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“MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY

REGULATION ON THE ORGANIZATION AND FUNCTIONING OF THE STANDING COMMITTEE OF REGULATIONS AND METHODOLOGIES

Approved in “Mihai Viteazul” National Intelligence Academy Senate’s meeting on March 29th, 2023

**Bucharest
2023**

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1. Legal basis

- Law of National Education no. 1/2011, with subsequent amendments and additions;
- University Charter of “Mihai Viteazul” National Intelligence Academy;
- Regulation on the organization and functioning of “Mihai Viteazul” National Intelligence Academy Senate;

2. General provisions

Art. 1

The Regulations and Methodologies Committee (The Committee) is a standing, specialized committee of the Senate of “Mihai Viteazul” National Intelligence Academy (The Senate), subordinated to it, whose main object of activity is to analyze the regulations and methodologies that have been sent for approval to the Senate, together with the relevant documentation.

Art. 2

- (1) The decisions and documents issued by the Committee (reports, materials, minutes) are subject to the debate and the approval of the Senate and have advisory role;
- (2) The Committee can refer itself, in situations where problems of its competence arise, submitting the matters in question to the attention of the Senate.
- (3) Committee members have the following rights and obligations:
 - a) To participate in the meetings and all activities of the Committee;
 - b) To freely express their views on the issues under consideration by the Committee;
 - c) To participate by open or secret vote, as appropriate, in Committee decisions;
 - d) To be familiar with the regulations and the relevant legislation concerning higher education and the Committee’s field of activity.

3. The work of the Committee

Art. 3

- (1) The number of Committee members, their appointment and term of office shall be regulated by the Regulation on the organization and operation of the Senate;
- (2) The Committee shall appoint its chairman from among its members;

Art. 4

The Chairman of the Committee has the following attributions and duties:

- a) Summons the members of the Committee in regular or extraordinary meetings;
- b) Establishes the agenda of the Committee meetings;
- c) Chairs the Committee meetings;
- d) Signs the advice, opinions, recommendations, decisions, and other documents of the Committee and forwards them to the Chairman of the Senate to bring them before the Senate;
- e) Represents the Committee in its relations with the Senate and the executive and administrative leadership of ANIMV;
- f) At the request of the Senate, presents and explains the advice, opinions, recommendations, decisions, and other documents issued by the Committee during its meetings;
- g) Invites representatives of the executive or administrative structures of ANIMV to the Committee meetings or sends written requests to them for clarification,

documentation, justification, etc., regarding issues under discussion by the Committee;

h) Coordinates the activities of the Committee;

i) Ensures compliance with relevant legal regulations, provisions of the ANIMV Charter, and internal regulations, decisions, and rules of ANIMV regarding all regulations and methodologies submitted to approval.

Art.5

In carrying out its duties, the Committee undertakes the following activities:

a) Regular meetings and extraordinary sessions;

b) Consultations with representatives of various executive and functional structures of ANIMV;

c) Requesting additional information and documentation from the executive and functional structures of ANIMV, regarding the clarification of certain items on the Committee's agenda.

d) 4.2 The Committee has the right to request relevant information, documentary or logistic support from the executive and administrative leadership of ANIMV, under the conditions provided by the Regulation on the organization and functioning of the Senate;

e) The Committee shall meet in ordinary session, usually on the last Monday of each month, at 10:00 a.m., as well as in extraordinary session whenever necessary;

f) The Committee shall be summoned by its chairman, at least three days before the scheduled date;

g) The summons shall be made individually, in writing, by email to the address provided by the committee members or by phone at the number provided by the committee members;

h) Along with the summons, the members of the Committee shall be sent via e-mail the agenda and the materials to be discussed during the meeting for which the summons was made. Materials submitted less than 3 days before the date of the Committee meeting shall be analyzed in the next meeting, except for urgent cases that are objectively justified. In such cases, the committee members, by consensus, shall decide whether to analyze them in the ordinary session or, alternatively, to hold an extraordinary session;

i) The Committee is considered properly constituted if more than half of its members are present;

j) The proceedings of the Committee shall be led by its chairman, or in his absence or unavailability, by one of the other members appointed by consensus;

k) At the beginning of each meeting, the minutes containing the decisions made in the previous meeting shall be subject to approval;

l) Upon request of any member, made at the beginning of the meeting, the agenda can be supplemented with additional items, with the approval of the majority of the members present;

m) The chairman of the Committee may invite the Commandant (Rector) of ANIMV or other representatives of the executive or administrative management structures of the Academy to attend the meeting for consultation purposes;

n) In their work, the members of the Committee shall make decisions, which shall be adopted by a vote of half plus one of the members present;

o) In urgent cases, the members of the Committee may consult each other and vote by written correspondence (e-mail);

p) Members of the Committee who were unable to attend any of the committee's meetings have the right to express their written opinion on an item on the agenda, a discussed issue, the content of a material, report, etc., by submitting it in writing to

the chairman of the Committee within a maximum of two days from the date of the meeting;

4. Membership in the Committee

Art.6

The election of the Committee chairman shall take place in the first meeting of the Committee, which shall be convened within a maximum of 10 days from the date of the Senate meeting in which the Committee members were appointed.

(1) The election shall be carried out by secret vote, with a majority of its members.

(2) The membership in the Committee, including elected positions, shall cease in the following cases:

a) by voluntary withdrawal due to health or conscience reasons

b) by revocation:

a. in case of termination of employment with ANIMV;

b. in the event of a serious violation of ANIMV's ethical standards;

c. if a Committee member repeatedly and knowingly fails to fulfill the obligations arising from this capacity;

(c) by death;

(3) The revocation procedure can be initiated in writing, stating the reasons, by at least 1/3 of the total number of Committee members, and revocation shall be decided by a majority of at least 2/3 of the total number of Committee members.

5. Final provisions

Art.7

(1) This Regulation shall be updated whenever necessary and when incidental legislative changes occur;

(2) This Regulation has been endorsed in the meeting of the Committee on December __th 2022 and approved in the Senate meeting on 29th March 2023.