



British Embassy
Skopje

Information Pack for British Prisoners in Macedonia

Author

British Embassy Skopje

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Contents

Introduction	4
Who can help?	4
About the Embassy	4
Who are the Consular Representatives?	4
First Steps	5
What will my family be told?	5
What will the Consulate do?.....	5
Would I have a criminal record in the UK?	5
Visits.....	6
How do my family and friends arrange a visit?	6
How many visits am I allowed?	6
Consular visits.....	6
What can visitors bring?	6
Prison conditions and services	7
How can I receive money?.....	7
Can I work or study in prison?	8
Food and Diet	8
Mail/Parcels.....	9
Can I make telephone calls?	9
Leisure and entertainment	9
Drugs.....	9
How can I make a complaint about mistreatment?	9
Is the system the same as the UK?	10
What should happen when I am arrested?	10
For how long can I be remanded in custody?.....	10
What happens when I am charged?	11
What provision is there for bail?	11
What kind of legal assistance is available?	11
What happens at the trial?	11
How can appeals be made?	11
What provision is there for reduction of sentence (remission) e.g. for good behaviour?.....	12
What provision is there for early release e.g. on parole?	12
What provision is there for clemency or pardon?.....	12
What about any financial penalties?	13
Is transfer to another prison within Macedonia possible?.....	13
Is transfer to the UK a possibility?	13
Additional Information	14
Volunteer Workers	14
Prisoners Abroad	14
Glossary of Terms	16
Useful legal terms	16
ALPHABET	20
Useful words.....	21
Request to make a phone call	28

Annexes	29
Disclaimer	31

Introduction

Who can help?

The Foreign and Commonwealth Office (FCO):

The FCO is represented overseas by its Embassies and Consulates (High Commissions in Commonwealth Countries). Both employ consular officers, and one of their duties is to provide help and advice to any British National who gets into difficulty in a foreign country.

About the Embassy

We are impartial; we are not here to judge you. We aim to make sure that you are treated properly and fairly in accordance with local regulations, and that you are treated no less favourably than other prisoners.

We can answer questions about your welfare and about prison regulations but you must ask your lawyer or the court about legal matters. The attached list of English-speaking lawyers is provided by the British Embassy for your convenience, but neither Her Majesty's Government, nor any official of the Consular Section, take any responsibility for the competence or probity of any firm/advocate on the list or for the consequence of any legal action initiated or advice given.

We cannot get you out of prison, pay fines or stand bail or interfere with local judicial procedures to get you out of prison nor secure you an earlier trial date; we cannot investigate a crime.

We have tried to make sure that the information in this booklet is accurate and up-to-date, but the British Embassy cannot accept legal responsibility for any errors or omissions in the information. If in doubt contact a lawyer.

Who are the Consular Representatives?

Consular services for British nationals in Macedonia are provided by the consular team in Sofia, Bulgaria, supported by an Honorary Consul in Skopje, Macedonia.

Contact Information

British Embassy Skopje
165 Todor Aleksandrov Street
1000 Skopje, Macedonia
Tel: +389 (2) 3299 299
Fax: +389 (2) 23179726

Simon Tucker, HM Consul
Teodora Maneva, Vice Consul
Ralitsa Doudekova, Pro-Consul
Dilyana Momchilova, Pro-Consul

E-mail: consularsection.skopje@fco.gov.uk

Web: www.gov.uk/government/world/macedonia

Working hours: Monday to Thursday, 8am to 4:30pm
Friday, 8am to 1pm

The Honorary Consul in Skopje can provide assistance only when tasked by the consular team in Sofia.

First Steps

Who will know I have been detained?

As soon as a British National is arrested and detained in Macedonia, the Macedonian authorities must inform the British Embassy in Skopje. However, we are frequently not informed within 24 hours and learn about an arrest informally from the detainee's family, friends, or the media. It is essential that you request that the British Embassy is informed as soon as possible after your arrest. It is your right to do so. You may also be able to make a phone call to the British Embassy or to your family.

What will my family be told?

For reasons of confidentiality we are not permitted to tell anyone that you have been detained or what the charges are without your permission (there are exceptions if you are a minor).

Should you wish to inform your family, we can make contact with them. It would be up to you to decide how much information relating to your case is passed on to your family/friends. We can give your family advice on prison procedures, regulations, and how you are doing. We can also pass on any messages from you.

What will the Consulate do?

Our staff is there to support you and to care about your wellbeing. We aim to make contact with you within 24 hours of being notified of your arrest and will arrange a visit as soon as possible. If there is any information that you would prefer not to disclose to your family you should let us know. Our staff can liaise with the prison authorities on certain issues and concerns but legal matters should be addressed with your lawyer or public defender. We can provide you with a list of English speaking lawyers in Macedonia: www.gov.uk/government/publications/macedonia-list-of-lawyers. If appropriate, we will consider approaching the local authorities if you are not treated in line with internationally-accepted standards.

If you have dual nationality and are imprisoned in the country of your other nationality the British Consulate cannot assist you formally. However, Consular staff will provide whatever informal assistance the local authorities will allow.

Would I have a criminal record in the UK?

You should be aware that if you have been convicted of certain serious offences, such as sexual assault or drugs trafficking, we are obliged to inform the UK police. The information about the criminal offence will be sent to the Criminal Records office in the UK. It is therefore possible that information about this offence may appear if a criminal records check were carried out by a prospective employer for example.

Visits

How do my family and friends arrange a visit?

The law permits immediate family members access to detainees but it is at the discretion of the local authorities. The law states that an investigative judge must approve access requests. If family members wish to visit, they should arrange this through the lawyer appointed by the detainee. Please note that permission may be more difficult to obtain for partners and friends, and that depending on the nature of the case, the authorities have the right to refuse permission for such visits. Relatives wishing to visit should also notify the consular section in case our assistance is needed in any way.

How many visits am I allowed?

Every prisoner is entitled to two visits by close family members every month, each visit lasting for up to 60 minutes. With the permission of the prison director the prisoner could be visited by other relatives or friends.

Visits take place on days specified by the prison administration, usually in the presence of a prison official. Your family and friends should check the visiting times in advance as these may vary from prison to prison. Your lawyer can visit you at any time.

Consular visits

The consular team will do their best to contact and visit you, if you so wish, as soon as possible after notification of arrest. When we visit we will give you a list of English-speaking lawyers and will ask you if you wish your family to be informed.

Consular officers will aim to keep in contact with you either by visiting or by telephone/letters. A member of the consular team will visit you once when we have been notified of your arrest and once after you are sentenced unless a real need arise to visit more frequently. We will also visit you upon any major change of circumstances (i.e. moving to another prison, serious incident). If you have any concerns about your health or safety or you want us to visit, please write to us or call us and we will decide whether a visit is necessary depending on the circumstances.

At each consular visit, our staff will complete a "Visit Report Form". The consular team can make representations to the prison authorities about any reported discrimination or ill treatment, and help prisoners receive medical or dental treatment if necessary. We can only make representations if we are made aware of the issue. However, we cannot get better treatment for you than would be given to locals or other nationals. Nor can we get involved in an investigation or interfere in the Macedonian judicial process in any way.

What can visitors bring?

Prisoners are generally allowed to have clothes, shoes, toiletries, books, magazines and some stationery, some medication, family photos, cigarettes, and packed food. You can keep documents related to your case as well. Personal belongings that have been confiscated during your arrest will be returned to your family by mail at your own expense or during a family member's visit. If the prisoner has no close family members, the personal belongings will be filed and stored in the penitentiary facility and the prisoner will get them back upon release.

Prison conditions and services

Arrival at prison

Each prison or detention centre has a separate reception unit, where newly admitted prisoners are accommodated for a period of 15 days to one month. While in the reception unit, the sentenced prisoners prepare to serve the sentence imposed.

You will first be informed about the internal regulations and about your rights and duties in a language you understand. You will be subject to mandatory medical examination, psychological evaluation and check of cleanliness and hygiene. The prison authorities will also do some formalities at arrival, such as make an inventory of your personal belongings, seize your identity documents and open your personal record within two days of admission.

During reception period, you have the right to notify family, friends, etc. As a foreign national on remand you will have the right to inform the British Embassy about your whereabouts. You should be informed about your rights to legal and consular assistance. The detention or prison authorities should also inform the Ministry of Foreign Affairs about your imprisonment.

The prison administration (relevant social worker, doctor or psychologist) should make assessment of your personality, health condition and working capacity before you leave the reception unit.

General prison conditions

Overcrowding, poor conditions in detention centres and prisons in Macedonia and lack of modern infrastructure determine the poor quality of life for prisoners. Prison buildings are often old and rundown, most cells do not have lavatories, and day light and fresh air are often insufficient. Prisons are usually overcrowded and inmates often have to share cells. Male and female persons are serving prison sentence separately.

Macedonian prisons provide basic conditions - a separate bed, linen, basic toiletries, standard clothing and footwear. Most prisons have a shop where prisoners can buy, for example, telephone cards, chocolate, sweets and cigarettes.

How can I receive money?

The Embassy does not have funds available to help British nationals financially when they are in prison. However, it is possible to transfer money through the FCO in London and avoid paying bank charges (on smaller transfers).

There are two ways in which you can receive financial assistance while in prison.

- Private Funds: Deposited to you by your family or friends. See [Annex 1](#) for instructions on how to send funds.

- Prisoners Abroad: If your family can't support you financially Prisoners Abroad may be able to send you a small grant every quarter for essentials. Let the consular officers know if you need this support, or write directly to the Prisoners Abroad caseworker for Macedonia.

Money received from the UK will be converted into local currency and deposited in your prison account where this facility is available or they will be given directly to you. Please note that our Consular staff cannot be responsible for the loss of funds by the Prison Authorities.

Whilst on remand money from family and friends, if they are happy and confident to do so, could also be sent to the detainee's lawyer using commercial means like, for example, Moneygram or Western Union.

The amount of cash every prisoner is allowed to have on them is in accordance with the rules of each penitentiary facility.

Can I work or study in prison?

In some prisons paid work is available, although there is a lack of sufficient employment opportunities and the pay is minimal (a few pence an hour).

The duration of the working day is fixed in line with the Macedonian labour legislation (up to 40 hours, 5 days a week). The salaries vary from 500 Denars (5 GBP) to 2,000 Denars (23 GBP) per month. The prisoners can use 70% of the money they earn for personal needs. The remaining 30% is put into a special after-release fund. Upon request, the prisoner can relocate a part of his savings to his family while in prison. By working in prison, you cannot reduce the term of your sentence.

Prisoners have equal access to education, training and qualification and have the right to enrol in general-education, vocational and social training; literacy courses where available. Prisoners under the age of 16 are subject to compulsory schooling at the prison schools.

Can I receive medical and dental treatment?

Prisoners are given a medical examination on arrival at the prison and at least once a year during their conviction period. Emergency medical care and hospitalisation are available when needed. Doctors, dentists and opticians usually visit regularly thereafter, and prisoners have free access to them.

If you have a long-standing medical problem and have received treatment for it in the UK, it may be useful if you have your medical records, or at least a report, sent from your doctor in the UK.

Your UK doctor can send the report via the Consular Section, addressed to you.

Food and Diet

Prisoners are entitled to free food, three times a day. However, the daily food allowance is very low and food is usually insufficient. Inmates doing hard physical jobs get four meals per day.

Additional food is provided for certain categories of prisoners (for example pregnant women, breastfeeding mothers and those with diabetes). If you require a particular diet due to religious and

or cultural requirements you should make a formal request. It is prohibited to take food out of the dining room to the common rooms or other premises.

Prisoners may also purchase some food from the shop in prison where they may spend up to 5000 Macedonian denars (58 British pounds) per day.

Mail/Parcels

There is usually no limit to the number of letters you may send or receive. You can buy postal stamps from the prison authorities if you wish to send mail to your family or friends.

All parcels received through the Macedonian postal system are subject to search and contents may be confiscated if the authorities find they contain unsuitable items. Parcels delivered by hand are also subject to searches. You cannot receive more than 10kg of goods per month (although in some prisons the authorities are lenient about this rule).

Can I make telephone calls?

Usually there is access to a paid telephone. You need to buy a phone card from the prison authorities to use this service. It is not possible to receive calls.

Leisure and entertainment

You can decide how to spend your free time in accordance with the prison internal regulations. Options may include cultural or religious activities, using educational and sports facilities; radio, television, books and periodicals. However, prison authorities may not be able to provide reading materials in English. You may ask Prisoners Abroad for reading materials in English. The British Embassy may also provide some books occasionally if we have any available.

You can also take part in organised activities in the common room as well as organised sports activities.

You may also be able to subscribe for professional qualifications and practical training courses, work, training and correctional-education programmes. Specialised programmes for individual and group work for interaction and re-socialisation may also be available. However, all training courses and programmes will be in Bulgarian.

Drugs

Prisoners caught in possession of drugs are subject to disciplinary proceedings and might become subject of a more restrictive regime. The disciplinary measures in the Macedonian prisons include reprimand, public reprimand, and ban on visits and parcels and, in the most serious cases, disciplinary isolation from 3 to 15 days. Punishments imposed by the director could be appealed to the higher administrative authority, the Ministry of Justice.

How can I make a complaint about mistreatment?

Prisoners can lodge a written request and complaint, as well as to speak to the prison director in person. The requests and complaints are sent to the authorities to whom they are addressed. For complaints the prison will pay for the postage. Illiterate prisoners can make a report via their lawyer or through the official authorised by the prison director.

Prisoners have the right to complain to the Public Ombudsman. The complaint and the response to it should be submitted in a sealed envelope without being examined by the officials and placed at a specially designated box within the facility.

You should also report the mistreatment to the Consular section as soon as possible. It is our responsibility to take up allegations of mistreatment against a British national. However, we will only raise concerns with the prison administration if you request that we do so.

The Macedonian Judicial System

Is the system the same as the UK?

The Macedonian Judiciary is independent of the other branches of the government (legislative and executive). The Judiciary is composed of three separate systems of law-enforcing or law-protecting authorities: the courts; the public prosecution and the investigation offices (judicial police).

The courts

The Macedonian Court System consists of: Primary courts, Appeal courts, and the Supreme Court. A constitutional court handles issues of constitutional interpretation, including protection of individual rights. The constitution directs the establishment of a people's Ombudsman to defend citizens' fundamental constitutional rights. An independent Republican Judicial Council appoints judges, who are confirmed by parliament.

The public prosecution

The structure of the Public Prosecution follows that of the courts. Public prosecutors act for the State in criminal cases and defend the public interest in many administrative and civil cases.

Collection of evidence, data acquisition, the indictment process and the whole investigation are the responsibility of the public prosecutor.

What should happen when I am arrested?

The law requires that an investigative judge issues warrants for arrest and detention of suspects. Upon arrest, a suspect can be detained by the police for up to 24 hours. An investigative judge, at the request of a prosecutor, may order detention of suspects for up to 48 hours before arraignment. Detention prior to indictment may last a maximum of 180 days. After arraignment the law sets the initial length of pretrial detention at a maximum of 30 days. A council of three judges may extend this period by ordering a 60-day extension for further investigation. A superior court may order an additional 90-day extension, but only when sentencing guidelines require a prison term of four years or more for the crime under investigation. The maximum pretrial detention is two years.

For how long can I be remanded in custody?

The period between arrest and trial could take up to 8 months before the case goes to court. Depending on the seriousness of the charge, the competent court is the District or Regional Court in the town nearest to where the crime was committed. For minor offences which do not require prolonged investigation, there is a fast-track procedure that can lead to court within a few days or weeks (up to two months).

What happens when I am charged?

The courts will inform you, your lawyer/public defender and the prison authorities of your sentence. If you don't have a private lawyer you will be assisted by a public defender who will put forward requests for appeal, early release e.g. on parole etc.

What provision is there for bail?

Bail is rarely given to foreigners unless they are resident in Macedonia. To qualify for bail, the accused would have to have a permanent address in Macedonia and be able to prove that they had enough funds to maintain and support themselves until the trial. Please note that the British Embassy not act as a guarantor in such cases.

What kind of legal assistance is available?

Consular staff cannot give legal advice, but they can provide you with a list of English-speaking lawyers, see [Annex 2](#). You can hire a lawyer for yourself at any time after your arrest; the list of lawyers is included in this information pack. Normally, if you hire a private lawyer they will ask for a cash advance on their estimated legal fees (which may be very high) before they take your case on. The British Embassy cannot pay legal fees or guarantee to a lawyer that you will pay them.

If you cannot afford a private lawyer, a public defender will be appointed for you by the State. Public defenders are free of charge but you should note that such lawyers rarely speak English.

As in any country, some lawyers are better than others (paying a large fee does not guarantee that you will get a good lawyer). If you do decide to pay for a lawyer, it may be worth negotiating a flat fee for the whole case before they begin work or you may find yourself facing large 'extra expenses'.

What happens at the trial?

There is no jury system in Macedonia. Trials are heard by a judge. Those present in the courtroom for minor offences are likely to be the Judge, the Prosecutor, the lawyer, the accused, the translator/interpreter and the clerk of the court. In more serious cases it is likely that further legal representatives would be present.

All documents related to a case and further evidence must be submitted in Macedonian to the Judge. The trial will be heard in Macedonian. The State will appoint an interpreter/ translator free of charge but there is no reason why you should not, at your own expense, appoint an interpreter of your choice if you so wish. Consular staff cannot act as interpreters. There is a list of interpreters included in this pack, see [Annex 2](#).

Sentences

Sentences can vary greatly in Macedonia and will depend on the seriousness of the crime. Your lawyer/public defender will be best placed to advise you on length of sentences and on appeals' processes.

How can appeals be made?

Appeals against a conviction can be lodged by the defendant or by their lawyer representing them to the higher court. The defendant may appeal the conviction partially or in its entirety. In the event of an acquittal, the defendant may also appeal against the grounds of the acquittal. An acquittal can be challenged by the Prosecutor's Office.

Appeals before the appellate court

The appeal of the defendant or the challenge of the prosecutor shall be submitted through the court which pronounced the sentence no later than 15 days from the date the conviction or acquittal was announced. In this case the appeal is submitted via the respective court of first instance.

If the appeal before the appellate court succeeds, the court may set aside or amend the conviction of the lower court. There is also a possibility to return the case to the court of first instance for a new hearing if there is a procedural breach.

Appeals before the Supreme Court

The conviction or acquittal of the appellate court may be appealed against by the defendant or challenged by the prosecutor before the Supreme Court.

The Supreme Court usually does not collect evidence. If there is a need to collect further evidence in order to clarify or establish facts related to the indictment or the defence, the case shall be returned to the appellate court. The same procedure applies when a significant procedural breach has been found. The breach is always considered as significant if it affects any of the rights of the defendant. Following the collection of new evidence the appellate court shall give a new ruling, which again can be appealed against before the Supreme Court.

What provision is there for reduction of sentence (remission) e.g. for good behaviour?

The director of the prison may reduce the sentence with up to 30 days if the detainee has served at least three quarters of it. The prisoner should meet the following criteria: *'cooperation and socialisation; discipline and work performance; positive attitude; not abusing the privileges given'*. Please note that this is only in exceptional cases and is very rarely given (e.g. if the facility where the prisoner is serving the sentence does not meet the requirements for health care of a mentally ill person).

What provision is there for early release e.g. on parole?

A proposal for conditional early release may be made through the management of the prison to the court that made the judgement in the first instance. Requirements for the application of the early release include proof of the correction of the prisoner, performance on duties and no less than half of the sentence to be served. The court will revoke the parole if the detainee commits criminal offences while on parole.

The prisoner may submit a request for extraordinary mitigation of punishment. Mitigating of the final sentence is allowed when new circumstances have appeared which did not exist when the judgement was made. The request does not suspend the execution of the sentence. The request for extraordinary mitigation of punishment should be submitted to the court which rendered the judgment in the first instance and the request is resolved by the Supreme Court.

What provision is there for clemency or pardon?

The Macedonian Constitution provides that the President may grant pardon to prisoners. The detainee has to address the President with a petition to be granted pardon. The President can, by an act of pardon, remit entirely or partially the imposed punishment, and remit or replace the life

imprisonment. It should be noted that the grant of pardon is given rarely and is usually based on the proof of correction of the offender.

What about any financial penalties?

Together with the conviction to imprisonment, the court may impose financial penalties on the offender like confiscation of property and/or a fine. A criminal trial for some offenses is related to an enquiry in the finances of the defendant.

Is transfer to another prison within Macedonia possible?

Macedonian law provides for a prisoner to be transferred to another prison. The order for transfer is issued by the Director of the "Execution of Penalties" department. The director of the penitentiary facility may petition the Director of "Execution of Penalties" to ask for the transfer. Transfer is not granted if it would harm the health of the prisoner. The order may be appealed against by the prisoner.

Is transfer to the UK a possibility?

Yes, if all parties agree. Requests shall be addressed to the Ministry of Justice in Macedonia. See [Annex 4](#) for more information.

What are the procedures for release and deportation?

Prisoners are discharged from prisons in the following cases: after serving their penalty, if there is an amnesty, in case of conditional early release, in the event of granted pardon or in compliance with a court order.

The state authorities may order deportation as a compulsory administrative measure against a prisoner. Should this happen, you will be informed of the contents of the order in a language you understand by the relevant authorities. The notification specifies the court with which you may lodge an appeal, the time limit for the appeal and the time allowed for you to leave Macedonia.

Additional Information

Volunteer Workers

There aren't any non-governmental organisations in Macedonia that support prisoners in particular, but there are organisations that monitor human rights violations, including the rights of the prisoners. Such are the following:

- **Helsinki Committee for Human Rights of the Republic of Macedonia**
Naum Naumovski Borsche 83
1000 Skopje, Republic Of Macedonia
Tel/Fax: +389 (0)2 3119 073, ++ 389 (0)2 3290 469
E-mail: helkom@mhc.org.mk
- **Macedonian Young Lawyers Association**
Str. Zlatko Shnajder 4a-1/3
1000 Skopje, Republic Of Macedonia
Tel. 02/3220-870
E-mail: contact@myla.org.mk
<http://www.myla.org.mk/index.php/en/>

Prisoners Abroad

Since 1978 the charity Prisoners Abroad has offered practical support and advice to British citizens imprisoned overseas. It is the only UK charity providing this service and it is available to all, whether guilty or innocent, convicted or on remand. Prisoners Abroad is concerned with your health and welfare, both during your imprisonment and also on your return to the UK, through their resettlement service (if you have registered whilst in prison). They can also provide support and advice to your family during your imprisonment. In order to access any services, prisoners must first register with Prisoners Abroad by signing and returning their authorisation form.

Once you seek help from Prisoners Abroad, the Prisoner & Family Support Service will be your point of contact for advice and information. The type of assistance they can offer will vary from country to country, but generally they can provide you with information, in English, on:

- your rights as a prisoner and issues that may affect you such as health or transfer to the UK
- obtaining magazines, newspapers, books and the regular Prisoners Abroad newsletter
- writing to a pen pal
- learning the language of your country of imprisonment
- translation of documents
- grants for food if you are in a developing country and don't have funds from other sources

- grants for essential medicines and toiletries if you don't have funds from other sources
- preparing for release
- help for your loved ones, including information, family support groups and assistance with the cost of visiting

Prisoners Abroad
89 – 93 Fonthill Road
London N4 3JH
UK

Telephone: 00 44 (0)20 7561 6820 or, for your relatives in the UK, Freephone 0808 172 0098
(Mondays to Fridays 9.30 am to 4.30 pm, UK time)

Email: info@prisonersabroad.org.uk

Website: www.prisonersabroad.org.uk

Glossary of Terms

Useful legal terms

Abrogation (annulment / cassation)	Укинување	Ukinuvanje
Access to file (by Lawyer)	Пристап до датотека	Pristap do datoteka
Accomplice	Соучесник	Soucesnik
Accused (with charges)	Обвинет	Obvinet
Acquitted	Оправдан, ослободен	Opravdan, Osloboden
Adjudication	Пресуда	Presuda
Administration of justice	Спроведување на правдата	Sproveduvanje na pravdata
Amnesty	Амнестија, Помилување	Amnestija, Pomiluvanje
Anti Narcotics Police Station	Полициска станица за борба против наркотици	Policiska stanica za borba protiv narkotici
Appeal	Жалба	Zalba
Appeal or complaint	Жалба или тужба	Zalba ili tuzba
Application	Молба, апликација	Molba, aplikacija
Application forms (prison)	Формулари (затвор)	Formulari (zatvor)
Army	Армија	Armija
Assessment of evidence	Проценка на доказите	Proценка na dokazite
Blood test	Тест на крвта	Test na krvta
Cell	Келија	Kelija
Charge	Обвиненија	Obvinenija
Chief Prosecutor	Главен обвинител	Glaven obvinitel
Civil party in criminal trial	Граѓански лица во кривична постапка	Gragjanski lica vo krivicna postapka
Clemency	Помилување	Pomiluvanje
Complaints system	Систем за жалби	Sistem za zalbi
Consent	Согласност	Soglasnost
Convicted	Осуден	Osuden
Conviction	Осуда	Osuda
Corporal	Заповедник	Zapovednik
Country ban (order issued which prohibits a person who has been deported or expelled from returning)	Забрана за влез во земјата	Zabrana za vlez vo zemjata
Court appearance	Појавување пред судот	Pojavuvanje pred sudot
Courthouse	Суд	Sud
Criminal code	Кривичен законик	Krivicen zakonik
Criminal code procedure	Постапка од кривичниот законик	Postapka od krivicniot zakonik
Criminal Court	Кривичен суд	Krivicen sud

Criminal prosecution	Кривично гонење	Krivicno gonenje
Criminal record	Кривично досие	Krivicno dosie
Custody hearing	Сослушување при притвор	Soslusuvanje pri pritvor
Custody order	Наредба за задржување	Naredba za zadrzuvanje

Danger of absconding	Опасност од бегство	Opasnost od begstvo
Danger of interfering with the course of justice	Опасност од мешање во судската постапка	Opasnost od mesanje vo sudskata postapka
Danger of repeated criminal offences	Опасност од повторување на кривичните дела	Opasnost od povtoruvanje na krivicnite dela
Deportation	Депортација	Deportacija
Deportation order	Наредба за депортација	Naredba za deportacija
Dismiss charges	Отфрлување на обвиненијата	Otfrluvanje na obvinenija
Early freedom	Порано на слобода	Porano na sloboda
Escort	Стража	Straza
Expert Witness	Вештак	Vestak
Expulsion	Протерување	Proteruvanje
Extradition	Екстрадиција	Ekstradicija
Federal Police	Федерална полиција	Federalna policija
Fever	Треска	Treska
File	Податотека	Podatoteka
Food poisoning	Труење со храна	Truenje so hrana
Guarding (a prison)	Чување (на затвореник)	Cuvanje (na zatvorenik)
Guilty	Виновен	Vinoven
Hand cuffed	Со лисици (врзани раце)	So lisici (vrzani race)
Hearing (first)	Сослушување (прво)	Soslusuvanje (prvo)
High Court	Виши суд	Visi sud
Higher Regional Court	Виши Регионален суд	Visi Regionalen Sud
Human rights	Човекови права	Covekovi prava
Hunger strike	Штрајк со глад	Strajk so glad
Imprisoned	Задржан, во затвор	Zadrzan, vo zatvor
Imprisonment	Затвор	Zatvor
Imprisonment after conviction	Затвор по пресуда	Zatvor po presuda
Indictment	Обвинение	Obvinenie
Insubordination to officer	Непокор кон полициското лице	Nepokor kon policiskoto lice
Interpreter	Преведувач	Preveduvac
Investigation	Истрага	Istraga
Jeopardise	Загрозување (излагање на ризик)	Zagrozuvanje (izlaganje na rizik)

Judge	Судија	Sudija
Judgement	Пресуда	Presuda
Judgement Final and enforceable	Пресуда конечна и извршна	Presuda konečna i izvršna
Judicial Police	Судска полиција	Sudska policija
Juvenile prison	Затвор за малолетници	Zatvor za maloletnici
Lawyer	Адвокат	Advokat
Lawyers' charges	Такса на адвокат	Taksa na advokat
Legal Aid / Pro Bono Lawyer	Службен адвокат	Sluzben advokat
Legal Clerk	Правен службеник	Praven sluzbenik

Local prison rules	Правила на локален затвор	Pravila na lokalni zatvor
Local State Court	Локален државен суд	Lokalni državni sud
Major offence	Главно дело	Glavno delo
Malnutrition	Неухранетост	Neuhranetost
Marital Visit	Посета на сопруг/сопруга	Poseta na soprogu/soproga
Minimal (guilt)	Минимална (вина)	Minimalna (vina)
Ministry of Justice	Министерство за правда	Ministerstvo za pravda
Minor offence	Второстепено дело (прекршок)	Vtorostepeno delo (prekršok)
Misdemeanour	Прекршочна	Prekršocna
Mistreatment/ Torture	Малтретирање	Maltretiranje
Money earned in prison	Пари заработени во затвор	Pari zaraboteni vo zatvor
Notary	Нотарски	Notarski
Officer of the Court	Судски службеник	Sudski sluzbenik
Opposition	Опозиција	Opozicija
Out-of-court settlement	Вонсудска спогодба	Vonsudska spogodba
Parole (conditional release)	Пуштање на слобода (условно ослободување)	Pustanje na sloboda (uslovno osloboduvanje)
Pay off debts	Исплатени долгови	Isplateni dolgovi
Penal order	Казнен налог	Kaznen nalog
Penal proceeding	Кривична постапка	Krivična postopka
Permanent (indefinite) detention	Постојан притвор (на неопределено време)	Postojan (na neopredeleno vreme) pritvor
Permit, entitlement	Правна дозвола (разрешување)	Pravna dozvola (razresuvanje)
Personal money in prison	Лични пари во затвор	Licni pari vo zatvor
Physical examination	Физички преглед	Fizicki pregled
Plaintiff	Тужител	Tuzitel
Police Headquarters	Полициска станица	Policiska stanica
Police Officer	Полициски службеник	Policiski sluzbenik
Power of Attorney	Полномошно	Polnomosno

Preliminary detention	Прелиминарен притвор	Preliminaren pritvor
Presiding Judge	Водечки судија (претседател на совет)	Vodecki sudija (Pretsedatel na sovet)
Presumption of innocence	Невин до докажување на спротивното	Nevin do dokazuvanje na sprotivnoto
Preventive detention	Превентивно задржување	Preventivno zadržuvanje
Prison	Затвор	Zatvor
Prison administration	Управа на затвор	Uprava na zatvor
Prison Director	Директор на затвор	Direktor na zatvor
Prison house rules	Куќен ред на затворот	Kucen red na zatvorot
Prison rules regarding supervised visit	Правила за посета на затворот	Pravila za poseta vo zatvorot
Prison Warden	Чувар на затворот	Cuvar na zatvorot
Prisoners	Затвореници	Zatvorenici
Private prosecution	Приватна тужба	Privatna tuzba
Procedural complaint	Процедурална жалба	Proceduralna zalba
Proceedings	Судска процедура	Sudska procedura
Proof of evidence	Докази	Dokazi

Prosecution	Обвинителство	Obvinitelstvo
Prosecutor (Public)	Обвинител (јавен)	Obvinitel (javen)
Provision	Обезбедување	Obezbeduvanje
Prosecutor's Office	Обвинителство	Obvinitelstvo
Raids	Рации	Racii
Rehabilitation	Рехабилитација	Rehabilitacija
Release	Ослободување	Osloboduvanje
Release order	Налог за ослободување	Nalog za osloboduvanje
Remand (sending a person accused of an alleged offence into custody to await trial)	Притвор (праќање на наводно обвинето лице во притвор да чека судење)	Pritvor (pracanje na navodno obvineto lice vo pritvor da ceka sudenje))
Remand prison	Притвор во затвор	Pritvor vo zatvor
Remission	Простување	Prostuvanje
Repatriation	Репатрација	Repatriacija
Representative of the Local Authority	Претставник на локалните власти	Pretstavnik na lokalnite vlasti
Riot	Бунт	Bunt
Riot Police	Специјална полиција	Specijalna policija
Roll call	Редица од затвореници	Redica od zatvorenici
Security	Сигурност, безопасност	Sigurnost, bezopasnost
Small Police Station	Мала полициска станица	Mala policiska stanica

Social Worker	Социјален работник	Socijalen работник
Stomach bugs	Стомачни глисти	Stomacni Glisti
Strike	Штрајк	Strajk
Sufficient suspicion	Доволен сомнеж	Dovolen somnez
Surety (money required for a remand prisoner to be released on bail)	Гаранција	Garancija
Suspended sentence	Условна пресуда	Uslovna presuda
Temporary detention	Времено задржување	Vremeno zadržuvanje
The accused	Обвинетиот	Obvinetiot
To buy	Купувам	Kupuvam
To change money	Менување пари	Menuvanje pari
To deport	Депортирам	Deportiram
To file an application	Подавање молба	Podavanje molba
Transfer Agreement (Strasbourg Convention)	Спогодба за префрлување (според Стразбургската конвенција)	Spogodba za prefrlvanje (Strazburgskata konvencija)
Transfer to another prison	Префрлување во друг затвор	Prefrlvanje vo drug zatvor
Treason	Предавство	Predavstvo
Valid or legal	Валиден или легален	Validen ili legalen
Visit permit	Дозвола за посета	Dozvola za poseta
Warden	Надзорник	Nadzornik
Wing	Крило	Krilo

ALPHABET

Printed letters Capital small	Written letters capital small	Approximate English sound	Bulgarian example	English meaning
A a	А а	a as in 'art' (but shorter)	Ана	Anna
Б б	Б б	b as in 'book'	Банана	<i>banana</i>
В в (в)	В в	v as in 'vice'	вода	water
Г г (г)	Г г	g as in 'good'	година	<i>year</i>
Д д	Д д	d as in 'dot'	дата	<i>date</i>
Ѓ ѓ	Ѓ ѓ	g as in 'Geelong'	Ѓурѓа	<i>Name</i>
Е е	Е е	e as in 'elephant'	есен	<i>autumn</i>
Ж ж	Ж ж	s as in 'pleasure'	жена	<i>woman</i>
З з	З з	z as in 'zigzag'	зима	<i>winter</i>
С с	С с	z	сид	<i>wall</i>
И и (и)	И и	i as in 'inch'	име	<i>name</i>
Ј ј	Ј ј	y as in 'yes'	Јод	<i>iodine</i>

К к	К к	k as in 'king'	Како	<i>how</i>
Л л (л)	Л л	l as in 'label'	легло	<i>bed</i>
Љ љ	Љ љ	lj	љубов	<i>love</i>
М м	М м	m as in 'man'	млад	<i>young</i>
Н н	Н н	n as in 'not'	новина	<i>news</i>
Њ њ	Њ њ	nj	Њујорк	<i>New York</i>
О о	О о	o as in 'offer'	околу	<i>around</i>
П п (п)	П п	p as in 'pet'	папка	<i>folder</i>
Р р	Р р	r as in 'rat'	ресторант	<i>restaurant</i>
С с	С с	s as in 'sister'	сестра	<i>sister</i>
Т т (т)	Т т	t as in 'tent'	торта	<i>cake</i>
Ќ ќ	Ќ ќ	ch	Ќумбе	<i>oven</i>
У у	У у	oo as in 'foot'	утре	<i>tomorrow</i>
Ф ф	Ф ф	f as in 'fifteen'	факс	<i>fax</i>
Х х	Х х	h as in 'horrid'	убав	<i>nice</i>
Ц ц (ц)	Ц ц	ts as in 'fits'	цвет	<i>flower</i>
Ч ч	Ч ч	ch as in 'church'	Чаша	<i>Cup</i>
Џ џ	Џ џ	gj	Џуџе	<i>dwarf</i>
Ш ш (ш)	Ш ш	sh as in 'ship'	шапка	<i>hat</i>

Useful words

Numbers	
1	Eden
2	Dva
3	Tri
4	Cetiri
5	Pet
6	Shest
7	Sedum
8	Osum
9	Devet
10	Deset
11	Edinaeset
12	Dvaneset
13	Trinaeset

Числа	
16	shestnaset
17	sedumnaeset
18	osumnaeset
19	devetnaeset
20	dvaeset
30	trieset
40	Chetirieset
50	pedeset
60	sheeset
70	Sedumdeset
80	osumdeset
90	devedeset
100	sto

14	Chetirinaeset
15	Petnaeset

1000	iljada

Food	Храна	Hrana
Apple	јаболка	Jabolka
Banana	Банана	Banana
Beans	Грав	Grav
Biscuits	Бисквити	Biskviti
Bread	леб	Leb
Cake	Торта	Torta
Chicken	Пиле	Pile
Coffee	Кафе	Kafe
Drink	Пијалок	Pijalok
Eat	Јаде	Jade
Egg	Јајце	Jajce
Fruit	Овошје	ovosje
Hungry	Гладен	Gladen
Juice	Сок	Sok
Meat	Месо	Meso
Milk	Млеко	Mleko
Omlette	Омлет	Omlet
Pancake	Палачинка	Palachinka
Rice	Ориз	Oriz
Sausage	Кренвиршла	Krenvirshla
Sugar	Шекер	Seker
Sweet	Слатко	Slatko
Vegetables	Зеленчуци	Zelenchuci

Water	Вода	Voda
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Cutlery	Прибори	Pribori
Cup	Чаша	Chasha
Fork	Виљушка	Viljuska
Knife	Нож	Nozh
Plate	Чинија	Chinija
Spoon	Лажича	Lazhica

Greetings	Поздрави	Pozdravi
Good Morning	Добро утро	Dobro utro
Good Afternoon	Добар ден	Dobar den
Good Night	Лека ноќ	Leka noch

Day	Ден	Den
Week	Недела	Nedela
Month	Месец	Mesec
Monthly	Месечно	Mesechno
Year	Година	Godina

Today	Денес	Denes
Tomorrow	Утре	Utre
Tonight	Вечер	Вечер

Sunday	Недела	Nedela
Monday	Понеделник	Ponedelnik
Tuesday	Вторник	Vtornik
Wednesday	Среда	Sreda
Thursday	Четврток	Chetvrtok
Friday	Петок	Petok
Saturday	Сабота	Sabota

Spring	Пролет	Prolet
Summer	Лето	Leto
Autumn	Есен	Esen
Winter	Зима	Zima

Baby	Бебе	Bebe
Boy	Момче	Momche
Child	Дете	Dete
Father	Татко	Tatko
Girl	Момиче	Momiche
Husband	Сопруг	Soprug
Man	Муж	Muzh
Money	Пари	Pari

Mother	Мајка	Maika
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Wife	Сопруга	Sopruga
Woman	Жена	Zhena
He	Тој	Toj
I	Јас	Jas
Me	Мене	Mene
My	Мои	Moi
Yours	Твои	Tvoi
Her	Нејзини	Nejzini
His	Негов	Negov
Their	Нивен	Niven
Them	Нив	Niv
You	Ти/Виe	Ti/Vie
Yours	Твои/Ваши	Tvoi/Vashi

Borrow	Земам	Zemam
Close	Затварам	Zatvaram
Closed	Затворен	Zatvoren
Come	Идам	Idam
Debt	Долг	Dolg
Door	Врата	Vrata
Give	Давам	Davam
Here	Тука	Tuka
Indoors	На затворено, внатре	Na zatvoreno, vnatre
Inside	Внатре	Vnatre
Open	Отварам	Otvaram
Outside	Надвор	Nadvor
Run	Трчам	Trcham
Stand	Стојам исправен	Stojam ispraven
Stay	Стојам	Stojam
Stop	Запри	Zapri
Turn	Се обраќам	Se obrakam
Walk	сетам	Setam

Head	Глава	Glava
Hair	Коса	Kosa
Eye	Око	Oko
Eyes	Очи	Ochi
Eyeball	Очна јаболка	Ochna jabolka

Eyebrow	Веѓа	Vegja
Eyelash	Ресница	Resnica
Eyelid	Очен капак	Ocen kapak
Nose	Нос	Nos
Nostril	Ноздрва	Nozdrva
Ear	Уво	Uvo

Hearing	Слух	Sluh
Mouth	Уста	usta

First	Први	Prvi
Second	Втори	Vtori
Third	Трети	Treti
Fourth	Четврти	Chetvrti
Fifth	Пети	Peti
Sixth	Шести	Shesti
Seventh	Седми	Sedmi
Eight	Осми	Osmi
Ninth	Девети	Deveti
Tenth	Десети	Deseti

Half	Половина	Polovina
In half	На половина	Na polovina

After	После	Posle
Before	Пред	Pred
Later	Покасно	Pokasno
Now	Сега	Sega

Climate	Клима	Klima
Cold	Студен	studen
Heat	Топол	Topol
Hot	Горештина	Goreshtina
Rain	Дожд	Dozhd
Shade	Сенка	Senka
Sun	Сонце	Sonce
Sunshine	Сончева светлина	Soncheva svetlina
Weather	Време	Vreme

Wind	Ветар	Vetar
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Briefs	Слипови	Slipovi
Clothes	Облеки	Obleki
Pullover	Пуловер	pulover
Shirt	Кошула	Kosula
Shorts	Куси панталони	Kusi pantaloni
Socks	Чорапи	Chorapi
Trousers	Панталони	Pantaloni
"T" Shirt	Тениска маица	Teniska maica

Sandals	Сандали	Sandali
Shoe	Обувки	Obuvki
Trainers	Маратонки /Тренерки	Maratonki /Trenerki

Ashtray	Пепелник	Pepelnik
Book	Книга	Kniga
Cigarettes	Цигари	Cigari
Dry	Сув	suv
Lighter	Запалка	Zapalka
Pen	Пенкало	Penkalo
Pencil	Молив	Moliv
Scissors	Ножица	Nozhitsa
Soap	Сапун	sapun
Soap powder	Течен сапун	Techen sapun
Wash	Мие	Mie
Wash hand	Мие раце	Mie ratse
Washing	Прање	Pranje
Wet	Мокар	Mokar
Bucket	Кофа	Kofa
Scrubbing Brush	Четка	Chetka
Shower	Туш	tush
Toothbrush	Четка за заби	Chetka za zabi
Toothpaste	Паста за заби	Pasta za zabi
Towel	Пешкир	Peskir

Dream	Сон	Son
Rest	Одмарам	Odmaram

Sleep	Спијам	Spijam
Sleepy	Приспивам	Prispivam
Wake	Се будам	Se budam

Bed	Легло	Leglo
Bed Sheet	Чаршафи	Charshafi
Blanket	Кебе	Kebe
Mattress	Душек	Dusek
Pillow	Перница, Јастук	Pernica

Request to make a phone call

I _____ would like to use the telephone to contact:

(name):

Phone number:

on date:

The above named is my: family member / lawyer / Embassy representative / friend / other.

Date:

Signed:

(the request should be submitted at least a day in advance)

Молба за правење на телефонски разговор

Јас, _____, би сакал да се обратам на:

(име): тел.

број:

на дата:

Горепосочениот е мој: роднина / адвокат / представник на Амбасадата / пријател / друг

Дата:

Потпис:

(молбата треба да биде подадена најмалку 1 ден однапред)

Annexes

Annex 1

The Foreign and Commonwealth Office operates a service which allows you to pay funds to us in the UK which we will pay out in local currency to the above overseas. The various ways you can pay us are detailed in the attached sheet.

Under the Consular Fees Order of 2013/2014, we are obliged to charge for this service. The fee is dependent on the amount that you wish to transfer as follows:

Amount being sent	Fee
One monthly payment up to £100	Free
Each additional payment or amount of £0.01 - £99.99	£10
Each additional payment or amount of £100 - £499.99	£30
Each additional payment or amount of £500 and above	£80

When forwarding funds, you should add the above fee to the amount that you wish to transfer. For example, if you want the recipient to receive £150, you will need to send us £160 (£150 to forward plus £10 fee). If other friends and family also plan to transfer funds in the same month, you should consider coordinating payments so you know what FCO fees to expect. We retain the right to further deduct any local overseas charges we may incur in passing the fees to the recipient.

Should we be unable to pay the funds locally to the recipient, our policy is to refund amounts above £5 to the depositor by bank transfer. In this case, we would contact you for your bank details. Refunds may take several weeks as our internal processes can only start once all relevant costs have been cleared with local authorities.

Options to transfer funds to British nationals overseas via the foreign and commonwealth office

Please note that we can only advance funds to the person overseas once your payment has cleared in our account.

1. Electronic Bank transfers

Payment by electronic/internet bank transfer can be made either using online or telephone banking, or at your local bank or building society.

For all bank transfers, you will need to include the following details:

Bank:	National Westminster Bank
Account Name:	FCO Multi Vote
Sort Code:	60-70-80
Account Number:	10012362
Reference:	FCO case reference number (which can be found at the top of this letter), surname and first name of the person you are sending the funds for, plus country name if possible, e.g. 11-THB-123456 SMITH JOE - THAILAND or CON-1234 SMITH JOE – THAILAND
IBAN	GB56NWBK60708010012362
SWIFT/BIC	NWBKGB2L

You may also need our bank address which is:

London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London, EC2M 4RB.

2. By Post

Payments by **Postal Order, Bankers Draft, Building Society Cheque or personal cheque** should be crossed and made payable to "The Foreign and Commonwealth Office". They should be sent to:

Accounts Receivable
Foreign and Commonwealth Office
Corporate Service Centre
PO Box 6108
Milton Keynes
MK10 1PX

We recommend that you use Special Delivery.

Please ensure that you include a note briefly explaining who the money is for, why you are sending these funds and quoting the FCO case reference number. You may wish to use the payment slip on the next page.

If you would like a receipt, please include a stamped addressed envelope.

Please note that it can take approximately 15 days for personal cheques to clear and for payment to be received. Please write the cheque guarantee number and expiry date, and the FCO case reference number, on the back of the cheque.

We are unable to receive payment by credit or debit card, or by cash.

To: Foreign and Commonwealth Office

FCO case reference number:

Date:

Please find enclosed funds for:

Full Name:

Country/place the above is in:

Amount enclosed:

Fee to be deducted:

Payment method:

My name is:

My address is:

Annex 2: List of English-Speaking Lawyers and Translators

<https://www.gov.uk/government/publications/macedonia-list-of-lawyers>

Annex 3: FCO leaflet: In prison abroad

[*In prison abroad*](#)

Annex 4: FCO leaflet: Transfers home for prisoners abroad

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292519/FCO_Transfers_Home_0314web.pdf

Annex 5: Prisoners Abroad authorisation form

<http://www.prisonersabroad.org.uk/uploads//news/id48/Authorisation%20form%20v3.1%20August%202013.pdf>

Annex 6: Prisoners Abroad family contact form

http://www.prisonersabroad.org.uk/uploads//news/id44/Contact_with_Family_Friends.pdf

Annex 7: Prisoners Abroad CFF form

http://www.prisonersabroad.org.uk/uploads//news/id49/Form_cff.pdf

Annex 8: Fair Trials International questionnaire and leaflets

www.fairtrials.net

http://www.fairtrials.org/documents/FTI_QUESTIONNAIRE_March_2012.pdf

http://www.fairtrials.org/documents/QA_questionnaire1.pdf

<http://www.fairtrials.org/wp-content/uploads/Arrested-in-another-country-UK.pdf>

Disclaimer

This booklet was compiled by the British Embassy in Macedonia. It is revised on a regular basis.

If any of the information contained in this booklet is incorrect, please draw inaccuracies to our attention so that we can make amendments.

The British Embassy in Macedonia is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

February 2016