



**THE EUROPEAN INSTITUTE OF ROMANIA**

**ORGANISATION AND FUNCTIONING  
REGULATION**

*This Organisation and Functioning Regulation of the European Institute of Romania was approved at the meeting of the Administrative Board held on 29 October 2019 and shall constitute an annex to Decision No 7 of 29 October 2019 issued by the President of the Administrative Board of the European Institute of Romania*

## **TABLE OF CONTENTS**

<b><u>CHAPTER I - GENERAL PROVISIONS</u></b>	<b><u>2</u></b>
<b><u>CHAPTER II - ORGANISATIONAL STRUCTURE</u></b>	<b><u>2</u></b>
<b><u>CHAPTER III – FUNCTIONAL RELATIONS FRAMEWORK</u></b>	<b><u>10</u></b>
<b><u>CHAPTER IV - FINAL PROVISIONS</u></b>	<b><u>10</u></b>

## **CHAPTER I - GENERAL PROVISIONS**

### **Article 1**

The European Institute of Romania, hereinafter EIR, is a public institution with legal personality, established under Government Ordinance No 15/1998, approved by Law No 207/1998, as subsequently amended and supplemented.

### **Article 2**

EIR shall operate under the authority of the Government and under the coordination of the Ministry of Foreign Affairs, according to the legal provisions in force.

### **Article 3**

The activity of the European Institute of Romania shall be 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 4**

- (1) The European Institute of Romania shall be managed by the Administrative Board.
- (2) The operational management of EIR shall be exercised by the Director General.
- (3) A Scientific Advisory Board shall be set up and shall operate to assist the Director General of EIR.
- (4) There are 56 positions in the European Institute of Romania, of which 55 are specialised. It is structured into: a directorate and several units and departments (see Annex No 1).
- (5) *The organisational structure of the European Institute of Romania is the following:*
  - a) The Public Relations and Protocol Department (*CRPP - Compartimentul Relații Publice și Protocol*)
  - b) The Public Internal Audit Department (*CAPİ - Compartimentul Audit Public Intern*)
  - c) The Legal and Human Resources Unit (*SRUJ - Serviciul Resurse Umane și Juridic*)
  - d) The Economic Unit (*SE - Serviciul Economic*)
  - e) The European Affairs Directorate (*DAE - Direcția Afaceri Europene*)

### **The Administrative Board (AB)**

### **Article 5**

- (1) The Administrative Board is EIR's governing body and shall be made up of 9 (nine) members, who may not be civil servants.
- (2) The Administrative Board of EIR shall carry out its activities under the provisions of the Statute of EIR.

## **The Director General (DG)**

### **Article 6**

- (1) The Director General shall perform his/her duties according to the provisions of the Statute of EIR.
- (2) In the performance of his/her duties, the Director General shall issue decisions which are mandatory for EIR's employees.

### **Article 7**

During his/her absence, the Director General may delegate his/her duties to a person who holds a leading/management position within the European Institute of Romania and who has the necessary expertise to perform them.

## **The Scientific Advisory Board (SAB)**

### **Article 8**

- 1) The Scientific Advisory Board shall be made up of 9 (nine) members at most, appointed by the Director General during his/her term of office, for a period of 5 (five) years.
- (2) The Scientific Advisory Board of EIR shall carry out its activities according to the provisions of the Statute of EIR.

### **Article 9**

**The following structures shall be directly subordinate to the Director General:**

- (1) The Public Relations and Protocol Department
- (2) The Public Internal Audit Department
- (3) The Legal and Human Resources Unit
- (4) The Economic Unit
  - a. The Finance and Accounting Department
  - b. The Public Procurement and Logistics Department
- (5) The European Affairs Directorate
  - a. The European Studies Unit
  - b. The Communication Unit
    - The Events Department
    - The Documentation Centre
  - c. The Translation Coordination Unit
    - The Translation Unit
    - The Revision Unit
  - d. The Training Unit
  - e. The Projects Department
  - f. The Europe Direct Information Centre in Bucharest

## **The Public Relations and Protocol Department (CRPP - *Compartimentul Relații Publice și Protocol*)**

### **Article 10**

The Public Relations and Protocol Department shall manage EIR's relation with the public and shall coordinate the activities carried out by the Office of the Director General (support/assistance to the Director General's Office, secretariat and protocol).

## **Article 11**

*The Public Relations and Protocol Department (CRPP)* shall have the following tasks:

- a) to organise, coordinate and implement activities concerning free access to public interest information, according to the provisions of Law No 544/2001;
- b) to coordinate the activities of the Director General's Office (assistance to the Director General's Office, secretariat and protocol);
- c) to manage the relations with the public and the media;
- d) to update external contacts of EIR, both at national and international level;
- e) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

## **The Public Internal Audit Department (CAPI)**

### **Article 12**

The Public Internal Audit Department shall exercise functionally independent and objective activities, providing assurance and advice to the management of EIR, for the good administration of public income and expenditure, contributing, by its recommendations, to the improvement of EIR's activities.

### **Article 13**

*The Public Internal Audit Department* shall have the following tasks:

- a) to draw up the annual draft internal audit plan;
- b) to perform activities of internal audit in order to assess whether the financial management and control systems of EIR are transparent and in compliance with the rules of legality, regularity, economy, efficiency and effectiveness;
- c) to report periodically on findings, conclusions and recommendations resulting from the internal audit activities;
- d) to report immediately to the Director General any irregularity or possible prejudice identified;
- e) to draw up the annual public internal audit report and submit it to the chief authorising officer.

## **The Legal and Human Resources Unit (SRUJ)**

### **Article 14**

(1) *The Human Resources Department* shall implement the legal provisions in the field of staff recruitment and selection, staff performance evaluation, the development and management of staff training programmes, as well as the management of the work relations within EIR.

(2) *The Legal Department* shall ensure the conformity with the legal rules governing all the procedures, activities and official acts of the European Institute of Romania. It shall also offer legal advice/assistance and shall endorse all specific activities of EIR, to ensure their legality.

(3) *The IT team* shall ensure the sound administration of the IT and telecommunication equipment, as well as the proper functioning of the hardware/software components of EIR's network, and shall install, maintain and ensure the proper functioning of the entire technical equipment. They shall monitor and update the content of EIR's website and of RJEI website and shall perform specific graphic and DTP-related activities, necessary for the publications produced by the specialised departments of EIR.

## **Article 15**

*The Legal and Human Resources Unit (SRUJ)* shall have the following tasks:

**(1) The Human Resources Department:**

- a) to develop the policy for the selection and promotion of EIR's staff, according to the legal provisions in force;
- b) to ensure the unitary application of the provisions of regulatory acts issued for human resources management;
- c) to ensure the unitary application of legal regulations in force concerning the remuneration of EIR's employees;

**(2) The Legal Department:**

- a) to draw up legal acts concerning EIR's interests;
- b) to check the legality, to endorse and countersign legal and administrative acts, attesting to the identity of the parties, the consent, the contents and the date of conclusion of the acts;
- c) to negotiate contractual clauses;
- d) to provide assistance, (verbal and/or written) advice and legal representation for EIR.

**(3) The IT team:**

- a) to ensure the optimum operation of the network, software, Internet and related equipment;
- b) to technically manage EIR's website;
- c) to provide technical advice on hardware and software;
- d) to perform the desktop publishing of certain EIR publications, using specialised software;
- e) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

## **The Economic Unit (SE)**

### **Article 16**

**(1)** The Economic Unit shall ensure the performance of tasks in the economic, financial, accounting, investment, public procurement and administrative fields.

**(2)** The following departments shall operate within SE:

- a) The Finance and Accounting Department
- b) The Public Procurement and Logistics Department

## **Article 17**

*The Finance and Accounting Department (CFC - Compartimentul Financiar – Contabilitate)* shall have the following tasks:

**A. In the field of accounting**

- to keep synthetic and analytical accounting records of all asset operations, preparing trial balances;
- to ensure managerial accounting;
- to prepare and submit the quarterly and annual financial statements to the chief authorising officer;

- to calculate salaries, prepare and submit statements to ANAF (Agenția Națională de Administrare Fiscală - The National Agency for Fiscal Administration);
- to conduct property inventories and to build upon the results of the inventories;
- to make all cash operations authorised by the authorising officer in accordance with the law;

**B. In the financial field:**

- to substantiate and prepare the annual draft estimate of revenue and expenditure on the basis of centralised proposals from EIR's departments;
- to prepare the quarterly budget allocation plan and to submit it to the chief authorising officer;
- to provide all necessary budget updates, according to legal budgetary amendments;
- to monitor the budget implementation and prepare periodic reports;
- to maintain records of legal and budgetary commitments and the authorisation of payments at EIR level;
- to ensure and be responsible for the execution of payments to the State budget and the State social security budget;
- to request the release of the budget appropriations necessary for EIR to carry out its activities;
- to verify and continually ensure that all expenses remain strictly within the limits established in the budget and that funds are spent according to the destination established in the budget;

**C. Own preventive financial control (OPFC) (*control financiar preventiv propriu - CFPP*)**

- to organise and carry out own preventive financial control;
- to check the legality, regularity and framing of transaction drafts within the limits of the budgetary commitments and to grant or, as the case may be, refuse to grant the OPFC (own preventive financial control) visa;
- to provide the chief authorising officer with quarterly reports on the OPFC activity.

**Article 18**

***The Public Procurement and Logistics Department*** shall have the following tasks:

- a) to prepare and update the annual public procurement programme, on the basis of centralised proposals from EIR's departments;
- b) to coordinate and monitor the public procurement process, according to the legislation in force and to internal procedures;
- c) to prepare the requested statements on the degree of achievement/non-achievement of the annual public procurement programme;
- d) to manage fixed assets, inventory items (except for books) and consumables, establishing the supply needs based on the centralised proposals from EIR's departments.

**The European Affairs Directorate (DAE)**

**Article 19**

**(1) *The European Affairs Directorate*** shall be responsible for research and development and professional training activities, the initiation and implementation of projects, communication and translation activities.

(2) The European Affairs Directorate is structured according to Article 9(5).

#### **Article 20**

*The European Studies Unit (SSE - Serviciul Studii Europene)* shall have the following tasks:

- a) to coordinate, manage, implement research projects/programmes in the field of European affairs [the series of Strategy and Policy Studies (SPOS) etc.].
- b) to produce the scientific publication *Romanian Journal of European Affairs* (RJEA);
- c) to produce EIR's Newsletter, in cooperation with the other departments;
- d) to produce and/or coordinate papers, studies, analyses in the field of European affairs (the collection of microstudies – Policy Briefs and Working Papers etc.);
- e) to develop partnerships with other research units/institutions in the field and to strengthen EIR's position within the European/international research networks;
- f) to provide the secretariat for EIR's Scientific Advisory Board;
- g) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

#### **Article 21**

(1) *The Communication Unit (SCOM - Serviciul Comunicare)* shall implement EIR's communication plan to promote the purposes and objectives of the institution, as well as to increase the degree of awareness and the level of understanding of the issues associated to the field of the European affairs.

(2) SCOM shall provide the secretariat for EIR's Scientific Advisory Board and shall ensure the communication between the Scientific Advisory Board and EIR's departments.

#### **Article 22**

The following structures shall operate within SCOM:

- a) The Events Department;
- b) The Documentation Centre.

#### **Article 23**

a) *The Events Department (CE - Compartimentul Evenimente)* shall have the following tasks:

- to elaborate and implement the communication plan of EIR, in cooperation with the other departments;
- to organise events and coordinate/implement communication projects on European issues;
- to draw up information materials, as well as other categories of documents and publications specific to EIR's communication activity;
- to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

b) *The Documentation Centre (CD - Centrul de Documentare)* shall have the following tasks:

- to ensure the management of the documents in the CD, as well as EIR's publications in the book depository;



- to facilitate public access to the collection of books, directly, on CDs, or by distributing EIR's publications to the public concerned, in collaboration with other departments;
- to enhance the collection of publications, in compliance with the legal provisions;
- to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

### **The Translation Coordination Unit (SCT - Serviciul Coordonare Traduceri)**

#### **Article 24**

The Translation Coordination Unit shall provide the translation into Romanian, the linguistic and legal revision of the case-law of the European Court of Human Rights (ECHR), as well as the translation from Romanian into English and/or French of texts specific to EIR's field of activity.

Through its activities, SCT contributes to the terminological harmonisation at national level and the promotion of translation and revision quality standards.

#### **Article 25**

The following units shall operate within SCT:

- a) The Translation Unit
- b) The Revision Unit

#### **Article 26**

(1) *The Translation Unit (BT - Biroul Traduceri)* shall have the following tasks:

- a) to translate from and into French, English and Romanian the ECHR case-law and other types of texts specific to EIR's field of activity;
- b) to provide the linguistic revision of certain types of acts specific to EIR's field of activity;
- c) to provide interpretation services for Romanian, English and/or French, for the events organised by EIR;
- d) to draw up publications in the relevant specialised area;
- e) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

(2) *The Revision Unit (BR - Biroul Revizie)* shall have the following tasks:

- a) to provide the legal and/or linguistic revision of translations from French and/or English into Romanian of the ECHR case-law and of other types of acts specific to EIR's field of activity;
- b) to provide the legal revision of translations from Romanian into English and/or French of Romanian legislation and of other types of acts specific to EIR's field of activity;
- c) to ensure the indexation of ECHR cases (articles invoked and key-words);
- d) to validate the terminology used in all the types of translations made within SCT;
- e) to translate from French and/or English into Romanian the ECHR case-law and other types of acts specific to EIR's field of activity;
- f) to provide advice and guidance in their areas of competence and to elaborate publications in the relevant specialised area;

- g) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

#### **Article 27**

*The Training Unit (BF - Biroul Formare)* shall have the following tasks:

- a) to perform an analysis of training needs in the field of European affairs and related areas of public administration;
- b) to develop, promote and organise training programmes in the field of European affairs and related areas;
- c) to identify funding or partnership opportunities and to participate in projects;
- d) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

#### **Article 28**

*The Projects Department (CP - Compartimentul Proiecte)* shall have the following tasks:

- a) to identify funding and partnership opportunities;
- b) to prepare project application forms and to follow their progress until the funder's final decision;
- c) to coordinate and monitor the implementation of financed projects;
- d) to manage the relation with the funder;
- e) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

#### **The Europe Direct Information Centre in Bucharest (CIED Bucharest - Centrul de Informare Europe Direct Bucureşti)**

#### **Article 29**

(1) EIR is a Host Institution for the Europe Direct Information Centre in Bucharest (CIED Bucharest) according to the provisions of the Framework Partnership Agreement 2018-2020/08, concluded between the European Commission Representation (ECR) in Romania and EIR.

(2) Within the framework agreement, specific agreements shall be concluded annually, providing for activity plans for CIED Bucharest, approved according to the procedures established in the framework agreement.

#### **Article 30**

The team of CIED Bucharest shall be made up of experts working within EIR's departments, by decision of the Director General.

#### **Article 31**

*CIED Bucharest* shall have the following tasks:

- a) to provide information on European topics, requested by the citizens in the Bucharest-Ilfov Region;
- b) to manage the content of the website and the social media channels of CIED Bucharest;
- c) to draw up and distribute information materials specific to CIED Bucharest, in electronic or paper format (e.g., the electronic newsletter, brochures, other materials);
- d) to organise and conduct events for specific target audiences and for the general public;

- e) to promote the specific products and services provided/offered by the Institute, in collaboration with other departments of EIR.

### **CHAPTER III – FUNCTIONAL RELATIONS FRAMEWORK**

#### **Article 32**

(1) Internal relations shall be based upon a hierarchical relation of subordination of the entire EIR staff to the Director General and on functional relations of all employees with EIR's departments.

(2) EIR's external relations mainly consist of its relation with public authorities and institutions in Romania, as well as with international organisations.

#### **Article 33**

EIR's departments shall cooperate for the appropriate preparation of all the works involving the joint accomplishment of the tasks assigned to them.

#### **Article 34**

Internal control within EIR shall be conducted following two major lines:

- (1) through CAPI;
- (2) through EIR's employees:
  - a) by developing and implementing specific procedures at the level of each departments;
  - b) through the information system (the IT system, internal communication methods, internal and external flow of documents, etc.);
  - c) through EIR's internal organisation, which is reflected in formalised documents;
  - d) through self-control/chain-of-command control/peer control/hierarchical control/managerial control.

#### **Article 35**

The Director General of EIR shall decide on the permanent update of the tasks assigned to each department, according to the organisational and legislative changes.

### **CHAPTER IV - FINAL PROVISIONS**

#### **Article 36**

The responsibilities of all departments shall be supplemented by the following tasks:

- (1) to draw up the annual activity plan and to submit it for approval to the Director General;
- (2) to identify financing and partnership opportunities for the specific field of activity;
- (3) to contribute to the creation and promotion of EIR's image, in cooperation with the other departments;
- (4) to contribute to the generation of EIR's own revenues, according to the annual activity plan;
- (5) to accomplish any other duties established by law, as well as those expressly assigned by the Director General.

**Article 37**

(1) The Legal and Human Resources Unit shall communicate to the employees this Organisation and Functioning Regulation.

(2) The Organisation and Functioning Regulation shall produce effects in respect of the employees from the date of its communication to them.

**Article 38**

Under the provisions of the Organisation and Functioning Regulation, the job descriptions corresponding to each post in the List of Posts of EIR shall be updated.

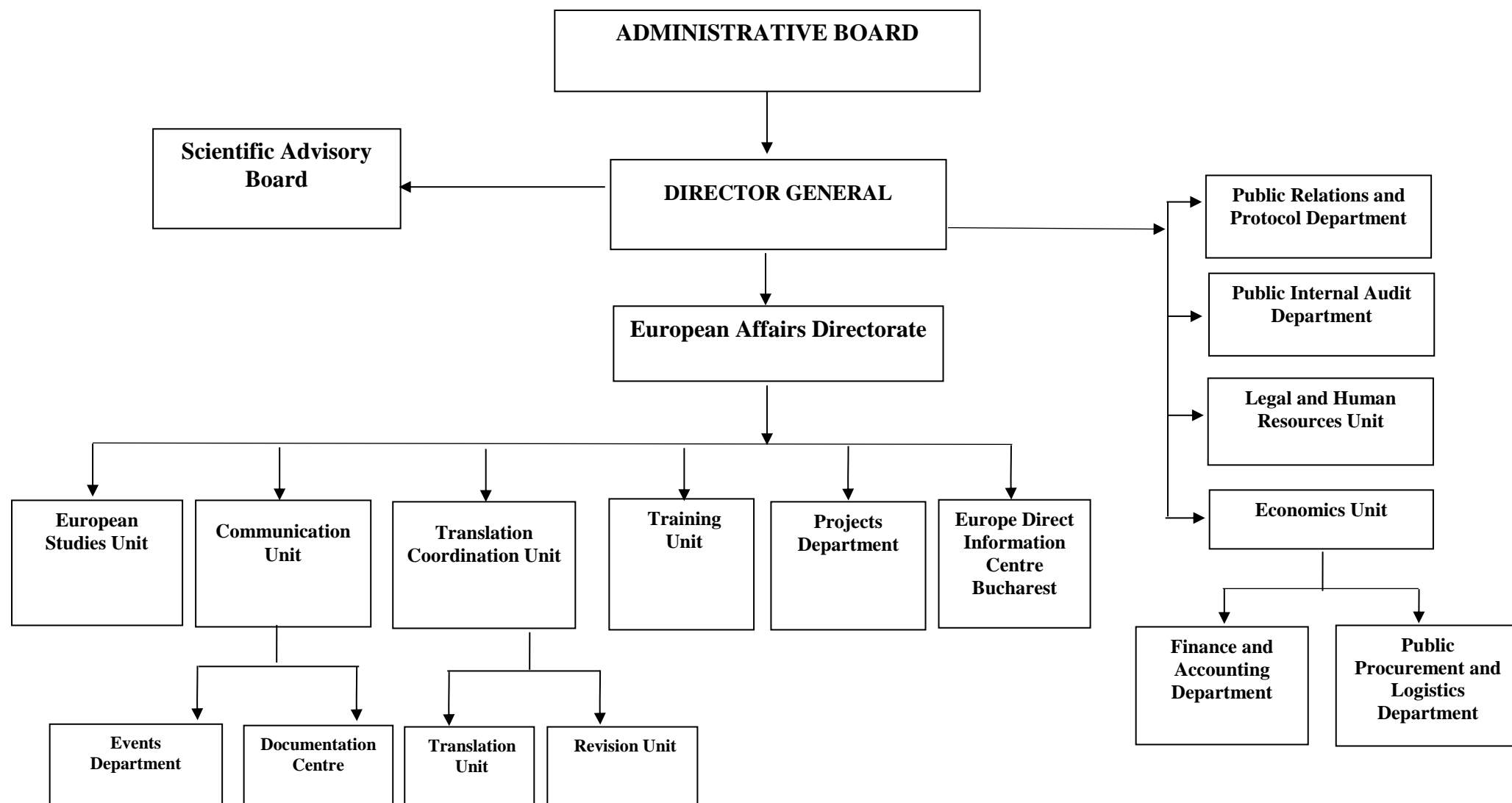
**Article 39**

The provisions of this Regulation shall be supplemented by the provisions of the regulatory acts in force and by:

- a) Internal Rules of Operation
- b) Code of Ethics and Integrity
- c) Internal Procedures.

**Article 40**

This Organisation and Functioning Regulation shall enter into force on the date of its approval by the Administrative Board of EIR.



**Total number of posts: 56**