

**CURRICULUM VITAE
EUROPEAN FORMAT**



PERSONAL INFORMATION

Name **ALEXANDRU OTILIA ȘTEFANA**
Address **BUCHAREST, 11A IULIU MANIU BLVD., FLAT 38, DISTRICT 6**
Telephone **(021) 410.70.25**
Fax
E-mail otiliaalexandru@yahoo.com
Nationality Romanian
Date of birth 31 JULY 1973

WORK EXPERIENCE

- Period (since - until) **2002 – present**
- Name and address of employer Parliament of Romania – Chamber of Deputies
 - Type of business or sector Department of Law – Directorate for legislative procedures, syntheses and evaluation
 - Occupation or position held Parliament Consultant **2002-2003**
Parliament Expert **2003-2008**
Parliament Advisor **2008-present**
- Main activities and responsibilities
 - Providing specialised assistance in drafting bills referred to the Chamber of Deputies
 - Follow-up on assigned bills, from registration to publication of laws enacted by the Parliament in the Official Journal of Romania (participation in the sessions of permanent commissions, participation in plenary sessions of the Chamber of Deputies, drafting mediation reports - prior to the 2003 revision of the Constitution -, etc.)
 - Drafting the President of the Chamber of Deputies' advisory opinion on the constitutional challenges referred to the Constitutional Court

- Period (since - until) **2001 – 2002**
- Name and address of employer Parliament of Romania – Chamber of Deputies
 - Type of business or sector The Parliament Information Directorate
 - Occupation or position held Consultant

• Main activities and responsibilities

Research, analysis and synthesis for elaborating documented studies of comparative law.

Among them:

- Witness protection
- Euthanasia and physician-assisted suicide
- Medical-legal liability
- Legal observance of the human rights of the imprisoned
- Community penal measures and sanctions. Alternative punishments
- Extradition. European arrest warrant
- Money laundering and measures against it
- Tax incentives granted to private owners of old real estates

• Period (since - until)

1999 – 2001

• Name and address of employer

Bucharest Bar Association

• Type of business or sector

Legal

• Occupation or position held

Qualified lawyer

• Period (since - until)

1996 – 1999

• Name and address of employer

Bucharest Bar Association

• Type of business or sector

Legal

• Occupation or position held

Trainee lawyer

• Period (since - until)

1992 – 1993

• Name and address of employer

Romanian Institute for Human Rights

• Type of business or sector

RIHR Library

• Occupation or position held

Researcher

• Main activities and responsibilities

Providing materials to non-governmental organisations and other interested persons

EDUCATION AND TRAINING

• Period (since - until)

October 2004 – present

• Name and type of educational institution and professional organisation that provided professional training

University of Craiova – Faculty of Law and Administration Sciences

• Field of study/occupational skills covered

Law

• Qualification type/ degree obtained

Ph. D. student

• Classification level of the training/educational institution

- Exams sat so far: Administrative Law, General theory of Law, Constitutional Law, papers presentation

• Period (since - until)

20-21 April 2007

• Name and type of educational institution and professional organisation that provided professional training

European Public Law Center

• Field of study/occupational skills covered

International Conference - The need for Constitutional Revision in the Balkan and Black Sea Countries, Komotini, Greece

• Qualification type/ degree obtained

- Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained
 - Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained
 - Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained
 - Classification level of the training/educational institution

- Period (since - until)

Invitation to participate and **presentation of the paper** "Constitutional Reform in Romania. The Importance of Revising the Constitution from 2003"

24-29 June 2007

National Institute of Administration

Law elaboration in Romania

Certificate

Skills upgrade programme

Main themes addressed:

- General considerations on legislative technique norms for the elaboration of legislative acts
- The Parliament, the country's sole legislative authority
- Stages of the legislative procedure
- Legislative delegation
- The Control of Law Constitutionality.

26-28 April 2006 Bucharest

Chamber of Deputies and Assemblée Nationale PHARE Programme

International Law

Certificate

Skills upgrade programme

2004 – 2005

"Nicolae Titulescu" University – Bucharest, Faculty of Law

International and Community Law

Master's degree

Master's programme

08 – 12 August 2005

- Name and type of educational institution and professional organisation that provided professional training
- Field of study/occupational skills covered
- Qualification type/ degree obtained
 - Classification level of the training/educational institution

National Institute of Administration

Legislative technique

Certificate

Skills upgrade programme

Main themes addressed:

- The system of central and local public administration bodies
- General considerations on legislative technique norms for the elaboration of legislative acts
- The Parliament's legislative function
- Requirements of the process for drafting legislative acts
- Legislative procedure
- Integration of the draft legislative acts in the legislative system

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training
- Field of study/occupational skills covered
- Qualification type/ degree obtained
 - Classification level of the training/educational institution

08 – 14 August 2004

National Institute of Administration

Management of public administration

Certificate

Skills upgrade programme

Main themes addressed:

- Managerial decision making. Typology and stages
- Civil service management
- Overlap between the decision-making and information systems as part of the decision-making process
- Information: the main component of the decision-making process
- Public vs. private domain
- Harmonization of Romanian legislation with EU legislation on reforms
- Informational and computer assistance in the decision-making process

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training
- Field of study/occupational skills covered
- Qualification type/ degree obtained

25 – 29 May 2004, Trieste, Italy

Council of Europe – European Commission for Democracy through Law – (Venice Commission)

Harmonization of national legislations with the EU acquis and law elaboration principles

Certificate

- Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained

- Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained

- Classification level of the training/educational institution

- Period (since - until)

- Name and type of educational institution and professional organisation that provided professional training

- Field of study/occupational skills covered

- Qualification type/ degree obtained

- Classification level of the training/educational institution

- Period (since - until)

Seminar

Main themes addressed:

- Main principles of law elaboration
- Improvement of law drafting techniques within the EU
- Drafting treaties for the Council of Europe
- Harmonization of national laws with the EU acquis and introduction to the principles of legislative acts drafting. The example of Poland
- Modern principles of law elaboration in the parliamentary procedure
- Promoting clarity in the elaboration of bills and the role of the legislative technique in ensuring better laws
- Transparency in the law elaboration process – involving foreign experts and civil society

04 – 11 December 2002

National Institute of Administration, in collaboration with the National School of Administration in Paris

Public management and European affairs

Certificate

Seminar - module 5

1992 – 1996

Faculty of Law – “Spiru Haret” University, Bucharest

Legal sciences

Bachelor’s Degree

Bachelor of Law

7 – 11 December 1992

Romanian Institute for Human Rights

Human rights

Certificate

Skills upgrade programme – “Teaching and learning about human rights: United Nations training course for teachers involved in primary school human rights education in Romania”

30 November – 4 December 1992

- Name and type of educational institution and professional organisation that provided professional training
- Principal subjects/occupational skills covered
- Qualification type/ degree obtained
 - Classification level of the training/educational institution

Romanian Institute for Human Rights

Human rights

Certificate

Skills upgrade programme – “Human rights in the administration of justice: United Nations seminar for Romanian judges, lawyers and procurators”

- Period (since - until)

19 – 23 October 1992

- Name and type of educational institution and professional organisation that provided professional training

Romanian Institute for Human Rights

- Principal subjects/occupational skills covered

Human rights

- Qualification type/ degree obtained
 - Classification level of the training/educational institution

Certificate

Skills upgrade programme – „Human rights in the administration of justice: United Nations training course for Romanian law enforcement officials; Police, Military and Prison Personnel”

TEACHING ACTIVITY

- Period (since - until)

2007-2008

- Name and type of education establishment

National Institute of Administration

- Field

Norms and procedures of the legislative technique

- Classification level of the training programme

Skills upgrade programme

STUDY VISITS

- Dates

11-12 June 2009

- Name and type of education establishment

European Parliament

- Field

The codecision procedure in practice and the implications for the national parliamentary scrutiny

- Classification level of the training programme

Theme visit

PERSONAL SKILLS AND COMPETENCES

Acquired throughout one's life and career, but not necessarily recognized by means of a certificate or diploma

MOTHER TONGUE

ROMANIAN

FOREIGN LANGUAGES

- Reading
- Writing
- Speaking

ENGLISH

WELL

WELL

WELL

CERTIFIED BY THE BRITISH COUNCIL WITH THE CERTIFICATE "LEVEL 3 – INTERMEDIATE GENERAL ENGLISH," BUCHAREST, 2003

- Reading
- Writing
- Speaking

FRENCH

VERY WELL

VERY WELL

VERY WELL

- Reading
- Writing
- Speaking

GREEK

VERY WELL

VERY WELL

VERY WELL

**TECHNICAL SKILLS AND
COMPETENCES**

*Computer usage, certain types of
equipment etc.*

MICROSOFT WINDOWS, MICROSOFT OFFICE (WORD, EXCEL, POWER POINT, OUTLOOK), MICROSOFT INTERNET EXPLORER