

**RULES OF PROCEDURE
on the organisation and functioning of the
Secretariat of the Parliament**

**CHAPTER I
GENERAL PROVISIONS**

1. The Rules of procedure on the organisation and functioning of the Secretariat of the Parliament (hereinafter – *Rules of procedure*) sets out the mission, fields of activity, main functions and the way of organising of the activity of the Secretariat of the Parliament.

2. The Secretariat of the Parliament (hereinafter – *the Secretariat*) is a public authority with its headquarters in Chisinau municipality, has a title and a stamp with the image of the State Coat of Arms of the Republic of Moldova on it.

3. The Secretariat is financed from the state budget. The budget of the Secretariat is approved by the Standing Bureau and submitted to the Government to be included in the draft budget law for the following year.

4. The Secretariat conducts its activity guided by provisions of the Constitution of the Republic of Moldova, the Rules of procedure of the Parliament, other enforced normative acts, decisions of the Standing Bureau, and these Rules of procedure.

**CHAPTER II
MISSION, FIELDS OF ACTIVITY AND MAIN FUNCTIONS OF THE
SECRETARIAT**

5. The Secretariat has the mission to ensure organisational, documentary, legal, information and technical assistance for the activity of the Parliament, contributing to the creation of a legislative framework directed towards the promotion and protection of fundamental human rights and freedoms, development of the national economy and the level of people's wellbeing, the improvement of the quality of social services and the strengthening of the rule of law.

6. The Secretariat shall conduct its activity in the following spheres:

- a) legislative process;
- b) parliamentary oversight;
- c) cooperation and representation;
- d) decision-making transparency;
- e) institutional management.

7. The main functions of the Secretariat are:

a) providing of specialised and legal assistance in the process of examining draft normative acts;

b) organising and providing documents for plenary sittings and working bodies of the Parliament;

c) ensuring the process of normative acts' adoption and post-adoption;

d) organising and documenting the types of parliamentary oversight;

e) ensuring specialised and documentary assistance for the conduct of oversight over the law enforcement;

f) ensuring specialised assistance in the development of parliamentary friendship and external cooperation relations;

g) ensuring the representation of the Parliament and the Secretariat in their relations with other public authorities and institutions of the state;

- h) coordinating foreign assistance granted to the Parliament and the Secretariat by development partners;
- i) ensuring the transparency of the legislative process and organising the process of communication between the Parliament and civil society;
- j) informing the public opinion on the activity of the Parliament and Secretariat;
- k) ensuring the achievement of citizens' right to petitioning;
- l) managing documents and ensuring secretariat activity;
- m) managing human resources and implementing staff policies;
- n) managing budget resources and conducting financial and accounting activities;
- o) ensuring the transparency and efficiency of public procurement;
- p) ensuring the parliamentary ceremonial and linguistic assistance in the parliamentary activity;
- q) managing the information resources and information technology;
- r) managing the patrimony and assets, providing transportation services, logistics, catering and ancillary services, necessary for the activity of the Parliament and Secretariat;
- s) conducting the audit and the internal managerial oversight.

CHAPTER III

ORGANISING THE ACTIVITY OF THE SECRETARIAT

Section 1

Structure of the Secretariat

8. The Secretariat is made up of the leadership of the Secretariat, cabinets of holders of public office, secretariats of standing committees, directorates general, directorates, sections and services.

9. The structured units of the Secretariat shall perform their duties in compliance with the provisions of these Rules of procedure and the Rules of procedure on organisation and functioning thereof, approved by the President of the Parliament for the cabinet of holders of public office and by the Secretary General of the Parliament (hereinafter – *Secretary General*) – for the rest of the structured units.

Section 2

Leadership of the Secretariat

10. The Secretary General is the holder of public office and is appointed by the President of the Parliament, upon prior consultation of the Standing Bureau and the opinion of the Committee on legal affairs, appointments and immunities.

11. The Secretary General shall:

- a) organise and manage the Secretariat's activity and be responsible for the performance of its functions;
- b) ensure cooperation between subdivisions, as well as appropriate working conditions;
- c) represent the Secretariat in relations with public authorities, state institutions, non-governmental and/or international organisations, as well as with legal and natural persons, including those abroad;
- d) ensure the development, promotion and implementation of public policies in the areas of competence;
- e) ensure the development of the organisational structure, the staff list and the staffing scheme of the Secretariat;
- f) approve the regulations on the organisation and functioning of the structural units and job descriptions;
- g) ensure the management of the human, financial, informational and material resources of the Secretariat;
- h) organise the internal management control system;

i) submit progress reports and reports on the implementation of the Secretariat's policy documents to the President of the Parliament and the Standing Bureau, as appropriate;

j) ensure the execution of Parliament's decisions, decisions of the Standing Bureau and provisions of the President of the Parliament in the areas of competence.

12. In exercising their duties, the Secretary General shall issue orders and provisions.

13. In their activity, the Secretary General shall be assisted by the Deputy Secretary General, who has the status of a senior management civil servant. The conclusion, modification, suspension and termination of the latter's service relationships are carried out by the Secretary General in accordance with the law.

14. In the event of the temporary absence of the Secretary General, their duties shall be carried out *ex officio* by the Deputy Secretary General, or, in exceptional cases, by another person designated by order of the Secretary General or by order of the President of the Parliament.

Section 3 **Cabinet of persons holding public office**

15. President and Vice Presidents of the Parliament, as well as the Chairs of parliamentary factions, shall be assisted in their activity by their own cabinets.

16. The Cabinet is a structural unit of the Secretariat and is subordinated to persons holding respective public office. The Cabinet provides advice and assistance to persons holding public office in carrying out their duties.

17. The staff within the cabinet of persons holding public office in Parliament shall be appointed to office by order of the President of the Parliament, based on the personal trust granted by the person holding public office whom they assist, and carry out their activity on the basis of the individual employment contract concluded during the period in office of the person holding public office.

18. The Cabinet shall be led by a chief in charge of its activity's organisation.

19. The Rules of procedure on the organisation and functioning of the Cabinet, as well as the job descriptions, shall be developed by the chief of the Cabinet, with methodological support of the Directorate for Human Resources and approved by the President of the Parliament.

Section 4 **Structural units of the Secretariat**

20. The structural units of the Secretariat shall be established in order to carry out the mission and functions of the Secretariat, for the purpose of exercising by the Parliament the prerogatives provided for by the Parliament's Rules of procedure and other normative acts.

21. The Secretariat shall be staffed by a person holding public office, staff from the office of persons holding public office, civil servants and technical, auxiliary and labour service staff, with their status being established in compliance with the legislation.

22. The secretariats of the standing committees are structural units of the Secretariat, functionally subordinated to the leadership of the standing committee, and administratively – to the Secretary General.

23. The Secretariat of the standing committee shall provide specialised assistance to the standing committee within the legislative procedure, as well as in the performance of the parliamentary oversight function, according to the field of activity established by a Parliament's decision.

24. The structural units of the Secretariat shall perform tasks specific to the area of competence, as well as common tasks, such as:

- a) drafting and implementing public policies and development documents specific to the area of competence;
- b) drafting of norms for the regulation of working procedures;
- c) ensuring the transparency of the Parliament's and Secretariat's activity by publishing information on the Parliament's website, drafting and submitting materials for newsletters according to the area of competence;
- d) examining and resolving petitions, approaches and requests addressed to the Parliament and Secretariat in the area of competence;
- e) organising the secretariat work related to the activity of the respective structural unit.

25. The heads of Secretariat's units shall be in charge of planning, organising, coordinating, monitoring, evaluating and reporting on their activities, as well as of managing subordinate staff.

26. Committees and working groups may be established within the Secretariat to examine and resolve issues specific to their areas of competence.

27. The Secretariat staff shall perform their duties and responsibilities in compliance with the special requirements and fundamental rules of professional conduct and work discipline provided for by the legislation in force and by the Internal Rules of procedure of the Secretariat.

28. Correspondence on behalf of the Secretariat shall be signed by the Secretary General. Correspondence on behalf of the Secretariat units shall be signed by the head of the respective unit or the chair of the standing committee in the manner established by the Rules of procedure on the organisation and functioning of units. The organisation and conduct of secretarial work shall be carried out in accordance with the provisions of the internal acts regulating the procedures for handling Parliament and Secretariat documents and their flow, approved by the Standing Bureau.