

# Ecaterina Comis

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## WORK EXPERIENCE

02/2017 - CURRENT - Bucharest, Romania

**COUNSELOR - MINISTRY OF EUROPEAN INVESTMENTS AND PROJECTS - DG EUROPEAN COMPETITIVENESS PROGRAMS**

Specific activities of the Complaints Resolution and Audit Monitoring Office:

- Resolving the appeals filed by the beneficiaries of POC / POS CCE against the administrative acts issued by to the MA / IB POC / POS CCE in the evaluation / selection / contracting stage of the projects;
- Resolving the appeals filed by the beneficiaries of POC / POS CCE against the administrative acts issued by to AM / OI POC / POS CCE in the stage of financial management and control;
- Elaboration of points of view in the situation where the administrative acts issued by the MA / IB POC are challenged in the court;
- Elaboration of the procedures regarding the activity of solving the appeals and monitoring the audit;
- Monitoring the implementation of the recommendations formulated during the audit missions of the POC / POS CCE by national and European authorities.

12/2016 - 02/2017 - Bucharest, Romania

**COUNSELOR - MINISTRY OF EUROPEAN FUNDS, DG PROGRAMS COMPETITIVENESS, COORDINATION DIRECTORATE SYSTEM**

Specific activities of the System Coordination Department

04/2018 - 06/2018 - Bucharest, Romania

**EXPERT TRAINING NEEDS ANALYSIS (VOLUNTEER) - SC PFM DUO CONSULTING SRL**

Redaction of the questionnaire in order to identify the training needs

Application of the questionnaire

Interpretation of data

Performing the analysis

10/2015 - 12/2016 - Bucharest, Romania

**COUNSELOR - MINISTRY OF EUROPEAN FUNDS - DG FOR COMPETITIVENESS PROGRAMS, DIRECTORATE FOR MONITORING**

Specific activities of the Project Monitoring System

12/2014 - 10/2015 - Bucharest, Romania

**PROJECT MANAGER - ASSOCIATION "INSTITUTE OF MANAGEMENT AND SUSTAINABLE DEVELOPMENT"**

- Coordinating project planning and implementation;
- Monitoring funding opportunities;
- Accessing financing;
- Project budget coordination;
- Coordinating the allocation of resources for projects;
- Timely planning of the project calendar;
- Monitoring and reporting the evolution of projects to all partners;
- Implementation and coordination of changes in the evolution of projects in order to obtain results;
- Evaluating the impact of projects and the results obtained.

09/2010 - 12/2014 - Bucharest, Romania

**PROJECT MANAGER (VOLUNTEER) - ASSOCIATION "INSTITUTE OF MANAGEMENT AND SUSTAINABLE DEVELOPMENT"**

- Participation in projects and events organized by the association. Developed projects: Strada de C'Arte (IMDD activities coordinator - Children's Street), Preparation of the annual report of the UN Subgroup - C7 eGovernment for Sustainable Development - represented by IMDD at the World Summit on Information Society Forum (WSIS);

- Presentation of the annual report of the UN Subgroup - C7 eGovernment for Sustainable Development within WSIS 2013 and 2014 (Geneva);
- Administration of site content and social network accounts of the association;
- PR and communication activities within the association

09/2007 – 10/2011 – Bucharest, Romania

**ANALYST – NATIONAL LIBERAL PARTY - COMMUNICATION DEPARTMENT**

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- Making and sending press releases;
- Monitoring of the written and audio-video press;
- Creating and sending daily newsletters and media reports.

11/2011 – 12/2014 – Bucharest, Romania

**PROJECT MANAGER – SC ENERGY EXPERT AUDIT SRL**

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- Coordinating project planning and implementation;
- Consultancy in the field of accessing structural funds and other financing: preparation of projects and files financing, keeping in touch with the financing authority, solving the requests received from the party the financing authority;
- Relationship management with lending institutions, at the request of customers;
- Project budget coordination;
- Coordinating the allocation of resources for projects;
- Timely planning of the project calendar;
- Assuring the quality of project implementation;
- Monitoring and reporting the evolution of projects to all partners;
- Implementation and coordination of changes in the evolution of projects in order to obtain results;
- Evaluation of projects and results obtained.

## ● EDUCATION AND TRAINING

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01/10/2018 – CURRENT – Bd. Expozitiei 30A, Bucharest, Romania

**DOCTORAL STUDIES – National University of Political Studies and Public Administration**

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### Field(s) of study

- Political science

Ph.D | Structural Funds - between compliance and performance. The case of Romania | EQF level 8 |

[www.snsipa.ro](http://www.snsipa.ro)

10/2016 – 07/2018 – Bd. Expozitiei 30A, Bucharest, Romania

**MASTER DEGREE, MASTER PROGRAMME "EVALUATION OF EUROPEAN PUBLIC PROGRAMS AND POLICIES" – National University of Political Studies and Public Administration**

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- Applying specific concepts, theories and models to the evaluation of public policies, programs, and institutions organizations;
- Use of methods, techniques and tools of sociological research, economic and financial analysis and a those specific to the evaluation of public policies, programs, institutions and organizations;
- Evaluation planning, elaboration of evaluation methods and strategies and realization of the design of an evaluation;
- Organizing, implementing and leading the entire evaluation process;
- Recording, reporting and communicating / disseminating the results and deliverable of an evaluation;
- Identifying and combining complex solutions to improve the policy, program, project, institution or the evaluated organization, but also improvement of the evaluation processes;
- Critically-analytical selection, combination and corroboration of information, data and theoretical elements and practices specific to professional activities, resulting in solving autonomously and independently of some complex problems and tasks in dynamic professional contexts;
- Team integration and leadership of multidisciplinary work teams, from a gender mainstreaming perspective, age, ethnicity, sexual orientation, etc. ;
- Critical and realistic self-assessment of the need for continuous professional training and the projection of professional goals in the field of evaluation, while reflecting initiative and innovation in order to develop a professional community of evaluation.

### Field(s) of study

- Political science

EQF level 7 | [www.snsipa.ro](http://www.snsipa.ro)

10/2002 – 07/2006 – Bd. Victoriei 10, Sibiu, Romania

**BACHELOR DEGREE IN POLITICAL SCIENCE** – "Lucian Blaga" University - Faculty of socio-humanitarian studies

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Ability to identify European and international issues, their analysis and interpretation from the perspective modern political theory;

Using argumentation and relevant knowledge to analyze facts, trends and patterns in society European Union and internationally, in a concise, well-structured and interesting form for a wide range of audience;

Knowledge and application of basic concepts of political science, international relations and studies: Europeans, sociology, psychology, understanding their specific meaning.

**Field(s) of study**

- Political studies

EQF level 6 | <https://www.ulbsibiu.ro>

10/2007 – 07/2011 – Street Ion Ghica 13, Bucharest, Romania

**BACHELOR DEGREE IN LAW** – "Spiru Haret" University - Faculty of Law

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- The use of fundamental notions and principles in the realization of law;
- Application of the rules for interpreting legal norms and acts;
- Use of formal sources of domestic, international and community law;
- Application of fundamental principles, methods, techniques and procedures in material, procedural, public and private law.

**Field(s) of study**

- Law

EQF level 6 | <https://www.spiruharet.ro/>

● **LANGUAGE SKILLS**

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**Mother tongue(s):** ROMANIAN

**Other language(s):**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>FRENCH</b>	C1	C2	C2	C1	C2
<b>ENGLISH</b>	C1	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

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Microsoft Office | Zoom | Skype | Social Media

● **PUBLICATIONS**

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**Gold-plating in ESI Funds. The Romanian Case -- European Structural and Investment Funds Journal -**

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ESTIF special issue on Audit and Irregularities, Fraud & Corruption, Issue 3, ISSN 2196-8268

2019

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**Meta-Evaluation - an analysis of the evaluation tools of the Research and Innovation Policies in Romania for the financial frameworks 2007 - 2013 and 2014 - 2020**

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Europolity. Continuity and change in European Governance, vol 14 no. 1, 2020, ISSN 2344-2255

<https://europolity.eu/> - 2020

## ● CERTIFICATION

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02/2021 – 02/2021

**Trainer, ANC Accredited Diploma**

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12/2008 – 12/2008

**Project Manager, CNFPA Accredited Diploma**

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## ● ORGANISATIONAL SKILLS

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### Organisational skills

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- Experience in resolving conflict situations;
- Leadership (as project manager I coordinated a team for accessing and implementing projects);
- Ability to analyze tasks and plan over time;
- Ability to evaluate and self-evaluate;
- Team activity monitoring and reporting;
- Professional ethics;
- Analytical thinking;
- Pragmatism.

## ● COMMUNICATION AND INTERPERSONAL SKILLS

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### Communication and interpersonal skills

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- Good institutional communication skills acquired through the activity carried out within the Ministry of European Funds.
- Good organizational communication skills acquired through the activity carried out within SC Energy Expert Audit SRL
- Good communication skills acquired through the communication and PR activity carried out at the Association "Institute of Management and Sustainable Development".
- Skills for writing news and press releases, editorial content for sites.
- Communication skills specific to social networks acquired through the experience of managing accounts social networks of the Association Institute for Management and Sustainable Development, UN Subgroup C7.

## ● MANAGEMENT AND LEADERSHIP SKILLS

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### Skills acquired in the workplace

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- Setting goals and priorities, planning, organizing, motivating, measuring performance, communication, integration, acceptance of responsibility, taking responsibility (skills acquired as a result of activities carried out as a civil servant);
- Good knowledge of project management processes (during 2014 - 2015 I participated in the position of Project Manager for the implementation of two projects with national public funding);
- Good knowledge of scientific research activity (in 2011, 2012, 2013 and 2014 I actively participated in conduct of research conducted by UN Subgroup C7 which was presented in the annual reports of the subgroup at the World Summit on Information Society Forum);
- Good knowledge of volunteer activity (for 4 years I worked as a volunteer within the Association Institute of Management and Sustainable Development).



## ● CONFERENCES AND SEMINARS

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04/2019 – 04/2019 – Copenhagen, Denmark

**Interactive Forum "Management & Control of ESI Funds 2014-2020 & Beyond, Workshop on Anti-Fraud Measures with Jo Kremers "**

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08/2019 – 08/2019 – Predeal, Romania

**Management of fraud and irregularities in projects financed from FESI, application of financial corrections, organizer: ANFP**

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01/2020 – 01/2020 – Busteni, Romania

**Technical and financial implementation / monitoring / control projects, organizer: MFE**

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11/2018 – 11/2018 – Predeal, Romania

**Prevention and fight against corruption and promotion standards of ethics and integrity, organizer: ANFP**

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