

# TERMS OF REFERENCE

for the adjustment of the ITSS **“Financial Control”**

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## Introduction

The ITSS “Financial Control” has been implemented within the CEC with the UNDP-Moldova support following the need to observe the legal provisions in force as follows:

- Concept of the State Automated Information System “Elections”;
- National Integrity and Anti-corruption Strategy of the Republic of Moldova (NIAS) for 2017–2020;
- CEC Strategic Plan for 2020-2023 (Financing Political Parties and Electoral Campaigns Oversight Component).

The ITSS “Financial Control” was developed during 2018-2019, while its operation was started in 2020 as a binding financial reporting tool for 2019. It is worth noting that during the ITSS development, the CEC introduced certain changes in the financial reporting forms (following the completion of business analysis activities). Under these circumstances, whilst piloting the ITSS “Financial Control”, some of the implemented electronic forms were no longer compliant with the forms contained by the:

- Regulation on financing **electoral candidates’ campaigns** approved by CEC Decision No. 2704 of 17 September 2019, with subsequent amendments;
- Regulation on financing the activity of political parties, approved by CEC Decision No. 4401 of 23 December 2015, with subsequent amendments;
- Regulation on financing initiative groups, approved by CEC Decision No. 114 of 18 August 2016.

Should new Parliamentary elections be organised, electoral candidates shall be provided with the possibility to report, as appropriate, both as per the Regulation on financing initiative groups, approved by CEC Decision No. 114 of 18 August 2016 and as per the Regulation on financing electoral campaigns, approved by CEC Decision No. 3352 of 4 May 2015 that should apply to new Parliamentary elections only, until the expiry of the *Parliament mandate of the tenth legislature*).

In these circumstances, throughout 2020, additional development services were necessary to tailor the electronic forms as per the new financial reporting methodology, implement new functionalities and ensure functional and corrective maintenance.

Moreover, UNDP-Moldova implemented a Project aimed to digitise the documents related to financial reporting processes of political parties held by the CEC in hard copies. Hence, the reports on political parties financing during 2015-2018 were subject to digitisation to this end, as well as financial reports related to the following electoral campaigns unrolled during 2016-2019: New Local Elections, Presidential Elections, Parliamentary Elections and Referendum. Overall, as many as 2,264 financial reports were scanned and digitised, comprising 13,240 pages of content.

Nowadays, following the operation of the ITSS “Financial Control”, a number of gaps have been revealed, as well as the need to implement additional functionalities intended to implement the current legal framework and enhance the IT application ergonomic use.

This document introduces all ITSS “Financial Control” changing requirements, having displayed a conceptual version of the IT solution, including matters regarding the goal, objectives, principles, core features, functionality and conceptual architecture, functional and non-functional requirements of the IT System.

## 1. General Information

### 1.1. Terms used in the Terms of Reference

The Acronyms and abbreviations used in this Document are displayed in Table 1.1.

**Table 1.1. Acronyms and Abbreviations used in this Document.**

No.	Abbreviation /Acronym	Description
1.	DB	Database
2.	FB	Function Block
3.	CEC	Central Electoral Commission
4.	KPI	Key Performance Indicators
5.	SDD	Software Design Document
6.	SRV	State Register of Voters
7.	SRP	State Register of Population
8.	SRLE	State Register of Legal Entities
9.	DBMS	Database Management System
10.	STS	State Tax Service
11.	ITS	IT System
12.	SAISE	State Automatic Information System "Elections"
13.	SRS	Software Requirements Specification
14.	SLA	Service Level Agreement
15.	ITSS	IT Subsystem
16.	IT	Information Technology
17.	ICT	Information and Communications Technologies
18.	TLS/SSL	TLS Protocol or its predecessor, SSL Protocol are cryptographic protocols that ensure reliable communication between two computer network hubs for such actions like visiting Web pages, e-mail, Internet-fax, simultaneous exchange of messages and other data transfers.

The definitions of terms frequently used in this Document are displayed and explained in Table 1.2.

**Table 1.2. Definitions and Terms used in this Document.**

No.	Abbreviation/Acronym	Description
1.	Database	A collection of data organized as per the design structure describing the core characteristics and relation amongst entities.
2.	Credentials	A set of symbols that establish the identity and authenticity of Users and systems within information systems.
3.	Data	Elementary information units about people, subjects, facts, events, phenomena, processes, objects, situations, etc. presented in a way enabling their notification, commenting and processing.

No.	Abbreviation/Acronym	Description
4.	Personal data	Any information referring to an identified or identifiable individual (subject of personal data). To this end, an identifiable person is the one who can be identified, directly or indirectly, in particular, through referring to an identification number or to one or more specific elements describing the person physical, physiological, psychical, economic, cultural or social identity.
5.	Data Integrity	Data status when they maintain their content and are interpreted unambiguously in cases of random actions. It shall be deemed that the data maintained their integrity if they have not been altered or deteriorated (deleted).
6.	Logging	Function of recording the information on events. The records about events entered into the information systems include details about the date and time, User, and action carried out.
7.	Metadata	The way of assigning semantic value to the data stored in the database (data about data).
8.	Information object	Virtual representation of the existing tangible and intangible entities.
9.	Information resource	Set of documented information in the IT system, maintained as per the requirements and legislation in force.
10.	<b>ITSS “Financial Control”</b>	<b>The ITSS “Financial Control”</b> , which is the development subject-matter under this document intended to computerise the SAUSE function block “Financial Control” developed to ensure efficient monitoring and management mechanisms of financing processes of political parties and electoral candidates of the Republic of Moldova.
11.	IT system	All software and hardware ensuring automatic data processing (the information system automated component).
12.	Information system	A system aimed to process the information along with the associated organisational resources such as human and technical resources, which deliver and disseminate the information.
13.	Software Design Document	A guiding Document of the IT System comprising detailed description of the following approaches: data structures and their constraints, the IT System architecture, which provides all conceptual heading of an IT System, the IT System interface covering the conceptualisation of all User Interface components, the IT System functionalities comprising detailed description of all IT System implemented scenarios.
14.	Software Requirements Specification	A Document containing detailed description of all interaction scenarios between Users and the IT Application.
15.	IT Subsystem	A component (with the possibility of functional separation) of a complex IT system.
16.	Information and Communications Technology	A common term that comprises all technologies used for information exchange and handling.
17.	Data truthfulness	The extent to which the data stored in the computer memory or in documents match the real status of the field-related objects mirrored by those data.

## 1.2. References and Legal Issues related to Development Activities

The processes covering the creation, implementation and operation of the necessary ITSS “Financial Control” changes in order to address the current gaps and add new functionalities shall be compliant with the relevant

legislative and regulatory acts in effect regarding the CEC activity and development of IT solutions intended for the Moldovan public authorities.

This category comprises the following regulatory acts:

1. *The Electoral Code of the Republic of Moldova*, adopted on the basis of Law No. 1381 of 21.11.1997, Official Gazette No. 81 of 08.12.1997, with subsequent amendments.
2. *Law No. 982-XIV of 11.05. 2000 on Access to Information*, Official Gazette No. 88 art. No. 664 of 28.07.2000.
3. *Law No. 467-XV of 21.11.2003 on Computerisation and State Information Resources*, Official Gazette No. 6-12/44 of 01.01.2004.
4. *Law No. 294 of 21.12.2007 on Political Parties*, Official Gazette No. 42-44 of 29.02.2008.
5. *Law No. 101 of 15.05.2008 on the Concept of the **State Automated Information System "Elections"***, Official Gazette No. 117-119 of 04.07.2008.
6. *Law No. 133 of 08.07.2011 on Personal Data Protection*, Official Gazette No. 171-175 of 14.10.2011.
7. *Law No. 91 of 29.05.2014 on Electronic Signature and Electronic Document*, Official Gazette No. 174-177 of 04.07.2014.
8. *Government Decision No. 1123 of 14.12.2010 approving the Requirements aimed at Ensuring Personal Data Security during their Computerised Processing*, Official Gazette No. 254-256 of 24.12.2010.
9. *Government Decision No. 710 of 20.09.2011 approving the Strategic Programme for Governance Technology Upgrade (e-Transformation)*, Official Gazette No. 156-159 of 23.09.2011.
10. *Government Decision No. 656 of 05.09.2012 approving the Programme on Interoperability Framework*, Official Gazette No. 186-189 of 07.09.2012.
11. *Government Decision No. 1090 of 31.12.2013 on Government Electronic Service for Authentication and Access Control (MPass)*, Official Gazette No. 4-8 of 10.01.2014.
12. *Government Decision No. 128 of 20.02.2014 on Common Government Technology Platform (MCloud)*, Official Gazette No. 47-48 of 25.02.2014.
13. *Government Decision No. 405 of 02.06.2014 on Government Integrated Electronic Service for Electronic Signature (MSign)*, Official Gazette No. 147-151 of 06.06.2014.
14. *Government Decision No. 700 of 25.08.2014 on Government Open Data*, Official Gazette No. 256-260 of 29.08.2014.
15. *Government Decision No. 701 of 25.08.2014 approving the Methodology for Publishing the Government Open Data*, Official Gazette No. 256-260 of 29.08.2014.
16. *Government Decision No. 708 of 28.08.2014 on Government Electronic Logging Service (MLog)*, Official Gazette No. 261-267 of 05.09.2014.
17. *Government Decision No. 211 of 03.04.2019 on Interoperability Platform (MConnect)*, Official Gazette No. 132-138 of 12.04.2019.
18. *Government Decision No. 375 of 10.06.2020 approving the AIS Concept "Register of Electronic Signature-based Representation Powers"(MPower) and the Regulation on keeping the Register of Electronic Signature-based Representation Powers*, Official Gazette No. 153-158 of 26-06-2020.
19. *Government Decision No. 376 of 10.06.2020 approving the Concept of Government Electronic Notification Service (MNotify) and the Regulation on the operation and use of Government Electronic Notification Service (MNotify)*, Official Gazette No. 149-151 of 19.06.2020.
20. *CEC Decision No. 137 of 14.02.2006 approving the Regulation on CEC Activity* (amended by Decision No. 24 of 05.04.2011), Official Gazette No. 39-42 of 10.03.2006, with subsequent amendments.

21. *CEC Decision No. 3352 of 04.05.2015 approving the Regulation on Financing Electoral Campaigns*, Official Gazette No. 161-165 of 26.06.2015.
22. *CEC Decision No. 4401 of 23.12.2015 approving the Regulation on Financing the Activity of Political Parties*, Official Gazette No. 32-37 of 12.02.2016, with subsequent amendments.
23. *CEC Decision No. 114 of 18.08.2016 approving the Regulation on Financing Initiative Groups*, Official Gazette No. 306-313 of 16.09.2016, with subsequent amendments.
24. *CEC Decision No. 4176 from 03.09.2020 approving the Regulation on Financing Initiative Groups to Collect Signatures Supporting a Candidate to an Elective Position or to Initiate a Referendum*, Official Gazette No. 229-233 art. 831 of 11.09.2020.
25. *CEC Decision No. 2704 of 17.09.2019 approving the Regulation on Financing **Electoral Candidates'** Campaigns*, Official Gazette No. 303-305 of 04.10.2019, with subsequent amendments.
26. *Order No. 94 of 17.09.2009 issued by the Ministry of Information Development approving certain Technical Regulations (the way of keeping records of public electronic services, providing public electronic services, ensuring information security while providing public electronic services, determining the cost for developing and implementing automated information systems)*, Official Gazette No. 58-60 of 23.04.2010.

*All regulatory acts mentioned above shall be interpreted with all amendments introduced to them.*

To conceptualise and develop the **ITSS "Financial Control"** it is appropriate to implement the principles covered by the following international guidelines and recommendations:

- *Technical Regulation "Software life-cycle processes" RT 38370656-002:2006*; Official Gazette No. 95-97/335 of 23.06.2006;
- *Standard of the Republic of Moldova MS ISO/CEI/IEEE 15288:2015 "Systems and software engineering. System life cycle processes"*;
- 43. Michael O. Leavitt, Ben Shneiderman, *Research-Based Web Design & Usability Guidelines*, [https://www.usability.gov/sites/default/files/documents/guidelines\\_book.pdf](https://www.usability.gov/sites/default/files/documents/guidelines_book.pdf)
- *World Wide Web Consortium (W3C) Recommendations* (<http://www.w3c.org>) on the quality of web page content, possibilities to view the accurate information by using the widespread Internet browsers and compatibility with different IT platforms;
- WAI (Web Accessibility Initiative) Recommendations (<http://www.w3c.org/WAI>) on ensuring the possibility to use the site resources by people with disabilities.
- WCAG (Web Content Accessibility Guidelines) Recommendations <http://www.w3.org/TR/WCAG21/>
- *W3C Recommendations* (<http://validator.w3.org>) on WEB page testing. All WEB pages generated by the IT applications devised under this Project shall be tested as per these Recommendations.

### **1.3. Principles underpinning the ITSS "Financial Control" changes**

To ensure attaining the objectives set forth for the IT solution, in the process of **ITSS "Financial Control"** design, development and implementation full account of the following general principles shall be taken:

- Principle of lawfulness, which implies the creation and operation of the IT system in compliance with the national legislation in force and with the relevant internationally recognized norms and standards;
- Principle of dividing the architecture by layers, which means the design and implementation of SAISE components (**ITSS "Financial Control"** is a SAISE component) in compliance with the interface standards amongst layers;
- Principle of service-oriented architecture (SOA), which means the split of IT system application functionalities into smaller distinct units, called services that can be shared in a network and used together to create applications to implement the IT system business functions;

- Principle of reliable data, which provides the input and access of data via authorized and authenticated channels only;
- Principle of information security, which implies a proper level of integrity, selectivity, accessibility and effectiveness to secure data against losses, alterations, damages and unauthorized access.
- Principle of transparency, which requires the design and implementation according to the modular principle, using transparent standards in the area of information and telecommunication technologies;
- Principle of expansibility, which stipulates the possibility to extend and supplement IT Subsystems with new functions or improve the ones already in place;
- Principle of priority of first person/single centre, which implies the existence of a senior person assigned with sufficient rights in charge to take decisions and coordinate the activities aimed at creating and operating the IT Subsystems;
- Principle of scalability, which implies the provision of a constant performance of an IT solution upon increased amount of data and IT System stress;
- Principle of simplicity and convenience of use, which implies the design and implementation of all applications, hardware and software resources available to System users, based exclusively on concept visual, ergonomic and logic principles.

In particular, for the IT Systems architecture, the following major principles shall be complied with:

- providing appropriate security to the IT System aimed at protecting the information and component subsystems against their unauthorized use or disclosure of personal data or of classified information;
- recognizing the information as a valuable asset and ensuring its appropriate management;
- developing and implementing an IT System that grants the possibility to reuse it for other processes or create opportunities to develop new functionalities (including repeated use of SAISE functionalities already in place);
- minimizing the number of various technologies and products that offer the same or similar functionalities as per their purpose (reuse of technologies already implemented by CEC);
- ensuring high-speed processing of service queries addressed to CEC IT Subsystems (authentication, authorisation, logging or notification);
- ensuring disaster recovery ability (safeguarding physical and logical security) as part of the implementation plan.

#### **1.4. Intended Use, Objectives and Tasks of the Terms of Reference**

The ITSS “**Financial Control**” is a CEC IT Subsystem that automates the processes of drafting, sending, checking, approving and publishing all financial reports submitted by political parties/socio-political organisations and electoral candidates to the CEC. The functional requirements of this IT Subsystem meet the provisions of Law No. 101 of 15.05.2008 on the **Concept of the State Automated Information System “Elections”** (Financial Control function block).

The activities covered by these Terms of Reference shall define the requirements necessary to introduce a number of changes in the ITSS “**Financial Control**” in order to address/remove the errors and gaps revealed during its operation, as well as to implement additional development functionalities in order to align the IT System with the amendments introduced into the CEC legal framework or to enhance the IT System ergonomics and efficient operation by authorised users.

The selected Developer shall adopt the ITSS “**Financial Control**” source code (keeping the current architecture and software platform for ITSS “**Financial Control**” development and operation) and introduce the changes necessary to address/remove the errors and gaps documented in Chapter 3.1 of these Terms of Reference and make adjustments and additional implementations as per the requirements mirrored in Chapter 3.2.



The non-functional requirements specified in Chapter 4 represent the functional requirements, which inspired the ITSS “**Financial Control**” current version and which observance shall be taken into account throughout the development and work acceptance activities.

## 2. Description of the ITSS “Financial Control” Current Solution

### 2.1. Brief Description of ITSS “Financial Control” Functionalities

The ITSS “Financial Control” is a SAISE IT Subsystem, which core objective is to ensure full digitisation of business processes related to financial inspection of activities carried out by political parties of the Republic of Moldova.

Nowadays, the ITSS “Financial Control” implements in full the following business processes:

- User management;
- authentication of authorised Users;
- creating and setting the reporting period;
- filling, checking, signing and sending financial reports;
- creating and receiving summonses;
- configuring the workflows, classifiers and notification events, ceilings, reporting schedules;
- validating the content of financial reports;
- data exchange with external IT Systems;
- generation of specific documents and statistical reports;
- bilingual User Interface: Romanian and English.

At the same time, the System shall ensure:

- drafting financial reports via two alternative methods: 1) drafting financial reports using the User Interface facilities of the ITSS “Financial Control” and 2) drafting financial reports on the basis of pre-defined Excel files;
- validating the content of financial reports received, checking whether all required data have been filled, checking compliance with specific constraints regarding the report content values and the display of messages on detected errors, and showing all report content gaps;
- drafting summonses following the financial inspection results and attaching Minutes;
- importing data from standard files in XML and pre-defined Excel format;
- implementing the electronic signature mechanism to authenticate Users via the Government service MPass and signing the reports and annexes thereto via the Government service MSign;
- integration with interoperability platform MConnect to exchange data with external IT Systems in order to validate the content of financial reports received (for example: SRP – validation of IDNP, SRLE – validation of IDNO);
- extensive logging of business events related to the ITSS “Financial Control” operation;
- printing out the filled and accepted reports, as well as the content of other electronic forms drafted under the ITSS “Financial Control” and their downloading in Excel, PDF, WORD, XML and CSV format;
- automatic publication of depersonalised public data on the CEC Web page, which were produced under the ITSS “Financial Control” business processes;
- uploading and processing historical data;
- delivering public operative data via the interactive map;
- notifying the Users on business events related to their role assigned under the ITSS “Financial Control”;
- generation and analysis of final aggregated statistics, which are available via the heading “Statistical reports”.

Moreover, the ITSS “**Financial Control**” shall automate a number of inspections of report contents, which were drafted and sent by political actors as follows:

- checking if the financial report mandatory fields have been filled;
- checking if the financial report mandatory fields have been filled with the appropriate types of data;
- checking the area of admissible values for the financial report data fields in compliance with the System of metadata of the IT System;
- checking the existence and admissibility of using the natural person data mirrored in the financial report;
- checking the membership fees of political parties so that a natural person does not pay membership fees to several political parties simultaneously;
- checking the annual amount paid by a natural person to a political party/electoral candidate so that it does not exceed the maximum amount allowed by the legislation in force;
- checking the admissibility of using the legal person data in the financial report content.
- other relevant automatic verifications.

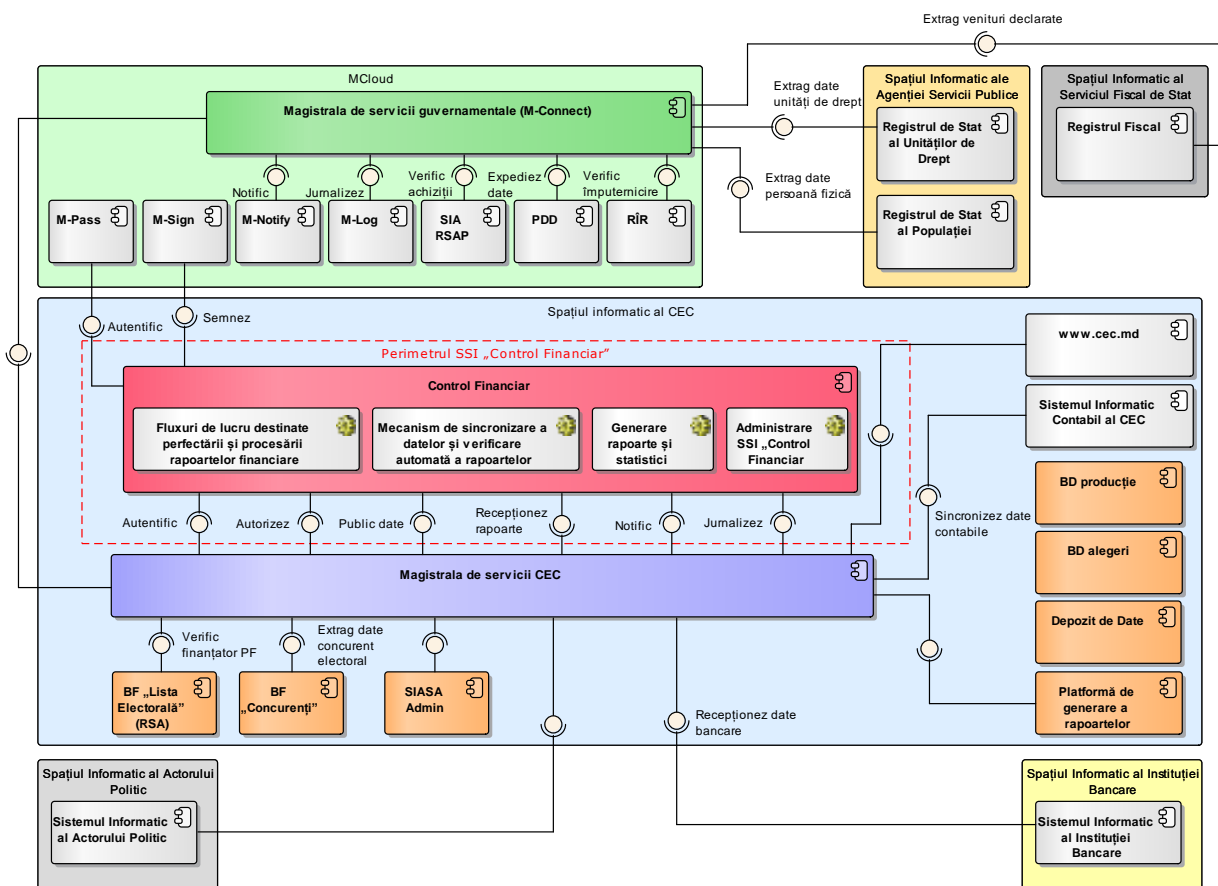
## 2.2. ITSS “**Financial Control**” Architecture

The ITSS “**Financial Control**” is a WEB-based IT solution, accessible via a widely used Internet browser (MS Internet Explorer/MS Edge, Mozilla FireFox, Opera, Google Chrome or Safari) implemented on the basis of a service-oriented architecture (SOA) to interact with the CEC IT Subsystems and external IT Systems.

The ITSS “**Financial Control**” is based on a client-server architecture of three layers (that excludes any direct application-database interaction), involving cutting-edge WEB technologies. To ensure an appropriate level of information security, the client-server interaction shall be provided via secured connections (via VPN channels and TLS/SSL sessions).

The interaction of all ITSS actors and hubs is displayed in Figure 2.1. As shown in Figure 2.1, the resource pooling solution to ensure the ITSS “**Financial Control**” functionality consists of six distinct categories of hubs:

- CEC Data Centre – the CEC ICT infrastructure that hosts the ITSS “**Financial Control**” and where a range of ITSS have been installed to interact with the ITSS “**Financial Control**”. The changes covered by these Terms of Reference shall apply only to functional blocks fenced with an interrupted red line;
- M-Cloud – the ICT infrastructure of the government common technology platform that makes up the government cloud (*MCloud*), which hosts all IT Systems the ITSS “**Financial Control**” will interact with or use their services;
- PSA Data Centre – the ICT Infrastructure of the Public Services Agency hosting the State Register of Legal Entities and the State Register of Population. The ITSS “**Financial Control**” shall integrate with this IT System via the interoperability platform MConnect;
- STS Data Centre – the ICT Infrastructure of the State Tax Service hosting the Tax Register, representing an IT System that provides primary data to the ITSS “**Financial Control**” aimed to receive the information on income of people financing political actors and crosscheck the amount allocated to finance a political party and the actually declared income of the party financier;
- Banking Institutions Data Centres – the ICT Infrastructure of banking institutions where the electoral candidates and political parties hold their settlement accounts, which turnover shall be monitored throughout the period of elections. In case of Treasury accounts (financing the political parties from the State Budget), monitoring shall be carried out over the whole period of political party financing.
- Client computers – computers from where Users (depending on their assigned rights and roles) will access the ITSS “**Financial Control**” functionalities.



**Figure 2.1. ITSS “Financial Control” Architecture.**

Client computers shall use two most popular Internet browsers (compatibility with Microsoft Internet Explorer is binding) as client application to access and use the **ITSS “Financial Control”**. The interface and functionalities delivered to each User depend on his/her assigned rights and roles.

To implement a number of functionalities, the **ITSS “Financial Control”** shall use a range of services provided by SAISE ITSS as follows:

1. WEB Service Authenticate is provided by SAISE Admin to implement a universal and centralised mechanism to authenticate SAISE Users.
2. WEB Service Authorise is provided by SAISE Admin to implement a universal and centralised mechanism to authorise the Users (delivering functionalities and data accessible to them), regardless of the SAISE application used.
3. WEB Service Notify is provided by SAISE Admin to implement a universal and centralised mechanism to notify SAISE Users, regardless of the SAISE application used.
4. WEB Service Log is provided by SAISE Admin to implement a universal and centralised mechanism to log the business events generated by authorised Users within the used SAISE applications.
5. WEB Service Check the PF financier is provided by the SRV to retrieve identification data of natural persons financing electoral candidates and political parties.
6. WEB Service Retrieve data on electoral candidates is provided by SAISE “Competitors” FB to retrieve data regarding the registration of political parties and electoral candidates.
7. WEB Service Public data is provided by CEC official WEB page (<http://www.cec.md>) to display public data produced under the business processes of the **ITSS “Financial Control”**.

The **ITSS “Financial Control”** will interact with a number of external IT Systems via the interoperability platform MConnect. The following services displayed by external IT Systems will be used to this end:

1. WEB Service Authenticate that interacts with platform service MPass used to implement authentication procedures for CEC external Users via electronic signature.
2. WEB Service Sign that interacts with platform service MSign intended to apply and validate electronic signatures, including mobile signatures.
3. WEB Service Log that interacts with platform service MLog intended to log with legal value the sensitive business events of the ITSS **"Financial Control"**.
4. WEB Service Notify that interacts with platform service MNotify intended to implement notification processes for CEC external actors operating the ITSS **"Financial Control"**.
5. WEB Service Check procurement that interacts with AIS SRPP (State Register of Public Procurement) to check if legal persons financing political parties/electoral candidates have got any public procurement contract.
6. WEB Service Send data that interacts with the Government Open Data Portal (<http://date.gov.md>) to publish the set of public data produced under the business processes of the ITSS **"Financial Control"**.
7. WEB Service Check power that interacts with the Register of Representation Powers (MPower) to check the Users' **powers to carry out certain actions** under the ITSS **"Financial Control"** (for example: checking power of a person to report and affix Electronic Signature on reports sent to CEC).
8. WEB Service Retrieve data on economic operators, which implements the interaction with the State Register of Legal Entities to receive registration data of economic operators financing political parties and electoral candidates.
9. WEB Service Retrieve declared income, which implements the interaction with the Tax Register to receive data on declared income by natural persons financing political parties and electoral candidates.

The ITSS **"Financial Control"** shall display two interfaces for interacting with external IT Systems intended for CEC activity processes as follows:

1. WEB Service Synchronise accounting data displayed by the ITSS **"Financial Control"** to interact with CEC Accounting IT System to synchronise the payments related to political party financing from the National Public Budget.
1. WEB Service Receive bank data displayed by the ITSS **"Financial Control"** to interact with banking IT Systems to synchronise data on account turnover of electoral candidates and political parties.
2. WEB Service Receive Reports displayed to IT Systems of political actors to receive automatically financial reports with no need to resort to User Interface facilities of the ITSS **"Financial Control"**.

### 3. Functional Requirements for the ITSS “Financial Control” New Version

#### 3.1. Functional Requirements to Remove the ITSS “Financial Control” Current Errors

A range of gaps and errors have been detected during the ITSS “Financial Control” operation that shall be addressed to ensure compliance of the financial reporting process with the regulatory framework in force, as well as to enhance the IT System ergonomics and friendliness.

The ITSS “Financial Control” current gaps and errors are displayed in Table 3.1, being classified depending on their impact as follows:

- Low – are typical for the functionalities that are not critical for the IT System smooth operation and for the authorised Users’ job duties. Nonetheless, their removal would have a positive effect on the IT System Users’ experience;
- Medium – represent the functionalities required for the IT System smooth operation and for the authorised Users’ **job duties**, and may have an impact on the authorised Users’ experience in the process of IT System operation;
- High – represent the functionalities that are critical for the IT System smooth operation, are frequently required by the IT System authorised Users, and may have a significant impact on the authorised Users’ experience in the process of the ITSS “Financial Control” operation.

The Developer is expected to address all the mentioned gaps and errors prior to implementing new functionalities and adjusting the current functionalities.

**Table 3.1. List of Errors with the Peculiarities of their Reproduction.**

No.	Name of Gap/Error	Description of Reproduction Peculiarities and Resolution Requirements	Type	Impact
ERR 001	Failure to validate the Surname and First Name and/or IDNP.	Periodically, the functionality of people validation by their IDNP, Surname and First Name is out-of-service: the IDNP is not validated correctly and/or an error occurs regarding its inadmissibility (while in fact, the IDNP is perfectly valid). Such error may lock the process of submitting the half-annual or annual reports.	Error	High
ERR 002	Erroneous data upon uploading the reports in Excel format from “Help” heading. Report forms mismatching (columns/rows).	In case of using the functionality for uploading the report data from Excel files, along with their uploading, some data from Excel are not imported, while others are imported erroneously (failure to match the cells intended for the reported information).  Note: The reports for “Help” heading have been adjusted. It is envisaged to adjust the financial management reports at the interface level (inclusion/deletion/ column/row merge) to accept new forms for the “Help” heading.  The User Interface forms shall be adjusted in line with the last edited version of the Regulation on financing electoral candidates’ campaigns, approved by CEC Decision No.	Error	High

No.	Name of Gap/Error	Description of Reproduction Peculiarities and Resolution Requirements	Type	Impact
		<p>2704 of 17 September 2019;</p> <p>Regulation on financing the activity of political parties, approved by CEC Decision No. 4401 of 23 December 2015;</p> <p>Regulation on financing initiative groups, approved by CEC Decision No. 114 of 18 August 2016;</p> <p>Regulation on financing initiative groups to collect signatures supporting a candidate to an elective position or to initiate a Referendum, approved by Decision No. 4176 of 3 September 2020.</p>		
ERR 003	Absence of functionality to print out the reports with "Accepted" status for the Treasurer role.	The report printing out functionality was developed and included in the ITSS "Financial Control", but it is available only for new reports, and the Treasurer has no access to it for financial reports with "Accepted" status.	Gap	Low
ERR 004	The System does not fill automatically the sequential number of rows in some reports.	Under the heading Political Party Assets, the sequential number of rows is not filled automatically. Moreover, it is necessary to lift the constraint on binding filling of this field value.	Gap	Low
ERR 005	Absence of locked fields upon entering the value in electronic forms.	In the electronic form to fill the financial report, the fields to be locked upon introducing the value (X) are active and may be filled with values by the User.	Error	Medium
ERR 006	Absence of mention on affixing the electronic signature.	In case of retrieving reports in PDF format signed electronically, the mention "Signed electronically by Surname and First Name on the date/month/year" does not appear.	Gap	Medium
ERR 007	The ascending sequential number is not assigned correctly.	The IT System does not assign correctly the ascending sequential number in the "Generalised Report" viewed by a CEC User assigned with Decision-maker role.	Error	Low
ERR 008	The status is not displayed correctly.	In the interface of CEC User assigned with Decision-maker role, upon displaying the generated information, the status under the heading "Signing status" shall appear as text (not as a numerical identifier of the Nomenclature).	Gap	Low
ERR 009	The column "DATE" is missing.	The column "DATE" is missing in the financial management report on Donations as property, goods, free-of-charge services or under more advantageous conditions than their	Error	High

No.	Name of Gap/Error	Description of Reproduction Peculiarities and Resolution Requirements	Type	Impact
		commercial value, settlement for some goods or services used by the political party.		
ERR 010	Erroneous title of statistical reports	Some titles of statistical reports are displayed erroneously. Hence, it is necessary to amend the title of the Report "Register of contributions" into "Membership fees". Likewise, the title and content of the report "Political Party Assets" shall be amended.	Gap	Low
ERR 011	Nil cells are not filled automatically with zero value.	The ITSS "Financial Control" shall fill automatically all numerical fields with nil value with zero value.	Gap	Low
ERR 012	The values of final balances and overall amounts are not validated and/or filled automatically.	The values of final balances and overall amounts are not validated and/or filled automatically in the process of drafting the financial reports.	Gap	Medium
ERR 013	Admissibility to amend erroneously the final data generated automatically by the ITSS "Financial Control".	In case of Financial Management Report, following the insertion of data from Annexes and automatic calculation of data comprised by the Generalised Table, the ITSS "Financial Control" allows changing the Generalised Table data values by hand; hence discordances may occur between the Annex and final report data.	Gap	Medium
ERR 014	Error in the operation of the mechanism accepting and sending financial reports to CEC.	In certain cases (situational circumstances), separate sections of the Financial Management Report may be sent, and such fact is an error because the final report shall be sent in whole with all content sections.	Error	Medium
ERR 015	Additional signatures are missing in report sections.	The information (mention) on affixing electronic signatures in Section II. "Sources of Financing" and III. "Payments" is missing.	Gap	Medium
ERR 016	The amounts corrected through additional reports in case of reports generated /analysed by CEC User assigned with Decision-maker role are not modified.	When political parties update their reports (submit again the adjusted reports), the final information (the corrected amounts) either sums up with the amounts of previously submitted reports or remains out-of-date. Note: Such error is not typical for all Users and/or cases.	Error	Medium
ERR 017	It is not possible to generalise the summarised information for the	The content of analysis statistical reports related to the reports submitted by Political parties is not displayed at the report level, but at the level of each annex, and such fact may	Gap	Medium



No.	Name of Gap/Error	Description of Reproduction Peculiarities and Resolution Requirements	Type	Impact
	whole financial report.	create difficulties in analysing the report content by the CEC User assigned with Decision-maker role.		
ERR 018	Errors in the manner of User Interface regionalisation.	The functionality used to edit the labels and content of User Interface in two linguistic versions is out-of-service (data processing error).	Error	Medium
ERR 019	Erroneous display of data on the interactive map.	In case of historical information, the interactive map is not able to display graphically the historical data for a single locality (the data are presented at the national level only).  Likewise, the following errors have been detected: <ul style="list-style-type: none"> <li>• Erroneous display of data by gender/kind of natural and legal persons (the top companies);</li> <li>• Erroneous retrieval and display of data on the types of expenses;</li> <li>• Minor textual errors.</li> </ul>	Error	High
ERR 020	Not all financial report fields have binding status for filling.	Financial reports include certain fields that are not binding to be filled ( <i>for example, domicile, job, etc.</i> ), so that the User may submit some reports with empty fields. The requirement is that all report fields have the binding status, while the System shall not allow submitting reports with empty fields.	Gap	Low

### 3.2. Requirements for Adjusting and Adding Functionalities to the ITSS “Financial Control”

Table 3.2. contains the functional requirements necessary to adjust the existing form “Section IV. Payments” for financial reporting of initiative groups.

**Table 3.2. Requirements to amend the form “Section IV: Payments” (for Initiative Groups)**

Identifier	Binding level	Functional Requirement Description
FR 01.01	M	The Developer shall adjust the form layout as per Annex 1 of this Document.
FR 01.02	M	It is necessary to amend the label of the existing field from “Electoral campaign expenses” <b>to</b> “Payments during the activity”.
FR 01.03	M	It is necessary to merge the existing columns “No. of Payment Order” and “Date of Payment Order” <b>into a</b> single column “No. and Date of Payment Order” for the document template to be printed out. The columns shall remain separated in the User Interface.

Identifier	Binding level	Functional Requirement Description
FR 01.04	M	It is necessary to merge the existing columns "No. of Supporting Document (Tax Invoice, Contract)" and "Date of Supporting Document (Tax Invoice, Contract)" for the document template to be printed out. The columns shall remain separated in the User Interface.
FR 01.05	M	It is necessary to include the fields Manager; Signature (Manager); Treasurer; Signature (Treasurer).
FR 01.06	M	It is necessary to apply the following calculation formula for the Total Column Sum, row 3.1 = Total sum of values of rows 3.1.1-3.1.8. The formulae shall be applied similarly for the Column Total sum of rows 3.2 - 3.8.
FR 01.07	M	It is necessary to apply the following calculation formula for the Total of row 3.1.1 = sum of Initiative Group Column from 1 to N. The formulae shall be applied similarly for the Column Total sum of rows 3.1.2 - 3.8.3.
FR 01.08	M	<b>The ITSS "Financial Control"</b> shall check if all form binding data have been filled.
FR 01.09	M	<b>The ITSS "Financial Control"</b> shall check if all fields have been filled with correct data.
FR 01.10	M	<b>The ITSS "Financial Control"</b> shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 01.11	M	The adjusted standard file in Excel format shall be available in <b>"Help"</b> Menu.
FR 01.12	M	<b>The ITSS "Financial Control"</b> shall enable printing out the report as per the applied amendments.
FR 01.13	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.3. contains the functional requirements necessary to adjust the existing form "Section III. Revenues" for financial reporting of initiative groups.

**Table 3.3. Requirements to amend the form "Section III. Revenues"  
(for Initiative Groups)**

Identifier	Binding level	Functional Requirement Description
FR 02.01	M	The Developer shall adjust the form layout as per Annex 2 of this Document.
FR 02.02	M	It is necessary to amend the following labels: <ul style="list-style-type: none"> <li>■ "2.1 Cash amounts received as donations from natural persons" to "2.1 Cash amounts received as donations from natural persons residing in the country";</li> <li>■ "2.2 Cash amounts received as donations from legal persons" to "Cash amounts received as donations from natural persons residing abroad";</li> <li>■ "2.3 Other proceeds" to 2.3 "Cash amounts received as donations from legal persons";</li> <li>■ "of Depositor" to "of Donor";</li> <li>■ "Tax Identification Number/IDNP" to "Personal Number (IDNP)";</li> <li>■ "Source of donated income" to "Financing sources";</li> </ul>

Identifier	Binding level	Functional Requirement Description
		<ul style="list-style-type: none"> <li>■ "Bank account" to "IBAN Account";</li> <li>■ "The Manager" to "Manager";</li> <li>■ "The Treasurer" to "Treasurer".</li> </ul>
FR 02.03	M	It is necessary to include new columns into Sections 2.1 and 2.2 as follows: <ul style="list-style-type: none"> <li>■ Day, month, year of birth;</li> <li>■ Job;</li> <li>■ Occupation.</li> </ul>
FR 02.04	M	Section 2.1 - heading "Sum (MDL)" shall be split into two columns: <ul style="list-style-type: none"> <li>■ "in cash";</li> <li>■ "by wire transfer".</li> </ul>
FR 02.05	M	It is necessary to add a new Section "2.4 Other proceeds" with the following columns: <ul style="list-style-type: none"> <li>■ No. of criterion;</li> <li>■ Date;</li> <li>■ <b>Donor's Name</b>;</li> <li>■ Tax Identification Number;</li> <li>■ IBAN Account;</li> <li>■ Legal address;</li> <li>■ <b>Manager's Surname and First Name</b> (for the Document template to be printed out). The columns would be separated in the User Interface);</li> <li>■ Financing sources;</li> <li>■ Sum (MDL).</li> </ul>
FR 02.06	M	The ITSS "Financial Control" shall check if all binding data were filled in the form.
FR 02.07	M	The ITSS "Financial Control" shall check if all fields were filled with correct types of data.
FR 02.08	M	The ITSS "Financial Control" shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 02.09	M	The adjusted standard file in Excel format shall be available in "Help" Menu.
FR 02.10	M	The ITSS "Financial Control" shall enable printing out the report as per the applied amendments.
FR 02.11	M	The ITSS "Financial Control" shall ensure the possibility to add new rows.
FR 02.12	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.4. contains the functional requirements necessary to adjust the existing form "List of donations reimbursed due to exceeding the ceilings set in compliance with the Electoral Code" for financial reporting of initiative groups.

**Table 3.4. Requirements to amend the form "List of donations reimbursed due to exceeding the ceilings set in compliance with the Electoral Code" (for Initiative Groups)**

Identifier	Binding level	Functional Requirement Description
FR 03.01	M	The Developer shall adjust the form layout as per Annex 3 of this

Identifier	Binding level	Functional Requirement Description
		Document.
FR 03.02	M	It is necessary to amend the following labels: <ul style="list-style-type: none"> <li>■ "Surname, First Name of Depositors" to "Surname, First Name of donating natural persons or the name of legal persons";</li> <li>■ "Tax Identification Number" to "Personal Number (IDNP) / Tax Identification Number".</li> </ul>
FR 03.03	M	The ITSS "Financial Control" shall check if all binding data were filled in the form.
FR 03.04	M	The ITSS "Financial Control" shall check if all fields were filled with correct types of data.
FR 03.05	M	The ITSS "Financial Control" shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 03.06	M	The adjusted standard file in Excel format shall be available in "Help" Menu.
FR 03.07	M	The ITSS "Financial Control" shall enable printing out the report as per the applied amendments.
FR 03.08	M	The ITSS "Financial Control" shall ensure the possibility to add new rows.
FR 03.09	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.5. contains the functional requirements necessary to adjust the existing form "Initiative Group Cash Flows Report" for financial reporting of initiative groups.

**Table 3.5. Requirements to amend the form "Initiative Group Cash Flows Report" used for reporting by Initiative Groups.**

Identifier	Binding level	Functional Requirement Description
FR 04.01	M	The Developer shall adjust the form layout as per Annex 4 of this Document.
FR 04.02	M	It is necessary to amend the name of the form from "Initiative Group Cash Flows Report" to "Report on Financing the Initiative Group Activity".
FR 04.03	M	It is necessary to amend the following labels: <ul style="list-style-type: none"> <li>■ "Date of registration as an Initiative Group" to "Date of registration";</li> <li>■ "Bank account data to be used by the Initiative Group to collect signatures" to "Bank account data of the Initiative Group";</li> <li>■ "Opening date" to "Account opening date";</li> <li>■ "Bank account No." to "IBAN account";</li> <li>■ "The Manager" to "Manager";</li> <li>■ "The Treasurer" to "Treasurer";</li> <li>■ "Cash amounts received as donations from natural persons" to "Cash amounts received as donations from natural persons residing in the country";</li> <li>■ "Cash amounts received as donations from legal persons" to "Cash amounts received as donations from natural persons residing abroad".</li> </ul>
FR 04.04	M	It is necessary to add a new row 2.3 "Cash amounts received as donations

Identifier	Binding level	Functional Requirement Description
		from legal persons", and assign new numbering, namely 2.4 to row "Other proceeds".
FR 04.05	M	The ITSS "Financial Control" shall check if all binding data were filled in the form.
FR 04.06	M	The ITSS "Financial Control" shall check if all fields were filled with correct types of data.
FR 04.07	M	The ITSS "Financial Control" shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 04.08	M	The adjusted standard file in Excel format shall be available in "Help" Menu.
FR 04.09	M	The ITSS "Financial Control" shall enable printing out the report as per the applied amendments.
FR 04.10	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.6. contains the functional requirements necessary to implement a new form: "List of registered Initiative Groups used for financial reporting by Initiative Groups" to be used by initiative groups for financial reporting whilst organising new Parliamentary elections, as appropriate, in compliance with the Regulation on financing initiative groups, approved by CEC Decision No. 114 of 18 August 2016.

**Table 3.6. Requirements to implement the form "List of registered Initiative Groups used for financial reporting by Initiative Groups".**

Identifier	Binding level	Functional Requirement Description
FR 05.01	M	The Developer shall implement the form "List of registered Initiative Groups used for financial reporting by Initiative Groups" as per the layout presented in Annex No. 5 of this Document.
FR 05.02	M	The form shall comprise the following fields to be filled: <ul style="list-style-type: none"> <li>■ Registered by;</li> <li>■ Sequential number;</li> <li>■ Date of registration;</li> <li>■ Uninominal constituency;</li> <li>■ Candidate;</li> <li>■ Manager's Surname, First Name;</li> <li>■ Manager's Signature;</li> <li>■ Treasurer's Surname, First Name;</li> <li>■ Treasurer's Signature.</li> </ul>
FR 05.03	M	The ITSS "Financial Control" shall provide the functionality to affix the electronic signature of the Chairperson and Treasurer on the electronic form via platform service MSign.
FR 05.04	M	It shall be possible to send the form to CEC only when it was signed by the Chairperson and Treasurer.
FR 05.05	M	The ITSS "Financial Control" shall contain a mechanism to configure the periodicity of report submission and notify the political parties on the need to submit the report or on the delayed submission.
FR 05.06	M	The ITSS "Financial Control" shall enable downloading this report in formats accessible for other categories of reports already implemented.

Identifier	Binding level	Functional Requirement Description
FR 05.07	M	The ITSS <b>"Financial Control"</b> shall notify the Users about the report traceability events, including via in-house messaging.
FR 05.08	M	The form shall include content-related constraints and restrictions to avoid mechanical errors.
FR 05.09	M	The ITSS <b>"Financial Control"</b> shall log business events related to form editing and processing.
FR 05.10	M	The ITSS <b>"Financial Control"</b> shall check if all binding data were filled in the form.
FR 05.11	M	The ITSS <b>"Financial Control"</b> shall check if all fields were filled with correct types of data.
FR 05.12	M	The validation procedure shall display a checking report revealing all types of report content errors.
FR 05.13	M	The ITSS <b>"Financial Control"</b> shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 05.14	M	The adjusted standard file in Excel format shall be available in <b>"Help"</b> Menu.
FR 05.15	M	The ITSS <b>"Financial Control"</b> shall enable printing out the report as per the applied amendments.
FR 05.16	M	The ITSS <b>"Financial Control"</b> shall ensure the possibility to add new rows.
FR 05.17	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.7. contains the functional requirements necessary to implement a new form: "Donations as goods, items, works or services" for financial reporting of initiative groups.

**Table 3.7. Requirements to implement the form "Donations as goods, items, works or services".**

Identifier	Binding level	Functional Requirement Description
FR 06.01	M	The Developer shall implement the form "Donations as goods, items, works or services" for financial reporting of initiative groups as per the layout presented in Annex No. 6 of this Document.
FR 06.02	M	<p>The form shall comprise the following fields to be filled:</p> <ul style="list-style-type: none"> <li>■ Initiative Group to (support a candidate/initiate a Referendum);</li> <li>■ Donor;</li> <li>■ Reporting period;</li> <li>■ Sequential number;</li> <li>■ Name and specification of goods, items, works or services;</li> <li>■ Timeframe;</li> <li>■ Donated property value;</li> <li>■ No. and date of Bailment Agreement (for the Document template to be printed out). The columns would be separated in the User Interface;</li> <li>■ Total;</li> <li>■ Manager;</li> <li>■ Signature;</li> <li>■ Treasurer;</li> </ul>

Identifier	Binding level	Functional Requirement Description
		■ Signature.
FR 06.03	M	The "Total" field shall include the sum of numbers from the heading "Donated property value".
FR 06.04	M	The "Manager" field shall be filled automatically by the System with the Name of the person assigned with the right of signature – Chairperson.
FR 06.05	M	The "Treasurer" field shall be filled automatically by the System with the Name of the person assigned with the right of signature – Treasurer.
FR 06.06	M	Political parties and electoral blocks shall have the possibility to fill and submit such report separately for each Initiative Group.
FR 06.07	M	<b>The ITSS "Financial Control"</b> shall provide the functionality to affix the electronic signature of the Chairperson and Treasurer on the electronic form via platform service MSign.
FR 06.08	M	It shall be possible to send the form to CEC only when it was signed by the Chairperson and Treasurer.
FR 06.09	M	<b>The ITSS "Financial Control"</b> shall contain a mechanism to configure the periodicity of report submission and notify the political parties on the need to submit the report or on the delayed submission.
FR 06.10	M	<b>The ITSS "Financial Control"</b> shall enable downloading this report in formats accessible for other categories of reports already implemented.
FR 06.11	M	The ITSS <b>"Financial Control"</b> shall notify the Users about the report traceability events, including via in-house messaging.
FR 06.12	M	The form shall include content-related constraints and restrictions to avoid mechanical errors.
FR 06.13	M	<b>The ITSS "Financial Control"</b> shall log business events related to form editing and processing.
FR 06.14	M	<b>The ITSS "Financial Control"</b> shall check if all binding data were filled in the form.
FR 06.15	M	The ITSS <b>"Financial Control"</b> shall check if all fields were filled with correct types of data.
FR 06.16	M	The validation procedure shall display a checking report revealing all types of report content errors.
FR 06.17	M	<b>The ITSS "Financial Control"</b> shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 06.18	M	The adjusted standard file in Excel format shall be available in <b>"Help"</b> Menu.
FR 06.19	M	<b>The ITSS "Financial Control"</b> shall enable printing out the report as per the applied amendments.
FR 06.20	M	<b>The ITSS "Financial Control"</b> shall ensure the possibility to add new rows.
FR 06.21	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.8. contains the functional requirements necessary to adjust the business processes and electronic forms of Section "Reports for electoral periods".

**Table 3.8. Requirements for Adjusting Business Processes and Electronic Forms of Section “Reports for electoral periods”**

Identifier	Binding level	Functional Requirement Description
FR 07.01	M	All information currently comprised by the ITSS “ <b>Financial Control</b> ” (at the level of DB and templates to generate statistical reports) specific for the reports submitted from Section “Reports for electoral periods” shall be preserved.
FR 07.02	M	<p>The Developer shall amend the XML and Excel template at the Interface and structure level for the form “Report on Electoral Campaign Financing” as follows:</p> <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7a to this Document;</li> <li>■ Amend the existing labels: from “Cash amounts received as donations from natural persons” to “Cash amounts received as donations from natural persons residing in the country”; from “Other cash amounts received” to “Own funds”;</li> <li>■ Add a new row 2.2 “Cash amounts received as donations from natural persons residing abroad”, while the rows “Cash amounts received as donations from legal persons” and “Own funds” shall be indexed, accordingly, with 2.3 and 2.4.</li> </ul>
FR 07.03	M	<p>The Developer shall amend the XML and Excel template at the Interface and structure level for the form “List of donations reimbursed due to exceeding the ceilings set in compliance with the Electoral Code” as follows:</p> <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7b to this Document;</li> <li>■ Amend the name of existing labels: from “Tax Identification Number” to “Personal Number (IDNP) / Tax Identification Number”;</li> <li>■ Column “Sum, MDL” shall be split into two columns: “residing in the country” and “residing abroad”;</li> <li>■ Provide the possibility to add new rows.</li> </ul>
FR 07.04	M	<p>The Developer shall amend the XML and Excel template at the Interface and structure level for the form “Section III. Revenues”, as follows:</p> <ul style="list-style-type: none"> <li>■ Amend the form layout as per Annex No. 7c to this Document;</li> <li>■ Merge the columns “<b>Manager’s Surname</b>” and “<b>Manager’s First Name</b>” into a single column (only at the level of document template to be retrieved and printed out. The columns would be separated in the User Interface);</li> <li>■ Include the possibility to add new rows for each sub-chapter;</li> </ul>
FR 07.05	M	<p>The Developer shall amend the XML and Excel template at the Interface and structure level for the form “Note on Donations in Cash”, as follows:</p> <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7d to this Document;</li> <li>■ Provide the possibility to add new rows.</li> </ul>
FR 07.06	M	<p>The Developer shall amend the XML and Excel template at the Interface and structure level for the form “Section IV. Expenditures”, as follows:</p> <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7e to this Document;</li> <li>■ Merge the columns “No. of Payment Order” and “Date of Payment Order” into a single column “No. and Date of Payment Order”, <b>while</b> columns “No. of Supporting Document (Tax Invoice, Contract)” and “Date of Supporting Document (Tax Invoice, Contract)” <b>into</b> a single column “No. and Date of Supporting Document (Tax Invoice, Contract)” (only at the level of document template to be retrieved and printed out;</li> </ul>



Identifier	Binding level	Functional Requirement Description
		the columns would be separated in the User Interface); <ul style="list-style-type: none"> <li>■ Provide the possibility to add new rows.</li> </ul>
FR 07.07	M	The Developer shall amend the XML and Excel template at the Interface and structure level for the form "Electoral Campaign Expenses by Constituencies", as follows: <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7f to this Document;</li> <li>■ Amend the form name from "Electoral Campaign Expenses per <b>each Constituency</b>" to "Electoral Campaign Expenses by Constituencies";</li> <li>■ Provide the possibility to add new rows.</li> </ul>
FR 07.08	M	The Developer shall amend the XML and Excel template at the Interface and structure level for the form "Donations as goods, items, works or services", as follows: <ul style="list-style-type: none"> <li>■ Adjust the form template as per Annex 7g to this Document;</li> <li>■ Provide the possibility to add new rows.</li> </ul>
FR 07.09	M	The ITSS " <b>Financial Control</b> " shall check if all binding data were filled in the form.
FR 07.10	M	The ITSS " <b>Financial Control</b> " shall check if all fields were filled with correct types of data, for each adjusted form.
FR 07.11	M	The ITSS " <b>Financial Control</b> " shall provide a mechanism to import data from standard files in predefined XML and Excel format.
FR 07.12	M	Templates of adjusted standard forms in Excel format shall be available in from " <b>Help</b> " Menu.
FR 07.13	M	The ITSS " <b>Financial Control</b> " shall enable printing out the adjusted reports as per the applied amendments.
FR 07.14	M	The final aggregated statistics will be accessible via Section "Statistical reports", having applied the relevant amendments in the electronic form for Administrator, CEC Decision-maker and FED User roles.

Table 3.9. contains the functional requirements necessary to adjust User Interface for CEC Decision-maker and FED roles.

**Table 3.9. Requirements to adjust User Interface for CEC Decision-maker and FED roles.**

Identifier	Binding level	Functional Requirement Description
FR 08.01	M	The Developer shall adjust User Interface for CEC Decision-maker and FED roles, so that the Menu from the left side displays also the documents accepted by the System (showing the current status).
FR 08.02	M	The Developer shall implement functionalities to generate reports as per the following parameters: <ul style="list-style-type: none"> <li>■ "<b>Political party</b>" (all or certain political parties could be selected, using a tick);</li> <li>■ "<b>Reporting period</b>" (for example, weekly; monthly, half-yearly; yearly);</li> <li>■ "<b>Date</b>" (date interval).</li> </ul>
FR 08.03	M	The summarised information will be displayed in separate sections, depending on the reporting period (for example: weekly; monthly, half-yearly; yearly).

Identifier	Binding level	Functional Requirement Description
FR 08.04	M	In case of half-annual/annual reporting, it is necessary to display the totalised information for the Financial Management Report, while its Annexes will be made available in advanced regime (button "Advanced").
FR 08.05	M	Reports (including Annexes) will be grouped separately for each political party.
FR 08.06	M	The summarised information will be displayed as Totals (for example, the Financial Management Report): <ul style="list-style-type: none"> <li>■ "Total";</li> <li>■ "from the State Budget";</li> <li>■ "from other sources").</li> </ul>
FR 08.07	M	When pressing the button "Advanced", it would display the total information broken down by articles (1-14). Such information will be displayed also for all forms available in the Reporting System.

Table 3.10. contains the functional requirements necessary to amend the Authorised User Profile of the political actor under the ITSS **"Financial Control"**.

**Table 3.10. Requirements to Amend the Political Actor Profile under the ITSS "Financial Control".**

Identifier	Binding level	Functional Requirement Description
FR 09.01	M	In addition to the existing data in the "User Profile", the following sets of data shall be included: <ul style="list-style-type: none"> <li>■ Postal address;</li> <li>■ Contacts (E-mail, phone #, fax);</li> <li>■ Branches/Subsidiaries;</li> <li>■ Own premises;</li> <li>■ Rented premises;</li> <li>■ Total number of political party members;</li> <li>■ Total hired staff;</li> <li>■ Bank data: date of opening an account; IBAN; currency; Bank name; Bank code.</li> </ul>
FR 09.02	M	The ITSS <b>"Financial Control"</b> shall enable entering several addresses, contacts, branches, premises.
FR 09.03	M	Profile data shall be available and included automatically (as appropriate) (with the right to edit by hand) in the Report sections to be filled, using the User Interface facilities of political party Users (Chairperson and Treasurer) as follows: <ul style="list-style-type: none"> <li>■ <b>"Financial Management Report"</b> shall be pre-filled with the following data sets provided by User Profile: address; contacts; Tax Identification Number; <b>Manager's name</b>; <b>Treasurer's name</b>; branches/subsidiaries; own premises; rented premises; political party members; hired staff;</li> <li>■ "Report on Electoral Campaign Financing" shall be pre-filled with the following data sets provided by User Profile: Bank data (Opening date; Bank account number; currency; Bank name; Bank code);</li> <li>■ Report "Monthly data on expenses incurred by the political party at the account of subsidies from the State Budget" shall be pre-filled with the following data sets provided by User Profile: Bank account number and Bank name.</li> </ul>

Identifier	Binding level	Functional Requirement Description
FR 09.04	M	When more bank codes, subsidiaries, premises, phone numbers, etc. are introduced, it shall be possible to select them out of a “drop-down” list, containing the possible values.

Table 3.11. contains the functional requirements necessary to implement the functionality to create new reports related to financial inspection based on cloning procedure of existing reports.

**Table 3.11. Requirements to Implement the Cloning Procedure of Existing Reports.**

Identifier	Binding level	Functional Requirement Description
FR 10.01	M	The Developer shall implement functionalities for political actors to create new reports on the basis of cloning procedure of reports sent previously via the ITSS “Financial Control”.
FR 10.02	M	The process of creating a new report as a result of cloning an existing report shall be unrolled as per the following algorithm: <ul style="list-style-type: none"> <li>■ Upon accessing Section “Reports accepted”, following explicit selection of a report or Annex thereto, there should be possible to access the button “Create a new report on the basis of previous information”.</li> <li>■ Upon pressing the button, it will display the option of selecting the period for the new report with the facility to validate the report uniqueness for the selected period.</li> <li>■ When the System enables creating a new report, the latter will be created in Section “New reports” with automatic filling of all field values on which basis the clone was created (save the field “Timeframe”, which will be filled by hand by the User).</li> </ul>
FR 10.03	M	The automatically filled fields may be edited afterwards.
FR 10.04	M	The ITSS “Financial Control” shall check if all binding data were filled in the form.
FR 10.05	M	The ITSS “Financial Control” shall check if all fields were filled with correct types of data.
FR 10.06	M	The form initiated on the basis of cloning procedure shall include content-related constraints and restrictions for validating the report content to avoid mechanical errors.
FR 10.07	M	The validation procedure shall display a checking report revealing all types of report content errors.

Table 3.12. contains the functional requirements necessary to implement the functionality to check the data included in the reports submitted by political parties and electoral candidates with the data held by the STS and banking institutions.

**Table 3.12. Requirements to Implement Crosschecking of Report Data with STS and Banking Institutions Data.**

Identifier	Binding level	Functional Requirement Description
FR 11.01	M	The Developer shall implement under the ITSS “Financial Control” a module to import on the basis of documents with pre-defined structure (in Excel format) data on operations carried out in the accounts of electoral candidates/political parties provided by financial institutions or data provided by the STS on declared income of natural persons who made

Identifier	Binding level	Functional Requirement Description
		donations to a political party/electoral candidate.
FR 11.02	M	This functionality will crosscheck automatically the data included in financial reports submitted via ITSS "Financial <b>Control</b> " with the data provided by financial institutions and STS.
FR 11.03	M	<p>Data of financial institutions on operations carried out in accounts of electoral candidates/political parties will be processed as follows:</p> <ul style="list-style-type: none"> <li>■ Inputs: Excel format file with the following content: <ul style="list-style-type: none"> <li>a) Sequential number;</li> <li>b) IDNO of political party/IDNP of electoral candidate;</li> <li>c) Name of political party/electoral candidate;</li> <li>d) IBAN Account;</li> <li>e) Bank name;</li> <li>f) Bank code;</li> <li>g) Currency;</li> <li>h) Date of transaction;</li> <li>i) Amount of transaction;</li> <li>j) Type of transaction;</li> <li>k) Donor (Surname + First Name/Name, IDNP/IDNO/Tax Identification Number).</li> </ul> </li> <li>■ Outputs: Deviations relative to the declared data, for instance: <ul style="list-style-type: none"> <li>a) IDNO of political party/IDNP of electoral candidate;</li> <li>b) Name of political party/electoral candidate;</li> <li>c) IBAN Account;</li> <li>d) Bank code;</li> <li>e) Currency;</li> <li>f) Data of transaction;</li> <li>g) Sum of transaction;</li> <li>h) Type of transaction;</li> <li>i) Donor (Surname + First Name/Name, IDNP/IDNO/ Tax Identification Number).</li> </ul> </li> </ul>
FR 11.04	M	<p>Data provided by STS on natural persons income who made donations to a political party/electoral candidate shall be processed as followed:</p> <ul style="list-style-type: none"> <li>■ Inputs: Excel format file with the following content: <ul style="list-style-type: none"> <li>a) Sequential number;</li> <li>b) IDNP;</li> <li>c) Surname/First Name;</li> <li>d) Year;</li> <li>e) Amount of declared income.</li> </ul> </li> <li>■ Outputs: Deviations relative to the declared data, for instance: <ul style="list-style-type: none"> <li>a) Sequential number;</li> <li>b) IDNP;</li> <li>c) Surname/First Name;</li> <li>d) Year;</li> <li>e) Sum of annual income;</li> <li>f) Total amount donated;</li> <li>g) Total excess of admissible ceiling.</li> </ul> </li> </ul>

Table 3.13. contains the functional requirements necessary to implement the functionality intended to initially validate the report contents of political parties/electoral candidates submitted previously to CEC.

**Table 3.13. Requirements to Implement Checking and Initial Validation of Drafted Reports.**

Identifier	Binding level	Functional Requirement Description
FR 13.01	M	The Developer shall implement a mechanism to check the data included in financial reports prior to their signing and sending to CEC.
FR 13.02	M	<p>The accuracy of drafted reports shall be checked via the following additional inspections:</p> <ul style="list-style-type: none"> <li>■ checking if financial reports have been filled with all binding data;</li> <li>■ checking if financial report fields have been filled with appropriate types of data;</li> <li>■ checking the accuracy of calculating the totals and sub-totals.</li> </ul>
FR 13.03	M	<b>The ITSS “Financial Control”</b> shall enable simultaneous primary validation of one or several draft reports sent previously to CEC.
FR 13.04	M	The report validation procedure prior to its signature shall display a checking report revealing all types of report content errors.
FR 13.05	M	Signing and sending the reports will be possible only after addressing all types of errors detected or when the User explicitly has assumed all of them.

## 4. Non-functional Requirements set for the ITSS “Financial Control” New Version

### 4.1. General and Performance Requirements

The system general requirements are defined by the policies and strategies developed and adopted in the Republic of Moldova. It is worth mentioning that these documents are stemming from the industry best practices and comprise many organisational measures, as well as a series of technical measures. The system general requirements specific for the ITSS “Financial Control” New Version are listed in Table 4.1.

**Table 4.1. System General Requirements imposed on the ITSS “Financial Control”.**

Identifier	Binding level	Requirement Description
TGEN 001	M	All User Interface and DB contents shall be drafted in Romanian, using the Romanian diacritical marks, and in English.
TGEN 002	M	The User Interface elements shall comply with Level A of <i>Web Content Accessibility Guidelines</i> (WCAG) 2.0.
TGEN 003	M	The User Interface shall be optimised to 1360x768 resolution, avoiding the appearance of scrollbars for User Interfaces presented by the IT solution.
TGEN 004	M	The ITSS “Financial Control” shall provide an adaptable public interface (it will deliver a responsive interface) depending on the device used by it (notebook, netbook, PC, smartphone, tablet, etc.).
TGEN 005	M	The ITSS “Financial Control” shall ensure compatibility with W3C XForms standard.
TGEN 006	M	The ITSS shall be optimized in terms of minimal transfer of data between the client computer and server, with a special emphasis on avoiding to the extent possible the useless requests, implementing AJAX with JSON, minimising the load of server resources necessary for authentication, authorisation and logging procedures.
TGEN 007	M	The ITSS “Financial Control” shall be developed on the basis of SOA architecture with at least three architectural layers (with distinct data layer).
TGEN 008	M	The potentially variable information (for example: parameters, ways of data storage, ways of connection with external services, etc.) shall be configurable and not require solution recompilation or direct interventions into the DB.
TGEN 009	M	The IT System shall use open standards for communication formats and protocols.
TGEN 010	M	Services displayed to public by the ITSS “Financial Control” shall be technologically neutral (OS, Internet browser, etc.).

Performance requirements specific for the ITSS “Financial Control” are listed in Table 4.2.

**Table 4.2. IT System Performance Requirements.**

Identifier	Binding level	Performance Requirement Description
PERF 001	M	The average time for server response shall not exceed 3 (three) seconds upon the system nominal load.
PERF 002	M	The System shall enable concurrent activity for at least 150 Users and

Identifier	Binding level	Performance Requirement Description
		service of 100 queries.
PERF 003	M	Prior to the delivery of the IT solution, all performance and security tests for the IT SS <b>"Financial Control"</b> new version shall be conducted.
PERF 004	M	Performance testing shall include at least two components: system load testing and system stress testing.

## 4.2. Security and Protection Requirements

The IT System shall comply with the technical requirements for IT Systems imposed by the Moldovan standard SM ISO/CEI 27002:2014 – **"Information technology. Security Techniques. Code of practice for information security controls"**.

**Table 4.3. Requirements to ensure the ITSS **"Financial Control"** Security and Protection.**

Identifier	Binding level	Description of Security and Protection Requirement
SR 001	M	The IT System shall guarantee full preservation and integrity of the ITSS <b>"Financial Control"</b> DB content.
SR 002	M	Access to functions granted to non-authenticated Users shall be controlled via protective means against service overload by one or several network hubs.
SR 003	M	All fields of the forms filled by Users shall be validated mandatorily by type both on customer PC and server.
SR 004	M	The ITSS <b>"Financial Control"</b> shall be secured for OWASP Top 10 vulnerabilities (2017).
SR 005	M	The ITSS <b>"Financial Control"</b> shall ensure confidentiality of data sent-received via communication channels.
SR 006	M	Access to functionalities provided by the ITSS <b>"Financial Control"</b> shall be monitored.
SR 007	M	Access to functions provided to internal Users shall be granted with their authentication, using User Name+Password, Active Directory or electronic or mobile signature.
SR 008	M	Users' actions shall be recorded in electronic logs.
SR 009	M	The ITSS <b>"Financial Control"</b> shall provide a periodic warning signal about its operational status.

## 4.3. Requirements for Software, Hardware and Communication Channels

Table 4.4 contains all requirements set for software, hardware and communication technology imposed on ITSS **"Financial Control"**.

**Table 4.4. Requirements on Software, Hardware and Communications imposed on the ITSS **"Financial Control"**.**

Identifier	Binding level	Description of Software, Hardware and Communication Requirement
SHC 001	M	The ITSS <b>"Financial Control"</b> is developed on the basis of the following platform constraints:

Identifier	Binding level	Description of Software, Hardware and Communication Requirement
		<ul style="list-style-type: none"> <li>■ Windows Server 2012 R2;</li> <li>■ IIS 8;</li> <li>■ .NET 4.5;</li> <li>■ Development means: WebAssembler.NET® Framework, Visual Studio .NET, ADO.NET, ASP.NET;</li> <li>■ MS SQL Server 2008 Enterprise R2.</li> </ul>
SHC 002	D	It is advisable that the Developer migrates the ITSS “Financial Control” on new versions of software platforms available to CEC.
SHC 003	M	It should be possible to install the ITSS “Financial Control” both on dedicated servers and virtualisation solutions.
SHC 004	M	It is necessary to prove the virtualisation capacity by delivering a System image to CEC that may be uploaded and become operational with minimum configurations on one of the virtualisation solutions available on the market.
SHC 005	M	The ITSS “Financial Control” can be accessed through communication channels of at least 512Kbps.
SHC 006	M	Technologies used to develop the SAISE ITSS will be also used to develop the IT System.
SHC 007	M	The ITSS “Financial Control” is capable to be virtualised at the software-hardware level.
SHC 008	M	The ITSS “Financial Control” shall be error-tolerant, offering support for clustering and fail over for the whole platform and its components.
SHC 009	M	It is necessary that the parts of service displayed to the public be technologically neutral.
SHC 010	M	Verification shall be done by using a set of (modern) platforms, expecting that its performance parameters are similar or better than those from the reference configuration.
SHC 011	M	The generic software recommended for the operation and interaction with the ITSS “Financial Control” represents the WEB browser.
SHC 012	M	The ITSS “Financial Control” shall be compatible with at least two the most recent versions of the following WEB browsers: MS Internet Explorer/MS Edge, Mozilla Firefox, Google Chrome, Safari and Opera.
SHC 013	M	Compatibility with MS Internet Explorer/MS Edge and Google Chrome is binding.
SHC 014	M	The ITSS “Financial Control” shall include configurable means for technical logging.
SHC 015	M	The ITSS “Financial Control” shall be capable to produce at least the following levels of technical logging: <i>info</i> , <i>warning</i> , <i>critic</i> , <i>error</i> .
SHC 016	M	The Developer shall list the means to be used for troubleshooting the System.
SHC 017	M	<p>The Provider shall prepare means that facilitate the functions aimed at System administration:</p> <ul style="list-style-type: none"> <li>■ starting the System components;</li> <li>■ halting the System of components;</li> <li>■ restarting the System of components;</li> </ul>



Identifier	Binding level	Description of Software, Hardware and Communication Requirement
		<ul style="list-style-type: none"> <li>■ creating database backup;</li> <li>■ restoring the data based on the indicated backup;</li> <li>■ refreshing the System operating memory.</li> </ul>
SHC 018	M	The System will operate in TCP/IP networks and in special HTTPS.
SHC 019	M	The Developer shall suggest other network utility services necessary to operate the System.

#### 4.4. Matters related to IT and Relevant Initiatives

The requirements imposed on matters related to IT used and relevant initiatives in force on the Moldovan territory are listed in Table 4.5.

**Table 4.5. Requirements Imposed on Matters related to IT and Relevant Initiatives.**

Identifier	Binding level	Description of Accepted Initiative
INI 001.	M	The ITSS “Financial Control” will use platform service MPass as authentication mechanism, resorting to electronic signature and means provided by SAISE Admin.
INI 002.	M	The ITSS “Financial Control” will use the facilities provided by SAISE Admin as authorisation mechanism.
INI 003.	M	The ITSS “Financial Control” will use platform service MSign as a mechanism for affixing and validating the electronic signature.
INI 004.	M	The ITSS “Financial Control” will use interoperability platform MConnect as a mechanism to interact with IT Systems of other Moldovan authorities.
INI 005.	M	The ITSS “Financial Control” will use MLog service of the Government interoperability framework as logging mechanism intended to log critical business events, and SAISE Admin logging service (for extensive logging of events).
INI 006.	M	The ITSS “Financial Control” will use platform service MNotify as mechanism for external notification and SAISE Admin notification service.
INI 007.	D	The ITSS “Financial Control” will use platform service MPower (Register of Representation Powers) as a mechanism to check the powers of authenticated people.
INI 008.	M	The ITSS “Financial Control” will use Open Data Portal as a mechanism to publish public data.

#### 4.5. IT System Documentation Requirements

The IT solution shall be accompanied by a full set of technical documentation covering the sections displayed in Table 4.6.

**Table 4.6. ITSS “Financial Control” Documentation Requirements.**

Identifier	Binding level	Description of ITSS “Financial Control” Documentation Requirement
DOC 001	M	The Developer shall prepare and publish Interactive Guidance Materials included in the /ITSS“Financial Control” User Interface.

Identifier	Binding level	Description of ITSS “Financial Control” Documentation Requirement
DOC 002	M	The Developer shall prepare and deliver the IT System Technical Design (SRS+SDD).
DOC 003	M	The Developer shall prepare and deliver <b>User’s Manual in Romanian</b> .
DOC 004	M	The Developer shall prepare and deliver <b>Administrator’s Guide in Romanian</b> .
DOC 005	M	The Developer shall prepare the ITSS “Financial Control” testing scenarios for pre-acceptance and final acceptance.
DOC 006	M	The Developer shall prepare and deliver the Guide on System Installation and Configuration (to include at least guidelines for code compilation, installation of application, hardware and software requirements, platform description and configuration, application configuration, and disaster recovery procedures).
DOC 007	M	The Developer shall prepare and deliver the ITSS “Financial Control” Architecture Documentation with the description of models in UML language to include a sufficient level of details in terms of Architecture in several sub-sections (including data logical and physical models).
DOC 008	M	The Developer shall prepare and deliver API documentation disclosed to be integrated with other IT Systems.
DOC 009	M	The Developer shall deliver all electronic means necessary to describe and validate the interfaces in WSDL.
DOC 010	M	The Developer shall deliver the Source Code for applications and components developed under the Project.

#### 4.6. IT System Maintenance Requirements

The Developer shall ensure post-implementation warranty and technical support, covering the sections included in Table 4.7.

**Table 4.7. Warranty and Technical Support Requirements for the ITSS “Financial Control”.**

Identifier	Binding level	Description of Warranty and Technical Support Requirements
GMS 001	M	The Developer shall offer warranty and technical support over 12 months after the IT System final acceptance
GMS 002	M	The warranty and technical support shall be compliant with the National Standard <i>SM ISO/CEI 14764:2015 – Software Engineering. Software Life Cycle Processes – Maintenance</i> .
GMS 003	M	The Beneficiary shall be able to report the technical issues occurred via ticketing mechanism, Email or instant messages.
GMS 004	M	The Developer shall ensure support to document technical issues and their traceability for the Beneficiary.
GMS 005	M	The deadline for response and remedying the reported technical issues should be eight working hours at most following their reporting.
GMS 006	M	For major complexity issues the remediation period shall not exceed 72 hours.
GMS 007	M	The Developer shall prove its ability to grant post-delivery technical support in compliance with GMS 001-GMS 006 requirements.

Identifier	Binding level	Description of Warranty and Technical Support Requirements
GMS 008	M	Upon signing the documents of final acceptance of the ITSS "Financial Control", the Developer shall sign a SLA with CEC, detailing the mechanism of rendering warranty, technical support and maintenance services for a 12-month period.

## 5. End-product and Delivered Components

The end-product (ITSS “Financial Control” new version) is composed of software artifacts and system documentation, as well as of knowledge transfer to the System Owner and Administrator. The artifacts related to ITSS “Financial Control” deliverables are displayed in Table 5.1.

**Table 5.1. Artifacts delivered for the ITSS “Financial Control”.**

Identifier	Binding level	Artifact Brief Description
DELIV 001	M	Complete source code of modules and components necessary to compile the delivered software.
DELIV 002	M	End-product packed for easy installation in the proposed technological environment.
DELIV 003	M	Technical design (SRS+SDD) of the ITSS “Financial Control” updated version.
DELIV 004	M	Documentation on ITSS “Financial Control” configuration and deployment (deployment guidelines).
DELIV 005	M	<b>User’s Manual.</b>
DELIV 006	M	<b>Administrator’s Manual (including a contingency plan).</b>
DELIV 007	M	Training documentation (for ToT to train the CEC staff to operate the ITSS “Financial Control” new version).
DELIV 008	M	Scenarios of pre-acceptance and final acceptance testing.
DELIV 009	M	Technical specifications for published and used interfaces.
DELIV 010	M	SLA for rendering post-implementation warranty, maintenance and technical support services.
DELIV 011	M	All artifacts shall be delivered on electronic medium (CD-R or DVD+-R).

In addition to the artifacts related to ITSS “Financial Control” new version deliverables, it is envisaged to provide all services necessary for knowledge transfer displayed in Table 5.2.

**Table 5.2. Knowledge Transfer Services related to the Delivered Artifacts.**

Identifier	Binding level	Artifact Brief Description
DELIV 012	M	Training of Administrators (two System Users assigned with System Administrator role) and training of six CEC Users assigned with CEC Decision-maker and FED User roles.
DELIV 013	M	Assistance for testing the ITSS “Financial Control” new version in production (piloting).
DELIV 014	M	Assistance in ITSS “Financial Control” new version acceptance testing.
DELIV 015	M	<b>Assistance services in the process of putting the ITSS “Financial Control” new version in production.</b>
DELIV 016	M	<b>Address all ITSS “Financial Control” deficiencies and errors identified during the piloting and acceptance testing period.</b>
DELIV 017	M	Post-implementation technical support (after putting the System in production) for a 12-month-period, including corrective, adaptive and preventive maintenance as per the <i>SM ISO/CEI 14764:2015 – 2015 –</i>

Identifier	Binding level	Artifact Brief Description
		<i>Software Engineering. Software Life Cycle Processes – Maintenance.</i>

## 6. Implementation Stages of the ITSS “Financial Control” New Version

The Action Plan intended to remedy errors and non-compliances detected and implement new functionalities under the ITSS “Financial Control” is displayed in Table 6.1. Pursuant to the Action Plan, the deadlines for carrying out the Project activities are as follows:

- Addressing the current errors/non-compliances – 2 months;
- Implementing new functionalities – 4,5 months;
- Providing warranty and technical support services – 12 months.

Overall, approximately 6 calendar months would be required to ensure the developments and 12 calendar months for warranty and technical support services.

**Table 6.1. Implementation Plan of ITSS “Financial Control” Amendments.**

N o.	Activities	Duration (weeks)	Predecessor
1. Removing the identifies errors/non-compliances			
1. 1.	Removing errors: <ul style="list-style-type: none"> <li>● Failure to validate Surname and First Name and/or IDNP;</li> <li>● Erroneous data upon uploading the reports in Excel format from “Help” heading. Forms mismatching the reports (the columns/rows);</li> <li>● Heading “DATE” is missing;</li> <li>● Erroneous display of data on the interactive map.</li> </ul>	4	
1. 2.	Removing errors: <ul style="list-style-type: none"> <li>● The System does not fill automatically the sequential number of rows in some reports;</li> <li>● Absence of locked fields upon entering the value into electronic forms;</li> <li>● The ascending sequential number is not assigned correctly to records;</li> <li>● Error in the operation of the mechanism for accepting and sending financial reports to CEC;</li> <li>● The corrected amounts are not amended via certain additional reports in case of reports generated/analysed by CEC User assigned with Decision-maker role.</li> </ul>	2	1.1
1. 3.	Removing non-compliances: <ul style="list-style-type: none"> <li>● Absence of functionality to print out the reports with “Accepted” status for the Treasurer role;</li> <li>● Absence of mention on affixing the electronic signature;</li> <li>● The status is not displayed correctly;</li> <li>● Erroneous name of the statistical report;</li> <li>● Nil cells are not filled automatically with zero value;</li> </ul>	2	1.2

N o.	Activities	Duration (weeks)	Predecessor
	<ul style="list-style-type: none"> <li>The values of final balances and overall amounts are not validated and/or filled automatically;</li> <li>Admissibility to amend erroneously the final data generated <b>automatically by the ITSS "Financial Control"</b>;</li> <li>Additional signatures are missing in report sections;</li> <li>It is not possible to generalise the summarised information for the whole financial report;</li> <li>Errors in the way of User Interface regionalisation;</li> <li>Not all financial report fields have binding status for filling.</li> </ul>		
1. 4.	Developing and signing the Acceptance Protocol of works aimed to remove the identified errors/non-compliances.	1	1.1 - 1.3
2. Implementing new functionalities/adjusting the existing functionalities			
2. 1.	Adjust the forms related to Initiative Groups: <ul style="list-style-type: none"> <li>Section IV. Payments;</li> <li>Section III. Revenues;</li> <li>List of donations reimbursed;</li> <li>Initiative Group Cash Flows Report.</li> </ul>	2	1.4
2. 2.	Devise forms related to Initiative Groups: <ul style="list-style-type: none"> <li>List of registered Initiative Groups used for financial reporting;</li> <li>Donations as goods, items, works or services necessary for financial reporting.</li> </ul>	3	1.4
2. 3.	Adjust the process and reports on financing electoral campaigns	3	1.4
2. 4.	Implementing new functionalities: <ul style="list-style-type: none"> <li>Implementing double validations;</li> <li>Expanding the User Profile;</li> <li>Amended viewing interface for CEC Decision-maker and FED User roles.</li> </ul>	4	2.3
2. 5.	Implementing new functionalities: <ul style="list-style-type: none"> <li>Creating new reports on the basis of previous information;</li> <li>Cross-checking the data obtained from the STS and/or commercial banks.</li> </ul>	5	2.3
3. Final testing and adjustments			
3. 1.	Safeguarding the activities for general final testing of the <b>"Financial Control"</b> Module.	1	2.5
3.	Adjusting (as appropriate) the <b>"Financial Control"</b> Module as per the	1	3.1

N o.	Activities	Duration (weeks)	Predecessor
2.	errors/non-compliances detected in the process of final testing.		
3.3.	Developing and signing the Acceptance Protocol of testing works.	1	3.2
4. Training the Users in the area of implemented adjustments/new developments.			
4.1.	Setting the roles, flows and testing documents for the training process under the <b>"Financial Control"</b> Module.	2	3.3
4.2.	Preparing the platform and carrying out technical trainings for the CEC Team.		
4.3.	Providing support to prepare the platform for carrying out technical trainings (by groups) for political <b>parties'</b> representatives, as well as for other stakeholders to use the <b>"Financial Control"</b> Module functionalities.		
4.4.	Developing and signing the Acceptance Protocol of training works for CEC.	1	4.3
5. Submitting the documentation and applying the System updated version.			
5.1.	Updating and submitting to CEC the System deliverables (technical documentation / update packages/source code).	1	3.3, 4.4
5.2.	Providing support to CEC in applying the System updated version.	0.5	5.1
5.3.	Developing and signing the Acceptance Protocol of implemented works.	1	5.2
6. Providing warranty and technical support			
6.1.	Addressing all errors reported by CEC.	52	5
6.2.	Monitoring the System smooth operation and providing the necessary support to CEC in order to continuously optimise the configurations and performance parameters.		
6.3.	Conducting appropriate tests to demonstrate the System workability and functioning.		
6.4.	Optimising the source code to safeguard the application optimal performance and security.		
6.5.	Submitting the updated versions of source code and system documentation to CEC.		
6.6.	Providing CEC the support necessary to apply the System new versions, installing and integrating the amendments in the		



N o.	Activities	Duration (weeks)	Predecessor
	application.		
6. 7	Developing and signing the Acceptance Protocol of maintenance works.	0,5	6.1 - 6.6

## Annex 1. Section IV: Payments

Anexa nr. 1

Compartimentul IV. Plăți

Pct. 3. Plăți în perioada activității

Săptămâna \_\_\_\_\_  
Data \_\_\_\_\_

Rândul	Destinația plății	Data	Beneficiar	Cod fiscal	Nr. ordinului de plată	Data ordinului de plată	Nr. documentului justificativ (factură fiscală, contract)	Data documentului justificativ (factură fiscală, contract)	Suma
Plăți în perioada activității									0,00
3.1	Costul întrunirilor și evenimentelor - total (3.1.1+...+3.1.8), inclusiv:	TOTAL 3.1							0,00
3.1.1	chirie, inclusiv cheltuieli aferente (energie electrică, salubritate)	TOTAL 3.1.1:							0,00
3.1.2	scenă	TOTAL 3.1.2:							0,00
3.1.3	prestații scenice (inclusiv onorariile)	TOTAL 3.1.3:							0,00
3.1.4	sonorizare	TOTAL 3.1.4:							0,00
3.1.5	standuri, afișe etc.	TOTAL 3.1.5:							0,00
3.1.6	cheltuieli de protocol	TOTAL 3.1.6:							0,00
3.1.7	securitate	TOTAL 3.1.7:							0,00
3.1.8	reflectarea evenimentului în mass-media	TOTAL 3.1.8:							0,00
3.2	Cheltuieli de publicitate - total (3.2.1+...+3.2.6), inclusiv:	TOTAL 3.2							0,00
3.2.1	televiziune	TOTAL 3.2.1:							0,00
3.2.2	radio	TOTAL 3.2.2:							0,00

3.2.3	mijloace de informare electronice							TOTAL 3.2.3:	0,00
3.2.4	presa scrisă							TOTAL 3.2.4:	0,00
3.2.5	panouri							TOTAL 3.2.5:	0,00
3.2.6	alte platforme stradale sau mobile							TOTAL 3.2.6:	0,00
3.3	Cheltuieli pentru materiale promoționale (postere, stegulețe, tricouri, chipiuri, carnețele, pixuri, afișe, fluturași etc.)							TOTAL 3.3	0,00
3.4	Cheltuieli pentru transport de persoane și bunuri - total (3.4.1+...+3.4.4)							TOTAL 3.4	0,00
3.4.1	servicii de transport							TOTAL 3.4.1	0,00

3.4.2	combustibil							TOTAL 3.4.2	0,00
3.4.3	întreținerea mijloacelor de transport							TOTAL 3.4.3:	0,00
3.4.4	remunerarea șoferilor							TOTAL 3.4.4:	0,00
3.5	Costuri suplimentare de întreținere - total (3.5.1+3.5.2), inclusiv:							TOTAL 3.5	0,00
3.5.1	închirierea unor bunuri în scopul desfășurării activității grupului de inițiativă (locățiunea mijloacelor de transport, locățiunea altor mijloace fixe)							TOTAL 3.5.1:	0,00
3.5.2	remunerarea personalului							TOTAL 3.5.2	0,00

3.6	Costuri de delegare sau detaşare a persoanelor (inclusiv recompense/diurnele observatorilor şi voluntarilor)							TOTAL 3.6	0,00
3.7	Cheltuieli de consultanţă							TOTAL 3.7	0,00
3.8	Alte cheltuieli, inclusiv:							TOTAL 3.8	0,00
3.8.1	servicii bancare							TOTAL 3.8.1:	0,00
3.8.2	servicii de comunicaţii (telefonie fixă, telefonie mobilă, Internet etc.)							TOTAL 3.8.2:	0,00
3.8.3	materiale (rechizite de birou etc., necesare activităţii grupului de iniţiativă)							TOTAL 3.8.3:	0,00

Conducător \_\_\_\_\_  
numele, prenumele semnătură

Treasurer \_\_\_\_\_  
 Surname, First Name Signature

## Annex 2. Section III: Revenues

Anexa nr. 2

### Compartimentul III. Venituri

Pct. 2. Venituri în perioada activității

Săptămâna \_\_\_\_\_

Data \_\_\_\_\_

2.1 Mijloace bănești primite din donațiile persoanelor fizice din țară									
Nr. crt.	Data	Numele, prenumele donatorului	Cod personal (IDNP)	Ziua, luna, anul nașterii	Locul de muncă	Ocupația	Sursele de finanțare	Suma (lei)	
								în numerar	prin transfer
1									
2									
3									
4									
5									
Total 2.1								0,00	0,00

2.2 Mijloace bănești primite din donațiile persoanelor fizice din afara țării									
Nr. crt.	Data	Numele, prenumele donatorului	Cod personal (IDNP)	Ziua, luna, anul nașterii	Locul de muncă	Ocupația	Sursele de finanțare	Suma (lei)	
								în numerar	prin transfer
1									
2									
3									
4									
5									
Total 2.2								0,00	

2.3 Mijloace bănești primite din donațiile persoanelor juridice									
Nr. crt.	Data	Denumirea donatorului	Cod fiscal	Cont IBAN	Adresa juridică	Numele conducătorului	Prenumele conducătorului	Sursele de finanțare	Suma (lei)
1									
2									
3									
4									
5									
Total 2.3								0,00	

2.4 Alte venituri									
Nr. crt.	Data	Denumirea donatorului	Cod fiscal	Cont IBAN	Adresa juridică	Numele conducătorului	Prenumele conducătorului	Sursele de finanțare	Suma (lei)
1									
2									
3									
4									
5									
Total 2.4								0,00	

Conducător \_\_\_\_\_  
nume, prenume semnătură

Trezorier \_\_\_\_\_  
nume, prenume semnătură

### Annex 3. List of donations reimbursed due to exceeding the ceilings

Anexa nr. 3

**Lista donațiilor rambursate ca urmare a depășirii plafoanelor stabilite în conformitate cu prevederile  
Codului electoral**

Nr.crt.	Numele, prenumele persoanelor fizice donatoare sau denumirea persoanelor juridice	Cod personal (IDNP) / Cod fiscal	Suma, lei
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Total:</b>			0,00

Conducător \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnătura

Trezorier \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnătura

## Annex 4. Report on Financing the Initiative Group Activity

Anexa nr. 4

### Raportul privind finanțarea activității grupului de inițiativă pentru \_\_\_\_\_

la data de \_\_\_\_\_

#### Compartimentul I. Date generale

Grupul de inițiativă \_\_\_\_\_  
Data înregistrării \_\_\_\_\_  
Datele bancare ale contului „Destinat grupului de inițiativă”:  
Data deschiderii contului \_\_\_\_\_  
cont IBAN \_\_\_\_\_  
valuta \_\_\_\_\_  
denumirea băncii \_\_\_\_\_  
codul băncii \_\_\_\_\_

#### Compartimentul II. Rulajul mijloacelor bănești

(lei)

Nr.crt.	Articol	Perioada de raportare				Total
		data _____	data _____	data _____	data _____	
		Săptămâna _____	Săptămâna _____	Săptămâna _____	Săptămâna _____	
1	Soldul mijloacelor bănești la începutul perioadei	0,00	0,00	0,00	0,00	0,00
2	Venituri în perioada activității - total (2.1+2.2+2.3+2.4), inclusiv:	0,00	0,00	0,00	0,00	0,00
2.1	Mijloace bănești primite din donațiile persoanelor fizice din țară	0,00	0,00	0,00	0,00	0,00
2.2	Mijloace bănești primite din donațiile persoanelor fizice din afara țării	0,00	0,00	0,00	0,00	0,00
2.3	Mijloace bănești primite din donațiile persoanelor juridice	0,00	0,00	0,00	0,00	0,00
2.4	Alte venituri	0,00	0,00	0,00	0,00	0,00
3	Plăți în perioada activității - total (3.1+3.2+3.3+3.4+3.5+3.6+ 3.7+3.8), inclusiv pentru:	0,00	0,00	0,00	0,00	0,00
3.1	Costul întrunirilor și evenimentelor - total (3.1.1+...+3.1.8), inclusiv:	0,00	0,00	0,00	0,00	0,00
3.1.1	chirie, inclusiv cheltuieli aferente (energie electrică,	0,00	0,00	0,00	0,00	0,00
	salubritate)					
3.1.2	scenă	0,00	0,00	0,00	0,00	0,00
3.1.3	prestații scenice (inclusiv onorariile)	0,00	0,00	0,00	0,00	0,00
3.1.4	sonorizare	0,00	0,00	0,00	0,00	0,00
3.1.5	standuri, afișe etc.	0,00	0,00	0,00	0,00	0,00
3.1.6	cheltuieli de protocol	0,00	0,00	0,00	0,00	0,00
3.1.7	securitate	0,00	0,00	0,00	0,00	0,00
3.1.8	reflectarea evenimentului în mass-media	0,00	0,00	0,00	0,00	0,00
3.2	Cheltuieli de publicitate - total (3.2.1+...+3.2.6), inclusiv:	0,00	0,00	0,00	0,00	0,00
3.2.1	televiziune	0,00	0,00	0,00	0,00	0,00
3.2.2	radio	0,00	0,00	0,00	0,00	0,00
3.2.3	mijloace de informare electronice	0,00	0,00	0,00	0,00	0,00
3.2.4	presa scrisă	0,00	0,00	0,00	0,00	0,00
3.2.5	panouri	0,00	0,00	0,00	0,00	0,00
3.2.6	alte platforme stradale sau mobile	0,00	0,00	0,00	0,00	0,00
3.3	Cheltuieli pentru materiale promoționale (postere, stegulețe, tricouri, chipiuri, carnețele, pixuri, afișe, fluturași etc.)	0,00	0,00	0,00	0,00	0,00
3.4	Cheltuieli pentru transport de persoane și bunuri - total (3.4.1+...+3.4.4)	0,00	0,00	0,00	0,00	0,00
3.4.1	servicii de transport	0,00	0,00	0,00	0,00	0,00
3.4.2	combustibil	0,00	0,00	0,00	0,00	0,00
3.4.3	întreținerea mijloacelor de transport	0,00	0,00	0,00	0,00	0,00
3.4.4	remunerarea șoferilor	0,00	0,00	0,00	0,00	0,00
3.5	Costuri suplimentare de întreținere - total (3.5.1+3.5.2), inclusiv:	0,00	0,00	0,00	0,00	0,00
3.5.1	închirierea unor bunuri în scopul desfășurării activității grupului de inițiativă (locățiunea mijloacelor de transport, locățiunea altor mijloace fixe)	0,00	0,00	0,00	0,00	0,00
3.5.2	remunerarea personalului	0,00	0,00	0,00	0,00	0,00
3.6	Costuri de delegare sau detașare a persoanelor (inclusiv recompense/diurnele observatorilor și voluntarilor)	0,00	0,00	0,00	0,00	0,00
3.7	Cheltuieli de consultanță	0,00	0,00	0,00	0,00	0,00
3.8	Alte cheltuieli, inclusiv:	0,00	0,00	0,00	0,00	0,00
3.8.1	servicii bancare	0,00	0,00	0,00	0,00	0,00

3.8.2	servicii de comunicații (telefonie fixă, telefonie mobilă, Internet etc.)	0,00	0,00	0,00	0,00	0,00
3.8.3	materiale (rechizite de birou etc., necesare activității grupului de inițiativă)	0,00	0,00	0,00	0,00	0,00
<b>4</b>	<b>Soldul mijloacelor bănești la sfârșitul perioadei (1+2-3)</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

Conducător \_\_\_\_\_  
marcă, pecurașcă semnătură

Trezorier \_\_\_\_\_  
marcă, pecurașcă semnătură



## Annex 5. List of Registered Initiative Groups

Lista Grupurilor de Inițiativă înregistrate de către \_\_\_\_\_

Nr. ord.	Data înregistrării	Circumscripția Uninominală	Candidatul

Conducătorul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnatura

Trezorierul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnatura

## Annex 6. Donations as goods, items, works or services

Anexa nr. 6

Grupul de inițiativă pentru \_\_\_\_\_  
(susținerea candidatului / inițierea referendumului)

**Donații în mărfuri, obiecte, lucrări sau servicii**  
pentru perioada de raportare \_\_\_\_\_

Nr. ord.	Donatorul	Denumirea și specificarea mărfurilor, obiectelor, lucrărilor sau serviciilor	Perioada	Valoarea bunului donat	Nr. contractului de comodat	Data contractului de comodat
Total				0		

Conducător \_\_\_\_\_  
numele, prenumele \_\_\_\_\_ semnătura \_\_\_\_\_

Trezorier \_\_\_\_\_  
numele, prenumele \_\_\_\_\_ semnătura \_\_\_\_\_

## Annex 7a. Report on Electoral Campaign Financing

Anexa nr. 7a

### Raportul privind finanțarea campaniei electorale

la data de \_\_\_\_\_

#### Compartimentul I. Date generale.

Concurentul electoral \_\_\_\_\_

Data înregistrării în calitate de concurent electoral \_\_\_\_\_

Datele bancare ale contului "Fond electoral": \_\_\_\_\_

Data deschiderii \_\_\_\_\_

cont IBAN \_\_\_\_\_

valuta \_\_\_\_\_

denumirea băncii \_\_\_\_\_

codul băncii \_\_\_\_\_

#### Compartimentul II. Rulajul mijloacelor bănești

(lei)

Nr. crt.	Articol	Perioada de raportare								Total
		data	data	data	data	data	data	data	data	
		Săptămîna	Săptămîna	Săptămîna	Săptămîna	Săptămîna	Săptămîna	Săptămîna	Săptămîna	
1	Soldul mijloacelor bănești la începutul perioadei	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2	Venituri în campania electorală - total (2.1+2.2+2.3), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2.1	Mijloace bănești primite din donațiile persoanelor fizice din țară	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2.2	Mijloace bănești primite din donațiile persoanelor fizice din afara țării	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2.3	Mijloace bănești primite din donațiile persoanelor juridice	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
2.4	Mijloace financiare proprii	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3	Cheltuieli în campania electorală - total (3.1+3.2+3.3+3.4+3.5+3.6+3.7+3.8+3.9), inclusiv pentru:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1	Costul întrunirilor și evenimentelor electorale - total (3.1.1+...+3.1.8), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.1	chirie, inclusiv cheltuielile aferente (energie electrică, salubritate)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.2	scenă	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.3	prestații scenice (inclusiv onorariile)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.4	sonorizare	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.5	standuri, afișe etc.	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.6	cheltuieli de protocol	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.7	securitate	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.1.8	reflectarea evenimentului în mass-media	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2	Cheltuieli de publicitate - total (3.2.1+...+3.2.6), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.1	televiziune	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.2	radio	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.3	mijloace de informare electronice	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.4	presa scrisă	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.5	panouri	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.2.6	alte platforme stradale sau mobile	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.3	Cheltuieli pentru materialele promoționale - total (3.3.1+3.3.2), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.3.1	programul electoral al partidului	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.3.2	alte articole promoționale (postere, stegulețe, tricouri, chipiuri, cămășele, pixuri, afișe, fluturări, etc.)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.4	Cheltuieli pentru transport de persoane și bunuri - total (3.4.1+...+3.4.4)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.4.1	servicii de transport	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.4.2	combustibil	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

3.4.3	întreținerea mijloacelor de transport	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.4.4	remunerarea șoferilor angajați temporar	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.5	Costul serviciilor de sondare a opiniei publice	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.6	Costurile suplimentare de întreținere - total (3.6.1+3.6.2), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.6.1	închirierea unor bunuri în scop electoral (locațiunea încăperilor temporare, inclusiv teritoriale, locațiunea mijloacelor de transport, locațiunea altor mijloace fixe și obiecte de mică valoare și scurtă durată)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.6.2	salariile personalului angajat temporar în scop electoral	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.7	Costuri de delegare sau detașare a persoanelor (inclusiv recompensele/diurnele observatorilor și voluntarilor)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.8	Cheltuieli de consultanță electorală și politică	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.8.1	consultanță electorală și politică (elaborarea strategiilor electorale etc.)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.8.2	servicii asistență juridică și notariale	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9	Alte cheltuieli, inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.1	servicii bancare	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.2	servicii de comunicații (telefonie fixă, telefonie mobilă, Internet etc.)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.3	materiale (OMVSD, rechizite de birou, etc., necesare activității în campanie electorală)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.4	locațiunea încăperilor permanente, inclusiv teritoriale, serviciile comunale aferente încăperilor închiriate	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.5	remunerarea personalului din stafful electoral central	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.6	remunerarea personalului din stafful electoral local (teritorial)	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
3.9.7	remunerarea consultanților media/strategie	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
4	<b>Soldul mijloacelor bănești la sfârșitul perioadei (1+2-3)</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

Conducătorul \_\_\_\_\_  
data, personal

semnatura

Trezorierul \_\_\_\_\_  
data, personal

semnatura

## Annex 7b. List of donations reimbursed due to exceeding the ceilings set forth by the Electoral Code

Anexa nr. 7b

### Lista donațiilor rambursate ca urmare a depășirii plafoanelor stabilite în conformitate cu prevederile Codului electoral

Nr. crt.	Numele, prenumele persoanelor fizice donatoare sau denumirea persoanelor juridice	Cod personal (IDNP) / Cod fiscal	Suma, lei	
			din țară	de peste hotare
1				
2				
3				
4				
5				
6				
7				
8				
9				
<b>Total:</b>			0,00	0,00

Conducătorul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_ semnatura

Trezorierul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_ semnatura

## Annex 7c. Section III: Revenues

Anexa nr. 7c

### Compartiment III. Venituri.

Pct. 2. Venituri în campania electorală							Săptămîna _____ data _____		
<b>2.1 Mijloace bănești primite din donațiile persoanelor fizice din țară</b>									
Nr. crt.	Data	Numele, prenumele donatorului	Cod personal (IDNP)	Ziua, luna, anul nașterii	Locul de muncă	Ocupația	Sursele de finanțare	Suma (lei)	
								în numerar	prin transfer
1									
2									
3									
4									
5									
Total 2.1								0,00	0,00
<b>2.2 Mijloace bănești primite din donațiile persoanelor fizice din afara țării</b>									
Nr. crt.	Data	Numele, prenumele donatorului	Cod personal (IDNP)	Ziua, luna, anul nașterii	Locul de muncă / Ocupația	Țara	Sursele de finanțare	Suma (lei)	
								în numerar	prin transfer
1									
2									
3									
4									
5									
Total 2.2								0,00	0,00
<b>2.3 Mijloace bănești primite din donațiile persoanelor juridice</b>									
Nr. crt.	Data	Denumirea donatorului	Cod fiscal	Cont IBAN	Adresa juridică	Numele conducătorului	Prenumele conducătorului	Sursele de finanțare	Suma (lei)
1									
2									
3									
4									
5									
Total 2.3								0,00	
<b>2.4 Mijloace financiare proprii</b>									
Nr. crt.	Data	Denumirea donatorului	Cod fiscal	Cont IBAN	Adresa juridică	Numele conducătorului	Prenumele conducătorului	Sursa mijloacelor bănești	Suma (lei)
1									
2									
3									
4									
5									
Total 2.4								0,00	

Conducătorul \_\_\_\_\_  
numele, prenumele \_\_\_\_\_ semnatura \_\_\_\_\_

Trezorierul \_\_\_\_\_  
numele, prenumele \_\_\_\_\_ semnatura \_\_\_\_\_

## Annex 7d. Note on Donations in Cash

Anexa nr. 7d

Borderou privind donațiile în numerar  
perioada \_\_\_\_\_

Nr. ord.	Nume, prenume	Data, luna anul nașterii	Cod personal (IDNP)	Funcția, locul de muncă	Data încasării	Suma		Data depunerii
						din țară	de peste hotare	
					TOTAL	0,00	0,00	

Conducătorul \_\_\_\_\_  
numele, prenumele

semnatura

Trezorierul \_\_\_\_\_  
numele, prenumele

semnatura

## Annex 7e. Section IV: Expenditures

Anexa nr. 7e

Compartiment IV. Cheltuieli.  
Pct. 3. Cheltuieli în campania electorală

Săptămîna \_\_\_\_\_ data \_\_\_\_\_

Rîndul	Destinația plății	Data	Beneficiar	Cod fiscal	Nr. ordinului de plată	Data ordinului de plată	Nr. documentul justificativ (facturii fiscale, contractului)	Data documentul justificativ (facturii fiscale, contractului)	Suma
Cheltuieli în campania electorală									0,00
3.1	Costul întrunirilor și evenimentelor electorale - total (3.1.1+...+3.1.8), inclusiv:	TOTAL 3.1							0,00
3.1.1	chirie, inclusiv cheltuielile aferente (energie electrică, salubritate)	TOTAL 3.1.1:							0,00
3.1.2	scenă	TOTAL 3.1.2:							0,00
3.1.3	prestații scenice (inclusiv onorariile)	TOTAL 3.1.3:							0,00
3.1.4	sonorizare	TOTAL 3.1.4:							0,00
3.1.5	standuri, afișe etc.	TOTAL 3.1.5:							0,00
3.1.6	cheltuieli de protocol	TOTAL 3.1.6:							0,00
3.1.7	securitate	TOTAL 3.1.7:							0,00
3.1.8	reflectarea evenimentului în mass-media	TOTAL 3.1.8:							0,00
3.2	Cheltuieli de publicitate - total (3.2.1+...+3.2.6), inclusiv:	TOTAL 3.2							0,00
3.2.1	televiziune	TOTAL 3.2.1:							0,00
3.2.2	radio	TOTAL 3.2.2:							0,00
3.2.3	mijloace de informare electronice	TOTAL 3.2.3:							0,00



3.2.4	presa scrisă							TOTAL 3.2.4:	0,00
3.2.5	panouri							TOTAL 3.2.5:	0,00
3.2.6	alte platforme stradale sau mobile							TOTAL 3.2.6:	0,00
3.3	Cheltuieli pentru materialele promoționale - total (3.3.1+3.3.2), inclusiv:							TOTAL 3.3	0,00
3.3.1	programul electoral al partidului							TOTAL 3.3.1:	0,00
3.3.2	alte articole promoționale (postere, stegulețe, tricouri, chipiuri, carnețele, pixuri, afișe, fluturări etc.)							TOTAL 3.3.2:	0,00

3.4	Cheltuieli pentru transportul de persoane și bunuri - total (3.4.1+...+3.4.4)							TOTAL 3.4	0,00
3.4.1	servicii de transport							TOTAL 3.4.1	0,00
3.4.2	combustibil							TOTAL 3.4.2	0,00
3.4.3	întreținerea mijloacelor de transport							TOTAL 3.4.3:	0,00
3.4.4	remunerarea șoferilor angajați temporar							TOTAL 3.4.4:	0,00
3.5	Costul serviciilor de sondare a opiniei publice							TOTAL 3.5	0,00
3.6	Costurile suplimentare de întreținere - total (3.6.1+3.6.2), inclusiv:							TOTAL 3.6	0,00
3.6.1	închirierea unor bunuri în scop electoral (locațiunea încălperilor							TOTAL 3.6.1:	0,00

	temporare, inclusiv teritoriale, locațiunea mijloacelor de transport, locațiunea altor mijloace fixe și obiecte de mică valoare și scurtă durată)								
3.6.2	salariile personalului angajat temporar în scop electoral							TOTAL 3.6.2	0,00
3.7	Costuri de delegare sau detașare a persoanelor (inclusiv recompense/diurnele observatorilor și voluntarilor)							TOTAL 3.7	0,00
3.8	Cheltuieli de consultanță electorală și politică							TOTAL 3.8	0,00
3.8.1	consultanță electorală și politică (elaborarea strategiilor electorale etc.)							TOTAL 3.8.1:	0,00
3.8.2	servicii asistență juridică și notariale							TOTAL 3.8.2:	0,00
3.9	Alte cheltuieli, inclusiv:							TOTAL 3.9	0,00
3.9.1	servicii bancare							TOTAL 3.9.1:	0,00
3.9.2	servicii de comunicații (telefonie fixă, telefonie mobilă, internet etc.)							TOTAL 3.9.2:	0,00
3.9.3	materiale (OMVSD, rechizite de birou, etc., necesare activității în campanie electorală)							TOTAL 3.9.3:	0,00
3.9.4	locațiunea încăperilor permanente, inclusiv teritoriale, serviciile comunale aferente încăperilor închiriate							TOTAL 3.9.4:	0,00
3.9.5	remunerarea personalului din stafful electoral central							TOTAL 3.9.5:	0,00

3.9.6	remunerarea personalului din stafful electoral local (teritorial)	TOTAL 3.9.6:							0,00
3.9.7	remunerarea consultantilor media/strategie	TOTAL 3.9.7:							0,00

Conducitorul \_\_\_\_\_  
numele, prenumele numele

Trezorierul \_\_\_\_\_  
numele, prenumele numele

## Annex 7f. Electoral Campaign Expenses by Constituencies

Anexa nr. 7f

### Cheltuielile în campania electorală pe circumscripții

Concurent electoral \_\_\_\_\_

la data de \_\_\_\_\_

	Cheltuieli	CECE	CECE	CECE	CECE	...	TOTAL
<b>3</b>	<b>Cheltuieli în campania electorală - total (3.1+3.2+3.3+3.4+3.5+3.6+3.7+3.8+3.9), inclusiv pentru:</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>
3.1	Costul întrunirilor și evenimentelor electorale - total (3.1.1+...+3.1.8), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00
3.1.1	chirie, inclusiv cheltuielile aferente (energie electrică, salubritate)	0,00	0,00	0,00	0,00	0,00	0,00
3.1.2	scenă	0,00	0,00	0,00	0,00	0,00	0,00
3.1.3	prestații scenice (inclusiv onorariile)	0,00	0,00	0,00	0,00	0,00	0,00
3.1.4	sonorizare	0,00	0,00	0,00	0,00	0,00	0,00
3.1.5	standuri, afișe etc.	0,00	0,00	0,00	0,00	0,00	0,00
3.1.6	cheltuieli de protocol	0,00	0,00	0,00	0,00	0,00	0,00
3.1.7	securitate	0,00	0,00	0,00	0,00	0,00	0,00
3.1.8	reflectarea evenimentului în mass-media	0,00	0,00	0,00	0,00	0,00	0,00
3.2	Cheltuieli de publicitate - total (3.2.1+...+3.2.6), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00
3.2.1	televiziune	0,00	0,00	0,00	0,00	0,00	0,00
3.2.2	radio	0,00	0,00	0,00	0,00	0,00	0,00
3.2.3	mijloace de informare electronice	0,00	0,00	0,00	0,00	0,00	0,00
3.2.4	presa scrisă	0,00	0,00	0,00	0,00	0,00	0,00
3.2.5	panouri	0,00	0,00	0,00	0,00	0,00	0,00
3.2.6	alte platforme stradale sau mobile	0,00	0,00	0,00	0,00	0,00	0,00
3.3	Cheltuieli pentru materialele promoționale - total (3.3.1+3.3.2), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00
3.3.1	programul electoral al partidului	0,00	0,00	0,00	0,00	0,00	0,00
3.3.2	alte articole promoționale (postere, stegulețe, tricouri, chipiuri, carnețele, pixuri, afișe, fluturași, etc.)	0,00	0,00	0,00	0,00	0,00	0,00
3.4	Cheltuieli pentru transport de persoane și bunuri - total (3.4.1+...+3.4.4)	0,00	0,00	0,00	0,00	0,00	0,00
3.4.1	servicii de transport	0,00	0,00	0,00	0,00	0,00	0,00
3.4.2	combustibil	0,00	0,00	0,00	0,00	0,00	0,00
3.4.3	întreținerea mijloacelor de transport	0,00	0,00	0,00	0,00	0,00	0,00
3.4.4	remunerarea șoferilor angajați temporar	0,00	0,00	0,00	0,00	0,00	0,00
3.5	Costul serviciilor de sondare a opiniei publice	0,00	0,00	0,00	0,00	0,00	0,00
3.6	Costurile suplimentare de întreținere - total (3.6.1+3.6.2), inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00
3.6.1	închirierea unor bunuri în scop electoral (locățiunea încăperilor temporare, inclusiv teritoriale, locățiunea mijloacelor de transport, locățiunea altor mijloace fixe și obiecte de mică valoare și scurtă durată)	0,00	0,00	0,00	0,00	0,00	0,00
3.6.2	salariile personalului angajat temporar în scop electoral	0,00	0,00	0,00	0,00	0,00	0,00
3.7	Costuri de delegare sau detașare a persoanelor (inclusiv recompensele/diurnele observatorilor și voluntarilor)	0,00	0,00	0,00	0,00	0,00	0,00
3.8	Cheltuieli de consultanță electorală și politică	0,00	0,00	0,00	0,00	0,00	0,00
3.8.1	consultanță electorală și politică (elaborarea strategiilor electorale etc.)	0,00	0,00	0,00	0,00	0,00	0,00
3.8.2	servicii asistență juridică și notariale	0,00	0,00	0,00	0,00	0,00	0,00
3.9	Alte cheltuieli, inclusiv:	0,00	0,00	0,00	0,00	0,00	0,00
3.9.1	servicii bancare	0,00	0,00	0,00	0,00	0,00	0,00
3.9.2	servicii de comunicații (telefonie fixă, telefonie mobilă, Internet etc.)	0,00	0,00	0,00	0,00	0,00	0,00

3.9.3	materiale (OMVSD, rechizite de birou, etc., necesare activității în campanie electorală)	0,00	0,00	0,00	0,00	0,00	0,00
3.9.4	locățiunea încăperilor permanente, inclusiv teritoriale, serviciile comunale aferente încăperilor închiriate	0,00	0,00	0,00	0,00	0,00	0,00
3.9.5	remunerarea personalului din stafful electoral central	0,00	0,00	0,00	0,00	0,00	0,00
3.9.6	remunerarea personalului din stafful electoral local (teritorial)	0,00	0,00	0,00	0,00	0,00	0,00
3.9.7	remunerarea consultanților media/strategie	0,00	0,00	0,00	0,00	0,00	0,00

Conducătorul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnatura

Trezorierul \_\_\_\_\_  
numele, prenumele

\_\_\_\_\_   
semnatura

## Annex 7g. Donations as goods, items, works or services

Anexa nr. 7g

### Concurentul electoral

(denumirea)

Donațiile în mărfuri, obiecte, lucrări sau servicii  
pentru perioada de raportare \_\_\_\_\_

Nr. ord.	Donatorul	IDNP / IDNO	Data, luna, anul nașterii în cazul persoanei fizice	Adresa juridică *	Locul de muncă, funcția ( ocupația), în cazul persoanei fizice	Denumirea și specificarea mărfurilor, obiectelor, lucrărilor sau serviciilor	Perioada	Valoarea bunului donat	Nr. contractului de comodat	Data contractului de comodat
Total								0		

Conducătorul \_\_\_\_\_  
(numele, prenumele) (semnătura)

Trezorierul \_\_\_\_\_  
(numele, prenumele) (semnătura)

\* se completează doar de persoanele juridice