



# MINISTRY OF REGIONAL DEVELOPMENT AND PUBLIC ADMINISTRATION

## National Agency of Civil Servants

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#### CSR Statement

The National Agency of Civil Servants (NACS) was established with the purpose of ensuring the management of civil service and civil servants in a socially responsible manner in order to contribute to the communities development and to respect the needs of NACS main stakeholders: civil servants, citizens, public authorities and institutions of the central and local public administration, private sector and civil society, in general (NGOs, trade unions, national and international organizations, academic institutions etc.).

NACS mission is the development of a professional, well prepared, politically neutral civil servants body, capable of assimilating the performance standards imposed by the EU with the purpose of improving efficiency in public administration and in the relations between the public administration and its main beneficiaries, the citizens.

#### NACS CSR Values:

##### Supporting social dialogue

NACS offers support to public authorities and institutions from local and central public administration by establishing mechanisms for efficient inter-institutional communication and social dialogue.

Since 2010, NACS represents Romania as employer of civil servants in the European Social Dialogue Committee for Central Government Administrations. The Committee allows employers and trade unions to have a direct input in EU policies contributing to a more efficient and social responsible administration. One of the main issues tackled in 2012 was the pay gap between women and men in the public sector which is considered unacceptable, NACS supporting data collection from Romania.

##### Promoting and complying with professional ethics and deontology rules

The Civil Servants Code of Conduct establishes rules for professional ethics which are mandatory for every Romanian civil servant. NACS has the responsibility to monitor and control the compliance with the rules of conduct.

NACS has developed a functional network (and database) of around 1,000 ethics counsellors in public administrations in Romania that helps ethics counsellors to keep in touch, to exchange ideas, and also allows NACS to have an overview on ethics. Ethics counsellors have been trained; they have working procedures, standardized job description and training curricula.

## **Supporting equal opportunities and diversity and condemning discrimination**

Non-discrimination and equal treatment principles govern work relations in NACS. Any direct or indirect discrimination against a civil servant or employee in NACS based on gender, sexual orientation, genetic characteristics, age, race, ethnicity, religion, political opinion, social origin, disability, family situation or responsibility, trade union membership is prohibited.

Romanian legislation, in line with the relevant European legislation, guarantees equal opportunities for all citizens, without discrimination, to participate in the economic and social life.

Moreover, NACS has participated in the works of the Committee on the Elimination of Racial Discrimination and complies with the provisions of the International Convention on the Elimination of All Forms of Racial Discrimination.

In what concerns NACS's activity, civil servants in NACS give special attention to these subjects and actions are undertaken to respect the equality principle, not just in terms of gender, but also with regard to persons with disabilities, ethnic groups and immigrants.

In order to ensure transparency and equal opportunities in terms of establishing the items for the written test proposed by NACS for the contests for vacant civil service positions employment, NACS representatives randomly draws items through a software from a database of 250 subjects proposals available on NACS website.

Also, subjects regarding equal opportunities, diversity and non-discrimination are comprised in NACS annual training curricula.

In compliance with the legal provisions, the equal opportunity principle is observed all along the implementation of a NACS's project, both in the project preparation stage, as well as in the implementation stage. Measures to guarantee the accessibility of all beneficiaries, without discrimination, irrespective of their sex, race, ethnic group, religion, age, disabilities or sexual orientation are taken during NACS's projects implementation.

## **Supporting health and safety**

Each civil servant is required to ensure the implementation of measures related to health and safety at work, approved by law. Health and safety committees ensure the compliance with the rules and its members deliver an awareness and training session in this regard annually. All managers have the responsibility to ensure that a healthy and safe working environment is in place for all civil servants.

Subjects regarding health and safety are also comprised in NACS annual training curricula.

## **Protecting the environment**

Civil servants in NACS comply with the legislation regarding selective waste collection and an awareness and training session in this regard is performed annually.

In this regard, NACS has a collaboration agreement with the Romanian Association for Recycling - RoRec in order to implement environmental protection programmes for collecting batteries, bulbs and small electrical and electronic equipment waste.

NACS promotes energy low consumption solutions, while limiting as much as possible the usage of material resources by using electronic mail, E-learning methods and recently introducing the digital signature and an Integrated Information System for Civil Service Positions and Civil Servants Management.

Moreover, subjects regarding environment protection are comprised in NACS annual training curricula.

### **Transparency of the administrative act**

NACS applies the principle of transparency by informing citizens on matters of public interest to be debated and on the draft legislation, by consulting citizens and legally established associations in the process of drafting legislation and by actively involving citizens in decision-making and in the development of draft legislation.

The tools and mechanisms used to achieve this objective are:

- creation of a special section - Transparency of Decision - on the website of the institution
- designation of a contact person on the issue of social dialogue
- organization of public debates on legislative measures initiated
- prompt informing through NACS networks, journalist databases, as well as through special sections on the website (announcements, news, press releases)
- display of important information on NACS information point.

Also, issues regarding transparency are comprised in NACS annual training curricula.

### **Impartiality and objectivity of procurement**

All the public procurement documents have clauses encouraging equal opportunities and free access to all NACS projects.

Procurement necessary for the implementation of all NACS projects is done in accordance with the provisions of the Romanian procurement legislation and complies with the principles of non-discrimination, equal treatment, mutual recognition, transparency, proportionality, efficient use of public funds, accountability.

Also, subjects regarding public procurement are comprised in NACS annual training curricula.