

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)

DUȚĂ DANIEL

Address(es)

Bld.. G-ral Ghe. Magheru, Nr. 9, Sc 1. , Et. II , Ap.7, Sector 1, București

Telephone(s)

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E-mail

duta.daniel@roaep.ro

Nationality

Romanian

Date of birth

20.10.1969

Gender

Male

Work experience

Dates

15 May 2007 - onwards

Occupation or position held

Director , Head of Electoral Management Department;
Head of Electoral Logistics Department;

Main activities and responsibilities

- Monitoring logistics and funds for the organization and conduct of elections;
- Managing the Registry of the polling stations (updated information on administrative-territorial units, locations, streets, buildings assigned to polling stations);
- Drafting electoral legislation, preparing specific instruction materials and programs for officials (mayors, secretaries of administrative-territorial units, members of electoral bureaus);
- Drawing up studies and proposals aimed for improving of the running of elections.
- Participation as a member in the electoral districts bureau (including the bureau for the Romanian abroad), or specialized personnel (Central Electoral Bureau).

Name and address of employer

Permanent Electoral Authority, 6, Stavropoleos Street, 3rd Sector, Bucharest, 030084, www.roaep.ro
Administration

Dates

June 2005 – May 2007

Occupation or position held

Head of Office Electoral Logistics

Main activities and responsibilities

- Monitoring logistics and funds for the organization and conduct of elections;
- Managing the Registry of the polling stations (updated information on administrative-territorial units, locations, streets, buildings assigned to polling stations);
- Drafting electoral legislation, preparing specific instruction materials and programs for officials (mayors, secretaries of administrative-territorial units, members of electoral bureaus);
- Participation as specialized personnel in the parliamentary committee for drafting the electoral code.
- Drawing up studies and proposals aimed for improving the organization and conduct of elections.

Name and address of employer

Permanent Electoral Authority, 6, Stavropoleos Street, 3rd Sector, Bucharest, 030084, www.roaep.ro

Type of business or sector

Administration

Dates

October 2004 – June 2005

Occupation or position held

Parliamentary consultant

Main activities and responsibilities	<ul style="list-style-type: none"> Preparing legislation drafts; Ensuring the legal support in the procurement processes
Name and address of employer	Permanent Electoral Authority, 6, Stavropoleos Street, 3rd Sector, Bucharest, 030084, www.roaep.ro
Type of business or sector	Administration
Dates	November 2003 – May 2005
Occupation or position held	Legal Advisor. Associate member of the Professional Association “Board Legal Advisors”
Main activities and responsibilities	<ul style="list-style-type: none"> providing legal advice in the fields of labour law, commercial law and international trade law;
Name and address of employer	S.C. Tems S.R.L., Braşov, Braşov County
Type of business or sector	Trade, Industry

Education and training

Dates	26 November 2016 – 4 december 2016
Title of qualification awarded	International Course Certificate of completion
Principal subjects/occupational skills covered	– „Electoral Risk Management”, Electoral Institute Ciudad de Mexico (Mexico)
Name and type of organization providing education and training	
Dates	October 2012 –
Title of qualification awarded	Doctoral Studies
Principal subjects/occupational skills covered	National University of Political Studies and Public Administration, Bucharest (Romania) Political Science – International Relations
Name and type of organization providing education and training	
Dates	May 2013
Title of qualification awarded	Certificate of completion Bridge Module for electoral experts
Principal subjects/occupational skills covered	(Building resources in democracy, Governance and Elections): „ <i>Out of Country Voting</i> ” (OCV)
Name and type of organization providing education and training	BRIDGE partners: United Nations Development Program (UNDP), Minister for Foreign Affairs Permanent Electoral Authority
Dates	October 2012 –
Title of qualification awarded	Doctoral Studies
Principal subjects/occupational skills covered	National University of Political Studies and Public Administration, Bucharest (Romania) Political Science – International Relations
Name and type of organization providing education and training	
Dates	2013
Title of qualification awarded	Certificate of Graduating
Principal subjects/occupational skills covered	Trainer for Trainers
Name and type of organization providing education and training	Computer training center
Dates	March 2012
Title of qualification awarded	Certificate of completion Bridge Module (Building resources in democracy, Governance and Elections)
Principal subjects/occupational skills covered	Electoral management design /Access to Electoral Processes
Name and type of organization providing education and training	BRIDGE partners: Australian Electoral Commission (AEC), International IDEA, International, United Nations Electoral Assistance Division (UNEAD), Foundation of Electoral Systems (IFES), United Nations Development Program (UNDP),
Dates	November-December 2011
Title of qualification awarded	Certificate of Graduating
Principal subjects/occupational skills covered	Trainer Courses
Name and type of organization providing education and training	Computer training center

Dates	December 2004
Title of qualification awarded	Certificate of Graduating
Principal subjects/occupational skills covered	Course on "Internet Safety"
Name and type of organization providing education and training	Computer training center
Dates	2002 - 2003
Title of qualification awarded	Graduation Certificate
Principal subjects/occupational skills covered	Post-graduate / Advanced university training program
Name and type of organization providing education and training	European Institute of Business Administration – Romania, Institute of Business Management Braşov, Transylvania University of Braşov, Faculty of Economic Sciences and Business Administration Enterprise management, Management decision
Dates	2002 - 2003
Title of qualification awarded	Certificate of Post-Graduate Studies
Name and type of organisation providing education and training	Transylvania University of Braşov, Faculty of Economic Sciences and Business Administration, Management Organization
Dates	1998-2002
Title of qualification awarded	BA
Name and type of organisation providing education and training	Faculty of Law, University of Bucharest, "George Bariţiu" University of Braşov

Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment

European level (*)

English Language

French Language

Spanish Language

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
Basic user	Basic user	Basic user	Basic user	Basic user	Basic user
Basic user	Basic user	Basic user	Basic user	Basic user	Basic user
Basic user	Basic user	Basic user	Basic user	Basic user	Basic user

(*) Common European Framework of Reference for Languages

Additional information

Reunions, conferences, official visits:

- International conference "Standards of democratic elections", Neum, Bosnia Herzegovina, March 2007;
- International observer of European Parliament elections in the Republic of Bulgaria at the invitation of Central Electoral Commission, May 2007;
- International conference "Voting from abroad", June, 2011, Bucharest;
- Seminar on electoral cooperation Romania-Tunisia-Egypt ("North Africa and Eastern Europe-views and shared experience - a bridge over 20 years"), July, 2011, Bucharest;

Publications (selection):

- „Alternative ways of expressing the political options”, (co-author), Annals of „Dimitrie Cantemir” University, Bucharest, 2005;
 - „Electoral systems. Considerations regarding majority vote.”; (co-author), Annals of „Dimitrie Cantemir” University, Bucharest, 2006;
 - Court of Justice of European Union”, (co-author), Annals of „Dimitrie Cantemir” University, Bucharest, 2004;
 - „Legal nature of unilateral promise of sale” - Annals of „Dimitrie Cantemir” University, Bucharest, 2004;
 - Legal instruments to cover risks in international trade agreements, Transylvania University of Braşov 2003;
 - “Romania’s current situation and challenges on electoral materials, logistics and voting mechanisms and counting” International workshop on „Electoral Administration and Justice”, Mexic, Mexico City, March 2012;
 - “The Role of Permanent Electoral Authority in the organization and conduct of the election for the European Parliament”, Romanian Review of European Law, October 30 2015, Wolters Kluwer;
 - „Uniform electoral procedures at the European Elections”- International Conference Volume „Codification of Electoral Law” organized by Permanent Electoral Authority in collaboration with Venice Commission, 19-20 October 2015;
 - „Theoretical approaches on analyzing the European Union’s political system and its features”, https://www.researchgate.net/publication/298950099_Theoretical_approaches_on_analyzing_the_European_Union%27s_political_system_and_its_features
 - „Uniform electoral procedures for the European Elections”- nr. 4(12) /2015;
- Editor in chief, Electoral Expert Review