

Decision for the approval of some measures for the enforcement of the provisions of Law No 544/2001 on free access to public information

In order to ensure a unitary regulation of how the provisions of Law No 544/2001 on free access to public information are enforced,

the Standing Bureau of the Chamber of Deputies enacts this Decision: :

Art.1 - The list of public information disclosed ex officio, according to Art. 5 of Law No 544/2001, shall be approved. (Annex 1).

Art.2 - The list of public information disclosed upon request, according to Art. 6 of Law No 544/2001, shall be approved. (Annex 2).

Art.3 - The provisions of Chapter II, point 6 of the Decision no 10 of 20 October 2001 of the Standing Bureau of the Chamber of Deputies, for the approval of the "Technical Norms concerning the preparation, presentation and circulation of the documents subject of the approval of the Standing Bureau of the Chamber of Deputies" shall apply in all situations referring to the information stipulated in Art.1 and 2, therefore the following can not to be disclosed:

- a. the documents prepared for the Standing Bureau, before their discussion and approval in the meeting;
- b. the documents existing on the agenda of the Standing Bureau, which are to be prepared again as decided;
- c. the documents existing on the agenda of the Standing Bureau, which could not be discussed during the meeting.

Art.4 - The structures in charge with the verification of the observance of the provisions of Art.12 of the Law No 544/2001, on the exemption from the free access of citizens to some information, are established in Annex 3.

Art.5 - The annual updated draft of the information bulletin concerning the public information disclosed ex officio according to Art. 5(2) of the Law No 544/2001 shall be prepared based on the proposals received by the Directorate for Communication, Press and Public Relations and by the Technical Secretariat Directorate from the all structures of the Chambers of Deputies each year by the end of January.

Art.6 - The periodic activity report draft of the Chamber of Deputies to be published in the Official Journal of Romania according to Art. 5(3) of the Law No 544/2001 shall be annually prepared by the Directorate for Communications, Press and Public Relations in cooperation with all the structures of the Chamber of Deputies by the end of February.

Art.7 - In order to enforce unitary the provisions of Art. 6 and 7 of Law No 544/2001, all the departments of the General Secretariat shall communicate to the Directorate for Communication, Press and Public Relations, as the case may be, the following:

- a. the answer to the petition for public information within:
 - o 5 days since the notification and
 - o within maximum 25 days, in case of complex information;
- b. the refusal to communicate the requested information, together with the reasons of the refusal, within 3 days since the receipt of the petition.

Art.8 - The General Secretariat of the Chamber of Deputies, the head of the Directorate for Communications, Press and Public Relations and the head of the Technical Secretariat Directorate are in charge with monitoring the compliance with the provisions of this Decision.

Art.9 - Annexes 1 to 3 are integrant part of this Decision. This Decision was enacted by the Standing Bureau of the Chamber of Deputies in the meeting of 14 April 2003.

PRESIDENT OF THE CHAMBER OF DEPUTIES
Valer Dorneanu

Bucharest, 14 April 2003
No 4

ANNEX 1

LIST
of public information disclosed ex officio, according to Art.5 and upon request, according to Art.6
of the Law No 544/2001

I. Acts of the Parliament of Romania

1. Laws promulgated by the President of Romania (published in the Official Journal of Romania, Part I)
2. Decisions of the Parliament of Romanian (published in the Official Journal of Romania, Part I)
3. Political Documents enacted by the Parliament of Romanian (published in the Official Journal of Romania, Part I)

II. Acts discussed and enacted by the Chamber of Deputies, the Standing Bureau, the Parliamentary Committees and the President of the Chamber of Deputies*)

1. Draft Laws
2. Decisions of the Chamber of Deputies (published in the Official Journal of Romania, Part I)
3. Messages, statements and other political documents enacted by the Chamber of Deputies
4. Decisions of the President of the Chamber of Deputies
5. Reports drawn out by the Special and Inquiry Committees after they were presented to the Standing Bureau of the Chamber of Deputies or to the Standing Bureaus of the two Chambers, as the case may be, and they were recorded on the agenda of the joint sittings of the two Chambers
6. Reports drawn out by public authorities and institutions, by bodies under the authority of the Parliament or Chamber of Deputies, after they were presented to the joint Standing Bureaus and respectively to the Standing Bureau of the Chamber of Deputies and after they were submitted to the Standing Committees to be used in preparing their reports (published in the Official Journal of Romania, Part II)
7. Acts on the organization and functioning of the General Secretariat of the Chamber of Deputies.

III. Documents accompanying the law, decision and political statement files *)

1. Draft laws received from the Government or Senate, as well as legislative proposals submitted by deputies
2. Viewpoints of the Government (Art.110(1) of the Constitution)
3. Opinions of the Legislative Council
4. Opinions of the Economic and Social Council
5. Other opinions
6. Reports and opinions of the parliamentary committees
7. Texts and list in mediation related to the draft laws enacted
8. Reports of the Mediation Committees
9. Texts still in conflict related to enacted draft laws
10. Notification concerning the constitutionality of the laws submitted based on Art. 144(a) of the Constitution of Romania.
11. The Viewpoints of the Chamber of Deputies concerning the exemptions of non-constitutionality brought before the law courts following to be settled by the Constitutional Court, according to Art. 144(c) of the Constitution of Romania (published in the Official Journal of Romania, Part I, together with the Decision of the Constitutional Court)
12. Viewpoints of the Chamber of Deputies submitted to the Constitutional Court in supporting the settlement of the notification of non-constitutionality, according to Art. 144(a) and (b) of

- the Constitution of Romania (published in the Official Journal of Romania, Part I, together with the Decision of the Constitutional Court)
13. Requests of the President of Romanian for the re-examination of some laws
 14. Minutes on the counting and verification of the secret votes (published in the Official Journal of Romania, Part II)
- IV. **Parliamentary Control Instruments ***)
1. Simple motions and motions of censure
 2. Questions addressed by the deputies to the Government, to the ministers or to other heads of the public administration and the related written or verbal answers
 3. Questions which have no answer by the end of the session within which they have been addresses (they are posted on the website of the Chamber of Deputies and published at the end of the relevant session in the Official Journal of Romania, Part II)
 4. Interpellations addressed to the Government by parliamentary groups or by groups of deputies and the written or verbal answers
 5. Interpellations addressed to the Prime Minister and the written or verbal answers
 6. Political interventions of the deputies
 7. Statistics reports on questions, interpellations and political interventions
- V. **Schedule and Attendance Record of the Deputies ***)
1. The weekly schedule of the Chamber of Deputies
 2. Agenda of the plenum of the Chamber of Deputies
 3. Records concerning:
 - a. the members of the Standing Bureau
 - b. the deputies - in alphabetic order;
 - c. deputies - per constituency
 - d. deputies - per parliamentary groups;
 - e. deputies - per political parties;
 - f. personal data of the deputies
- VI. **Verbatim Reports**
1. Verbatim Reports of the meetings of the Chamber of Deputies (published in the Official Journal of Romania, Part II)
 2. Verbatim Reports of the joint meetings of the Chamber of Deputies and Senate (published in the Official Journal of Romania, Part II)
- VII. **Activities of the Parliamentary Committees***)
1. Lists containing the names of the members of the Parliamentary Committees and of the Bureaus of these Committees
 2. List of the draft laws and legislative proposals submitted to the committees out of which some are notified on merits (together with the related report) or for opinions
 3. List of matters subject to the joint meetings with the Senate
 4. Syntheses of the meeting of the committees of the Chamber of Deputies (published weekly in the Official Journal of Romania, Part II)
 5. List with the names of the members of Mediation Committees
 6. Schedules of the standing committees during parliamentary holydays
- VIII. **Economic-financial Information**
1. Annex to the State Budget concerning the Budget for the Chamber of Deputies and Romanian Institute for Human Rights (IRDO) and for the activities entirely financed from own revenues (published in the Official Journal of Romania, Part I)
 2. Approved Budget of the Chamber of Deputies (published in the Official Journal of Romania, Part I)
 3. Budget of the Romanian Institute for Human Rights (IRDO) (published in the Official Journal of Romania, Part I)
 4. Balance Sheet of the Chamber of Deputies - own activity, Balance Sheet of I.R.D.O. and Balance Sheet for the activities entirely financed from own revenues (published in the Official Journal of Romania, Part I)
- IX. **Information concerning the External Relations and the Protocol of the Chamber of Deputies **)**
1. Proposals (under the form of an internal memorandum) for the organisation of the activities of external parliamentary relations carried out in Romania or for the travels abroad of the deputies, in bilateral relations or as participants in various international parliamentary meetings
 2. Membership of the delegations, including the parliamentary civil servants, participating in external events
 3. Schedule of the parliamentary meetings or visits carried out in Romania and the agenda of the international meetings to which Romanian deputies participate

4. Reports of the parliamentary delegations on the results of the travels abroad
5. Periodical information on the activities of external relations of the Chamber of Deputies
6. Speeches and interventions of the Romanian deputies at various international meeting, subsequent to their introduction
7. File cards on bilateral parliamentary relations with various countries
- X. **Human Resources Information *)**
 1. Personal data of the members of the management of the General Secretariat of the Chamber of Deputies and of the departments, as well as of the civil servants in charge with the dissemination of the public information
 2. Vacancies published.
- XI. **Information concerning the order and security in the Palace of the Parliament according to the Regulations on order and security in the Palace of the Parliament, approved by Decision No 13 of 27 October 1999 of the Standing Bureau of the Chamber of Deputies *)**
 1. General Norms
 2. Norms on the Romanian citizens' access within the perimeters and precincts of the Palace of the Parliament
 3. Norms on the foreign citizens' access within the precincts of the Palace of the Parliament
 4. Norms on the access of the citizens assisting in the public meetings of the Chamber of Deputies
 5. Norms on the contents, issue, registration and control of the access documents
 6. Norms on the access and parking of the vehicles for passengers or goods transportation at the Palace of the Parliament
 7. Rules on organization and performance of parliamentary and extra-parliamentary activities
 8. Rules on guard of goods and values within the Palace of the Parliament
 9. Rules on the standby duty of the General Secretariat of the Chamber of Deputies
 10. Rules on the security of the Palace of the Parliament
 11. Rules on sanctions
- XII. **Information concerning the Investment and Development Activity *)**
 - Synthesis of the investment expenditures
 - List of the independent endowment
- XIII. **Information on the Transportation Activity *)**
 0. The vehicle fleet of the Chamber of Deputies - structure, characteristics, manufacturing year

**) The information is posted on the website of the Chamber of Deputies, except for the information published in the Official Journal as specified; photocopies of the documents requested may be released, a fee is charged for this service*

***) It may be seen at the Directorate for Communication, Press and Public Relations of the Chamber of Deputies; photocopies of the documents requested may be released, a fee is charged for this service.*

ANNEX 2

LIST

of public information disclosed upon request according to Art.6 of Law No 544/2001 (related to the chapters of Annex 1)

- I. **Acts discussed and enacted by the Chamber of Deputies, the Standing Bureau, the Parliamentary Committees and the President of the Chamber of Deputies**
 1. Letters and messages of the President of Romania addressed to the Parliament of Romania, after they were presented before the plenum of the two Chambers
 2. Decisions of the Standing Bureau of the Chamber of Deputies and of the Standing Bureaus of the two Chambers, except for those exempted from free access of citizens according to Art.12(1)(c) and (d) of Law No 544/2001
- II. **Parliamentary Control Instruments**
 0. Petitions of the Minister of Justice for the withdrawal of the parliamentary immunity and the Report of the Legal Committee
- III. **Schedule and Attendance Record of the Deputies**
 0. List of the absent deputies without justification from the plenary sittings of the Chamber of Deputies, prepared based of the roll-call
- IV. **Activities of the Parliamentary Committees**

0. List of the absent deputies without justification from the sittings of the Committees
1. Minutes of the sitting of the standing committees of the Chamber of Deputies
2. Weekly activity report of the sittings of the standing committees of the Chamber of Deputies
3. Annual activity report and the report of each sitting of the standing committees of the Chamber of Deputies.

ANNEX 3

Structures of the Chamber of Deputies in charge with the verification of the observance of provisions of Art. 12 of Law No 544/2001, the provisions concerning the exemption from the free access of the citizens to some information

4. The information in the field of national defence, public order and security, the information about the consultations of the authorities and the information on the political and economic interests of Romania, if they are classified information, according to the law (Art. 12 (1)(a))

Competent Structures:

- The structures to be established by the Standing Bureau, after their approval; how the provisions of Law No 182/2002 on the protection of classified information are applied.
5. The information about the financial or commercial activities, if their disclosure is detrimental to the principle of fair competition, according to the law (Art. 12 (1)(c))

Competent Structures:

- Economic-Financial Department
6. The information on personal data of the employees of the General Secretariat of the Chamber of Deputies, other than those disclosed on the website of the Chamber of Deputies (Art. 12 (1)(d))

Competent Structures:

- Directorate for Human Resources and Labour Protection