

Questionnaire for identification of work processes that are particularly exposed to corruption

Please, answer the following questions related to your work and your tasks:

Part I

Please circle one of the specified HR groups that you belong to:

- 1) Head of the institution, director;
- 2) Senior management (secretary, assistant head of the institution and assistant head of service);
- 3) expert management staff (supervisor, manager, chief, coordinator);
- 4) expert staff (independent advisor, senior advisor, advisor, inspector) or
- 5) executive staff (independent officer, senior officer, officer);
- 6) state employee;

1. Are you involved in the decision making process?

- a) yes
- b) no

2. Do you perform your tasks at work independently?

- a) yes
- b) no

3. Does budgetary assets management represent one part of your tasks at work?

- a) yes
- b) no

(if you manage budgetary assets, please specify the amount at the annual level?)

- a) up to 10.000 Euro
- b) more than 10.000 Euro

4. Do public procurement, donations, contract awarding represent part of your tasks at work?

- a) yes
- b) no

(if you manage or participate in public procurement, donations, contract awarding, please specify the amount at the annual level?)

- a) up to 10.000 EUR
- b) more than 10.000 EUR

5. Do your tasks at work include issuance of endorsements, credentials, certificates, permits, decisions, pronouncing of sanctions, misdemeanor orders, requests to instigate misdemeanor proceedings or other administrative acts for persons outside the institution that you are employed in?

- a) yes
- b) no

6. Do your tasks at work include implementation of examinations related to education of staff or persons outside the institution that you are employed in?

- a) yes
- b) no

7. Do you process at work cases with confidential information that may be of particular importance for third persons?

- a) yes
- b) no

8. Are there official contacts outside the institution with other institutions or other legal and physical entities?

- a) yes
- b) no

9. Do third persons try to influence your decisions to their benefit, contrary to your obligations at work?

- a) yes
- b) no

10. Do you think that your work post was exposed to risk of corruption in the past?

- a) yes
- b) no

Part II of the Questionnaire

If you gave a positive answer to any of the previous questions, please fill out the second part of the Questionnaire:

1. Do you adopt the decision/ act:

- a) independently;
- b) together with others;
- c) independently and together with others?

2. Is the decision/ act you adopted available for insight to all staff in your organization?

- a) yes
- b) no

3. Are your decisions controlled by other institution through the conduct of control or supervision (or by internal control/ audit, etc.)?

- a) yes
- b) no

4. Did you undergo training on the issue of prevention of corruption?

- a) yes
- b) no

5. How often is the prevention of corruption set as a topic for collegiums, meetings and discussions with employees?

- a) often (once a month)
- b) occasionally (2-3 times per year)
- c) rarely (once a year)
- d) when necessary
- e) this was not a topic for discussion

6. Which security and prevention measures already exist? Please specify them:

- The principle of four eyes
- Assignment and separation of tasks at work
- Education
- Verification by colleagues (double verification of processed acts)
- Obligation to write reports
- Complete documentation
- Rotation of officers
- Increased official and professional control

7. Which additional security and prevention measures are necessary in your opinion? Please, explain your opinion!

8. Which ones of the aforementioned security or prevention measures were not affirmed in everyday work? Please, explain your opinion!

9. What options do you have at work to influence, consciously or unconsciously, the work of your colleagues?

- a) Through personal example
- b) Through education
- c) Through warning or pointing to the mistake
- d)

10. How do you react when you notice that one of your colleagues is acquiring at work some benefit or privilege for himself/herself?

- a) I warn him/her
- b) I report corruption
- c) I don't react
- d)

OPTIONAL:

Name of the organizational unit:
