

AlbConsulting
Albanian Consulting Network

MEMBERSHIP PACKAGE

ACN PROFILE	2
CODE OF ETHICS	3
MEMBERSHIP CRITERIA	4
AFFILIATION AND MEMBERSHIP DUES	7
ACN MEMBERS	9
ACN MEMBERS' CLIENTS	10
AFFILIATION PROCEDURE	11
ANNEX A. MEMBERSHIP APPLICATION FROM FOR COMPANY MEMBERS.....	13
ANNEX B. MEMBERSHIP APPLICATION FORM FOR INDIVIDUAL MEMBERS	16

ACN PROFILE

WHO WE ARE

The Albanian Consultants Network is a prestigious professional organization that brings together the professional consultants operating in Albania. ACN is the organization to unify, strengthen and advance the profession of management consultancy.

ACN brings together highly qualified local consultants in a new enhanced effort to introduce a complete package of services including consultancy in Management, Finance, Marketing, Quality Standards, Human Resources, Engineering and IT, Legal assistance, etc.

ACN aims to keep high the professional image and the ethical reputation of Albanian consultants.

ACN is a socially responsible organization that contributes to overcome the challenges in the economic and social development of the country and its integration into the European family.

ACN is part of an international network of consultants and contributes to the development of the consulting profession and sharing and improving of the management practices.

The Albanian Consultants Network is an initiative supported by BAS Programme in Albania, aiming to bring closer the local MSMEs and the local consultants towards better tailored win-win cooperation.

OUR VISION

The leading authority of Albanian professional consulting.

OUR MISSION

To encourage, promote and develop the consultancy services in Albania according to highest international standards through:

- Implementing best practices to create and develop the knowledge and experience of local consultants
- Cooperation and exchange of experience among the members
- Establishing and enforcing of high professional and ethical standards
- Presenting and promoting the benefits from using consulting services
- Protection and advocacy for the consultants' rights and interests

WHOM WE SERVE

ACN is devoted to serve the interests of its members in their effort to provide better service quality to their clients.

All consulting companies, businesses, non-for-profit organizations, state and local administration, foreign donor programmes and any potential beneficiaries of consultancy services can also profit from the ACN activities.

As management consultancy can trigger the whole economy, the ultimate beneficiary of ACN is the Albanian economy.

CODE OF ETHICS

Clients

We will serve our clients with integrity, competence, and objectivity.

We will keep client information and records of client engagements classified and confidential and will use proprietary client information only with client's permission and in relation with the particular job.

We will not take advantage of confidential client information for the benefit of our companies, ourselves or third parties.

We will not allow conflicts of interest to arise, which provide a competitive advantage to any client through our use of confidential information from another client or third party.

Contracts

We will accept only engagements for which we possess the necessary qualifications, experience and competence, or we will enter into contractual relationship with other competent service provider(s) in order to attain the skills required to provide the appropriate level of service.

In the performance of client engagements, we will only assign staff with proven experience, knowledge and expertise.

We will immediately inform our clients of external influences on our objectivity and will offer to withdraw from a consulting engagement when our independence or integrity may be impaired.

Fees

On the basis of the accepted fees and accumulated experience, we will inform and negotiate in advance with our clients fees which are reasonable, legitimate, and corresponding with the services we deliver and the responsibility we accept.

We will disclose to our clients in advance any intermediary fees or commissions which we will receive from third parties for products or services we have recommended to our clients.

Profession

We will respect the intellectual property rights of our clients, other consulting companies and will not use proprietary information or methodologies without their permission.

We will not advertise our services in a deceptive manner and will not compromise the consulting profession or the consulting companies.

We will not conceal violations of the Code of Ethics.

MEMBERSHIP CRITERIA

Membership to ACN is open to all consulting companies and individual management consultants who in addition to the provisions of Article 14, par. 1 fulfil the following minimum criteria:

For company members

1. Presence at the consultancy market for at least two years.
2. Annual turnover equal to at least 10 000 Euro per year in the two years preceding the application for membership.
3. References from at least 2 clients / projects with contact persons and contact data.
4. Consent to the Statute and the Code of Ethics of ACN.

For individual members

1. At least five year proved relevant professional experience.
2. Annual incomes from consulting activities equal to at least 5 000 Euro per year in the two years preceding the application for membership.
3. References from at least 3 clients / projects / employers with contact persons and contact data.
4. Consent to the Statute and the Code of Ethics of ACN.

The Managing Board may in the best interests of ACN and as an exception decide to affiliate members, who do not comply with the minimum criteria, set in this document.

Membership criteria are applied both to the affiliation of new applicants and the continuation of membership.

Each year the Secretary General performs a review of the members against the membership criteria, up-to-date dues payments, and communications activity/responsiveness. Based upon this review, the Managing Board is charged to come to an assessment and recommendation for each member's status. In

case a member did not comply with the minimum membership criteria over the year preceding the review, the Managing Board may or may not propose a suspension of membership. The decision shall be taken on a case-by-case base and in the best interest of ACN and the members.

AFFILIATION AND MEMBERSHIP DUES

Affiliation fees and annual membership dues will be the primary source of revenue. The schedule of fees and dues can be modified by the Managing Board.

Affiliation fees

Each applicant for ACN membership pays to the Association an affiliation fee covering the expenses related to the admission. The affiliation fee is 5000 ALL, VAT included.

Membership dues

The membership dues are 10 000 ALL, VAT included.

The membership due is paid until the end of March. If a member is three months behind in dues he/she is penalized by suspension from membership.

ACN MEMBERS

A&B Business Consulting

Development Dynamic

Easypay

Facilization

J. Gent Joca

Q-Plan international Network of Experts

RDA Network Tirana

ACN MEMBERS' CLIENTS

Following are some of the key clients of ACN members.

AFFILIATION PROCEDURE

The direct responsibility for the compliance and the organization of the procedure lies with the Membership Committee, whose activities are supported by The Secretariat. Applicant members are affiliated according to the following procedures.

Affiliation procedure for consulting companies

Step 1. The Applicant submits to the Secretariat the following documents:

- **Application for Membership** (annex A)
- **Updated court registration**
- **Balance sheet** for the two years preceding the application for membership
- **References** from at least 2 clients / projects with contact persons and contact data

Step 2. The Applicant pays the affiliation fee.

Step 3. The Secretariat prepares a brief overview of the applicant and circulates it to all members for comments. The comments can be sent within the next two weeks.

Step 4. The Secretariat puts together all incoming comments and presents them to the Membership Committee. The Committee gets acquainted with the presented documents and comments, performs an analysis whether the company complies with the minimum membership criteria. If necessary, the Membership Committee may contact the Applicant's referents, whose names and replies are kept confidential. The Membership Committee takes a decision whether to recommend the applicant to the Managing Board for affiliation.

Step 5. The Managing Board prepares a decision on the affiliation or the rejection of the application for membership.

Step 6. The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

Affiliation procedure for individual members

Step 1. The Applicant submits to the Secretariat the following documents:

- **Application for Membership** (annex B)
- Evidences to prove his/her **relevant professional experience**
- Evidences to prove his/her **annual incomes from consulting activities** in the two years preceding the application for membership
- **References** from at least 3 clients / projects / employers with contact persons and contact data.

Step 2. The Applicant pays the affiliation fee.

Step 3. The Secretariat prepares a brief overview of the applicant and circulates it to all members for comments. The comments can be sent within the next two weeks.

Step 4. The Secretariat puts together all incoming comments and presents them to the Membership Committee. The Committee gets acquainted with the presented documents and comments, performs an analysis whether the company complies with the minimum membership criteria. If necessary, the Membership Committee may contact the Applicant's referents, whose names and replies are kept confidential. The Membership Committee takes a decision whether to recommend the applicant to the Managing Board for affiliation.

Step 5. The Managing Board prepares a decision on the affiliation or the rejection of the application for membership.

Step 6. The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

ANNEX A. MEMBERSHIP APPLICATION FORM FOR COMPANY MEMBERS

TO THE APPLICANT

The purpose of this Membership Application Form is to help the Membership Committee and Managing Board of ACN to determine whether your company meets the minimum membership criteria.

The Membership Committee may inquire a selected client or clients about your competence, objectivity and integrity. This information will remain strictly confidential in ACN's files.

The Managing Board of ACN will take a decision on the affiliation or the rejection of your application for membership.

The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

After you become a member of ACN, you will be expected to notify about any changes, which might affect your potential to meet the membership requirements.

Date of submission:
Full name of the company:
Logo of the company:
Legal Address:
Telephone: Fax:
E-mail address:
Web-site:
Contact person, contact data:
Year of establishment of the company:
Number of regular staff:

Turnover from consulting activities (EUR) For (current year – 1): For (current year – 2):																							
Number of clients over the preceding two years:																							
Structure of consulting services (in %) <table border="0"> <tr> <td>Management</td> <td>Electronic Engineering and IT</td> </tr> <tr> <td>Finance</td> <td>Quality Standards</td> </tr> <tr> <td>Marketing and Promotion</td> <td>Strategic Management</td> </tr> <tr> <td>Human resources</td> <td>Legal</td> </tr> <tr> <td colspan="2">Other (please describe)</td> </tr> </table>		Management	Electronic Engineering and IT	Finance	Quality Standards	Marketing and Promotion	Strategic Management	Human resources	Legal	Other (please describe)													
Management	Electronic Engineering and IT																						
Finance	Quality Standards																						
Marketing and Promotion	Strategic Management																						
Human resources	Legal																						
Other (please describe)																							
Industry sectors (please check) <table border="0"> <tr> <td>All industries</td> <td>Manufacturing</td> </tr> <tr> <td>Perishable Goods</td> <td>Basic Materials</td> </tr> <tr> <td>Industry Goods</td> <td>Banking</td> </tr> <tr> <td>Insurance</td> <td>Communication</td> </tr> <tr> <td>Transportation</td> <td>Media & Publishing & Entertainment</td> </tr> <tr> <td>Wholesale & Retail</td> <td>Business Services</td> </tr> <tr> <td>Utilities</td> <td>Healthcare</td> </tr> <tr> <td>Other Private Sectors</td> <td>Public Sector</td> </tr> <tr> <td>European Union</td> <td>National Administration</td> </tr> <tr> <td>Regional Administration</td> <td>Other Public Sectors</td> </tr> <tr> <td colspan="2">Other (please describe)</td> </tr> </table>		All industries	Manufacturing	Perishable Goods	Basic Materials	Industry Goods	Banking	Insurance	Communication	Transportation	Media & Publishing & Entertainment	Wholesale & Retail	Business Services	Utilities	Healthcare	Other Private Sectors	Public Sector	European Union	National Administration	Regional Administration	Other Public Sectors	Other (please describe)	
All industries	Manufacturing																						
Perishable Goods	Basic Materials																						
Industry Goods	Banking																						
Insurance	Communication																						
Transportation	Media & Publishing & Entertainment																						
Wholesale & Retail	Business Services																						
Utilities	Healthcare																						
Other Private Sectors	Public Sector																						
European Union	National Administration																						
Regional Administration	Other Public Sectors																						
Other (please describe)																							
Latest most significant consultancy assignments:																							
Former name and logo of the company, if any:																							
Branches or subsidiaries, if any:																							

Awards and certificates (please enclose):
Other professional memberships
Please attach a brochure, company profile or any other information about your activities; supporting the application of your company.
Prepared by:
Signature:
Date:

Please enclose:

- **Updated court registration**
- **Balance sheet** for the two years preceding the application for membership
- **References** from at least 2 clients / projects with contact persons and contact data

Please send back the application and the enclosed papers to:

ACN Secretariat, Tirana, (address)

or by e-mail: (mail)

ANNEX B. MEMBERSHIP APPLICATION FORM FOR INDIVIDUAL MEMBERS

TO THE APPLICANT

The purpose of this Membership Application Form is to help the Membership Committee and Managing Board of ACN to determine whether you meet the minimum membership criteria.

The Membership Committee may inquire a selected client or clients about your competence, objectivity and integrity. This information will remain strictly confidential in ACN's files.

The Managing Board of ACN will take a decision on the affiliation or the rejection of your application for membership.

The Managing Board may request additional information and/or face-to-face interview, if deemed necessary, when taking the decision on the affiliation.

After you become a member of ACN, you will be expected to notify about any changes, which might affect your potential to meet the membership requirements.

Date of submission:									
Name:									
Address:									
Telephone:	Mobile:								
E-mail address:									
Years of experience as management consultant:									
Annual incomes from consulting activities (EUR) For (current year – 1): For (current year – 2):									
Structure of consulting services (in %) <table><tr><td>Management</td><td>Electronic Engineering and IT</td></tr><tr><td>Finance</td><td>Quality Standards</td></tr><tr><td>Marketing and Promotion</td><td>Strategic Management</td></tr><tr><td>Human resources</td><td>Legal</td></tr></table>		Management	Electronic Engineering and IT	Finance	Quality Standards	Marketing and Promotion	Strategic Management	Human resources	Legal
Management	Electronic Engineering and IT								
Finance	Quality Standards								
Marketing and Promotion	Strategic Management								
Human resources	Legal								

Other (please describe)	
Industry sectors (please check)	
All industries	Manufacturing
Perishable Goods	Basic Materials
Industry Goods	Banking
Insurance	Communication
Transportation	Media & Publishing & Entertainment
Wholesale & Retail	Business Services
Utilities	Healthcare
Other Private Sectors	Public Sector
European Union	National Administration
Regional Administration	Other Public Sectors
Other (please describe)	
Latest most significant consultancy assignments:	
Awards and certificates (please enclose):	
Other professional memberships	
Any other relevant information supporting the application (to be enclosed)	
Signature:	
Date:	

Please enclose:

- Evidences to prove your **relevant professional experience**
- Evidences to prove your **annual incomes from consulting activities** in the two years preceding the application for membership
- **References** from at least 3 clients / projects / employers with contact persons and contact data.

Please send back the application and the enclosed papers to:

ACN Secretariat, Tirana, (address) or by e-mail: (mail)