



**Institute of Cellular Biology and Pathology
“Nicolae Simionescu”**

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RULES OF ORGANISATION AND OPERATION

**„NICOLAE SIMIONESCU”
INSTITUTE OF CELL BIOLOGY AND
PATHOLOGY
ROMANIAN ACADEMY**

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CHAPTER I

General Framework

Article 1

The Institute of Cell Biology and Pathology was established on the 15th of April 1978, according to Decree no.152; from its establishment until 1990 the Institute was under the Ministry of Education and Training, after which it became part of the Romanian Academy.

The official name of the Institute is: Institute of Cell Biology and Pathology "Nicolae Simionescu" (hereafter, ICBP "NS").

Article 2

(1) ICBP "NS" is a Romanian legal entity of public interest and operates in accordance with the regulations governing the activity of the research institutes of the Romanian Academy (the tutelary forum), as well as its own regulations adopted within the limits conferred by law.

(2) ICBP "NS" is coordinated by the Biological Sciences Section of the Romanian Academy, and the economic-financial activity is coordinated and controlled by the administrative apparatus of the Romanian Academy, according to the Statute of the Romanian Academy, art. 43, para. 1-5.

Art. 3

(1) ICBP "NS" has its headquarters in Romania, Bucharest, 8 B.P. Hasdeu Street, sector 5, postal code 050568. In the individual land register no. 47925 of the Municipality of Bucharest, sector 5, ICBP "NS" has cadastral no. 14962.

Art. 4

(1) ICBP "NS" administers the funds received from the state budget, through the guardian body, the Romanian Academy, under the conditions of the law.

(2) The own income from contracts with funding from research projects and other contracts with various beneficiaries are administered in compliance with the legal provisions in force and in accordance with the Statute of the Romanian Academy, art. 43, para. 4, with the approval of the Director and/or the Scientific Council, as the case may be.

CHAPTER II

Subject matter

Art. 5 ICBP "NS" has the following objectives:

- a. Basic biomedical research and transfer of results to the clinic;
- b. to ensure the specialisation and further training of researchers in the field of cell biology and pathology, through post-graduate courses, specialisation traineeships, doctoral and other forms;
- c. supporting the teaching process in the disciplines of cell biology and pathology in which students of the faculties of biology, medicine, pharmacy, chemistry, physics, etc. are trained.
- d. promotion of modern cell biology and pathology in Romania;
- e. to increase international scientific exchanges

Art. 6 Research is carried out within the framework of research programmes and projects approved by the Scientific Council and approved by the Biological Sciences Section of the Romanian Academy, in accordance with the provisions of the Statute of the Romanian Academy, art. 15, para. 5, as well as on the basis of contracts with public partners interested in the research of processes within the scope of activity of the Institute.

Art. 7 Within the framework of its activity, ICBP "NS" collaborates with research institutes, higher education institutions and other units interested in scientific research and application of results in the field of cell biology and pathology. The Institute also collaborates, on the basis of agreements and understandings, with specialized institutions abroad, with international bodies in the field, as well as with prestigious scientific personalities in the field.

CHAPTER III

Organisation of the "Nicolae Simionescu" Institute of Cell Biology and Pathology

Art.8 The organisational structure of the ICBP "NS" comprises the following hierarchical levels:

Scientific Council

Director

Deputy Director,

Scientific Secretary

Research Department

Administrative department

Art. 9 The organisational structure of the ICBP "NS" comprises

A) Research Compartment which includes the departments and laboratories:

1. LIPIDOMICS Department

2. PROTEOMICS Department

3. Department of PATHOPHYSIOLOGY AND CELL PHARMACOLOGY

4. Department of BIOPATOLOGY AND THERAPY OF INFLAMMATION

5. Department of FUNCTIONAL GENOMICS

6. Department of GENE REGULATION AND MOLECULAR THERAPY

7. Department of STEM CELL BIOPATOLOGY,

8. Department of CELL AND TISSUE ENGINEERING and EXPERIMENTAL MODELING PLATFORM

B) Economic-Administrative Department comprising:

1. Human Resources Department, Financial-Accounting Department, Secretariat, Library, Central Store;

2. Technical Service which includes the Technical Administrative Department and the Protection and Security Department;

3. Procurement Department

Art. 10 Powers of the management by hierarchical levels: Scientific Council

(1) The Scientific Council is the scientific management structure of the ICBP "NS", appointed according to art. 46 and 47 of the Statute of the Romanian Academy.

(2) The Scientific Council consists of the President (Director of the Institute), the Deputy Scientific Director, the Scientific Secretary and a number of members. The members of the Romanian Academy working in the Institute, the Deputy Director, the Scientific Secretary and the persons in charge of the research departments/laboratories are ex officio members of the Scientific Council.

(3) The Scientific Council has mainly the following tasks:

3.1 it carries out its activity according to Art. 47 of the Statute of the Romanian Academy and the laws in force;

3.2 it analyzes and approves the research works carried out in the Institute, presenting, when necessary, improvement measures;

3.3 approves the results of the competitions for filling positions in the Institute and submits them for approval to the Biological Sciences Section of the Romanian Academy;

3.4 to set the dates and themes of the scientific sessions organised by ICBP "NS";

3.5 approves/approves the documents elaborated within the PhD, according to the SCOSAAR (School of Advanced Studies of the Romanian Academy) regulations

3.6 annually reviews and approves the continuation of the activity of the scientific researchers I who wish to continue working in the institute after reaching retirement age;

3.7 ensures the regular holding of scientific seminars and progress reports on research topics;

3.8 prepares the documents requested by the Romanian Academy;

3.9 together with the Ethics Committee, supervises the observance of ethical rules by the researchers of the ICBP "NS";

3.10 decides on the participation of researchers from the Institute in congresses, round tables, conferences, courses abroad;

3.11 takes all necessary measures for the good organization and safe conduct of the activity, for the permanent supervision of the equipment and installations, of all the rules of operation, maintenance, repairs, maintenance of order and discipline, organization of the systematic control of the duties of the employees and holding accountable those who violate the obligations of the service;

3.12 take measures to improve working conditions, ensure the conditions of work protection and compliance with the health and hygiene rules according to the legislation in force;

3.13 establishes individual performance objectives and the criteria for evaluating their achievement;

3.14 performs any other tasks related to the scientific activity of the ICBP "NS".

The proceedings of the meetings of the Scientific Council shall be recorded in the relevant minutes.

Art. 11 Duties of the management by hierarchical levels: Director

(1) represent the ICBP "NS" in its relations with other institutions in the country and abroad;

(2) is a tertiary authorising officer, according to the law;

(3) elaborates in collaboration with the Deputy Director, the Scientific Secretary and the heads of scientific departments the scientific research plan of the Institute, submits it to the Scientific Council for discussion and approval by the Biological Sciences Section of the Romanian Academy;

(4) ensures the scientific coordination of the activity of the research departments/laboratories, organizes and controls the activity of the Institute in order to ensure the optimal realization of the research plan;

(5) to ensure the publication and exploitation of scientific research results;

(6) performs the duties incumbent upon him/her and is responsible for the entire activity of the ICBP "NS", according to the law and art. 45 of the Statute of the Romanian Academy.

Art. 12 Duties of the management on hierarchical levels: Deputy Director

(1) shall be appointed by competition for a period of 4 years, according to the provisions of art. 44 para. 1 of the Statute of the Romanian Academy and Law 319/2003. He/she is subordinate to the Director;

(2) The duties of the Deputy Scientific Director are the following:

a. support the Director of the ICBP "NS" in the performance of all his/her duties;

b. to coordinate the elaboration of draft research programmes, monitoring their implementation;

c. to guide and supervise the realization of the scientific events of the ICBP "NS", supporting the Director in ensuring the relations of the ICBP "NS" with other institutions in the country and abroad;

d. to ensure the effective exploitation of the results of scientific research and the collaboration of the ICBP "NS" with other institutions;

e. to follow up the implementation of ICBP "NS" research contracts;

f. to carry out other management activities based on the delegation of tasks, powers and responsibilities by the Director of the ICBP "NS".

Art. 13 Monitoring Commission

(1) In order to monitor, coordinate and methodologically guide the implementation and development of the internal managerial control system, the Director of ICBP "NS" constitutes, by internal decision act, a structure with attributions in this sense, called the Monitoring Commission.

(2) The Monitoring Commission includes the Coordinators of the departments/laboratories included in the first management level of the organizational structure of ICBP"NS", with the exception of the internal public audit department.

(3) The Monitoring Commission is coordinated by a President, who can be the head of the entity or another person with authority, delegated by him and assisted by a technical secretariat.

(4) The way of organization and work of the Monitoring Commission is under the responsibility of its President and is established according to the volume and complexity of the processes and activities, based on the Commission's Organization and Operation Regulation, which is updated whenever is the case.

(5) The President of the Monitoring Commission ensures the management of the meetings, according to the agenda, and approves the minutes of the meetings and, as the case may be, their decisions. Depending on the theme of the agenda of the meetings, at the request of the President of the Monitoring Commission, other persons may also participate as guests.

(6) The Monitoring Commission coordinates the process of updating the general and specific objectives, the procedural activities, the risk management process, the performance monitoring system, the status of the procedures and the monitoring and reporting system, respectively information to the manager public entity.

Art. 14 Internal Management Control System Development Programme

(1) In order to strengthen a system of managerial internal control, the Monitoring Commission shall draw up the Programme for the Development of the System of Managerial Internal Control, referred to as the Development Programme, which shall be updated annually at the level of the ICBP "NS".

(2) The Development Programme shall include the objectives of the public entity in the field of managerial internal control, according to the stage of its implementation and development, and for each standard of managerial internal control, activities, responsible persons and deadlines, as well as other relevant elements in the implementation and development of the managerial internal control system shall be established.

(3) The Development Programme shall also highlight professional development actions in the field of the system of managerial internal control, both for persons with managerial and executive functions, through courses organised in accordance with the relevant legislative regulations.

Article 15 Risk management

(1) The risk management process shall be under the responsibility of the Chairman of the Monitoring Commission, organised according to the size, complexity and specific environment of the ICBP "NS".

(2) In order to ensure effective risk management at all levels of the ICBP "NS", the coordinators of the compartments/laboratories at the first management level of the organisational structure shall appoint a risk officer at their level.

(3) Risk Officers shall advise the staff of the compartments and assist their managers in the risk management process.

(4) Risks related to objectives and/or activities shall be identified and assessed at the level of each compartment in accordance with the minimum elements of the Risk Register; significant risks shall be centralised at the level of the Monitoring Committee in the Risk Register of the ICBP "NS".

(5) The Monitoring Commission analyses and prioritises significant risks, which may affect the achievement of the objectives of the ICBP "NS", by establishing the risk profile and risk tolerance limit, annually, approved by the management of the ICBP "NS".

(6) The Technical Secretariat of the Monitoring Commission, based on the Risk Register of the ICBP "NS", proposes the risk profile and risk tolerance limit which are reviewed and endorsed in the Commission meeting and approved by the Director of the ICBP "NS",.

(7) The coordinator of the department/laboratory submits the control measures for significant risks to the Technical Secretariat of the Monitoring Commission, which annually draws up the Plan for the implementation of control measures for significant risks at the level of the ICBP "NS"; the plan is reviewed by the Monitoring Commission and approved by the Director of the ICBP "NS".

(8) The Technical Secretariat of the Monitoring Commission forwards the approved Plan of Measures to the departments responsible for significant risk management for implementation.

(9) The Technical Secretariat of the Monitoring Commission shall, on the basis of the annual reports of the coordinators of the departments/laboratories at the first management level on the conduct of the risk management and performance monitoring process, prepare a report to the Director of the ICBP "NS", approved by the Chairperson of the Monitoring Commission, on the conduct of the risk management and performance monitoring process at the ICBP "NS".

(10) The briefing shall include an analysis of the risks identified and managed at department/laboratory level and the monitoring of objectives and activities through performance indicators at the level of the ICBP "NS".

(11) The management of the ICBP "NS" shall ensure that documented procedures, i.e. system procedures and operational procedures, for the processes and activities carried out within the CPBC "NS" are developed and communicated to its staff.

(12) In order to ensure the regular, effective, economical and efficient achievement of the objectives of the ICBP "NS", the departments/laboratories shall draw up documented procedures under the coordination of the Monitoring Commission.

(13) The Technical Secretariat of the Monitoring Commission shall review the procedure in terms of compliance with the minimum structure laid down in the Documented Procedure.

(14) Documented procedures shall be signed by the persons responsible for procedural activities when drawn up, by the department/laboratory coordinator when checked, by the Chairman of the Monitoring Commission when endorsed and approved by the Director of the ICBP "NS" or, where appropriate, in accordance with the procedure laid down at ICBP "NS" level.

(15) Depending on the specifics and complexity of ICBP "NS" activities, including internal regulations, ICBP "NS" customizes its procedures in accordance with its own system procedure, necessarily based on the minimum structure provided for in the Documented Procedure.

Art. 16 The attributions of management by hierarchical levels: the Scientific Secretary

(1) is appointed through competition for a period of 4 years, in relation to the provisions of art. 44 para. 1 of the Statute of the Romanian Academy and of Law 319/2003. He is subordinate to the Director of ICBP "NS";

(2) The Scientific Secretary has the following duties:

a. provides administrative services collateral to the doctoral studies carried out by ICBP "NS", the direct sub-coordination of the Director of ICBP "NS", with the approval of SCOSAAR and the Department of Life, Medical and Agricultural Sciences of SCOSAAR;

b. is responsible for the effective implementation of the scientific events organized by ICBP "NS";

c. elaborates the activity reports of the ICBP "NS", participating in the finalization, together with the Director, of the research program projects;

d. supports the Director in coordinating the editorial teams of the ICBP "NS" publications, when they are produced;

e. pursues the effective realization of the valorization of scientific research from ICBP "NS";

f. ensure the creation of the database of the Scientific Council of ICBP "NS".

Art. 17 Attributions of management by hierarchical levels: Chief Accountant

(1) He is appointed through competition and is appointed by the Director, under the conditions of Law 82/1991 - the updated Accounting Law. He is subordinate to the ICBP Director "NS".

(2) It mainly has the following attributions:

- a. elaborates the project of the income and expenses budget, following, after approval, its quarterly and annual implementation;
- b. manages, organizes and carries out the financial management and accounting activities, following the compliance with the legislation in force;
- c. ensures the management and management of the patrimony of ICBP"NS";
- d. monitors the progress of collection operations, according to the laws in force;
- e. ensures the management, according to laws and contracts, of extrabudgetary revenues;
- f. provide other tasks according to the Director's decisions;
- g. the position of Chief Accountant is held in relation to the provisions of Law 82/1991 - the updated Accounting Law, by a graduate with higher economic studies.

Art. 18 The attributions of management on hierarchical levels: Head of the Technical Service

(1) He is appointed through competition and is appointed by the Director, according to the legislation in force. He is subordinate to the Deputy Director of ICBP "NS".

(2) It mainly has the following attributions:

- a. organizes, coordinates and controls the activity of the Technical Service;
- b. elaborates and proposes for approval the ICBP "NS" policies regarding the technical-administrative activity;
- c. elaborates the project of the procurement plan for the Technical Service;
- d. coordinates the timely commissioning of the newly purchased equipment;
- e. executes any other provisions given by the Director in achieving the short, medium and long term strategies of ICBP "NS", within the limits of compliance with the legal basis.

Art. 19 Attributions of heads of organizational structures: Department/Laboratory Coordinator

(1) Ensures the coordination of a research department/laboratory for the realization of projects related to field-specific research programs, having the following attributions:

- a. elaborates the projects of the research programs, monitors the realization of the research works included in the research program of ICBP "NS", ensuring the overall coordination of their content;
- b. supports and guides researchers in their professional specialization, in improving the working methodology and in the proper operation of the equipment;
- c. supports researchers for the exploitation of their results and for the integration of data in the national and international scientific circuit;
- d. prepares the research reports of the department/laboratory;
- e. prepares the annual evaluations of researchers in the department/laboratory;
- f. carries out other tasks received from the management of ICBP "NS".

(2) The Department/Laboratory coordinator is appointed by the Director, after consulting the Scientific Council.

It is subordinate to the Scientific Council, and through it, to the Director.

Art. 20 In the administrative sector, the head of department/office ensures the smooth functioning of the department/office he leads, coordinates the activity of the subordinate staff, is responsible to the ICBP "NS" management for the activity of the department/office. He is appointed by competition according to the legislation in force and is subordinate to the leadership of ICBP "NS".

Art. 21 Purpose and definition of internal managerial control standards

(1) Internal managerial control standards define a minimum of general management requirements that all public entities must follow.

(2) The purpose of control standards is to create a uniform and coherent internal managerial control model that allows comparisons between entities of the same kind or within the same entity, at different times, and makes it possible to highlight the entity's results and its evolution .

(3) The establishment of the internal managerial control system is the responsibility of the management of each public entity and must be based on the internal control standards promoted by the General Secretariat of the Government, pursuant to the law. Their formulation as general as possible is necessary to enable all managers to apply them, despite the significant differences between different public entities. Internal managerial control systems must be developed taking into account the specific legal, organizational, personnel, financing, etc. of each individual public entity.

(4) The standards are grouped into five components of internal managerial control:

- control environment - groups issues related to organization, human resources management, ethics, deontology and integrity;
- performance and risk management - refers to management issues related to goal setting, planning (multiannual planning), programming (management plan), performance (performance monitoring) and risk management;
- control activities - the standards grouped in this component focus on the elaboration of procedures, continuity of processes and activities, separation of duties, supervision;
- information and communication - in this section are grouped the problems related to the creation of an adequate information system and a system of reports regarding the execution of the management plan, the budget, the use of resources, as well as the management of documents;
- evaluation and audit - the issue covered by this group of standards concerns the development of the capacity to evaluate internal managerial control, in order to ensure the continuity of its improvement process.

(5) Each control standard is structured as follows:

- description of the standard - presents the defining features of the specific domain to which the standard refers, domain fixed by its title;
- general requirements - present the determining directions in which to act in order to comply with the standard;
- main references - specify the representative normative acts, which include regulations applicable to the standard, but not exhaustive.

Art. 22 List of internal managerial control standards at public entities

a) The control environment

- Standard 1 - Ethics and integrity

- Standard 2 - Duties, functions, tasks
- Standard 3 - Competence, performance
- Standard 4 - Organizational structure
- b) Performance and risk management
 - Standard 5 - Objectives
 - Standard 6 - Planning
 - Standard 7 - Performance monitoring
 - Standard 8 - Risk management
- c) Control activities
 - Standard 9 - Procedures
 - Standard 10 - Supervision
 - Standard 11 - Business continuity
- d) Information and communication
 - Standard 12 - Information and communication
 - Standard 13 - Document management
 - Standard 14 - Accounting and financial reporting
- e) Evaluation and audit
 - Standard 15 - Evaluation of the internal managerial control system
 - Standard 16 - Internal audit

Standard 1-Ethics and integrity.

(1) The management and employees of ICBP "NS" know and support the ethical values and values, ICBP"NS" respects and applies the regulations regarding ethics, integrity, avoiding conflicts of interest, preventing and reporting fraud, acts of corruption and reporting irregularities .

(2) The management of ICBP "NS" supports and promotes, through its decisions and the power of personal example, ethical values, personal and professional integrity of employees.

3. The leadership of ICBP "NS" adopts a code of conduct, develops and implements policies and procedures regarding integrity, ethical values, avoiding conflicts of interest, preventing and reporting fraud, acts of corruption and reporting irregularities.

4. The leadership of ICBP "NS" facilitates the open communication by employees of their concerns in matters of ethics and integrity, by appointing an ethics advisor to monitor compliance with the rules of conduct at the entity level.

5. The action of reporting irregularities by employees must be transparent and must be seen as the exercise of a professional duty.

6. Employees who report irregularities of which, directly or indirectly, they are aware are protected against any discrimination, and managers have the obligation to undertake appropriate investigations, in order to elucidate what has been reported and to take, if necessary, the necessary measures.

7. The management and employees of ICBP "NS" have a constructive approach to internal managerial control, whose operation they support permanently.

8. The declaration of assets, interests and goods received free of charge is carried out by all concerned factors, in accordance with the legal provisions.

Standard 2- Duties, functions, tasks.

1. The management of ICBP "NS" ensures the preparation and updating of the document regarding the mission of ICBP "NS", internal regulations and job descriptions, which it communicates to employees.
2. The regulation of organization and operation of the ICBP "NS" includes in an integral manner, as the case may be, general regulations, the role and functions of the ICBP "NS", the main attributions, the organizational structure, the functional relations, competences and attributions of the departments/laboratories; the regulation is published on the website of the ICBP "NS", if possible.
3. Each employee must know the mission and vision, the general and specific objectives of ICBP "NS" and of the department/laboratory of which he is a part, his role within the department/laboratory, established by the job description, as well as the duties of the position he occupies .
4. The coordinators of the ICBP "NS" departments/laboratories have the obligation to draw up and update, whenever necessary, job descriptions for subordinate staff.
5. The tasks/assignments of the position must be clearly formulated and closely related to the specific objectives and attributions of the department/laboratory.
6. The coordinators of the ICBP "NS" departments/laboratories must identify the new and/or highly complex tasks assigned to the employees and support them in achieving them, offering them a concrete work vision.
7. The ICBP "NS" coordinator orders the identification of sensitive functions based on risk factors, their centralization at the ICBP "NS" level and the establishment of an appropriate policy for their management by developing measures, so that the negative effects on the activities carried out within the ICBP "NS" should be minimal.

Standard 3- Competence and performance

1. The management of ICBP "NS" ensures that positions are filled by competent persons, to whom they entrust tasks according to their skills, and ensures conditions for improving the professional training of employees.
2. The professional performances of employees are evaluated annually in relation to the objectives of the position.
3. The management of ICBP "NS" and the employees have the knowledge, skills and experience that make it possible to carry out the tasks/assignments efficiently and effectively, as well as the good understanding and fulfillment of the responsibilities related to internal managerial control.
4. The competence of the employees and the entrusted tasks must be in permanent balance, to ensure which the management of ICBP "NS" acts by:
 - defining the knowledge and skills required for each job;
 - conducting recruitment interviews, based on a predetermined evaluation document;
 - identifying professional training needs and establishing professional training requirements in the context of the annual evaluation of employees, as well as tracking their career evolution; the training needs identified are correlated with the results from the individual professional performance evaluation reports/sheets.
5. The professional performances of the employees are evaluated at least once a year in relation to the individual annual objectives and are discussed with them by the evaluator.

6. The managers of ICBP "NS" ensure that each employee participates in professional training courses in his field of competence, according to the legislation in the field.

Standard 4- Organizational structure

1. The director of ICBP "NS" defines the organizational structure, competencies, responsibilities, tasks, organizational relationships and communicates the specific documents of the organizational structure to the employees.

2. The director of ICBP "NS" establishes, in writing, the limits of the powers and responsibilities he delegates, in accordance with legal requirements.

3. The organizational structure must be established in accordance with the mission and purpose of ICBP "NS", so that it supports the decision-making process through an adequate delegation of responsibilities and serves to achieve the established objectives in conditions of efficiency, effectiveness and economy.

4. Pursuant to the normative act on the organization and operation of ICBP "NS", the Director of ICBP "NS" approves the organizational structure: departments/laboratories, general directorates, departments, services, offices, compartments.

5. Staffing with management staff and execution staff of the departments/laboratories can be found in the entity's job description and is carried out in compliance with the concordance between the nature of the positions and the professional and managerial skills necessary to fulfill the tasks of the employees.

6. Competence, responsibility, task and obligation to report are attributes associated with the position; they must be well defined, clear, coherent and reflect the elements considered for achieving the ICBP "NS" objectives.

7. The leadership of ICBP "NS" periodically analyzes the degree of adaptability of the organizational structure to the changes made inside and/or outside ICBP "NS".

8. In ICBP "NS", the delegation of duties is carried out through the organization and operation regulations, job descriptions and through express orders/decisions to carry out certain operations and responsibilities.

9. The delegation is conditioned mainly by the potential and degree of workload of the ICBP "NS" management and the employees involved.

10. The act of delegation of duties and powers is compliant when:

– respects the ratio between the complexity of the delegated tasks/assignments and the knowledge, experience and ability necessary to perform the delegated act of authority;

- the completion deadlines and specific criteria for the successful performance of delegated tasks/assignments are specified in its contents;

– all information on the responsibility that will be entrusted is provided by the Director;

- it is confirmed, by signature, by the employee to whom the tasks/attribution have been delegated.

11. The delegated employee is fully responsible for the performance of the task, and the manager who delegated maintains the final responsibility for its performance in front of his superiors.

Standard 5- Objectives

1. The management of ICBP "NS" defines the general objectives, related to the entity's goals, information reliability, compliance with laws, regulations and internal policies, as well as specific objectives and communicates them, as appropriate, to all employees and interested third parties.

2. The objectives of the ICBP"NS" must be clearly formulated, in a way that allows monitoring their fulfillment and be updated whenever necessary.
3. The management of ICBP"NS" establishes the general objectives so that they are correlated with the mission and goals of ICBP"NS" and with respect to the principles of economy, efficiency and effectiveness.
4. The leadership of ICBP"NS" transposes the general objectives into specific objectives and into expected results for each activity and communicates them to the employees.
5. The specific objectives must be defined in such a way as to respond to the package of "SMART" requirements (specific, measurable, appropriate, realistic, with a deadline).
6. Establishing the objectives is within the competence of the ICBP"NS" management, and the responsibility for their achievement lies with both the management and the employees.
7. The establishment of the objectives is based on the formulation of hypotheses/premises, correlated with the provisions of the normative act on the organization and operation of the ICBP"NS". Performance indicators are attached to specific objectives and activities and are communicated to employees by the Director.
8. The management of ICBP"NS" updates/reevaluates the objectives whenever it notices a change in the assumptions/premises that were the basis for setting them. The management of ICBP"NS" draws up plans or other planning documents that align the activities necessary to achieve all the objectives set with the maximum resources possible to allocate, establish deadlines and responsible persons, so that the risks likely to affect the achievement of ICBP"NS" 's objectives should be minimal.

Standard 6- Planning

1. The management of ICBP"NS" draws up plans or other planning documents that align the activities necessary to achieve all the objectives set with the maximum resources possible to allocate, establish deadlines and responsible persons, so that the risks likely to affect the achievement ICBP"NS" objectives to be minimal.
2. The leadership of ICBP"NS" elaborates, as appropriate, a strategy, strategic plan, etc., in which the general objectives of ICBP"NS", the priorities and the activities to be carried out in the medium and long term, as well as an annual plan of management or any other specific ICBP"NS" planning document in order to establish the specific objectives, the activities necessary to fulfill them and the necessary resources.
3. The distribution of resources requires informed decisions and analyzes regarding the best way of allocation, given the limited nature of resources.
4. Changing the objectives, resources or other elements of the substantiation process requires updating the planning document.
5. In order to achieve the objectives, the ICBP"NS" Director ensures the coordination of the decisions and actions of the departments/laboratories and organizes prior consultations both within the departments and between them.

Standard 7- Performance monitoring

1. The director of ICBP"NS" orders the performance monitoring for the objectives and/or activities of the departments/laboratories, by means of quantitative and/or qualitative indicators, including regarding economy, efficiency and effectiveness.

2. The coordinators of the departments/laboratories monitor the performances of the activities under coordination, by developing a system adapted to the size and specifics of the department/laboratory's activity. The monitoring of the performance of the carried out activities is carried out at the level of each department/laboratory in order to inform the management of ICBP"NS" regarding the achievement of the proposed objectives.
3. The coordinators of the departments/laboratories ensure that at least one performance indicator is established for the established objectives and the activities provided for in the plan and/or carried out, with the help of which achievements are monitored and reported. Based on the established indicators, the head of the department/laboratory prepares a performance monitoring report annually, which can be included in a larger report, such as an activity report or other reporting document of the public entity.
4. On the basis of the annual performance monitoring reports received from the departments/laboratories, an information regarding performance monitoring at the ICBP"NS" level is drawn up by the Director.
5. The structure and complexity of the performance monitoring system are conditioned by the size and specifics of the ICBP"NS" activity, by the modification of the objectives and/or indicators, by the employees' access to information.
6. The management of ICBP"NS" orders the periodic evaluation of performances, ascertains possible deviations from the objectives and takes the necessary preventive and corrective measures.

Standard 8- Risk management

1. The Director of ICBP"NS" organizes and implements a risk management process to facilitate the achievement of its objectives in terms of economy, efficiency and effectiveness.
2. ICBP"NS" defines its own risk management process adapted to the size, complexity and specific environment, in order to identify all possible sources of risk and to reduce or eliminate the probability and impact of risks.
3. The management of ICBP"NS" determines the vulnerabilities and threats related to the objectives and activities, which may affect their achievement.
4. The director of ICBP"NS" has the obligation to organize and implement an effective risk management process, mainly through:
 - a) the identification of risks in close connection with the activities within the specific objectives, the achievement of which could be affected by the materialization of the risks; the identification of threats/vulnerabilities present within the current activities of the entity that could lead to the failure to achieve the proposed objectives and to the commission of acts of corruption and fraud;
 - b) risk assessment, by estimating the probability of materialization, of the impact on the activities within the objectives if they materialize; ranking and prioritizing risks according to risk tolerance;
 - c) establishing the risk management strategy (risk response) by identifying the most appropriate ways to treat risks, including control measures; risk analysis and management according to the risk tolerance limit approved by the entity's management;
 - d) monitoring the implementation of control measures and reviewing them according to the effectiveness of their results;
 - e) periodic reporting of the risk situation is carried out whenever necessary or at least once a year, respectively if the risks persist, depending on the appearance of new risks, the effectiveness of the control measures adopted, the reassessment of existing risks, etc.

5. The coordinators of the departments/laboratories included in the first management level of the organizational structure of ICBP"NS" nominate those responsible for risks and ensure the organizational and procedural framework for the identification and assessment of risks, the establishment of the risk management strategy, the monitoring of the implementation of control measures, the review and their periodic reporting.
6. All activities and actions initiated and implemented within the risk management process are rigorously documented, and the synthesis of data, information and decisions made in this process is included in the Risk Register, a document that certifies that within the public entity there is a risk management process and that it works; The register of risks per entity includes only the significant risks.
7. Those responsible for the risks within the departments/laboratories collect the risks related to the activities, identify the risk strategy, draw up the Risk Register at the department level. departments/laboratories from the first management level, propose control measures and monitor their implementation, after they have been previously approved by the department/laboratory coordinator.
8. Risks are updated at the level of departments/laboratories whenever this is required, but mandatory annually, by completing the changes in the Risk Register. ICBP"NS", according to an internal procedure and the experience gained in risk management, can use a series of tools specific to the identification and tracking of risks, such as a risk alert form, a risk tracking sheet, etc., without them having a character mandatory.
9. The control measures established by the departments/laboratories are centralized at the ICBP"NS" level and are approved by the ICBP"NS" Director. Control measures are mandatory for the management of significant risks at departmental/laboratory level and are updated whenever necessary.
10. The coordinators of the departments/laboratories in the first management level report annually on the progress of the risk management process, which mainly includes the total number of risks managed at the level of the departments/laboratories, the number of treated and unresolved risks by the end of the year, the stage of implementation of the measures control and possible revisions of the risk assessment, in compliance with the risk tolerance limit approved by the ICBP"NS" management.
11. On the basis of the annual reports received from the departments/laboratories, an information regarding the implementation of the risk management process at the ICBP"NS" level is elaborated; the information is analyzed and approved in the Monitoring Commission, after which it is presented to the ICBP"NS" Director.

Standard 9-Procedures

1. The director of ICBP"NS" ensures the development of documented procedures in a unitary manner for major processes or significant activities carried out within the entity and brings them to the attention of the staff involved.
2. The management of ICBP"NS" ensures that for the processes and activities, declared procedural, there is adequate documentation and that the operations are recorded in documented procedures.
3. In order for the procedures to become effective internal control tools, they must:
 - to be specified in written documents (documented procedures);
 - refer to all important processes and activities;

- to ensure a correct separation of the functions of initiating, verifying, approving and approving operations;
 - to be simple, complete, precise and adapted to the processes and procedural activity;
 - to be constantly updated;
 - to be brought to the attention of the personnel involved.
4. The documented procedures developed must be in accordance with the structure provided in annex no. 2 of Order 600/2018 and/or with a system procedure regarding the elaboration of procedures at the level of the public entity.
 5. The procedures must ensure a separation of the functions of initiating, carrying out, verifying, approving and approving the operations, so that they are entrusted to different people. In this way, the risk of errors, frauds, violations of legislation, as well as the risk of not detecting problems in the flow of a process or an activity is considerably reduced.
 6. Managers of public entities in which, due to the small number of employees, the possibility of applying the separation of duties and responsibilities is limited must be aware of the occurrence of the previously mentioned risks and compensate for this limitation through additional control measures implemented on the flow of processes or activities procedural.
 7. In ICBP"NS", access to resources, as well as their protection and correct use, are regulated by administrative documents, which are brought to the attention of employees. Restricting access to resources reduces the risk of their inappropriate use.
 8. The management of ICBP"NS" ensures that, for all situations in which, due to special circumstances, deviations from established policies or procedures occur, appropriate documents, approved at an appropriate level, are drawn up before the operations are carried out. The circumstances and the way of managing situations of deviation from the existing policies and procedures are periodically analyzed, in order to draw some conclusions of good practice for the future, which are to be formalized.

Standard 10- Supervision

1. The management of ICBP"NS" initiates, applies and develops appropriate tools for supervision and control of the processes and activities specific to the department, in order to achieve them in conditions of economy, efficiency, effectiveness, safety and legality.
2. The management of ICBP"NS" must monitor the application of the control tools, to ensure that the procedures are respected by the employees effectively and continuously.
3. Supervisory activities involve reviews of the activity carried out by employees, testing through surveys or any other methods that confirm compliance with the procedures.
4. Coordinators of departments/laboratories check and approve the activities of employees, give the necessary instructions to ensure the minimization of errors and losses, the elimination of irregularities and fraud, compliance with the legislation and the correct understanding and application of the instructions.
5. The supervision of the activities is adequate, insofar as:
 - each employee is informed of the assigned duties, responsibilities and competence limits;
 - the activity of each employee is systematically evaluated;
 - the results of the activity in various stages of its realization are approved.

Standard 11- Business continuity

1. The management of ICBP"NS" identifies the main threats regarding the continuity of processes and activities and ensures the appropriate measures so that its activity can continue at any time, in all circumstances and in all plans, regardless of the nature of the threat.
2. ICBP"NS" is an organization whose activity must be carried out continuously through the component departments/laboratories. The eventual interruption of its activity affects the achievement of the established objectives.
3. The coordinators of the departments/laboratories inventory the generative situations that can lead to discontinuities in activity and draw up a business continuity plan, which is based on the identification and evaluation of the causes that can affect operational continuity.
Current situations generating discontinuities: staff turnover; lack of coordination; poor management; fraud; destruction or loss of documents; difficulties and/or malfunctions in the operation of the equipment; malfunctions produced by some service providers; changes in procedures, political and/or legislative instability, etc.
4. The business continuity plan must be known, accessible and applied in practice by employees who have established tasks and responsibilities in its implementation.
5. The management of ICBP"NS" acts in order to ensure the continuity of the activity through measures to prevent the occurrence of situations of discontinuity, for example:
 - documented procedures for managing situations that may affect the continuity of processes and activities;
 - delegation, in case of temporary absence (leaves, departures on mission, etc.);
 - hiring staff in place of those who have retired or left the public entity for other reasons;
 - purchases to replace some inadequate equipment in the endowment;
 - service for the maintenance of the equipped equipment.
6. The coordinators of the departments/laboratories ensure the continuous review of the business continuity plan, so that it always reflects all the changes occurring in the department/laboratory.

Standard 12- Information and communication

1. In the ICBP"NS" the types of information, their content, quality, frequency, sources, recipients must be established and an efficient internal and external communication system is developed, so that management and employees can effectively and efficiently perform their tasks , and that the information reaches the users complete and on time.
2. The quality of information and effective communication support the entity's management and employees in the performance of tasks, responsibilities and in achieving objectives, including the goal of internal managerial control.
3. The information must be correct, credible, clear, complete, timely, useful, easy to understand and receive.
4. Information must benefit from a rapid circulation, in all directions, including inside and outside, require reduced expenses, by avoiding parallelism, that is, the simultaneous circulation of the same information on different channels or several times on the same channel.
5. The management of ICBP"NS" establishes communication flows and channels to ensure the effective transmission of data, information and decisions necessary to carry out ICBP"NS" processes.

6. The communication system must be flexible and fast, both within the ICBP"NS" and between it and the external environment, and serve the purposes of the users.
7. Communication with external parties must be carried out through established and approved communication channels, respecting the limits of responsibility and delegation of authority, established by the Director.
8. The management of ICBP"NS" systematically and periodically reevaluates information requirements and establishes the nature, size and sources of information and data that correspond to satisfying the entity's information needs.
9. IT systems support adequate data management, including database administration and data quality assurance. Data management systems and operating procedures are in accordance with the entity's IT policy, mandatory security measures and personal data protection rules.

Standard 13- Document management

1. The director of ICBP"NS" organizes and manages the process of creation, review, organization, storage, use, identification and archiving of internal and external documents of ICBP"NS", providing control over their complete life cycle and accessibility the entity's management and employees, as well as authorized third parties.
2. In the ICBP"NS" clear rules are defined and procedures are established regarding the registration, dispatch, drafting, classification, filing, protection and preservation of documents.
3. The director of ICBP"NS" organizes and monitors the process of receiving, registering and sending documents, and at the level of each department/laboratory, a record of received and sent documents is mandatorily kept.
4. In ICBP"NS" security measures are implemented to protect documents against destruction, theft, loss, fire, etc., as well as measures to comply with regulations regarding the protection of personal data.
5. The leadership of ICBP"NS" ensures the necessary conditions for employees to know and respect the legal regulations regarding access to classified documents and how to manage them.
6. In the ICBP"NS" a document storage/archiving system is created, according to a procedure, in order to ensure their preservation in good conditions and for them to be accessible to the personnel competent to use them.

Standard 14- Accounting and financial reporting

1. The director of ICBP"NS" ensures the smooth running of the processes and the exercise of the appropriate forms of internal control, which guarantee that the data and related information used for the preparation of the annual accounting statements and financial reports are correct, complete and provided on time.
2. The director of ICBP"NS" is responsible for organizing and keeping up to date the accounting and for the timely presentation of the financial statements on the state of the patrimony under his administration, as well as the budget execution, in order to ensure the accuracy of all the accounting information under his control .
3. The coordinator of the financial-accounting department ensures the quality of the accounting information and data used to prepare the accounting statements, which truly reflect the assets and liabilities of ICBP"NS".

4. The annual financial statements are accompanied by annual performance reports in which the objectives, expected and achieved results, indicators and associated costs are presented for each program.
5. In the ICBP"NS" properly documented accounting procedures and controls are developed aimed at the correct application of the normative acts in the financial-accounting field and internal control.

Standard 15- Evaluation of the internal managerial control system

1. The director of ICBP"NS" assigns responsibilities for evaluating internal managerial control to the Coordinators of departments/laboratories, developing policies, plans and programs for this purpose. The director of ICBP"NS" orders and monitors the evaluation of the internal managerial control through the departments/laboratories, in accordance with annexes no. 3 and 4 of Order 600/2018.
2. The director of ICBP"NS" prepares, annually, by assuming managerial responsibility, a report on his own internal managerial control system.
3. The director of ICBP"NS" ensures the continuous verification and assessment of the operation of the managerial internal control system and its components, in order to timely identify the weak points, respectively the deficiencies of the internal control and to take corrective and/or elimination measures in their useful time.
3. The management of ICBP"NS" performs, at least once a year, a check and self-evaluation of its own managerial internal control system, in order to establish its degree of compliance with the managerial internal control standards.
4. The coordinators of the departments/laboratories within ICBP"NS" take appropriate and prompt measures to remedy the weak points, respectively the deficiencies identified in the self-assessment process of the internal managerial control system; these measures are transposed annually into a program for the development of the internal managerial control system.
5. The leader of the ICBP"NS" annually prepares a report on the managerial internal control system, as a basis for an action plan that contains the identified vulnerable areas, the control tools that need to be implemented, measures and directions for action to increase the capacity of internal control managerial in achieving the entity's objectives.

CHAPTER IV

Final provisions

Art. 23 All organizational structures and salaried staff of ICBP"NS" have the obligation:

- to carry out on time and at the highest quality level the tasks set by the management of ICBP"NS";
- to respect the application of laws and solicitude towards the institutions with which they collaborate.

Article 24

- (1) The duties established by the present Organizational and Operating Regulations of the ICBP"NS" are detailed for each position in the organizational structure through the "Job Description".
- (2) The job description defines and delimits, mainly, elements regarding the contribution to the achievement of the goals, functions, attributions and objectives of the institution, the content and expected results of the work that will be performed, the limits of authority, the requirements and conditions that must be fulfilled a person to fill that position.
- (3) The job descriptions are changed whenever the duties of the positions change.

Art. 25 The leaders of all organizational structures are obliged to ensure the knowledge and compliance of this regulation by all subordinate personnel.

These Regulations have been updated in relation to:

- Government Ordinance no. 119/1999 on internal/managerial control and preventive financial control, republished, with subsequent amendments and additions
- Government emergency ordinance no. 86/2014 regarding the establishment of reorganization measures at the level of the central public administration and for the amendment and completion of some normative acts, approved with amendments and additions by Law no. 174/2015, with subsequent amendments
- Government Decision no. 21/2017 on the organization, functioning and duties of the General Secretariat of the Government, with subsequent amendments and additions
- Order no. 600/2018 regarding the approval of the Internal Managerial Control Code of public entities with Annexes that are an integral part of this Order

Date of approval by the Scientific Council 31.10.2023

DIRECTOR,

Acad. Maya Simionescu

**SCIENTIFIC SECRETARY,
Dr. Felicia Antohe**