

**ADMINISTRATIVE ARRANGEMENT
FOR THE IMPLEMENTATION
OF THE AGREEMENT
BETWEEN
THE CZECH REPUBLIC
AND
THE REPUBLIC OF ALBANIA
ON SOCIAL SECURITY**

The competent authorities,

Pursuant to Article 26 of the Agreement between the Czech Republic and the Republic of Albania on Social Security, signed at *Prague* on *13th October 2015* (hereinafter referred to as the "Agreement"),

Have agreed as follows:

Part I - General provisions

Article 1 - Definitions

The terms in Article 1 of the Agreement shall be used in this Administrative Arrangement (hereinafter referred to as the "Arrangement") in the same meaning as in the referred Article.

Article 2 - Liaison bodies

Pursuant to paragraph 2 of Article 26 of the Agreement, the liaison bodies are established as follows:

A) in the Czech Republic:

for sickness and maternity benefits in kind and accidents at work and occupational diseases benefits covered by health insurance:

**Centrum mezistátních úhrad
(Centre for International Reimbursements);**

for sickness and maternity benefits in cash,
for pension insurance benefits in respect of old-age, invalidity and survivors,

for accidents at work and occupational diseases benefits covered by sickness and pension insurance:

**Česká správa sociálního zabezpečení
(Czech Social Security Administration);**

B) in the Republic of Albania:

for sickness and maternity benefits in cash, accidents at work and occupational diseases benefits and for old-age, invalidity and survivors pensions:

**Instituti i Sigurimeve Shoqërore
(Social Insurance Institute);**

for benefits in kind of the Compulsory Health Care Insurance:

**Fondi i Sigurimit të Detyrueshëm të Kujdesit Shëndetësor
(Health Care Insurance Fund).**

Article 3 – Duties of the liaison bodies

1. The duties of the liaison bodies are stated in this Arrangement. For the purposes of the Agreement the liaison bodies cooperate mutually and may directly refer to the competent authorities, institutions and persons covered by this Agreement. The liaison bodies assist one another in application of the Agreement.

2. The liaison bodies will agree jointly on the forms and detailed procedures necessary to implement the Agreement and the Arrangement.

3. The institutions or liaison bodies of both Contracting States may refuse to accept a claim for a benefit or any other request or certificate if it is not submitted on the agreed form.

Part II - Applicable legislation

Article 4 - Certificate on applicable legislation and exceptions

1. In cases referred to in Articles 8 to 13 of the Agreement, the certificate of fixed duration indicating that the person is, in respect of the work referred, subject to the legislation of the Contracting State, shall be issued on the request of an employee, an employer or a self-employed person on an agreed form.

2. Certificate according to paragraph 1 will be issued by:

for application of the Czech legislation,
Česká správa sociálního zabezpečení
(Czech Social Security Administration);

for application of the Albanian legislation,
Instituti i Sigurimeve Shoqërore
(Social Insurance Institute).

The issued certificate is sent to a person who is concerned with the application, a counterpart of the certificate is sent to the above-mentioned institution of the other Contracting State.

3. a) For agreement on exceptions under Article 13 of the Agreement are designated:

in the Czech Republic:
Česká správa sociálního zabezpečení
(Czech Social Security Administration);

in the Republic of Albania:
Ministria e Mirëqenies Sociale dhe Rinisë
(Ministry of Social Welfare and Youth).

b) An employee and his employer submit the joint request on exception in written form to the institution of the Contracting State whose legislation has to be applied pursuant to the request. The request of a self-employed person shall be submitted analogically.

The request on exception to application of the legislation of the Contracting State of persons referred to in Article 8 of the Agreement, whose period of posting expires, shall be submitted before the end of the running term of posting.

c) The agreement on exception shall be attested by a certificate issued in accordance with paragraph 1 of this Article.

Part III – Special provisions
Chapter I – Sickness and maternity
Article 5 - Aggregation of periods of insurance

1. For the application of the Article 14 of the Agreement by the competent institution of one Contracting State, a certificate showing the insurance periods, which shall be taken into account according to the legislation of the other Contracting State, shall be submitted to this institution. The certificate will be issued on request of the applicant

In the Czech Republic by:

Česká správa sociálního zabezpečení
(Czech Social Security Administration);

In the Republic of Albania by:

Instituti i Sigurimeve Shoqërore
(Social Insurance Institute).

2. In case that an applicant does not submit a certificate referred to in paragraph 1 of this Article, the competent institution can request the competent institution of the other Contracting State referred to in paragraph 1 of this Article to issue and send this certificate.

Article 6 – Health care providing

1. Necessary and immediate health care under Article 15 paragraph 1 subparagraph a) of the Agreement is that care which cannot be postponed due to danger of person's life or health.

2. In order to provide benefits in kind according to the Article 15 paragraph 1 subparagraph a) of the Agreement, a person submits to the institution of the place of stay a form documenting the entitlement issued by the competent institution. In case that person does not submit this form the competent institution is obliged to issue this form additionally at request of the institution of the place of stay.

3. In order to provide benefits under Article 15 paragraph 2 of the Agreement the competent institution issues an approval on agreed form.

4. In case of providing of hospital care the institution will inform the competent institution about day of hospital admission, presumed duration of medical treatment and day of discharge on agreed form.

5. In case that the administrative procedure was not observed and person mentioned in Article 15 paragraph 1 of the Agreement has paid oneself for benefits in kind in cash the competent institution will reimburse this person expended costs up to amount valid for institution in place where the benefits were provided. Information about amount which shall be reimbursed will provide competent institution to institution in place of stay on agreed form.

On request of the person may be the expended costs reimbursed by competent institution up to amount of its rates at the maximum of amount really expended by this person.

Article 7 – Reimbursement of the cost of the benefits

Requests for reimbursement according to the Article 17 of the Agreement shall be introduced quarterly based on evidence of actual expenditure of the institution of the place of stay for all incurred cases. The reimbursements are provided via liaison bodies of both Contracting States and are due within 6 months since the liaison body of the Contracting state has received request for reimbursement. Request for reimbursement which has not been disputed in this period by competent institution is valid.

Article 8 – Award of benefits in cash

1. In order to receive benefits in cash during a stay on the territory of the other Contracting State, the concerned person turns with form attesting working disablement issued by physician to the institution in the place of stay.
2. The institution in the place of stay delivers form attesting working disablement to the competent institution in an agreed form and without delay.
3. However the competent institution may ask the institution in the place of stay to carry out the medical or administrative checks. The control shall be exercised in like manner as in case of own insured person.

Chapter II - Accidents at work and occupational diseases

Article 9 – Award of benefits

In case of accidents at work and occupational diseases the Articles 6 to 8 of the Arrangement shall be used analogically.

Chapter III - Old-age, invalidity and survivors' benefits

Article 10 – Submission and processing of the claim

1. The claim for benefit is submitted basically at the competent institution of the state of residence with all supporting documents decisive for determination of the claim.
2. Where the institution of one Contracting State receives a claim of a person, who has completed periods of insurance under the legislation of the other or both Contracting States, this institution shall send the claim to the competent institution of the other Contracting State, indicating the date on which the claim has been received.
3. Competent institutions of Contracting States shall communicate to each other and immediately all information decisive for approval of claim of benefit and its amount.
4. Confirmation of the information on the agreed bilingual forms replaces providing of documents between competent institutions of Contracting States.
5. After termination of the proceeding the competent institutions shall inform each other of the final decision.

Article 11 - Medical examinations

The institution of a Contracting State will provide, upon request, to the institution of the other Contracting State such medical information and documentation as are available concerning the disability of a claimant or a beneficiary. The request for the information and documentation, and their transmittal, will be made through the liaison bodies of the Contracting States.

Part IV – Common provisions ***Article 12 - Payment of benefits in cash***

1. Benefits shall be paid directly to the beneficiaries in free convertible currency.
2. The institutions of the Contracting States shall pay their benefits in cash under the Agreement without any deduction for their administrative expenses.
3. The institutions of the Contracting States may request from the beneficiaries living proof certificate to verify eligibility for payment of pension.
4. The conversion rate of national currency to other freely convertible currency, if necessary, shall be the rate of exchange in effect on the day when the payment is made. The institutions are not responsible for any foreign exchange losses.

Article 13 - Statistics

The liaison bodies of the Contracting States shall exchange annual statistics on the number of certificates issued under Article 4 of this Arrangement and on the payments granted to beneficiaries pursuant to the Agreement. These statistics shall include the number of beneficiaries and total amount of the benefits, identified by the benefit type paid under the Agreement.

Part V - Final provisions ***Article 14 - Entry into force***

This Arrangement comes into force on the same date as the Agreement and shall be applied for the same period.

Done at *Prague* on 13th October 2015 in two original copies, each in the Czech, Albanian and English languages, all texts being equally authentic. In case of differences of interpretation, the English version shall prevail.

For the competent authorities
of the Czech Republic

Ms. Michaela Marksova
Minister of Labour and Social Affairs

For the competent authorities
of the Republic of Albania

Mr. Blendi KLOSI
Minister of Youth and Welfare