



EUROPEAN INSTITUTE OF ROMANIA

**ORGANISATION AND FUNCTIONING
REGULATION**

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Chapter I – General provisions

Article 1

The European Institute of Romania is a public institution with legal personality, established under the Government Ordinance No 15/1998, as subsequently modified and completed, approved by the Law No 133/ 2009.

Article 2

The name “European Institute of Romania” and the logo together with the address of the registered office, the bank account and the tax identification number are included in all the documents and acts issued by it.

Article 3

The European Institute of Romania functions under the authority of the Government, under the conditions provided for in the Government Ordinance no 15/1998, as subsequently amended and completed, and under the coordination of the Department for European Affairs, according to the provisions of Article 8 paragraph (2) of Emergency Government Ordinance No 24/2007 on the establishment of reorganisation measures within the central public administration, as subsequently amended and completed.

Article 4

The head office of the European Institute of Romania is located in Bucharest, Regina Elisabeta Boulevard 7-9, Sector 3. The premises are provided rent-free by Regia Autonomă “Administrația Patrimoniului Protocolului de Stat”.

Article 5

The main objectives of activity of the European Institute of Romania are:

- a) supporting the substantiation and implementation of policies of the Government of Romania in the field of European affairs;
- b) increasing the level of knowledge and skills of the civil servants and of other socio-professional categories in the field of European affairs;
- c) improving the access to Community law, to the case-law of the European Court of Human Rights and to the Romanian law relevant for the field of European affairs, as well as their understanding and implementation;
- d) contributing to the development of the European spirit and values.

Article 6

(1) In order to achieve the objectives referred to in the previous article, the European Institute of Romania:

- a) accomplishes research and development activities, by drawing-up studies, analyses and points of view regarding the activities in the field of European affairs, including those necessary for substantiating Romania’s stances within the European Union, the measures necessary for accomplishing its obligations arising from the statute of Member State and the representation of its interests before the Community institutions;
- b) accomplishes short-term and long-term professional training activities and programmes in the field of European affairs, including programmes aimed to prepare the participants in the competitions and selection processes organised by the European Union’s institutions,

- designed for civil servants and other employees of the central and local administration, as well as for other interested socio-professional categories;
- c) ensures translation into the Romanian language and linguistic and legal revision of the Community *acquis* adopted up to Romania's accession to the European Union and of the case-law of the European Court of Human Rights, as well as translation into other official languages of the European Union of Romanian legal texts, through terminological harmonisation and coordination of the translations made at national level;
 - d) accomplishes public communication activities in the field of European affairs, by organizing public conferences, seminars, round tables, debates and other communication activities and products, for the purpose of promoting the European values and spirit at the level of the public administration, of the academic environment, of the business environment and of the public opinion;
 - e) accomplishes and publishes the "Romanian Journal of European Affairs" periodical and other publications in its field of activity;
 - f) accomplishes other types of translations than those provided for in point (c), educational or information works and materials in its field of activity.
- (2) In order to accomplish the duties provided for in paragraph (1), the European Institute of Romania can establish, according to the law, partnerships, cooperation agreements and contracts with other public or private institutions and/or with local and foreign specialists.

Article 7

The organisational structure and the number of employees are presented in *Annex 1 – the Organisation chart of the European Institute of Romania*.

Article 8

The activity of the European Institute of Romania is carried out according to the provisions of the Romanian law, of the Statute of the European Institute of Romania, as well as the provisions of this Organisation and Functioning Regulation.

Chapter II – Organisational Structure

Article 9

- (1) The European Institute of Romania is managed by the Administrative Board.
- (2) The executive management of the European Institute of Romania is exercised by the Director General.
- (3) A Scientific Consultative Board is set up and functions to assist the Director General of the European Institute of Romania.
- (4) The Director General's activity is supported by:
 - Director for Development, Strategies and Programmes;
 - Director for European Affairs;
 - Director for Translations Coordination.
- (5) The European Institute of Romania has 85 positions, 84 of which are specialized, and is structured in directions, units and departments (see *Annex no 1*).
- (6) *The organisational structure of the European Institute of Romania is the following:*
 - a) Director for Development, Strategies and Programmes;
 - b) European Affairs Unit;
 - c) Translation Coordination Unit;
 - d) Public Relations and Protocol Department;

- e) Internal Public Audit Department;
- f) Legal and Human Resources Department;
- g) Logistics and IT Department
- h) Financial and Accounting Department
- i) Public Procurement Department.

Section I – Administrative Board (AB)

Article 10

- (1) The European Institute of Romania is managed by the Administrative Board.
- (2) The Administrative Board of the European Institute of Romania is composed of:
- a) the President and other 4 members appointed by the Prime Minister on the proposal of the European Affairs Unit;
 - b) a member appointed by the Commission for European Affairs of the Romanian Parliament, chosen from among the public personalities with a significant acknowledged activity in the field of European affairs;
 - c) a member appointed by the Romanian Academy from among the scientific personalities with a significant acknowledged activity in the field of European affairs;
 - d) a member appointed by the employers' organisations which are representative at national level;
 - e) a member appointed by the employers' organisations which are representative at national level.
- (3) The term of office of the members of the Administrative Board is of four years and it can be revoked only by the institution/organisation which appointed it.
- (4) The term of office of the members of the Administrative Board is terminated on the date of appointment of new members by the empowered institutions/organisations.
- (5) The members of the Administrative Board can not participate in meetings by representation.
- (6) In order to accomplish its duties, the Administrative Board issues decisions which are compulsory.

Article 11

The duties of the Administrative Board:

- a) to approve the strategy and projects of the European Institute of Romania;
- b) to appoint and revoke the Director General of the European Institute of Romania;
- c) to debate the annual programme, to be submitted for approval to the Department for European Affairs;
- d) to debate the annual report of the European Institute of Romania and submit it for approval to the Department for European Affairs;
- e) to debate the annual revenues and incomes budget draft to be submitted for approval to the Department for European Affairs, as well as the previous year budget implementation;
- f) to approve the report of the Director General regarding the discharge for the analysed period;
- g) to approve the organisational structure, the Statute and the Organisation and Functioning Regulation of the European Institute of Romania;
- h) to endorse the collaboration with national and international organisations, as well as the affiliation to international organisations.

Section II – Director General (DG)

Article 12

- (1) The Director General ensures the executive management of the European Institute of Romania;
- (2) The Director General is appointed by the Administrative Board for a term of office of five years.

Article 13

The Director General has the following duties:

- a) to represent the European Institute of Romania in the relations with third parties;
- b) to conclude legal acts in the name and on behalf of the European Institute of Romania;
- c) to ensure the management and administration, as provided for in the law, of the integrity of the assets of the European Institute of Romania;
- d) to follow the implementation of the plan and objectives set forth in the contract of mandate concluded between the Director General and the European Institute of Romania;
- e) to draw up and apply strategies and specific policies able to ensure the efficient carrying out of the current and future activity of the European Institute of Romania;
- f) to act in order to comply with the provisions of the annual revenues and incomes budget of the European Institute of Romania, initiating efficient programmes and measures for a good management, as provided for by the legal regulations in force;
- g) to commit and use the funds within the limits of the approved budget appropriations, based on good financial management;
- h) to comply with the duties provided for in the public finances legislation for authorising officers;
- i) to present to the Administrative Board, according to the legal provisions, the economic and financial situation of the European Institute of Romania, the method of accomplishing the activity plan, as well as the way the objectives set forth in the contract of mandate concluded between the Director General and the European Institute of Romania are accomplished;
- j) to apply the management rules, the Organisation and Functioning Regulation and the unitary administrative procedures;
- k) to select, to employ/appoint, to promote, to sanction and to dismiss/relieve of their position the personnel of the European Institute of Romania, in compliance with the legal provisions;
- l) to establish and to monitor the accomplishment of the work duties, in each department, by the personnel employed, according to the Organisation and Functioning Regulation of the European Institute of Romania, as well as of the individual professional obligations of the specialised personnel;
- m) to establish and to order the application of measures for ensuring the security of the employees of the European Institute of Romania during the development of their specific activities;
- n) to issue orders of a mandatory nature for the personnel of the European Institute of Romania, subject to their legality;
- o) to appoint and revoke the members of the Scientific Advisory Board as provided for in this statute;

- p) to coordinate and to monitor the activity of the Scientific Advisory Board;
- q) to inform the Administrative Board as regards the activity of the Scientific Advisory Board;
- r) to participate in the Administrative Board meetings, without having the right to vote.
- s) any other duties established by the Administrative Board and which are necessary for the executive management of the European Institute of Romania.
- t) other duties attached to their competence by the normative acts into force.

Article 14

In performing duties, the Director General takes decisions which are imperative for the employees of the European Institute of Romania.

Article 15

The Director General can delegate part of their duties, over the period when they are absent with leave, to a director within the European Institute of Romania, who has the necessary expertise to accomplish these duties.

Section III – Scientific Advisory Board

Article 16

- (1) The Scientific Advisory Board is a collegial body made up of nine members at most, appointed by the Director General for a period of five years.
- (2) The Director General can award the title of Member of Honour of the Scientific Advisory Board.
- (3) The Members of the Board are public personalities with a vast professional training and experience in the fields they represent.

Article 17

The Scientific Advisory Board is directed by the Director General of the European Institute of Romania.

Article 18

- (1) The President of Honour of the Scientific Advisory Board is elected by the Members of the Board at the proposal of the Director General, from among the trusted personalities from the academic field.
- (2) The President of Honour does not have to be Member of the Scientific Advisory Board.
- (3) The President of Honour attends the meetings of the Board, no remuneration being paid for his activity.

Article 19

- (1) The Scientific Advisory Board analyses together with the directions/specialised units the aspects related to the developing the scientific activities of the European Institute of Romania:
 - a) the long and medium term strategy and the annual programme of the European Institute of Romania;
 - b) the selection criteria with a view to outsourcing specialised services;
 - c) it evaluates the existing projects from a scientific point of view and suggests improvement measures;
 - d) it evaluates from a scientific point of view projects to be developed;

- e) the compliance with the ethic rules by the specialised personnel involved in developing the activities of the European Institute of Romania;
 - f) the scientific position of the products of the European Institute of Romania.
- (2) The Director General can entrust to any member of the Scientific Advisory Board other duties according to their expertise, for the purpose of accomplishing the scientific objectives of the European Institute of Romania.
- (3) The Members of the Scientific Advisory Board attend the activities developed by the European Institute of Romania, at the request of the Director General.
- (4) The debates and the recommendations are recorded in minutes assumed by all the members of the Scientific Advisory Board present at the meeting.
- (5) In accomplishing its duties, the Scientific Advisory Board expresses recommendations.

Section IV – Director for Development, Strategies and Programmes

Article 20

The Director for Development, Strategies and Programmes coordinates the activity of the following departments:

- European Affairs Unit
- Translation Coordination Unit
- Financial and Accounting Department
- Logistics and IT Department
- Public Procurement Department

Article 21

The Director for Development, Strategies and Programmes has the following duties:

- a) to manage and to be responsible of the way in which the activity of the departments under direct coordination is developed;
- b) to endorse the projects suggested by the employees from the functional compartments coordinated and to submit them to the General Director for approval;
- c) to identify opportunities for projects within the field of activity of the Institute, to initiate, to substantiate and to draw up the documentation for obtaining the financing;
- d) ensures the coordination, implementation and the capitalisation/dissemination of the results of the projects and programs that the Institute is developing within the framework of the specific activities;
- e) to ensure the good management of the financial resources of EIR for the efficient use of the financing sources and the strengthening of the Institute's assets;
- f) to draw up reports regarding the activity developed and the financial situation of the Institute to be presented to the Director General quarterly or as often as necessary;
- g) to make suggestions for amending the Statute, the Organisation and Functioning Regulation and the Internal Regulation, to be presented to the Director General;
- h) to promote EIR's image by participating in seminars, conferences and projects relevant to the Institute's field of activity, both in the country and abroad;
- i) to manage and protect in a responsible manner the interests, reputation and image of the Institute;
- j) to accomplish any other duties established by the Director General and necessary for the executive management of the Institute.

Section V – Public Relations and Protocol Department (PRPD)

Article 22

The Public Relations and Protocol Department manages the Institute's relations with the media, expands and consolidates the partnership networks of the Institute, accomplishing at the same time the role of Cabinet of the Director General.

Article 23

The Public Relations and Protocol Department has the following duties:

- a) to bring up-to-date and expand the external contacts of the European Institute of Romania by promoting the activities of the European Institute of Romania on the national as well as on the international level;
- b) to plan, implement and evaluate Public Relations campaigns specific to the activities developed by EIR;
- c) to manages the relations with the media and the public;
- d) to organise press events (interviews, conferences, inaugurations, visits) and special events (anniversaries, commemorations, etc.);
- e) to coordinates the activities of the DG's Cabinet;
- f) to ensure the secretariat for the Administrative Board and the Scientific Advisory Board of the European Institute of Romania (by submitting proposals regarding the date and the agenda; preparing the documents for the meeting according to the proposed agenda; participating in meetings and drawing up the minutes);
- g) to ensure the communication between the two Boards and the functional departments of the Institute;
- h) to accomplish any other duties established by law as well as those expressly conferred by the Director General of the European Institute of Romania.

Section VI – Internal Public Audit Department (IPAD)

Article 24

The Internal Public Audit Department develops functionally independent and objective activities which give assurance and advice to the management of the European Institute of Romania related to the good administration of public income and expenditure, contributing by its recommendations to the improvement of the activities of the European Institute of Romania.

Article 25

The Internal Public Audit Department has the following duties:

- a) to draw up/bring up-to-date the specific norms of the European Institute of Romania;
- b) to elaborate the strategic/annual plans for internal public audit;
- c) to develop activities of internal public audit (audit missions) in order to evaluate if the financial management and control systems of the European Institute of Romania are transparent and in accordance with the norms of lawfulness, regularity, economy and efficiency and efficacy;
- d) to organise and perform counselling activities;

- e) to reports periodically on findings, conclusions and recommendations resulting from the internal audit activities;
- f) to draws up the annual public internal audit and submit it to the main authorising officer/secondary authorising officer (SGG/EAD), as appropriate;
- g) In the case of irregularities or possible prejudice, to report immediately to the Director General of the European Institute of Romania, as no other control structure authorised at the level of the public entity has its existence or functioning regulated by law; in case certain major irregularities are identified, the internal auditor can continue the mission or suspend it, with the approval of the Director General who authorised it, if the preliminary results of the verification estimate that by continuing it, the established objectives are not achieved (limitation of access to information, insufficient information etc.);
- h) to accomplish any other duties established by law as well as those expressly conferred by the Director General of the European Institute of Romania.

Section VII – Legal and Human Resources Department (LHRD)

Article 26

(1) The Legal Department ensures the conformity with the legal norms of all the procedures, activities and official acts of the European Institute of Romania. It also offers legal advice and it endorses for legality all the specific activities of the European Institute of Romania.

(2) Human Resources Department implements the legal provisions in the field of recruitment and selection of the personnel, of evaluating the personnel's performance, of elaboration and management of training programs for the personnel, as well as of managing the work relations within the European Institute of Romania.

Article 27

The Legal and Human Resources Department has the following duties:

(1) The Legal Department:

- a) to supervise the application and proposes measures for the observation of the provisions of the legal acts in the activity developed by the European Institute of Romania;
- b) to collaborate, in legal matters, with the other public institutions;
- c) to hold the evidence of the Romanian legislation and informs the other directions/units/departments and the management of the European Institute of Romania as regards the normative acts regulating the field of activity of the European Institute of Romania;
- d) to ensure legal representation in Court or in the arbitration cases the European Institute of Romania is part in;
- e) to elaborate and/or endorse, as appropriate, contracts, conventions and other acts of the same nature involving the legal responsibility of the European Institute of Romania;
- f) to draw up drafts of acts of legal nature related to the activity of the European Institute of Romania or give its opinion as regards them;
- g) to analyze and express the point of view of the European Institute of Romania on the international agreements with incidence on the Institute's field of activity;
- h) to endorse the legality of the measures to be taken in developing of the activity of the European Institute of Romania, as well as of any acts which can involve its patrimonial and non-patrimonial responsibility;
- i) to support EIR's personnel in issues regarding the unitary interpretation and application of the normative acts in the Institute's field of activity;

- j) to answer the requests of legal nature in EIR's field of activity, submitted by legal or natural persons;
- k) to collaborate with the directions/units/departments of the European Institute of Romania in order to achieve the objectives set and to accomplish the specific duties;
- l) to record the legal acts, file them and keep them, according to the applicable legislation into force;
- m) to ensure the confidentiality of its own activities and those of colleagues or superiors;
- n) to comply with the legal provisions regarding the opposite interests in the same case or in joined cases or the conflict of interests the Institute might have;
- o) to accomplish any other duties established by law as well as those expressly conferred by the Director General of the European Institute of Romania.

(2) Human Resources Department:

- a) to draw up keep the evidence of the records of individual work contracts;
- b) to make registrations in the employees' register;
- c) to draw up the decisions regarding the personnel's employment, modification of salaries and addendums to the individual work contracts;
- d) to manage and operate the entries in the employment records according to the acts issued and to be responsible of keeping their evidence;
- e) to ensure, in collaboration with the other directions/units/departments, the accomplishment of the process of evaluation of the Institute's personnel as well as of the potential employees;
- f) to draw up the employees' retirement files;
- g) to draw up and issue certificates requested by the employees who are employed by the European Institute of Romania;
- h) to draw up the papers regarding the planning of leaves and monitor the way they are taken;
- i) to draw up the papers regarding the modification of the seniority supplement and transmit for registration in the salary program;
- j) to organise and ensure the administrative support in the processes of personnel selection and recruitment;
- k) to participate in drawing-up/up-dating of the job descriptions;
- l) to manage the files of the personnel;
- m) to verify the drawing-up of the time-sheets of the personnel, keep records of leaves, medical leaves, approved unpaid leaves and absences without leave;
- n) to accomplish any other duties established by law as well as those expressly conferred by the Director General of the European Institute of Romania.

Section VIII – European Affairs Unit (EAU)

The European Affairs Unit is the unit within the European Institute of Romania which is responsible with the research and development activities, professional training and public communication in the field of European Affairs.

Article 28

(1) The activity of the European Affairs Unit is managed by a Director.

(2) The activity of the European Affairs Unit is defined by the three fields of activity, expressed at structural level by the establishment of three units:

- a) European Studies and Analysis Unit;

- b) Training in European Affairs Unit;
- c) Communication and Events Unit.

Article 29

(1) The European Affairs Unit has the following duties:

- a) to draw up the activity plan regarding the *research and development, training and communication* in the field of European Affairs and submit it for approval to the Director General;
- b) to follow the implementation of the activity plan by accomplishing specific activities by the subordinated units;
- c) to identify financing opportunities and partnerships for the specific field of activity, on the basis of a contract or in public-private partnership or with other public institutions as well as from non-refundable financing;
- d) to collaborate with the other internal structures of EIR in order to achieve objectives and to generate own incomes;
- e) to accomplish other specific activities necessary to the good development of the activity (databases, assessments, reports, specific analysis, studies, documentations, internship stages etc.);
- f) to offer consultancy in the fields of competence of each unit;
- g) to elaborate and edit publications specific to its field of activity;
- h) to initiate and accomplish the dialogue with the civil society for the identification of the priority themes of the European policies in Romania for the three fields of activity;
- i) to accomplish any other duties established by law as well as those expressly conferred by the Director General of the European Institute of Romania.

(2) In order to accomplish the duties specific to the three fields of activity, EAU may resort to the services of natural/legal persons with expertise in these fields.

(3) For the purpose of maintaining independence and scientific objectivity, the contracted persons have the obligation to observe the following rules:

- a) to comply with the scientific standards;
- b) to prove moral integrity, professionalism and honesty;
- c) to comply with copyright and intellectual property rights.

Article 30

Analysis and European Studies Unit (ESAU) is the specialised unit responsible with the research and the development activities in the field of European Affairs (studies, analysis, points of view etc.), as well as producing specific editorial products (the periodic publication *Romanian Journal of European Affairs*, the series of microstudies *Working Papers Series* etc.).

Article 31

(1) *The European Studies and Analysis Unit* has the following duties:

- a) to draw up the activity plan in the field of research and development and submit it for approval to the Director General;
- b) to implement the activity plan in the field of research and development by accomplishing specific activities (studies, analysis, points of view on the activities in the field of the European Affairs etc.);
- c) to implement research programs, cooperating with similar institutions from our country as well as from abroad;

- d) to coordinate, execute, contract and/or publish reference works in the field of European Affairs;
- e) to undertake other specific activities necessary to the good development of the activity (databases of researchers, reports, analysis, case studies etc.);
- f) to ensure editing, publishing and dissemination of results of the performed researches;
- g) to produce and publish the *Romanian Journal of European Affairs* periodical and other publications in its field of activity (e.g.: the microstudies Working Papers Series);
- h) to identify financing opportunities and partnerships which involve studies, analyses and programmes in the field of the European Affairs, on the basis of a contract or in public-private partnership or with other public institutions as well as from non-refundable financing;
- i) to contribute to the formation and promotion of EIR's image in collaboration with the other directions and units;
- j) to collaborate with the other internal structures of EIR in order to achieve objectives and to generate own incomes;
- k) to accomplish any other duties established by law as well as those expressly conferred by the Director of the European Affairs Unit and/or the executive management of the Institute.

Article 32

Training in European Affairs Unit (TEAU), through the training programs it organises aims at increasing the level of knowledge and the skills in the field of European Affairs.

Article 33

Training in European Affairs Unit has the following duties:

- (1) to elaborate, propose and develop training programs:
 - a) to draw up the training plan and submit it for approval to the Director General;
 - b) to initiate professional training programs in the field of European Affairs;
 - c) to accomplish in cooperation with the trainers the final concept of the training programs;
 - d) to identify and select trainers for collaborating with them in the preparation and deployment of professional training programs in the field of European Affairs;
 - e) to submit proposals to the management of the European Institute of Romania regarding the level of tariffs perceived for the training activities, as well as the tariffs for the payment of trainers (according to the source of financing);
 - f) to promote the training programs;
 - g) to elaborates analyses of the training needs in the field of European Affairs for the substantiation of the annual activities plan;
 - h) to manage and ensure the material basis necessary in order to develop the courses;
 - i) to undertakes other activities necessary to the development of the training programs in European Affairs, according to the good practices in the field (trainers databases, assessments, reports, training needs analyses, studies, documentations, course assessments, issuing of participation certificates/diplomas etc.);
 - j) to identify financing opportunities and partnerships for the specific field of activity, on the basis of a contract or in public-private partnership or with other public institutions as well as from non-refundable financing;
 - k) to contribute to the formation and promotion of EIR's image in collaboration with the other directions and units;
 - l) to collaborate with the other internal structures of EIR in order to achieve objectives and to generate own incomes;

m) to accomplish any other duties established by law as well as those expressly conferred by the Director of the European Affairs Unit and/or the executive management of the Institute.

(2) to undertake the necessary actions for obtaining the authorisation to issue certificates of professional competence nationally recognised by the National Council of Adult Professional Training, for the training programs developed by the Institute.

Article 34

Communication and Events Organisation Unit (CEOEU) implements the internal and external communication plan of the European Institute of Romania for the promotion of the purposes and objectives of the institution, as well as for increasing the degree of awareness and the level of understanding of the issues associated to the field of the European Affairs.

Article 35

Communication and Events Organisation Unit has the following duties:

- a) to draw up the activity plan and submit it for approval to the Director General;
- b) to elaborate and implement the internal and external communication strategy of the European Institute of Romania in collaboration with the other directions/units of the European Institute of Romania;
- c) to prepare and organise events and coordinate other types of communication projects on European themes;
- d) to elaborate information materials as well as other categories of documents and publications specific to the communication activity of the European Institute of Romania;
- e) to coordinate the activities related to the management of content of EIR's website and of the RJEI website;
- f) to coordinate the activities related to the drawing up of the EIR Newsletter;
- g) to accomplish other specific activities necessary to the good development of the activity (databases, assessments, reports, specific analysis, studies, documentations, internship stages etc.);
- h) to coordinate the activity of the library of the European Institute of Romania;
- i) to identify financing opportunities and partnerships for the specific field of activity, on the basis of a contract or in public-private partnership or with other public institutions as well as from non-refundable financing;
- j) to collaborate with the other internal structures of EIR in order to achieve objectives and to generate own incomes;
- k) to initiate partnerships with the civil society and the non-governmental organisations which are active in the field of promoting European values;
- l) to accomplish any other duties established by law as well as those expressly conferred by the Director of the European Affairs Unit and/or the executive management of the Institute.

Section IX – Translation Coordination Unit (TCU)

Article 36

Translation Coordination Unit provides translation into the Romanian language and linguistic and legal revision of the *acquis communautaire* adopted until Romania's accession to the European Union and of the case-law of the European Court of Human Rights, as well as translation of Romanian legal texts into other official languages of the European Union, contributing to the efforts of terminological harmonisation.

Article 37

- (1) The activity of the Translation Coordination Unit is managed by a Director.
- (2) The activity of the Translation Coordination Unit is defined by the three fields of expertise, expressed at structural level by the establishment of three units:
- a) Translation Unit;
 - b) Terminology and Linguistic Revision Unit;
 - c) Consultancy and Legal Revision Unit.

Article 38

- (1) Translation Coordination Unit has the following duties:
- j) to elaborate the activity plan regarding the translation, linguistic and legal revision of the case-law of the Court of Justice of the European Communities (CJEC), of the case-law of the European Court of Human Rights (ECHR), of the Romanian legislation, as well as of other types of acts and submit it for approval to the Director General;
 - k) to supervise the implementation of the activity plan by specific activities regarding the translation, the linguistic and legal revision as well as by validating the terminology used in all types of translations performed within the TCU;
 - l) to elaborate summaries, studies, analysis and opinions regarding the case-law of the Community courts and of the European Court of Human Rights;
 - m) to identify financing opportunities and partnerships for the specific field of activity, on the basis of a contract or in public-private partnership or with other public institutions as well as from non-refundable financing;
 - n) to collaborate with the other internal structures of EIR in order to achieve objectives and to generate own incomes;
 - o) to accomplish other specific activities necessary to the good development of the activity (databases, assessments, reports, specific analysis, studies, documentations, internship stages etc.);
 - p) to offer consultancy in the fields of competence of each unit;
 - q) to elaborate and edit publications specific to its field of activity;
 - r) to accomplish any other duties established by law as well as those expressly conferred by the executive management of the Institute.

Article 39

- (1) *Translation Unit* has the following duties:
- a) to translate different types of acts from French and/or English into Romanian (the pre-accession *acquis communautaire* and ECHR case-law) and from Romanian into English and/or French (Romanian legislation and other types of acts);
 - b) To update the Trados memory.
- (2) *Terminology and Linguistic Revision Unit* has the following specific duties:
- a) to revise linguistically the translations from the CJEC case-law, the ECHR case-law, the Romanian legislation, as well as other types of acts;
 - b) to validate the terminology used in all types of translations performed in TCU;
 - c) to manage the flux of externally and/or internally translated/revised documents;

- d) to prepare for translation the distributed documents;
 - e) secretarial tasks and keeping records of the TCU personnel;
 - f) communication activities between the TCU's units and between TCU and external applicants;
 - g) to update the databases (translation memory, terminology);
 - h) to ensure a good functioning of the IT equipments of the TCU network;
 - i) to develop and manage TCU's databases;
 - j) to update by CMS the information regarding TCU's activity on the website of the European Institute of Romania.
- (3) *Consultancy and Legal Revision Unit* has the following specific duties:
- a) to revise from a legal point of view the translations from the CJEC case-law, the ECHR case-law, the Romanian legislation, as well as other types of acts;
 - b) specialized legal research;
 - c) to draw-up summaries of judgements from the historic case-law;
 - d) to offer consultancy in its fields of competence;

Section X – Logistics and IT Department (LITD)

Article 40

- (1) *Logistics* perform activities which determine the movement of the assets in the property of the Institute, provide the management, storage and administration of the assets in EIR's property.
- (2) *Archive* has as object of activity the organisation, sorting and keeping of all documents according to the specific legislation in the matter.
- (3) *IT's* role is to ensure the information technology support (hardware, software and communication) necessary to develop the Institute's activity and the security of information and data of the European Institute of Romania.

Article 41

Logistics and IT Department has the following specific duties:

- (1) in the field of logistics:
- a) to organise and verify the activity of management of EIR's property;
 - b) to verify annually the inventory of means and materials in the property of the Institute;
 - c) to verify and endorse the entry into the management register the tangible property, the inventory objects and the tangible fixed assets and their discharge on the basis of requests (the necessity report approved) from directions, offices, departments and units and of the substantiation notes regarding the objective necessities;
 - d) to supervise the centralisation of the data regarding the existing stocks and the consumptions on groups of products;
 - e) to centralise the requests and ensure the distribution of consumables and goods necessary for the optimal functioning of the activity of the structures within the European Institute of Romania;
 - f) to manage the car fleet of the European Institute of Romania;
 - g) to manage the driver's logbook and the gas tickets;

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- h) to issue orders for stamps, seals, as well as for their distribution, records and cassation.
- i) to participate in the inventory actions;
- j) to distribute, hold the evidence and manage supplies, standardised documents and consumable materials;

(2) regarding EIR's documents archive:

- a) to initiate and organise the activity of drawing up the files nomenclature within the European Institute of Romania, to maintain the contact with the National Archives, in order to verify and confirm the nomenclature, to supervise the method of application of the nomenclature in constituting the files;
- b) to verify and take over from the directions/units/departments on the basis of an inventory, the constituted files, to draw up inventories for the documents with no records, held in storage, to ensure the evidence of all documents entered or taken out of the archive storage on the basis of the records;
- c) to organise the archive storage according to pre-established criteria, according to the provisions of the National Archives Law, to maintain the order and ensure the cleaning in the archive storage, to request from the management of the institution the proper endowment of the storage (furniture, shelves, fire protection equipment);
- d) to inform the management of the European Institute of Romania and propose measures in order to ensure appropriate conditions for maintaining and preserving the archive;
- e) to make available to the delegate of the National Archives all the documents requested on the occasion of the control actions regarding the situation of the archives from the founders;
- f) to prepare the documents (with historical value) and their inventories for delivering them to the National Archives, according to the provisions of the National Archives Law;
- g) to draw up the summarized situation of the documents registered for each unit;

(3) regarding the IT activity:

- a) to ensure the optimal functioning of the IT network of the European Institute of Romania;
- b) to support the activity of the Public Procurement Department in developing the procedures necessary for purchasing IT programs necessary for the functioning of the Institute;
- c) to ensure the daily information flux towards the users;
- d) to manage technically the website of the European Institute of Romania and daily update it with the data provided by the functional structures;
- e) to maintain and update technically the web-page of the European Institute of Romania;
- f) to makes proposals for the endowment with IT equipment;
- g) to ensure the access of users and the security of data within the Institute network;
- h) to maintains and manage the IT applications in use;
- i) to ensures the security and confidentiality of the information object to the work tasks;
- j) to elaborates the development plan in the IT field;
- k) to ensure the technical support for presentation material sat the request of the institution's management;

(4) To accomplish any other duties established by law as well as those expressly conferred by the Director for Development, Strategies and Programs and/or the executive management of the EIR.

Section XI – Financial and Accounting Department (FAD)

Article 42

The Financial and Accounting Department has as main objective the substantiation and elaboration of the budget draft of the European Institute of Romania, on the basis of the propositions of the specialised departments, in order to submit it for approval, according to the law. Moreover, the economic department ensures the records of the budgetary and legal commitments, holds the synthetic and analytic accounts of the patrimony, exercises the preventive financial control visa, makes payments according to the approved budgetary provisions, draws up the financial situations within the terms provided for in the law and is held responsible for the correct registration of the patrimonial operations.

Article 43

Financial and Accounting Department has the following specific duties:

- a) to substantiate and elaborate the annual draft income and expenditure budget on the basis of the propositions of the specialised directions and of the functioning expenditure;
- b) to distribute quarterly the budget approved;
- c) to bring up-to-date the budget with the influences occurred due to budgetary rectifications, supplementations from the Budgetary Reserve Fund at the disposal of the Government, credit transfers and to draw up the corresponding documentation;
- d) to substantiate the monthly requests for subventions from the budget for personnel expenditure, goods and services and capital based on the proposals received from the specialised directions, to draw up the documentation and submit it within the deadline;
- e) to supervise the budget execution, to draw up periodical reports in this respect and elaborate the annual account of budget execution;
- f) to organise the activity of the cashier's office according to legal provisions;
- g) to hold the records of the legal and budgetary commitments, according to law;
- h) to organise the activity of preventive financial control according to specific legislation into force;
- i) to verify the legality, regularity and framing of the financial operation projects within the limits of the budgetary commitments and to grant or, as appropriate, refuse to grant the preventive financial control visa;
- j) to endorse and hold the records of the travel notes trip taken for work purposes in the country and abroad of the personnel of the institution and to verify the reimbursement of the expenditure related to transport, daily allowance, accommodation and other expenditure of the employees for their travels abroad;
- k) to draw up the corresponding payment instruments and submit them within the legal terms for the payment of the expenditure based on commitment, liquidation and authorisation documents approved by the authorised persons and to verify the framing within budgetary limits;
- l) to verify the supporting documents and ensure the records of the patrimony by drawing up and registering in chronological and systematic manner the accounting notes for the patrimonial operations, as well as synthetic and analytic balances;
- m) to supervise the reflection into accounting of the debits created and resulted from rights of personnel, goods and services, non-financial assets and to organise their liquidation;
- n) to collaborate to the organisation and the accomplishment of the patrimony inventory and to ensure its capitalisation in the accounting records;
- o) to verify the reflection into accounting of the results of assets' cassation, according to legal regulations;
- p) to draw up situations and information requested by other specialised institutions and to ensure the application of the legal norms into force regarding the quarterly and annual reports and reports at the closing of the financial year;

- q) to draw up the pay rolls for salaries and other payment rights of the employees based on the time sheets received, to draw up the summary of the pay rolls, the summary situation, to establish and pay the net amount due to the employees; to verify the framing within budgetary provisions;
- r) to verify the framing within budgetary limits of the annual prize and of the monthly premiums according to the average of the base salary for the year in which the payment is made and according to the effective time of work and to draw up the pay roll for its granting;
- s) to calculate and transfer the obligations of payment to the general consolidated budget: the salary income tax and the contributions for the social insurance, the unemployment insurance, the social health insurance and the insurance for work accidents and professional diseases, as well as other obligations provided for in the law;
- t) to issue, on request, certificates regarding the incomes made by them;
- u) to draw up and submit the fiscal report for each employee, under the law; to accomplish the annual equalisation of the salary income tax;
- v) to draw up monthly a declaration regarding the nominal record of the insured persons and of the payment contribution due for the social insurance, for the social health insurance, the unemployment insurance, as well as the declaration regarding the obligations of payment to the budget of the Single National Fund for Social Health Insurance for social health insurance and for leaves and allowances; to issue certificates regarding the payment of the contribution to the social insurance for the making up of the pension file, of the contribution to the unemployment insurance budget and of the contribution to the budget of social health insurance,
- w) to draw up and update the records of employees regarding the social health insurance, according to their options;
- x) to draw up and submit the statistic reports of financial nature;
- y) to elaborate and revise the operational procedures regarding the specific activities;
- z) to accomplish any other duties established by law as well as those expressly conferred by the Director for Development, Strategies and Programs and/or by the executive management of the EIR.

Section XII – Public Procurement Department (PPD)

Article 44

Public Procurement Department ensures the application of the legal provisions regarding the procedures of public procurement.

Article 45

Public Procurement Department has as main duties the following:

- a) to receive and centralize the necessity reports, drawn up by each direction, unit or department regarding the acquisition of goods from the category of fixed means, consumables and inventory objects;
- b) to collaborate with the Financial and Accounting Department and to draw up the Annual Plan of Public Procurement in accordance with the sums allotted within the budget, on budgetary categories of goods and according to the system of grouping and coding (CVP);
- c) to ensure the drawing up of the awarding documentation in the public procurement procedures organised in accordance with the legislation in force regulating the public procurement on the basis of the documents received from the functional departments;

- d) to ensure the organisation of the public procurement procedures for products, services and works, according to the law;
- e) to make direct purchases through the Electronic System of Public Procurement (ESPP) for products, services and works;
- f) to propose to the Director General for approval the composition of the tender evaluation commissions;
- g) to ensure the drawing up of formalities of advertising/communication for the procedures organised and the submission of award documentation;
- h) to ensure the management of guarantees of participation in the procurement procedures, making mentions (under signature) on the documents received from the participants;
- i) to analyze offers, negotiate and conclude contracts for ensuring of its field of activity, complying with the level of expenditure approved through the budget;
- j) to submit the public procurement award documents to the factors mentioned in the normative acts based on which the procurement were organised and/or internal regulations;
- k) to verify if the normative acts regulating public procurement provide terms for various activities to be carried out during procurement and to ensure their development within the established terms;
- l) to ensure the protection of the intellectual property and/or of commercial secrets of the participants as well as the protection of the institution's interests and of the confidentiality, within the limits provided for in the law and/or the internal secret which occur at the organisation of tenders and in the course of the tenders;
- m) to draw up the minutes of opening tenders and of evaluation of the commission, the report of public procurement procedure in accordance with the legal provisions;
- n) to ensure the refund of guarantees of participation in public procurement procedures;
- o) to ensure the conclusion of contracts of public procurement with the winners of the public procurement procedures organised for the acquisition of products, services and works;
- p) to ensure the annual drawing up of the Public Procurement Report and its submission to the National Agency for Regulation and Monitoring of Public Procurement;
- q) to ensure the management of the database regarding the organised public procurement procedures, database which contains information regarding the participating firms and their results;
- r) to constitute and preserve the public procurement file;
- s) to publish the participation announcements in the Electronic System of Public Procurement (ESPP), as well as the award announcements after the conclusion of the contracts;
- t) to receive from the National Agency for Regulation and Monitoring of Public Procurement the notifications regarding the invalidation of certain announcements, to rectify the lacunas or omissions according to the argumentation supporting the notification in cause, as well as the accept or refusal from the requested derogations;
- u) to be responsible for solving the possible contestations regarding the development of the public procurement procedures;
- v) to monitor the development of the public procurement contracts;
- w) to accomplish any other duties established by law as well as those expressly conferred by the Director for Development, Strategies and Programs and/or by the executive management of the EIR.

Chapter III – Functional relations framework

Article 46

(1) The internal relational scope within the European Institute of Romania is based on hierarchical subordination relations of the whole personnel of the European Institute of Romania in relationship with the Director General and functional relations of all employees with the directions, units and departments of the European Institute of Romania.

(2) As concerns the external relation, it is mainly related to authorities and public institutions from Romania, as well as international organisations.

Article 47

The directions, units and compartments of the European Institute of Romania shall have to cooperate with a view to properly achieve all the works which involve the common achieving of tasks which are incumbent on them according to the legal competences.

Article 48

A defining element in the development of the Institute's activities is represented by the internal control, developed on two major directions:

(1) through the Internal Public Audit Department, by objectively analysing the activities of the European Institute of Romania for an independent evaluation of both the method of achieving of the objectives of the European Institute of Romania and of the method of accomplishing the internal control.

(2) by the employees of the European Institute of Romania:

- a) by creating specific procedures at the level of each direction/unit/department;
- b) through the information system (IT system, internal communication methods, internal and external flow of documents etc.);
- c) the internal organisation described in the formal documents (Statute, organisation chart, Organisation and Functioning Regulation, Internal Regulation, job descriptions);
- d) under the form of self-verification/chain verification/partnership verification/hierarchical verification/managerial verification.

Article 49

The framework of functional relations in the European Institute of Romania is presented in *Annex no 2*.

Article 50

The Director General of the European Institute of Romania decides on the permanent modification and completion of the duties of the directions, units and departments according to the organisation and legislative modifications intervened.

Chapter IV– Final Provisions

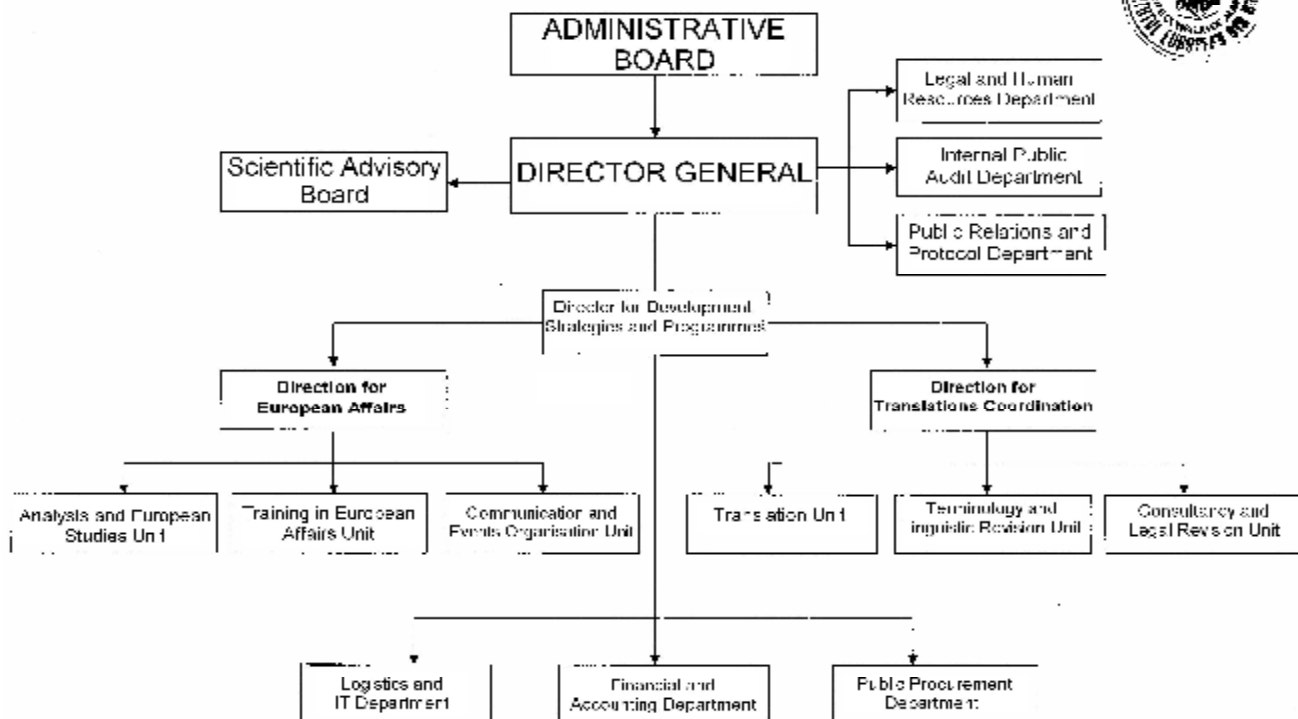
Article 51

(1) Legal and Human Resources Department, through the HR expert, communicates to the employees this Organisation and Functioning Regulation.

(2) The Organisation and Functioning Regulation produces effects for the employees on the date when communicated to them.

**ORGANISATION CHART
OF THE
EUROPEAN INSTITUTE OF ROMANIA**

Annex to Decision no 4
of 19 May 2009



Total number of positions: 85

Functional relations framework

Director General coordinates:

A. Director for Development, Strategies and Programmes coordinates:

A.1. Direction for European Affairs, through Director, coordinates:
Analysis and European Studies Unit;
Training in European Affairs Unit;
Communication and Events Organisation Unit

A.2. Direction for Translations Coordination, through Director, coordinates:
Translation Unit;
Terminology and Linguistic Revision Unit;
Consultancy and Legal Revision Unit

A.3. Logistics and IT Department

A.4. Financial and Accounting Department

A.5. Public Procurement Department

B. Public Relations and Protocol Department

C. Internal Public Audit Department

D. Legal and Human Resources Department