



NATIONAL OFFICE FOR THE PREVENTION AND CONTROL OF MONEY LAUNDERING

ORDER

on the approval of the attributions of the structures within the framework Of the National Office for the Prevention and Control of Money Laundering

Considering:

- the provisions of art. 40 para. (2) and para. (5) of Law no. 129/2019 for preventing and control of money laundering and terrorist financing, as well as for amending and supplementing some normative acts, with subsequent amendments and completions;
- the provisions of the Government Decision no. 779/2019 regarding the appointment of the vice-president of the National Office for Prevention and Control of Money Laundering;
- Government Decision no. 491/2021 for the approval of the Regulation on the organization and functioning of the National Office for Prevention and Control of Money Laundering,
- the provisions of the Order of the President of NOPCML no. 136/2021 on the organization, in order to fulfill the object of activity, of services, offices and compartments within the general direction and the directions of the Office, starting with 27.05.2021,
- the proposals submitted to the Human Resources Department by the structures within the NOPCML regarding their attributions,

Pursuant to:

- the provisions of art. 3, art. 6 para. (2), art. 7 and art. 8 of the Government Decision no. 491/2021 for the approval of the Regulation on the organization and functioning of the National Office for Prevention and Control of Money Laundering,

THE PRESIDENT OF THE NATIONAL OFFICE FOR THE PREVENTION AND CONTROL OF MONEY LAUNDERING issue the following

ORDER:

Art. 1. Starting with the date of this order, the attributions of the structures within the National Office for Prevention and Control of Money Laundering are approved, according to the annex that is an integral part of this order.

Art. 2. Until 07.06.2021, the heads of the directorates of the Office present for approval to the President of the Office the attributions of the subordinate structures and proceed to update the job descriptions, if necessary.

Art. 3. Beginning with the date of this order, any other contrary provisions shall be repealed.

Art. 4. This order will be communicated to all structures within the National Office for Prevention and Control of Money Laundering by the Legal, Methodology and Relations with Parliament Directorate.

**For THE PRESIDENT OF THE
NATIONAL OFFICE FOR THE PREVENTION AND CONTROL OF MONEY LAUNDERING**

Constantin Ilie APRODU

Bucharest, May 27, 2021

Nr. 138

The attributions of National Office for Prevention and Control of Money Laundering's structures

According to the provisions of art. 7 of Governmental Decision no. 491/2021 for the approval of the Regulation on the organization and functioning of the National Office for Prevention and Control of Money Laundering, within the Office are organized and functions the following structures:

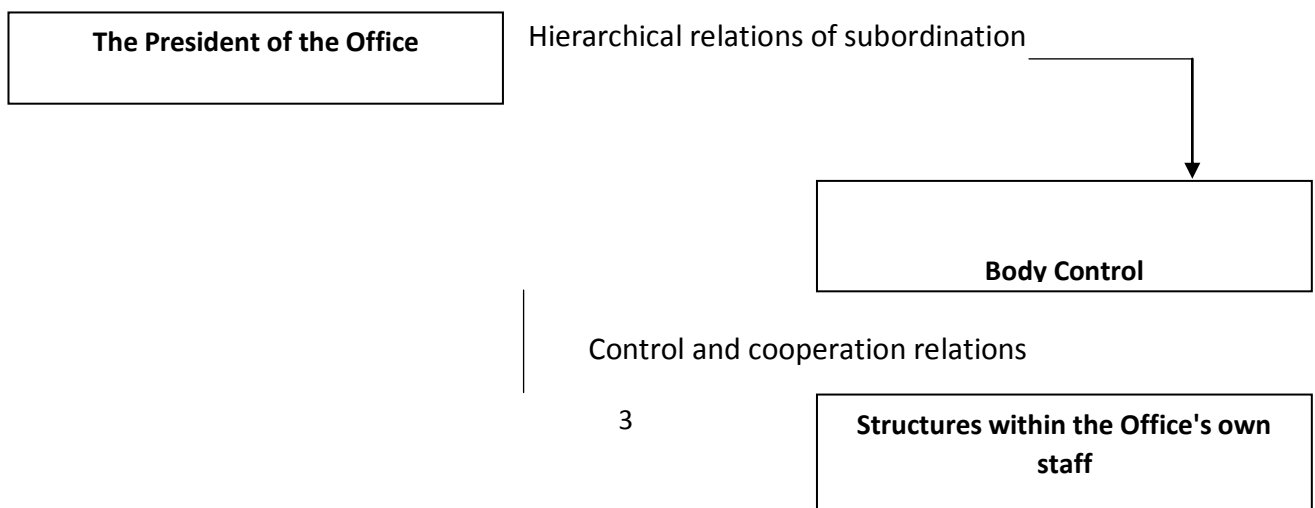
- a) Control body Compartment;
- b) The President's Cabinet;
- c) The Vice-President's Cabinet;
- d) General Operative Directorate (GOD) – with the following structures:
 - d.1. Information Technology, Databases and Statistics Directorate (ITDBSD);
 - d.2. Secretariat, Registration, Archive Directorate (SRAD);
 - d.3. Analysis and Processing of Information Directorate (APID).
- e) Prevention, Supervision and Control Directorate (PSCD);
- f) Cooperation, International Sanctions and Terrorism Financing Directorate (CISTFD);
- g) Legal, Methodology and Relationship with the Parliament Directorate (LMRPD);
- h) Economic-Financial and Administrative Directorate (EFAD);
- i) Human Resources Management Compartment (HRMC);
- j) Internal Public Audit Compartment (IPAC).

a. The Control Body Compartment has the following responsibilities:

1. Carries out internal control activities in accordance with the provisions of OSG no. 600/2018, aiming at the observance of the regulations applicable in the fields of activity specific to the Office notified by natural or legal persons, authorities empowered by law, internal audit, presented by the media, etc.;
2. Examines and resolves complaints and petitions distributed by the management of the Office concerning non-compliance with the activity carried out by the structures within the Office or by the staff within it;
3. Requests data, information, documents and any other documents relating to matters falling within the control of the Office;
4. Prepares as a result of the specific activity carried out and depending on the aspects found, control acts (inspection reports, notes, summaries, information, etc.) and monitors the way of their capitalization, drawing up in this regard information on non-compliance theirs;
5. Notifies, after preliminary information and approval of the management of the Office, the criminal investigation bodies in the situation where, during the verifications performed, possible acts and facts provided by the criminal law are identified;
6. If, during the exercise of his duties, he identifies possible damages, the management of the Office shall be informed in order to order the necessary measures;
7. Collaborates with other structures within the Office in finalizing certain points of view, responds and endorses points of view or normative acts, as the case may be;

8. Transmits to the institutions empowered by law, with the approval of the President of the Office, information regarding the control activities carried out, in accordance with the law;
9. Prepares information, summaries, studies, analyzes and documentations, at the request of the Office's management;
10. Performs any other tasks specific to the object of activity assigned by the management of the Office;
11. Carries out information and awareness-raising activities in the field of professional integrity among the staff of the Office;
12. Develops and proposes to the management of the Office, based on the identified needs, themes / training programs in the field of preventing and combating acts of corruption, intended for the staff of the Office;
13. Develops working procedures / methodologies necessary to identify risks and vulnerabilities to corruption, as well as to carry out their own activities;
14. Carries out activities to monitor the risk factors that generate or favor the commission of acts of corruption at the level of structures within which sensitive functions are identified;
15. The personnel within the compartment has unrestricted access to information and documents, documents and any other authorized forms of storage / archiving thereof, necessary in the specific activities carried out;
16. Monitor the results of the investigations of the competent bodies with regard to the facts reported to them, with a view to proposing measures to prevent acts of corruption;
17. Develops, periodically, reports to the management of the Office, regarding the necessary measures, resulting from the analysis of the findings regarding the facts of violation of professional integrity by the staff of the Office;
18. Prepares semi-annual summary materials on the results of its own activity and their capitalization and brings them to the attention of the personnel with management functions for the purpose of processing with the subordinated personnel;
19. Creates and manages the database on acts of corruption found as a result of carrying out its own control actions;
20. Collaborates with the competent national authorities for specialized investigations and sanctions for corruption, as well as with other similar institutions / organizations created at national / international level;
21. Collaborates with the NOPCML Monitoring Commission regarding the specific field of activity.

The relationships between the Control Body and the other structures within the Office are shown in the diagram below:



b and c. The Cabinets of dignitaries are organized and function according to the provisions of GO no. 57/2019 on the Administrative Code, with subsequent amendments and completions;

d. The attributions of the General Operational Directorate are the following:

1. coordinates the activity of the subordinate directorates, in order to fulfill their specific attributions;
2. coordinates the registration activity within the Office regarding the immediate receipt, registration and dispatch of the Office's correspondence;
3. coordinates the activity of receiving and taking over in its own databases the reports and information received in electronic format, according to the Law, as well as the information transmitted by the National Agency for Fiscal Administration (NAFA), under the law
4. coordinates the transmission from Information Technology, Databases and Statistics Directorate (ITDSD), in letter format, to Secretariat, Registry, Archive Directorate (SRAD) of the reports and information transmitted to the Office, in order to register them;
5. coordinates the transmission, through SRAD, according to the resolution of the President of the Office of the correspondence of the institution, to the specialized structures;
6. coordinates the transmission through SRAD, according to the resolution of the President of the Office of the reports and information transmitted to the Office, to Analysis and Processing of Information Directorate (APID) in order to carry out the activity of evaluation, processing and analysis of the information;
7. coordinates the activity of analysis and processing of suspicious cases of money laundering and / or terrorist financing, in accordance with the provisions of Law no. 129/2019
8. approves the APID proposals regarding the information resulting from the activity of analysis and processing of suspicious cases of money laundering and / or terrorist financing, in accordance with the law and submits them to the approval of the President of the Office;
9. approves the APID proposals regarding the suspension, the revocation of the suspension, respectively the request for the extension of the suspension and the request for the termination of the extension, under the conditions provided by Law and submits them to the approval of the President of the Office;
10. approves the APID proposals regarding the exchange of information, in accordance with the law and submits them to the approval of the President of the Office;
11. approves the APID proposals regarding the keeping in evidence, in accordance with the law, of the analyzed cases;
12. coordinates the activity regarding the management of the information system, the administration and the updating of the databases;
13. coordinates the ensuring of the access of the NOPCML personnel to the information received in electronic format, according to the law, as well as the good functioning of the on-line connections that NOPCML has with the databases of the institutions with which it collaborates;
14. approves the ITDSD proposal regarding the monthly transmission to NAFA of the reports for transactions that do not present indicators of suspicion, received from the reporting entities that have the obligation to transmit the respective information to NOPCML, in accordance with the law;
15. coordinates the realization of statistical situations and strategic analyzes, at the level of ITDSD, in the field of activity of the NOPCML;

16. coordinates the organization of the activity of archiving classified and unclassified documents within the Office in accordance with the legal provisions in force taking into account the specifics of the Office's activity;
17. coordinates the organization of the secretarial activity of the Office;
18. coordinates the organization and monitors the observance of the procedures regarding the protection and circuit of classified, confidential and unclassified information within the Office;
19. coordinates the organization of the activity of protection of classified information and monitors the observance of the legislation on the protection of classified information;
20. coordinates the correspondence of the subordinate directorates, in order to fulfill their specific attributions;
21. centralizes the proposals of the subordinate directors for the efficiency of the activity and submits them for approval to the President of the NOPCML;
22. coordinates the elaboration of the objectives and the elaboration of the development programs of the internal managerial control systems at the level of each subordinate directorate;
23. coordinates the cooperation of the subordinate directorates with the other structures of the Office;
24. coordinates the participation of the subordinate directorates, according to the competencies, in the accomplishment of the annual activity report of the Office;
25. coordinates the elaboration and implementation of the working procedures of the subordinate directorates and the participation in the elaboration of some methodologies and analyzes related to the specific activity of the NOPCML, as well as to the regulations and international practice in the matter, drawn up by other directorates within NOPCML.

d.1. Information Technology, Databases and Statistics Directorate:

1. ensures the management of the information system, the administration and updating of databases and the proper functioning of the online reporting system, in compliance with the principles for personal data protection and measures for their security, according to applicable legislation;
2. initiates and proposes measures for making available the channels through which the reporting entities transmit to the **Office**, in exclusively electronic format, the reports provided by **Law**;
3. receives and stores in the databases the reports provided by the **Law**, sent by the reporting entities;
4. transmits at once, in written format, to SRAD, to be recorded, the reports and information received in electronic format, according to the Law;
5. organizes and manages the database of the **Office**, analyzes the information according to the competencies established by internal procedures, approved by Order of Office President;
6. receives and stores in the databases the reports sent by the National Agency for Fiscal Administration regarding the declarations of individuals regarding cash in foreign currency and / or national currency, which is equal to or exceeds the limit established by Regulation no. 1672/2018 of the European Parliament and of the Council of 23 October 2018, held by them upon entering or leaving the Union under the conditions of **Law**;
7. stores in the databases the information received in accordance with the provisions of art. 24 (7) **Law** no. 165/2013 on the measures for completing the process of

- restitution, in kind or by equivalent, of buildings abusively taken over during the communist regime in Romania, with subsequent amendments and completions;
8. ensures the access of the staff of the **Office** to the information received according to the attributions and competencies established by the job descriptions, as well as the access to the databases of the institutions with which it collaborates;
 9. draws up situations and statistical analyzes in the field of activity of the **Office**, under the conditions of the **Law** and according to the approved internal procedures, approved by Order of Office President;
 10. performs the strategic analysis addressing trends and recurrent practices of ML and TF;
 11. ensures the transmission to the National Agency for Fiscal Administration, on a monthly basis, of reports for cash transactions, reports on external transfers to and from accounts and reports on money remittance activities received from reporting entities, under the **Law**;
 12. elaborates, at least annually and at each three months, by the 25th of the month following the end of the year or of the three month period, statistical notes, using information in the databases, with proposals of valorification, according to the operational procedures approved by order of the President;
 13. elaborates and implements the working procedures of the Directorate and participates to the design of methodologies, studies or analysis related to the activity of the Office, as well as to international regulations and practice in the field, elaborated by other specialized of the Office;
 14. participates in the elaboration of the annual Activity Report of the **Office**;
 15. ensures the updating of the content of the site www.onpcsb.ro, based on the proposals of the structures of the **Office**, with the approval of the President of the **Office**;
 16. elaborates and submits for approval, together with the other specialized departments, the form and content of the reports provided in art. 6 and art. 7 of the **Law**, as well as the methodology for their transmission according to art. 8 para. (11) of the **Law**;
 17. participates to the elaboration of the regulation on transmission of information to the Office, the regulation on the provision of feedback to the reporting entities in connection with information transmitted **to the Office**, of the guide relating to indicators of suspicion and typologies, of the regulation on the registration of the reporting entity in the **Office's** records, of the guide on the criteria and rules for recognizing of situations of high or low risk of money laundering and / or terrorist financing, together with the structures within the **Office**;
 18. analyzes the opportunity, prepares the report of necessity and elaborates the technical and functional specifications for the acquisition of equipments, software products, IT services and specialized IT systems, consulting services for the design / implementation and implementation of IT systems adapted, software development services, maintenance services and support for software products and applications implemented within **the Office**;
 19. elaborates the objectives and draws up the development program of the internal managerial control system at the level of I.T.D.B.S.D;

20. ensures the elaboration of the computerization strategy of **the Office** in order to fulfill the tasks provided by the **Law**, in collaboration with the specialized structures of the **Office**, submits it for approval to the President of the Office and monitors its fulfillment;
21. formulates proposals for the development and improvement of the statistical information system in order to increase the degree of satisfaction of the data users' requirements (specialized structures);
22. make proposals on the strategy and statistical programs necessary to fulfill the Office's object of activity;
23. formulates proposals in the process of elaboration and endorsement of the draft normative acts in the field of competence of the directorate, for which **the Office** has the quality of originator/endorser, through the Ministry of Finance;
24. signals to the management of the Office the dysfunctions within the **Office's** IT system and makes proposals for their correction;
25. establishes the electronic form of statistics regarding the effectiveness of measures of prevention and combatting of money laundering and terrorist financing and transmits to public authorities and institutions;
26. participates in the assessment of the risks of money laundering and terrorist financing at national level;
27. ensures the return of reports which are not in line with the form and content established by the Office, at the proposal of APID.

d.2. The Secretariat, Registry, Archive Directorate has the following attributions:

1. organizes the activity of registry within the Office concerning receiving, recording and spedition of Office correspondence;
2. receives from ITDBSD, in written format, the reports and information sent to the Office and ensures their registration;
3. presents the correspondence to the Office management and ensures, in a fstrway,, the distribution of documents to the specialized structures, according to the resolution of the president/vicepresident of the Office;
4. prepares for spedition the documents elaborated in the Office and ensures their transmission to destinataries;
5. organizes the activity of archiving of the classified and unclassified documents within the **Office** in accordance with the legal provisions in force, taking into account the specifics of the **Office's** activity;
- 6. ensures the secretarial activity of the Office;**
7. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;
8. participates to the elaboration of the regulation on the transmission of information to the **Office**, of the regulation on providing of feedback to reporting entities on the information transmitted to the **Office**, the guide on suspicion indicators and typologies, the regulation on the registration of the reporting entity in the **Office's** records, the guide on the criteria and rules for recognizing

situations of high or low risk of money laundering and / or terrorist financing, together with the structures within the **Office**;

9. elaborates the objectives and draws up the development program of the internal managerial control system at the level of S.R.A.D
10. the staff of the Directorate may participate in courses, seminars, conferences and exchanges of experience organized at national and international level, for the improvement of knowledge and the development of professional skills;
11. The staff of the Directorate may participate as lecturers in training sessions in the field of prevention of the use of the financial system for the purpose of money laundering and terrorist financing, together with representatives of the other structures within the Office;
12. develops and implements the operational procedures of SRAD;
13. develops also with the approval of the security officer, submits to the approval of the management of the Office the internal norms regarding the protection of classified information, according to the law;
14. draws up the program for the prevention of leakage of classified information and, with the approval of the security officer, submits it to the approval of the competent institutions and, after approval, acts for its application;
15. carries out the activity of protection of classified information, in all its components, under the coordination of the security officer of the Office;
16. ensures the relationship with the institution empowered to coordinate the activity and to control the measures regarding the protection of classified information, according to the law;
17. advises the Office's management on all aspects of the security of classified information;
18. informs the management of the Office of the vulnerabilities and risks existing in the system of protection of classified information and proposes measures for their removal;
19. provides support to the authorized representatives of the competent institutions, in accordance with their legal competences, on the verification of the persons for whom access to classified information is requested;
20. organizes specific training activities for persons with access to classified information;
21. ensure the keeping and organization of records of security certificates and authorizations for access to classified information;
22. constantly updates the records of security certificates and access authorizations;
23. draws up and updates the lists of the Office's employees who have access to classified information and ensures their transmission to the competent institutions, according to the law;
24. draws up and updates the lists of classified information prepared or kept by the Office, by classes and levels of secrecy;
25. presents, in the opinion of the Security Officer, to the President of the Office, proposals for the establishment of objectives, sectors and places of particular importance for the protection of classified information in the area of responsibility and, where appropriate, requests the support of the competent institutions;
26. performs together with the security officer and with the approval of the management of the Office, controls regarding the application of the legal measures for the protection of classified information;
27. draws up and submits, with the approval of the security officer, to the approval of the management of the Office / competent institutions the necessary documentation in order to accredit the computer systems for processing the classified information;

28. exercises other attributions in the field of protection of classified information, according to the law.

d.3. The Information Analysis and Processing Directorate is the specialized structure that ensures the fulfillment of the specific attributions of the Office regarding the analysis and processing of the information which come from the normative acts in force, and has the following main attributions:

1. Receives through SRAD, according to the resolutions of the president/vicepresident of the Office and the director of GOD;
2. Performs the selection of STRs, based on a procedure approved by Order of the President of the Office;
3. analyzes the suspicious transactions distributed according to the circuit established by internal procedures, as well as the data and information received based on art. 33 of the **Law**, from reporting entities, public or private authorities or institutions;
4. submits proposals regarding the suspension, respectively non-suspension of carrying out the reported suspicious transaction, termination of suspension, respectively request for extension of the suspension and request for termination of the extension, under the conditions provided by **Law**;
5. ensures the elaboration of communications to the reporting entities and of the requests to the prosecutor's office attached to the High Court of Cassation and Justice, regarding the transactions reported according to art. 8 para. (1) of the **Law**;
6. proposes to the president of the Office the information, under the conditions provided to art. 34 para. (1) of the Law, of the TheProsecutor's Office attached to the High Court of Cassation and Justice for clues of money laundering or terrorist financing
7. proposes the information, under the conditions provided in art. 34 para. (2) of the Law, of the Romanian Intelligence Service, on suspicions of terrorist financing
8. proposes the information, under the conditions provided in art. 34 para. (3) of the **Law**, of the criminal investigation bodies regarding the clues of committing of other crimes other than those of money laundering or terrorist financing;
9. proposes the information, under the conditions provided in art. 34 para. (4) of the **Law**, of other public authorities regarding reporting entities non-compliance situations as well as relevant aspects for their field of activity;
10. proposes keeping the information in evidence, under the conditions provided in art. 34 para. (5) of the **Law**;
11. draws up and submits to the president of the Office, in due time, proposals regarding the exchange of information as provided by art. 35 of the **Law**, based on a procedure approved by the President of the **Office**;
12. draws up and submits to the president of the Office, on its own initiative, proposals regarding the exchange of information as provided by art. 36 of the **Law**;

13. sends to ITDBSD the STRs related to other member states, for being redirected to the FIU of the respective member state;
14. under the conditions of art. 33 of the **Law**, requests from the reporting entities, public or private authorities or institutions the data and information necessary for the fulfillment of the attributions established by the **Law**, including the classified information;
15. draws up the notification to GPO, RIS and criminal investigation bodies, as the case may be, and submits it to the president to be sent;
16. draws up and submits in a hierarchical way statistical situations according to the internal procedures;
17. may request to LMRPD points of view regarding the legality of the documents elaborated in AIPD;
18. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;
19. participate to the elaboration of the regulation on the transmission of information to the **Office**, of the regulation on providing of feedback to reporting entities relating to information transmitted to the Office, the guide on suspicion indicators and typologies, the guide on criteria and rules for recognizing of situations with high or low risk of money laundering and / or terrorist financing, together with the structures within the Office;
20. elaborates and proposes for approval the working procedures of the directorate;
21. elaborates the objectives and draws up the development program of the internal managerial control system at the level of the I.A.P.D ;
- 22.** participates to the elaboration of the annual Activity Report of the **Office**
23. participates to establishing the form and content of the reports provided in art. 6 and art. 7 of the **Law**, as well as of the methodology for their transmission according to art. 8 para. (11) of the **Law**;
24. the staff of the Directorate may participate to courses, seminars, conferences and exchanges of experience organized at national and international level, for the improvement of knowledge and the development of professional skills;
25. the staff of the Directorate may participate as lecturers in training sessions in the field of prevention of the use of the financial system for the purpose of money laundering and terrorist financing, together with representatives of the other structures within the **Office**;
26. participates to the assessment of money laundering and terrorist financing risks at national level.

e. Prevention, Supervision and Control Directorate (PSCD) is the specialized structure that ensures the fulfillment of the specific attributions of the Office regarding supervision and control, according to the Law and has the following attributions:

1. supervises, at the headquarters of the **Office**, through a risk-based approach, the reporting entities that are not subject to the supervision of the authorities provided to art. 26 para. (1) lit. a) from **Law**, by evaluating, processing and analyzing the information provided by the databases managed within the Office or

to which the institution has access, as well as other information requested by the Office according to the **Law**;

2. elaborates and proposes for approval to the President of the Office the report on the planning of the supervisory activity which establishes the frequency and intensity of the supervision according to the fields of activity related to the reporting entities provided by the Laws and by the geographical areas concerned;
3. elaborates and proposes for approval to the President of the **Office** the periodic control plans and other notes of proposals of punctual control, substantiated according to the internal procedures approved by the President of the **Office**;
4. performs controls through the ascertaining agents within the department, based on an order of the President of the Office, with general and permanent character, as well as on the basis of a control card and a delegation, at the controlled entity's headquarters and / or at the Office's headquarters or at a by agreement of the management's ascertaining agents with the representatives of the controlled entity
5. controls the reporting entities that are not subject to the supervision of the authorities provided to art. 26 para. (1) lit. a) of the Law regarding to the way of observing the obligations incumbent on them according to the legal provisions in the field of preventing and combating money laundering and terrorist financing, as well as on the manner of implementing international sanctions;
6. controls, according to the provisions of art. 26 para. (3) of the Law, legal persons and entities without legal personality, other than those under the supervision of the authorities provided in art. 26 para. (1) lit. a) of the Law, when from the data held by the Office there are suspicions of money laundering or terrorist financing, regarding the transactions carried out by them, according to the procedure approved by the President of the Office;
7. controls the legal persons regarding the manner of observing the provisions of art. 56 para. (1) and of art. 62 para. (1) of the Law and associations and foundations regarding the way of compliance with the provisions of 34 of O.G. no. 26/2000 on associations and foundations, with subsequent amendments and completions;
8. ascertains the contraventions and applies contravention sanctions, main and complementary, through the report of finding and sanctioning the contraventions in accordance with the legal provisions and of the internal procedures, through the ascertaining agents within the directorate;
9. issues recommendations and orders measures to remedy the deficiencies found for the reporting entities that are not subject to the supervision of the authorities provided in art. 26 para. (1) lit. a) of the Law, in order to ensure an efficient and uniform implementation of the obligations provided by the Law and by the secondary legislation in the field of preventing and combating money laundering and terrorist financing, as well as on the manner of implementing international sanctions;
10. receives and analyzes information from reporting authorities / entities that have access to the registers of beneficial owners, on any discrepancy between the information available in the central registers on beneficial owners and the information on beneficial owners held by the reporting authority / entity that

- informed the Office and proposes actions of verification and control in order to resolve the information and transmit the result of resolving the discrepancies;
11. receives and as the case, analyzes and proposes actions of verification and control in case of information received by the Office based on art. 26 para. (2) lit. b);
 12. manages its own databases and any other information relevant for the activity specific of the department and prepares statistical situations. Their structure, content and use will be established through internal procedures
 13. conducts sessions of training for the reporting entities on the fulfillment of the obligations of the Law, in field of preventing and combating money laundering, terrorist financing and on the implementation of international sanctions in control actions and may participate in training sessions addressed to reporting entities which are not subject to the supervision of the authorities provided in art. 26 para. (1) lit. a) of the Law;
 14. proposes the transmission of information on its own initiative to the competent authorities or public institutions regarding situations of non-compliance with the provisions of the Law of the reporting entities, as well as to relevant aspects in their field of activity
 15. requests from the reporting entities, public or private authorities or institutions, the data and general information necessary for the performance of the supervision and control activities approved by the President of the Office;
 16. proposes the publication on the Office's website of the information regarding the number and type of measures or contravention sanctions applied for the violation of the Law, which became final, immediately after the sanctioned person is informed about the respective decision;
 17. proposes cooperation with self-regulatory bodies and national competent authorities, as well as with the competent authorities of another Member State, in the field of supervision and control;
 18. initiates and participates to the elaboration of sectorial regulations in order to apply the provisions of the Law on the implementation of international sanctions, for all reporting entities, except those subject to the supervision of the National Bank of Romania and the Financial Supervisory Authority;
 19. develops and proposes for approval to the President of the Office, the operational procedures of the Directorate and other methodologies of working;
 20. establishes the objectives and draws up the development program of the internal managerial control system at the level of D.P.S.C .;
 21. participates to the elaboration of the Annual Activity Report of the Office;
 22. participates to courses, seminars, conferences and exchanges of experience organized at national and international level, for the improvement of knowledge and the development of professional skills;
 23. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;
 24. participates in the assessment of money laundering and terrorist financing risks at national level.

f. Cooperation, International Sanctions and Terrorism Financing Directorate (CISTFD) is organized and operates under the direct subordination of the President of the Office.

D.C.I.S.T.F is the specialized structure that ensures the fulfillment of the specific attributions of the Office under the normative acts in force, of the dispositions of the Office's management in the field of information exchange, cooperation at national and international level, international sanctions and terrorist financing, having the following attributions:

1. receives the statistics transmitted to the Office from the competent authorities pursuant to art. 1 para. (9) of the Law on the Effectiveness of Measures to Prevent and Combat Money Laundering and Terrorist Financing, transmit them to the European Commission and ensure the annual publication of a consolidated version of them on its website;
2. transmits to the European Commission, the European Supervisory Authority and the Member States the risk assessment carried out in accordance with the Law;
3. prepares and transmits to the European Commission, based on the data provided by the Ministry of Finance - National Agency for Fiscal Administration, information on the functioning and characteristics of the national mechanisms provided in art. 611 of Law no. 207/2015 on the Fiscal Procedure Code, with subsequent amendments and completions;
4. provides in due time the information from register provided to art. 61 of Law no. 207/2015, with subsequent amendments and completions, to any other FIU, in accordance with the provisions of art. 36 of the Law and with the present Regulation;
5. performs exchange of information, on its own initiative or upon request, on the basis of reciprocity, through secure channels of communication, with foreign institutions having similar functions or with other competent authorities from other Member States or third countries, which have the obligation to maintain secrecy in similar conditions, if such communications are made for the purpose of preventing and combating money laundering and terrorist financing, including the recovery of the proceeds of such crimes;
6. performs exchange of information, referred to letter e) as spontaneously or on request, regardless of the type of crime generating money laundering and even if their type was not identified at the time of exchange, the request for information containing at least the following elements: the relevant facts, the context, the reasons for the request and the way in which the information provided and the identification of the subjects will be used;
7. performs exchange information at national level with the competent authorities regarding to information obtained in the exchange of information with foreign institutions with similar functions or with other competent authorities in other Member States or third countries

8. request to the reporting entities, public or private authorities or institutions the data and information necessary for the exchange of information with foreign institutions having similar functions or with other competent authorities from other Member States or third countries;
9. transmits, on its own initiative, to the competent authorities or public institutions, within the diagonal cooperation provided by art. 34 para. (4) of the Law, information on situations of non-compliance of reporting entities, as well as on relevant issues in the field of activity of these authorities or institutions, identified in the exchange of information with foreign institutions that have similar functions or other competent authorities of other Member States or third countries;
10. may send to the foreign institutions having similar functions or to the competent authorities of other Member States or third countries requests for the information requested by the competent authorities at national level;
11. redirects promptly the report of suspicious transactions relating to another Member State to the Financial Intelligence Unit of that Member State, received from the structure within the Office responsible for the analysis and processing of these types of reports and makes available to that structure the reports of similar suspicious transactions received from other Member States;
12. transfers promptly the request, when the Office receives a request from a Financial Intelligence Unit from another Member State, for the purpose of obtaining additional information from an obligated entity established in Romania, and the answer will be sent asap;
13. formulates a request to the Financial Intelligence Unit of the Member State in case it is desired to obtain additional information from an entity that carries out its activity on the Romanian territory and is established in another Member State;
14. elaborates and submits to the president of the Office the motivated refusal to provide the agreement for the dissemination of information transmitted in the exchange of information, according to conditions provided by art. 36 para (8) of the Law, based on a procedure approved by order of the president of the Office;
15. informs other public authorities about developments, threats, vulnerabilities, risks of money laundering and / or terrorist financing
16. cooperates with the other structures within the Office in order to issues of instructions, recommendations and points of view for the reporting entities in order to ensure an efficient implementation of their obligations under the Law, including the indication activities and / or the suspension of a transaction, based on the transmission of a person's identification data or specific indicators or typologies;
17. cooperates with the other structures within the Office in order to issue regulations / guidelines in the field of preventing and combating money laundering and terrorist financing: the regulation on the transmission of

information to the Office, the regulation on providing of feedback to reporting entities with the information submitted to the Office, the guide on indicators of suspicion and typology, the regulation on the registration of the reporting entity in the Office's records, the guide on criteria and rules for recognizing situations of high or low risk of money laundering and / or terrorist financing

18. informs the competent supervisory and control authorities about the vulnerabilities of the systems for preventing and combating money laundering and terrorist financing in other countries and ensures the publication on its website of the list of countries with vulnerabilities in the systems for preventing and combating money laundering and terrorist financing and which do not apply or insufficiently apply international standards in the field, in accordance with the public communications of international bodies in the field;
19. receives the notifications, receives and solves requests for authorization to carry out financial transactions, in the case of restrictions on certain transfers of funds and financial services aimed at preventing nuclear proliferation;
20. organizes sessions of training in the field of prevention of use of the financial system for the purpose of money laundering and terrorist financing as well as on the implementation of international sanctions, and the staff of the department may participate as lecturers in these training sessions with representatives of other structures within the Office;
21. may conclude collaboration protocols with university institutions with profile of economic and / or legal sciences for the development of common activities and for the organization of courses on the specific field of activity;
22. ensures the collaboration with the competent authorities within the national system for the fight against money laundering and terrorist financing, according to the provisions of the Law;
23. centralizes the information received according to art. 1 para. (61) of the Law and submits a report to the European Commission on measures taken to prevent and combat money laundering and terrorist financing according to the action plan established by the national risk assessment, the authorities involved, each contribution, internal cooperation, allocated human and financial resources to combat money laundering and terrorist financing.
24. ensures the transmission to the D.T.I.B.D.S. through DGO, in order to publish on the Office's website, the summary of the national risk assessment according to Article 1 paragraph (7) of the Law and its updates, which do not contain classified information and transmit to the supervisory authorities the relevant elements of the national risk assessment ;
25. elaborates and submits for approval, together with the other specialized departments, the form and content of the reports provided in art. 6 and art. 7 of the Law, as well as the methodology for their transmission

- according to art. 8 para. (11) of the Law; to this end, ensure interinstitutional consultation of supervisory authorities and self-regulatory bodies;
26. elaborates the objectives and draws up the development program of the internal managerial control system at the level of D.C.S.I.F.T.;
 27. participates to the preparation of the draft Annual Activity Report;
 28. participate in the development of the regulation regarding to transmission of information to the Office, the regulation on the provision of feedback to reporting entities on the information transmitted to the Office, the guide on indicators of suspicion and typology, the guide on criteria and rules for recognizing high risk situations; money laundering and / or terrorist financing, together with the structures within the Office;
 29. promotes the exchange of experience in relations with international organizations and institutions, cooperates with foreign financial intelligence units, can participate in the activities of international bodies;
 30. elaborates proposals for concluding protocols and / or cooperation agreements with the competent national authorities, as well as with national institutions from other states or international that have similar attributions and that have the obligation to keep the secret in similar conditions;
 31. coordinates the activities regarding the participation of the Office within the national system for the coordination of European Affairs in order for Romania's participation in the decision-making process of the European Union institutions;
 32. coordinates the activity and prepares the materials for the external representation of the Office at international level, based on the consultation of the specialized structures within the Office;
 33. draws up the forms of travel abroad and ensures the obtaining of the respective approvals for the president / vice-president and for the management of the D.C.S.I.F.T.;
 34. participates to the elaboration of programs and in the organization of visits made by foreign delegations
 35. requests the management of the Office to take steps to pay the financial obligations of the Office to the international bodies of which Romania is a member
 36. draws up the formalities for obtaining diplomatic and service passports, including obtaining visas, when applicable;
 37. participates in the organization, reception to and from the airport of foreign guests and ensures, as the case may be, their accommodation and transport during of travel, with the support and collaboration of the economic-administrative structure;
 38. draws up and transmits views of the Office at the request of other public authorities or institutions, within its area of competence
 39. carries out specific activities to the institution of the spokesperson, institutional communication and public relations;

40. draws up the synthesis of the national risk assessment according to art. 1 para. (7) of the Laws sends it to the D.T.I.B.D.S. for publication on its own website
41. receives the statistics from the authorities and institutions provided to art. 1 para. (1) lit. a), b) and d) of the Law and draws up a consolidated version which it transmits to the D.T.I.B.D.S. for publication;
42. draws up the list of countries that are vulnerable in the systems of prevention and combating money laundering and terrorist financing and that do not apply or insufficiently apply international standards in the field, in accordance with public communications of international bodies in the field and submit it for publication on its website internet, to DTIBDS;
43. elaborates and implements the operational procedures of the department;
44. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;
45. participates in the assessment of money laundering and terrorist financing risks at national level;
46. sends a notification to the European Commission before adopting or applying the measures provided in art. 171 para. (2) and (3) of the Law to the authorities with supervisory, regulatory, authorization and / or registration attributions of the reporting entities;
47. provides the information provided to art. 19 para. (1) and (5) of the Law on Financial Information Units of other Member States in a timely and free manner;
48. the staff of the department participates to courses, seminars, conferences and exchanges of experience organized at national and international level, for the improvement of knowledge and the development of professional skills.

g) Legal, Methodology and Relationship with the Parliament Directorate (LMRPD):

1. represents and defends the legitimate rights and interests of the **Office** in relation to public authorities, courts, other bodies with jurisdictional activity, institutions of any nature, as well as with any Romanian or foreign natural or legal person, through the designated persons, within the limits the mandate granted;
2. formulates and promotes, within procedural terms, the civil, commercial, of administrative contentious, in labour litigations, social insurance actions, or of other nature as the case may be, formulates the defence, ways of attack ordinary and extraordinary, as well as any other procedural acts, in the litigations where the Office is part;
3. ensures, together with the other structures of the Office, according to competencies, the enforcement of final court decisions;
4. formulates proposals, any time when it considers as necessary, regarding the enforcement of court decision in an amicable manner;

5. formulates the complaints, reconventional requests, call in warranty requests, as well as the requests for defending the patrimonial and non-patrimonial interests of the Office and/or of the Romanian State, in front of the courts;
6. elaborates the procedural acts for the defence of the interests of the Office and/or of the Romanian State, in order to be presented in front of courts, in the files instrumented, and in the same time exercises the ordinary and extraordinary ways of attack with the view of changing the unjustified and illegal court decisions, issued in the cases instrumented by courts and detrimental for the Office, elaborates notes proposing to renounce to promote ways of attack, as the case may be, in the files where it ensures the representation of the Office and/or of the Romanian State, with the approval of the president of the Office;
7. elaborates and presents to the president of the Office, any time when it considers as necessary, proposals regarding the opportunity to promote/non-promote the ways of attack against the court decisions which are not favorable for the Office;
8. requests points of view from the specialized directorates, these being obliged to respond within the requested deadline, in order to elaborate and justify the procedural acts necessary for defending the interests of the Office in the litigations judged in the courts;
9. keeps the evidence of the files in the courts and updates weekly their status/state of play;
10. analyzes and endorses, from the aspect of legality, the administrative acts of the President of the **Office**, as well as any other acts for which the approval is requested, through which the patrimonial responsibility of the institution is engaged;
11. Analyzes and, as the case may be, approves in terms of legality the orders, points of view and / or instructions to be issued by the management of the **Office**.
12. analyzes and proposes for approval from the point of view of legality, the provisions regarding personnel issues, i.e. organization, reorganization, employment, termination of employment contracts, application of disciplinary sanctions, etc.;
13. provides legal assistance to the President of the Office, the Vice-President of the Office, as well as to internal structures, at their request, in order to carry out specific tasks;
14. analyzes whether the legal procedural conditions are met regarding the initiation and promotion of the draft administrative acts (existence of notes, reports, explanatory memorandum, related documentation - written views of the departments with activity in the field of regulation of draft administrative acts, etc.);
15. ensures the connection and prepares the representation of the institution at the level of the specialized commissions of the Parliament; in exceptional cases, on the basis of a mandate, it may ensure representation in Parliament's specialized committees;
16. with the support of the specialized departments within the Office, formulates replies to the questions of the competent authorities and institutions;

17. as the case may be, ensures participation and legal support in view of participation to the sessions of the social dialog commission, organized by the Ministry of Finance;
18. supports and submits to the analysis of the social dialogue commission the draft normative acts for which the Office has the quality of initiator through the Ministry of Finance, according to the Law;
19. expresses points of view regarding the legality of the documents that the structures of the Office propose for endorsement / approval to the management of the Office, at their request;
20. analyzes and formulates answers within the legal term to the requests formulated based on the provisions of Law no. 544/2001 regarding the free access to the information of public interest, with the subsequent modifications and completions, as well as to the petitions formulated based on the Government Ordinance no. 27/2002 regarding the regulation of the activity of solving the petitions, approved with modifications and completions by Law no. 233/2002, addressed to the Office by natural or legal persons in the field of competence, in connection with the activity of the Office;
21. provides legal assistance for the activity of receiving in audience, in accordance with the law;
22. participates, through designated persons, within the limits of the mandate granted, as the case may be, to internal, inter-institutional or international working groups and specialized commissions, in order to ensure the legality of the measures they adopt or propose;
23. analyzes and approves for legality the draft normative acts initiated by the Office or for which the Office has the quality of endorser;
24. analyzes and formulates points of view regarding the drafts of protocols, memoranda, framework collaboration agreements, bi or multilateral, to be signed both at national and international level;
25. participates, as the case may be, in accordance with the law, in the finalization of some draft normative acts incident to the field of activity of the Office;
26. participates in the elaboration of draft normative acts, orders, instructions, regulations, memoranda / agreements and other acts with application in the activity of the Office, at the request of the management;
27. participates in the elaboration of protocols and / or cooperation agreements with the competent national authorities, as well as with national institutions from other states or international that have similar attributions and that have the obligation to keep the secret in similar conditions, according to the legal provisions in force;
28. participates in the commissions set up at the level of the Office, in order to carry out the examinations for filling the positions within the institution, according to the legal provisions;
29. participates in the training activity of the reporting entities;
30. keeps and manages the record of the orders of the President of the Office, through the Register of Order;

31. keeps and manages the Special Register regarding the evidence of the refusal of the staff within the Office to sign, countersign or approve the drafts of administrative acts and the documents substantiating them, according to the provisions of art. 490 para. (4) of the Administrative Code, adopted by Government Emergency Ordinance no. 57/2019;
32. elaborates and implements the operational procedures of D.J.M.R.P.;
33. elaborates the objectives and the program for development of internal managerial control system at the level of D.J.M.R.P.;
34. performs the legal procedures necessary for the entering into force of the drafts legal acts initiated by the Office, through the Ministry of Finance, including for sustaining these drafts in front of the public authorities and in the Parliament specialised commissions;
35. performs analyzes regarding the opportunity to initiate or modify some normative acts, orders, instructions, regulations and internal procedures related to the object of activity of the Office;
36. ensures the information of the structures within the Office regarding the legislative novelties that affect its activity;
37. formulates answers of legal specialty for the addresses and requests coming from the structures of the Office regarding the interpretation of some legislative provisions, including regarding the application of the judgments pronounced by the courts;
38. takes measures to ensure the integrity of the documents created, including those that make up the files pending before the courts and after the cases remain final, sends the documents / files for archiving;
39. participates, according to the dispositions of the President of the Office, together with the specialized structures within the Office, in the comparative analysis and in the analysis of the Romanian legislation with the community legislation in the field of activity;
40. draws up or approves, as the case may be, working methodologies for fulfilling the object of activity of the Office;
41. ensures the coordination, preparation and elaboration of draft normative acts, in order to transpose the EU directives in the national legislation, and to create the framework for direct application of EU regulations in the field of competence of the Office;
42. ensures, in cooperation with DCSIFT, the achievement of the obligations originating as a result of the initiation by the European Commission of the formal infringement procedures for non-fulfilment or vicious fulfilment of the obligations generated by the EU legislation, with effects on the field of activity of the Office.

h) Economic-Financial and Administrative Directorate (EFAD) is the specialized structure that ensures the fulfillment of the specific attributions of the Office that fall from the normative acts in force, the dispositions of the Office management in the field of elaboration and execution of the expenditure budget, of its own preventive financial control, of accounting, calculation and payment of salary

rights. and investments, patrimony management, administrative headquarters and fleet management, having the following attributions:

1. substantiates and elaborates the draft expenditure budget of the Office, based on the substantiated proposals of the specialized structures within the Office and transmits it to the Ministry of Finance, as the main authorizing officer;
2. on the basis of the financing needs substantiated by the specialized structures within the Office, draws up the proposals for rectifying the expenditure budget and sends it to the Ministry of Finance, as the main credit orderer;
3. after receiving the budget, approved by the main authorizing officer, proposes to the tertiary credit orderer the distribution of the budgetary provisions to the specialized structures;
4. draws up the documentation regarding the opening and distribution / withdrawal of the budgetary credits, ensuring at the same time the follow-up and framing of the expenses within the limit and the structure approved by the budget;
5. monitors the efficient use of financial resources, in compliance with legal provisions, and presents to the management of the Office the situation regarding the budget execution;
6. draws up the annual and quarterly financial statements, as well as the monthly financial reports and submits them to the Ministry of Finance within the term provided by the legislation in force;
7. organizes the preventive financial control activity in accordance with the legal provisions and the designated persons submit to the Ministry of Finance the half-yearly reports on their own preventive financial control activity;
8. keeps the accounting records, according to the provisions of the accounting law, of the approved chart of accounts for public institutions and of the methodological norms for its application and is responsible for the correctness of the data entered in the accounting documents and financial statements;
9. ensures the calculation and payment of salaries and other salary rights for the staff of the Office;
10. ensures the payment of the expenses, within the limits of the budgetary credits and the approved destinations, after they have been committed, liquidated and ordered by the tertiary authorizing officer;
11. Undertakes the necessary steps for the registration / renewal / recovery of the Office's registration in SEAP or the recovery of the digital certificate, if applicable;
12. Receive and centralize the reports of necessity sent by the departments of the Office, in the last quarter of the previous year for the following year, accompanied, as appropriate, by technical specifications / specifications representing the requirements, requirements, technical characteristics that allow each product, service or work is described objectively so as to correspond to the Office's need for the preparation of the Annual Public Procurement Strategy and the Annual Public Procurement Program which it submits for approval to the Office's head or designee and updates after case;
13. Prepares the Public Procurement Program for each project financed from non-reimbursable funds, whose beneficiary / partner is the Office, a document that will include all the procurements provided within the project, regardless of the

- year in which they are expected to be made, within the approved budget of the project;
14. Receives the requirements reports submitted during the year and updates the Annual Public Procurement Program / Project Procurement Program if the requirements reports are accompanied by the technical specifications / specifications (as appropriate);
 15. Initiates and carries out market consultation processes in accordance with the legal provisions in force, following a written request sent by the requesting department accompanied by the documents and information subject to consultation;
 16. Elaborates or coordinates the activity of elaboration of the contracting strategy, of the award documentation / of the competition documentation and of the support documents.
 17. fulfills the obligations regarding advertising, as they are provided by the legislation in the field of public procurement;
 18. applies and completes the award procedures;
 19. makes direct purchases;
 20. constitutes and keeps the public procurement file;
 21. ensures the elaboration, conclusion and follow-up of the public procurement contracts, in collaboration with the initiating specialized departments and notifies the tertiary authorizing officer regarding the finding of deviations and the measures to be taken in order to achieve an efficient budget execution;
 22. ensures the management of the materials in the institution's warehouse, as well as of the funds and other values;
 23. ensures the management and administration of the fixed assets and of the inventory objects in use, held for any reason;
 24. draws up monthly statements regarding the monitoring of the development of investment programs, which it submits to the Ministry of Finance;
 25. organizes the annual inventory and whenever necessary, of all the elements of the nature of assets, liabilities and own capitals, as well as of the goods and values held for any reason, in the patrimony of the Office and the capitalization of its results;
 26. coordinates and organizes the activity of drivers;
 27. ensures the maintenance and operation, in good and safe conditions, of the endowed cars, which serve the dignitaries and the other structures of the Office;
 28. analyzes monthly the situation regarding the fuel consumption during the month, for each car, and draws up the related centralizing situations;
 29. organizes and ensures the cleaning, sanitation and disinfection at the institution's headquarters;
 30. elaborates, verifies and controls the observance of the fire prevention and extinguishing norms, ensuring the endowment with the necessary equipment, as well as the training of the personnel in the field;
 31. ensures the implementation of the specific recommendations and findings formulated through the audit and control reports issued by the competent national bodies;

32. undertakes the necessary measures regarding the archiving and safekeeping of the documents and computerized data elaborated in carrying out the specific activities, according to the legal provisions;
33. notifies SEAP regarding the direct procurement, in accordance with the provisions on public procurement;
34. publishes each semester in SEAP excerpts from PAAP, and any change in the procurement program, according to legal provisions in the field;
35. notifies/reports the awarded contracts and the changes to contracts, according to legal provisions in the field;
36. elaborates the objectives and draws up the development program of the internal managerial control system at the level of D.E.F.A .;
37. pays the fees/taxes due to the various international bodies to which Romania is a party, through the Office;
38. issues at the request of the staff, certificates attesting the quality of the insured and the salary rights realized monthly;
39. monitors the technical condition of the cars, scheduling them in order to carry out periodic technical inspections and repairs at the authorized service units;
40. coordinates, monitors and organizes the security and access control activity at the institution's headquarters;
41. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;
42. elaborates and implements the operational procedures of the directorate.

i) Human Resources Management Compartment (HRMC) is organized and operates under the direct subordination of the President of the Office.

HRMC ensures the fulfillment of the specific tasks of the Office in the field of human resources, training, professional training, organization and management of staff for the staff of the Office, as well as of safety and health at work.

HRMC has the following attributions:

1. ensures the application of the legislation in the field of human resources regarding the recruitment, hiring, transfer, evaluation, promotion, sanctioning, termination of the employment relationship of the staff within the Office;
2. manages the staff of the Office, consisting of contract staff, in accordance with the provisions of art. 40 para. (1) of the Law;
3. ensures its own managerial framework of activity in the field of organizational structure and human resources, career, professional development, as well as the correct application of the legislation on salary rights and other personnel rights provided in the normative acts in force;
4. coordinates and submits for approval to the President of the Office the Internal Regulations drawn up in application of art. 241 of the Labor Code, republished, approved by Law no. 53/2003;
5. performs analyzes and studies on human resources at the Office level;

6. provide advice and assistance to contract staff within the **Office** on career development opportunities, ethics, conduct and job discipline, specific legislation, situations of incompatibility and conflicts of interest;
7. together with the E.F.A.D. substantiates the proposals on staff expenditure, in order to draw up the draft expenditure budget and the corrected budget;
8. draws up / manages the list of positions and the staff, within the limits of the budgetary provisions and administers, whenever necessary, the detailed organizational structure of the **Office**;
9. draws up the necessary documentation for employment, promotion, appointment, suspension / termination of suspension, secondment, delegation, modification or termination of employment;
10. draws up the orders for recruitment / promotion / appointment / sanctioning / suspension / termination suspension / termination / dismissal in / from office, as well as for establishing / modifying the salary rights;
11. manages the staff files of the employees of the **Office**;
12. completes, manages and permanently updates the general register of employees (ReviSal), respectively the public register and transmits it online, through the Work Inspection portal;
13. draws up the necessary documentation for the organization of competitions / exams for filling vacant or temporarily vacant positions and for promotion, according to the legal provisions, in collaboration with the management of specialized structures;
14. manages job descriptions sheets; monitors the preparation and updating of job descriptions sheets by the managers of specialized structures, verifies from a procedural point of view the correctness of their preparation and approves them;
15. organizes and manages the process of evaluation of the individual professional performances of the staff of the **Office** and ensures the specialized support in connection with the activity of completing the evaluation forms;
16. draws up, on the basis of the proposals of the specialized structures, the scheduling of the rest leaves and follows their performance;
17. manages the record of taking vacation, for study, unpaid leave, as well as leave for special events or other leaves;
18. coordinates and monitors, based on the proposals of the specialized structures, the fulfillment of the annual programs of training, instruction and professional specialization of the **Office's** staff;
19. prepares and transmits on-line statistical situations in the field of competence;
20. ensures the issuance and endorsement of service cards/badges for the **Office's** staff;
21. ensures the development of all the activities that are carried out for the implementation and monitoring of the internal managerial control system at the department level - inventory of activities, establishment of indicators, elaboration of working procedures, identification of risks, establishment of the plan to reduce them;
22. formulates proposals in the process of elaboration and endorsement of draft normative acts, in the directorate field of competence, for which the Office is originator/endorser, through the Ministry of Finance;

23. ensures the development of all activities related to safety and health at work - risk assessment for each component of the work system, preparation of the prevention and protection plan and its own instructions, establishing the attributions and responsibilities of workers, corresponding to the functions performed, regular training of all workers, regular medical examination;
24. implements the provisions regarding the declarations of assets and declarations of interests of the persons within the **Office** who have these obligations according to the law;
25. ensures the secretariat of the disciplinary commission, constituted according to the law;
26. usually provides the secretariat of the competition/exam commission Forrecrutement/promotion.

j) Internal Public Audit Compartment (IPAC) has the following specific attributions:

1. elaborates and updates its own methodological norms regarding the exercise of the public internal audit activity specific to the **Office**, endorsed by the Ministry of Finance;
2. draws up the draft multiannual internal public audit plan of the Office and, on this basis, the draft annual public internal audit plan;
3. perform assurance audit missions, which represent objective examinations of the evidence, performed in order to provide the **Office** with an independent assessment of risk management, control and governance processes, such as regularity / compliance audit missions, performance audit and system audit;
4. performs advisory missions designed to add value and improve governance processes in the **Office**, without P.I.A.D. to assume managerial responsibilities. The counseling activities carried out by the staff within the internal public audit department include the following types of missions: actual consulting or counseling, facilitation of understanding, training and professional development;
5. carry out public internal audit activities to assess whether the Office's financial management and control systems are transparent and comply with the rules of legality, regularity, economy, efficiency and effectiveness;
6. audits, at least once every 3 years and without being limited to the following:
 - financial activities or financial implications carried out by the Office from the time the commitments are made until the use of the funds by the final beneficiaries, including funds from external financing;
 - payments made through budgetary and legal commitments, including from Community funds;
 - use of budget credits;
 - the accounting system and its reliability;
 - the decision-making system;

- management and control systems, as well as the risks associated with such systems;
 - computer systems;
7. performs, at the request of the President of the **Office**, ad-hoc audit and advisory missions, respectively internal audit missions of an exceptional nature, not included in the annual internal audit plan;
 8. informs the Public Internal Audit Department within the Ministry of Finance about the recommendations not adopted by the **Office's** management. P.I.A.D. submits to the Ministry of Finance quarterly information in the form of summaries of recommendations not adopted by the **Office's** management and the consequences of their non-implementation, accompanied by the relevant documentation, within 5 (five) calendar days from the end of the quarter;
 9. reports periodically to the Ministry of Finance on the findings, conclusions and recommendations. P.I.A.D. submits to the Ministry of Finance, at its request, periodic reports on the findings, conclusions and recommendations resulting from its internal audit activity;
 10. elaborates the annual report of the public internal audit activity which presents the way of achieving the objectives of the public internal audit department;
 11. immediately report to the head of the **Office** and the competent internal control structure the irregularities or possible damages identified in carrying out the internal public audit missions;
 12. elaborates and updates the Internal Audit Charter as a separate document from the specific norms regarding the exercise of the public internal audit activity, endorsed by the Ministry of Finance;
 13. elaborates the Professional Training Plan for P.I.A.D. and is constantly concerned with improving professional knowledge;
 14. elaborates the Program for ensuring and improving the quality of the internal audit activity;
 15. elaborates and updates the Risk Register of the P.I.A.D. and carries out all the activities that are carried out for the implementation and monitoring of the internal managerial control system at the level of the internal audit structure; develops and updates, whenever necessary, the operational procedures specific to the internal audit activity, in order to standardize the activity;
 16. fulfills other attributions established by order of the President of the **Office**, in accordance with the Law, the Internal Regulations and the internal working procedures, on the specific field of activity.