

SELF-ASSESSMENT MATRIX AND EXAMPLES OF SUPPORTING DOCUMENTS

RATING:				
Not applicable (NA)	Very weak (FS)	Fairly Weak (DS)	Pretty Good (DB)	Very good (FB)
0	1	2	3	4
Not applicable, I don't know no opinion	We are aware of the key issues to be addressed but in the present they have none or very few approaches or activities developed to address them.	We recognize the key issues and or approaches are being developed activities to address them, although it existed limited practice implementation so far.	We have well-laid plans and key approach activities significant problems implementation examples.	We can show clear evidence of good practices that can be shared and are further developing our approach to ensure long term and sustainable improvement.

			ASSESSMENT					EXAMPLES OF INFORMATION/DOCUMENTS THAT SUPPORT THE SELF-ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
1. Participation, representation and fair conduct of elections	1. Local elections are conducted freely and fairly, non-fraudulently and in accordance with international standards and the national	1. The local public administration authority conducts elections in accordance with national legislation that is aligned with international best practice standards.						Administrative act designated person - electoral register The local public authority ensures the logistical support necessary for the smooth conduct of the elections (demarcation of polling stations, provision of special spaces for electoral display, provision of ballot boxes and voting booths, drawing up and printing of electoral lists, provision through its own support staff for the STS staff in equipment installation view); Justice portal - check pending cases regarding the elections

	legislative framework							
	2. Citizens are at the center of public activity, being involved in clearly defined ways in public life at the local level	2. As part of a defined consultation process, the local government authority publishes its plans consistently and invites citizens, NGOs, business representatives, local media and other groups to be consulted on these plans.						<p>Information, press releases, press conferences, etc.;</p> <p>Organization of public consultations;</p> <p>The website contains information on citizens' consultation;</p> <p>Citizen legislative initiatives; Number of public consultations; Number of public debates; Report Law no. 544/2001; Report Law no. 52/2003; Decision appointing the responsible person Law no. 52/2003; Decision appointing the responsible person Law no. 544/2001;</p> <p>Public policies to ensure the improvement of the citizen consultation process;</p> <p>Programs organized in the community (eg: good practices taken from other local public authorities regarding the familiarization of students with the decision-making process through programs of the "Local Councilor/Mayor for a day" type);</p> <p>Citizen legislative initiatives; Number of public consultations; Number of public debates; Report Law no. 544/2001; Report Law no. 52/2003; Decision appointing the responsible person Law no. 52/2003; Decision appointing the responsible person Law no. 544/2001;</p> <p>Internet page (draft decisions in public consultation);</p> <p>Documentation regarding the organization of public consultations;</p> <p>Proposals received from citizens, entrepreneurs, associations, foundations within the locality;</p> <p>Citizen legislative initiatives; Number of public consultations; Number of public debates; Report Law no. 544/2001; Report Law no. 52/2003; Decision appointing the responsible person Law no. 52/2003; Decision appointing the responsible person Law no. 544/2001;</p>
		3. The local public administration authority strives to improve local procedures and/or mechanisms and practices regarding citizen participation in local public life.						
		4. The public is consulted in the initial phase of the decision-making process.						

3. All people (men or women) have a say in the decision-making process, either directly or through legitimate bodies that represent their interests. This broad participation is based on freedom of speech, assembly/assembly and association.	5. There is an active program for elected representatives to involve citizens in the decision-making process.					Local development strategy; Own operational procedures; Schedule of hearings / Activity plan / Activity reports of local councilors; Regular meetings organized with citizens (ex doc supporting: minutes of meetings); Institution website; Information bulletin edited according to Law no. 544.2001; Local elected reports under law; Report Law no. 52/2003;
	6. There is an active program to encourage individuals to take on roles as elected representatives.					Programs organized in the community (eg: good practices taken from other local public authorities regarding the familiarization of students with the decision-making process through programs of the "Local Councilor/Mayor for a day" type); Institution website; Information bulletin edited according to Law no. 544.2001; Local elected reports under law; Report Law no. 52/2003;
	4. All voices, including those of the less privileged and the vulnerable, are taken into account in decision-making, including in the allocation of resources.	7. Access to voting was taken into account, and actions were taken to ensure that no group was excluded or disadvantaged.				
	8. There is an active program to include those who are socially disadvantaged in the decision-making process.					Consultations, periodic information sent by the local public authority to citizens; Social inclusion programs/projects carried out by the local public authority independently or with other local public authorities, associations, foundations, local action groups, etc. in order to include disadvantaged categories in the decision-making process; Documents/Tools regarding informing the population; Documents/Tools on the inclusion of those who are socially disadvantaged
5. There is always a fair attempt to mediate between	9. The local public administration authority has identified the main stakeholder groups (which include NGOs,					List of stakeholders; The local public authority organizes consultations with the main stakeholders (eg: questionnaires, opinion polls, meetings);

	the widely varying legitimate interests and to reach a consensus on determining the best interests of the whole community and how to achieve them.	business, local media and other stakeholders). The list can be reviewed and updated.							A local policy is implemented or in the process of being implemented with the aim of attracting investors within the locality; Database NGOs, the business environment, local press and other interested actors; Administrative decisions regarding cooperation/association according to the law; Application of Law no. 350/2005; Number of projects approved through the participatory budgeting procedure
		10. The local public administration authority has introduced practices for a deliberative process at the level of the local public administration authority (deliberative hearing, citizens' jury, participatory budgeting, etc.)							The local public authority carries out active campaigns to encourage citizens' participation in the decision-making process (eg: distribution of informative materials, implementation of electronic consultation platforms, etc.); Database NGOs, the business environment, local press and other interested actors; Administrative decisions regarding cooperation/association according to the law; Application of Law no. 350/2005; Number of projects approved through the participatory budgeting procedure
	6. Decisions are made in accordance with the will of the majority, while the rights and legitimate interests of the few are respected.	11. The number of local/county councilors is established by law based on demographic criteria (depending on the number of inhabitants of the respective territorial administrative unit).							The prefect's order regarding the convening of elected local councilors; Documents regarding the validation of mandates (court conclusion); HCL regarding the constitution of the local council; ROF - Local Council; Documents/Tools regarding the method of decision-making vs the necessity and opportunity of adopting/issuing the decision
	In this administrative-territorial unit, people are satisfied with the opportunities they have to influence the decisions of the local public administration authority, which are of interest to them.								Questionnaires applied to residents within the locality; Documents/Tools regarding the method of decision-making vs the necessity and opportunity of adopting/issuing the decision
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT	
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB		
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4		
2. Receptivity	1. Objectives, rules, structures and procedures are adapted to the legitimate expectations and needs of citizens.	1. There are clear guidelines and procedures for officials and elected						Operational procedures developed at the entity level regarding the decision-making process. Administrative act/internal document by which the objectives of the public entity are defined (in the situation where there are	

		representatives throughout the decision-making process.					relevant objectives for the analysis and evaluation of the indicator); Decision-making documents/tools for officials and elected representatives. Documents/Instruments of the elected representatives regarding the method of solving the problems of the citizens of the community they represent Statement and primary commitment regarding objectives according to SMC/SMI/SCIM
		2. The local public administration authority ensures that the elected representatives are concerned with the interests of the citizens of the community they represent					At the level of the public entity, a smart solution is implemented or in the process of being implemented to ensure citizens' simple access to the decision-making process (eg: online consultation platform, contact form on the website that allows the rapid transmission of suggestions or complaints to the public entity) ; Decision-making documents/tools for officials and elected representatives. Documents/Instruments of the elected representatives regarding the method of solving the problems of the citizens of the community they represent Statement and primary commitment regarding objectives according to SMC/SMI/SCIM
	2. Public services are delivered and requests and complaints are resolved within a reasonable time frame	3. A procedure was developed and implemented regarding individual complaints regarding the functioning of services and the local public authority, including deadlines for providing answers. At the same time, it can be demonstrated that this procedure is used.					Operational procedure regarding the reporting of irregularities/ management of deviations/ resolution of petitions/ similar; The distribution list of the procedure signed by the employees; Job descriptions/administrative documents regarding the designation of employees responsible for resolving complaints; Internal regulation (if there are provisions regarding the resolution of complaints); Complaints received by the entity and the documentation developed in order to resolve them (written answers, internal correspondence, etc. - the manner in which the deadlines stipulated by the legislation and the own procedures were respected is verified); The entity provides citizens with feedback throughout the analysis of submitted complaints and communicates the identified solutions in a timely manner. The entity has implemented a system through which citizens can give feedback to the services accessed (eg: submission of service evaluation questionnaires online or at the institution's headquarters); Complaints settlement procedure; Petition handling procedure;

							Documents regarding changes to policies and services provided Studies, research, reports based on them (Decisions/Dispositions, strategies, etc.); Training minutes Annual training program for civil servants Number of trainings attended
		4. Information on complaints to the local public administration authority, as well as the responses provided, including any resulting changes, are available to employees, elected representatives and citizens.					Administrative act regarding the appointment of the person/persons responsible for access to information of public interest; The job description of the responsible person (if the specific duties are included); Own procedure at entity level, including signed broadcast list; Administrative act regarding the appointment of the ethics advisor; The job description of the ethics advisor (if the specific duties are included); Ethics advisor's reports (ANFP platform); Register of suggestions and complaints (if it exists and information is filled in); A rapid response system is implemented that provides citizens with feedback on how to resolve complaints; Complaints settlement procedure; Petition handling procedure; Documents regarding changes to policies and services provided Studies, research, reports based on them (Decisions/Dispositions, strategies, etc.); Training minutes Annual training program for civil servants Number of training attendances by local employees/elected officials
		5. If changes to the policies and services provided are necessary, they are made in response to research, reports, consultation, complaints or other methods. The changes made are made public.					Ethics advisor's reports (ANFP platform); Register of suggestions and complaints (if it exists and information is filled in); Specialized reports/references drawn up in order to change the own regulations or procedures and any supporting documents that were the basis for their drawing up; Website (if the regulations, own procedures or own policies regarding the resolution of complaints are published); Messages/requests/reports received through the contact form on the entity's website (if they are relevant for the analysis of the indicator); Complaints settlement procedure; Petition handling procedure;

								Documents regarding changes to policies and services provided Studies, research, reports based on them (Decisions/Dispositions, strategies, etc.); Training minutes Annual training program for civil servants Number of participations in courses by employees/local elected officials
		6. The local public administration authority pays great attention to the citizens-beneficiaries of their services, ensuring that services are provided by well-trained staff who have the knowledge to understand the needs of citizens.						The annual professional training plan of employees; Supporting documents regarding employees' participation in professional training courses/programs (diplomas, certificates, certificates, etc.); Annual evaluation reports of the individual performance of employees (both civil servants and contractual staff); Complaints settlement procedure; Petition handling procedure; Documents regarding changes to policies and services provided Studies, research, reports based on them (Decisions/Dispositions, strategies, etc.); Training minutes Annual training program for civil servants Number of participations in courses by employees/local elected officials
	In this administrative-territorial unit, complaints regarding the provision of services are handled in a professional manner.							Own procedures exist and are used to resolve complaints; The entity provides permanent feedback to citizens from the time the complaint is filed until the response is received (eg: online process tracking platform, or periodic email notifications); Number of complaints regarding service provision are dealt with in a professional manner
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
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3. Efficiency and effectiveness	1. The results reached the set objectives	1. The local public administration authority plans its activities and budget in accordance with the strategic orientation plans, both at the						The Local Development Strategy approved at the level of the public entity; List of investments; Local income and expenditure budget; Budget executions; (Web page) Strategic plans developed at the level of the public entity; Budget execution; Objective planning; Specific reports;

		operational level and at the strategic level.					Operational plan regarding strategic documents
	2. Optimal use of available resources	2. Information regarding the performance of the services is collected and analyzed regularly. The local public administration authority acts to reduce the discrepancies between the expected performance and the achieved performance.					<p>Quarterly budget executions published on the website of the public entity; Specialized reports from the accounting department, prepared for the approval of the budget execution by the Local Council; Other periodic reports prepared at the level of the public entity regarding the execution of the local budget in relation to the strategic planning or the proposed objectives; Authority, department, employee objective planning Specific performance evaluation reports Number of participations in best practice exchanges</p>
	3. Performance management systems make it possible to evaluate and highlight the efficiency and effectiveness of services.	3. The local public administration authority develops and implements a performance management framework that includes: all the attributions it has in order to provide the services, the objectives and the services provided, including appropriate indicators, constantly reporting the performance and the progress recorded.					<p>Documentation regarding the implementation method of Standard 7 - Performance management at the public entity level according to OSGG 600/2018 regarding the approval of the Internal Managerial Control Code of public entities (own procedures, sets of performance indicators used at the entity level to monitor the achievement of objectives, annual reports on performance monitoring developed at departmental level, information to management regarding performance monitoring); Authority, department, employee objective planning Specific performance evaluation reports Number of participations in best practice exchanges</p>
		4. The local public administration authority exchanges good practices with other local public administration					<p>Supporting documents or links to the website regarding any kind of partnerships concluded with other public entities in the country or abroad in the field of performance management or that have such a component (the content of the partnerships concluded is analyzed in order to identify their objectives); Authority, department, employee objective planning</p>

		authorities and uses the information to improve its efficiency and effectiveness.					Specific performance evaluation reports Number of participations in best practice exchanges
		5. The local public administration authority develops a strategic and operational evaluation document for the evaluation of public policies.					Performance management reports at the level of departments and general per entity; Local Development Strategy (if there are specific mentions of performance management); Own procedures; Strategic plan/Policies regarding performance management at the level of the public entity; Strategic and operational evaluation documents/reports for public policy evaluation
		6. The local public administration authority takes into account the results of its evaluations, in order to implement its future public policies.					Performance management reports at the level of departments and general per entity; Local Development Strategy (if there are specific mentions of performance management); Own procedures; Strategic plan/Policies regarding performance management at the level of the public entity; Reports/Memorandums with reference to the results of its evaluations, with a view to implementing its future public policies
	4. Audits are conducted at regular intervals to assess and improve performance.	7. Procedures, performance reports and information systems are independently audited and the results reported to councillors.					Annual and multi-annual internal public audit planning; Internal public audit reports drawn up following the audit missions as planned; Annual internal public audit reports submitted to the Chamber of Accounts; Documents developed at the level of the public entity regarding the follow-up of the implementation of the recommendations (tracking sheets, periodic reports, addresses, internal correspondence); Audit reports of the Chamber of Accounts; External audit reports developed for projects, etc.; Number Procedures, performance reports and information systems audited Audit report with reference to audited Procedures, performance reports and information systems Activity report communicated to councilors

		8. All essential services and important functions are regularly reviewed at appropriate intervals to assess their performance and impact.						Annual and multi-annual internal public audit planning; Internal public audit reports drawn up following the audit missions as planned; Annual internal public audit reports submitted to the Chamber of Accounts; Documents developed at the level of the public entity regarding the follow-up of the implementation of the recommendations (tracking sheets, periodic reports, addresses, internal correspondence); Audit reports of the Chamber of Accounts; External audit reports developed for projects, etc.; Program for ensuring and improving the quality of the activity developed at the level of the internal public audit department (PAIC); Number of procedures reviewed Sensitive functions identified Number of revised objectives for performance and impact assessment
		9. The local government authority keeps adequate records to ensure that patterns can be identified to improve efficiency and effectiveness.						Annual and multi-annual internal public audit planning; Internal public audit reports drawn up following the audit missions as planned; Annual internal public audit reports submitted to the Chamber of Accounts; Documents developed at the level of the public entity regarding the follow-up of the implementation of the recommendations (tracking sheets, periodic reports, addresses, internal correspondence); Program for ensuring and improving the quality of the activity developed at the level of the internal public audit department (PAIC); Benchmarking and reporting to ensure patterns can be identified to improve efficiency and effectiveness
	In general, the people of this administrative-territorial unit are quite satisfied with the services provided by the local public administration authority.							Questionnaires applied to citizens; Evaluation of citizens' degree of satisfaction
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	

4. Openness and transparency	1. Decisions are made and implemented in accordance with rules and regulations.	1. The local public administration authority has a clear and well-understood legal framework, widely published.					Organization chart of the entity; Regulation of Organization and operation of the mayor's specialized apparatus (in accordance with the organizational chart); Regulation of Organization and Operation of the Local Council; Regulations for the Organization and Operation of public services subordinated to the entity (eg: voluntary service for emergency situations, community assistance service, social assistance, etc.); Own procedure regarding decision-making transparency developed and approved at the level of the public entity; Regulation CL, CJ ROF, RI, Organization chart state of functions Documents specific to the application of the Transparency Law according to the legal provisions
		2. The legislative framework of the local public administration authority includes a scheme of delegation in the decision-making process, establishing who takes responsibility for each decision, as well as how decisions will be made, implemented and published.					Regulation of Organization and Operation of the mayor's specialized apparatus (contains department-specific attributions and ways of delegating attributions); Job descriptions for the staff of the specialized apparatus developed in accordance with the ROF (include clear duties and responsibilities for employees, substitutes and the limits of the delegation of competence for each individual employee); Own procedure regarding the delegation of attributions, including the broadcast list, or any other document (meeting minutes, minutes, etc.) through which it is verified that employees are aware of the content of the procedure; Decisions/Procedures regarding delegation in decision-making/who takes responsibility for each decision/how decisions will be made, implemented and published Decisions/Procedures regarding the appeal of decisions taken by the local public authority, accessible and widely understandable procedure
		3. The local public administration authority makes and implements decisions, in an open, transparent and accountable manner and in a timely manner, in accordance with rules and regulations,					Administrative act regarding the appointment of the person responsible for the relationship with civil society; Job description of the responsible person (if specific duties are included); The website of the public entity (section specific to decision-making transparency); Decisions/Procedures regarding delegation in decision-making/who takes responsibility for each decision/how decisions will be made, implemented and published

		which correspond to international standards of good practice.					Decisions/Procedures regarding the appeal of decisions taken by the local public authority, accessible and widely understandable procedure
		4. There is a procedure for contesting the decisions taken by the local public authority, a procedure that is accessible and can be understood on a wide scale.					Own operational procedure developed at the level of the public entity (known and applied by the entity's staff); Clear and concise information published on the website regarding the methods of contesting the decisions taken by the local public authority; Decisions/Procedures regarding delegation in decision-making/who takes responsibility for each decision/how decisions will be made, implemented and published Decisions/Procedures regarding the appeal of decisions taken by the local public authority, accessible and widely understandable procedure
		5. The opposition has the right to introduce proposals, amendments and interpellations. Also, the opposition has the right to request meetings of inquiry commissions on certain topics and has the right to be represented in certain bodies of the local authority.					Regulation of Organization and Operation of the Local Council; Minutes of the meetings of the Local Council, or other relevant documents for the analysis and evaluation of the indicator; Own procedures regarding the organization of the meetings of the Local Council, the elaboration and adoption of the decisions of the Local Council; Number of proposals, amendments and interpellations taken by the opposition for drafts of proposed administrative acts
	2. There is public access to all information that is not classified for very clear reasons provided by law (such as the protection of personal data or regarding ensuring the correctness of procurement procedures).	6. The local public administration ensures constant and easy contact between citizens and elected representatives.					Administrative act regarding the appointment of the person responsible for ensuring access to information of public interest; The job description of the person responsible for ensuring access to information of public interest (if it includes specific duties); Own operational procedure regarding ensuring free access to information of public interest, broadcast list or any other document through which the procedure was brought to the attention of the entity's staff; The website of the public entity contains up-to-date information (the following are published: the list of information of public interest, the categories of information and documents produced and managed by the entity, the names of the management persons and their contact details, the working schedule and the

							<p>audience schedule, financial information , the name of the person responsible for ensuring free access to information of public interest, the annual program of public procurement, concluded procurement contracts, according to specific legislation, etc.); Documents containing information of public interest are published at least on the notice board of the public entity (display minutes); Annual reports on Law 544/2001 on free access to information of public interest;</p> <p>Updated information bulletin regarding information of public interest communicated ex officio;</p> <p>Proof of publication of the annual activity report in the Official Gazette of Romania part III;</p> <p>Number of audiences</p> <p>Number of meetings with citizens for local elected officials</p>
		7. The local public administration authority actively informs citizens.					<p>The website of the public entity contains up-to-date information (the following are published: the list of information of public interest, the categories of information and documents produced and managed by the entity, the names of the management persons and their contact details, the working schedule and the audience schedule, financial information , the name of the person responsible for ensuring free access to information of public interest, the annual program of public procurement, concluded procurement contracts, according to specific legislation, etc.); Documents containing information of public interest are published at least on the notice board of the public entity (display minutes);</p> <p>Number of audiences</p> <p>Number of meetings with citizens for local elected officials</p> <p>Information bulletin edited according to Law no. 544/2001 and disseminated</p> <p>Communicated public documents/information</p>
		8. The meetings of the local public administration authority are open to the public and the media, the agendas and documents of the meetings are available to the public.					<p>Regulation of Organization and Operation of the City Council (specific provisions regarding public participation in City Council meetings);</p> <p>Administrative act regarding the appointment of the person responsible for the relationship with the press;</p> <p>Job description of the responsible person (if specific duties are included);</p> <p>The website of the public entity (documents regarding the meetings of the Local Council are published and updated);</p> <p>Number of public meetings</p> <p>Number of press releases</p> <p>Number of meeting agendas and documents available to the public</p>

	3. Information on decisions, policy implementation and results is made available to the public so as to enable them to effectively follow and contribute to the work of the local authority.	9. The local government authority has a program that runs over 12 months, receiving input from citizens and elected representatives. It is widely publicized.							The website of the public entity; Public policies developed at the entity level; Periodic information sent to citizens; Schedule of hearings published Work program with the published public Schedule of local elected officials that has been published
		10. Local elected officials are open to the media, as well as willing to provide information to the media.							Administrative act regarding the appointment of the person responsible for the relationship with the press; Job description of the responsible person (if specific duties are included); Supporting documents regarding the periodic organization of press conferences (eg: information sent to the mass media, official invitations, press releases, etc.); The number of press conferences organized with the participation of local elected officials Number of questions/number of answers formulated/given according to the agenda of meetings with the media
	This administrative-territorial unit does a good job in informing citizens about the issues on the local political agenda.								Questionnaires applied to citizens; The website of the public entity updated with all the information necessary for the correct and complete information of the citizens: Evaluation of citizens' degree of satisfaction Employee satisfaction rating Average business satisfaction rating
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT	
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB		
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5. The rule of law	1. The local public administration authority respects the law and court rulings.	1. The local public administration authority complies with all applicable laws and regulations.							Administrative acts issued by the public entity are subject to legality control; At the entity level, the own preventive financial control is exercised in all ALOP phases (there is a person designated by administrative act); Regularity/compliance internal public audit reports drawn up annually (the degree of compliance with the legal framework is

							high or average, there are few aspects to improve, generally procedural but which do not violate the legislation); Number of pending processes Number of adverse sentences Number of decisions appealed by the prefect
		2. The local public administration authority publicly reports any court decisions or sanctions applied in accordance with the legislation regarding the irregularities it has committed.					The website of the public entity (updated information is published on how to implement court decisions or on the sanctions applied); Reports of competent institutions - sanctions applied (eg: Chamber of Accounts, ITM, AJPIS, DSP, etc.); Minutes of the meetings of the Local Council (if the possible sanctions applied and methods of settlement or the methods of implementing court decisions are presented to the councillors); Number of court judgments or sanctions given/Number of court judgments or sanctions applied published in accordance with the legislation regarding the irregularities he committed
	2. Rules and regulations shall be adopted in accordance with the procedures prescribed by law and shall be applied impartially.	3. The rules and regulations are adopted in accordance with the procedures provided by law.					Regulation of Organization and operation of the specialized apparatus of the mayor; Regulation of Organization and Operation of the Local Council; Regulations for the Organization and Operation of public services subordinated to the entity (eg: voluntary service for emergency situations, community assistance service, social assistance, etc.); Internal Regulation of the specialized apparatus of the mayor; Own operational and system procedures updated and revised in accordance with changes in the applicable legislative framework (list/revision status); Approved and Unchallenged/Compliant Rules and Regulations
		4. Rules and regulations are applied impartially					Evidence documents regarding the communication of regulations and procedures to all employees (eg: distribution lists, minutes, briefing tables); Number of complaints regarding non-compliance with the principle of impartiality
	In this administrative-territorial unit, the common interests of all residents prevail, not special interests.						The own regulations and procedures are known and applied by the employees (justifying documents regarding awareness); The website is constantly updated and includes information on the regulations and laws applicable to the public entity; Questionnaires completed by citizens; Evaluation of citizens' degree of satisfaction Average business satisfaction rating, etc
			ASSESSMENT				INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT

The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
6. Ethical behavior	1. The public good is put before individual interests.	1. Public policies are established taking into account the role of local public administration authority to ensure the general welfare.						Local Development Strategy; Administrative act regarding the establishment/approval of general and specific objectives in accordance with the mission and purpose of the public entity (including proof of its communication to all employees of the entity); Number of approved strategic documents that are based on public policies established to ensure general well-being
		2. The public interest at the local level guides the allocation of the budgetary resources of the local public authority.						Local income and expenditure budget; List of investments (analysis of concordance with the entity's objectives and SDL); Basis decisions regarding budget allocation planning/PAAP based on identified needs Budget allocation according to identified needs
	2. There are effective measures to prevent and combat all forms of corruption.	3. Codes of conduct specify the ethical standards expected of local elected officials and officials. These include the requirement that declarations of interests and assets be recorded in public registers accessible to the public.						The code of ethical conduct approved at the level of the public entity, including the administrative act of approval (mayor's provision), it includes general rules for all categories of personnel but also specific rules for each category of personnel separately, according to the applicable legislative framework; Supporting document regarding the communication of the code of ethics to all employees (eg: briefing table, minutes, meeting minutes, internal note, etc.), publication on the internet page or on the notice board; Administrative act regarding the appointment of the ethics advisor respecting the appointment procedure approved according to GD 931/2021; The job description of the ethics advisor (if it includes specific duties); Proof documents regarding the communication to all employees of the name of the ethical advisor and his duties (eg: briefing table, minutes, meeting minutes, internal memo, etc.); Operational procedures regarding the activity of the ethics advisor (eg: OP regarding the individual granting of ethical counseling, OP regarding the organization of periodic information, OP regarding the monitoring and reporting of the ethical counseling activity, etc.); Own procedure regarding the preparation and submission of declarations of assets and declarations of interests;

							<p>Administrative act regarding the appointment of the person responsible for the asset and interest declarations at the entity level;</p> <p>Job description of the responsible person (if it contains specific duties);</p> <p>Declarations of assets and interests are submitted through the eDAI platform;</p> <p>The website of the public entity (distinct section on declarations of assets and interests - updated to the day);</p> <p>The list of persons who did not submit the declarations of assets and interests or submitted them late;</p> <p>The special record register of declarations of assets and interests;</p> <p>Codes of conduct that contain the ethical standards expected of local elected officials and officials</p> <p>Codes of conduct that require declarations of interests and assets to be recorded in public registers accessible to the public</p> <p>Ethics and integrity standard 1 from OSGG no. 600/2018 implemented</p> <p>Number of specific procedures for areas that are vulnerable to corruption: human resources, public procurement, sale of administrative-territorial unit assets and granting of permits and licenses</p>
		<p>4. Specific procedures have been adopted for decisions in areas that are vulnerable to corruption, including in the areas of: public procurement, the sale of administrative-territorial unit assets and the granting of permits and licenses.</p>					<p>The list of sensitive functions identified at the level of the public entity that includes associated risks and measures to reduce the risks;</p> <p>Own procedures regarding the conflict of interests, incompatibilities, pantouflage, public procurement, concessions and rentals, sale of goods from the UAT heritage, etc.;</p> <p>Administrative act appointing the working group responsible for implementing the standard methodology for assessing corruption risks;</p> <p>Register of corruption risks;</p> <p>The integrity plan developed and approved at the level of the public entity;</p> <p>Administrative act regarding the appointment of a person responsible for the implementation of the integrity incident evaluation methodology;</p> <p>Annual report on the assessment of integrity incidents (proof of transmission to the Technical Secretariat of SNA and publication on the website);</p> <p>Codes of conduct that contain the ethical standards expected of local elected officials and officials</p>

							<p>Codes of conduct that require declarations of interests and assets to be recorded in public registers accessible to the public Ethics and integrity standard 1 from OSGG no. 600/2018 implemented</p> <p>Number of specific procedures for areas that are vulnerable to corruption: human resources, public procurement, sale of administrative-territorial unit assets and granting of permits and licenses</p> <p>Procedure regarding warning in the interest of the law from inside/outside</p>
		5. An annual review of anti-corruption measures is carried out, for example through internal and external audit.					<p>Internal public audit reports on the evaluation of the implementation of preventive measures from the National Anti-corruption Strategy (2019 - Code of Ethics, Ethics Advisor, Sensitive Functions; 2021 - Conflicts of Interest, Incompatibilities, Prohibitions after termination of employment in public institutions (shoes); 2023 - Declaration of assets, Declaration of gifts, Assessment of corruption risks within central and local public authorities and institutions, Assessment of integrity incidents within central and local public authorities and institutions);</p> <p>Annual and multi-annual internal public audit plans that include the missions regarding the evaluation of preventive measures (for the year 2023);</p> <p>Codes of conduct containing the ethical standards expected of local elected officials and officials revised</p> <p>Number of specific procedures for areas that are vulnerable to corruption: human resources, public procurement, the sale of administrative-territorial unit assets and the granting of revised permits and licenses</p> <p>Procedure regarding warning in the interest of the law from inside/outside</p> <p>Revised integrity plan</p> <p>Objective planning revised</p> <p>Revised performance evaluation objectives</p>
		6. Personnel policies require that employees be appointed, promoted and rewarded based on merit and/or disciplined only in					<p>Own operational procedure regarding personnel promotion, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.);</p> <p>Own operational procedure regarding disciplinary sanctions, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.);</p>

		accordance with approved procedures.						Internal regulation of the mayor's specialized apparatus, including supporting documents regarding the communication of its content to employees (eg minutes, meeting minutes, internal note, information table, etc.); Number of employees appointed, promoted and rewarded based on merit and/or sanctioned, only in accordance with approved procedures Number of lawsuits filed/number of lawsuits won
	3. Conflicts of interest are declared in good time, and the persons involved must refrain from taking part in the respective decisions (those for which a conflict of interest could arise).	7. Elected representatives and staff are required to declare any potential conflict of interest that could impact decision-making and refrain from participating in that decision-making process.						Own procedure regarding conflicts of interest, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.); Regulation of Organization and Operation of the Local Council; Information provided by the general secretary to the local councilors (eg: minutes of the meeting in which they were informed about the conflict of interests and the ways to avoid it); Supporting documents regarding participation in programs/courses on integrity, conflicts of interest, incompatibilities, etc.); There are approved procedures for declaring any potential conflict of interest that could impact decision-making/refraining from participating in that decision-making process
		8. The local public administration authority ensures an efficient public procurement process and uses predetermined selection criteria.						Own operational procedures regarding the public procurement activity, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.); PAAP published Procurement strategy published Number Online procedures Number of concluded contracts/number of published contracts cf Annex 4 to SNA
		9. The local public administration authority ensures free public access to public procurement documents, as well as to decisions regarding the awarding of contracts.						Quarterly reports made in SICAP regarding direct purchases made both online and offline; The website of the public entity (the annual program of public procurement, procurement contracts according to legal obligations, etc. are published); Analysis/situation of contested procedures and ways to resolve appeals; The existence of integrity warnings sent through the PREVENT system; Number of approved contracts/ Number of contracts published according to Annex 4 to SNA 2021-2025

								PAAP published Procurement strategy published Number Online procedures
	In this administrative-territorial unit, all persons enjoy equal treatment, regardless of their connections with elected representatives or officials.							There is a code of ethical conduct approved and known by all employees, own procedures known and applied by all employees and local elected officials; Questionnaires applied to citizens and local elected officials; Evaluation of citizens' degree of satisfaction Average business satisfaction rating, etc Number of complaints regarding non-compliance with the principle of equal treatment before the authorities
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
7. Capacity and Competence	1. The professional skills of those who ensure governance are maintained and continuously improved to improve their results and impact.	1. The local public administration authority identifies the skills necessary to ensure the efficient provision of services and carries out an audit of these skills, in order to identify any gaps in the strategic plan regarding the workforce.						Annual professional training program; Annual evaluation reports of individual employee performances; Sets of specific performance indicators used in the annual performance evaluation process, including proof of their communication to employees at the beginning of the evaluation period; Evidence of communicating the specific objectives defined to meet the "SMART" requirements package (specific, measurable, appropriate, realistic, with a deadline); Internal public audit reports made in the last 3 years regarding the human resources activity (only if they contain relevant information for the analysis of the indicator); Annual and multi-annual planning of the internal public audit (analysis of compliance with the audit periodicity of the activity); Operational procedures regarding staff evaluation, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal notes, etc.); Participation in courses/seminars/exchange of best practices in the professional field Ways to improve/promote employee skills/aptitudes/competences Forms of employee motivation Collective agreement/Collective employment contract

		<p>2. The local public administration authority operates a system for implementing personal development plans for its staff.</p>					<p>Annual professional training program; Annual evaluation reports of individual employee performances; Evidence of employee participation in continuing professional training courses/programs (diplomas, certificates, certificates, etc.); Participation in courses/seminars/exchange of best practices in the professional field Ways to improve/promote employee skills/aptitudes/competences Forms of employee motivation Collective agreement/Collective employment contract Tools for promoting competitiveness</p>
	<p>2. Civil servants are motivated to continuously improve their performance.</p>	<p>3. Procedures are established to reward good performance and procedures to improve lower levels of performance.</p>					<p>Operational procedure regarding performance evaluation, including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.); Operational procedure regarding the promotion of employees (by personnel category) including supporting documents regarding the communication to employees of the content of the procedure (eg: broadcast list, minutes, meeting minutes, internal note, etc.); Staff salary procedure that includes specific provisions regarding performance rewards (if applicable); Internal regulation containing specific provisions regarding the remuneration of employees, including supporting documents regarding the communication to employees of the content of the regulation (eg: minutes, meeting minutes, internal note, etc.); Participation in courses/seminars/exchange of best practices in the professional field Ways to improve/promote employee skills/aptitudes/competences Tools for promoting competitiveness Forms of employee motivation Collective agreement/Collective employment contract</p>
		<p>4. The local public administration authority has a human resource recruitment and selection policy and procedures, which are made public and</p>					<p>Operational procedure regarding staff recruitment; Documentation regarding ensuring the transparency of the recruitment process (evidence of the publication of competition notices in local or national publications, publication of notices on one's own website, etc.); Public announcements organization recruitment human resource/number of jobs Number of appeals regarding the transparency of competitions</p>

		implemented consistently.					
		5. A staff training plan is developed, implemented and monitored to ensure that training needs are fully met and professional skills are continuously developed before they become an obstacle to service delivery and to avoid making evasive decisions caused by lack of training.					Own operational procedure regarding the development of the annual professional training program for employees; Annual professional training program for employees; Evidence of employee participation in continuing professional training courses/programs (diplomas, certificates, certificates, etc.); Annual evaluation reports of the individual performance of employees (analysis of the training programs section recommended to be followed in the next period for which the evaluation will be made); Participation in courses/seminars/exchange of best practices in the professional field Ways to improve/promote employee skills/aptitudes/competences Tools for promoting competitiveness Number of internal trainings according to SMI/SMC/SCIM
		6. The local public administration authority analyzes the implementation and results of recruitment, training and promotion procedures and makes improvements based on the conclusions.					Comparative analysis of the training programs recommended to be followed in the next period according to the evaluation reports and the annual professional training program (the correct transposition of the information in the training program and its compliance will be ensured); Reports regarding the implementation of recruitment, training and promotion procedures Suggestions for improvements based on the findings.
	3. Practical methods and procedures are created and used to improve the skills and potential of the human resource to produce better results.	7. Selection criteria are defined for each position and communicated to all applicants. The criteria reflect the essential requirements of the job and do not exclude any social group.					Sets of specific performance indicators used in the annual performance evaluation process, including proof of their communication to employees at the beginning of the evaluation period; Evidence of communicating the specific objectives defined to meet the "SMART" requirements package (specific, measurable, appropriate, realistic, with a deadline); Selection criteria developed within a participative management Analyses/studies/substantiations regarding criteria setting

		8. Staff receive regular reviews of their performance and development as part of a systematic approach to performance appraisal and career development.							Evaluation reports of the individual performances of the employees drawn up annually, within the term stipulated by the applicable legislative framework; Initial self-assessment conducted to see how each employee perceives how the objectives and evaluation criteria are being met
	Most of the elected officials in this administrative-territorial unit are competent people who (usually) know what they are doing.								Program of professional training of elected officials; Evidence of the participation of employees and local elected officials in continuing professional training courses/programs (diplomas, certificates, certificates, etc.);
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT	
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB		
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4		
8. Innovation and openness to change	1. New and effective solutions to problems are sought and modern methods of service delivery are taken advantage of.	1. The local public administration authority has a structured approach to innovation, research and development.						Local Development Strategy; Strategic organizational plan with clear objectives in the field of innovation, research and development; Programs or projects for the digitization of the institution, or the implementation of smart solutions to support citizens; Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy) Institutional site analysis vs digitization	
		2. The local public administration authority takes measures to identify and implement examples of good practices and new solutions.						Partnerships concluded with other public authorities in the country or abroad (if their object is relevant for the analysis and self-evaluation of the indicator); Supporting documents regarding participation in programs or projects aimed at exchanges of institutional best practices (including conferences, symposia or other similar events);	
	2. There is a willingness to pilot and experiment with new programs and to learn from the experience of others.	3. The local public administration authority is actively involved in a good						Documentation of projects in which the entity is involved (if their object is relevant for the analysis and self-evaluation of the indicator);	

		governance pilot project.						Implementation of new and innovative local policies (eg digitalization of services offered, online consultation platforms, etc.); Periodic testing of citizens' opinion regarding the implemented policies (e.g. application of questionnaires to citizens); SWAT analyzes of policies implemented or in the process of being implemented; The tools used in the ELoGE self-assessment; Cooperation/twinning/association programs/projects approved/implemented
	3. A favorable climate for change is created in the interest of obtaining better results.	4. Elected representatives and officials are clearly committed to taking steps to ensure that benefits derive from new solutions and best practices.						Effective organization of offices that work with the public in order to facilitate citizens' access to services; Clear information available to citizens, on the entity's website and notice board, including the provision of the necessary forms for applications or a computer for online completion of the necessary documents in the relationship with the public entity; Citizens' Information Center; Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy) Institutional site analysis vs digitization
	In this territorial administrative unit there are clear procedures for managing citizens' suggestions, to improve the provision of public services.							Own procedures approved and known by all employees; Register of suggestions and complaints (if it exists and information is filled in); Website (if the regulations, own procedures or own policies regarding the resolution of complaints are published); Messages/requests/reports received through the contact form on the entity's website (if they are relevant for the analysis of the indicator); Evaluation of citizens' degree of satisfaction Average business satisfaction rating, etc Number of complaints regarding non-compliance with the principle of equal treatment before the authorities
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
9. Sustainable development		1. The local public administration						Local Development Strategy; Organizational strategic plan;

and long-term orientation	1. The needs of future generations are taken into account in current policies.	authority has a structured approach to long-term development.						Sustainable public policies in various fields (local tourism, health, education, etc.); Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services
		2. The needs of future generations are routinely considered in the planning process.						Local Development Strategy; List of investments; The local budget of revenues and expenses; Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services
	2. Community sustainability is constantly taken into account. Decisions strive to internalize all costs and not transfer problems and stresses, be they environmental, structural, financial and economic or social, to future generations.	3. There is a clearly demonstrated high-level commitment from politicians and senior management to achieving corporate sustainability.						Local Development Strategy; List of investments; The local budget of revenues and expenses; Partnerships concluded with associates, NGOs, companies, with a view to long-term sustainable development; Projects regarding the support of the private environment (eg: industrial park, facilities for companies in order to create new jobs within the locality) Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy)
		4. Ensuring sustainability is an integral part of policy and strategy development, action planning and target setting across all departments, functions and service areas.						Local Development Strategy; List of investments; The local budget of revenues and expenses; Planning/programs regarding the sustainability of the activity in the long term (e.g. the implementation of selective waste collection within the locality, programs to support young people, for example the provision of service housing or facilities for the purchase of housing within the locality, especially in rural areas, projects establishing platforms or industrial parks that grant facilities to companies operating within the locality in order to create and maintain new jobs);

							Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy)
		5. Specific resources and responsibilities are used to ensure sustainability (eg can be used within a cross-functional group).					Local income and expenditure budget; Periodic reports on the implementation stage of the projects carried out with the aim of developing the sustainability of the community; Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy)
		6. It is routinely ensured that the processes carried out within the local public administration authority, such as performance management, audit and control, provide feedback mechanisms and stimulate the implementation of the principles of sustainable development in the implementation of activities and in the performance of tasks and stimulate growth performance.					Performance audit reports / System internal public audit reports (only if they contain relevant information in the analysis and self-evaluation of the indicator); Follow-up sheets of recommendations from previous internal public audit missions / written correspondence / periodical reports of the institution on how to implement the recommendations from internal public audit missions in order to increase institutional performance; Quality/environmental management system implemented SCIIM implemented Sustainability implemented projects Sustainable requirements in the procurement procedures for goods/services Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy)
	3. There is a broad and long-term perspective on the future	7. There is a participatory					Consultation of citizens and the main interested factors (associations, foundations, companies, etc.) in the decision-

of the local community and a knowledge of what is needed for such development.	approach in the decision-making process regarding sustainable development.					making process involving the adoption of sustainable policies at the local level; Regularly informing all interested parties about the stage of implementation of sustainable policies (publishing progress reports on the website of the public entity, brochures, press releases, etc.) Institution website Application of Law no. 52/2003 Organized public consultations/debates/number of drafted normative acts
	8. There is a capital funding plan to ensure the long-term viability of the infrastructure and assets of the local government authority.					Local Development Strategy; List of investments; The local budget of revenues and expenses; Strategic organizational planning; PAAP
	4. There is an understanding of the complex historical, cultural and social issues underlying sustainability and long-term orientation.	9. There is a structured approach to the preservation of the historical, cultural and social particularities of the territorial administrative unit.				
Within this administrative-territorial unit, decision-makers involve citizens in trying to find solutions to local problems and for sustainability.						Regular consultations with citizens; Citizen involvement programs in the decision-making process, periodic information, information brochures regarding the rights of citizens and the factors of interest for the decision-making system; Evaluation of citizens' degree of satisfaction Average business satisfaction rating, etc Number of complaints regarding non-compliance with the principle of equal treatment before the authorities
ASSESSMENT						INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT

The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
10. Sound financial management	1. Tariffs (taxes) do not exceed the costs of the services provided and do not reduce the demand for the provision of services excessively, especially in the case of important (essential) public services.	1. For local elected officials, they are clear about the establishment of tariffs (fees) for essential public services.						HCL on the establishment of local taxes and fees; Local income and expenditure budget; Implementation of smart solutions through digitization programs/projects to ensure free access to services; Analyze programs/projects on the 6 directions of action (smart mobility, smart governance, smart citizens, smart environment, smart housing, smart economy)
	2. The principle of prudence is carefully observed in financial management, including the contracting and use of loans, the estimation of necessary resources, income and reserves, as well as the use of income.	2. The financial standing instructions identify the financial responsibilities that apply to everyone working for the local government authority.						Local income and expenditure budget; Annual public procurement program; Quarterly and annual financial statements; Own financial reports drawn up at the public entity level; The situation of borrowed capital (bank loans) and the repayment plan; Regular training Participation in programs/projects, exchanges of best practices in the field
		3. Through the internal audit, the financial transactions are verified to ensure that the provisions of the approved internal procedures have been complied with.						Annual and multi-annual internal public audit plan; Internal public audit reports on the financial and accounting activity, the local budget, the establishment of revenues and the performance of expenses;
		4. Periodic reports are presented to officials and elected officials, comparing current revenues and expenditures with the approved budget.						Internal public audit reports on the financial and accounting activity, the local budget, the establishment of revenues and the performance of expenses; External audit reports prepared by independent statutory auditors, CAFR members, within the projects; Financial audit reports of the Chamber of Accounts; Minutes of the local council meeting in which the conclusions of the internal or external public audit reports are presented; Monitoring the implementation of the recommendations from the internal public audit reports (tracking sheet);

							Addresses regarding the implementation of measures from the audit reports of the Chamber of Accounts;
		5. The accounts are audited by persons independent of the local public administration authority.					External audit reports prepared by independent statutory auditors, CAFR members, within the projects; Financial audit reports of the Chamber of Accounts;
		6. The conclusions of external audit reports and annual audits are made public.					Minutes of the local council meeting in which the conclusions of the internal or external public audit reports are presented; Website of the public entity if audit reports are published)
		7. The annual audit includes an analysis of the costs insured for the services provided by the local public administration authority					Annual and multi-annual internal public audit plan; Internal public audit reports on the financial and accounting activity, the local budget, the establishment of revenues and the performance of expenses; External audit reports prepared by independent statutory auditors, CAFR members, within the projects; Financial audit reports of the Chamber of Accounts;
	3. Multi-annual budgets are drawn up, with public consultation.	8. Annual and multi-annual budgets are drawn up and approved before the start of the relevant period. Local government budgets should outline key resource forecasts as well as multi-year commitments.					Annual and multiannual revenue and expenditure budget; Local Development Strategy;
		9. The budget preparation process includes extensive consultation with external stakeholders.					The website of the public entity includes the draft budget in public consultation; Proposals received at the public entity level from citizens (if applicable); Amendments proposed by local councilors (if applicable);
		10. Approved budgets, tax rates and an annual report including information					The website of the public entity; Report on access to information of public interest: Own operational procedure regarding free access to information of public interest;

		on service achievements and results are made available to the public.						The execution account of the local budget approved by the Local Council quarterly and annually;
		11. A summary of the budget, taxes and fees is made available to all citizens.						The website of the public entity; Report on access to information of public interest: Own operational procedure regarding free access to information of public interest;
	4. Risks are estimated and managed accordingly, including through publication and the consolidated budget and, in the case of public-private partnerships, through the realistic sharing of risks.	12. The local public administration identifies and manages its financial risks and service delivery risks, through one of the following methods: - acceptance and awareness of risks; - avoiding risks (eg: by transferring an activity to another entity); - risk transfer (for example through a public-private partnership or by obtaining commercial insurance); or risk sharing (eg: carrying out the activity in collaboration with another administrative-territorial unit).						Risk management procedure developed and approved at the level of the public entity, including supporting documents regarding the notification to all employees of the content of the procedure (eg: broadcast list, meeting minutes, minutes, internal information note, etc.); The risk register developed at the level of the financial-accounting department, which also includes measures to reduce risks;
	5. The local public authority participates in agreements/understandings regarding inter-community solidarity, fair sharing of tasks, benefits and risk reduction (inter-institutional cooperation	13. The inter-community approach is a factor of progress in the management of local public administration authority.						Participation in inter-community projects; Projects/programs developed through LAGs or ADIs;

	and mutual attitude towards risks).	14. The local public administration authority is part of inter-community organizations in order to improve performance and services to citizens.							The local public authority is a member of Local Action Groups or Intra-Community Development Associations;
	This local public administration authority does a good job of informing citizens about what taxpayers are getting for their money.								Periodic information posted on the website or on the notice board of the public entity; Own procedure regarding free access to information of public interest; Reports on information of public interest; Questionnaires applied to citizens;
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT	
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB		
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4		
11. Human rights, cultural diversity and social cohesion	1. Within the local authority's sphere of influence, human rights are respected, protected and implemented, and discrimination on any grounds is combated.	1. The local public administration authority ensures that all categories of groups are involved, that it has implemented anti-discrimination measures and that it has defined objectives that are found in all policy areas.						Internal regulation of the specialized apparatus that includes clear anti-discrimination rules, including supporting documents regarding informing employees; Public anti-discrimination policies;	
		2. The local public administration authority takes measures to protect all citizens from discrimination and exclusion.						Action plan to combat discrimination; Public anti-discrimination policies; Administrative act regarding the definition of general and specific objectives (if objectives are defined that refer to protection measures for disadvantaged categories or anti-discrimination); Supporting documents regarding employees' participation in trainings, conferences or other events regarding anti-discrimination and protection of citizens;	

							Internal Regulation containing provisions on anti-discrimination measures for citizens/public/service beneficiaries Code of conduct containing provisions on anti-discrimination measures for employees Regulations/public meetings that contain provisions on anti-discrimination measures for persons consulted/involved in debates or who participate in CL public meetings
	2. Cultural diversity is treated as an asset and continuous efforts are made to ensure that everyone has a stake in the local community, that they identify with it and do not feel excluded.	3. The local public administration authority actively promotes diversity and cohesion as being in the interest of all citizens by: making resources available, supporting and subsidizing the activities of non-governmental actors, promoting dialogue and by encouraging partnerships between different key social actors.					Projects or programs developed by the public entity to promote diversity and social cohesion; Citizen information (brochures, meetings with citizens, etc.); Partnerships with associations, foundations, NGOs to promote diversity and social cohesion at the local level;
	3. Social cohesion and the integration of disadvantaged areas are promoted.	4. The local public administration authority has set clear objectives to improve social cohesion and maximize the potential of cultural diversity by encouraging diversity and intercultural interactions.					Administrative act regarding the definition of general and specific objectives (if objectives are defined that refer to protection measures for disadvantaged categories or anti-discrimination); Public policies and strategies are reviewed at least once a year; Cultural strategy approved
		5. The local public administration authority has adopted individual plans for certain specific disadvantaged groups					Plan of actions/works at local level approved by HCL; Organizational strategic plan for promoting the rights of children, young people or disadvantaged categories; The developed plans are based on the analysis of the social environment and the structure of the population within the

		(for example, the Plan for ensuring the income necessary for daily living, the Plan for the rights of children and young people, etc.).						locality. These include SWAT analysis and general and specific objectives as required by SMART;
	4. Access to basic services is ensured, especially for the most disadvantaged categories of the population.	6. Politicians and officials ensure, together with all strategic partners, that the objectives of promoting equality are appropriated and transposed in strategies, in urban planning, as well as in the provision of public services.						The strategic plans developed are based on the analysis of the social environment and the population structure within the locality. These include SWAT analysis and general and specific objectives as required by SMART; Periodic analyzes of the way of meeting the objectives are carried out; Specific sets of indicators are used to evaluate how the objectives are achieved;
	In this administrative-territorial unit, respect for human rights and progress in their implementation are observed for all segments of the population.							The strategic plans developed are based on the analysis of the social environment and the population structure within the locality. These include SWAT analysis and general and specific objectives as required by SMART; Periodic analyzes of the way of meeting the objectives are carried out; Specific sets of indicators are used to evaluate how the objectives are achieved;
			ASSESSMENT					INFORMATION/DOCUMENTS SUPPORTING THE ASSESSMENT
The maturity level of the local public administration authority regarding the principle is assessed as:			N/A	FS	DS	DB	FB	
PRINCIPLE	DESCRIPTION OF THE ACTIVITY	indicator	0	1	2	3	4	
12. Liability	1. All decision makers, collective and individual, take responsibility for their decisions.	1. All decision makers are clear about their collective and individual responsibilities for the decisions they make, and responsibilities are clearly set out in a						Organizational and Operating Regulations approved and acknowledged by employees and local elected officials; Detailed job descriptions for employees of the public entity, in accordance with the Organization and Operation Regulation;

		legal framework and job description.						
	2. Decisions are reported, explained and may be sanctioned.	2. The Council prepares periodic public reports (at least annually) answering for the decisions they have taken.						Local Council Reports; The decisions of the Local Council are published on the website in the local official monitor;
		3. The legal (legal) framework of the local public authority includes details on: reporting, explaining and sanctioning decisions, and this legal framework is well understood by local elected officials, officials and citizens.						Organizational and Operating Regulations approved and acknowledged by employees and local elected officials;
		4. Reports and other documents will be accessible and made available.						The decisions of the Local Council are published on the website in the local official monitor;
	3. There are effective remedies against maladministration and actions by local authorities that violate civil rights.	5. The audit is transparent and independent, as provided for in the legal framework. Control mechanisms are respected, are seen as independent, and are undertaken without fear or favor.						Declarations of independence completed by the internal public auditors at the beginning of each individual internal public audit engagement. If the internal public audit is organized in a cooperative system, staff rotation is ensured (analysis of internal public audit reports for the last 3 years);
		6. Auditors are clear in establishing who is responsible for each decision, and key						Internal public audit reports; Audit reports of the Chamber of Accounts; Annual internal public audit reports (status of unappropriated recommendations, if applicable);

		<p>decision makers willingly submit to public scrutiny.</p>						
		<p>7. The local government authority has a robust process, set out in its legal framework, to remedy maladministration and actions by local authorities that violate civil rights, in accordance with rules, regulations and best practices.</p>						<p>Internal public audit reports; Audit reports of the Chamber of Accounts; Documents developed at the level of the public entity regarding the follow-up of the implementation of the recommendations (tracking sheets, periodic reports, addresses, internal correspondence); Activity report prepared taking into account the maladministration and the actions of local authorities that violate civil rights, in accordance with the rules in force</p>
	<p>In this territorial administrative unit the elected officials have the ability to explain their decisions to the residents.</p>							<p>The mayor's annual activity report (published on the website and/or on the notice board of the public entity);</p>