aggregate data
- Standard offense scoring rule (it refers to guidelines on where to classify a crime, when there is a principal offense rule and more than one crime was committed, it will indicate the offense considered more serious).
- Data collection form/registry to record data at the local level.
- Published reports, press releases and tables.

- List of organizations involved in data collection on criminal offenses including specialized bodies.

ANNEX A

Definitions:

When asking the questions and the indicator list, please consider the following definitions and say them when asking the relevant question:

International Classification of Crime for Statistical Purposes (ICCS):

Provides a comprehensive framework for producing statistics on crime and criminal justice. Its primary unit of classification is the act or event that constitutes a criminal offence. The description of the criminal acts is based on behaviours and not on legal provisions. The ICCS is the tool to understand:

- Crime and criminal acts
- Victims and perpetrator
- Motive and context

Principle offence rule: only the most serious offence is recorded, as opposed to each offence being recorded independently.

GROUPS:

1. Organized crime groups:

- a. **Albania:** The **structured criminal group** is a special form of cooperation, composed of three or more persons, which have the purpose of committing one or more criminal offences, and which aim at achieving material and non-material benefits. The structured criminal group for the commission of a criminal offence is not established spontaneously and it is not necessary to distinguish it for consistent membership, assignment of duties, elaborated structure and organization.
- b. **Bosnia and Herzegovina:** **Organised criminal group** is a group of three or more persons, existing over a certain period of time and acting in concert with the aim of perpetrating one or more criminal offences which carry punishment of imprisonment of over three years or more severe punishment, for the purpose of material gain.
- c. **Kosovo²⁸:** **Organized criminal group** - a structured association, established over a period of time, of three or more persons for the commission of a certain criminal offense that acts in concert with the aim of committing one or more serious criminal offenses in order to obtain, directly or indirectly, a financial or other material benefit.
- d. **The FYR Macedonia²⁹:** A **group, gang or other criminal association** or an organization shall refer to at least three persons forming an association for the purpose of committing crimes, including the organizer of the association.
- e. **Montenegro:** An **organization** is composed of three or more persons which has as its objective the commission of criminal offences for the purpose of obtaining unlawful gain or power, provided that minimum three of the following conditions are met:

²⁸ All references to Kosovo in the present document should be understood in the context of Security Council resolution 1244 (1999).

²⁹ All references to Macedonia in the present document should be understood in the context of Security Council resolution 817 par.2

- i. That each member of the criminal organization had a predefined or obviously definable task or role;
 - ii. That activities of the criminal organization have been planned for a longer period of time or for an unlimited period;
 - iii. That the activities of the criminal organization are based on the application of certain rules of internal control and member discipline;
 - iv. That the activities of the criminal organization are planned and implemented in international proportions;
 - v. That activities of the criminal organization include the application of violence or intimidation or that there is readiness for their application;
 - vi. That activities of the criminal organization include the use of economic or business structures;
 - vii. That activities of the criminal organization include laundering of money or illicit proceeds or
 - viii. That there is an influence of the criminal organization or its part upon the political authority, media, legislative, executive or judicial powers or other important social or economic factors.
- f. **Serbia:** The **organised criminal group** entails a group of three or more persons, which exists for a certain period of time and acts consensually in order to commit one or more criminal offences in respect of which the prescribed sentence is four years of imprisonment or a more severe punishment, in order to directly or indirectly acquire financial or other kind of benefit.

2. Crimes/activities linked to organized crime:

A crime committed or facilitated by an organized criminal group, or a member of the group, which exists for a period of time and acts in concert to commit one or more serious crimes in order to obtain, directly or indirectly, a financial or other material benefit

3. Active groups:

An organized criminal group that has acted in concert with the aim of committing one or more serious offences for financial or other material benefit in the last xx years

ACTIVITIES:

4. Child/Minor/Juvenile:

- a. **Albania:** mentioned/defined within each article
- b. **Bosnia and Herzegovina:**
 - i. A **child** is a person who has not reached fourteen years of age.
 - ii. A **juvenile** is a person who has not reached eighteen years of age.
- c. **Kosovo:**
 - i. **Child:** a person who is under the age of eighteen (18) years.
 - ii. **Minor:** a person who is between the ages of fourteen (14) and eighteen (18) years.
- d. **The FYR Macedonia:** Not defined
- e. **Montenegro:**
 - i. A **child:** a person who has not reached the age of fourteen.
 - ii. A **juvenile:** a person who has reached the age of fourteen, but not yet the age of eighteen.
 - iii. A **minor:** a person who has not reached the age of eighteen.
- f. **Serbia:**

- i. A **child** is a person under fourteen years of age.
- ii. A **minor** is a person over fourteen years of age but who has not attained eighteen years of age.
- iii. A **juvenile** is a person who has not attained eighteen years of age.

5. Cultural property:

The term 'cultural property' means property which, on religious or secular grounds, is specifically designated by each State as being of importance for archaeology, prehistory, history, literature, art or science. Eg,

- a. Rare collections and specimens of fauna, flora, minerals and anatomy, and objects of palaeontological interest;
- b. products of archaeological excavations (including regular and clandestine) or of archaeological discoveries, etc ³⁰

6. Wildlife trafficking:

Trafficking in any endangered species as listed in the domestic legal framework, if available

7. Cybercrime and technology-facilitated crime:

- a. Crimes directed at computing or other ICT, such as unauthorised access to, modification of or impairment of electronic communications or data, referred to as pure cybercrime.
- b. Crimes in which computers or ICT are an integral part of the offence, such as online fraud, online identity theft and the online distribution of child exploitation material, referred to as facilitated cybercrime.
- c. And includes the following:
 - i. Illegal access to a computer system
 - ii. Illegal interception of computer data
 - iii. Illegal interference with a computer system or computer data
 - iv. Computer misuse tools
 - v. Computer-related fraud and forgery
 - vi. Identity related offenses
 - vii. Child pornography
 - viii. Other

8. Financial crime:

- a. The term 'financial crime' covers a wide range of criminal offences, which are generally international in nature.
- b. Closely connected to cybercrime, financial crimes are often committed via the Internet and have a major impact on the international banking and financial sectors – both official and alternative.
- c. Financial crimes affect individuals, companies, organizations and even nations, and have a negative impact on the entire economic and social system through the considerable loss of money incurred.
 - i. Payment cards;
 - ii. Money laundering;
 - iii. Counterfeit currency and security documents;
 - iv. Social engineering fraud (such as phishing and telecom fraud).³¹

³⁰ Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970, Article 1

http://portal.unesco.org/en/ev.php-URL_ID=13039&URL_DO=DO_TOPIC&URL_SECTION=201.html

³¹ Interpol definition found at <https://www.interpol.int/Crime-areas/Financial-crime/Financial-crime>

STATE RESPONSE

9. Coordination mechanism:

The effective communication and administration among different governmental agencies to design or implement policies or concrete measures. For instance, a formal or informal forum through which different agencies either formulate common policies or coordinate their different approaches.