

On grounds of the Prime Minister's Decision no.113/2002 on the assignment of the President of the National Regulatory Authority for Communications,

On grounds of the provisions of Art. 38 paragraphs (1), (3) and (5) of the Government Emergency Ordinance no.79/2002 on the general regulatory frame for communications, approved with modifications and completions by Law no.591/2002, as well as of the provisions of Art. 6 paragraph (1) letter f) of the Regulation for the Organisation and Operation of the National Regulatory Authority for Communications, approved by the Government Decision no.880/2002,

Having regard to the Decision of the President of the National Regulatory Authority for Communications no.270/2003,

**THE PRESIDENT OF
THE NATIONAL REGULATORY AUTHORITY FOR COMMUNICATIONS**

issues the present:

DECISION

Art.1. – This decision approves the attributions of the compartments in the organisation chart of the National Regulatory Authority for Communications, as specified in the hereinafter enclosed annex.

Art.2. – The attributions of each division within the National Regulatory Authority for Communications include all the specific attributions of the subordinated sections.

Art.3. – The Decision of the President of the National Regulatory Authority for Communications no.90/2002 shall be waived.

PRESIDENT,

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Annex

I. GENERAL ATTRIBUTIONS OF THE COMPARTMENTS OF THE NATIONAL REGULATORY AUTHORITY FOR COMMUNICATIONS (ANRC)

- a) elaborate reports, studies, analyses, especially with a view to assessing the necessity and opportunity of the issuance of new regulations, to evaluating and monitoring policy and regulation implementation, as well as to analysing programme and project management;
- b) send reasonable information requests to the providers for the accomplishment of the attributions of *ANRC*;
- c) initiate regulations;
- d) initiate the consultation procedure and summarize the comments received during this procedure;
- e) draw up their own activity plan based on which the *ANRC* activity plan shall be elaborated, in order to ground the income and expenditure budget;
- f) draw up an annual report on the compartment activity;
- g) collaborate with the other compartments for solving multi-compartment problems, especially for solving the petitions and the public interest information requests;
- h) ensure specialty advice for the other compartments, especially with a view to solving the petitions and complaints received by *ANRC*.

II. SPECIFIC ATTRIBUTIONS OF ANRC COMPARTMENTS

A. ATTRIBUTIONS OF THE LEGAL DIVISION (DJ)

1. Regulations Section (DJ-SED)

- a) elaborate, in collaboration with the specialty compartments, and collaborate with the compartments in charge of elaborating external and individual normative decisions with significant impact on the market;
- b) make suggestions regarding the legislative framework with a view to stimulating the development of electronic communications and postal services sectors;
- c) advise on the draft normative acts which are relevant within the scope of activity of *ANRC* initiated by other institutions;
- d) establish the terms for the provision of the service for registered items envisaging a procedural act;
- e) establish the conditions for evaluating the quality standard compliance of universal service providers in the field of postal services;
- f) establish the conditions for publishing the frame-agreement concluded by universal service providers in the field of postal services;
- g) establish, in collaboration with *DRTP-STG*, the minimal amount of information to be included in detailed bills;
- h) establish, in collaboration with *DJ-SMSL*, a system of refunding the end-users expenditures or a compensation system for the damage incurred by the respective users in relationship with the providers of electronic communications networks or services;
- i) collaborate with *DREP-SACC* and *DREP-SASP* for the analysis of the requests submitted by S.C. Romtelecom S.A. regarding the increase of tariffs charged for the provision of retail services.

2. Disputes Section (*DJ-SMSL*)

- a) establish the procedure of settling the disputes between the providers;
- b) establish the mediation procedure in order to amiably settle the disputes between the users and the providers;
- c) ensures, in collaboration with *DO-SSC* whenever the verification of factual situations is necessary, the mediation and disputes settling procedures and elaborate the decisions settling the respective disputes;
- d) collaborate with *DRTP-STG* and *DREP-SAI* with a view to enforcing the obligation regarding the shared use of facilities, as well as to establishing the terms of compliance with the respective obligation;
- e) archive and make available for the interested persons the agreements and the court resolutions regarding the right of way on properties;
- f) collaborate with *DJ-SED* in order to establish a system of refunding the end-users' expenditures or a compensation system for the damage incurred by the respective users in relationship with the providers of electronic communications networks or services.

3. Current Legal Acts Section (*DJ-SAC*)

- a) advise on the legal status of the measures to be taken by *ANRC* in the exercise of its attributions, of the internal measures taken by *ANRC*, as well as of any documents which may involve the *ANRC* responsibility;
- b) elaborate, in collaboration with the interested compartments, and collaborate with the compartments in charge for elaborating internal decisions and individual external decisions;
- c) draw up and propose the conclusion of agreements with public or private legal persons, with a view to performing specific activities, required for the fulfilment of the *ANRC* attributions;
- d) collaborate with the interested *ANRC* compartments for laying down reasonable requests of information from the providers;
- e) elaborate the decisions of suspension and withdrawal of the right to provide electronic communications networks or services based on the general authorisation, as well as the decisions on the withdrawal of the right to provide postal services based on the general authorisation regime or based on the individual license;
- f) advise, in collaboration with *DREP-SISU* and *DREP-SASP*, on the frame-agreement elaborated by the universal service providers in the field of postal services;
- g) archive and update the register of the *ANRC* President's Decisions.

4. Budgetary Execution and Contentious Section (*DJ-SEBC*)

- a) represent the *ANRC* interests during legal procedures;
- b) proceed to summons, recourse to legal proceedings and take all the measures required to protect the *ANRC* interests;
- c) designate, in collaboration with *DO-SAGL*, the providers who have the obligation to pay the monitoring tariff;
- d) elaborate the decisions enforcing the payment of the monitoring tariff;
- e) elaborate the decisions enforcing the payment of administrative fines;
- f) keep record of the process of communicating the decisions for enforcing the payment of the monitoring tariff and keep evidence of the due payment of the monitoring tariff and of other amounts;
- g) elaborate the decisions and other documents required for taking the insurance measures and for initiating the enforcement procedure;

- h) carry out the insurance measures and the enforcement procedure with a view to retrieving the amounts due to be paid to *ANRC* by the debtors;
- i) perform the enforcement activities, in collaboration with *DO-SCOT*.

B. ATTRIBUTIONS OF THE ECONOMIC REGULATION DIVISION (*DREP*)

1. Market Analyses and Studies Section (*DREP-SASP*)

- a) elaborate and update, in collaboration with *DJ-SED* and *DRTP-STG*, the Regulations for the identification of relevant markets within the electronic communications sector and the Regulations for conducting market analyses and for designation of significant market power;
- b) conduct market studies and analyses or order such studies and analyses;
- c) designates, in collaboration with *DJ-SED*, the providers with significant market power;
- d) collaborate with *DJ-SED*, *DREP-SACC* and *DREP-SAI* with a view to imposing obligations regarding access and interconnection on the providers of electronic communications networks or services, with significant market power;
- e) impose, in collaboration with *DJ-SED*, *DREP-SAI* and *DRTP-SC*, on leased lines providers with significant market power, the obligations regarding the provision of a part or of a whole minimal set of leased lines, as well as the obligations regarding the accomplishment of certain performance objectives regarding the terms of provision;
- f) impose, in collaboration with *DJ-SED*, *DREP-SAI* and *DRTP-SC*, on leased lines providers with significant market power, the enforcement of similar conditions in similar situations for the providers rendering similar services, as well as the provision of leased lines to third parties in similar conditions and at similar quality with the ones used for the provision of their own services;
- g) impose, in collaboration with *DREP-SACC*, on the providers of leased lines in the minimal set, with significant market power, the obligation to implement an adequate cost accounting system;
- h) impose, in collaboration with *DREP-SAI*, *DRTP-SC*, on the providers with significant market power, the obligations to publish information on the provision of leased lines of the minimal set and establish the publishing conditions;
- i) agree, in collaboration with *DRTP-SC*, on modifying, under the legal provisions, the tariffs or the terms of providing the leased lines service by the providers with significant market power;
- j) elaborate studies and propose measures for preventing and fighting the abuses of the dominant operators, for the development of competition, ensuring interoperability of services and for protecting the user's interests;
- k) analyse, in collaboration with *DJ-SED* and *DREP-SACC*, the requests received from S.C. Romtelecom S.A. regarding the increase of tariffs for the provision of retail services;
- l) collaborate with *DRTP-SC* and *DRTP-STG* for establishing and updating the minimal set of leased lines, and their technical characteristics, for imposing on certain providers of electronic communications networks or services who have the capacity required for providing a part of or the whole minimal set of leased lines, as well as for establishing the conditions in which the leased lines shall be made available for the users;
- m) impose, in collaboration with *DREP-SACC*, on the providers of electronic communications networks or services with significant market power, certain obligations with a view to protecting the interests of the end-users and to promoting effective competition;
- n) collaborate with *DREP-SACC*, *DREP-SISU* and *DREP-SAI* for imposing, on the providers whose tariffs are under the *ANRC* control, of the obligation to implement a cost accounting system, for establishing the accounting methodology, the auditing conditions, as well as the terms of publishing the statement regarding the cost accounting system;

o) collaborate with *DJ-SAC* and *DREP-SISU* for advising on the frame-agreement elaborated by the universal service providers in the postal services field.

2. Audit and Cost Accounting Section (*DREP-SACC*)

a) supervise the observance of the specific obligations of the providers of public networks of electronic communications and of the providers of publicly available electronic communications services, who benefit from special or exclusive rights for the provision of services in other economic sectors;

b) create methodologies for the evaluation, audit, calculation and repartition of costs, required for regulating the wholesale and retail markets;

c) collaborate with *DJ-SED*, *DREP-SASP* and *DREP-SAI* with a view to imposing obligations regarding access and interconnection on the providers of electronic communications networks or services with significant market power;

d) collaborate with *DREP-SISU* with a view to establishing the conditions for compensating the costs of the universal service providers in the electronic communications and postal services sector;

e) collaborate with *DREP-SISU* for the approval of the tariffs charged for reserved postal services;

f) collaborate with *DREP-SISU* with a view to imposing the obligation of maintaining a uniform tariff level and the obligation of the universal service providers in the postal services sector to keep separate accounts;

g) collaborate with *DREP-SAI* with a view to imposing certain obligations regarding the separate book-keeping, cost coverage and tariff control, regarding access and interconnection;

h) collaborate with *DREP-SISU* in order to establish or approve the methodology of account repartition of costs in the postal services sector;

i) supervise the compliance with the regulations issued by *ANRC* on accounting situations;

j) evaluate the opportunity of performing the audit of the separate accounts and, as the case may be, establish, in collaboration with *DJ-SED*, the terms for auditing and publishing the audit on the observance of the obligations of implementing the accounting system by the operators designated as having significant market power;

k) establish, in collaboration with *DJ-SED*, the conditions of auditing and publishing the annual financial statements of the universal service providers in the field of postal services;

l) establish, in collaboration with *DREP-SISU*, the procedure of calculation of the net cost incurred with the fulfilment of the obligations for the provision of services within the scope of universal service, as well as the conditions for auditing and publishing the conclusions of the audit regarding this cost calculation;

m) collaborate with *DREP-SASP* with a view to imposing certain obligations on the providers of electronic communications networks or services with significant market power in order to protect the end-users' interests and to promote effective competition;

n) impose, in collaboration with *DREP-SASP*, *DREP-SISU* and *DREP-SAI*, on the providers whose tariffs are under the *ANRC* control, the obligation to implement a cost accounting system, establish the accounting methodology, the auditing conditions, as well as the conditions of publishing the statement regarding the compliance with the cost accounting system;

o) collaborate with *DREP-SASP* with a view to imposing on the leased lines providers with significant market power the obligation to implement an adequate cost accounting system;

p) collaborate with *DREP-SAI* for imposing specific obligations regarding the interconnection tariffs for the provision of the number portability service, as well as the obligation to publish information regarding these tariffs on the providers of publicly available telephone services;

q) collaborate with *DJ-SED* and *DREP-SASP* for the analysis of the requests of S.C. Romtelecom S.A. regarding the increase of tariffs for the provision of retail services;

r) collaborate with *DREP-SASP*, *DREP-SISU* and *DREP-SAI* with a view to imposing on the providers whose tariffs are under the *ANRC* control the obligation to implement a cost accounting system, establish the accounting methodology, the auditing conditions, as well as the conditions of publishing the declaration on the compliance with the cost accounting system.

3. Universal Service Implementation Section (*DREP-SISU*)

a) establish, in collaboration with *DJ-SED*, the conditions and the procedure for the designation of universal service providers in the fields of electronic communications and of postal services;

b) coordinate the management of the mechanisms of financing the legal obligations related to universal service provision;

c) collaborate with *DO-SSC* for checking the fulfilment of the obligations imposed on the universal service providers;

d) establish the conditions under which the providers of universal service in the field of postal services should publish the information regarding the provided services;

e) establish the obligations regarding access to be imposed on the universal service providers in the field of postal services with dominant position on the relevant market;

f) establish the obligations, in collaboration with *DREP-SACC*, the conditions for compensating the costs of the universal service providers in the postal services and in the electronic communications sectors;

g) approve, in collaboration with *DREP-SACC*, the tariffs for the reserved postal services;

h) impose, in collaboration with *DREP-SACC*, on the providers of universal service in the field of postal services the obligation to maintain a uniform tariff level and the obligation to keep separate accounts;

i) establish or approve, in collaboration with *DREP-SACC*, the methodology of cost accounting separation in the field of postal services;

j) establish, in collaboration with *DRTP-STG*, the terms for the universal service providers regarding the solving of the end-users' requests concerning access and connection at fixed locations to public telephone networks and access at fixed locations to publicly available telephone services;

k) collaborate with *DRTP-STG* for approving the format of the subscriber directory made available by the universal service providers for the end-users;

l) impose, in collaboration with *DRTP-STG*, on the universal service providers, obligations regarding ensuring the service of access to public pay phones, as well as the obligation to ensure the access of disabled persons to services within the scope of universal service;

m) monitor the evolution and the level of tariffs for services within the scope of universal service and impose on the universal service providers obligations regarding tariffs, options and tariff packages;

n) approve the tariff charged by the universal service providers for providing additional information;

o) impose on the providers of universal service to establish the modalities of advance payment for the use of the public telephone network and of the publicly available telephone services, as well as to establish the modalities of instalment payment of the tariff for connection to the public telephone network;

p) approve the measures to be taken by universal service providers in case of non-payment of the telephone bill;

q) impose on the universal service providers the obligation to offer facilities for the people who need additional protection;

r) impose, under the legal provisions, in collaboration with *DJ-SED*, on the providers of electronic communications networks and services similar obligations as those provided for the universal service providers;

s) collaborate with *DRTP-SC* to establish the quality parameters for the provision of services within the scope of universal service, the methods for their evaluation and observance, to establish the content, the form, the method of transmission and publishing of the information regarding the compliance with the quality parameters;

t) collaborate with *DRTP-SC* to impose certain performance objectives regarding the quality of services within the scope of universal service and to monitor the fulfilment of these objectives;

u) collaborate, under the legal provisions, with *DREP-SACC* for establishing the procedure of calculation of the net cost incurred with the fulfilment of the obligations of providing the services within the scope of universal service, as well as for establishing the conditions of publishing the conclusions of the audit regarding the calculation of the respective cost;

v) collaborate with *DREP-SACC*, *DREP-SASP* and *DREP-SAI* for imposing the obligation of implementing a cost accounting system on the providers whose tariffs are controlled by *ANRC*, for establishing the accounting methodology, the auditing conditions, as well as of the conditions for publishing the declaration regarding the compliance with the cost accounting system;

w) collaborate with *DJ-SAC* and *DREP-SASP* for advising on the frame-agreement elaborated by the universal service providers in the field of postal services.

4. Access and Interconnection Section (*DREP-SAI*)

a) impose, in collaboration with *DJ-SED*, *DREP-SACC* and *DREP-SASP*, the obligations regarding access and interconnection on the providers of electronic communications networks or services with significant market power;

b) propose the enforcement of measures required for encouraging or ensuring access and interconnection in adequate conditions, as well as service interoperability;

c) establish, in collaboration with *DRTP-STG*, the technical or operational conditions to be fulfilled in case of imposing obligations regarding access and interconnection;

d) collaborate with *DO-SSC* for controlling the enforcement of the legal provisions regarding access and interconnection;

e) collaborate with *DJ-SMSL* in case of mediating and settling disputes regarding access and interconnection;

f) propose the adoption of regulations required for facilitating the rapid and effective implementation of interconnection agreements;

g) collaborate with *DRTP-STG* and *DJ-SMSL* for imposing the obligation of shared use of the facilities, as well as for establishing the conditions under which this obligation is fulfilled;

h) collaborate with *DREP-SASP*, *DJ-SED* and *DRTP-SC* for imposing on the leased lines providers with significant market power the obligations regarding the provision of a part of or of the whole minimal set of leased lines, as well as of the obligations regarding the fulfilment of certain performance objectives regarding the provisioning conditions;

i) collaborate with *DREP-SASP*, *DJ-SED* and *DRTP-SC* for imposing on the providers of leased lines of the minimal set, with significant market power, of the obligation to enforce similar conditions in similar situations, as well as to provide leased lines to third parties under similar conditions and of similar quality with the ones used for the provision of their own services;

j) impose, in collaboration with *DREP-SACC*, on the providers of publicly available telephone services, specific obligations regarding interconnection tariffs for the provision of the number portability service, as well as the obligation to publish information regarding these tariffs;

k) collaborate with *DREP-SACC*, *DREP-SISU* and *DREP-SAI* for imposing on the providers whose tariffs are under the *ANRC* control the obligation of implementing a cost accounting system, for establishing the accounting methodology, the auditing conditions, as well as the

conditions of publishing the declaration regarding the compliance with the cost accounting system;

l) collaborate with *DREP-SASP* and *DRTP-SC* for imposing on the providers of with significant market power, the obligation to publish information regarding the provision of leased lines of the minimal set and for establishing the conditions of publishing the respective information;

m) archive the access and interconnection agreements transmitted to *ANRC* and make them available for the interested compartments.

C. ATTRIBUTIONS OF THE TECHNICAL MARKET REGULATION DIVISION (DRTP)

1. General Technical Section (DRTP-STG)

a) provide for the national administration and management of the numbering resources:

- elaborate and publish the National Numbering Plan and the prospective schedules therefor,

- decide, in collaboration with *DJ-SED* and *DO-SAGL*, to grant certain categories of numbers with special economic value, by means of some competitive or comparative selection procedures,

- promote European harmonisation regarding the use of the numbering resources, in conformity with the legal instruments in force at the level of the European Union,

- elaborate, in collaboration with *DJ-SED* and *DO-SAGL*, regulations regarding the issuance of licenses for the use of numbering resources and the usage of the numbering resources;

b) elaborate, in collaboration with *DJ-SED*, regulations required with a view to ensuring environment protection in the fields of electronic communications and of postal services;

c) impose, in collaboration with *DJ-SMSL* and *DREP-SAI*, the obligation regarding the shared use of facilities and establish the conditions in which this obligation is fulfilled;

d) establish, in collaboration with *DJ-SED*, the marking conditions in the field of postal services;

e) elaborate, in collaboration with *DJ-SED* and *DO-SAGL*, the regulations regarding the emission and commercialisation of postal effects and the regulations regarding the administration and structure of the Stamp Conservatory;

f) collaborate with *DREP-SAI* for establishing the technical or operational conditions to be fulfilled in case of imposing obligations regarding access and interconnection;

g) establish and review, in collaboration with *DJ-SED*, the minimal requirements for the service and network security regarding the processing of personal data and the protection of privacy;

h) collaborate with *DREP-SASP* and *DJ-SED* for elaborating and updating the Regulations for the identification of relevant markets within the electronic communications sector and the Regulations for conducting market analyses and for designation of significant market power;

i) draw up studies and technical reports and assess the technical conditions required for the implementation of new services;

j) propose the enforcement of the obligation to pay a tariff for the use of the numbering resources;

k) establish the conditions for locating the access points in the field of postal services within the scope of universal service;

l) collaborate with *DREP-SISU* for establishing the conditions regarding the universal service providers' solving the end-users' requests regarding access and connection at fixed locations to the public telephone networks and access at fixed locations to the publicly available telephone networks;

- m) approve, in collaboration with *DREP-SISU*, the format of the subscriber registry made available for the end-users by the universal service providers;
- n) collaborate with *DREP-SISU* for imposing on the universal service providers the obligations regarding the provision of access to public pay telephones, as well as for imposing the obligation of ensuring the access of disabled people to services within the scope of universal service;
- o) collaborate with *DJ-SED* for establishing the minimal set of information which may be included in the detailed bills;
- p) imposes on the providers of public telephone networks and on the providers of publicly available telephone services the minimal measures for the appropriate fulfilment of the obligation of ensuring the integrity of the public telephone network at fixed locations and the possibility of initiating emergency calls permanently;
- q) impose, under the legal provisions, on the providers of public telephone networks, the obligation to make available for the end-users DTMF signalling services and CLI services;
- r) impose on the providers of publicly available telephone services, including the providers of publicly available mobile telephone services, obligations related to number portability;
- s) collaborate with *DRTP-SC* and *DREP-SASP* for establishing and updating the minimal set of leased lines, their technical characteristics, for imposing on the providers of electronic communications networks or services who have the capacity required for fulfilling the obligation of providing a part of or the whole minimal set of leased lines, as well as for establishing the conditions under which the leased lines will be made available for the end-users.

2. Standards Section (*DRTP-SS*)

- a) elaborate, in collaboration with *DJ-SED* and *DRTP-SC*, technical rules, initiate national standards, propose the international standards to be adopted as national standards, elaborate the technical regulations which should deem compulsory the enforcement of standards in the fields of electronic communications and of postal services;
- b) collaborate with *DRTP-SC* and *DJ-SED* for elaborating the minimal obligatory regulations and the quality standards applicable for postal services;
- c) develop and manage data bases regarding the standards and technical regulations adopted in Romania;
- d) establish and maintain relationships with institutions with attributions in the standards field.

3. Quality Section (*DRTP-SC*)

- a) collaborate with *DJ-SED* and *DRTP-SS*, for elaborating the technical regulations, for initiating national standards, for proposing the international standards to be adopted as national standards, for elaborating the technical regulations which should declare obligatory the enforcement of standards in the fields of electronic communications and of postal services;
- b) elaborate, in collaboration with *DRTP-SS* and *DJ-SED*, the minimal obligatory regulations and the quality standards applicable for postal services;
- c) establish the quality indicators specific for the electronic communications and postal services fields;
- d) elaborate analyses regarding the quality of postal and electronic communications services;
- e) establish, in collaboration with *DREP-SISU*, the quality parameters for the provision of services within the scope of universal service, the methods for evaluating the compliance with these parameters, the content, the form, the method of transmitting and publishing the information regarding the compliance with the quality parameters;

- f) impose, in collaboration with *DREP-SISU*, certain performance objectives regarding the quality of services within the scope of universal service and monitor their fulfilment;
- g) collaborate with *DREP-SASP* for imposing on the providers with significant market power the obligation to publish information related to the provision of leased lines and for establishing the conditions in which the publishing is performed;
- h) collaborate with *DREP-SASP* for approving the amendment, under the legal provisions, of the tariffs or of the conditions for the providers with significant market power providing leased lines;
- i) collaborate with *DREP-SASP* for imposing obligations on the leased lines providers with significant market power regarding the provision of a part of or of the whole set of leased lines, as well as the obligations regarding the achievement of certain performance objectives regarding the provisioning conditions;
- j) establish and update, in collaboration with *DRTP-STG* and *DREP-SASP*, the minimal set of leased lines, their technical characteristics, impose on certain providers of electronic communications networks or services who have the necessary capacity the obligation to provide a part of or the whole minimal set of leased lines, establish the conditions in which the leased lines will be made available to the end-users;
- k) impose, in collaboration with *DJ-SED*, *DREP-SASP* and *DREP-SAI*, on the leased lines providers with significant market power, the enforcement of similar conditions in similar situations, as well as the provision of leased lines to third parties in similar conditions and of similar quality as those used for the provision of their own services;
- l) impose on the providers of publicly available telephone services the obligation to transmit *ANRC* and to publish information on the quality of the services offered, establish the modality of publishing and the quality parameters as well as any other elements necessary for evaluating the quality of the provided services.

D. ATTRIBUTIONS OF THE OPERATIVE DIVISION (DO)

1. General Authorisation and Licences Section (DO-SAGL)

- a) collaborate with *DJ-SED* for elaborating the decisions regarding the procedure of authorising the providers in the sectors of electronic communications and of postal services, as well as for elaborating the decisions regarding the procedure of issuance of the licenses for the use of the numbering resources;
- b) collaborate with *DJ-SED* for elaborating or amending the general authorisation regime in the sectors of electronic communications and of postal services;
- c) collaborate with *DJ-SED* and *DRTP-STG* for elaborating the procedures regarding the administration and management of the numbering resources;
- d) collaborate with *DJ-SED* and *DRTP-STG* for making the decision of granting certain categories of numbers with special economic value, by means of some competitive and comparative and competitive selection;
- e) coordinate the general authorisation procedure and issue the standard certificate attesting the quality of electronic communications services and postal services provider;
- f) issue or grant, amend, withdraw or suspend the individual licences for the provision of postal services;
- g) keep record of all the providers in the fields of electronic communications and of postal services; keep record of the availability of all the licences and establish the content of the data bases accounting for these records;
- h) collaborate with *DJ-SEBC* for establishing the list of the providers obliged to pay the monitoring tariff;

- i) provide *DRP-SMMW* with all the necessary data for updating the provider registries in the fields of electronic communications and postal services published on the Internet page of *ANRC*;
- j) verify and approve the regulations for postal services within the scope of universal service, established by the providers;
- k) verify and approve the mechanisms of solving the complaints received by the postal services providers;
- l) collaborate with *DJ-SED* and *DRTP-STG* for elaborating the regulations regarding the emission and commercialisation of stamps and postal effects and the regulations regarding the administration and structure of the Stamp Conservatory;
- m) archive, verify and update the general files of the providers, and makes them available for the interested compartments;
- n) monitor the payment of tariffs for the issuance of licences, as the case may be.

2. Surveillance and Control Section (*DO-SSC*)

- a) survey and control the enforcement, respectively proposes measures for preventing and correcting the providers' breach of the provisions in the normative acts in force in the field of electronic communications and postal services;
- b) elaborate and update the decisions regarding the procedures of performing activities of surveillance and control;
- c) initiate, monitor and evaluate, in collaboration with *DO-SCOT*, the activities of surveillance and control conducted by the territorial offices of *ANRC*;
- d) assess the contraventions and enforce the sanctions for the contraventions in the field of postal services;
- e) assess the contraventions and enforce, respectively propose the enforcement of sanctions for the contraventions in the field of electronic communications;
- f) control, in collaboration with *DREP-SISU*, the fulfilment of the obligations imposed on the universal service providers;
- g) control, in collaboration with *DREP-SAI*, the enforcement of the legal provisions regarding access and interconnection;
- h) control the enforcement of the legal provisions regarding the processing of personal data and the protection of privacy in the telecommunications sector, assess the contraventions and enforce sanctions;
- i) draw up the annual *General plan of control for the providers of electronic communications networks and services and for the postal services providers*;
- j) initiate and take part in control actions together with other competent authorities;
- k) collaborate with *DJ-SMSL* for settling the disputes between the providers and for solving the users' complaints;
- l) propose the delegation of some of the attributions of surveillance and control of *ANRC* to another public legal person;
- m) require from the providers of Internet services to block access to the sites with pornographic character, upon the reception of complaints and the verification of the respective sites' content.

3. Territorial Offices Coordination Section (*DO-SCOT*)

- a) coordinate the activity of the territorial offices of *ANRC*, including the provision of material facilities, and controls the fulfilment of their attributions;
- b) provide for the communication between the *ANRC* central compartments and the territorial offices and for transmit all the documents and information to these offices;

- c) train the personnel of the *ANRC* territorial offices on the legislation in force and their attributions;
- d) require from the territorial offices, respectively consolidate, statistical data and information regarding the dynamics of developing the networks and services in the territory;
- e) monitor the de-centralisation in the relationship of *ANRC* with the providers of electronic communications networks or services and with the postal services providers;
- f) collaborate with *DO-SSC* for evaluating the actions of surveillance and control conducted by the territorial offices of *ANRC*;
- g) collaborate with *DJ-SEBC* for conducting the enforcement activities in the territory.

4. Attributions of the Territorial Offices of *ANRC*

- a) provide for transmitting to the headquarters the documents required for the authorisation of the providers of electronic communications networks or services and of postal services;
- b) verify on a regular basis the correspondence between the *ANRC* records and the factual situation in the territory and participate in updating the general files of the providers;
- c) monitor permanently the dynamics of the development of the territorial networks and services, collecting and providing statistical data and information therefor;
- d) monitor and control the providers' enforcement of and compliance with the provisions in the normative acts in force in the fields of electronic communications services and of postal services;
- e) draw up the annual *General plan of control for the providers of electronic communications networks and services and for the postal services providers* and conduct control actions according to the *General plan of control for the providers of electronic communications networks and services and for the postal services providers*;
- f) assess the contraventions and enforce sanctions for the contraventions in the fields of postal services, upon notifying *DO-SSC*;
- g) assess the contraventions and enforce, respectively propose the enforcement of sanctions for the contraventions in the field of electronic communications, after notifying *DO-SSC*;
- h) control the enforcement of the legal provisions regarding the processing of personal data and the protection of privacy in the telecommunications sector, assess contraventions and enforce sanctions, upon notifying *DO-SSC*;
- i) participate in the activity of enforcing the providers, under the coordination of *DJ-SEBC*;
- j) participate in control actions together with the local representatives of other competent public authorities;
- k) select the information published in the local mass media (monitors the local media) in the fields of electronic communications and of postal services and communicate them to *DRP-SMW*;
- l) establish and maintain the relationship with the local media, with the *DRP* visa, with a view to keeping the public opinion informed on the *ANRC* activity;
- m) realise the financial-accounting operations required for the fulfilment of the *ANRC* attributions in the territory.

E. ATTRIBUTIONS OF THE ECONOMIC DIVISION (*DE*)

1. Financial – Accounting Section (*DE-SFC*)

- a) elaborate the *ANRC* income-expenditure budget;
- b) ensure the execution of the *ANRC* income-expenditure budget;

- c) elaborate internal norms and methodologies with financial-accounting specific;
- d) monitor the enforcement of the legal provisions in the financial-accounting field;
- e) conduct studies and analyse regarding the economic and financial aspects;
- f) analyse on a regular basis the situation of the agreements concluded by *ANRC* and inform the *ANRC* management regarding the economic effects obtained, proposing the required measures, as the case may be;
- g) draw up accounting notes based on the primary documents;
- h) register and draw up the payment orders for the payment of the *ANRC* obligations;
- i) keep record of the administration accounts (materials input-output, inventory items and fixed assets);
- j) draw up the inventory register for the fixed assets and the inventory items based on which the annual inventory is realised;
- k) ensure the accounting book, in ROL and in foreign currency, of the bank accounts;
- l) draw up the required documents for the bank related to delegations abroad;
- m) keep record of the receivables and daily payments through cashier, both in ROL and in foreign currency;
- n) calculate and keep record of the financial rights, of the legal retains from the salary and of the debts for each *ANRC* employee, draw up the required documents for the payment, on the established dates, of all the financial rights owed to the employees and of the debts to the state budget, the state social security budget, the health social security budget, the unemployment fund budget etc.;
- o) keep record of the employees' income and of income tax, and - at the end of the financial year - submit the sheets F1 and F2 to the Administration of Public Finance;
- p) draw up and submit, within the term established by the normative acts in force, the declaration regarding the nominal list of the ensured employees and of the payment obligations to the unemployment fund budget, the unemployment fund statement, the statement on the special fund of social solidarity for the disabled, the declaration regarding the nominal list of the ensured employees and of the payment obligations to the state budget of social security fund, annexes 1.1 and 1.2., the declaration regarding the payment obligations to the social health insurance budget, the declaration regarding the payment obligations to the state budget;
- q) draw up the documents required regarding the establishment and withholding of the administrators' material guarantees;
- r) verify the discounts for the domestic delegations and those for protocol and maintenance expenditures, and advise on the payment of the justified amounts;
- s) submit to the bank the documents justifying the foreign currency required for the delegations abroad, for official purposes, ensure the collection of the respective amounts from the bank as well as the handing over the due amounts to each requester;
- t) issue receipts for the incoming amounts and submit them to the bank;
- u) keep record of the providers' turnover;
- v) establish the annual percent for the determination of the monitoring tariff in the electronic communications sector;
- w) establish the amount of the annual monitoring tariff and the additional tariff for each provider;
- x) monitor the payment of the monitoring tariff, of the penalties and of any other amounts and communicate the inputs to *DJ-SEBC* on a weekly basis.

2. Administrative Section (*DE-SA*)

- a) organise the reception, registration and handing over of the correspondence as well as the posting of correspondence to the addressee;
- b) communicate the decisions on establishing the monitoring tariff;

- c) ensure the provision with materials, inventory items, fixed assets, publications and software applications required by the *ANRC* activity and solve the problems regarding the patrimony administration;
- d) collaborate with *DRP-SRI* and *DRP-SMW* for ensuring the publishing and the distribution of information materials of *ANRC*;
- e) issue orders for the manufacturing of seals and stamps, ensure their distribution, recording and cassation;
- f) ensure the repairs and maintenance of the goods in the *ANRC* patrimony;
- g) issue orders to the specialised service units, for repairs, maintenance etc., monitor the reception of works for the issuance of the payment visa;
- h) perform the necessary procedures for the issuance and visa of the access permits to the *ANRC* headquarters;
- i) ensure the system of recording and archiving the documents created, registered and kept with the *ANRC* divisions, with a view to archiving them;
- j) organise the activity of the *ANRC* archive and, as the case may be, organise access to the archived documents and draw up the answers to the requests regarding the archived documents, according to the legal provisions in force;
- k) ensure the process of providing the state archives with the selected materials, as well as the cassation of expired documents and their revaluation with economic agents specialised in collecting waste paper;
- l) ensure the presence of permanent service cars;
- m) draw up and update the programme of labour protection measures;
- n) organise the system the *ANRC* employees' acknowledgement of the PSI rules and their enforcement to the job characteristics;
- o) establish the minimal objectives for the regular verification of the manner in which the PSI norms are fulfilled, especially at the archive storage locations;
- p) draw up the documents for calculating the necessary financial funds for the equipment and materials required for ensuring the PSI and monitor their acquisition according to the legal provisions.

3. Human Resources Section (*DE-SRU*)

- a) keep record of the labour books of the *ANRC* personnel, respectively draw up the employee registry and monitor their updated filling up, according to the regulations in the field;
- b) ensure the maintenance of the database regarding the *ANRC* employees;
- c) ensure the conclusion of the individual labour agreements with the *ANRC* employees;
- d) monitor the enforcement of the legal provisions in the field of work relationships;
- e) solve the requests and the complaints of the employees regarding their position;
- f) organise the drawing up of the evaluation sheets of the *ANRC* employees and keeps record of them;
- g) draw up the retirement files for the *ANRC* employees;
- h) draw up the decisions of disciplinary sanction for the employees, keep record of these decisions and communicate them to the employees concerned after their approval by the management;
- i) elaborate job sheet models and coordinate the drawing up of the job sheet for the *ANRC* employees;
- j) coordinate the training and the professional improvement activities of the *ANRC* employees.

4. IT Resource Section (*DE-SRIT*)

- a) coordinate the activity of implementing the measures regarding the development of the information system, approved by the *ANRC* management;
- b) ensure specialty assistance for the development and improvement of the IT applications operating within *ANRC*;
- c) ensure the coordination of the management, maintenance and repair of the *ANRC* information and telecommunications systems;
- d) elaborate studies regarding the unitary development of the *ANRC* integrated information system and implement the projects regarding its unitary development;
- e) elaborate and implement an *ANRC* internal document management system.

F. ATTRIBUTIONS OF THE PUBLIC RELATIONS DIVISION (*DRP*)

1. Media & Website Section (*DRP-SMW*)

- a) establish and maintain communication with mass media, in order to provide for informing the public opinion on the *ANRC* activity by means of the media; coordinate the relations of the *ANRC* officials with the mass media; maintain communication with the media institutions and with the journalists by means of the accreditation system;
- b) select and organise, in collaboration with *DRP-SRI*, the public interest information regarding the *ANRC* activity and ensure *ex officio* the publishing of the respective information and communicate it to the public by means of mass media;
- c) initiate and/or coordinate the organisation of events regarding the public and the provider information, directly or by mass media, regarding the activity and the regulations elaborated by *ANRC* and ensure the mass media participation to the public events organised by *ANRC*;
- d) select and organise the information published in the media (press review) and inform the management on the findings; draw up monthly, quarterly and annual reports, on the quality of reflecting the *ANRC* activity in mass media;
- e) monitor and analyse the impact of the *ANRC* activities on the media and on the public, propose and implement remedy measures as the case may be;
- f) receive and register the information requests from the mass media, identify the requested information, draw up and provide for the communication of the request answers within the legal term as provided in the legislation in force;
- g) create, maintain and permanently develop and update the *ANRC* Internet and Intranet pages; create and update, in collaboration with *DRP-SRI/nti*, the English version of the Internet page;
- h) ensure the proceedings of the public consultation process;
- i) ensure the publishing of the net cost compensation mechanisms for the provision of service within the scope of universal service, as well as of the annual report regarding the respective cost;
- j) ensure the publishing of comparative information regarding the tariffs and the conditions offered by various providers of electronic communications networks and services;
- k) collaborate with *DRP-SRI* and *DE-SA* for ensuring the publishing and distribution of the information materials of *ANRC*;
- l) take all the necessary measures, in collaboration with *DRP-SRI*, in order to ensure the public information on the existence and usage of the unique number for emergency calls 112 in the public telephone networks;
- m) establish, in collaboration with *DRP-SRI*, the manner in which the providers of public telephone networks and the providers of publicly available telephone services will make publicly available information related to the services they provide.

2. Internal Affairs Section (*DRP-SRI*)

a) collaborate with *DRP-SMW* for selecting, organising and/or drawing up the public interest information regarding the *ANRC* activity, as well as for the publication *ex officio* of the respective information;

b) ensure the communication of public interest information to the interested persons: receive and register the public information requests, identify the requested information, draw up and ensure the communication of the respective answers within the legal term provided in the legislation in force; solve, in collaboration with *DRP-SRIIntl*, the public interest information requests from abroad;

c) keep record of the public interest information requests and of the respective answers; draw up quarterly and annual reports regarding the public information activity of *ANRC*;

d) receive, register and provide for the solving of the petitions, in collaboration with the other *ANRC* compartments, and send the answers to the petitioners;

e) draw up reports regarding the public information activity of *ANRC* and propose methods of improvement, maximisation or diversifying of the respective activity;

f) organise the information-documentation point within *ANRC*;

g) coordinate the audiences granted by the *ANRC* officials;

h) ensure, in collaboration with *DRP-SMW* and *DE-SA*, the publication and distribution of *ANRC* information materials;

i) coordinate the protocol activities of *ANRC*;

j) organise logistically the *ANRC* domestic and foreign delegations;

k) coordinate the activity of internal communication of *ANRC*;

l) ensure the *ANRC* collaboration with institutions and organisations in the fields of electronic communications and of postal services in Romania, as well as with other bodies of the central and local administration;

m) collaborate with *DRP-SMW* for taking all the necessary measures in order to provide for the public information on the existence and usage of the unique number for emergency calls 112 in the public telephone networks;

n) collaborate with *DRP-SMW* for establishing the manner in which the providers of public telephone networks and the providers of publicly available telephone services will make publicly available information related to the services they provide.

3. International Affairs Section (*DRP-SRIIntl*)

a) ensure the *ANRC* collaboration with international institutions and organisations in the field of electronic communications and of postal services and with foreign regulatory authorities in the field of electronic communications and of postal services, monitor the activity of the respective institutions and, as the case may be, inform the management and/or the *ANRC* employees on the findings;

b) monitor and – as the case may be – coordinate the international consultation activities in the *ANRC* scope of activity;

c) draw up and submit to the Government, other bodies of the central public administration and/or international bodies the regular reports on the completion stage of the objectives related to Romania's accession to the European structures, as well as any other reports and documents requested;

d) coordinate the activities of conducting the correspondence with the institutions and organisations abroad (reception, drawing up/translation, sending); collaborate with *DRP-SRI* for solving the public interest information requests received from abroad;

e) create and update the foreign delegation schedule of *ANRC* employees;

- f) organise and coordinate the *ANRC* participation in international events;
- g) ensure the compliance with the ceremonials and official international protocol rules in the *ANRC* management contacts with foreign people or delegations;
- h) receive and accompanies foreign delegations;
- i) draw up the English version of the materials published and distributed by *ANRC*;
- j) collaborate with *DRP-SMW* for creating and updating the English version of the *ANRC* Internet page.

G. ATTRIBUTIONS OF THE INTERNAL PUBLIC AUDIT SECTION

- a) elaborate the specific methodological rules regarding internal public audit and draw up the reports on internal public audit, in accordance with the legal provisions;
- b) elaborate the project of the annual plan of internal public audit;
- c) perform internal public audit activities with a view to establishing whether the *ANRC* financial management and control systems are transparent and in conformity with the rules of legality, regularity, economical use, efficiency and effectiveness;
- d) periodically report on the findings, conclusions and recommendations resulted from the audit activities;
- e) elaborate the annual report of the internal public audit activity;
- f) in case of identifying breaches or possible damages, report immediately to the *ANRC* management, under the legal provisions.

H. ATTRIBUTIONS THE PROGRAM MANAGEMENT SECTION

- a) fulfil the attributions in charge of the units for the implementation of PHARE programs, under the legal provisions;
- b) elaborate and coordinate the implementation of the programs initiated by *ANRC* or of other programs, included in national or international plans or programs.

I. ATTRIBUTIONS OF THE CONSULTATIVE COUNCIL SECRETARY

- a) prepare and organise the sessions of the Consultative Council and monitors their proceedings;
- b) draw up the session reports and other documents elaborated by the Consultative Council.

J. ATTRIBUTIONS OF THE COUNSELOR FOR THE PROTECTION OF CLASSIFIED INFORMATION

- a) elaborate and submit for approval to the *ANRC* management the internal technical rules on the protection of classified information;
- b) draw up the program for preventing the leakage of classified information and submit it for approval to the institutions in charge, and, upon approval, take action for the enforcement of the respective program;
- c) coordinate the activity of protecting classified information;
- d) monitor the activity of enforcement of the rules for the protection of classified information and the enforcement method;

e) advise the institution management on all the aspects regarding the security of classified information;

f) inform the institution management on the vulnerabilities and risks of the protection system for classified information and proposes measures for preventing such risks and vulnerabilities;

g) ensure the recording and organises the book of access authorisations to classified information;

h) draw up and updates the lists of classified information elaborated or archived by the institution;

i) conduct, upon the approval of the institution management, inspections regarding the enforcement/compliance with the legal measures for the protection of classified information.