

Tirana, 13 February 201



■ his analysis has been prepared by the Secretariat of the Investment Council as an "exploratory" step to stimulate the debate due to the lack of previous studies in the BPO sector and based on the issues identified by the Secretariat with the aim to introduce pillars for intervention on the necessary improvements required by the business. The material was prepared by Ms Ermelinda Xhaja, Economic Expert and Mr Elvis Zerva, Legal Expert, under the direction of the Head of the Secretariat, Ms Diana Leka (Angoni). Supported in the organisation of meetings with partners, survey's implementation and promotion, and language editing of the material, Ms Elisa Lula, Administrative and Communications Officer of the Secretariat. We thank for the special collaboration the administrators/CEOs of 17 interviewed companies, also the business associations, chambers of commerce, public institutions, and independent experts Ms Sidita Dibra and Ms Anni Dasho, for their contribution and suggestions in the process of finalising the recommendations. The views expressed herein are those of the authors and do not necessarily reflect those of the Investment Council or the EBRD.

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ADA Albanian Outsourcing Association

GTD General Tax Directorate

LB Labor Inspectorate

NLS National Labor Service

MES Ministry of Education and Sport

MIPA Ministria e Inovation and Public Administration AIDA Albanian Investment Development Agency

MEDTTE Ministry of Economic Development, Tourism, Trade and Entrepreneurship

MSWY Ministry of Social Welfare and Youth

MoF Ministry of Finance



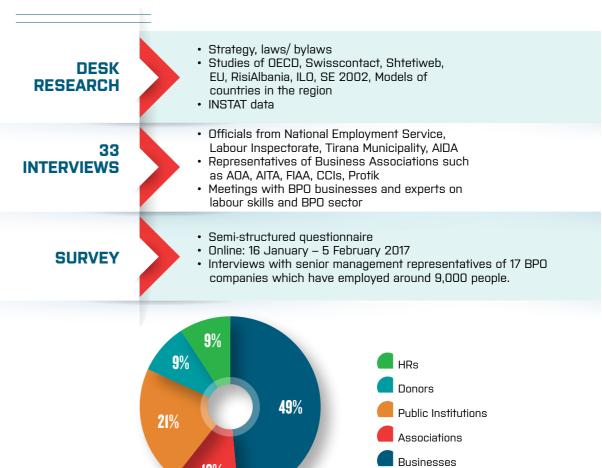
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OBJECTIVE OF THE ANALYSIS

- » Is there a potential for development of investments in the sector with more added value services? If yes, do we have the quality that the labour market needs?
- » To promote and structure the debate as an "exploratory" step due to the lack of previous studies in the sector; to consider the business concerns; to present pillars for interventions.

METHODOLOGY



STATEMENTS MADE BY STAKEHOLDERS IN THE SECTOR

- » Informality disrupts the market, and lowers the sector's standard
- » The model of "the quality on service delivery" is missing, and requires training on career development
- » Cheap labour cost is not the only advantage, but the work eagerness and motivation is higher, especially in certain professions
- » We stand ready to contribute for a Local Web Digital Academy/campus in cooperation with Google, or Software House for establishing a "talent pool"
- » Albania has the potential to become a data warehouse in the sector, investments on internet provision are already in place
- » In Albania there is workforce, but it is difficult to find "professional skill" as "soft skills" are missing
- » Albanians are very dynamic, eager to acquire new skills, motivated, but education in universities does not corresponds to the necessities of the market.

2. CONTEXT - MACRO DATA

25.000 **–** 30.000

considered the number of employees in the BPO sector, meanwhile there are requests for perhaps 50,000.

According to

ShtetiWeb in

the list of 100

companies with

more employees

there are 12 call

centers with a total of 9,500

employees

Participation in workforce for age

Registered companies as Call Center – INSTAT (17 companies with more than 250 employees).

146.756

46,1%

15 – 29 years

INSTAT

Enrolled students for the school year 2015/2016, public and private -INSTAT

1273 USD -PPP

The public expenditures per tertiary students – WB (5,130 USD-PPP in Serbia for 2012

In public universities: 121.638 –

Polytechnic University: 14,254, while University of Tirana: 30,471).

3. PROFILE AND DYNAMICS OF SECTOR

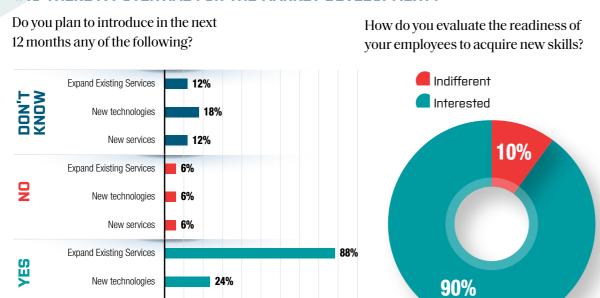


The origin of foreign investments and potential investments in sector:

- » Italy: There are existing investments focussed on call centre, but due to the uncertainty of legal changes in Italy there is a momentum of stagnations/shrinking
- » Germany: There is an interest shown in the IT (developing and programming), but the lack of quality staff and limited knowledge of the German language has deterred investment
- » USA: Shown some interest, but nothing concrete
- » Clients: Apple, Google, Vodafone, BBC, Amazon, LinkedIn, Facebook, etc.

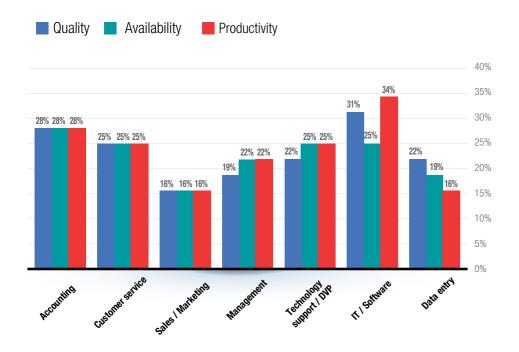
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4. IS THERE A POTENTIAL FOR THE MARKET DEVELOPMENT?

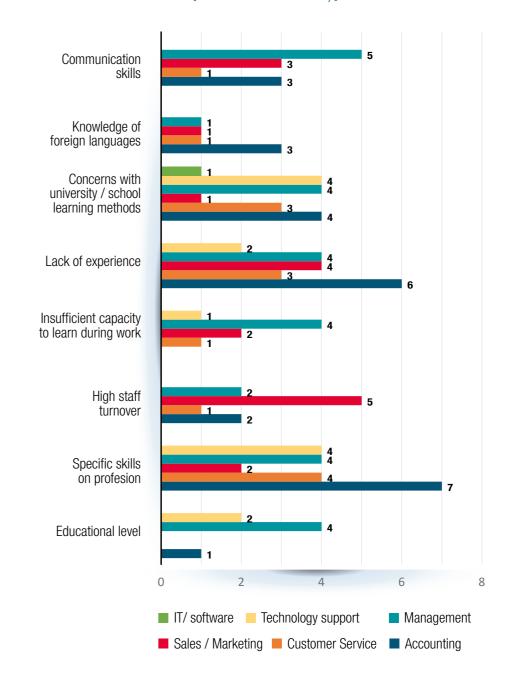


5. IT SOFTWARE, ACCOUNTING AND CLIENT SERVICE – MOST APPRAISED SERVICES IN THE BPO IN ALBANIA (according to Secretariat's Survey)

New services



6. WHAT ARE THE MAIN PROBLEMS ENCOUNTERED TOWARD LABOUR SKILLS IN THE FOLLOWING POSITIONS? (Secretariat's Survey)



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7. APPROACH TOWARD THE PROBLEMS OF "MARKET QUALITY"

EMPLOYEES

» Lack of experience from lack of practice.

- Shortcomings in education and work ethics.
- » Weak technical qualification.
- » Training in the call-centers are basic, without possibilities for further development of employees.
- Mainly the employees' expectations are higher than what businesses can offer in reality.
- for the sector. » Different interest of

SECTOR

» There is a high turnover of staff being trained incurring additional costs for businesses.

- » Low labour social cost is low incentive for less qualified jobs (call centres).
- » High informality in the sector – in the regions is thought to be more problematic.
- » Diversification and sophistication of the business and market is going toward its peak. The Italian bill will constitute a problem
- actors.

GOVERNMENT

- » Lack of a vision for the
- » Control for professions standards.
- » Lack of cooperation and state support for the training and qualification of professions.
- » No support or coordination with vocational training centers.
- Labour Code in some aspects more advanced than reality.
- » Laws are okay, but not flexible on part time.
- » There are missing data for sector analyses, for example statistics on information technology.
- » There are missing incentives for the sector and experts.

UNIVERSITIES

- » Education doesn't match the specific needs of labour market.
- Curricula in universities should be oriented according to the business requirements for example professional master is not appraised the same as Scientific Master
- » Encourage memoranda between businesses and universities, to provide internship and degrees according to market requirements. no follow-up
- Absent models for youth to motivate their need for acquiring. It is appraised (few but high quality) for the Faculty of Economics, Epoka, Austrian School in Shkoder, Polytechnic University.

8. COMING TO THE FOLLOWING CONCLUSIONS:

- a) The sector has potentials for investment [that can turn into a success story] but limited to "size", so it is needed to invest in the quality that creates "added value" in certain segments or professions such as IT. Low labour cost should not be a "factor" in the decision-making.
- b) We can say that now have a "pool" of well-trained specialists in existing BPOs who may be subject to more profiled training as trainers on the creation of "talent" sector skills. But the market does not solve the problem of "quality" but only makes it visible, while "suffering" from it.
- c) Education and training systems (although we find a higher sensitivity), lacks serious engagement of the business in the curricula and in the monitoring of internships, career offices or even the early involvement of students on "projectbase learnina".

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FINDINGS AND RECOMMENDATIONS

1. IN GENERAL

FINDING 1.

- 1. Informality has damaged the image, standards and rules of this sector.
- 2. "Advanced skills" are critical elements for the performance of the sector, while there is a gap in the quality of the curricula at certain levels of education.
- 3. BPO sector lacks of statistics which could lead to a thorough and deeper analysis.
- 4. The lack of a systematic analysis on the current and future needs of business (sector) about the "skills" and the necessity for a vision which establish a sustainable cooperation between business and state.

RECOMMENDATION 1.

- 1. Strengthening of the association and its increasing role in the fight against informality. State (GDT, Inspectoriates) to apply the regulatory standards that enable fair competition in the sector (initiated pilot campaign).
- 2. To consider as soon as possible the integration of the new knowledge at certain levels

- of education with focus on: analytical skills (problem-solving), foreign languages, computer skills, communication skills. Internships to be standard practices and subject of curricula - project business model-university-teaching. Accreditation process of universities to consider monitoring of state-business practices on internships.
- To establish a working group (INSTAT, AIDA, BPO Association, Ministry of Education and Sports, etc.) to scan the sector, its statistics, cooperation model with VET and business.
- Creation of a WEB-Platform (AIDA, business, universities, etc.) to support business in recruiting-hiring personnel and thesis/ project proposals to be implemented.

2. BPO BUSINESS MODEL WITH MOST **QUALIFIED SERVICES**

FINDING 2.

1. No structured cooperation University-Business (Deloitte positive model with the Faculty of Economics, Local Eyes with Epoka University).

1:

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- 2. Practical skills gap between curricula and market needs, especially in IT. The low implementation of internships model. Mandatory practices (internships) are considered as formal from both businesses and stu-
- 3. 3. Lack of incentives for certain professions, such as in the field of IT.

RECOMMENDATION 2.

dents.

 Increase of partnership among universities, private sector and Labour Offices through strengthening of Career Offices in internships, practices and students hiring; early career counselling in schools.

University curricula to fit the specific industries through the implementation of projects and subjects to development by the local business environment. Intervention in university curricula to implement programs related to the growth of analytical and practical skills of students. Flexibility in offering knowledge by the public universities through short-term innovative programmes in partnership with the business: Business Academy (intensive programmes 1-3 days in certain areas, e.g. consulting in management and operations, taxes, drafting business plans, feasibility studies, etc.). Certifications issued after successful completion should be accredited by the Ministry of Education and Labour as an added value to access labour market.

The initiative for creating a "pool of talents" in the IT sector who can be identified through competitions or other activities that may be organized in cooperation with vocational schools, high schools and/or universities with focus in IT.

2. Incentivising the sector through coverage of

- the health & social security expenses for the period of internship in businesses (6 months -1 year) in certain professions considered as priority such as economic, IT, engineering, etc.
- Support to business initiatives for the creation of continuous training centres in technology and innovation (Digital Academy), as well as software house "for the creation of a pool of certified IT experts.

To be taken into consideration, incentivising of trainings i.e. IT companies winners of public procurement funds to provide training and internships in IT for students or fresh graduates for internships in relevant professions in the context of the tender won for a certain time period.

3. BPO BUSINESS (CALL CENTER)

FINDING 3.

- Frequent employee turnover, high training costs for the BPO sector (e.g. social insurance during training period). Initial trainings are made mainly by the businesses; therefore, there is little interest by the business for continuous trainings.
- Employment Offices and Centers for vocational training do not meet the sector's needs. Workforce registered in Employment Offices is very unqualified. The recruitment is made by the companies themselves.

RECOMMENDATION 3.

 Promotion of good HR Management practices of several large companies in some other companies through business associations, HR forums organised by academic institutions and businesses, and Ministry of Social Affairs, including:

- a. Analysis of the request for competences according to the BPO sector;
- b. Accurate definition of "Value Preposition" offered to the working forces by BPOs: apart from the salary, development cycle of professional skills in these companies, career path in medium and long term, trainings being offered and how much competitive will be the competences earned from this work;
- Development of politics for motivation and maintaining qualitative staff in the long term;

d. Etc.

The State to consider as an incentive, to cover the social contributions for the first-time training (up to 1 month). The business to cover only insurance for work accidents.

- Capacity building and monitoring by the Employment Offices to respond with employment and qualification programmes as per BPO business needs.
- Discussion with shareholders on the establishment of an BPO Academy for the re-qualification of the workforce, by licensed trainers, under the support of the central or local government as per public-private partnership model (Protik) or TEDA model.

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DISCUSSION

- » Attraction of new investors and markets diversification (BPOs) are the current demands, but they are conditioned by:
- » More structured coordination between the business and public institutions, especially to promote the sector where AIDA may play a more proactive;
- » Investments in the human capital for a more skilled labour market—conditioned by the quality of education, training and maybe later incentives of sector or all at the same time? Time is ticking...

THE MARKET IDENTIFIES THE GAP IN SKILLS QUALITY, SUFFERS FROM IT, BUT IT DOES NOT SOLVE THE PROBLEM

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MATRIX OF RECOMMENDATIONS

QUALIFIED WORKFORCE - AN OPPORTUNITY FOR INVESTMENTS

SECTOR OF BUSINESS PROCESS OUTSOURCING (BPO)

INVESTMENT COUNCIL SECRETARIAT February 2017

FINDING	RECOMMENDATION	RESPONSIBLE INSTITUTION	TIME-TERM
1. Informality has damaged the image, standards and rules of this sector. The informal employment entities performing in black distorts competition by encouraging a high turnover of employees from one employer to another.	Recommendation 1. Strengthening of the role of AOA and other associations in the fight against informality. State (GDT, Inspectorates) to apply the monitoring competencies to enable fair competition in the sector (to be initiated with pilot campaigns).	AOA MF/GTD LP MEDTTE	Short-term
2. "Advanced skills" are critical elements for the sector's performance, while there is a gap in the quality of the curricula at certain levels of education.	Recommendation 2. To consider as soon as possible the integration of the new "core" knowledge at certain levels of education with a focus on 1) analytical skills (problem-solving), 2) foreign languages, 3) computer skills, 4) communication skills. Internships to be standard practices and the subject of curricula - project business model-university- teaching. The accreditation process of universities to consider monitoring of state-business practices on internships.	MES UNIVERSITIES BUSINESS COMMUNITY	Mid-term
3. BPO sector lacks of statistics which could lead to a thorough and deeper analysis.	Recommendation 3. To establish a working group (INSTAT, AIDA, BPO Association, MES, etc.) to scan the sector, its statistics, cooperation model with VET (Vocational Educational Trainings) and business.	INSTAT AIDA AOA MES MSWY MEDTTE	Mid-term
4. The lack of a systematic analysis on the current and future needs of the business (sector) about the "skills" and the necessity for a vision that establishes sustainable cooperation between business and state.	Recommendation 4. Creation of a WEB-Platform (AIDA, business, universities, etc.) to support business in recruiting-hiring personnel and thesis/project proposals to be implemented by the business.	AIDA AOA BUSINESS UNIVERSITIES MEDTTE	Initiated/On- going

5. No structured cooperation University-Business (Deloitte positive model with the Faculty of Economics, Local Eyes of Age).	Recommendation 5. Increase of partnership among universities, private sector and Labour Offices through the strengthening of Career Offices in internships, practices and students hiring; early career counselling in Universities. Recommendation 6. University curricula consider the specific industries by implementing projects and subjects to development by the local business environment. Intervention in university curricula to implement programs related to the growth of analytical and practical skills of students. Flexibility in offering knowledge by the public universities through innovative short-term programmes in partnership with the business: Business Academy (intensive programmes 1-3 days in certain areas, e.g. consulting in management and operations, taxes, drafting business plans, feasibility studies, etc.). Certifications issued after successful completion should be accredited by the Ministry of Education and Labour as an added value to access the labour market. Recommendation 7. The initiative for creating a "pool of talents" in the IT sector that can be identified through competitions or other activities that may be organised in cooperation with vocational schools, high schools and/or universities with a focus on IT.	MSWY NLS UNIVERSITIES MES UNIVERSITIES MEDTTE MES MEDTTE MES MEDTTE UNI- VERSITIES BUSINESSES	Mid-term Mid-term
6. Practical skills gap between curricula and market needs, especially in IT. The low implementation of the internships model. Mandatory practices (internships) are considered formal from both businesses and students.	Recommendation 8. The Ministry of Social Welfare and Youth to consider the possibility of having the state, not the entrepreneur, provide for the social and health insurance contributions for the first month of work (training period) of newly hired staff in <i>labour intense and in-development sectors</i> such as BPO (companies that operate activities for services outsourcing & call centres). (According to the Recommendation No. 2.3 of IC Meeting dated 27.04.2016).	MSWY MZHETTS	Short-term
7. Lack of incentives for certain professions, such as in the field of IT.	Recommendation 9. Support to business initiatives for the creation of continuous training centres in technology and innovation (Digital Academy), as well as software house "for the creation of a pool of certified IT experts. Recommendation 10. To be taken into consideration, incentivising of training, i.e. IT companies winners of public procurement funds to provide training and internships in IT for students or fresh graduates for internships in relevant professions in the context of the tender won for a certain time period.	MIPA MEDTTE MSWY BUSINESS	Mid-term Mid-term
8. Frequent employee turnover, high training costs for BPO sector (e.g. social insurance during training period). Initial training is done mainly by the businesses; therefore, the business has little interest in continuous training.	Recommendation 11. Promotion of good HR Management practices of several large companies in some other companies through business associations, HR forums organised by academic institutions and businesses, and Ministry of Social Affairs, including: a) Analysis of the request for competencies according to the BPO sector; b) Accurate definition of "Value Preposition" offered to the working forces by BOPs: apart from the salary, development cycle of professional skills in these companies, career path in the medium and long term, training being offered and how much competitive will be the competencies earned from this work; c) Development of politics for motivation and maintaining qualitative staff in the long term;	BUSINESS	Ongoing
9. Labor Offices and Centers for Vocational Training do not meet the sector's needs. Workforce registered in Labor Offices is very unqualified. The recruitment is made by the companies themselves.	Recommendation 12. Capacity building and monitoring by the Employment Offices to respond with employment and qualification programmes as per BPO business needs. Recommendation 13. Discussion with shareholders on the establishment of a BPO Academy for the re-qualification of the workforce, by licensed trainers, under the support of the central or local government as per partnership model public-private (Protik) or TEDA model.	MSWY NLS MSWY MEDTTE AIDA BUSINESS	Ongoing Long-term

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NO.	FINDINGS AND OTHER RECOMMENDATIONS SUGGESTED DURING THE MEETING*	TIME- TERM
1.	Flexibility of Labour Code and BPO Sector There is an urgent need to review the legal framework and especially the Labour Code. The Labour Code does not help; instead, it prevents the development of the BPO sector. The problem is not only with the larger penalties but the rigidity of the law. BPO sector performs an activity 24 hours a day and 7 days a week, including Sundays and public holidays. In this sector, once signing the contract and job assigned shifts, the employee has no opportunity to choose whether to come to work or not. The labour code does not facilitate this activity, moreover indirectly, it brings high costs to enterprises. The time has come for this sector to be managed via an Ad Hoc, which will summarise the specifics of this sector.	
2.	There is a need to control instruments upon which it is monitored and double-checked the employee medical reports. Since there is a high number of employees, there is also a high cost of medical reports for enterprises.	
3.	Confidentiality and BPO Sector We must work to increase the responsibility of the employees to respect the norms regarding <i>privacy</i> —a very sensitive issue to foreign investors, in which regard they could be subject to penalties. It is important to work on this subject with the Office of the Commissioner, and classes can be offered in enterprises.	
4.	Staff Recruitment BPO should be assisted in hiring skilled staff via cooperation agreements with the relevant institutions. Great help for recruiting would be the creation of a database containing candidates with the skills required by BPO.	

• These recommendations do not reflect the position of the Secretariat but those of some participants in the meeting.

Matrix of Rekomandimeve- QUALIFIED WORKFORCE – AN OPPORTUNITY FOR INVESTMENTS SECTOR OF BUSI-NESS PROCESS OUTSOURCING (BPO) summarises the recommendations discussed on the Meeting of the Investment Council dated 13.02.2017, as provided by the Secretariat, AVASANT study and by the participants in the meeting. The Matrix also serves as the Secretariat's Internal Monitoring Plan so that it follows up on the implementation of Recommendations as per the following terms:

- **Short-term** from 1 month to 6 months.
- Mid-term from 6 months to 1 year.
- Long-term- over 1 year.
- Ongoing

READINESS OF LABOUR MARKET REGARDING THE **INVESTMENT POTENTIAL OF ALBANIA'S BPO SECTOR**

QUESTIONNAIRE FOR BPO COMPANIES

January 2017

usiness Process Outsourcing (BPO) in various areas is considered to have global potentials, which could become a "success story" in terms of investment (either domestic or foreign) in the years to come. This survey is intended to assess the needs of the companies from the perspective of readiness of the labour market in Albania in responding to the investment opportunities in the sector. How enabling is the current environment, and how it could be improved to seize these opportunities? What are the impediments and the

opportunities from the perspective of the companies which operate in this sector?

The findings and suggestions resulting from this survey will be discussed in the upcoming Investment Council Meeting. The approved recommendations of the Investment Council will be submitted to the Albanian Government for further considerations. Your opinion is very important in identifying the intervention measures to support and enhance the quality of the sector. The collected information from this survey will be treated in confidentiality.

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Section A:	Profile
Name of the company	
A1. Location of the company: Municipality	_
A2. Ownership of the company (over 50% of the capital): □ Domestic □ Foreign, country of origin	
A3. When did your company start its activity (year)?	
A4. Describe the main activity of your company	
A5. Number of employees	

A6. List the business services you offer as per the sector you operate in and the country you sell your service to, starting from the service that occupies the largest volume.

Service	Sector	Country
1.		
2.		
3.		
4.		
5.		

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□ Show a lot of interest

Sek	sioni B:Section B:			Employees'	Skills		В4.		tions does your company take to resolve t an choose up to 3 options)	ine lack of skills o	or existing	employees?
p	For the following car ployees and rate from add other categorie Category	m 1 to 5 the respec	etive indica re of your a	ators (5 is the m work):				Improve Increase Externa	e the staff e the recruiting methods of new staff e in-house training sessions al Training ns within the company (re-organisation)			
1	Accounting								ntion to a government employment scheme (employment pron	notion fun	ds) and
2	Customer Support								al training			
3	Sales/Marketing								external consulting			
4	Management							Other (S	SPECIFY)			
5	Technology support/DVF											
	IT/Software						В5.	Do you	foresee recruiting new employees in the	upcoming 12 mor	iths?	
	Data entry							,	Ç 1			
8	Other (Specify)						Y	es 🗌				
<u>2</u>	Education level Specific profession skills Employee turnover	S		Category 1	Category 2 Catego	ory 3 Category 4	rienc		professions do you foresee recruiting in t find it difficult to find the right people to			-
	Insufficient capacity to le	earn at work					No.		Specify Profession	ls i	t difficult 1	to find?
j.	Lack of experience						1			Yes	No	Do not know
3	Problems with the learni	ng methods at univers	ity/school				2					
,	Knowledge of foreign lar	nguages					3					
3	Communication skills						4					
).	Other (specify)											
		tho willingnoog	of your or	unlovees to ac	cauire new skills?		B7. D	o you hav	ve a training structure within your compar	ny?		
3. I	How do you assess	the willinghess	or your er	iipioyees to ac	quire new simis.							
	How do you assess Show no interes Show indifferen	t	or your er	iipioyees to de	quire new simis.		Y N	es 0				

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B8. Does your	company ha	ve a specific budget line for t	raining purposes?
Yes 🗌			
No			
B9. Does your ployees?	company per	form a periodic assessment	of skills and training needs for the em-
•			ystem and the vocational training sys- select more than one option)
Institution			Yes/No/Comments
Universities			
Public Centres for	Vocational Training]	
Experienced emplo	yees engaged in	training centres	
Private Centres for	Vocational Trainir	g	
Other, specify			
ment S	ervice?		ns provided by the National Employ-
No	□ »	SKIP TO QUESTION C1	
I do not kno	ow 🗌 »	SKIP TO QUESTION C1	
		nt promotion programs has y nents on the relevant progra	vour company applied to/participated m?

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ECTION C:	DEVELOPMENT OF SECTOR

C1. In the past 12 months, what has been the economic trend of your company as per the following indicators (write Yes or No, *or figures in percentage*):

Indicator	Increased	Reduced	No change
The volume of business			
Number of employees			
Investment			

C2. For the following factors, based on your general opinion, please rate from 1 to 5, respective impact in increasing the business volume in your sector, where: **1- extremely important; 2- important; 3- somewhat important; 4- insignificant.** Please submit the reasons for such assessment.

Factor	Rank	Reason
Finding markets		
Human resources		
Legal framework		
Fiscal burden		
Infrastructure		
Unfair competition/informality		
Others (specify)		

C3. Do you plan to introduce any of the following items in the next 12 months?

Item	Yes	No	Do not know
New services			
New technologies			
Expanding existing services			

7	A	
4	4	

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Country

C4. If you have plans for growth as per question C3, please specify in which sectors and markets you foresee operating in? *(You can add more lines in the table)*

Sector

Services

2.			
3.			
4.			
workin	g force skills? Kosovo Bosnia and Herzegovina Macedonia, FYR Montenegro Serbia	e region do you see as competito	
SECTIO	N D:	PROPOSAL FOR INTERVEN	ITIONS
D1. In yo	our opinion, which are: The legislative/fiscal/a sector in particular?	administrative measures to be ta	ken by the state to support your
b)		ffered by educational and traini	ing institutions (public and prigcourses for more value-added
	services)?		

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c)	The public programs for employment promotion to support your sector and relevant measures to facilitate the access to such programs.
d)	Does the country have specific incentives to promote the sector? If no, please provide a list of Incentives the service providers should be provided?
D2 . Ho	ow the current employment policies have impacted your business?
D3. Sı	iggestions for specific measures to support your sector, e.g.:
•	More dedicated service from Albanian Investment Development Agency (AIDA)
•	Readiness for partnership in establishing joint training and qualification centres for BPO
•	Online platform for sectors skills in the country
•	Industrial zones for BPO
•	Other



ABOUT INVESTMENT COUNCIL IN ALBANIA

The Investment Council facilitates the development of mutual trust between the business community and the government in Albania and contributes to an incremental institutionalization of effective policy dialogue. It contributes to the national reform and economic transition process by enhancing institutions, laws and policies that promote market functioning and efficiency.

Dr. Diana Leka (Angoni)Head of Secretariat
lekad@investment.com.al

Elvis Zerva Legal & Regulatory Expert zervae@investment.com.al Elida Fara Economic Expert farae@investment.com.al Xaira Shurdha Liaison and Monitoring Expert shurdhax@investment.com.al

Elisa Lula Administrative and Communications Officer Iulae@investment.com.al

Published by the Investment Council Secretariat (ICS), Dëshmorët e Kombit, Tiranë, Shqipëri info@investment.com.al / www.investment.com.al / ICS is responsible for the content of this publication.

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