



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Marta Onorato Totozani**

Address

Telephone(s)

Fax(es)

E-mail(s) **maonto@hotmail.com**

Nationality **Italian**

Date of birth **27 July 1972**

Gender **Female**

Work experience

Dates **17.09.2014 to date**

Occupation or position held

Acting Director of the Democratization Department (Senior Management - S4)

Main activities and responsibilities

The Democratization Department programme constitutes a key component of the Mission's mandate through assisting in the establishment of a viable and accountable democracy in Kosovo. It focuses on monitoring the work of the Kosovo institutions, identifying shortcomings and supporting further capacity building. The Democratization Department provides these institutions with on-site coaching and mentoring and facilitates the exchange of best practices. The Department consists of the Administration and Support Office, Analysis and Reporting Cell, Translation Cell, Media Section, Central Governance Section, Elections Section, Local Governance Section, and Public Participation Section.

Under the direct supervision of the Head of Mission and Deputy Head of Mission, the Director of Democratization Department:

1. Manages, directs and leads the programme of the Democratization Department;
2. Supervises all the organizational units of the Department and their Mission members;
3. Directs the process of policy formulation, strategic development, programme planning, programme implementation and quality assessment for the Democratization Department in the areas of good governance, civil society, independent institutions and regulatory bodies, media and elections, amongst others;
4. Oversees and ensures provision of timely and quality inputs from the Department to the development of the Mission's programme budget and its implementation;
5. Ensures efficient and effective development, implementation and monitoring and evaluation of the departmental projects;
6. Represents the Department at selected projects, events and conferences;
7. Liaises with local and international interlocutors;
8. Advises and assists the Head and Deputy Head of Mission in engaging in effective advocacy on the issues pertaining to the Department's programme areas;
9. Represents the department at regular and ad hoc co-ordination mechanisms of the Mission;
10. Performs other duties as assigned.

Name and address of employer

Organization for Security and Cooperation in Europe (OSCE) - OSCE Mission in Kosovo

OSCE Headquarters – Prishtine/Pristina - Kosovo

Type of business or sector	Democratization
Dates	18 December 2013 to date
Occupation or position held	Deputy Director of the Democratization Department (Senior Management - S4)
Main activities and responsibilities	<p>The Democratization Department programme constitutes a key component of the Mission's mandate through assisting in the further enhancement of an accountable and inclusive democracy in Kosovo. It focuses on monitoring the work of the Kosovo institutions, identifying shortcomings and advising on how to overcome them. It provides these institutions with mentoring and facilitates the exchange of best practices and peer-to-peer capacity building. The Department of Democratization consists of the Office of the Director, Central Governance Section (CGS), Public Participation Section (PPS), Media Section (MS), Elections Section (ES) and Local Governance Section (LGS).</p> <p>Under the direct supervision of the Director of the Democratization Department, the Deputy Director:</p> <ol style="list-style-type: none"> 1. Assists and advises the Director on departmental policy and planning as well as implementation and quality assessments of the Democratization Department's programmes; 2. Acts as immediate supervisor to the Central Governance Section (CGS), Media Section (MS), Public Participation Section (PPS), Elections Section (ES), Local Governance Section (LGS) and staff in the Office of Director; 3. Supervises Departmental project development and project implementation; 4. Carries responsibility for the Department's staffing requirements and personnel issues, including all phases of recruitment; 5. Manages Administrative support office within the Office of Director; 6. Maintains close contact with other Departments/Offices in the Mission; 7. Serves as Acting Director of the Democratization Department during the Director's absence; 8. Performs other duties as assigned.
Name and address of employer	Organization for Security and Cooperation in Europe (OSCE) - OSCE Mission in Kosovo OSCE Headquarters -- Prishtine/Pristina - Kosovo
Type of business or sector	Democratization
Dates	15 September 2008 - 17 December 2013
Occupation or position held	Executive Director
Main activities and responsibilities	<ul style="list-style-type: none"> • Ensuring the management of the daily activity of the Centre in compliance with the Statute, the decisions of the Board and the legislation in force. • Representing IET in all its public activities; • Carrying out more than 50 monitoring visits into detention, pre-trial detention, and police detention facilities in Albania from January 2009 to December 2013; • Carrying out fundraising activities; • Informing the Board, providing explanations when requested. • Project Manager and Team Leader in the following projects (including all the PCM phases): <ol style="list-style-type: none"> 1. "Improving the Pre-trial Detention System in Albania" (200,000 USD, 2009-2010 – funded by the Open Society Institute); 2. "Improving Mental Health care in the Albanian Penitentiary System" (165,000 USD, 2011-2012 – funded by the Open Society Institute); 3. "Enhancing access to justice system in Albania: Human Rights Protection in the Pre-trial Detention System" (176,761 EUR, 2012-2014 – funded by the European Union (EIDHR) and co-funded by the Open Society Institute) 4. "Preventing Torture and Enhancing the Respect of Human Rights of Arrested and Detained Persons in Albanian Police Units" (200,000 USD, 2013-2015 – funded by the Open Society Institute- Budapest and the Open Society Foundation Albania)
Name and address of employer	European Institute of Tirana Bul. Bajram Curri, Nd. 116, H. 29, Ap. 5, 1019 Tirana (Albania)
Type of business or sector	Human Rights, Rule of Law, Democracy, European Integration

Dates	19 June 2009 – 31 July 2009
Occupation or position held	International Consultant
Main activities and responsibilities	<ul style="list-style-type: none"> • Reviewing the first draft of the evaluation report on the implementation of the Readmission Agreement (RA) signed by Albania with the European Community and with other countries, and commenting on the report and its structure; this entailed: • Reviewing the structure and content of the report as per indications/suggestions given by the IOM Project Team; • Reviewing the national legal and institutional framework with regard to readmission to Albania; • Conducting interviews with DMB official at the central level in the Ministry of Interior in order to complement the findings of the assessment and derive relevant statistical data; • Revising and editing the report in light of information acquired as per above; • Advising the IOM Project team on further follow up steps necessary to improve the report; • Liaise with the other international consultant and the members of the assessment team, and participate in the round table where the preliminary findings of the assessment will be presented; • Collect comments and suggestions from the round table and reflect them in the draft assessment report.
Name and address of employer	International Organization for Migration (IOM) Rruga Brigada e VIII, Tirana (Albania)
Type of business or sector	Migration
Dates	16 February 2009 - 16 July 2009
Occupation or position held	International Consultant
Main activities and responsibilities	<ul style="list-style-type: none"> • Undertake meetings with relevant departments at the Ministry of Labour and the IOM Legal Consultant seconded at MOLSAEO to update herself on the status of endorsement of the Coordination and Monitoring Plan by the Albanian Council of Ministers; • In close collaboration with the Directorate for Migration Policies, Return and Reintegration, elaborate a working plan clearly outlining the steps to be undertaken for the endorsement of the Coordination and Monitoring Plan by the Albanian Council of Ministers and for setting up the Technical Committee on Migration and Secretariat. • Support the establishment of the Technical Committee on Migration and Secretariat by the Ministry of Labour; • In conjunction with the Directorate and the Directorate for Migration Policies, Return and Reintegration define the needs for capacity building of the Secretariat and inform IOM; • Devise and support the Secretariat collect information from responsible government institutions and other entities on current implementation stage of the National Action Plan on Migration, difficulties and constraints faced; • Prepare the 1st Monitoring and Evaluation Report on the implementation of the National Action Plan on Migration by the Ministry of Labour; • Support the Secretariat in organising the first meeting of the Technical Committee on Migration under the care of the Ministry of Labour; • Support the Secretariat in organising at least one meeting of the Inter-ministerial Committee on Migration to discuss on the status of implementation of the National Action Plan on Migration; • Elaborate a list of recommendations for the Ministry of Labour on the follow up steps with regard to the ongoing monitoring and evaluation of the implementation of the National Action Plan on Migration; • Elaborate an interim report describing the progress of the consultancy, difficulties faced and recommendations for further improvement of the consultant's work; • Elaborate a final narrative report on the steps undertaken during the consultancy process.
Name and address of employer	International Organization for Migration (IOM) Rruga Brigada e VIII, Tirana (Albania)
Type of business or sector	Migration
Dates	01 July 2008 - 31 August 2008
Occupation or position held	International Consultant

Main activities and responsibilities	<p>In the framework of the AENEAS 2004 Project: "Building on mechanisms to effectively and sustainably implement Readmission Agreements between Albania, the EC and concerned third countries"</p> <ul style="list-style-type: none"> • Collecting and reviewing the reports of the meetings, presentations and recommendations provided during the six meetings of the IMCR. • Developing the structure of the report on the basis of the comments and suggestions of IOM, including inter alia: <ul style="list-style-type: none"> a. Introduction with the report and general information on the IMCR (background information on the IMCR, objective of the report, methodology of work etc). b. Current status of the readmission agreements and their implementation. c. Recommendation for future policy of Albania in regard to Readmission. d. Update of chapters on return and readmission of the Action Plan of the National Strategy on Migration. e. Annexes (reports of the Meetings, presentations during the meetings of the IMCR etc). • Analysing the existing material presented during the meetings and drafting of the recommendations for the future policy of Albania in regard to Return and Readmission. • Analysing the Chapter on Return and Readmission of the Action Plan of the National Strategy on Migration and developing recommendations for their further improvement and update. • Presenting the findings and the draft report in the sixth meeting of the IMCR. • Incorporating the comments provided by the members of the IMCR and finalising the report for submission to the Albania-EC Joint Commission. • Present the final report in any event organized in the framework of the project as requested.
Name and address of employer	International Organization for Migration (IOM) Rruga Brigada e VIII, Tirana (Albania)
Type of business or sector	Migration
Dates	22 December 2007 - 14 May 2008
Occupation or position held	International Consultant
Main activities and responsibilities	<p>In the framework of the CARDS Project "Fostering the implementation of the Albanian National Strategy on Migration":</p> <ul style="list-style-type: none"> • Conduct research, study and analysis of the official documents of this area, such as: the National Strategy on Migration, National Action Plan on Migration, legal acts approved by the Albanian Parliament, Council of Ministers or the line ministries, cross-cutting and sectorial strategies; • Conduct meetings and interviews with responsible government institutions in order to collect data and information on current implementation stage of the National Action Plan on Migration, difficulties and constraints faced; • Assess the existing capacities of the Relevant Authority (the Ministry of Labour) to run a Coordination and Monitoring Unit for the implementation of the National Action Plan on Migration; • Define the needs for capacity building of the Relevant Authority (equipment and tools, human resources, training); • Elaborate a Coordination and Monitoring plan for the implementation of the National Action Plan on Migration consisting of: <ul style="list-style-type: none"> a. Internal structure and functioning of a Coordination and Monitoring Unit for the implementation of the National Action Plan on Migration; b. Focal points on line ministries and institutions and their responsibilities; c. Communication mechanism with line ministries and institutions; d. Definition of the monitoring tools; e. Definition of indicators for both successful coordination and monitoring; f. Definition of the reporting mechanisms; • Elaborate a final narrative report on the steps undertaken during the consultancy process.
Name and address of employer	International Organization for Migration (IOM) Rruga Brigada e VIII, Tirana (Albania)
Type of business or sector	Migration
Dates	19 March 2007 - 14 December 2007
Occupation or position held	Senior Legal Adviser
Main activities and responsibilities	<ul style="list-style-type: none"> • Providing legal advice and analysis on the interpretation of the mandate of the OSCE Mission in Kosovo;

- Providing legal advice and analysis in furtherance of all areas of the mandate of OSCE, inter alia, human rights, democratization, media, elections, police training and with respect to the general applicable law in Kosovo;
- Providing legal advice on the status and privileges and immunities of the OSCE mission in Kosovo;
- Providing legal advice and analysis on administrative matters ranging from contracts to international civil service law;
- Drafting legal documents, including contracts, MoUs, Notes Verbales and correspondence and related matters pertaining proceedings before courts and other bodies in Kosovo;
- Drafting documents and advises on matters related to OSCE Committees and Boards, including the FMNC and other committees and boards as established;
- Assisting in coordinating on legal matters with other international organisations, Provisional institutions, and other bodies or entities in Kosovo.
- Providing legal advice and support to the independent Kosovo institutions created by the OSCE, including the Central Election Commission and its secretariat, the Independent Media Commission, the Kosovo Judicial Institute, the Ombudsperson Institution, and Radio-Television Kosovo.
- Performing other duties as assigned.

Name and address of employer	Organization for Security and Cooperation in Europe (OSCE) Prishtina (Kosovo)
Type of business or sector	Legal Affairs
Dates	01 September 2006 - 16 March 2007
Occupation or position held	Expert on Migration issues
Main activities and responsibilities	<ul style="list-style-type: none"> • Analysis of the Albanian Government policy in the field of migration ; • Establishment of the necessary contacts with representatives of the Albanian Ministries and Institutions involved in the implementation of the National Strategy on Migration and its Action Plan; • Establishment of the necessary contacts with the international organisations involved in the field of migration in Albania ; • Drafting of a monitoring report on the Albanian Government's implementation of the migration policy; • Organisation of two workshops and a national conference for the presentation of the report.
Name and address of employer	European Institute of Tirana Bul. Bajram Curri, Pall. Aviacioni I Ri, shk. 1, Ap. 4, Tirana (Albania)
Type of business or sector	Migration
Dates	01 July 2003 - 30 April 2006
Occupation or position held	Programme Manager for the Judicial Reform, Asylum and Migration Sectors
Main activities and responsibilities	<ul style="list-style-type: none"> • Programme/project development. Preparation of future Commission financing of judicial reform, asylum and migration projects. • Programme/project management /decentralised programmes. Monitoring of project management and implementation by the PMU and by the Beneficiary, according to EC Procedure in force. • Programme/project management: centralised programmes. Management of project implementation according to Project Cycle Management, from detailed project definition to completion of implementation; including procurement of services, works and supplies according to EC procedures in force; management of relations with service contractors and monitoring of their activities • Maintaining productive relations between Delegation and its interlocutors in Albania on the implementation of judicial reform, asylum and migration projects; collaboration in donor coordination mechanism in the areas concerned; cooperation with Press and Information Section of Delegation for the visibility of Projects.
Name and address of employer	Delegation of the European Commission Tirana (Albania)
Type of business or sector	Judicial Reform, Asylum and Migration
Dates	05 November 2002 - 30 June 2003
Occupation or position held	Acting Special Representative of the Secretary General of the Council of Europe in Tirana

Main activities and responsibilities

- Representing the Secretary General of the Council of Europe. Establishing all necessary contacts, in particular with the Albanian authorities (Government and Parliament).
- Participating in the co-ordination on the spot with all relevant institutions, in particular with international organisations active in Tirana (mainly the OSCE) and international and Albanian non-governmental organisations.
- Promoting and supporting the policies and activities of all Council of Europe bodies related to the Albanian Membership of the Council of Europe (in particular asylum and migration, border management, cultural policies, decentralisation, development, education, fight against corruption, fight against trafficking, local government, minorities, media, prison and pre-trial detention), especially organise high-level Council of Europe visits to Tirana and give assistance to Council of Europe experts' visits to Albania.
- Reporting weekly and monthly about the political situation in Albania.

Name and address of employer **Council of Europe**
Strasbourg (France)

Type of business or sector Human Rights, Rule of Law, Democracy - Political Affairs

Dates 01 July 2001 - 04 November 2002

Occupation or position held **Deputy Special Representative of the Secretary General of the Council of Europe in Tirana**

Main activities and responsibilities

- Representing the Secretary General of the Council of Europe as replacement of the Special Representative. Together with the Special Representative establishing all necessary contacts, in particular with the Albanian authorities (Government and Parliament);
- representing the Council of Europe within the inter-ministerial working groups for the fight against trafficking in Human beings and for the reform of the asylum and migration Albanian System;
- Participating in the co-ordination on the spot with all relevant institutions, in particular with international organisations active in Tirana (mainly the OSCE);
- Promoting and supporting the policies and activities of all Council of Europe bodies related to the Albanian Membership of the Council of Europe (in particular asylum and migration, border management, cultural policies, decentralisation, development, education, fight against corruption, fight against trafficking, local government, minorities, media, prison and pre-trial detention), especially organise high-level Council of Europe visits to Tirana and give assistance to Council of Europe experts' visits to Albania.
- Reporting weekly and monthly about the political situation in Albania and/or the activities of the Tirana Office.

Name and address of employer **Council of Europe**
Tirana (Albania)

Type of business or sector Human Rights, Rule of Law and Democracy - Political Affairs

Dates 18 May 2000 - 30 June 2001

Occupation or position held **Lawyer at the Registry of the European Court for Human Rights**

Main activities and responsibilities

- Replying to correspondence and managing files;
- Helping with the preparation of the summaries of facts and complaints in applications;
- Preparing draft decisions in manifestly inadmissible cases ("committee cases");
- Helping with the preparation of reports and standardised draft decisions in groups or series of cases raising identical problems under the Convention;
- Maintaining statistics;
- Assisting the judges and lawyers of the European Court of Human Rights with research on points of fact concerning individual cases or on domestic law.

Name and address of employer **European Court for Human Rights - Council of Europe**
67075 Strasbourg (France)

Type of business or sector Human Rights - Legal Affairs

Education and training

Dates	27 June 2014
Title of qualification awarded	Certificate for the successful completion of the OSCE Ethics Awareness Training
Principal subjects / occupational skills covered	Ethics
Name and type of organisation providing education and training	OSCE
Dates	3-7 March 2014
Title of qualification awarded	Certificate of attendance to the OSCE General Orientation Programme
Principal subjects / occupational skills covered	OSCE issues
Name and type of organisation providing education and training	OSCE, Vienna (Austria)
Dates	28-30 June 2012
Title of qualification awarded	Certificate of participation for the successful completion of the "EU crash course Albania, 2012, from outsider to insider"
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • Getting to Yes: how to negotiate (with) Europe (The importance of a (clear) mandate; Basic negotiation technique; the (informal) decision making procedures in Brussels: how to be effective in the European arena?; Bilateral negotiations); • EU Programming and Scenario's; • Visibility Study and Cost Benefit Analysis (CBA) (role of CBA in policy making and EU context; Financial Analysis: Revenue & cost estimation and financial results; Economic Analysis: socio-economic and environmental effects & risk analysis)
Name and type of organisation providing education and training	ECORYS Academy, Netherlands, Tirana (Albania)
Dates	7 – 9 March 2012
Title of qualification awarded	Certificate of participation for the successful completion of the Training Programme on "How to successfully manage EU funded projects"
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • General Project Management. Timely planning of scheduling of activities • Introduction to the financial Management articles – Special and General Conditions • The budget of the action. The eligible costs of the action. • The budget amendments, substantial and non-substantial changes of the budget. • Introduction to monitoring and evaluation procedures / assessment; • Reporting as a requirement in EU funded projects. Types of reports. Project closure. • Project visibility. Communication with internal and external stakeholders. • Procurement and respective procedures. Procurements rules and regulations.
Name and type of organisation providing education and training	Technical Assistance for Civil Society Organizations (TACSO) Project, Tirana (Albania)
Dates	1 July 2004 - 14 July 2004
Title of qualification awarded	Certificate of attendance to the Summer School on EU Law and Policies on Asylum and Migration
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • A Statistical Approach to Migration • Principles of International Law on Asylum and Refugees • The Institutional Framework of the Treaty of Amsterdam

	<ul style="list-style-type: none"> • Differentiated Integration and the Strengthened Cooperation of Schengen • The European Union's Interpretation of the Concept of Refugee as Defined by the Geneva Convention • The Dublin Convention • Temporary Protection and Burden Sharing • Rights of Asylum Seekers and Refugees • Fight Against Illegal Immigration in the EU External Relations Policy • Regularization of Illegal Aliens in the EU Member States • The Legal Status of Third Country Nationals and the Fight Against Discrimination
Name and type of organisation providing education and training	Odysseus network at the Université Libre de Bruxelles (Belgium). (University) Brussels (Belgium)
Dates	15 September 1999 - 15 September 2000
Title of qualification awarded	European Master's Degree in Human Rights and Democratisation
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • Human Rights in International Relations and International Law; • Human Rights in Philosophy, History and Anthropology; • Human Rights Protection Systems; • Human Rights standards; • Violent conflicts and Human Rights, Humanitarian Law, International Criminal Law; • Rights of asylum seekers and Refugees; • Democratisation (including monitoring and electoral observation); • Human Rights and globalisation; • Human Rights in the field. <p>Final thesis on "Internal Self-determination of national minorities"</p>
Name and type of organisation providing education and training	University of Padua / Institute of Advanced European Studies in Strasbourg (University) Venice/Strasbourg (Italy/France)
Dates	04 November 1991 - 12 March 1999
Title of qualification awarded	Degree in Law (Laurea in giurisprudenza)
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • Civil Law and Civil Procedural Law ; • Constitutional Law; • Criminal Law and Criminal Procedural Law ; • EU Law ; • Human Rights and Humanitarian Law ; • International Law; • Philosophy of Law ; <p>Final thesis in International Law on "International Law of telecommunications and human rights protection "</p>
Name and type of organisation providing education and training	University of Sassari / University Paris I - Pantheon Sorbonne (University) Piazza Università, 07100 Sassari/Paris (Italy/France)
Level in national or international classification	110/110 e lode
Dates	28 September 1998 - 04 October 1998
Title of qualification awarded	Certificate of attendance to the Post-graduate proficiency course on "Human rights in the Mediterranean area"
Principal subjects / occupational skills covered	<ul style="list-style-type: none"> • Human rights in the Mediterranean area <p>Report concerning "Universalism and regionalism in the human rights field"</p>
Name and type of organisation providing education and training	Department of Economy, Institutions and Society of the University of Sassari (University) 07100 Sassari (Italy)
Dates	01 March 1997 - 31 May 1997
Title of qualification awarded	Certificate of attendance to the Jean Monnet course on "Economic and legal aspects of State aids to enterprises in communitarian law"

Principal subjects / occupational skills covered • Economic and legal aspects of State aids to enterprises in communitarian law

Name and type of organisation providing education and training University of Sassari (University)
Piazza Università, 07100 Sassari (Italy)

Dates 02 February 1995 - 30 November 1995

Title of qualification awarded Certificate of attendance to the Proficiency course on the rights of peoples

Principal subjects / occupational skills covered National and International legislation for the protection of Human Rights, including the environmental ones.

1. Nationalism and multi-ethnic societies: legal and social problems of the extra-communitarian immigration in Europe.
2. Economy, Environment, Human Rights: starting from the "Bhopal case", consequences of the eager industrialization in the South of the World.
3. Genocide and crimes against humanity: from the opinion courts to the UN Court for the Former Yugoslavia, towards a Permanent International Court.
4. Free Market and social equity: which Ethics and which Democracy for the economic policies?
5. The problem of impunity and the crisis of the UN: causes and solution perspectives.
6. The Conquest of the Americas and the birth of the International Law: a culture of conquest throughout 500 years of history.

Name and type of organisation providing education and training International Foundation "Lelio Basso" (Foundation)
Rome (Italy)

Personal skills and competences

Mother tongue(s) Italian

Other language(s)

Self-assessment

European level (*)

English

French

Albanian

Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	A2	Basic User
B2	Independent user	B2	Independent user	B1	Independent user	A2	Basic User	A2	Basic User

(*) Common European Framework of Reference (CEF) level

Social skills and competences

- Team spirit;
- Good ability to adapt to multicultural environments, gained through my work experience abroad;
- Good communication skills gained through my experience as international officer (Council of Europe, European Commission, OSCE) in Albania and Kosovo.
- High ethical and professional standards

Organisational skills and competences

- Leadership (currently responsible for the supervision of a Department of around 70 people);
- Sense of organisation (experience in organizing seminars, workshops, conferences, press conferences, trainings);
- Very Good experience in project and team management (Deputy Director of the OMik Democratization Department, Programme Manager at the European Commission, Head of the Council of Europe Office in Tirana, Executive Director of an NGO).

Technical skills and competences

- Excellent negotiations skills (I had diplomatic functions when working for the Council of Europe in Albania);

	<p>-Excellent Legal drafting skills (I drafted legal documents, including contracts, MoUs, Notes Verbales and correspondence and related matters pertaining proceedings before courts and other bodies when working in Kosovo for the OSCE as well as when working for the Registry of the European Court for Human Rights)</p>
Computer skills and competences	<p>- Excellent command of Microsoft Office™ tools (Word™, Excel™, PowerPoint™ and Publisher) and Project Management software (CRIS, used by the European Commission for managing its external aid Projects);</p> <p>- Basic knowledge of graphic design applications (PhotoShop™).</p>
Artistic skills and competences	Music (I play guitar)
Other skills and competences	I practice trekking and scuba diving (certificate FIPSAS level 1)
Driving licence(s)	B
Additional information	<p>Publications:</p> <p>M. ONORATO, E. PUPE, J. RUSTEMI and others, <i>Enhancing access to Justice System in Albania: Human Rights Protection in the Pre-Trial Detention System – 2012 Monitoring Report</i>, Editions IET, 2013</p> <p>I.TOTOZANI, M. ONORATO, J. RUSTEMI and others, <i>Human Rights protection in Albania:2011 monitoring report on mental health care in the penitentiary system</i>, Editions IET, European Institute of Tirana, Tirana, December 2011</p> <p>I. TOTOZANI, M. ONORATO and others, <i>Pre-Trial Detention System. Best Practices in European Countries: How to address shortcomings in PTD System - A Review of best practices prepared by the European Institute of Tirana</i>, Tirana, Editions IET, December 2011</p> <p>M. ONORATO, I. TOTOZANI, S. PASHO and others, <i>2010 Monitoring Report on the implementation of the Master Plan for the Albanian Pre-Trial Detention System (2005-2008): current situation and challenges</i>, IET Edition, December 2010</p> <p>M.ONORATO, S. PASHO, S. LALA and others, <i>2009 Monitoring Report on the implementation of the Master Plan for the Albanian Pre-trial Detention System (2005-2008): current situation and challenges</i>, Botimef DudaJ December 2009</p> <p>I. TOTOZANI, M. ONORATO, M. KETA, <i>Report on the implementation of the National Strategy on Migration</i>, Bolime DudaJ, Tirana, March 2007</p> <p>Reviewer of the book: I. TOTOZANI, <i>Monographie. Kosovo et Système international: deux interrogations parallèles</i>, Editions Kristal, 2009</p> <p>Participation as a speaker in international conferences / workshops:</p> <p>15.09.2014, Pristina (Kosovo): <i>"Introduction - Participation as a right and responsibility in an inclusive, effective and democratic society"</i>, as a panellist in the conference to mark the International Democracy Day titled "Participation of youth, women and persons with disabilities in decision making", organized by the OSCE Mission in Kosovo.</p> <p>12-13.09.2013, Pristina (Kosovo): as a participant in the Regional Workshop "Challenges with independent monitoring of the closed institutions in Western Balkans", organized by Civil Rights defenders.</p> <p>21.05.2013, Tirana (Albania): as a panellist in the opening sessions of the Conference <i>"Lights and shadows of the Pre-Trial Detention System in 2012: which measures are needed to move forwards?"</i>, organized by the European Institute of Tirana in cooperation with the Albanian Ombudsman and the General Directorate of Prisons.</p>

14.12.2012, Tirana (Albania), as a panellist in the opening sessions of the Conference **"The new Law On Mental Health – achievements and new challenges"**, organized by the European Institute of Tirana in cooperation with the Albanian Ombudsman and the Ministry of Health.

30.12.2011, Tirana (Albania): as a panellist in the Opening and Closing sessions of the Conference **"Human Rights protection in Albania:2011 monitoring report on mental health care in the penitentiary system"**, organized by the European Institute of Tirana

12.12.2011, Tirana (Albania): as a panellist in the Opening sessions of the Conference **"The new Draft Law On Mental Health - a further opportunity to enhance the treatment of people with mental health problems in the Penitentiary System in Albania"**, organized by the European Institute of Tirana with the financial support of the Open Society Institute.

31.10.2011, Venice (Italy): as a lecturer on **"Defending Human Rights during Transition to Democracy: Promoting Human Rights, the Rule of Law and Democracy in Albania."** within the European Master's Degree in Human Rights and Democratization (E.MA).

23.12.2010, Tirana (Albania): **"Presentation of the 2010 Monitoring Report"** as a panellist in the Launching Conference for the **"2010 Monitoring Report on the implementation of the Master Plan for the Albanian Pre-trial Detention System: current situation and challenges"**, prepared by the European Institute of Tirana

03.11.2010, Tirana (Albania): **"Current situation in the Pre-trial detention System in Albania: 2010 developments and challenges"** as moderator and panellist in the Workshop **"Improving Pre-trial detention System in Albania"** organized by the European Institute of Tirana in cooperation with the Albanian Ombudsman.

19.04.2010, Tirana (Albania): **"Presentation of the Evaluation on the implementation of the Readmission Agreement in Albania"**, at the sub-regional workshop **"Albanian Migration: review of achievements and policy framework"**, organized by IOM in the framework of the **"Together towards Europe"** series of events hosted by the Italian Development Cooperation Office in Tirana.

28.12.2009, Tirana (Albania): **"Presentation of the 2009 Monitoring Report"** as a panellist in the National Conference for the **"2009 Monitoring Report on the implementation of the Master Plan for the Albanian Pre-trial Detention System: current situation and challenges"**, prepared by the European Institute of Tirana

10.12.2009, Tirana (Albania): **"Current situation in the Pre-trial Detention System in Albania"**, as a special guest in the International Conference **"Human Rights, Good Governance and the Performance of the Ombudsman"**, organized by the Albanian Ombudsman.

24.11.2009, Tirana (Albania): **"Current situation in the Pre-trial detention System in Albania: main findings and challenges of the 2009 monitoring exercise"**, as a panellist in the Workshop **"Improving Pre-trial detention System in Albania"** organized by the European Institute of Tirana in cooperation with the Albanian Ombudsman

06.06.2008, Tirana (Albania): **"EU and CoE: support and Incentive to democracy"**, as a Panellist in the Conference **"Continuous Democracy"** organized by the Centre of Higher European Studies of the Kristal University, Tirana.

16.03.2007, Tirana (Albania): **"Overview of the Final Report on the National Action Plan on Migration"** as a panellist in the Press Conference for the presentation of the Final Report on the National Action Plan on Migration, organized by the European Institute of Tirana

9-10.07.2002/11-12.07.2002, Tirana (Albania): **"The interaction between National and International Law"**, as a trainer in the continuous training of the Albanian Magistrates' School (60 judges and 20 prosecutors)

4-5.10.2001, Tirana (Albania): **"Freedom of expression and the role of independent media in the framework of the case law on Article 10 of the European Convention on Human Rights"**, as a panellist in the international seminar **"Regulation and self-regulation of the media in a Democratic Society"**, organized by the Council of Europe

