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NATIONAL INTELLIGENCE ACADEMY
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METHODOLOGY
FOR THE ORGANIZATION AND CONDUCT OF ELECTIONS FOR THE
ESTABLISHMENT OF THE SCIENTIFIC COUNCIL WITHIN “MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

The Methodology was approved at the Senate meeting on 28.06.2023
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LEGAL BASIS

- Law of National Education no. 1/2011, Art. 213, paragraph (2), point h), Art. 213 paragraph (2), point l, Article 287 paragraph (1), Art. 287 paragraph (2);
- Law no. 319/2003 on the Statute of research and development personnel, Art. 14, Art. 15, paragraph (5), Art. 16, paragraph (2), point a), Article 16, paragraph (2) point (b), Art. 16, paragraph (2), point (c), Article 16, paragraph (3), point (f), Article 36, paragraph (2), with subsequent amendments and additions;
- Government Ordinance no. 57/2002 on the scientific research and technological development, amended and completed by the Law no. 324/2003, Art. 12, paragraph (1);
- University Charter of the “Mihai Viteazul” National Intelligence Academy, Bucharest, 2022;
- Regulations on the organization and conduct of the Scientific Council of ANIMV.

Chapter I GENERAL PROVISIONS

Art. 1. This methodology sets out the procedures to be applied at “Mihai Viteazul” National Intelligence Academy (ANIMV), in order to establish the Scientific Council (SC) of the “Mihai Viteazul” National Intelligence Academy (ANIMV).

Art. 2. The principles underlying the establishment of procedures for the establishment of the Scientific Council (ANIMV SC) are the following:

- a) the principle of legality;
- b) the principle of academic autonomy;
- c) the principle of transparency;
- d) the principle of respecting the rights and freedoms of the academic staff;
- e) the principle of representativeness on faculties, departments, in accordance with the University Charter;
- f) the principle of compliance with ethical and deontological rules.

Art. 3. The mission of the ANIMV SC is to guide, coordinate, monitor and issue decisions in the scientific research activities carried out by all structures of the ANIMV that have ongoing activities of this type.

Art. 4. ANIMV SC is an advisory and decision-making body, whose documents, plans, programs, measures and decisions are subject to the approval by the Commandant (Rector), the Senate or, where applicable, the Board of Trustees.

Art. 5. ANIMV SC operates within ANIMV and is subordinated to the Academy’s Board of Trustees, i.e. equivalent management bodies, ANIMV Commandant (Rector), ANIMV Senate, in accordance to its needs and financial resources.

Art. 6. ANIMV SC has the following functional structure: 7 members and one person with administrative duties without the right to vote.

Art. 7.

(1) ANIMV SC is composed of 5 designated members and 2 elected members, as well as one person designated by the Academy Secretariat, who has exclusively administrative duties.

(2) The designated members are:

- the chairman of the ANIMV SC – outstanding scientific personality, recognized at national and international level in the field of security and intelligence studies, author of scientific articles and studies published in journals and prestigious publishing houses at national and international level in the field of security and intelligence studies;

- the director of the Doctoral School, the director of the National Institute for Intelligence Studies, the dean of the Faculty of Intelligence Studies and the dean of Faculty of Intelligence.

(3) The elected members will be:

- the representative of research staff within the scientific research structures of ANIMV (National Institute for Intelligence Studies – INSI, National Centre for Modelling and Simulation in Intelligence – CNMSI, Doctoral School);

- the representative of teaching staff working in the educational structures of ANIMV.

Art. 8.

(1) The chairman of the ANIMV SC is appointed by the Commandant (Rector) of ANIMV;

(2) The appointment of the ANIMV SC and its chairman is done by decision of the Commandant (Rector) of ANIMV, which is recorded in the daily agenda of the unit.

Art. 9. The chairman of ANIMV SC leads the meetings of the Council and represents it in the relation with the Commandant (Rector) of ANIMV.

Art. 10. The vice-chairman of the Council is elected by ANIMV SC members through open voting in the first ordinary meeting. The election of the ANIMV SC vice-chairman is done by a simple majority of the number of Council members, within 5 working days from the decision of the Commandant (Rector) on the appointment of ANIMV SC.

Art. 11. The ANIMV SC members have the following rights and obligations:

a) to participate at the meetings of ANIMV SC;

b) to know the relevant legislation in the field of scientific research;

c) to freely express their views at the ANIMV SC meetings;

d) to participate by open vote in ANIMV SC decisions.

Art. 12. The mandate of the Scientific Council is 4 years.

Art. 13.

(1) The mandate of the members of the ANIMV SC ends in the following situations:

a) by reaching the term of the mandate;

b) at the end of the contractual employment relationship with ANIMV;

c) at the reasoned request of ANIMV SC chairman, with the approval of the Commandant (Rector), in situations contrary to the rules stipulated in internal regulations and methodologies;

- d) whether infringements of university ethics have been established;
 - e) in case of resignation or by unjustified failure to attend three meetings during one academic year;
 - f) at the request expressed in his/her own name and submitted to the chairman of ANIMV SC who will present the decision of the members of the Council at the ordinary meeting;
- (2) If case of term of office of nominated members ends, within 15 working days, the Commandant (Rector) designates another member, in accordance with the designation procedure described in art 7. (2).
- (3) If the term of office of the elected members ends before expiry of the deadline within 15 working days from the observation of this fact, elections shall be organized for difference in mandate in accordance with the election procedure in art. 7. (3).

Chapter II ORGANIZATION OF ELECTIONS

Art. 14.

(1) Members of the ANIMV academic community have the right to take part in the management of activities in ANIMV, under the terms of the law, the regulations specific to the field of national security, as well as of the provisions of the ANIMV University Charter.

(2) The establishment of the ANIMV SC and of the persons to be appointed in its composition as a result of the organization of the elections will be carried out in compliance with the legal provisions in force and of this Methodology.

Art. 15. Elections for ANIMV SC are usually organized within 3 months from the start of the Commandant`s (Rector`s) mandate.

Art. 16.

(1) Applications for becoming an elected member of ANIMV SC are validated by an Analysis and Validation Committee appointed by the Commandant (Rector). The Analysis and Validation Committee of Applications for ANIMV SC will be composed of 4 members, including a representative of the ANIMV Secretariat, who will assist the Electoral Commission with administrative tasks.

(2) In order to apply, an employee of ANIMV must submit, to the person appointed by the Academy Secretariat for the role of representative in the Analysis and Validation Committee, a nomination file that includes: a letter of intent, a CV that confirms the scientific interests and scientific research within ANIMV, the teaching or scientific degree, as well as a copy of the doctoral diploma.

(3) In order to apply for ANIMV SC membership, teaching and/or research staff must prove, at the time of registration, particular scientific performance in their fields, with national and international visibility¹, as well as experience in research or education management².

(4) Scientific researchers, university teaching staff and teaching staff with doctoral title, tenured in ANIMV, have the right to vote. The voting lists by constituencies will include persons with the right to vote within the ANIMV and will stipulate the name, surname, scientific degree/teaching degree.

Art. 17.

(1) The election of the members of the ANIMV SC provided for in Article 7, paragraph (3) will be done by secret vote, expressed directly.

(2) The representative of the research staff from the scientific research structures of ANIMV will be elected by the research staff from these structures.

(3) The representative of teachers will be elected by professors working in ANIMV`s educational structures.

(4) For the organization of the elections an Electoral Commission with four members is appointed by Commandant`s (Rector`s) decision – one of the deans and two of the directors of the research structures, i.e. a secretary, a person appointed from the Academy`s Secretariat for administrative support.

(5) The announcement regarding the organization of the elections is published on the Academy`s network and/or the Notice Board, by the designated person from the Academy`s Secretariat, at least 15 working days prior to the day of the elections.

(6) Applications are submitted to the designated person from the Academy`s Secretariat at least 10 working days prior to the day of the elections.

(7) Applications are validated within 48 hours of the completion of their submission, at the meeting of the Analysis and Validation Committee.

(8) The decision is communicated to the candidates no later than 24 hours after the validation, by the person appointed from the Academy`s Secretariat.

Art. 18.

(1) The lists of the persons from ANIMV applying for the election of ANIMV SC will become public at least 48 hours before the date set for holding the elections, according to the schedule of the elections.

(2) Lists of persons from ANIMV who apply will be compiled in alphabetical order of the candidates.

¹ author of at least two scientific articles and studies published in journals and prestigious publishing houses at national and international level in the field of security and intelligence studies.

² to provide the proof of coordinating research activities (packages of activities) or project coordinator in a minimum of one research project carried out in ANIMV .

Chapter III

THE CONDUCT OF THE ELECTIONS

Art. 19.

(1) Elections are organized and held in voting rounds, respecting the principle of universal, direct and secret voting, with the participating of the persons with the right to vote within ANIMV who will be registered on the voting lists, in the two constituencies:

- I. the scientific research structures of ANIMV (National Institute for Intelligence Studies – INSI, National Centre for Modelling and Simulation in Intelligence – CNMSI, Doctoral School);
- II. The educational structures of ANIMV (Faculty of Intelligence Studies and Faculty of Intelligence).

(2) The elections in a voting round are validated in the situation where the voting participation was at least half plus one of the total number of people registered on the voting lists, per constituency (simple majority mandatory to be met).

Art. 20.

(1) The persons from ANIMV who gather the most valid votes cast per constituency will be proposed for validation.

(2) In case of equality of the highest number of valid votes expressed in a constituency, the Electoral Commission will organize a new round of voting. Voting will continue until a successful candidate is appointed.

Art. 21. The election calendar is elaborated by the Electoral Commission and includes all the stages and deadlines at which the necessary activities are carried out to establish the persons proposed for inclusion in the ANIMV SC composition (model in Annex 1).

Art. 22. The election calendar can only be amended by the Electoral Commission and any change is communicated to all persons involved in the electoral process.

Art. 23. The validation of the elections will be done with the approval of the ANIMV Senate for:

- a) the process of appointing the members provided for in Article 7, paragraph (2);
- b) the election process of the members provided for in Article 7, paragraph (3), the representatives of teaching and research staff.

Chapter IV

SETTLEMENT OF APPEALS

Art. 24.

(1) The submission of the appeal concerning the decision to invalidate the application may be submitted by the candidate within 1 working day following the receiving of the decision of the Analysis and Validation Committee.

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(2) The settlement of the appeal is communicated to the petitioner within 1 working day from the receiving of the appeal.

(3) The appeal can be made by any of the members of the academic community of the ANIMV, regarding the application of this Methodology to the voting process and can be submitted to the Electoral Commission; no later than 48 hours after the completion of the elective process.

(4) The settlement of the appeal in point (3) is carried out by the Electoral Commission.

(5) The settlement way of the appeal is brought to the attention of the petitioner at the latest 24 hours after the settlement, by the Electoral Commission.

Chapter V

VOTING BULLETIN

Art. 25. The voting bulletin is the printed form used to express the right to vote.

Art. 26.

(1) The voting is done by applying to the voting bulletin, in the box where there is the name of each candidate for which one opts, the stamp for the voting operation; on the stamp is written "VOTED".

(2) A voting bulletin is cancelled (after voting) if:

- a) there is no sign of the voting stamp;
- b) on the voting bulletin can be found a larger number of signs of the voting stamp than the number of seats for which the voting round is organized;
- c) the voting stamp was applied outside the boxes or two or more times in the same box;
- d) if any other inscriptions, graphic signs, etc. appear on the voting bulletin, excepting the one of the "VOTED" stamp.

Art. 27.

(1) The Electoral Commission performs the following operations before the deadline of opening the voting section:

- a) checks the number of voting bulletins, the constituency and names of the candidates corresponding to the voting round;
- b) checks the voting lists by constituencies and prepares the copy which will be signed, after voting, by the persons which vote;
- c) verifies the ballot boxes by constituencies and seals them with two members seals;
- d) verifies the voting stamps;
- e) verifies the voting booths;
- f) provides the necessary materials for the smooth conduct of the voting during the entire period of operation of the voting section, according to the election calendar;
- g) runs out any other activity necessary for the proper organization of the voting activity.

(2) The Electoral Commission performs the following operations during the period in which the vote is done:

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- a) opens and closes the voting section at the set time;
- b) verifies the identity of each voter and keeps his/her identity card during the period of voting;
- c) identifies the presence of the voter on the voting list and assists in the application of the voter`s signature in the heading within the voting list intended for this purpose;
- d) distributes to the voter the voting bulletin according to their constituency, depending on the type of the voter`s assignment (teaching staff/ tenured researcher);
- e) distributes the voting stamp to the voter;
- f) ensures that, after voting, the voting bulletins are inserted into the ballot box;
- g) receives the voting stamp from the person who voted and returns the identity document;
- h) supervises the voting activity.

(3) After closure of the voting section the Electoral Commission performs the following operations:

- a) unseals the ballot box;
- b) verifies each voting bulletin and selects the valid voting bulletins;
- c) writes "CANCELLED" on the invalid bulletins and on those not used in the respective round;
- d) determines the number of votes obtained by each candidate;
- e) completes the report by constituencies and submits it to the Academy`s Secretariat.
- f) hands over to the Academy Secretariat the documents and materials intended for the voting activity.

(3) The Electoral Commission ends its activity by delivering to the Academy`s Secretariat the documents and materials intended for the voting activity, within maximum 5 working days from the end of the electoral process (including the period for resolving appeals).

Chapter VI

FINAL PROVISIONS

Art. 28. Based on the result of the elections established by the Electoral Commission, the Academy Secretariat requests the ANIMV Senate to meet, within 48 hours at most, to validate the elections.

Art. 29. This Methodology enters into force on the date of its approval by the ANIMV Senate.

ELECTION CALENDAR FOR ANIMV SC

— model —

	Process stage	Deadline
	Designation of the Electoral Commission by the Commandant (Rector)	
	Designation of the Committee for Analysis and Validation of Applications by the Commandant (Rector)	
	Publication of the announcement on the organization of elections by the Electoral Commission	Min. 15 working days before the election date
	Submission of applications	Min. 10 working days before the election date
	Validation of applications	Max. 24 hours from the date of submitting the application
	Communication of the decision to validate/invalidate the applications	Max. 24 hours after the decision of the Committee for the Analysis and Validation of Applications
	Submission of appeals on the invalidation decision	Max. 1 working day from the date of communication of the decision to the candidate
	Communication of the way of resolving the appeal	Max. 2 working days from the date of submission of the appeal
	Announcement of the list of candidates	Min. 48 hours before the day of the elections
	Conduct of elections	Day.....
	Submission of appeals on the election process	Max. 48 hours after completion of the election process
	Resolving the appeal and informing the petitioner about the solution	Max. 24 hours after the appeal has been filed
	Delivering to SA the documents and materials resulting from the election process	Max. 5 working days from the date of completion of the election process (including the appeal period)

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	Request addressed to the Senate for the organization of the election validation meeting	
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