

## **Living and Working Conditions in Romania**

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## **1. Finding a job**

### **1.1 How to find the job**

Jobseekers who are EU or EEA citizens can contact the National Employment Agency (ANOFM), which is Romania's public employment office, through its local branches. They have free access to the Romanian labour market. Nationals of other Member States of the European Union are employed in the same conditions as Romanian nationals and have to complete all the employment formalities, from obtaining a medical certificate issued by an occupational physician and confirming that the future employee is fit for work to the notification, by the employer, of the individual employment contract to the National Agency for Labour Inspection and Social Security. It is recommended that sufficient time is allowed between the signing of the individual employment contract and the start of work at the Romanian employer, so as to enable the EU national to complete all the required formalities.

Interested persons may contact and register with one of the 41 employment agencies in the counties or in Bucharest, or with one of the 70 local employment agencies spread throughout the country.

County agencies provide information, counselling and mediation services for jobseekers or unemployed persons, as well as information and mediation services for potential employers. The services offered are free of charge.

A database is available, both at county and at the national level, containing all the jobs offered by Romanian employers, who are required by law to declare all their vacancies to the National Employment Agency.

EU/EEA citizens who are unemployed persons receiving unemployment benefits in another EU/EEA state and who are seeking a job in Romania may export their unemployment benefits (for a maximum period of 3 to 5 months), provided that they register as jobseekers with the county employment agency covering the area where they have established their residence in Romania.

You may also contact one of the 45 EURES advisers in the county employment agencies. The contact details of these EURES advisers can be found on the website of the National Employment Agency.

On the national labour market there are also private providers (Romanian or from other EU/EEA countries) of specialised services aimed at stimulating the labour market. On the individual websites of the county employment agencies, you can find the list of private providers of employment services authorised to operate on the domestic market.

Another way of finding a job in Romania consists in accessing various web portals which are a major source of vacancy notices. Here you can find jobs published directly by employers and you can also enter your CV in the database, so that it is visible to employers looking for staff.

The national, regional and local newspapers also contain many classified job advertisements (both job offers and requests).

If the vacancies listed in the different publications or on the Internet are not satisfactory for you or if you wish to work for a company that has not published any notice for the post you are interested in, you can still apply by sending a spontaneous application (CV accompanied, if you wish so, by a photograph and the cover letter) to the human resources department of the company concerned.

Links:

National Employment Agency	<a href="http://www.anofm.ro">http://www.anofm.ro</a>
Private web portals for jobseekers	<a href="http://www.bestjobs.ro">http://www.bestjobs.ro</a> , <a href="http://ejobs.ro">http://ejobs.ro</a>
Portal of national, regional and local newspapers in Romania	<a href="http://www.ziare.ro">http://www.ziare.ro</a>

### **1.2 How to apply for a job**

Any application should meet the job requirements and provide a first impression of the applicant's profile. The most common way of applying is to send a CV, which may be accompanied by a letter of application (maximum 1 page) describing the reasons for applying for the job concerned. The CV should be drawn up in Romanian. If one of the requirements is knowledge of a foreign language, the CV should be submitted also in an international language.

The CV should have a well-define structure. Standard CV forms can be used, and the EURES network in Romania recommends the use the Europass CV model. A CV contains the applicant's skills, qualifications and experience, presented chronologically (when filling in the 'Work Experience' section, it is customary to begin either with the current job or with the most recent one).

The Europass CV and the instructions for filling it out can be found both on the European EURES portal and on the website of the National Employment Agency.

At the interview, the applicant should bring along a CV as well as any other supporting documents: baccalaureate diploma, university degrees (authenticated), training certificates, criminal record, medical examination certificate, certificates or recommendations from previous jobs. Employers may ask applicants to take a psychological test.

Links:

National EURES portal	<a href="http://www.eures.anofm.ro">http://www.eures.anofm.ro</a>
EURES – the European Job Mobility Portal	<a href="http://www.eures.europa.eu">http://www.eures.europa.eu</a>

## 2. Moving to Romania

### 2.1 Finding accommodation

In order to avoid any complications, it is advisable to know where you are going to live in Romania before you leave your own country. There are many possibilities to find accommodation, depending on the budget and individual preferences.

#### **Renting**

If you wish to rent an apartment for the duration of your stay in Romania, you are advised to browse the real estate sections of newspapers. You can also contact a real estate agent (check 'Pagini Aurii' -Yellow Pages). Renting costs depend on the size of the rented accommodation, its location and age, other furnishings and furniture. You need to have a valid identity document to rent accommodation and to sign an agreement with the owner. The agreement must be official, in writing. Rent does not include utilities (electricity, gas, water, heating, telephone). The owner is to take the necessary actions to register the tenancy agreement and pay the applicable tax.

#### **Student accommodation**

Students travelling for study or work in Romania can live in student hostels or rent studios or apartments. Information on accommodation availabilities in student hostels can be found on the websites of the providers of higher education.

#### **Finding an apartment on the internet**

In addition to the traditional ways of finding an apartment (via the printed media or real estate agents), the internet provides another easy means of searching.

#### **Buying a property**

In Bucharest, large cities and tourist areas, properties are more expensive than in the rest of the country. Based on the Imobiliare.ro index, in January 2016 the average price 1 054 EUR/m<sup>2</sup> in Bucharest, 1 152 EUR/m<sup>2</sup> in Cluj Napoca, 952 EUR/m<sup>2</sup> in Timișoara and 877 EUR/m<sup>2</sup> in Iași. When buying a home, all the documents must be authenticated at a notary's office. As part of the purchase procedure buyers must sign contracts with suppliers for the following utilities: electricity, gas, water, telephone and heating, etc. Invoices for utilities have to be paid by the due date, usually on a monthly basis, or the supply of such services may be interrupted.

Links:

Portal of national, regional and local newspapers	<a href="http://www.ziare.ro">http://www.ziare.ro</a>
Yellow Pages	<a href="http://www.paginiaurii.ro">http://www.paginiaurii.ro</a>
Real estate classifieds	<a href="http://www.imobiliare.ro">http://www.imobiliare.ro</a>

## **2.2 Finding a school**

EU/EEA citizens who wish to enrol their children in the Romanian educational system have the following options: state educational institutions and private educational institutions.

Before moving to Romania it is recommended to carry out at least a basic research regarding the types of educational institution located close to the new place of residence and to find out whether a school has the administrative capacity to receive new children. When transferring children to a school in Romania, it is very important that parents produce certificates indicating the studies completed by their children in their country of origin.

In general the territorial principle applies, i.e. the proximity of the residence to the educational institution. This means that educational institutions (up to the level of high school) in a certain location guarantee places for the children living within that area. Any remaining places are then allocated to children from outside the local area. No examination is required for children to be enrolled at kindergarten, or primary school and gymnasium. The only requirement is to present a medical certificate indicating their pathological conditions, if any. Admission to high schools and colleges takes place via a computer-based allocation process, following written national evaluation tests, taking into account also the average grades received in secondary school is based on an examination. Admission to universities can be based on an examination or on the applicant's file.

Private educational institutions (kindergartens, high schools, universities) charge fees both for enrolment and for tuition. Public higher education establishments charge fees for enrolment and tuition. Tuition fees apply to students admitted on places that are not funded by the public budget.

Information about the Romanian educational system can be found on the internet on the website of the Ministry of National Education and Scientific Research, by contacting local authorities, or by accessing specialised portals.

Links:

Ministry of National Education and Scientific Research	<a href="http://www.edu.ro">http://www.edu.ro</a>
Kindergartens	<a href="http://listagradinite.ro/">http://listagradinite.ro/</a>

### **2.3 Registration procedures and residence permits**

EU/EEA/Swiss Confederation citizens may enter Romania after presenting a national identity document or a valid passport.

Family members who are not EU/EEA/Swiss Confederation citizens may enter Romania using a valid passport bearing an entry visa granted by a Romanian diplomatic mission or consular office, on request, on the basis of a fast-track procedure (48 hours) with the prior approval of the National Visa Centre of the Ministry of Foreign Affairs. Any family member who is not an EU citizen is exempted from the obligation to obtain the visa if he/she meets two conditions cumulatively: if he/she accompanies or joins a EU/EEA/Swiss Confederation citizen exercising his/her right of residence within the territory of Romania and if he/she holds a valid document proving his/her residence in another Member State as a family member of the EU/EEA citizen he/she accompanies or joins in Romania.

EU/EEA/Swiss Confederation citizens entering Romania have a right of residence for a period of 3 months following the date of entry, without any additional conditions. By way of exception, EU/EEA/Swiss Confederation citizens entering Romanian and seeking a job have a right of residence for a period of up to 6 months following the date of entry, without any additional conditions. Family members of EU/EEA/Swiss Confederation citizens, who accompany or join these citizens later, have the same right of residence in Romania, irrespective of citizenship.

EU/EEA/Swiss Confederation citizens wishing to stay in Romania for more than 3 months must obtain a registration certificate from the local branches of the Inspectorate-General for Immigration. They are entitled to residence for more than three months if they are in one of the following situations: they have the status of a worker; they have medical insurance and the necessary means of support for them and for the members of their families at least at the level of the guaranteed minimum income applicable in Romania, they are enrolled with an institution in Romania which provides education or ongoing professional training and they have the means required in order to support themselves or the members of their family, they are members of the family of a European citizen meeting one of the conditions above or of a Romanian citizen having his/her domicile in Romania.

Family members who are not EU/EEA/Swiss Confederation citizens have a right of residence for more than 3 months if they accompany or join the EU/EEA/Swiss Confederation citizen meeting one of the aforementioned conditions.

EU/EEA citizens or their family members, who have uninterrupted legal residence in Romania for a period of at least 5 years may apply for permanent residence and for a permanent residence card. People who do not have EU citizenship but have resided uninterruptedly in Romania for a period of at least 5 years as family members of a EU/EEA/Swiss Confederation citizen who is a resident or a permanent resident enjoy the same right. A residence card can be issued by the Inspectorate-General for Immigration on the basis of an application filed within the first 3 months after the date of arrival in Romania.

Links:

Ministry of Foreign Affairs	<a href="http://www.mae.ro">http://www.mae.ro</a>
Ministry of Internal Affairs	<a href="http://www.mai.gov.ro">http://www.mai.gov.ro</a>
Border Police	<a href="http://politiadefrontiera.ro">http://politiadefrontiera.ro</a>
Inspectorate-General for Immigration	<a href="http://www.igi.mai.gov.ro">http://www.igi.mai.gov.ro</a>

#### **2.4 Checklist for before and after you arrive in Romania.**

As an EU/EEA citizen or a citizen of the Swiss Confederation, you can enter Romania using any valid identity card or passport, regardless of the reason or the purpose of the journey. Before arriving in Romania, family members of EU citizens, who are not EU citizens, may contact the Romanian consulate in the EU Member State of residence in order to request entry visas. Depending on the state of origin, non-EU citizens may or may not need a visa to enter Romania. The Inspectorate-General for Immigration can provide all the necessary information in such cases.

##### **Employment contract**

Make sure that you receive an employment contract or a duly signed letter of commitment before leaving for Romania. Take a copy of the employment contract with you.

##### **Documents**

Check that you have on you the identity documents confirming your citizenship, a CV and certificates and reference letters confirming your education and professional experience (preferably translated into Romanian), documents confirming your marital status, the marriage certificate, the birth certificate.

Make copies of all important document, including insurance documents, your passport, birth certificates, and banking cards. Check that your driving licence is valid. Do not forget to take with you a valid health insurance document, or the European Health Insurance Card (for you and your family, if applicable).

If you receive unemployment benefits in your country of origin and you wish to maintain your entitlement to the payment thereof in Romania, ask the body paying your employment benefits to issue a U2 European form. In that case, you must register with the county employment agency in the county where you live in Romania, within seven days of the date you are granted the export of your unemployment benefits.

##### **Accommodation/housing**

Try to find accommodation preferably before leaving your country, and research renting/housing prices. For more information on accommodation, please see point 2.2.

##### **Family**

As a mobile worker, you and your family have the same rights as domestic workers. The members of your family may accompany you, and are entitled to work and study

in Romania. For families with children, it is very important to start looking for places in kindergartens or schools early, and bring with them all the relevant documents issued by the competent authorities in their country of origin.

After arrival in Romania, certain integration measures are necessary: registering your stay, applying for a residence permit (for family members, if necessary), informing the local authorities of your new address.

The national currency is the 'leu' (RON). Foreign currencies can be exchanged at the airport, at banks or at private exchange offices. In the case of private exchange offices, you should pay attention to any transaction fees charged.

Links:
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Ministry of Foreign Affairs	<a href="http://www.mae.ro">http://www.mae.ro</a>
National Health Insurance Agency	<a href="http://www.cnas.ro">http://www.cnas.ro</a>
National Employment Agency	<a href="http://www.anofm.ro">http://www.anofm.ro</a>
Ministry of National Education and Scientific Research	<a href="http://www.edu.ro">http://www.edu.ro</a>
National Agency for Fiscal Administration	<a href="http://www.anaf.ro">http://www.anaf.ro</a>
Inspectorate-General for Immigration	<a href="http://www.igi.mai.gov.ro">http://www.igi.mai.gov.ro</a>

### **3. Working conditions**

#### **3.1 Kinds of employment**

According to the Labour Code, an individual becomes able to work at the age of 16. However, with the consent of their parents or legal guardians an individual may sign an employment contract as a salaried person at the age of 15, with a view to carrying out activities that are appropriate for their stage of physical development, skills and knowledge, and provided that this does not jeopardise their health, development or professional training. Difficult, harmful or hazardous jobs may be performed only by persons aged 18 or over. These jobs are determined by Government Decision.

The employment contract may be permanent or fixed-term, with full-time or part-time working hours. For full-time employees, a full-time employment contract involves 8 working hours per day (40 hours/5 days a week). The distribution of the working time per week is usually even and it includes two days of rest. Depending on the profile of the company, one may opt for an uneven distribution of the working time provided that the normal working period of 40 hours/week is complied with. The maximum number of legal working hours may not exceed 48 hours per week, including overtime. There are exceptions allowing an extension of the maximum period, but they are subject to strict legal rules.

The Labour Code also includes provisions on temporary agency work. This work is provided by a temporary employee who has concluded a temporary employment contract; the employee is made available to a user for temporary work under that user's management and supervision. A temporary work mission cannot exceed 24 months.

Employers may require that employees pass a probationary period of 90 calendar days for operational positions and of no more than 120 calendar days for management positions. Graduates from higher education establishments undergo a probationary period in the first 6 months. This does not apply to professions for which the probationary period is governed by special laws. Any probationary period counts as length of service.

EU citizens may occupy any position, except that of civil servant, which requires Romanian citizenship.

Collaboration contracts are called service provision contracts, and they may only be concluded for independent activities, for persons registered in the National Trade Register Office as having a form of legal personality, such as a sole trader (PFA).

More information concerning labour relations, work safety and occupational health and safety can be obtained by contacting the National Agency for Labour Inspection and Social Security or by accessing the website of the Ministry of Labour, Family, Social Security and the Elderly.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro/">http://www.inspectiamuncii.ro/</a>

### **3.2 Employment contracts**

An employment contract is required by law. Several elements are set out in such contracts, such as: the identity of the parties, the job, the employer's registered address, a job description, job-specific risks, the start date of the contract, the amount of annual leave to which an employee is entitled, the base salary, any other elements included in the remuneration, the frequency of salary payments, the normal working hours (in hours/day and days/week), the collective employment contract governing an employee's working conditions, and any other applicable clauses. A person may be employed only on the basis of a certificate attesting that the person concerned is fit to carry out that work.

The individual employment contract has to be concluded in Romanian, exclusively in writing, on the basis of the parties' consent. The obligation to conclude the employment contract in writing pertains to the employer.

Individual employment contracts are entered in the General Employee Register. Employers have an obligation to provide employees with a copy of their employment contract signed by both parties. Fixed-term individual employment contracts may be drawn up for a period of up to 36 months. Where a fixed-term individual employment contract has been concluded to replace an employee whose employment contract has been suspended, the fixed-term contract expires as soon as the causes determining the suspension of the latter's individual employment contract cease.

In the event of changes in an employment relationship, the employer must notify the employee in writing of such changes. The employer also has to notify the County Directorate for Labour and Social Security within 5 days from any such change.

A part-time individual employment contract is concluded when an employer employs persons on a part-time basis (less than the number of hours corresponding to full-time) under individual employment contracts for definite/indefinite periods. The remuneration rights granted are proportional to the actual working time.

It is also possible to telework. Individual telework contracts have to be concluded in writing and include the mention that the employee teleworks, the work schedule that the employer can use to check the employee's work, the method for performing such checks, etc.

Moreover, the Labour Code also includes provisions on work carried out by a temporary agent. This work is provided by a temporary employee who has concluded a temporary employment contract; the employee is made available to a user for temporary work under that user's management and supervision. A temporary work mission cannot exceed 24 months.

More information about labour relations, work safety and occupational health and security can be obtained by contacting the National Agency for Labour Inspection and Social Security or by accessing the website of the Ministry of Labour, Family, Social Security and the Elderly.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro/">http://www.inspectiamuncii.ro/</a>

### **3.3 Special categories**

Working hours for young people aged 18 or under are limited to 6 hours per day and 30 hours per week. They may not undertake overtime or night work. In addition, night work may not be imposed on pregnant women, women who have recently given birth or nursing mothers.

Young people aged 18 or less are entitled to a lunch break of at least 30 minutes if their daily working time exceeds 4.5 hours.

Under the Labour Code, employees are entitled to a minimum annual leave of 20 working days. The actual period of the annual leave shall be established in the individual employment contract, proportionally to the activity carried out within a year. Young people aged 18, employees working in harsh, dangerous, harmful conditions, blind persons and other persons with disabilities are entitled to additional annual leave of at least 3 working days.

Persons with disabilities may be employed in specially set up protected workplaces, providing appropriate facilities and adjustments so as to eliminate any impediments.

Persons with disabilities may also telework, in which case the employer must provide transportation to and from the employee's home of any raw materials used and of the end products made by the employee. Persons with severe, advanced or average disabilities who are under an individual employment contract enjoy special protection rights.

The institution responsible for the protection of persons with disabilities is the National Authority for Persons with Disabilities, which is under the authority of the Ministry of Labour, Family, Social Protection and the Elderly.

Refugees are a category of foreigners enjoying legal protection in Romania. They are granted free access to the Romanian labour market and are entitled to access to the social insurance system (unemployment and health benefits). To be employed, they need a work permit issued by the Inspectorate-General for Immigration at the employer's request.

Foreign nationals coming from non-EU states are granted access to the Romanian labour market insofar as vacant positions cannot be filled by hiring Romanian or EU/EEA and Swiss Confederation citizens.

Links:

National Authority for the Protection of Persons with Disabilities	<a href="http://www.anpd.gov.ro">http://www.anpd.gov.ro</a>
Inspectorate-General for Immigration	<a href="http://www.igi.mai.gov.ro">http://www.igi.mai.gov.ro</a>
Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
National Public Pensions Agency	<a href="http://www.cnpp.ro">http://www.cnpp.ro</a>

### **3.4 Self-employment**

Natural persons who are EU/EEA citizens may carry out business activities in Romania, as follows: as sole traders, individually and on a self-employed basis; as entrepreneurs owning an individual undertaking; as members of a family enterprise, in accordance with Government Emergency Order No 44/2008 on the pursuit of business activities by sole traders, individual undertakings and family enterprises.

Sole traders and individual or family enterprises may be authorised to carry out business activities in any field, trade or profession, with the exception of those governed by special laws, but they must have their domicile in Romania. Registration in the Trade Register and an operating permit are mandatory. Sole traders carrying out independent business activities are regarded as self-employed. Self-employment status refers to the right of being a beneficiary of the public pension scheme and other social insurance schemes, the social health insurance system and the unemployment insurance system, in accordance with the relevant laws.

Sole traders may not employ other persons on the basis of individual employment contracts to carry out the activities for which the legal authorisation for self-employment has been obtained. Owners of individual undertakings may employ other persons under an individual employment contract, may collaborate with other sole traders, with other owners of individual undertaking, with representatives of a family enterprise or with other legal persons. Family enterprises have two or several members of the same family. Members of a family enterprise are insured under the state social insurance system (pensions, unemployment, health).

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
National Trade Register Office	<a href="http://www.onrc.ro">http://www.onrc.ro</a>

### **3.5 Payment**

When salaries are established and paid, any form of discrimination – whether related to gender, sexual orientation, age, nationality, race, skin colour, ethnicity, religion, political orientation, social origin, disabilities, family status or responsibilities, trade union affiliation or activity – is prohibited.

Salaries include the base salary, allowances, increments and other supplements. Salaries are to be paid before any other financial obligations an employer might have.

The employer is under an obligation to ensure a monthly gross salary at least equal to the guaranteed national gross minimum wage.

As from 1 May 2016, the guaranteed national gross minimum wage established by Government Decision is RON 1 250 per month, for full-time working hours totalling an average of 169.3 hours per month.

The remuneration scheme for the staff hired by public authorities and institutions which are financed entirely or mainly from the state budget, the public social insurance budget, the local budget and the special funds budgets, is established in accordance with the legal provisions in force, following consultation with the representative trade unions.

In November 2015, the national nominal average gross wage was RON 2 659, and the nominal average net wage was RON 1 918 (approx. EUR 426).

In Romania, all employees and employers are required to pay contributions to the social insurance budget, the health fund, the unemployment fund and the state budget, via the income tax - see chapter 4.3 (Income and taxes).

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>

### **3.6 Working time**

Full-time working hours are 8 hours per day and 40 hours per week. Working time may not exceed 48 hours per week, including overtime. Working hours for young people aged 18 or under are limited to 6 hours per day and 30 hours per week.

In the case of shift work, working time may exceed 8 hours per day and 48 hours per week, provided that the total number of working hours, calculated for a period of up to maximum 3 weeks, does not exceed 8 hours per day and 48 hours per week. Working time, including overtime, may exceptionally exceed 48 hours per week, provided that the average number of working hours, calculated for a reference period of 3 calendar months, does not exceed 48 hours per week.

For certain fields of activity, entities or professions, a daily working time shorter or longer than 8 hours may be established following collective or individual negotiations, or by means of specific normative acts. A daily working time of 12 hours must be followed by a 24-hour rest period.

Overtime is compensated by paid time off within the following 60 calendar days after it was carried out or by granting additional pay. If compensation by paid time off is not possible within this time limit, an appropriate additional pay has to be added for the work performed. The additional pay is established following negotiations under the terms of the collective employment contract or the individual employment contract and may not be less than 75% of the base salary.

Work performed between 10 pm and 6 am is classified as night work. A night employee performs night work for at least three hours in the course of the daily working time or performs night work for at least 30% of the monthly working time. Normal working time for employees who perform night work may not exceed an average of 8 hours per day, calculated for a reference period of up to maximum 3 calendar months, in compliance with the legal provisions on weekly resting time.

Employees who perform night work are entitled to:

- a 1-hour reduction of the normal daily working time for days in which they perform at least 3 hours of night work, without any reduction in their base salary; or
- additional pay of at least 25% of the base salary if they perform night work for at least three hours in the course of the normal working time.

Under the Labour Code, the following rest periods are granted to employees: lunch break, daily rest, weekly rest and public holidays.

Where daily working time exceeds 6 hours, employees are entitled to a lunch break and other breaks in accordance with the terms of the applicable collective employment contract or with the terms of the employer's internal rules. Young people aged 18 or less are entitled to a lunch break of at least 30 minutes if their daily working time exceeds 4.5 hours. Unless otherwise established under an applicable collective labour agreement or the employer's internal rules, breaks are not included in the normal daily working time. Weekly rest consists of two consecutive days, usually Saturdays and Sundays.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>

### **3.7 Leave (annual leave, parental leave etc)**

**There are several types of paid leave in Romania. Paid annual leave is guaranteed to all employees.**

the minimum length of **annual leave** is 20 working days according to the provisions of the Labour Code, or 21 working days according to the applicable National Collective Labour Agreement. In addition to the 21 days, the following are entitled to additional annual leave: employees with disabilities (3 days), blind persons (6 days) and employees working in special conditions (at least 3 days per year).

Public holidays, established by law and the collective labour agreement, are not included in the duration of the paid annual leave.

For the annual leave period, employees receive an allowance not lower than their base salary plus any other permanent allowances or additional payments normally due for the period in question, as stipulated in their individual employment contracts.

The annual leave allowance must be paid by the employer at least 5 working days before the commencement of the leave period.

According to the Labour Code, paid leave – not included in the annual leave – is granted for exceptional family events. The nature of exceptional family events and the amount of paid leave are established by law or in the applicable collective labour agreement.

Employees are entitled to paid leave for exceptional family events or other situations, as follows: marriage of employee – 5 days; marriage of an employee's child – 2 days; birth of a child – 5 days + 10 days in case the employee attended infant care courses; death of spouse, child, parents, parents-in-law – 3 days; death of grandparents, brothers, sisters – 1 day; blood donors – according to the legal provisions in force; upon change of employment within the same company, when relocating to another town – 5 days.

Public holidays which are non-working days are the following: 1 and 2 January, Easter Day and Easter Monday, Whit Sunday and Whit Monday, 1 May, 15 August, 30 November, 1 December, Christmas Day and Boxing Day, 2 days for each of the three annual religious holidays declared by the legal religious institutions other than the Christian ones for persons who are members of such institutions.

**Leave for vocational training** Employees are entitled, on request, to leave for vocational training. Such leave may be paid or unpaid.

**Sick leave** and social health insurance allowances to which employees are entitled are as follows: sick leave and allowances for temporary work disability caused by common illnesses or accidents which occurred outside work; sick leave and allowances for illness prevention and recovery of the ability to work, only for situations resulting from work-related accidents or occupational illnesses; maternity leave and allowances, leave and allowances for caring for a sick child, sick leave and allowances linked to maternal risks.

Employees are entitled to unpaid leave for the purpose of resolving personal matters.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>
National Health Insurance Agency	<a href="http://www.cnas.ro">http://www.cnas.ro</a>

### **3.8 End of employment**

An individual employment contract may be lawfully terminated following the parties' consent; by either the employer or the employee.

An individual employment contract is terminated de jure in the following cases:

- on the date the retirement decision is issued according to the legal provisions in force;
- following a sentence imposing a mandatory prison term;
- on the date of withdrawal by the relevant authorities or bodies of the permits, authorisations or certificates required to perform the work stipulated in the employment agreement;
- following a court sentence which forbids the employee to carry out a certain activity or to hold a certain position, as a safety measure or as a complementary punishment, as from the date the court sentence in question becomes final;
- on the date of expiry of a fixed-term individual employment contract;
- in the case of employees aged 15 to 16, on the date of withdrawal of agreement to work from the parents or legal guardians;
- on the date of the death of the employee or of the employer, where the employer is a natural person, or on the winding up of the employer, where the employer is a legal person.

Dismissal refers to termination of the individual employment contract by the employer. Dismissal may be imposed for reasons pertaining or not to the individual employee concerned.

Individual dismissal is based on: serious breaches of work discipline rules, committed by the employee; the worker's preventive arrest for more than 30 days; the employee's physical and/or mental disability which prevents him from performing his duties; if the employee is not professionally fit for the job.

Dismissal for reasons not pertaining to the employee may be individual or collective. Collective dismissal means the dismissal, within 30 calendar days, of a certain number of employees, as provided for by law, in direct proportion to the total number of employees in the company.

A dismissal decision must be communicated in writing to the employee concerned, and must contain the following: the reasons for dismissal; length of notice (20 working days); the criteria for prioritisation within the collective dismissal; the list of all the jobs affected.

Resignation is the unilateral voluntary act of an employee who, by means of a written notification, communicates to the employer the termination of his or her individual employment contract after serving a period of notice.

Notice periods are stipulated by the parties in individual employment contracts or in the applicable collective labour agreements, as appropriate, and cannot exceed 20 calendar days for employees in operational positions and 45 days for employees in management positions.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>
National Public Pensions Agency	<a href="http://www.cnpp.ro">http://www.cnpp.ro</a>

### **3.9 Representation of workers**

Trade unions act as social partners and are independent non-profit legal persons set up to protect and promote collective and individual employee rights, as well as the professional, economic, social, cultural and wellbeing interests of their members.

Trade union representatives take part in the negotiation and conclusion of collective labour agreements, conventions and agreements with public authorities or employers' organisations, as well as in specific social dialogue structures. By law, trade unions are entitled to free association into federations, confederations or local entities. The representative trade unions are members of the Economic and Social Council, alongside representatives of employers' associations and of the government.

The right of employees to join a trade union is recognised by all employers, and it is one of the rights and liberties guaranteed by the Constitution. A trade union with members employed by a certain employer may designate or elect a relevant trade union to represent it in relations with the employer.

Links:

CNSLR – 'Frăția' National Confederation of Free Trade Unions of Romania	<a href="http://www.cnslr-fratia.ro">http://www.cnslr-fratia.ro</a>
BNS - National Trade Union Block	<a href="http://www.bns.ro">http://www.bns.ro</a>
CNSCA – 'Cartel Alfa' National Confederation of Trade Union	<a href="http://www.cartel-alfa.ro">http://www.cartel-alfa.ro</a>
CSN Meridian – 'Meridian' National Confederation of Trade Unions	<a href="http://www.csnmeridian.ro">http://www.csnmeridian.ro</a>

### **3.10 Work disputes – strikes**

All disputes between employees and the institutions employing them, concerning professional, social or economic interests or rights resulting from employment relationships, are called labour disputes.

Labour disputes relating to the establishment of working conditions during the negotiation of collective labour agreement terms are conflicts of interest.

Labour disputes relating to the exercise of rights or fulfilment of obligations established by legislation, as well as by employment contracts, conflicts of entitlement.

Employees have the right to strike in order to defend their professional, economic and social interests. A strike may start only after all attempts at resolving a conflict have failed and on condition that the management of a unit has been given 48 hours' notice before the start of a strike.

Prior to the start of a strike, mediation and arbitration of the conflict of interest are mandatory only if both parties agree to go through these steps.

Employees are free to decide on their participation in a strike. No employee may be forced to participate or not to participate in a strike. Limitations or restrictions on the right to strike are only possible in those cases and for those categories of employees which are expressly mentioned by the legislation in force.

Taking part in a strike and organising a strike under the terms of the law are not deemed as breaches of employee duties and they may not result in disciplinary sanctions against employees on strike or against strike organisers.

Links:

Ministry of Labour, Family, Social Protection and the Elderly	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
Labour Inspectorate	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>

### **3.11 Vocational training**

Adults are entitled to equal access to vocational training, without any form of discrimination based on age, gender, race, ethnic background, or political or religious affiliation.

Businesses, national companies and public corporations or other entities under the authority of the central or local public authorities, entities and bodies financed from public or non-public resources (employers) have to ensure that their employees have all the conditions they need in order to have access to vocational training.

Under the terms specified by the legislation in force, jobseekers may attend vocational training courses organised by the National Employment Agency or other legally authorised providers. Lifelong vocational training is subsequent to the initial training and helps adults either to further develop the professional skills they already have or to acquire new skills.

The Ministry of Labour, Family, Social Security and the Elderly and the Ministry of Education and Research draw up national policies and strategies for the development of human resources, including adult vocational training. Such policies and strategies are based on proposals from the National Authority for Qualifications and are then submitted to the government for approval.

Accredited vocational training providers may organise vocational training programmes awarding qualification or graduation certificates recognised at a national level.

Links:

National Employment Agency	<a href="http://www.anofm.ro">http://www.anofm.ro</a>
National Authority for Qualifications	<a href="http://www.anc.gov.ro">http://www.anc.gov.ro</a>
Ministry of National Education and Scientific Research	<a href="http://www.edu.ro">http://www.edu.ro</a>

#### **4. Living conditions**

##### ***4.1 The political, administrative and legal system***

###### **State organisation**

The Constitution of Romania proclaims Romania as a parliamentary republic and establishes the separation of state powers: the legislative power, the executive power and the judicial power.

The Parliament, consisting of the Chamber of Deputies and the Senate, is the supreme representative body of the Romanian people and the sole legislature in the country. A parliamentary term lasts for four years. After the laws are debated and adopted by Parliament, they are sent to the President of Romania for promulgation.

The President of Romania, elected for a term of five years, represents the Romanian state and monitors compliance with the Constitution and the smooth operation of public authorities. He also nominates the candidate for the office of Prime Minister and appoints the Government following the Parliament's vote of confidence.

The Government implements the country's domestic and foreign policies and is in charge of managing the public administration.

The local administration is governed by the principle of local autonomy and devolution of public services.

Local councils and mayors, elected by direct vote, act as autonomous authorities and address public matters in municipalities and cities. The Government appoints a prefect for each county and one for the city of Bucharest.

The judiciary includes the courts, the Public Prosecution Service ('Ministerul Public') and the Supreme Council of Magistracy. Justice is administered through the Supreme Court of Justice, county tribunals and other courts, and courts martial. Judges are independent. Within the judiciary, the Public Prosecution Service represents the general interests of society and protects the rule of law, as well as citizens' rights and liberties. The Police are the state body in charge of safeguarding public order and combating criminal offences.

The main authorities on the labour market are the National Employment Agency, the National Agency for Labour Inspection and Social Security, the Inspectorate-General for Immigration, the National Public Pensions Agency. All of these have local branches in each county.

Links:

Romanian Parliament	<a href="http://www.parlament.ro">http://www.parlament.ro</a>
Presidential Administration	<a href="http://www.presidency.ro">http://www.presidency.ro</a>
Romanian Government	<a href="http://www.gov.ro">http://www.gov.ro</a>
Ministry of Justice	<a href="http://www.just.ro">http://www.just.ro</a>

#### **4.2 Incomes and Taxation**

In November 2015, the national nominal average gross wage was RON 2 659 (approx. EUR 590), and the nominal average net wage was RON 1 918 (approx. EUR 426).

There are differences in income between the western and eastern regions. Higher incomes are available in the more developed regions (Bucharest-Ilfov, North-West, West), with Bucharest offering the highest incomes in the country.

In Romania, all employees and employers contribute to the social insurance budget, to the health fund, the unemployment fund and the state budget, as follows:

Contributions to the social insurance budget (pension scheme):

- the individual contribution owed by the employee is 10.5% of the gross monthly income;
- the contribution owed by the employer is between 15.8% and 25.8% of the total gross monthly wages depending on the labour conditions.

Contributions to the unemployment insurance scheme:

- the individual contribution owed by the employee is 0.5% of the gross monthly wage;

- the contribution owed by the employer is 0.5% of the total gross monthly wages;
- the individual contribution owed by the insured person under an unemployment insurance contract is 1%;
- the contribution to the Guarantee Fund for the payment of salary claims owed by the employer is 0.25%.

Contributions to the health insurance fund:

- the individual contribution owed by the employee is 5.5% of the employee's gross monthly income;
- the contribution owed by employers is 5.2% of the total gross monthly wages earned by employees.

The contribution to the state budget is paid via the income tax. Income tax on any gross salary is 16%. Besides the income tax, pensions over a certain threshold are also taxed. At the same time, there is also a property tax, a motor vehicle tax, a land tax the amount of which is set by the local authorities, etc. Employers also pay other contributions (the contribution for annual leave and health social insurance benefits, the contribution for insurance for accidents at work and occupational diseases, etc.).

Every year the Government sets the compulsory gross minimum wage (RON 1 250 as from 1 May 2016). According to the National Institute of Statistics, in November 2015 the highest nominal average net wage were recorded in the IT services sector (RON 4 756) and the lowest in the hotels and restaurants sector (RON 1 083).

The standard VAT rate is 20%, as from 2016. There are also reduced rates: 9% on medicine, water, hotel accommodation, food, restaurant and catering services, and 5% on books, school textbooks, magazines and access to museums, memorial houses, fairs, exhibitions, new housing not exceeding RON 450 000 and with a maximum useful area of 120 m<sup>2</sup> built on a plot of land of maximum 250 m<sup>2</sup>, etc.), and exemptions, in accordance with the Fiscal Code.

Links:
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National Employment Agency	<a href="http://www.anofm.ro">http://www.anofm.ro</a>
National Institute of Statistics	<a href="http://www.insse.ro">http://www.insse.ro</a>
Ministry of Public Finances	<a href="http://www.mfinante.ro">http://www.mfinante.ro</a>

### **4.3 Cost of living**

Cost of living varies from region to region and according to the environment where citizens live (urban or rural).

According to the INS (National Institute of Statistics) press release concerning the revenues and expenses of households in the third quarter of 2015, the structure of total

consumption expenditure broken down by use indicates that most expenses (37.6 %) relate to the purchase of food products and non-alcoholic drinks. Housing and water, electricity and natural gas accounted for 16.6 % of household consumption. Other household expenses were for leisure and culture (5.9 %), transportation (5.9 %), healthcare (4.8 %), communications (5.2%), clothing and footwear (6.0 %), home furnishings and maintenance (4.3 %), etc.

The approximate prices for certain basic products are as follows: EUR 1.3 for a 250 g packet of butter, EUR 0.9 for 1 litre of milk, EUR 1.4 for 1 kg of rice, EUR 0.3 for 1 kg of potatoes, EUR 0.4 for a 0.5 kg loaf of white bread, EUR 1.1 for 1 litre of cooking oil, EUR 0.7 for a 0.5 l bottle of beer, EUR 1.3 for a cup of espresso coffee, EUR 9 for a full lunch menu for one person in a restaurant, EUR 1.06 for 1 litre of 95 RON petrol, EUR 0.1 for 1 kWh of electricity for household consumers.

Links:
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National Institute of Statistics	<a href="http://www.insse.ro">http://www.insse.ro</a>
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#### **4.4 Accommodation**

Housing may be obtained either by renting or by buying real estate. Rented homes may be furnished or not. It is also possible to rent a room in a house or apartment where the owner lives. Rents are higher in Bucharest and large cities (e.g. Timișoara, Iași, Cluj). Rental agreements are made in writing and signed by the landlord and the tenant and authenticated by a notary public. In most cases, the rent is paid in cash, on a certain date every month. The utility bills, such as water, electricity and heating bills are not, as a rule, covered by the rent and are paid regularly by the tenant.

When purchasing real estate, a sale-purchase contract is drawn up, and other formal documents proving that the property is vacant and is not encumbered by the owner's debts are also required. The contract is concluded before a notary public.

The value of the rent or the price of the home purchased varies depending on location (urban or rural, downtown or in the suburbs, the importance of the city or of the tourist area), access roads, the condition of the property, the surface area, the size of the land, etc.

According to the Imobiliare.ro index of January 2016, the average price per square metre of useful area for newly-built housing was EUR 1 036 in Bucharest, EUR 1 137 in Cluj, EUR 962 in Timișoara, and EUR 929 in Iași, while the average price per square metre of useful area for old apartments was EUR 1 030 in Bucharest, EUR 1 186 in Cluj, EUR 949 in Timișoara, and EUR 857 in Iași.

In order to make informed choices when selecting housing, we recommend that you contact real estate agencies, access the relevant websites, or read specialised newspapers or magazines.

Links:

Portal of national, regional and local newspapers in Romania	<a href="http://www.ziare.ro">http://www.ziare.ro</a>
Real estate classifieds	<a href="http://www.imobiliare.ro">http://www.imobiliare.ro</a>
Yellow Pages	<a href="http://www.paginiarii.ro">http://www.paginiarii.ro</a>

#### 4.5 The health system

Any person covered by insurance in accordance with the law is entitled to healthcare assistance from Romanian healthcare providers. Services are covered by insurance based on set-value contributions.

As an EU citizen, if you get sick during a temporary stay in Romania, you are entitled to any treatment that cannot be postponed until your return home. You are entitled to the same medical treatments as Romanian nationals. It is preferable that you have on you your European health insurance card. Participation in a social insurance system for nationals of a Member State of the European Union can be demonstrated using form S (formerly form E).

Social health insurance provides access for the insured persons to a package of basic services. Social health insurance is compulsory.

The public body responsible for administering the national social health insurance budget is the National Health Insurance Agency (CNAS), together with its local branches. Certain categories are insured without having to pay any contribution:

- children aged 18 or less, or young people under 26, provided they pursue higher education studies;
- persons politically oppressed in the past, veterans, invalids and war widows;
- persons with disabilities without income;
- pregnant women and women who have recently given birth, if they do not earn income or their income is lower than the national gross minimum wage.

All the persons insured under the public health fund are entitled to medical services such as medical consultations, prescriptions, and basic hospital care. Some categories of persons (e.g. pensioners, persons suffering from cancer) are entitled to subsidised or free prescriptions, or reduced consultation prices.

Primary medical assistance is provided by general practitioners. General practitioners provide medical services for insured and uninsured patients. These practitioners can provide essential medical care (e.g. first necessity interventions in medical and surgical emergencies, assistance for acute cases, monitoring chronic illnesses, preventive medical care), extended medical care (e.g. family planning, certain minor surgeries) and additional medical care (e.g. procedures and techniques of medical practitioners requiring special facilities).

Medicine not requiring a medical prescription may be purchased from any pharmacy.

The private healthcare system, too, offers wide access to medical specialists and high-quality medical equipment. In general, private clinics offer two payment options: subscriptions and private health insurance.

Links:

Ministry of Health	<a href="http://www.ms.gov.ro">http://www.ms.gov.ro</a>
National Health Insurance Agency	<a href="http://www.cnas.ro">http://www.cnas.ro</a>

#### **4.6 The educational system**

The national pre-university system is structured on 4 levels:

1. pre-school, which includes a first year, a second year and a third year, in preparation for school;
2. primary, which includes the preparatory year and grades I-IV;
3. secondary, which includes:
  - a) lower secondary school, which includes grades V-VIII and the lower grades of high school arts and crafts school (grades IX-X);
  - b) upper secondary school, which includes the upper high-school grades (X-XII/XIII);
4. post high school.

On completion of secondary school, the highest level of qualification is the baccalaureate examination. The baccalaureate examination is a prerequisite for access to higher education.

Higher education is structured on three levels:

- Bachelor's courses;
- Master's courses;
- Doctoral studies.

Compulsory general education consists of 11 grades and includes primary school and the first two grades of upper secondary school. The state educational system is free of charge. Fees are charged, however, for some activities, as provided for by law. The Romanian language is used at all levels. Education may also take place in minority or international languages. The state educational institutions are predominant compared to the private ones.

The educational system is organised as full-time and part-time. Attendance-based education is mandatory. Home-based learning may be arranged for children with special educational needs or who cannot be moved.

Links:

Ministry of National Education and Scientific Research	<a href="http://www.edu.ro">http://www.edu.ro</a>
Academy of	<a href="http://www.ase.ro">http://www.ase.ro</a>

Economic Sciences of Bucharest	
University of Bucharest	<a href="http://unibuc.ro">http://unibuc.ro</a>
'Babes Bolyai' University of Cluj	<a href="http://www.ubbcluj.ro">http://www.ubbcluj.ro</a>
'Alexandru Ioan Cuza' University of Iași	<a href="http://www.uaic.ro">http://www.uaic.ro</a>
University of Timișoara	<a href="http://www.utt.ro">http://www.utt.ro</a>
Portal for study opportunities in Europe	<a href="http://ec.europa.eu/ploteus">http://ec.europa.eu/ploteus</a>

#### **4.7 The cultural and social life**

Social and cultural life in Romania is rich and diverse. Natural, historical and artistic beauty makes the country unique and getting to know it is a perfect occasion to get in touch with a special culture and society.

If you visit the historic city centres, you will be able to participate in various cultural events, such as book launches, fine art exhibitions or hand-made product fairs, and concerts. At the same time, there are important events such as opera festivals, medieval art shows, festivals based on traditions and folklore, jazz festivals and city days. In large cities, you can go to the opera or to the theatre, visit museums and or botanical gardens, or you can watch sports competitions.

If you go out of town, you can take trips or ski in the Carpathian Mountains, you can sunbathe in the Black Sea resorts or visit the medieval castles and fortresses of Transylvania and the churches of northern Moldavia, which are UNESCO world heritage sites. The Danube Delta is also an ideal destination if you want to stay amidst a fauna and flora that are unique in Europe or if you want to experience rural tourism.

The traditional Romanian cuisine and wines are famous all over the world. Traditional meals are related to the history and geography of the Balkan Mountains. Do not forget to visit the Bran Castle, the place where Dracula's legend was born, the caves, which are genuine speleological jewels, and the Merry Cemetery in Săpânța.

For professional advice on how to spend your leisure time and holidays in Romania, you can contact local travel agents.

Links:
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'Tourism in Romania' portal	<a href="http://www.turism.ro/">http://www.turism.ro/</a>
National Theatre in Bucharest	<a href="http://www.tnb.ro">http://www.tnb.ro</a>
National Theatre in Iași	<a href="http://www.teatrulnationaliasi.ro">http://www.teatrulnationaliasi.ro</a>

National Opera House in Bucharest	<a href="http://www.operanb.ro">http://www.operanb.ro</a>
Opera House in Braşov	<a href="http://www.opera-brasov.ro">http://www.opera-brasov.ro</a>
Portal for leisure activities in Bucharest	<a href="http://www.sapteseri.ro">http://www.sapteseri.ro</a>

#### **4.8 Private life (birth, marriage, death)**

##### **Birth**

Birth certificates are issued by the local public records office within the mayor's office, on the basis of the parents' identity documents, the medical certificate stating the birth (issued by the hospital where the birth took place or by the local medical centre if the birth took place at home) and the parents' marriage certificate. The birth certificate contains the personal number issued for the child. The child becomes a Romanian citizen if at least one of the parents has Romanian citizenship.

##### **Marriage**

Only civil marriages are recognised for legal purposes. A marriage may take place if the future spouses are at least 18 years old. By exception, a person may marry at the age of 16, on justified grounds, based on a medical certificate, with the agreement of that person's parents or guardian and with the approval of the family court with jurisdiction where the minor resides. Persons who wish to marry have to submit an application to the mayor's office, not later than ten days before the planned date of marriage. The documents required include the identity documents, medical certificates, birth certificates, a statement by the future spouses that there is no legal impediment to their marriage, and the receipt for the stamp duty. The marriage is concluded at the local public records office with jurisdiction where one of the spouses is resident. The ceremony has to be attended by two witnesses. The Registrar issues marriage certificates on the spot.

In the case of a marriage between foreign nationals or between a foreign national and a Romanian citizen, if one of the spouses does not speak Romanian or one or both spouses are deaf and/or mute, an authorised interpreter has to be present, and a report drawn up.

##### **Death**

Death certificates are issued by the local public records office with jurisdiction where the death occurred, on the basis of a verbal statement made by one of the deceased person's family members, by neighbours, or by a physician, as the case may be. Other documents required: the medical certificate confirming the death, the identity document of the person making the declaration, the deceased person's identity document and the deceased person's birth certificate. Close relatives of the deceased person may receive financial aid to cover the funeral costs.

Links:

Legislative news	<a href="http://www.monitoruloficial.ro/">http://www.monitoruloficial.ro/</a>
Ministry of Labour,	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>

Family, Social Protection and the Elderly	
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#### **4.9 Transportation**

Romania has a wide network of railways and international, national and county roads, as well as airports.

The following motorways are available: Bucharest–Pitești, Sibiu-Deva, Bucharest-Ploiești; Bucharest – Constanța and Arad-Timișoara. Other motorways are currently being built. There are no tolls on motorways.

To drive on national roads or motorways, car owners must pay a road charge called a 'rovignette'. You can buy one for 7 days, 30 days, 90 days or 12 months. For a car, the cost of a rovignette for 7 days is EUR 3, for 30 days EUR 7, and for 12 months EUR 28.

The Highway Code sets the speed limit at 130 km/h on motorways, 90 km/h on national roads outside localities, and 50 km/h inside localities.

There are a number of concessionary fares for passengers travelling by train, local buses or inter-county buses. For example, in Bucharest, the following persons are exempt from fares: children under the age of 7, war veterans, persons with disabilities, and all categories of pensioners. High school and university students attending day classes benefit from discounts of 50% of the monthly transport card. In the case of train transport on SNCFR trains, primary and secondary school students, as well as full-time university students at public universities or at accredited private universities, benefit from 50% discounts on for 'regio' train fares in second class, whereas pensioners benefit from 6 one-way second-class tickets at a 50% discount for 'regio' and 'interregio' train fares in second class. Private railway companies also offer discounts of 50% on fares for pupils/students/pensioners.

Transport on the Danube or the Black Sea is based on port cities such as Constanța, Agigea, Brăila, Galați, Tulcea, etc.

Moreover, Romania has several international and national airports (Bucharest, Timișoara, Sibiu, Oradea, Cluj, Iași, Constanța, Suceava, Baia Mare, Arad, etc.). All Romanian cities and towns have local public transport. Buses are the most widespread means of transport. Larger towns also have trams and trolley buses. The Bucharest underground network has 4 main lines and 51 stops connecting the 6 city sectors (the price of a two-journey card is RON 5). Local bus fares are reasonable, i.e. between RON 2 for a journey and up to RON 4 for 2 journeys, varying from city to city. A large share of the population uses public transport.

Links:	
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Romanian Air Transport	<a href="http://www.tarom.ro">http://www.tarom.ro</a>
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Ministry of Transport	<a href="http://www.mt.ro">http://www.mt.ro</a>
Romanian Railways	<a href="http://www.cfr.ro">http://www.cfr.ro</a>
Train schedule	<a href="http://www.infofer.ro">http://www.infofer.ro</a>
Bucharest Public Transport Corporation	<a href="http://www.ratb.ro">http://www.ratb.ro</a>
Metrorex Bucharest	<a href="http://www.metrorex.ro">http://www.metrorex.ro</a>

## 5. Social Security and Insurances

### 5.1 E-forms

In order to apply the provisions of EU regulations in the area of social security for migrant workers and their family members, and independent workers, several European forms are in use: some forms are used between the competent institutions and the applicant, and others are between the competent institutions in the EU/EEA Member States and Switzerland.

The competent authorities in Romania are the Ministry of Labour, Family, Social Protection and the Elderly and the Ministry of Health.

The institutions that issue E forms in Romania are:

- National Agency for Labour Inspection and Social Security, through its local branches – is in charge of issuing F electronic forms (formerly E 401, E 402, E 403, E 405, E 406, E 407, E 411);
- National Public Pensions Agency (CNPAS) – is in charge of issuing A1 electronic form (formerly E 101);
- County Pensions Agencies are in charge of issuing P forms (formerly E 201, E 202, E 203, E 204, E 205, E 207, E 210, E 211, E 213, E 215);
- National Employment Agency, through its local employment agencies, is in charge of issuing U electronic forms (formerly E 301, E 302);
- National Health Insurance Agency, through its county health insurance agencies, is in charge of issuing S electronic forms (formerly E 001, E 104, E 106, E 107, E 108, E 109, E 112, E 115, E 116, E 117, E 118, E 120, E 121, E 125, E 126, E 127)

Links:

<b>Ministry of Labour, Family, Social Protection and the Elderly</b>	<a href="http://www.mmuncii.ro">http://www.mmuncii.ro</a>
<b>National Public Pensions Agency</b> (for more information related to pensions)	<a href="http://www.cnpp.ro">http://www.cnpp.ro</a>
<b>National Agency for Payments and Social Inspection</b> (for information related to social benefits)	<a href="http://www.prestatiiisociale.ro">http://www.prestatiiisociale.ro</a>

<b>Labour Inspection</b> (work safety, work relations, monitoring labour market )	<a href="http://www.inspectiamuncii.ro">http://www.inspectiamuncii.ro</a>
<b>National Employment Agency</b> (for information related to unemployment and active measures to stimulate the employment)	<a href="http://www.anofm.ro">http://www.anofm.ro</a>
<b>National Health Insurance Agency</b> (for more information related to health insurances)	<a href="http://www.cnas.ro">http://www.cnas.ro</a>