



ROMANIAN ACADEMY

"PETRU PONI" INSTITUTE OF MACROMOLECULAR CHEMISTRY

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ORGANIZATION AND FUNCTIONING REGULATIONS

- Rev. 6 -

Chapter I

GENERAL PROVISIONS

Art. 1 (a) The "Petru Poni" Institute of Macromolecular Chemistry in Iasi is a research unit whose main objective is fundamental scientific research.

(b) The rules established by this Regulation have taken into account the provisions of the following normative acts:

- Law no. 752/2001 on the organization and functioning of the Romanian Academy, republished in 2009, amended by the Framework Law no. 153/2017;
- G.O. no. 57/2002 on scientific research and technological development, amended by G.O. no. 6/2011, G.E.O. no. 108/22.12.2017, Law no. 222/6.08.2018 and Law no. 241/12.10.2018;
- Law no. 183/2024 on the status of research, development and innovation personnel;
- The Statute of the Romanian Academy amended by Decision no. 4 of 27.10.2021;
- Government Decision no. 79/2003 regarding the establishment of activities financed entirely from own revenues by the Romanian Academy and its subordinated units;
- G.E.O. no. 127/2000 regarding the organization of the doctorate and postgraduate specialization studies within the Romanian Academy, amended by Law no. 596/8.11.2001;
- Framework Law no. 153/2017 on the remuneration of personnel paid from public funds, with subsequent amendments;
- G.D. 1.336/2022 for the approval of the Framework Regulation on the organization and career development of contractual staff in the budgetary sector paid from public funds, amended by G.D. 372/2023, with subsequent amendments;
- Law no. 199/2023 on higher education, published in the O.M. no. 614/05.07.2023, in force from 05.09.2023;
- Order of the Minister of Education no. 3020/08.01.2024 for the approval of the Framework Regulation on doctoral studies, published in the O.M. no. 56/22.01.2024;
- Law no. 53/2003 (Labor Code), republished in the Official Gazette no. 345/18.05.2011, amended by Law 283/2022, with subsequent amendments;
- Law no. 16/1996 on the National Archives, with subsequent amendments and completions;
- Regulation for the occupation of management positions in the research units of the Romanian Academy, approved by the Decision of the General Assembly of the Romanian Academy no. 7614/19.12.2017;
- Law no. 296/2023 on some fiscal-budgetary measures to ensure Romania's long-term financial sustainability, as subsequently amended;
- G.E.O. no. 115/2023 on some fiscal-budgetary measures in the field of public spending, for fiscal consolidation, combating tax evasion, for amending and supplementing certain normative acts, as well as for the extension of certain deadlines, with subsequent amendments;
- The Regulation for the evaluation of the employees of the Romanian Academy's own apparatus and of the directors of the subordinate units;
- ICMPP Regulation on the evaluation of employees' professional performance.

Art. 2 The "Petru Poni" Institute of Macromolecular Chemistry in Iasi is a unit with legal personality, of public interest, has functional and financial autonomy, operates in accordance with the normative acts regulating the activity of the public research institutions within the Romanian Academy, as well as its own regulations, adopted within the limits of its authority and autonomy conferred by law.

Art. 3 The headquarters of the institute is in Romania, Iasi municipality, 41 A Grigore Ghica Voda Alley.

Art. 4 The "Petru Poni" Institute of Macromolecular Chemistry in Iasi administers the funds received from the state budget through the Romanian Academy, which is the main authorizing officer, under the law. The revenues made from donations, sponsorships, contracts in addition to those in the research programs with budgetary and/or extra-budgetary funding, as well as micro-production activities are administered autonomously, according to the approval of the Scientific Council, in compliance with the legal provisions.

Chapter II

OBJECT OF ACTIVITY

Art. 5 The mission of the institute consists of:

- (a) conducting fundamental and advanced scientific research in the following fields:
 - bionanoconjugates and biopolymers;
 - polyaddition and photochemistry;
 - polycondensation and thermostatic polymers;
 - functional polymers;
 - natural polymers, bioactive and biocompatible materials;
 - inorganic polymers;
 - electroactive polymers and plasmochemistry;
 - physical chemistry of polymers;
 - Physics of polymers and polymer materials.
- (b) conducting pre-competitive research and technology transfer in the following areas:
 - applied research and technology transfer;
 - certification of plastics;
 - certification of nanosized materials.
- (c) carrying out related activities: organizing and implementing doctoral programs with and without stipend, disseminating the results of research carried out through publications, consultancy, scientific sessions, participation in/organization of scientific sessions.
- (d) conducting fundamental, experimental and industrial research in the fields/themes established by contracts related to national and international projects won competitively, including in the following 7 new fields, established by the project "Institute of Macromolecular Chemistry "Petru Poni" - Interdisciplinary pole of intelligent specialization through research-innovation and technology transfer in (bio/nano)polymer materials and (eco)technologies", acronym InoMatPol, ID: P_36_570, MySMIS code: 107464, financed from the Competitiveness Operational Program 2014-2020, Axis 1 Research, Technological Development and Innovation (RDI) in support of economic competitiveness and business development, Action 1.1.1 - Large R&D infrastructures, Type of project - Investment projects for public R&D institutions/universities:
 - 1. Nanostructured polymer biomaterials for the pharmaceutical and medical industry;
 - 2. Electro- and opto-active nanomaterials;
 - 3. Composite polymer materials and organic/inorganic hybrids for environmental protection and catalysis;
 - 4. Advanced polymers and materials for energy conversion and storage;
 - 5. Biodegradable polymer materials and eco-technologies for the recovery of polymer waste;
 - 6. Multifunctional polymer materials and eco-technologies for films, coatings, adhesives;
 - 7. Eco-technologies for the complex valorization of plant biomass.

Through its activity, the Institute contributes to the development of knowledge and to the positive influence of the Romanian society. The Institute participates in the development of interdisciplinary research in partnership with other institutes within the Chemical Sciences Section of the Romanian Academy or other partners in the country and abroad.

Art. 6 The object of activity of the institute is established in accordance with the Statute of the Romanian Academy and G.D. no. 79/2003 regarding the establishment of activities entirely from its own income. In this regard, the Institute develops activities financed from different sources, as follows:

a. Research activities carried out on programs included in the plans of the Romanian Academy. The institute's program is developed on subprograms with variable geometry, depending on the needs. The subprogrammes, in turn, contain one or more own research projects. The entire structure of the research plan is periodically approved by the Chemical Sciences Section of the Romanian Academy and financed from the budget of the Romanian Academy. This activity also includes specializations through doctoral studies funded from the budget of the Romanian Academy and related activities related to the dissemination of results through publications, participation in scientific events, collaborative research programs, initiated and coordinated by the Romanian Academy (e.g. interacademic exchanges).

b. Activities to capitalize on the research results that include:

b1. Research activity carried out on the basis of contracts with public and private partners interested in researching phenomena and processes circumscribed to the scientific objective of the institute. The contracts are obtained by participating and winning project competitions in different national/international research programs or as a result of applied research and technology transfer activity (including micro-production and marketing of the resulting products) and are financed from the budgets allocated to each project, according to the regulations stipulated in the related contracts.

b2. Other activities for capitalizing on research results: consultancy, analysis, scientific studies; organization of scientific events; obtaining and assigning copyrights, organizing and carrying out doctorates financed from sources other than the budget of the Romanian Academy.

Chapter III **ATTRIBUTIONS OF THE INSTITUTE**

Art. 7 The duties of the Institute are as follows:

- a. organizing and conducting fundamental and advanced research, as well as organizing the pre-competitive research and technology transfer activity;
- b. carrying out its own research programs, approved by the Scientific Council and the Romanian Academy;
- c. carrying out the activity and obtaining results in research contracts financed from sources other than the state budget;
- d. the implementation of the fundamental and priority programs of the Romanian Academy;
- e. organization of scientific events with national and international participation;
- f. contributing to the development of science through internal and international collaborations;
- g. carrying out teaching activities (e.g. student internship programs) in collaboration with higher education institutions
- h. establishing and implementing collaboration agreements with specialized institutions in the country and abroad
- i. increasing Romania's visibility in the fields of polymer science and polymer materials through high-quality publications
- j. Affiliation of the Institute to national and international bodies of interest to its field of activity
- k. designing and proposing for approval the annual budget (state budget and own revenues);
- l. management of the own budget for the budgetary funds, according to their distribution, as well as for the extra-budgetary ones (own revenues).

Chapter IV **ORGANIZATIONAL STRUCTURE**

Art. 8 The organizational structure of the institute is made up of all the institutional divisions and the persons employed in order to ensure the organizational conditions and the necessary human and material resources for the achievement of the corresponding objectives and activities.

Art. 9 The organizational structure includes the basic professional structure (research, consultancy and research services for third parties) and the functional structure (management and execution), assembled in such a way as to confer on the employees of the institute attributions, responsibilities and competences addressed to the position (position), professional training (scientific degree), as well as to the requirements imposed by the research projects and programs in the conditions of ensuring the freedom of research of the staff and the efficient capitalization of the research results in the interest of the institute and the Romanian Academy, in compliance with the legal provisions regarding intellectual property rights.

Art. 10 The main components of the organizational structure of the institute are:

- a. Station

- b. Function
- c. Driving Norm
- d. Compartments (research laboratory, functional compartments)
- e. Hierarchical levels
- f. Formal organizational relations

a. The position is the simplest subdivision of the institute. The Institute of Macromolecular Chemistry "Petru Poni" has a number of 288 functional positions, the content of each one being made up of all the activities and works performed by each employee. The job description is made in the job description and includes, in addition to the general characteristics, individual cases specific to each position

b. The position represents a set of positions with the same general characteristics and is delimited by competences, authorities and responsibilities, all of which are included in the job description.

c. The management norm represents the number of employees (or partners or collaborators) and compartments directly coordinated by a management position.

d. The department (research laboratory, service, department, office) represents the organizational subdivision (research, consultancy or functional) made up of a number of employees subordinated to a single authority. Research laboratories and functional compartments made up of services and other structures are organized within ICMPP.

The size of the compartments is provided in the institute's organizational chart, in accordance with the norms in force, and has the necessary flexibility to adapt the requirements for carrying out research projects and programs approved by the Romanian Academy or committed by contracts.

e. Hierarchical levels. The organizational structure of the institute includes the following hierarchical levels:

- Scientific Council
- Directory
- Deputy Director, Scientific Secretary
- Chief Accountant
- Laboratory coordinator, head of service.

f. The relations on compartments and hierarchical levels are constituted, taking into account the need to decentralize the activity as well as to encourage the initiative in achieving the objectives of the institute, these relations will be characterized by a strong individualization.

The action of the hierarchical managerial levels will be characterized especially in the relations of information, coordination and collaboration.

F1. Within the research departments, Laboratory coordinators supervises the entire scientific and administrative activity through research subprograms subordinated to project directors. Laboratory coordinators are subordinate Scientific Secretary, according to the organizational chart. Communication, Projects and Technology Transfer Department is subordinate ICMPP Director. Head of the Microproduction and Maintenance Service coordinates the activity of the departments for which he is responsible and is subordinate to the Deputy Director. Head Service Human Resources Payroll is subordinated to the Deputy Director and coordinates, in addition to the human resources-payroll activity, the Departments: Occupational Medicine, Occupational Safety and Health (OSH), Fire Protection and Safety (PSI), Library, Ph.D., Archive and Digitization. Head of the Administrative Service is subordinate to the Deputy Director. Head of the Financial-Accounting Service is subordinate Chief Accountant and coordinates, including Public Procurement Departments and Supply. Legal Office and Internal Public Audit Department are subordinate to ICMPP Director.

f2. There are collaborative relations between the research departments and the functional departments.

Art. 11 At the level of the institute, the 288 positions approved by the Romanian Academy are distributed within the following compartments:

- **9 research laboratories**, with laboratory coordinators (nominated together with the substitutes designated by administrative decision), under the coordination of the scientific secretary:
 - Laboratory 1, "Center for Advanced Research for Bionanoconjugates and Biopolymers"
 - Laboratory 2, "Polyaddition and Photochemistry"
 - Laboratory 3, "Polycondensation and Thermostable Polymers"
 - Laboratory 4, "Functional Polymers"
 - Laboratory 5, "Natural polymers, bioactive and biocompatible materials"
 - Laboratory 6, "Inorganic Polymers"
 - Laboratory 7, "Electroactive Polymers and Plasmochemistry"
 - Laboratory 8, "Physical Chemistry of Polymers"

- Laboratory 9, "Physics of polymers and polymer materials".
- **Microproduction and Maintenance Service** – consisting of two compartments: *Microproduction* and *Maintenance*, with a head of service;
- **Human Resources Payroll Service** (SRUS) – also coordinates the following departments: *Occupational Medicine Cabinet, OSH, PSI, Library, Archive, Doctorates, Digitalization* with a head of service;
- **Administrative Service** – having a head of service;
- **Financial-Accounting Service** – also includes *the Supply and Public Procurement Departments*, with a head of service;
- the following entities, subordinated to the director: **Communication, Projects and Technology Transfer Department, Legal Office, Internal Public Audit Department.**

Chapter V

MANAGEMENT STRUCTURE

Art. 12 The management of the Institute of Macromolecular Chemistry "Petru Poni" is ensured by a Scientific Council, according to the approval of the General Assembly of the institute. The Council consists of up to 23 members, of which 2 are appointed by the Romanian Academy. The Scientific Council is made up of ex officio members and elected members.

The director, the deputy director, the scientific secretary, the laboratory coordinators and the members of the Romanian Academy, appointed by the Presidium of the Romanian Academy at the proposal of the Chemical Sciences Section, are ex officio members of the Scientific Council. The elected members are appointed by the General Assembly constituted by statute in the presence of 2/3 of the total number of certified researchers, at the proposal coming from the research laboratories. For the designation of the elected staff, proposals are made with the recommendation that each research laboratory be represented in the council by a member elected to the laboratory coordinator and, in the Council, all professional categories (CS-CIS) should be represented. The election is made by secret ballot, each of the candidates being required to obtain a majority of 2/3 of the votes. The candidates registered on the successful lists are declared elected, in the order of the number of votes cast.

By open vote, with a majority of 2/3, the Scientific Council elects a secretary. The members of the council are elected for a period of 4 years. The Scientific Council meets periodically, usually monthly, and in extraordinary cases, at the request of at least 4 members of the council or the director. The chief accountant, the heads of services, the legal adviser, the president of the Trade Union within the ICMPP may be invited to the council meetings, without the right to vote.

Art. 13 The Scientific Council of the institute has the following attributions:

- a. finalizes its own research programs, consultancy and relations with foreign countries to be submitted to the Chemical Sciences Section of the Romanian Academy;
- b. analyzes and approves the research works for third parties carried out in the institute, through the specialized commissions, with the participation of the team carrying out the work, presenting, when appropriate, improvement measures;
- c. approves the minimum criteria for registration for the competition for research and development positions and approves the results of the competitions for research and development positions within the Institute; submits for confirmation to the Chemical Sciences Section of the Romanian Academy the results of the competitions for the research and development positions CS I and II within the institute;
- d. approves the measures proposed by the executive management for the improvement and classification of the research staff by professional grades;
- e. establishes the theme and date of the scientific sessions and symposia organized by the institute;
- f. ensures the execution of the tasks assigned to the institute by the management of the Romanian Academy and by the Department of Chemical Sciences;
- g. approves the activity plan according to the purpose of the institute and the priorities of the Romanian Academy;
- h. proposes measures to capitalize on research works, their results, promoting solutions;
- i. approves the Internal Regulations, the Rules of Organization and Functioning and other internal rules specific to the activity of the institute;
- j. establishes the general framework of the Institute's database;
- k. approves the general framework (organizational, financial) of the performance of consultancy and expertise services and works (when applicable);
- l. periodically monitors and evaluates the development of the activity programs;
- m. approves the use of extra-budgetary resources for the purpose of stimulating staff;

- n. approves the endowment plan of the institute;
- o. elaborates proposals for updating the organizational chart and the state of functions of the institute;
- p. approves the annual report, the balance sheet and the draft budget of revenues and expenditures;
- q. delegates to the executive management the effective management of the implementation of the research, consultancy and collaboration program, annually analyzing the activity report of the director, deputy director, scientific secretary;
- r. fulfills any other duties regarding the scientific activity of the Institute.

The Scientific Council carries out its activity in plenary and on specialized commissions whose competences and composition are established periodically, depending on the needs.

The debates and decisions taken by the Scientific Council are recorded in minutes, signed by the president and the secretary.

Art. 14 The Director is the executive head of the institute, exercising his/her duties in accordance with the laws in force, with the statute of the Romanian Academy and with its own Organization and Functioning Regulations, with the decisions of the Scientific Council and with the provisions contained in the Management Contract. The director is appointed by the Romanian Academy, through a competition, for a period of 4 years, in accordance with the Statute of the Romanian Academy and according to the Regulation for occupying management positions in the research units of the Romanian Academy, approved by the Decision of the General Assembly of the Romanian Academy no. 7614/19.12.2017. The director is the president of the Scientific Council and is subordinated to the Chemical Sciences Section of the Romanian Academy, his relations with the Romanian Academy being stipulated in the management contract. The director has the following attributions:

- a. finalizes, in collaboration with the deputy director, in collaboration with the scientific secretary and with the coordinators of the research laboratories, the action plans, research programs and relations with foreign countries of the institute and submits them to the debate of the Scientific Council, in order to submit them to the Chemical Sciences Section of the Romanian Academy;
- b. coordinates, with the support of the deputy director, the scientific secretary and the laboratory coordinators (heads of research programs or projects), the implementation of the approved research programs;
- c. is a tertiary credit authorizer, according to the law;
- d. ensures the individualization of the research within the institute, promoting the initiative, commitment and responsibility of each researcher in his own research activity; In this regard, it guides the research departments for the implementation of intersectoral projects, by making the interdisciplinary participation of researchers in the implementation of projects more flexible;
- e. supports researchers in publishing and capitalizing on the results of scientific research carried out in the interest of the institute and the Romanian Academy;
- f. ensures, together with the other members of the executive management, the distribution of the resources necessary to carry out all the works in which the Institute is engaged;
- g. coordinates and controls the activity of the deputy director, the scientific secretary, the chief accountant, the Communication, Projects and Technology Transfer departments, the Legal Office and the Internal Public Audit, whose activity falls under his responsibility, through the organizational chart approved annually by the Scientific Council and the Romanian Academy;
- h. establishes human resources management measures, orders the hiring or dismissal of personnel according to the legislation in force;
- i. coordinates the editorial teams of the Institute's publications, delegating to the editorial staff the responsibility for the structure, content and theoretical adequacy of the works published under the aegis of the Institute;
- j. ensures the operative management of the works, consultancy and expertise services, both directly and by delegation of competences and responsibilities, to the creators of these works and services;
- k. initiates and organizes the scientific events of the Institute, ensuring the mobilization of the Institute's staff in the realization of these events;
- l. represents the Institute in its relations with the guardianship forum, financial, legal and administrative institutions, partner institutions in the country and abroad, as well as with public and private economic agents;
- m. submits annual reports to the Chemical Sciences Section of the Romanian Academy;
- n. establishes the objectives and the quality management policy in the institute and controls the implementation of the quality management system;

- o. fulfills other duties incumbent on him according to the legal framework in force, the managerial contract, the Statute of the Romanian Academy and the Regulation for the application of the Statute of the Romanian Academy, being responsible for the entire activity he leads.

In carrying out his duties, the director has relations with all the departments of the institute, with the guardianship forum, with partners from the country and abroad, with the control bodies designated by the legislation in force.

Art. 15 The deputy director is appointed by competition, organized once every four years and is appointed by the director in accordance with the Statute of the Romanian Academy and according to the Regulation for occupying the management positions in the research units of the Romanian Academy, approved by the Decision of the General Assembly of the Romanian Academy no. 7614/19.12.2017. The deputy director is subordinate to the director and has the following attributions:

- a. supports the Director of the Institute in the performance of all his/her duties, replacing him/her whenever he/she is absent;
- b. monitors the implementation of research programs and projects, research contracts, supporting the director in carrying out the management of the institute;
- c. pursues the effective capitalization of the results of scientific research, as well as the collaboration of the institute with other institutes;
- d. guides and supervises the realization of scientific events, supporting the director of the institute in ensuring the relations of the institute with other institutions in the country and abroad;
- e. is responsible for the activity of the Microproduction and Maintenance Service, the Human Resources Payroll Service, the Administrative Service and the relations of the institute with control bodies, according to the legislation in force;
- f. performs other management activities based on the delegation of attributions, competences and responsibilities from the director of the institute.

In carrying out his duties, the deputy director has relations with all departments of the institute, with partners from the country and abroad, with control bodies in areas related to labor safety, the sphere of labor relations, etc.

Art. 16 The scientific secretary is appointed by competition, organized every four years and is appointed by the director, in accordance with art. 44 and 46 of the Statute of the Romanian Academy and according to the Regulation for occupying the management positions in the research units of the Romanian Academy, approved by the Decision of the General Assembly of the Romanian Academy no. 7614/19.12.2017. The scientific secretary is subordinated to the director and has the following attributions:

- a. coordinates the development of the Institute's medium-term research sub-programmes and annual research plans;
- b. coordinates the scientific activity of the institute and prepares the activity reports;
- c. is responsible for the effective realization of the scientific events organized by the institute;
- d. supports the director in coordinating the editorial staff of the Institute's publications;
- e. pursues the effective achievement of the capitalization of the results of scientific research;
- f. ensures and coordinates the creation of the institute's database and information;
- g. coordinates the doctoral study activity affiliated to SCOSAAR within ICMPP
- h. carry out any tasks delegated by the Director of the Institute.

In carrying out his duties, the scientific secretary has relations with all the institute's laboratories, with partners in the country and abroad.

Art. 17 The chief accountant is subordinate to the director of the institute and has the following attributions:

- a. coordinates the financial-accounting activity within the institute;
- b. elaborates the draft income and expenditure budget, following, after approval, its quarterly and annual implementation;
- c. leads, organizes and carries out the financial management and accounting activities, following the compliance with the legislation in force;
- d. ensures the management and management of the Institute's patrimony;
- e. monitors the performance of collection operations in accordance with the legal provisions in force.
- f. ensures the management of extra-budgetary revenues, according to laws and contracts;
- g. approves the payroll for the staff, the declarations regarding the contributions to the state budget.

In carrying out his/her tasks, the chief accountant has relations in his/her field of activity with the management bodies and departments of the institute, the superior hierarchical compartments of the Romanian Academy and with the financial-accounting control bodies.

Art. 18 The coordinator of the research laboratory, according to the job description, supervises the activity of a research department *from the point of view of carrying out research projects and/or programs specific to the field, as well as from the point of view of carrying out interdisciplinary research*, fulfilling the following attributions:

- a. elaborates the detailed plan of the coordinated research sub-program and distributes the projects by researchers;
- b. follows the realization of the modules and final research works included in the research project;
- c. is responsible for the creation of the database, the computerized bank and the document database of the laboratory in the specific field, guiding their processing and structuring in relevant indicators;
- d. supports and guides researchers in their professional specialization, in improving research methods and tools;
- e. supports researchers in capitalizing on the research results, integrating them into the national and international scientific circuit;
- f. performs any tasks assigned by the management of the institute;
- g. is responsible for the compliance with the occupational safety and PSI rules by the working team of the coordinated laboratory;
- h. supervises the performance of accredited analyses and certifies, together with the director, the quality of the tests carried out for external customers and ensures the fulfillment of the requirements of the ISO 17025:2005 standard.

The coordinator of the Research Laboratory is appointed by the Director following the approval of the Scientific Council, having at least the degree of senior scientific researcher II and the scientific title of doctor.

Art. 19 The head of the Microproduction and Maintenance Service is subordinated to the deputy director and has the following attributions:

- a. coordinates the activity of the *Microproduction and Maintenance departments*;
- b. maintains contact with research laboratories in order to transfer technologies;
- c. coordinates the activity of making parts from polymer materials;
- d. schedules the supply of raw materials and materials necessary for the micro-production activity;
- e. solves the technical problems raised by beneficiaries regarding the milestones produced;
- f. ensures the scheduling of periodic and capital repairs of the equipment provided;
- g. monitors the execution of orders;
- h. monitors the observance of the occupational safety and P.S.I. norms by the subordinate personnel;
- i. coordinates the maintenance activity of the institute.

Art. 20 The head of the Human Resources Payroll Service (SRUS) is subordinated to the deputy director and has the following attributions:

- a. coordinates the management of human resources, payroll, HSE, PSI, Library, Archive, Doctorates (from an administrative point of view), Occupational Medicine and Digitalization;
- b. is responsible for updating *the Internal Regulations* and proposes measures for its application;
- c. is responsible for updating, supplementing and applying *the Institute's Organization and Functioning Regulations*;
- d. is responsible for updating *the Regulation on the evaluation of the professional performance of the employees of the institute* and proposes measures for its application;
- e. is responsible for drafting and updating *the Regulation on the organisation of competitions for filling vacancies for research, development and innovation staff* within ICMPP;
- f. is responsible for drafting and updating *the Regulation on the organization of the promotion exam for obtaining the professional degrees of research and development* within ICMPP;
- g. is responsible for the organization of competitions for the employment of personnel, exams and promotions under the law;
- h. prepares the draft organizational chart, annually, according to the indications of the institute's management and takes the necessary steps in order to obtain the necessary approvals at the Romanian Academy;
- i. supports the management in carrying out the recruitment, promotion and movement of personnel, depending on the requirements of the Institute;
- j. prepares the list of functions and the staff of the institute and ensures the application of the legal provisions on the remuneration of the staff;

- k. organizes the annual evaluation of the individual performances of the staff, by professional categories;
- l. annually makes proposals for budgetary funds and number of personnel in order to approve the salary funds and the number of financed positions;
- m. makes proposals for granting legal rights to the Institute's staff at the time of hiring, promotion, change of seniority grade, working conditions, etc.;
- n. ensures the registration in the Electronic Register of Employees of any legal change regarding the classification, promotion, change of job, change of salary, etc.

In carrying out his tasks, the head of SRUS has relations in his field of activity with the management bodies and departments of the institute, the superior hierarchical departments and the control bodies within the Romanian Academy.

Art. 21 The head of the Administrative Service is subordinated to the deputy director and has the following attributions:

- a. correlates the activities of the administrative department with the management plan of the institute;
- b. monitors the smooth running of the Institute's security;
- c. responsible for the good planning and use of the materials and installations of the institute;
- d. monitors the proper cleanliness of the institute (buildings, outdoor spaces);
- e. responsible for the activity regarding the monitoring of the behavior over time of the constructions in the ICMPP patrimony;
- f. prepares, based on the legislation in force, a series of procedures regarding the activities specific to the administrative department;
- g. prepares the necessary reports for the purchase of cleaning, maintenance and office materials;
- h. responsible for drawing up the fuel consumption of the institute's vehicles, as well as their maintenance;
- i. Performs, in collaboration with the financial department, periodic inventories and participates in the scrapping of fixed assets and inventory objects.

In carrying out his tasks, the head of the Administrative Service has relations with the management bodies and the other departments of the institute, with the control bodies on the guard line, emergency situations.

Art. 22 The head of the Financial-Accounting Service is subordinate to the chief accountant, coordinates the Supply and Public Procurement Departments, having the following attributions:

- a. assists the chief accountant in updating and implementing the income and expenditure plan according to the budget rectifications approved by the budget of the Romanian Academy and the dynamics of contracts with financing from alternative sources;
- b. makes accounting records and keeps track of fixed assets;
- c. accounts for and records the account statements related to the daily payments made;
- d. files the documents related to the payments made;
- e. prepares the documents related to the commitment, liquidation and ordering of expenses;
- f. ensures, monitors and verifies the correct and timely making of accounting records;
- g. accounts for and records the payment of the institution's salaries;
- h. carries out the tasks established on the hierarchical line;
- i. keeps track of projects in national competitions

In carrying out his tasks, the head of the Financial-Accounting Service has relations with all departments of the institute, with the control bodies on the financial-accounting line.

Chapter VI **DEPARTMENTS OF THE INSTITUTE**

Art. 23 The research departments of the institute are represented by **9 scientific research laboratories** whose main task is the implementation of the research subprograms of the institute approved and financed from the RA budget and of the projects financed competitively from national/international public or private sources. Within the laboratories, measures are established for the continuous professional development of researchers, documentation and diversification of knowledge tools are ensured. Also, the laboratories will support and stimulate researchers in improving their knowledge of foreign languages, in acquiring computer language and developing the activity of researchers in other areas of interest to the institute. A major concern of the laboratories will be the dissemination of the knowledge obtained in research, the permanent collaboration with educational institutions, as well as the participation in research activities at international level. At the same time, the laboratories will support the institute's management for the involvement of

researchers in the practice within governmental and non-governmental institutions and bodies, engaging them in the founding and decision-making solution of governmental actions.

The research laboratories have teams made up of assistant researchers and auxiliary staff (specialist referees, specialist inspectors - graduates of higher education in chemistry or related disciplines) and a laboratory coordinator who is subordinate to the scientific secretary of the institute.

The main activities of the research laboratories are as follows:

- periodic modification/modernization of the research theme of the institute, with the elaboration of the research subprograms that are part of the ICMPP program;
- establishing annual and multiannual research plans;
- carrying out the research activity according to the plans approved by the tutelary forum;
- developing project proposals as coordinators or in partnership to access alternative sources of funding;
- implementation of projects financed from alternative sources, with the support of functional resources (procurement, financial-accounting, etc.)
- publishing the scientific results obtained by the laboratory teams in articles, publishing book chapters/books, developing patents, studies, etc.;
- participation in scientific events in the country and abroad;
- organizing scientific events, workshops/round tables, with the support of other departments of the institute.

Art. 24 The Communication, Projects and Technology Transfer Department is organized with the purpose of facilitating communication between employees, between departments at different levels, between the institute and partners/higher forums/other research bodies, etc. to support the research activity of the institute. The structure is subordinated to the director of the institute and has relations, mainly, with the research laboratories. The department has the following attributions:

- management of the institute's communication strategy;
- ensuring the necessary framework for carrying out an adequate information flow within the ICMPP and in relation to external entities;
- informing the Institute's staff about calls for proposals for projects at national/international level that are of interest to the Institute;
- permanent updating of the institute's database regarding the applications submitted by the institute's staff and the results of the selection processes for funding;
- providing support to project teams from the development of applications to the implementation of funded projects, according to the financing contracts;
- promotion by any means (institute page, participation in/organization of fairs, workshops, brokerage events, visits to possible beneficiaries of the institute's research results - public and private, etc.);
- receiving, registering requests for research services from third parties and solving them by solving administrative-organizational aspects (establishing work teams, contracting, etc.)
- identification of the institute's research results, transferable either in the institute's micro-production or to third parties.

Art. 25 The Microproduction and Maintenance Service is composed of two compartments: *Microproduction* and *Maintenance*, and the activity is coordinated by a head of service subordinated to the deputy director of the institute.

The Microproduction Department is the main producer of products for sale, thus being a producer of extra-budgetary revenues for the institute. This department, in collaboration with scientific research laboratories, implements technologies developed as a result of scientific research. The finished products and analyses are redeemed to the beneficiaries based on firm or occasional orders.

The Maintenance Department is the sector of activity within the institute that serves the research activity through maintenance works of the equipment in the research laboratories as well as of the installations related to them (electrical, sanitary, water, sewerage, etc.). This sector of activity also contributes to the execution of general works within the institute.

Art. 26 The Human Resources Payroll Service (SRUS) is the functional department of the institute that ensures, through the human resources management and payroll activities, the organizational conditions for carrying out the research process by:

- a. recruitment of specialized personnel;
- b. the record of the personnel and of the changes in their career;
- c. organization of staff promotion procedures;
- d. the salary of the personnel according to the law;
- e. implementation of the internal managerial control system at the level of the department.

At the same time, SRUS also has the following compartments:

Occupational Medicine Cabinet has the role of monitoring the health status of the Institute's staff.

Occupational Health and Safety (OSH) Department has the responsibilities of implementing in the Institute the specific legislation for the prevention of work accidents and occupational diseases by:

- a. assessing the risks of occupational accidents and diseases at the workplaces and reassessing the risks (if the working conditions change) and, implicitly, proposing the appropriate measures, within the annual labor protection program;
- b. specific control, based on the activity schedule, on jobs, in order to prevent work accidents and occupational diseases;
- c. training and informing the staff in labor protection issues;
- d. elaboration of the list with the endowment of the personnel with protective and working equipment;
- e. collaborating with the medical service for up-to-date knowledge of the situation of occupational diseases, carrying out joint controls at workplaces to identify risk factors for occupational diseases and proposing appropriate security measures;
- f. periodic verification, but at an interval not exceeding one year or whenever necessary, whether the noxious substances fall within the limits of harmfulness allowed for the work environment, based on the measurements carried out by the competent bodies or its own laboratories and, implicitly, the proposal of technical and organizational measures to reduce this where appropriate.

Fire/Emergency Security and Security Department (PSI/SU), with the following attributions:

- a. implementation of a program that includes training of personnel on the prevention and recognition of fire hazards;
- b. proper handling of combustible and flammable material;
- c. maintaining safe practices that reduce the risk of fire hazard;
- d. managing in accordance with the law the appropriate means of extinguishing fires within the ICMPP;
- e. training employees on specific evacuation, rescue and protection measures in case of emergency situations;

ensuring the necessary links with the specific regulatory and control structures of the State regarding PSI/SU.

Library Department It has the following attributions:

- b. ensuring user access to the library's collections;
- c. preserving the integrity of the library's publications fund, with the periodic inventory of the collections according to the law;
- d. requesting, receiving and sorting publications;
- e. management of collections of national importance;
- f. computerization of some activities (registration, in the electronic topographic registers and in electronic files, of the publications existing in the library)
- g. borrowing and taking over from readers the publications from the library fund;
- h. ensuring the necessary scientific information and documentation, with priority for the institute's staff.

The Library Department also manages specific activities of **Archive** - is responsible for archiving the Institute's documents, according to the law, and for **Ph.D.** with the following attributions:

- initiating, supporting and promoting activities that support the proper development of doctoral studies within the institute;

- guiding candidates in their approach to approach the doctoral study offer of the institute regarding the doctoral fields, the registration conditions, as well as the complete transfer of information on the obligations and rights arising from the doctoral program;

- providing information to scientific researchers regarding the acquisition of the quality of doctoral supervisor; - operating and permanently updating the databases specific to the records of doctoral students;

- drawing up official documents regarding the activity of doctoral students;

- monthly preparation of lists of doctoral students who meet the conditions for awarding scholarships.

Digitalization Department has the main attributions:

- providing hardware assistance for ICMPP equipment such as: desktop, laptop, server/network, peripherals, UPS;

- providing software assistance for hardware/software equipment;

- web maintenance and repair insurance;

- updating the ICMPP institutional website in terms of format, updating information, legal provisions specific to public institutions;

- Preparation of IT-specific documents (strategies, annual plans, procedures, regulations, security plan and policy, guides, situations regarding the existing IT equipment in ICMPP/user (computers/peripheral equipment (printers, external hard disk, etc.)/software, etc.), in the scrapping of IT equipment (verification of the need for scrapping) according to the users' proposals and the proposals of the inventory commissions;

- collaboration with the company that holds an IT services contract concluded with ICMPP to identify the optimal solutions in the situations listed above;
- digitization, within the limits of existing resources and the legally regulated framework, of the main administrative support processes.

SRUS is headed by a head of service who is subordinated to the deputy director of the institute, having collaborative relations with the Financial-Accounting Service, with similar departments of the Romanian Academy and its subordinate structures.

Art. 27 Administrative Service It is subordinated to the deputy director and has the following attributions:

- a. ensures the record of the Institute's patrimony, through the management of sectors, based on management sub-inventories;
- b. is responsible for the execution of the maintenance works of the institute's buildings, for the rational use of the related installations, fixed assets and administrative-household inventory objects;
- c. performs, in collaboration with the financial department, periodic inventories, scrapping or transformation of fixed assets and inventory objects;
- d. takes measures for the rational use of electricity, methane gas, water, paper and other administrative-household consumables;
- e. organizes and ensures the cleaning of administrative spaces, common and social spaces, the maintenance of green spaces, access roads, as well as their snow removal during winter;
- f. is responsible for the collection of industrial and non-industrial waste, for its evacuation, storage and delivery for recovery;
- g. is responsible for the supply, storage and distribution of antidote food to the departments of the institute;
- h. is responsible for the security activity and the access to the institute of his own and outside staff.
- i. implementation of the internal managerial control system at the level of the department.

Art. 28 Financial-Accounting Service represents the functional compartment that ensures through its activities the financial and household conditions for the development of the research process. In this regard, the department has the following attributions:

- a. Ensures the organization and management of the ICMPP accounting, according to the legal provisions
- b. Ensures the receipt, verification and chronological and systematic registration in the ICMPP accounting of all documents regarding patrimonial operations;
- c. Prepares the documents for receipts and payments from budget appropriations, own revenues or non-reimbursable external funds, according to the legal provisions and the specific procedures of ICMPP;
- d. Ensures the timely collection of receivables, the payment of payment obligations (in lei and in foreign currency) and the exercise of control over the operations carried out through the cashier and ICMPP accounts;
- e. Ensures the analytical accounting of fixed assets, inventory objects, materials; ensures the monthly calculation and the recording in the accounting of the depreciation highlighted in accordance with the law;
- f. Ensures the receipt, verification and financial accounting processing of the justifying statements of internal and external travel for which the settlement from the ICMPP budget is ensured;
- g. Organizes, guides and capitalizes on the annual inventory of material and monetary goods, according to the legal regulations in force;
- h. Ensures the timely preparation and in accordance with the legal provisions of the trial balances and mandatory registers, monthly, quarterly and annual reports, as well as other reports requested by the management of the institution or by third parties;
- i. ensures the accounting and financial reporting of the ICMPP by preparing the specific documentation: the situation of the assets and the results obtained, respectively of the assets and liabilities and the budget execution account, following the real reflection of the assets and liabilities of the ICMPP;
- j. ensures the verification of the documents underlying the preparation of the budgetary and legal commitments and payment orders and their accounting or extra-accounting records - for all sources of financing of the ICMPP;
- k. verifies the classification of investment expenditures by objectives, according to the List of approved investments;
- l. ensures the monitoring and evaluation of the budget execution;
- m. ensures the substantiation and projection of the income and expenditure budgets (BVC) of the ICMPP, by sources of financing (Budget appropriations and Own revenues);

- n. implementation of the internal managerial control system at the level of the department.

The financial-accounting service is subordinated to the chief accountant, having collaborative relations with the Treasury, banks, similar departments in the upper hierarchical links, financial-accounting control bodies.

The following departments are subordinated to the Financial and Accounting Service:

Supply Department with the following attributions:

- a. performs the qualitative and quantitative reception of materials and goods received from suppliers based on the notice accompanying the goods, prepares the entry-reception notes, keeps track of stocks;
- b. verifies from the point of view of the correctness of the requests, the receipts received from the laboratories/compartments on the basis of which the materials from the warehouse are released;
- c. ensures the distribution and release of the purchased products, according to the approval of the institute's management on the users' reports of necessity.

The supply department has collaborative relations with the institute's departments in the upper hierarchical links.

Public Procurement Department It has the following attributions:

- a. the implementation and, as the case may be, the updating of the annual public procurement plan;
- b. carrying out direct procurements, simplified procedures, tenders and negotiations, in compliance with Law no. 98/2016 on public procurement, Law no. 101/2016 on remedies and remedies in the field of awarding public procurement contracts, and G.D. no. 395/2016 for the approval of the Methodological Norms for the application of the provisions regarding the award of the public procurement contract/framework agreement of Law no. 98/2016 on public procurement, amended by G.D. no. 866/2016;
- c. going through the stages related to the public procurement process, according to the applicable legal provisions;
- d. registration, renewal/recovery of the contracting authority's registration in SEAP, respectively recovery of the digital certificate;
- e. elaboration of the award documentation, the descriptive documentation and the related support documents based on the information regarding the needs transmitted by the specialty compartments of the ICMPP;
- f. constituting, keeping and archiving the file of each acquisition according to the law;
- g. operation of procurement procedures in SEAP – New Electronic Public Procurement System;
- h. making direct purchases;
- i. preparation of the annual procurement report and its reporting in SEAP;
- j. implementation of the internal managerial control system at the level of the department.

The Public Procurement Department has collaborative relations with all the departments of the institute.

Art. 29 Legal Office represents the Institute from a legal point of view, in relations with other institutions. He is subordinate to the director and has collaborative relations with all the other departments of the institute.

The legal office is organized and functions taking into account the norms for exercising the profession of legal advisor provided by Law no. 514/2003 and the Statute of the Legal Adviser of 2004, as subsequently amended.

The legal office has the following attributions:

- a. organizing the litigation activity within the institute;
- b. the endorsement of the legal acts concluded by the ICMPP in terms of legality;
- c. solving the notifications and petitions received within the institute;
- d. solving the addresses received by the Legal Office within the institute;
- e. drawing up points of view by the Legal Office on various legal aspects of contracts, legal acts concluded by the institute, actions or inactions of the institute;
- f. legislative information within the institute;
- g. management of legal risks within the Legal Office of the Institute;
- h. implementation of the internal managerial control system at the level of the department.

Art. 30 The internal public audit department is organized on the basis of Law no. 672/2002 on internal public audit and operates in accordance with the provisions of *the Methodological Norms specific to the exercise of the internal public audit activity at the ROMANIAN ACADEMY – its own work apparatus and subordinated entities*. The norms are endorsed by the Ministry of Public Finance - Central Unit for Harmonization of Internal Public Audit (MFP - UCAAPI) and approved by the President of the Romanian Academy.

The Internal Public Audit Department is under the direct subordination of the Director of the Institute. The department is subordinated to the Audit Department of the Romanian Academy and exercises a distinct and independent function from the activities of the public entity, according to the law.

The department has the following attributions, in accordance with the legislation in force:

- a. complies with the audit methodological rules;
- b. elaborates the draft of the annual and multiannual internal public audit plan;
- c. carry out internal public audit activities to assess whether the Institute's financial management and control systems are transparent and comply with the rules of legislation, regularity, economy, efficiency and effectiveness;
- d. informs the head of the audit structure within the Romanian Academy about the recommendations not adopted by the director of the institute, as well as about the consequences of their non-implementation accompanied by relevant documentation;
- e. immediately reports to the director of the institute and to the competent internal control structure in case of identification of irregularities or possible damages identified in the performance of the internal public audit missions;
- f. regularly report on the findings, conclusions and recommendations resulting from the audit work;
- g. prepares the annual report of the internal public audit activity which includes the main findings, conclusions and recommendations resulting from the audit activity, the progress made in implementing the recommendations, any irregularities, damages found during the internal public audit missions;
- h. submits the annual report on the internal public audit activity to the Internal Public Audit Office of the Romanian Academy;
- i. in case of identification of major irregularities, the Internal Public Audit Department may continue the mission or may suspend it with the agreement of the director of the institute that approved the mission, if from the preliminary analysis of the verifications carried out it is estimated that by continuing them the established objectives are not achieved (limitation of access, insufficient information, etc.);
- j. complies with the rules, instructions and Code of Ethical Conduct for the auditor;
- k. audit, at least once every 3 years, but not limited to, the following: the financial activities carried out by the Institute from the moment of establishment of the commitments until the use of the funds by the final beneficiaries, including funds from external financing; payments assumed through budgetary and legal commitments, including from Community funds; management of the patrimony; 4) the accounting system and its reliability; the decision-making system; the constitution of own revenues; the management and control systems, including the risks associated with such systems; the public procurement activity; the information system of the institute.

Chapter VII

EXECUTION FUNCTIONS

Art. 31 The structure of the institute's staff includes the following executive functions (positions) (according to annexes/grids of Law 153/2017):

Scientific researchers:

- Principal Investigator (R4): Scientific Researcher Grade I – CS I
- Established researcher (R3): Scientific researcher grade II – CS II
- recognized researcher (R2), holding the title of doctor: scientific researcher grade III – CS III
- junior researcher (R1), holding the title of doctor or having the quality of doctoral student: scientific researcher – CS;
- assistant in scientific research activity, graduate: scientific research assistant – ACS.

Support functions for research activities:

- with higher education: research engineer (senior/recognized/beginner);
- other categories of personnel with higher education: referent/inspector (chemistry, physics, biology, etc.), documentary filmmaker, librarian (including archivist and responsible for organizing doctorates);
- with secondary education: technician (senior/recognized/beginner);
- other categories of staff with secondary education: assistant;
- with general education: worker

Administrative/support functions (non-research):

- inspector and specialist referent (payroll economist, OSH/PSI, human resources, procurement, responsible for GDPR/CFP visa/wealth statements), legal advisor (including ethical counseling), internal public auditor, driver, merceologist, worker (security, cleaning, boiler supervision/stoker, lathe, etc.).

Art. 32 The attributions, competences and responsibilities of the certified research functions are as follows:

- **Principal Investigator (R4) - CS I** coordinates the elaboration of research subprograms/projects, elaborates distinct chapters of research papers, participates in the negotiation and implementation of the provisions of contracts with external partners, participates with papers at symposia, sessions, conferences in the country and abroad, elaborates studies, articles, monographs and books either individually or as a coordinator; supports the professional training of young researchers; It represents the Institute in internal and external scientific relations. He can also carry out a teaching activity, in the disciplines of the profile, within the training programs of the institute (doctorate, post-doctorate) or in higher education. In order to occupy the position, the title of doctor and an activity file are required, according to the legislation in force and the Internal Regulations. The CIS can hold the position of director, deputy director, scientific secretary or laboratory coordinator.

- **Established Researcher (R3) – CS II** coordinates research sub-programs/projects; is concerned with capitalizing on research results; contributes to the training and professional development of researchers, conducts research together with researchers and specialists from other institutes or institutions in collaboration; participates in scientific events inside or outside the institute; capitalizes on the results of their research at specialized publishing houses; may represent the institute in contractual collaboration or hierarchical relations with other institutions or specialized institutes; can participate in the teaching activity in higher education; coordinates together with the CIS the creation of the documentation and information base of the institute. CS II can hold the position of director, deputy director, scientific secretary or laboratory coordinator. In order to occupy the position, the title of doctor and an activity file are required, according to the legislation in force and the Internal Regulations.

- **Recognized Researcher (R2) – CS III** coordinates research projects within the sub-programs, aiming to carry out the research activity and capitalize on the research results; pursues the professional development of the researchers participating in the realization of the research projects; collaborates with CIS and CSII in the execution of contracts and works, within the collectives constituted together with other institutes and institutions; ensures the formation of the documentary and computer base of the research laboratories, participates in national and international scientific events, individually or together with young researchers; elaborates distinct chapters within the research projects; capitalizes on the results of the research by developing articles and books. The CSII can hold the position of project director within the sub-programs. To occupy the position, the title of doctor and an activity file according to the Internal Regulations of the institute are required. Scientific Researcher III may temporarily occupy, by delegation, the position of laboratory coordinator.

- **Junior Researcher (R1) - CS** participates in the elaboration of proposals for research projects and contracts; writes distinct chapters and subchapters within the research projects; contributes to the creation of the documentary and IT base in its field of activity; participates in scientific events with their own communications or interventions; capitalizes on the results of their research by developing articles, studies or book chapters; participates in teaching activities in higher education, according to its statute.

Art. 33 Duties of the scientific research assistant:

- **Research Assistant – ACS** documents and participates in the elaboration of subchapters under the guidance of a scientific researcher grade I, II or III within the research projects; prepares for the doctoral entrance exams and promotion to the position of scientific researcher; publishes its own articles in the specialized literature; He is concerned with the improvement of foreign languages and the use of computer technology.

Art. 34 Duties of the auxiliary and administrative staff:

- **The librarian and the documentary filmmaker** ensures the documentary base necessary to carry out the research works; contributes to the constitution of the documentary fund of the Institute's library and to its management; elaborates at the request of the research staff the files and documentary summaries on specific problems of the research projects.

- **Assistant** executes experimental activities related to the projects in which he/she is involved; deals with the management of fixed assets and the supply of raw materials and materials (from the Institute's warehouse) necessary for the team to which it belongs; correlates and processes the data and statistical information necessary for the elaboration of research papers; processes on the computer, chapters and subchapters elaborated by researchers; performs any other tasks necessary for carrying out the research activity according to his/her training.

- **Specialized Inspector/Referent** performs activities in the field of research or functional compartments depending on the university training and the specifics of the department in which he/she is employed.

- **The expert** – is specialized in public relations/communication, project management or technology transfer.

- **Responsible for archiving documents** – classifies, archives and keeps track of documents (inserted/removed in/out of the archive), according to 16/1996 of the National Archives, with subsequent amendments and completions.

- **Responsible for advising the staff on ethics issues**, he is responsible for registering the irregular notifications sent to the ethics commission and for advising the ICMPP staff on ethics issues.

- **Economist** ensures the performance of the financial and accounting works necessary for the development of the institute's activities; ensures the accounting of mobility programs; ensures the record of the personnel and their movement; monitors compliance with the legal framework in force for carrying out the financial, administrative and household operations of the Institute; supports the management of the Institute in carrying out the activities specific to its position in relations with third parties; ensures the management of the institute's patrimony in accordance with the rules in force; ensures the elaboration on the computer of the works specific to his/her activity.

- **Legal advisor** represents the institute from a legal point of view, in relations with other budgetary units or commercial companies, having as attributions the organization of the litigation activity within the institute, the endorsement of the legal acts concluded by ICMPP in terms of legality, the resolution of notifications and petitions received within the institute, the resolution of the addresses received by the Legal Office within the institute, the preparation of points of view by the Legal Office regarding various legal aspects of contracts, legal acts concluded by the institute, actions or inactions of the institute, legislative information within the institute, management of legal risks within the legal office of the institute.

- **Internal Public Auditor** carries out internal public audit activities to assess whether the Institute's financial management and control systems are transparent and compliant with the norms of legality, regularity, economy, efficiency and effectiveness; helps the institution both as a whole and its structures through opinions and recommendations; prepares the annual report of the internal public audit activity; informs the supervisory body about the recommendations not adopted by the head of the unit, as well as about the consequences of their non-implementation and periodically reports on the findings, conclusions and recommendations resulting from its audit activities; contribute to better risk management; ensures a monitoring of compliance with existing laws, regulations and norms.

- **Responsible for the organization of doctorates** ensures the development in optimal conditions of the activities that support the proper development of doctoral studies within the Institute; is responsible for the preparation of official documents regarding the activity of doctoral students and for the permanent operation/updating of the databases specific to the records of doctoral students; ensures the guidance of candidates in their approach to approach the doctoral study offer of the Institute regarding the doctoral fields, the registration conditions, as well as the complete transfer of information on the obligations and rights arising from the doctoral program.

- **The Public Procurement Specialist** is responsible for: compliance with the legality in carrying out the public procurement activity; elaboration and/or updating of the annual program of public procurement carried out in the institute; the quality of the negotiation of contracts/addenda with suppliers, within the legal limits; the quality and quantity of the products purchased; setting up and keeping the public procurement file; in accordance with Law no. 98/2016 on public procurement, Law no. 101/2016 on remedies and remedies in the field of awarding public procurement contracts, and G.D. no. 395/2016 for the approval of the Methodological Norms for the application of the provisions regarding the award of the public procurement contract/framework agreement of Law no. 98/2016 on public procurement, amended by G.D. no. 866/2016.

- **OSH/PSI Officer** is responsible for: the organization of the OSH/PSI activity; training and informing the staff on occupational health and safety issues, fire protection; providing the staff with personal protection/work equipment; prevention of work accidents and maintenance of the health status of the personnel; investigating the causes of work accidents and illnesses.

- **Human Resources Referent** is responsible for: organizing and carrying out personnel registration operations; preparation and management of employees' personal files; organizing the recruitment and selection of personnel; completing and submitting to the territorial labour inspectorate the general register of employees; preparation of retirement files; providing information on personnel issues.

- **The merceologist** ensures the supply of raw materials and materials, endowments with laboratory equipment necessary for carrying out the research activity; ensures the necessary offers by testing the suppliers' market for the products of primary necessity for scientific research.

-**Accounting officer** is responsible for the preparation of the financial-accounting works within the deadlines established by the normative acts in force; ensures and is responsible for carrying out the financial activity in accordance with the legislation in force; ensures the timely preparation of trial balances, quarterly and annual balance sheets; organizes and verifies the results of the inventory of the patrimony; fulfills any other duties provided by the normative acts in force and the provisions of the management.

- **The storekeeper** ensures the record of all inflows and outflows from the institute's assets; keeps track of the inputs of consumable materials following their use within the institute, ensures the management and maintenance of the goods from the institute's patrimony, participates in the elaboration of its material needs.

-**Worker** ensures the preparation of the research space and other materials necessary for carrying out the research activity; performs maintenance and repair works of the institute's inventory; performs any other tasks received from the management of the Institute according to his/her level of training.

-**Goalkeeper** ensures the security of the institute outside working hours, including at night and on Saturdays and Sundays or public holidays; performs any other tasks received from the management of the institute or the direct head.

-**Secretary** Responsible for: receiving, registering and distributing correspondence within the unit; performing office work of limited importance (filing files, using photocopiers or keeping and operating in various record books); keeping the stamps; keeping and operating in the register with the records of the delegations within the institute; keeping track of postage stamps; providing information about the unit's activity and schedule; protocol assurance.

-**Driver** is responsible for: the integrity of the vehicle it receives and the transported goods; maintenance of the vehicle, which involves carrying out timely revisions, oil and filter changes, greasing the elements that require this operation; operating the vehicle in accordance with the instructions provided in its technical book; keeps track of the validity of all vehicle documents and checks.

- **Cashier** Answer for: withdrawal and deposit of cash based on payment slips and cheques from accounts opened at the treasury, banks; daily preparation of the cash register and establishment of the cash balance; verifying the existence, validity and authenticity of the signatures by which the payment is ordered; drawing up payment orders based on invoices; daily delivery, to the accounting, of the first copy of the Cash Register, for the operation of the receipts in the accounting program, together with the cash documents; correct and up-to-date preparation of receipts for the amounts collected; collection of sums of money, by factual counting, in the presence of the payers; daily collection from the bank of the Account Statement and handing it over to the accounting to be registered.

- **The Stoker** is able to operate, supervise the boilers and intervene promptly, through specific actions and within the limits of competence, on the causes that may produce abnormal operation or damage of the boilers.

Chapter VIII **FUNDING SOURCES**

Art. 35 The financing of the institute is made from two sources:

- a. **Direct financing** of the institute's program/research subprograms from the state budget, under the coordination of the Romanian Academy, which is the main authorizing officer.
- b. **Financing from own sources** that come from the activity of capitalizing on the research results, according to G.D. no. 79/2003 regarding the establishment of activities financed entirely from own revenues by the Romanian Academy and its subordinated units. This consists of carrying out tendered projects/programs (grants, national and international projects/programs, bilateral projects); contracts with industrial partners with state or private capital, micro-production and marketing of products made from the activity of applied research and technology transfer; consultancy, analyses or scientific studies, etc.; organization of scientific events (congresses, symposiums, seminars, round tables); obtaining and concession copyright; the organization and conduct of doctorates financed from sources other than the state budget coordinated by the Romanian Academy.

Chapter IX **FINAL PROVISIONS**

Art. 36 According to the Institute's Organization and Functioning Regulations, the Scientific Council shall draw up an Internal Regulation which shall mention the obligations and duties of the staff regarding:

- a. compliance with the work program established by the Scientific Council, according to the legislation in force;
- b. the fulfillment of the obligations and duties of service by the institute's staff, in accordance with the job descriptions;
- c. compliance with the P.S.I. and work safety norms;
- d. maintaining order and cleanliness in the space intended for the activities of the institute.

Art. 37 The violation of the service obligations that constitute a disciplinary offense, according to the legislation in force and the internal rules of the institute shall be sanctioned in relation to the seriousness of the offense, according to art. 248 of Law no. 53/2003 (Labor Code), amended by Law no. 40/2011, with subsequent amendments, as follows:

- a. written warning;
- b. demotion from the position with the granting of the salary corresponding to the position in which the demotion was ordered, for a duration that may not exceed 60 days;
- c. reduction of the basic salary for a period of 1-3 months by 5-10%;
- d. reduction of the basic salary and/or, as the case may be, also of the management allowance for a period of 1-3 months by 5-10%;
- e. disciplinary termination of the individual employment contract.

Art. 38 The provisions of this Organization and Functioning Regulation shall be completed with the job descriptions. The organization and functioning regulations together with the job descriptions are the basis for the preparation and modification of the organizational structure. The monitoring of the application and compliance of this regulation is carried out by the Director of the institute and the Human Resources Payroll Service.

Art. 39 Any amendment to these regulations may be made at the initiative of the director or of 2/3 of the members of the Scientific Council, if the organizational and management needs require it.

Art. 40 This Regulation shall be adopted in a meeting of the Scientific Council and may be amended when other new normative acts appear and whenever necessary.

DIRECTOR,

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Dr. Valeria HARABAGIU