



**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 10 May 2017 and shall constitute an annex to Decision No. 2 of 10 May 2017 issued by the President of the Administrative Board of the European Institute of Romania*

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## 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 the European Institute of Romania.
- (4) The European Institute of Romania has 56 positions, 55 of which are specialised, and shall be structured into: services, units and departments (see Annex no 1).
- (5) *The organisational structure of the European Institute of Romania is the following:*
  - a) The European Affairs Unit (DAE)
  - b) The Economic Unit (SE)
  - c) The Public Relations and Protocol Department (CRPP)
  - d) The Public Internal Audit Department (CAPI)
  - e) The Legal and Human Resources Department (CJRU).

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

#### Article 5

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

**The Director General (DG)**

**Article 6**

- (1) The Director General, appointed by the Administrative Board, shall ensure the operational management of EIR.
- (2) The Director General shall perform his/her duties according to the provisions of the Statute of the European Institute of Romania.
- (3) In the performance of his/her duties, the Director General shall issue decisions which are mandatory for EIR 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, namely 5 (five) years.
- (2) The Scientific Advisory Board of EIR shall carry out its activities according to the provisions of EIR's Statute.

**Article 9**

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

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

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

**Article 10**

The Public Internal Audit Department shall exercise functionally independent and objective activities, providing assurance and advice to the management of EIR related to the good

administration of public income and expenditure, contributing by its recommendations to the improvement of the activities of EIR.

#### **Article 11**

*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 accordance with the rules of lawfulness, 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 Department (CJRU)**

##### **Article 12**

(1) *The Legal Department* shall ensure the conformity with the legal norms of all the procedures, activities and official acts of the European Institute of Romania. It shall also offer legal advice and endorses for lawfulness all the specific activities of the European Institute of Romania.

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

##### **Article 13**

*The Legal and Human Resources Department (CJRU)* shall have the following tasks:

(1) The Legal Department:

- a) to draw up legal acts, legal opinions, draft contracts concerning EIR;
- b) to check the lawfulness, 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.

(2) The Human Resources Department shall have the following tasks:

- a) to elaborate the policy for the selection and promotion of EIR personnel, 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 provisions in force concerning the remuneration of EIR employees.

#### **The Public Relations and Protocol Department (CRPP)**

#### **Article 14**

The Public Relations and Protocol Department shall manage EIR's relation with the media, expand and strengthen the partnership networks of the Institute, at the same time performing the function of Cabinet of the Director General.

#### **Article 15**

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

- a) to plan, implement and evaluate Public Relations campaigns specific to the activities carried out by EIR;
- b) to update and expand external contacts of EIR, both at national and international level;
- c) to organise, coordinate and implement activities concerning free access to public interest information, according to the provisions of Law No 544/2001;
- d) to manage the relationships with the media and the public, including by organising press events or special events;
- e) to coordinate the activities of the Director General's Cabinet.

#### **The European Affairs Unit (DAE)**

##### **Article 16**

(1) *The European Affairs Unit* is EIR's unit responsible for research and development activities, professional training, the initiation and implementation of projects, communication and translation.

(2) In order to accomplish the tasks which are specific to the four fields of activity, DAE may have recourse to the services of natural/legal persons with expertise in these fields.

(3) The European Affairs Unit shall be structured according to Article 9(4).

##### **Article 17**

*The Research and Training in European Affairs Unit (SCFAE)* shall be responsible with:

- a) research and development activities in the field of European affairs (studies, analyses, opinions etc.), as well as producing specific editorial products (the series of microstudies Working Papers Series etc.);
- b) training programmes aimed at increasing the level of knowledge and abilities regarding the field of European affairs;
- c) Activities of initiation and implementation of projects.

##### **Article 18**

*The Studies and Analyses Unit (BSA)* 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 elaborate the scientific publication *Romanian Journal of European Affairs* (RJEA);
- c) to produce the EIR Newsletter, in cooperation with the other organisational structures;
- d) to produce and/or coordinate papers, studies, analyses in the field of European affairs (the collection of microstudies *Policy Briefs and Working Papers* so on);
- 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, as well as to ensure the communication between the Scientific Advisory Board and the organisational structures.

**Article 19**

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

- a) to perform an analysis of training needs in the field of European affairs and related/associated areas in 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;

**Article 20**

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

- a) to identify funding or partnership opportunities;
- b) to prepare project applications and to follow their evolution until the final decision of the fund provider;
- c) to coordinate and monitor the implementation of the financed projects;
- d) to manage the relation with the fund provider.

**Article 21**

**(1)** *The Communication and Marketing Unit (SCOM)* shall implement the internal and external communication plan of EIR 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 organisational structures.

**Article 22**

The following structures shall operate within SCOM:

- a) The Events Department;
- b) The Marketing and Promotion Department;
- c) The Documentation Centre.

**Article 23**

a) *The Events Department (COE)* shall have the following tasks:

- to elaborate and implement the internal and external communication plan of EIR, in cooperation with the other organisational structures;
- to organise events and coordinate/implement communication projects on European themes;
- to elaborate information materials as well as other categories of documents and publications specific to EIR's communication activity;

b) *The Marketing and Promotion Department (CMP)* shall have the following tasks:

- to promote the specific products and services created/provided by the Institute, in cooperation with the other organisational structures;
- to ensure and promote the image of the institution, in cooperation with the other organisational structures;

- to coordinate the activities related to the management of content of EIR's website and RJEAs website.

c) *The Documentation Centre (CD)* shall have the following tasks:

- to ensure the management of the documents in the CD, as well as EIR publications in the book depository;
- to facilitate public access to the library stocks, directly, on CDs, or by distributing EIR's publications to the public concerned, in cooperation with the other organisational structures;
- to develop the stock of publications, in compliance with the legal provisions;

### **The Translation Coordination Unit (SCT)**

#### **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 the field of activity of EIR.

By the activities carried out, SCT contributes to the terminological harmonisation at national level and the promotion of quality standards concerning translation and revision.

#### **Article 25**

The following structures operate within SCT:

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

#### **Article 26**

(1) *The Translation Unit (BT)* 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.

(2) *The Revision Unit (BR)* 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 the field of activity of EIR;
- 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 the field of activity of EIR;
- 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 ECHR case-law and of other types of acts specific to the field of activity of EIR;



- f) to provide advice and guidance in their areas of competence and to elaborate publications in the relevant specialised sphere.

### **Europe Direct Information Centre in Bucharest (CIED Bucharest)**

#### **Article 27**

(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 (FPA) AC9/2013-2017 concluded between the European Commission Representation (ECR) in Romania and EIR. The duration of the framework agreement shall be of five years (2013 – 2017).

(2) Specific agreements shall be concluded annually within FPA, providing for activity plans for CIED Bucharest, approved according to the procedures established by the framework agreement.

#### **Article 28**

The team of CIED Bucharest is made up of experts working within organisational structures, based on the decision of the Director General.

#### **Article 29**

CIED Bucharest shall have the following tasks:

- a) to provide information on European topics which are requested by the citizens in Bucharest-Ilfov region;
- b) to manage the content of the CIED Bucharest website and social communication networks;
- c) to elaborate and distribute information materials specific to CIED Bucharest in electronic or paper format (for example, the electronic newsletter, brochures, other materials);
- d) to organise and events for specific target audiences and for the general public

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

#### **Article 30**

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

(2) The following structures shall operate within SE:

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

#### **Article 31**

The Finance and Accounting Department (CFC) shall have the following tasks:

##### *A. accountancy/accounting*

- to keep synthetic and analytical accounting records of all patrimonial operations, preparing trial balances;
- to ensure management 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 (National Agency for Fiscal Administration);
- to compile 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. Financial field**

- to substantiate and prepare the draft revenue and expenditure budget, based on centralised proposals from EIR's organisational structures.
- to prepare the quarterly budget allocation 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 provision of the budgetary appropriations necessary for EIR to carry out its activities;
- to monitor and keep under constant review the framing of all expenses strictly within the limits established in the budget and the spending of funds according to the destination established in the budget.

**C. Own preventive financial control (CFPP)**

- to organise the activity of own preventive financial control;
- to check the lawfulness, regularity and framing of financial operation projects within the limits of the budgetary commitments and to grant or, where appropriate, refuse to grant the own preventive financial control visa;
- to provide the chief authorising officer with quarterly reports on the CFPP activity.

**Article 32**

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

- a) to prepare and update the annual public procurement programme, on the basis of centralised proposals from EIR organisational structures;
- 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;
- d) to manage fixed assets, inventory items (except for books) and consumables, establishing the needs based on the centralised proposals from EIR's organisational structures;
- e) to ensure the optimum functioning of the network, the software, the Internet and related equipment;
- f) to technically manage EIR's website;
- g) to provide technical hardware and software advice;
- h) to provide repair and maintenance services for IT and office equipment, as well as telecommunications services;

- i) to coordinate and monitor the archival activity according to the archival nomenclature, ensuring the necessary logistics.

### **Chapter III – FUNCTIONAL RELATIONS FRAMEWORK**

#### **Article 33**

(1) The internal relational sphere is based on a hierarchical relation of subordination to the Director General of the entire EIR personnel and on functional relations of all employees with EIR's organisational structures.

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

#### **Article 34**

The organisational structures within EIR shall cooperate for the appropriate preparation of all the works involving the joint accomplishment of the tasks assigned to them.

#### **Article 35**

Internal control within EIR shall be conducted according to two major lines:

- (1) through CAPI;
- (2) through EIR employees:
  - a) by creating specific procedures at the level of each organisational structure;
  - b) through the information system (IT system, internal communication methods, internal and external flow of documents, etc.);
  - c) through internal organisation reflected in formalised documents;
  - d) in the form of self-checking/chain verification/partnership control/hierarchical verification/managerial control.

#### **Article 36**

The Director General of the European Institute of Romania shall decide on the permanent update of the tasks assigned to the organisational structures, according to the organisation and legislative changes.

## **CHAPTER IV - FINAL PROVISIONS**

#### **Article 37**

The responsibilities of all organisational structures shall be completed by the following tasks:

- (1) to draw up the annual activity plan and 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 organisational structures;

*The European Institute of Romania: Organisation and Functioning Regulation*

(4) to contribute to the generation of EIR's own incomes, 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 38**

(1) The Legal and Human Resources Department 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 39**

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

**Article 40**

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

- a) The Internal Rules of Procedure
- b) The Code of Ethics and Integrity/Conduct
- c) Internal procedures

**Article 41**

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



## THE ORGANISATION CHART OF THE EUROPEAN INSTITUTE OF ROMANIA

