

REGULATIONS

Section I. Definition.....	23
Section II. General Assembly Meetings.....	23
Chapter 1. Nature and Summons.....	23
Chapter 2. Headquarters, Date and Agenda.....	23
Section III. Representations.	24
Section IV. Organization of Meetings.....	24
Section V. Authorities of the General Assembly.	24
Section VI. Quórum.	25
Section VII. Debates and Motions.	25
Section VIII. Voting.....	26
Section IX. Members Affiliation, Withdrawal and Suspension.....	26
Section X. Amendments to the CISS Bylaws and Regulations.....	27
Section XI. General Provision.	27
Permanent Committee Regulations.....	28
Section I. Definition.....	28
Section II. Meetings.	28
Chapter I. Nature and Summons.....	28
Chapter 2. Place, Date and Agenda.	28
Section III. Ruling Authorities.	29
Section IV. Quorum.	29
Chapter V. Voting.....	30
CISS Ruling Authorities Election Regulations.....	31
Financial Regulations	33
Section II	33
Plan of Action-Budget.....	33
Section III. Income.....	34
Article 9° The CISS income sources are as follows:.....	34
a) Fees from the full member of the host Country as provided in Article 49 of the Bylaws.....	34
Section IV. Expenses.	34
Section V. Fees.	34
Section VI. Members Suspension of Rights and Disaffiliation.	35
American Commissions of Social Security (CASS) Regulations.....	37
Section I. Definition and Creation.	37
Section II. Internal Organization.	37
Chapter 1. Boards of Directors.	37
Chapter 2. Chairmen.....	37
Chapter 3. Vice-Chairmen.....	38
Chapter 4. Technical Secretary.	38
Section IV. Meetings.....	39
Section I. Definition.....	41
Section II. Sub-regions Organization.....	41
Chapter 1. Sub-regions.....	41
Chapter 2. Sub-regional Coordination.	42
Section III. Sub-regional Activities.....	43

Chapter 1. Sub-regions Annual Plan of Action.	43
Chapter 2. Performance of Sub-regional Activities.	43
Secretariat General Regulation.....	45
Section I. Secretariat General Organization.	45
Section II. Description of Duties.	45
Chapter 1. The CISS Secretary General.....	45
Chapter 2. General Coordination.	47
Chapter 3. Statutory Programs Division.	47
Chapter 4. Translation And Public Relations Division.....	48
Chapter 5. Communication And Computing Resources Division.	49
Chapter 6. Financial And Management Coordination.	49
Chapter 7. Internal Comptrollership And Budget Division.	50
Chapter 8. Accounting And Finance Division.	51
Chapter 9. Personnel and Management Services Division.....	52
Chapter 10. Publications and Publishing Policy Division.	52
The Inter-American Center for Social Security Studies Regulations.....	54
Section I. Definition.....	54
Section II. Authorities.	54
Section III. Board of Directors Meetings.	54
Section IV. Director.	54
Chapter 2. Communication Area.	55
Section V. Internal Organization.	55
Chapter 1. Operating Areas.....	55
Chapter 2. Teaching Board.	56
Article 10°. The Teaching Board is the body responsible for planning and evaluating the Center education programs as approved by the Board of Directors. The Teaching Board shall be made up by the Director, who shall act as its Chairman, the Teaching Coordinator, the heads of Divisions, the Research Coordinator, and a Secretary appointed by the Director. The Teaching Board shall hold periodical meetings whenever summoned by the Director.....	56
Chapter 3. Teaching Coordination and Divisions.	56
Chapter 4. Research Coordination.	58
Chapter 5. Management.	58
Section VI. Participants.....	60
Section VII. General Provision.	61

General Assembly Regulations

Section I. Definition.

Article 1°. The General Assembly is the supreme body of the Inter-American Conference on Social Security (CISS).

Article 2°. The General Assembly shall hold a regular meeting annually, and may hold extraordinary meetings when summoned by itself or by the Permanent Committee. It shall meet every three years for the election of authorities.

Section II. General Assembly Meetings.

Chapter 1. Nature and Summons.

Article 3°. Summons for regular and extraordinary meetings shall be made in accordance with the respective agenda and undersigned by the CISS Presidency and Secretariat General.

Article 4°. Summons for regular and extraordinary meetings shall be addressed to:

- All members, by direct communication.
- The Permanent Committee, the Comptroller, the CISS' Board of Directors and Director as well as the Boards of Directors of the American Commissions of Social Security (CASS) and Sub-region Executive Boards, by a communication both to the respective institution and to the person designated by it.

Chapter 2. Headquarters, Date and Agenda.

Article 5°. The General Assembly may be held at the Conference headquarters or in the country of any of the members, as determined by the Permanent Committee and on the petition of the CISS member requesting to sponsor the meeting in accordance with its rights.

Article 6°. The date of the General Assembly shall be proposed to the Permanent Committee by mutual agreement between the Secretariat General and the CISS member sponsoring the meeting.

Article 7°. The agenda for the General Assembly regular and extraordinary meetings shall specify the businesses to be transacted as approved by the Permanent Committee.

Extraordinary meetings shall exclusively transact such businesses as set forth in the summons.

Article 8°. The CISS members and bodies may propose to the Permanent Committee, through the Secretariat General, the most relevant, current technical topics in the Social Security field to be discussed at the General Assembly.

Article 9°. The General Assembly shall express itself through statements, resolutions and recommendations.

Article 10°. The Presidency and the Secretariat General shall draw up the agenda for meetings as approved.

Article 11°. The agenda shall clearly specify the businesses to be transacted.

Section III. Representations.

Article 12°. Each member shall accredit to the Secretariat General its representation to a meeting and specify the person who shall preside over, as well as the advisors and the observers attending.

Section IV. Organization of Meetings.

Article 13°. The CISS member sponsoring the meeting shall appoint a coordinator in charge of organization of the whole meeting as well as a supporting committee. In the event that the meeting is held at the headquarters, the Secretariat General shall be in charge of the whole meeting.

Article 14°. The CISS Secretariat General shall cooperate with the Committee in all preparations and coordinate the meeting itself.

Article 15°. The Organizing Committee shall provide the technical and administrative support required for the program development.

Article 16°. The CISS Secretariat General and the Organizing Committee shall hold a preparatory meeting before the General Assembly, which shall be included in the respective program.

Section V. Authorities of the General Assembly.

Article 17°. The President of the Republic or the Prime Minister of the host Country shall act as Honorary President of the General Assembly.

Article 18°. The CISS President shall preside over the General Assembly and have the following responsibilities: open and adjourn meetings; conduct discussions; grant or refuse the floor; put motions to a vote and

announce the result of voting; keep order and ensure compliance with these regulations.

Article 19°. The President may also put forward task forces and work groups composed of representatives of the members to prepare and draw up statements and recommendations.

Article 20°. Should the CISS President be absent or disabled, he/she shall be replaced provisionally by the acting Vice-President or, in the absence of the acting Vice-President, by the next Vice-President in order of election.

Article 21°. The CISS Secretary General shall be the Secretary of the General Assembly and have the following responsibilities: help the Chairman to prepare the agenda; make known the representatives' accreditation to the General Assembly; certify the presence of a quorum, tally votes and inform the President about the result.

Section VI. Quórum.

Article 22°. For any regular or extraordinary meeting of the General Assembly to be validly summoned, a quorum of the simple majority of the voting members shall be required, except in the case provided in Article 39 where attendance of two-thirds of the regular voting members shall be required. The quorum shall be met at the date and time indicated for the meeting.

Section VII. Debates and Motions.

Article 23°. All participants accredited to the respective meetings may, upon request, take the floor in plenary sessions, task forces and work groups.

Article 24°. The President shall grant the floor in the order of requests, and participations shall take ten minutes as a maximum unless otherwise expressly authorized by the Chairman.

Article 25°. No attendant may take the floor about the same topic but once, unless authorized by the President.

Article 26°. The President may take back the floor from any attendant who gets off the point or exceeds over the time allowed.

Article 27°. When the President deems that a point has been exhausted, he may suspend the debate and put the point to a vote.

Section VIII. Voting.

Article 28°. All regular members shall have the right to vote in the General Assembly meetings. Votes shall be cast by raised-hand or acclaim. Each regular member shall have one vote, which shall be cast by its authorized representative, who may not represent other regular member at the same time.

Article 29°. Voting procedures for the election of authorities shall be subject to specific regulations.

Article 30°. The General Assembly resolutions shall be adopted by the affirmative vote of the simple majority of the voting members in attendance.

Article 31°. In case of doubt as to the result of raised-hand voting, the President may require nominal voting, which shall be also allowable upon request from three CISS regular members.
Under Bylaws, the President shall have the casting vote to break a tie.

Article 32°. Whenever the Assembly decides to make consultations, to increase participation or to have its decisions ratified by voting members not physically present, voting may be carried out without being physically present, as decided by the said body and under the coordination of the Secretariat General.

Section IX. Members Affiliation, Withdrawal and Suspension.

Article 33°. CISS regular Members affiliation shall be subject to the following requirements:

- Submit a written application for admission to the CISS President.
- Prove its status as a representative of Social Security in its country.
- Accept the CISS Bylaws and Regulations formally and unconditionally.

Article 34°. Affiliation of the CISS associate, attached or linked members shall be subject to the following requirements:

- Submit a written application for admission to the CISS President.
- Prove that the institution fulfills the requirements provided by article 5 of the Bylaws for the member category requested.
- Accept the CISS Bylaws and Regulations formally and unconditionally

Article 35°. Any CISS member may request its withdrawal from the organization giving notice in writing to the CISS President, who shall serve notice to the Permanent Committee.

Article 36°. The Permanent Committee shall decide upon members' provisional admission or withdrawal and inform about its decision to the General Assembly at the next regular meeting, where the definite resolution shall be taken.

Article 37°. Any CISS member may be suspended for:

- Failing to meet affiliation requirements.
- Failing to comply with Bylaws or Regulations.
- Failing to comply with the terms and conditions provided by the CISS Financial Regulations as related to its financial obligations.

In these events, the CISS Secretary General shall inform the Permanent Committee about the issue and the Permanent Committee shall submit it, together with its opinion, to the next General Assembly regular meeting for approval.

Section X. Amendments to the CISS Bylaws and Regulations.

Article 38°. The General Assembly may amend, either in whole or in part, the CISS Bylaws and Regulations.

Article 39°. The CISS members may submit proposals for amendments to the CISS Bylaws and Regulations.

Proposals shall be submitted in writing to the CISS President, who shall serve notice to the Permanent Committee so that it appoints a Reviewing Commission at its next regular meeting, which shall give an opinion.

The Reviewing Commission opinion shall be submitted to the Permanent Committee, which in turn shall submit it to the General Assembly for approval.

Article 40°. A majority vote of two-thirds of the CISS voting members shall be required to constitute a quorum and adopt resolutions at a meeting summoned to amend the CISS Bylaws.

Section XI. General Provision.

Article 41°. Any issue overlooked in the CISS bodies' Regulations shall be resolved by the General Assembly.

Permanent Committee Regulations

Section I. Definition.

Article 1°. The Permanent Committee is the CISS governing and executive body, in charge of carrying out the General Assembly programs and decisions.

Article 2°. The Permanent Committee shall fulfill the responsibilities of the General Assembly during intervals between a General Assembly meeting and the next one.

Section II. Meetings.

Chapter I. Nature and Summons.

Article 3°. The Permanent Committee shall hold regular meetings every six months, and extraordinary meetings, as it deems advisable.

Article 4°. Summons to the Permanent Committee meetings shall be served in accordance with the respective agenda and undersigned by the CISS President and Secretary General.

Article 5°. Summons on the CISS members, Comptrollership and CISS Director's Office shall be served by a direct communication.

Chapter 2. Place, Date and Agenda.

Article 6°. The Permanent Committee meetings shall be held at the Conference headquarters, except otherwise specified by the Permanent Committee itself.

Article 7°. The date for each Permanent Committee meeting shall be proposed by the Secretariat General and, whenever the meeting is to be held out the headquarters, the proposal shall be submitted by mutual agreement with the sponsoring CISS member.

Article 8°. The CISS member sponsoring the Permanent Committee meeting out the headquarters shall appoint an Organizing Committee responsible for logistics.

Article 9°. The CISS Secretariat General shall cooperate with the Committee in preparations and coordinate the event in general.

Article 10°. The Organizing Committee shall be responsible for providing the technical and management support required for the program development.

Article 11°. Businesses to be transacted at the Permanent Committee regular and extraordinary meetings shall be specified in the respective agendas. Whenever the Committee's agenda includes the draft budget, the agenda shall be issued together with such draft a month before at least.

Article 12°. The President and the Secretary General shall develop the Permanent Committee meetings schedule in accordance with the agenda as approved.

Article 13°. The businesses to be transacted shall be expressly specified in the agenda.

Section III. Ruling Authorities.

Article 14°. The CISS President shall preside over the Permanent Committee meeting and have the following responsibilities:

- Open and close sessions.
- Conduct discussions.
- Grant or refuse floor.
- Submit motions to a vote and inform about results thereof.
- Keep order and ensure compliance with these Regulations.

Article 15°. Should the CISS President be absent, he shall be replaced by the acting Vice-President or, in the absence of the acting Vice-President, by the next Vice-President in order of election by the General Assembly.

Article 16°. The CISS Secretary General shall have the following responsibilities at meetings:

- Support the President in the transaction of the businesses set forth in the agenda.
- Make known delegates' accreditation before the meeting.
- Certify the presence of a quorum, tally votes, and inform the President thereof.
- Act as the Technical Secretary and write the Minutes.

Section IV. Quorum.

Article 17°. For any regular or extraordinary meeting of the Permanent Committee to be validly convened, a quorum of a simple majority of the voting members shall be required.

Chapter V. Voting.

Article 18°. The Permanent Committee shall express itself through recommendations, statements and resolutions.

Article 19°. The Permanent Committee shall adopt resolutions by the affirmative vote of a simple majority of the members in attendance. The President shall have the casting vote to break a tie as provided in the Bylaws.

CISS Ruling Authorities Election Regulations

Article 1°. The Secretary General, at least nine months before the holding of the General Assembly to elect the ruling authorities, shall notify in writing all member institutions and acting authorities about the nominations process, specifying the exact opening and closing date and hour thereof.

Article 2°. The nomination period shall be three months as a minimum. Nominations shall be submitted to the Secretariat General within this period.

Article 3°. Nominations shall be accompanied by the following documents:

- a. The candidate's nomination letter highlighting his/her qualities.
- b. The candidate's résumé.
- c. The additional documentation required by the Secretariat General in the respective summons.

Article 4°. The Secretariat General shall submit the nominations for CISS Director to the Center Board of Directors, which shall proceed as provided by Article 31, subparagraph f) of the Bylaws.

Article 5°. The CISS full and associate members may submit nominations as provided by the Bylaws. Nominations of adherent members may be submitted provided that they maintain twelve accredited members before the CISS just at that moment.

Article 6°. The CISS President shall propose a candidate to the Secretary General as provided in Article 19, subparagraph e) of the Bylaws. This proposal shall be included in the report to the Secretary General provided by Article 22, subparagraph o) of the Bylaws.

Article 7°. The Secretariat General shall ensure that candidacies to all positions to be filled are submitted during the nomination period and extend the term for nominations to positions failed to be submitted on time.

Article 8°. For the CISS' Secretary General, Comptroller and CISS Director, institutions may propose candidates who are not on active service, provided that they reside at the Country where the postulant institution is located and have the same nationality as such institution.

Article 9°. For the General Assembly to elect the CISS authorities, the associate and adherent members shall be separately summoned to a plenary session to elect their respective representatives before the Permanent Committee and the CISS Board of Directors.

Article 10°. The election of the adherent members' representative shall proceed provided that they fulfill the requirement established by Article 48, subparagraph p) and Article 5 of these Regulations.

Article 11°. Associate members may propose candidates for the representative position referred to in Article 15 and Article 29, subparagraph c) of the Bylaws.

Adherent members may propose candidates for the representative position referred to in Article 15, and Article 29, subparagraph d) of the Bylaws.

Article 12°. A simple majority of each category in attendance shall be required for the election of each representative.

The Secretariat General shall inform about the number of members of each category recorded at the Assembly and in attendance at the election.

Article 13°. The Board of Directors of each Sub-region shall be summoned to a General Assembly plenary session for the election the CISS ruling authorities in order to elect from the full members one representative before the Permanent Committee and one representative before the CISS Board of Directors as provided in Article 15, subparagraph c) and Article 29, subparagraph b) of the Bylaws.

Article 14°. A simple majority vote of the respective Boards of Directors in attendance shall be required to elect each representative.

Article 15°. The election of the President, the Vice-Presidents, the Secretary General, the Comptroller and the Director of the CISS will be made by counting the votes of the members with voting rights present and no present at the corresponding session of the Assembly.

Article 16°. The Secretariat General shall adopt the procedure to vote without being physically present referred to in the previous article through any telecommunication system under the principles of impartiality, security and confidentiality of the information.

Such elections will be held directly and simultaneously by full members within the period considered in the corresponding summons to the Assembly.

Article 17°. The applicable voting procedure as well as the necessary information regarding the candidates for the different positions shall be made known in advance to every member with voting rights.

Financial Regulations

Section I. Definition of Responsibilities.

Article 1°. The Secretary General is responsible for the Inter-American Conference on Social Security (CISS) finance management, whom should proceed subject to the autonomy in management provided in article 8.

Article 2°. The Comptroller is responsible for the CISS finance management as provided in the Bylaws.

Article 3° The Secretary General and the Comptroller shall choose, by mutual agreement, the CISS external audit firm.

Article 4°. The Comptroller shall obtain the external audit results within the first three months of the next year. Upon receiving the pertinent report with comments and recommendations, he/she shall notify the Secretary General, who shall submit it, together with his/her own opinion and that from the involved bodies, to the Permanent Committee and the General Assembly.

Section II **Plan of Action-Budget**

Article 5°. The CISS Secretary General shall submit a draft annual budget to the General Assembly, which shall be based on the CISS General Plan of Action.

Both the draft budget and the performance thereof shall be submitted in United States dollars.

Article 6°. The Plan of Action-Budget shall be aimed at striking a financial balance that ensures the CISS continuance and scope. Therefore, the Secretary General shall reconcile proposals from the respective bodies in order to reach a consensus over priority activities. CISS Bodies should endeavor to attain a financial balance capable of ensuring the permanence and projection of the organization by sanctioning or preparing the budget projects that will be forwarded to the Secretariat General to be necessarily included in the CISS budget program.

Article 7°. The fiscal year shall begin on January 1 and end on December 31.

The annual budget and report shall be prepared on the basis of such fiscal year.

Article 8°. Every three years, the Secretary General and the Comptroller shall carry out a prospective analysis of the CISS finances, reviewing budgets in order to plan revenues and expenses. The results of this analysis shall be taken into account for preparation of a general financial plan for the next three years.

Section III. Income.

Article 9° The CISS income sources are as follows:

- a) Fees from the full member of the host Country as provided in Article 49 of the Bylaws.
- b) Fees from member institutions.
- c) Contributions by other organizations and institutions.
- d) Revenues from the CIESS education services.
- e) Donations.
- f) Revenues from the CISS bodies' services.
- g) Lessor allocations for equipment, building and installations maintenance and conservation.
- h) Investment yields.
- i) Revenues from publications sales.
- j) Income from miscellaneous services.

Article 10°. Funds management and investment shall be carried out so as to ensure the best terms and conditions from the security and profitability points of view.

Section IV. Expenses.

Article 11°. Expenses shall not exceed budget entries.

Only the head of the respective body, which shall immediately inform the Permanent Committee indicating the underlying reasons, may make transfers of funds from available entries to deficit entries. For CIESS, the Director should communicate to the Permanent Committee by the CIESS Board of Directors.

Section V. Fees.

Article 12°. The CISS members shall pay their annual fees in United States dollars before April of the corresponding year.

Article 13°. To determine full members fees, quotation groups shall be established on the basis of the level of development of the respective Country as well as the resources allocated by it to social security, and coverage.

Associate, adherent and related members shall pay uniform fees.

Article 14° The Assembly is empowered to establish and review each quotation group fees, inclusion of each full member into one group, and the fees to be paid by associate, adherent and related members.

Article 15°. On the petition of the Secretary General and the Comptroller's opinion, the Permanent Committee may propose to the General Assembly a modification to the established fees, except for the host Country.

Section VI. Members Suspension of Rights and Disaffiliation.

Article 16°. Members rights may be suspended by the CISS in the following cases:

- a) If they fail to pay fees for two years.
- b) If having agreed to pay fees due, they fail to comply with the agreement.

Article 17°. The Secretary General, together with his opinion and based on the background information received, shall notify suspension of rights cases to the Permanent Committee, which shall submit them for resolution to the next General Assembly regular meeting. The resolution shall be notified to the involved member.

Article 18°. The CISS delinquent members who withdraw or are suspended, may be readmitted only upon payment of all fees due at the time of disaffiliation.

Article 19°. Payment of fees due agreements between the Secretariat General and delinquent members or disaffiliated members with fees due shall include fees for the current year.

Section VII. Grants.

Article 20°. For activities that take place at the CISS headquarters, grants shall include enrollment, training, accommodation and meals, and exclude didactic materials.

Article 21°. Full members who have paid fees timely may be awarded a hundred percent grant and an additional fifty percent grant for every academic event of the CISS annual program at the headquarters.

Article 22°. Every CISS academic year, associate and adherent members shall have the right to be awarded a total of five one hundred percent grants and five fifty percent grants for events of the CISS annual program at the headquarters, provided that they have paid fees timely.

Associate and adherent members may opt for two hundred percent grants and one fifty percent grant, i.e., a total of seven point five grants, rather than five fifty percent grants.

Article 23°. Delinquent members may send participants to academic events provided that they pay the whole amount.

Article 24°. The CIESS Director may award grants consisting of air tickets depending on the availability of resources allocated for this purpose.

Article 25° For academic events outside the CIESS headquarters, grants shall be awarded as provided in the agreement executed with the sponsoring institution.

American Commissions of Social Security (CASS) Regulations

Section I. Definition and Creation.

Article 1°. The American Commissions of Social Security (CASS) are technical support bodies aimed at helping the Inter-American Conference of Social Security (CISS).

Article 2°. The General Assembly may create, modify or suppress any commissions, as it deems suitable.

Prior to the creation of a new commission, the General Assembly may set up a preparatory group to give an opinion about the advisability of such creation.

The report shall include cost and benefit estimates and be submitted to the next General Assembly regular meeting.

Upon creation of a new commission, the General Assembly shall appoint a provisional Board of Directors, which shall perform its duties until the next meeting where all Boards of Directors shall be elected.

Section II. Internal Organization.

Chapter 1. Boards of Directors.

Article 3°. Each American Commission of Social Security shall have one Board of Directors.

A Chairman, four Vice-Chairmen and a Technical Secretary who shall perform their duties for a three-year term and may be reelected shall make up the Board of Directors.

Article 4°. Each Commission shall elect the members of its own Board of Directors from the CISS member institutions that are experts in their field and so as to ensure regional representation.

Article 5° The CASS shall elect their Boards of Directors simultaneously at the General Assembly summoned for the election of the CISS authorities.

Chapter 2. Chairmen.

Article 6° Chairmen shall have the following responsibilities:

- a) Conduct the meetings of the respective Commission.
- b) Supervise preparation of the technical documents entrusted to the Commission.
- c) Coordinate the Commission activities with the Secretariat General, participation in the CISS

- cooperation, training and research programs, and specialized counseling required by the Conference members.
- d) Promote participation of experts from Social Security institutions in the Commission works.
 - e) Submit to the General Assembly, through the CISS President, the Commission annual plan of action and activity report.
 - f) Summon CASS and Board of Directors meetings.
 - g) Ensure regional diffusion of activities.
 - h) Invest funds, perform budget and provide the accounting information required by the Secretariat General and/or the Comptrollership as well as to carry out other activities related to the Commission financial management and accounting.

Article 7°. The Chairman may delegate his responsibilities to the Board of Directors Vice-Chairmen for the performance of specific duties.

Chapter 3. Vice-Chairmen.

Article 8°. Each Commission Vice-Chairmen shall have the following responsibilities:

- a) Should the Chairman be absent or disabled, replace him in order of election.
- b) Participate in the Commission activities and carry out any activity entrusted to them.
- c) Promote and implement the Commission programs in the respective region.
- d) Any other responsibility entrusted to them by the Board of Directors.

Chapter 4. Technical Secretary.

Article 9°. Each Commission Technical Secretary shall have the following responsibilities:

- a) Support the Commission with such technical elements as specified by the respective Board.
- b) Draw up the Commission draft activity reports, plans of action and budgets.
- c) Act as Secretary at the Commission and Board of Directors meetings.
- d) Propose to the Board a draft agenda for the Commission meetings, which shall include issues of interest for the CISS.
- e) Any other responsibilities entrusted to him/her by the Commission or the respective Board of Directors.

Section III. Attendants.

Article 10°. Besides the CASS members, their respective Board of Directors shall be summoned to meetings. Representatives accredited by international organizations or non-member institutions related to the social security field or similar fields, and individually invited experts may attend with the right to be heard.

A Board made up by a Chairman and a Secretary, who shall be members of their respective Board of Directors, shall conduct meetings. Such Board shall receive accreditations.

Section IV. Meetings.

Article 11°. The CASS shall hold a regular meeting yearly at the same place where the Assembly meets. The agenda shall specify the businesses to be transacted.

Article 12°. Each CASS Board of Directors may meet when required by its Chairmanship or two of its members through the Secretariat General, at such place and date and to transact the businesses set up by its Chairman by mutual agreement with the CISS Secretariat General.

Article 13°. The purpose of the Commissions annual regular meeting is to present the activity report and approve the proposed plan of action and budget, which shall be prepared in accordance with Article 39, paragraph d) of the Bylaws.

Every three years, the agenda of such meeting shall include the election of the Board of Directors for the next three years as well as the activity report, plan of action and budget.

Article 14°. For any meeting of each Commission Board of Directors to be validly summoned, a quorum of a simple majority of its members shall be required.

Article 15°. Both the Commissions and the Boards of Directors shall adopt resolutions by the affirmative vote of the simple majority of their members in attendance.

Section V. Replacement of Members.

Article 16°. CISS members may replace their accredited experts before the CASS and the members of their Boards of Directors whenever they deem it advisable.

Article 17°. Should an institution fail to accredit an expert to fulfill the position to which it has been elected, the respective CASS shall appoint in its

next regular meeting other institution to perform the duties thereof for the rest of the period.

CISS Sub-regions Regulations

Section I. Definition.

Article 1°. The Sub-regions are bodies aimed at decentralizing CISS activities under the General Assembly policies, in order to ensure that sub-regional priorities and concerns are reflected in the CISS general plan of action.

Article 2°. The CISS shall contribute to develop the Sub-regions works to increase cooperation among Social Security institutions in America to meet needs identified and valued by them.

Section II. Sub-regions Organization.

Chapter 1. Sub-regions.

Article 3°. Decentralization of the CISS activities is carried out through the following Sub-regions:

- I. Andean
- II. Central America
- III. Southern Cone
- IV. North America and the British Caribbean
- V. Mexico and the Latin Caribbean

Article 4°. The CISS General Assembly may create, modify or suppress Sub-regions as it sees fit.

Any member institution may request, through the CISS Secretariat General, to be assigned to another Sub-region. Authorization thereof shall be granted upon approval by the General Assembly.

Article 5°. The CISS Secretary General is responsible for the coordination of the Sub-regions activities overall, supervises implementation of the Sub-regions programs and shall provide the technical and financial support as required and in accordance with the budget approved by the General Assembly.

Article 6°. The Secretary General shall include current and future activities of each Sub-region in the annual plan of action and activity report to be submitted to the General Assembly regular meeting.

Article 7°. On a yearly basis, the Secretary General shall hold a regular meeting with the Coordinators of the Sub-regions Boards of Directors, at the same headquarters and at the CISS General Assembly regular meeting. The agenda shall specify the priority issues for each Sub-region, including activity results and programs to be implemented and submitted to the CISS General Assembly for approval. Extraordinary

meetings shall be summoned by the CISS Secretary General to transact specific businesses aimed at developing programs, or as requested by the majority of Sub-regions.

The Boards of Directors of the CASS and the Director of the CISS will be invited to attend ordinary meetings whenever necessary.

Chapter 2. Sub-regional Coordination.

Article 8°. Each Sub-region has a Board of Directors that is responsible for the Sub-region activities.

Article 9°. The Board of Directors is formed by a representative of each Country in the Sub-region, who is designated by the CISS member institutions of the corresponding Country.

Every three years, at the same date of the CISS General Assembly, the Board of Directors shall appoint a Coordinator among its members. The Board of Directors of each Sub-region shall organize itself on the basis of the purposes and programs established by its own members.

Article 10°. The Board of Directors of each Sub-region shall appoint one of its regular members as its representative to the Permanent Committee and other as its representative to the CISS Board of Directors. The Board of Directors Coordinator and the representatives to the Permanent Committee and the CISS Board of Directors shall be appointed simultaneously by all Boards of Directors, every three years at the same date of the CISS General Assembly summoned for the election of the ruling authorities.

The headquarters of the Sub-region Board of Directors shall be located in the Country in charge of coordinating the Board of Directors.

Article 11°. Each Sub-region Board of Directors shall hold a regular meeting annually at least, upon summons by its Coordinator, to develop, follow up, review and schedule the annual plan of action, and may hold extraordinary meetings whenever summoned by the simple majority of the member institutions through the Sub-regional Board of Directors Coordinator.

Article 12°. The Sub-region Board of Directors shall establish the place and date of its regular meeting in the annual plan of action.

Article 13°. For any Board of Directors resolution to be valid, approval by the simple majority of its members shall be required.

Article 14°. The CISS member institutions shall request, through the Sub-regional Board of Directors, the CISS support needed to promote cooperation and exchange of experiences, record progress and improve personnel training.

Section III. Sub-regional Activities.
Chapter 1. Sub-regions Annual Plan of Action.

Article 15°. Each Sub-region shall prepare an annual plan of action and activity report indicating its meetings and activities in the fields of training, research, technical cooperation, social security information, communication and dissemination systems, and others as determined by its own Board of Directors.

Such documents shall be submitted for approval to the simple majority of the Board of Directors members and sent to the Secretariat General accompanied by the corresponding application for financial and technical support one month a half before the date of the regular General Assembly, so that they are included by the General Assembly in the annual draft budget to be submitted to the next General Assembly meeting upon getting an opinion from the relevant CISS bodies in accordance with the nature of the activities as presented and scheduled.

Chapter 2. Performance of Sub-regional Activities.

Article 16°. Each Sub-region Board of Directors shall design their own plan of action in coordination with the CISS bodies, through the Secretariat General.

Each Board of Directors shall assess the performance of its own plan of action.

Article 17°. The Sub-regions may include in their respective plan of action proposals about issues related to social security, in order that they are incorporated to the annual plan of action of the Inter-American Center for Social Security Studies (CIESS) and the American Commissions of Social Security (CASS).

Article 18°. The Boards of Directors shall establish the appropriate mechanisms to provide the Secretariat General with information for their activities coordination and assessment by the Permanent Committee.

Article 19°. Each Sub-region Board of Directors supervises preparation of technical documentation and general information on social security in the Sub-region, so that they are disseminated through the CISS publications.

Article 20°. The CISS Secretary, CASS Chairmen and CIESS Director shall promote participation of experts in the events approved by the Sub-regions and publicize such events.

Article 21°. To improve implementation of the annual plan of action, the Boards of Directors shall promote cooperation efforts with international

organizations, training and research centers, as well as higher education and social security institutions.

Section IV. Relations Among Sub-regions and Communication with the Inter-American Conference on Social Security.

Article 22°. The Coordinator of each Sub-region Board of Directors, or the person designated by the Board of Directors, shall represent his/her Sub-region before the CISS General Assembly, with the right to be heard.

Article 23° All communications from the Sub-regions about the CISS bodies shall be made through the Secretary General.
For discussing any matter related to the Sub-regions competence, the CISS bodies shall ask for the Sub-regions opinion previously.

Article 24°. As regards relations among Sub-regions, communication shall be direct in the case of sub-regional matters, and through the Secretary General in the case of other matters he/she has authority on.

Secretariat General Regulation

Section I. Secretariat General Organization.

Article 1°. The Secretariat General is the Managing and Coordination Body of the Inter-American Conference on Social Security.

Article 2°. The Secretariat General work is organized through three Coordinations:

1. General Coordination
2. Financial and Management Coordination, and
3. Publications and Publishing Policy Division

The General Coordination has a Statutory Programs Division, a Communication and Computing Resources Division and a Translation and Public Relations Division.

The Financial And Management Coordination has Internal an Comptrollership and Budget Division, an Accounting and Finance Division, in charge of managing Cash, and a Personnel and Management Services Division, in charge of warehousing, photocopies and maintenance services.

The Publications and Publishing Policy Division has a Studies Division.

Section II. Description of Duties.

Chapter 1. The CISS Secretary General.

Article 3°. Under the CISS Bylaws, the Secretary General shall have the following responsibilities:

1. Endeavor to get that the CISS decisions, duties and activities are fully performed.
2. Endeavor to get that the CISS Bylaws and general application regulations are fully performed.
3. Together with the CISS President, summon all the Permanent Committee and the General Assembly regular and extraordinary meetings.
4. On a periodic basis, inform the members about the CISS activities.
5. Define the guidelines for the CISS members cooperation programs.
6. Coordinate the plans of action of the CASS Boards of Directors, the CISS Directorship, and the Sub-regions Boards of Directors.
7. Together with the sponsoring institution, propose a date for the General Assembly.
8. Together with the host country, hold a preparatory meeting to the General Assembly.
9. Supervise registration of accreditation of member institutions and/or country representative delegations to the Permanent Committee and the General Assembly Meetings.

10. Supervise registration of accreditation of the CISS Ruling Bodies to the Permanent Committee and the General Assembly Meetings.
11. Supervise registration of accreditation of similar international organizations and institutions to the Permanent Committee and General Assembly Meetings.
12. Together with the President, prepare the agenda for the Permanent Committee and the General Assembly sessions.
13. Organize the Permanent Committee, the CASS and the Sub-regions meetings to be held at the CISS headquarters.
14. Cooperate in the preparation of the CISS general plan of action and activity report to be submitted by the President to the General Assembly ever three years.
15. Submit for discussion to the General Assembly the relevant social security technical issues proposed by the CISS members and bodies.
16. On a yearly basis, submit to the Permanent Committee ordinary meeting his/her plan of action and report activity.
17. Submit for approval to the Permanent Committee applications for affiliation and withdrawal from institutions.
18. Summon the CASS extraordinary meetings.
19. Promote expert participation in the Sub-regions programs.
20. Keep the host country Department of Foreign Relations informed about program implementation.
21. Accredit the CISS President before the Department of Foreign Relations.
22. Through the Financial and Management Coordinator, prepare the draft annual budget and submit it to the General Assembly.
23. Manage and invest the CISS funds so as to ensure the best terms and conditions from the security and profitability points of view.
24. Authorize the Financial and Management Coordinator to make transfers of funds from available entries to deficit entries and inform the Permanent Committee.
25. Notify suspension rights cases to the Permanent Committee, which shall submit them for resolution to the next General Assembly regular meeting.
26. Execute and deliver payment of fees due agreements with member institutions, in accordance with the Financial Regulations.
27. Coordinate the five CISS Sub-regions activities, and provide the technical and financial support required under the budget as authorized by the Permanent Committee.
28. Submit to the Permanent Committee the annual balance sheet and the revenue and expense account.
29. Act as the secretary of the General Assembly and the Permanent Committee meetings, with the following responsibilities: certificate the presence of a quorum, tally votes, and inform the Chairman.
30. Attend the CISS Board of Directors meetings, with the right to be heard.
31. Appoint and remove the Secretariat General staff.
32. Implement the CISS publishing policy.
33. Preside over the Editorial Committee.

34. Perform the duties provided in the Bylaws and Regulations or determined by the CISS Presidency.

Chapter 2. General Coordination.

Article 4°. The General Coordination shall collaborate with the Secretariat General, specifically in the performance of the following duties:

1. Prepare the Triennial Plan of Action and Activity Report to be submitted by the President to the General Assembly.
2. Systematize information to prepare the annual plan of action and activity report to be submitted by the Secretariat General.
3. Prepare summons for the Permanent Committee and the General Assembly regular and extraordinary meetings.
4. Prepare technical cooperation programs for the CISS members, except for the CIESS.
5. Coordinate action plans among the CASS Boards of Directors, the CIESS Directorship, and the Boards of Directors of the sub-regions.
6. Attend the preparatory meeting to the General Assembly.
7. Coordinate accreditation of member institutions and/or country representative delegations to the Permanent Committee and the General Assembly meetings.
8. Coordinate accreditation of the CISS Ruling Bodies to the Permanent Committee and the General Assembly Meetings.
9. Accredite similar international organizations and institutions to the Permanent Committee and General Assembly Meetings.
10. Prepare the organization plan for the Permanent Committee, the CASS and the Sub-regions annual meeting to be held at the CISS headquarters.
11. Provide the elements required to prepare the triennial plan of action and activity report of the CISS Secretariat General.
12. Foster communication between institutions and the CISS bodies and ruling authorities.
13. Develop proposals to the CISS Secretary General aimed at improving organization.
14. Fulfill the CISS Secretary General requests.

Chapter 3. Statutory Programs Division.

Article 5°. The Statutory Programs Division shall collaborate with the General Coordination, specifically in the performance of the following duties:

1. Maintain a regular communication with the American Commissions of Social Security Boards of Directors and the Sub-regions Coordinators.
2. Coordinate, prepare and follow up the annual plans of action.
3. Solicit the CASS and the Sub-regions plans of action and activity reports.

4. Support organization of the CASS and the Sub-regions technical and regular meetings.
5. Promote joint actions of the CISS bodies.
6. Organize of the CISS bodies' statutory semestral and annual meetings.
7. Accredite the CISS President, Secretary General and foreign officials before the Department of Foreign Relations of the host country.
8. Follow up member institutions affiliation and disaffiliation process.
9. Act as the secretariat of the meetings where the Secretariat General is involved and write the corresponding minutes.
10. Review modifications to the Bylaws and Regulations.
11. Certify documents.

Chapter 4. Translation And Public Relations Division.

Article 6°. The Translation and Public Relations Division shall collaborate with the General Coordination, specifically in the performance of the following duties:

1. Reserve hotel rooms for the officials of member institutions and similar international organizations attending work meeting at the host country.
2. Ask for support from the Public Relations Management of the International Airport in order to facilitate entry to the host country of the officials attending meetings.
3. Confirm plane tickets; organize cultural tours; reserve lunches and dinners for all the CISS members visiting the headquarters, if required.
4. Prepare congratulation letters to the ambassadors presenting their credentials to the host State Government.
5. Coordinate updating of the CISS Secretariat directories and databases.
6. Answer member institutions communications to inform changes of their officials.
7. Translate at least from Spanish to English or vice versa the documents issued or received by the CISS Secretariat General de the CISS and, if possible and necessary, translate from and to other CISS official languages.
8. Revise the English version of Seguridad Social Journal and all other CISS official publications.
9. Control the documents sent for translation and revise translations.
10. Organize and coordinate simultaneous interpreting required for the CISS official events.

Chapter 5. Communication And Computing Resources Division.

Article 7°. The Communication and Computing Resources Division shall collaborate with The General Coordination, specifically in the performance of the following duties:

1. Develop and implement the CISS informatics and communication technology policy. CISS.
2. Identify the best computer hardware and communication equipment to fulfill the CISS purposes.
3. Develop, implement and manage the CISS Internet domain and space rental policy.
4. Maintain the CISS Internet access service.
5. Develop and maintain the CISS website and computer network.
6. Develop and maintain the CISS internal and external e-mail network.
7. Suggest development and/or updating of the operation manuals regulating the Informatics Area on the basis of experience.
8. Support the Financial and Management Area with operative information in the established formats.
9. Provide in a timely manner the computing services required by the Secretariat General Coordinations.
10. Maintain all the CISS equipment and networks in good operating conditions.
11. Support the Publications and Publishing Policy Division in all computing and electronic issues.
12. Ensure that the CISS files and software are appropriately saved in backups and security copies.

Chapter 6. Financial And Management Coordination.

Article 8°. The Financial and Management Coordination shall collaborate with the Secretariat General, specifically in the performance of the following duties:

1. Prepare and submit to the Secretary General the operation policies and manuals regulating the respective duties of the Internal Comptrollership and Budget, Accounting and Finance, Cash, Personnel, and Management Services areas.
2. Ensure that all areas subordinated to this Coordination perform in accordance with the established guidelines.
3. Collaborate in the specific actions to be taken by External Auditing in order to ensure an adequate internal control of the operation of the Conference as a whole.
4. Update management and financial manuals on proposals based on practice.
5. Design reports to reflect the financial and administrative position of the Conference.

6. Establish accounting and financial information systems for the Conference operation.
7. Collaborate to clarify or correct External Auditing observations and, if necessary, to adopt measures for preventing future occurrences.
8. Determine the best way to invest cash balances, and submit proposals to the Secretary General for approval.
9. Summon and attend the Procurement Committee meetings as provided in respective established procedure.
10. Prepare the CISS draft annual and triennial budget and collaborate in the preparation of those corresponding to each CISS bodies.
11. Keep the CISS Secretary General and President informed about the performance of budgets, including revenues and expenses, and the actions taken for due performance.
12. Prepare the semestral report on budget performance and fee statement account to be submitted to the Conference members through the Secretary General.
13. Submit for approval to the Secretary General transfers of funds from available entries to deficit entries in compliance with the Financial Regulations.
14. Collaborate to ensure that the CASS and Sub-regions allocations are managed as provided in the respective regulations.
15. Keep the CASS Chairman and the Sub-regional Coordinators informed about their institutions fee statement account.
16. In a timely manner, provide the Secretary General with information required applying statutory and regulatory provisions to CISS affiliated institutions regarding payment of debts.
17. Prepare the financial reports to be published on the CISS website.
18. Fulfill the CISS Secretary General requests.

Chapter 7. Internal Comptrollership And Budget Division.

Article 9° The Internal Comptrollership and Budget Division shall collaborate with the Secretariat General, specifically in the performance of the following duties:

1. Collaborate in the CISS annual budget development.
2. Collaborate in the budget establishment and control of financial caps for the CISSS and the Secretariat General, through the respective reports.
3. Supervise proofs of the CASS and the Sub-regions expenses.
4. Supervise accounts receivable (fees, courses, events, officials and employees, etc.)
5. Supervise accounts payable.
6. Determine and supervise events revenue and expense ratios.
7. Prepare the monthly revenue and expense report as compared with budget.
8. Update the table of authorized signatures for:
 - Joint checking accounts
 - Procurement

- Service contracts
 - Etc.
9. With support from the Accounting and Finance Division, take a warehouse inventory.
10. Inspect Fixed Funds allocated to the CISS areas.
11. Implement the pertinent internal control procedures to verify:
- Warehouse goods stocks
 - Reports on slow- or null-movement goods, to take actions
 - Revision of bank reconciliations
 - Seniority of pending of delivery checks
 - Fixed assets control and protection
 - Completion of personnel files
 - Authorization in all check requests

Chapter 8. Accounting And Finance Division.

Article 10°. The Accounting and Finance Division shall collaborate with the Secretariat General, specifically in the performance of the following duties:

A) EXPENSE VOUCHERS

1. Reception and revision of check requests (CISS and suppliers)
2. Request to Cash preparation of check vouchers
3. Check vouchers preparation (CASH)
4. Check vouchers encoding
5. Check vouchers input in the system in use
6. Control and tracking of checks to be checked
7. Vouchers filing and protection

B) INCOME VOUCHERS

1. Deposit vouchers preparation (CASH)
2. Income vouchers preparation
3. Income vouchers encoding
4. Income vouchers input in the system in use
5. Vouchers filing and protection

C) JOURNAL VOUCHERS

1. Fixed assets depreciation recording
2. Reception, revision and recording of warehouse inflow and outflow
3. Provision for payroll payment recording
4. Interbank transfers recording
5. Bank commissions and interest
6. Checks check implementation
7. Bank floating recording
8. Recording of revenues from fees, courses and events, and other accounts receivable
9. Tax provision recording
10. Photocopy consumables recording

11. Recording of any other book entry required at month's closing

D) OTHER

1. Check requests reception
2. Supplier invoices reception and revision
3. Cash Report reception and revision for the day's income
4. Preparation of bank reconciliations
5. Daily review of cash available for investment
6. Prepare periodic financial reports in the proper forms as regulated, and submit them for approval to the Finance and Management Coordinator.
7. Ensure due regulatory compliance of Cash duties
8. Ensure that the diverse Cash services required by the different areas of the Conference are provided in a timely and correct manner.

Chapter 9. Personnel and Management Services Division.

Article 11°. The Accounting and Finance Division shall collaborate with the Secretariat General, specifically in the performance of the following duties:

A) PERSONNEL

1. Personnel control: attendance, delays, vacations, sick leaves, etc.
2. Submittal to the host State competent bodies of the CISS personnel registration, cancellation of registration and modifications to wages.
3. Payroll preparation.
4. Payroll processing by the system in use.
5. Service contracts preparation.

B) TAXES

1. Preparation and filing of regulatory returns.

C) FIXED ASSETS

1. Fixed assets control
2. Fixed assets depreciation computation for accounting records

Chapter 10. Publications and Publishing Policy Division.

Article 12°. The Publications and Publishing Policy Division shall collaborate with the Secretariat General in the planning, coordination, preparation and dissemination of all the CISS publications, specifically in the performance of the following duties:

1. Plan, prepare and disseminate the CISS Seguridad Social Journal.

2. Plan, coordinate the logistics of, prepare and disseminate the Americas Social Security Report, featuring the subject that the Permanent Committee selects each year.
3. Plan, coordinate, prepare and disseminate the CISS Studies and Monographies Series.
4. Support the CISS, the CASS, and the Sub-regions editorial work and, in general, all CISS members that require editorial technical support.
5. Coordinate itself with all the CISS bodies promoting publications to disseminate their research works.
6. Support the General Coordination in the publication section of the CISS website, as well as in the various brochures and other documents for disseminating the CISS activities.
7. Support the international character of the CISS publications, ensuring that all products are published at least in English and Spanish and, if possible, in all the CISS official languages.
8. Ensure that the CISS publications comply with and are protected by copyright laws.
9. Ensure that all the CISS publications benefit from international laws and conventions on bibliographic classification.

The Inter-American Center for Social Security Studies Regulations

Section I. Definition.

Article 1°. The Inter-American Center for Social Security Studies (CIESS) is the Inter-American Conference on Social Security (CISS) teaching, training and research body.

Section II. Authorities.

Article 2°. The ruling authorities for the CIESS are:

- a) The Board of Directors
- b) The Director

Section III. Board of Directors Meetings.

Article 3°. The Board of Directors shall hold regular meetings every six months, and extraordinary meetings upon summons from the CISS President or request made by a simple majority of the members.

Article 4°. For any meeting of the Board of Directors to be validly summoned, a quorum of a simple majority of its members shall be required.

Article 5°. The Board of Directors shall adopt resolutions by the affirmative vote of a simple majority of its members in attendance.

Article 6. The President shall have the casting vote to break a tie.

Section IV. Director.

Chapter 1. Responsibilities.

Article 7°. Under the CISS Bylaws, the CIESS Director shall have the following responsibilities:

- a) Propose to the Board of Directors staff recruitment procedures, which shall apply to all cases upon approval from the Board.
- b) Execute and deliver labor agreements as well as any contract related to professional services provision under the fee system and, in general, documentation about the CIESS duties and powers.

- c) Award grants in accordance with the CISS Financial Regulations and the Board of Directors resolutions. For the affiliated institutions from the country hosting the CISS headquarters, the Director may award additional grants on the basis of, among other circumstances, the amount of the contributions from such institutions to develop the Center activities, and shall account for them on to the Board of Directors.
- d) Supervise the Communication Area activities and services.
- e) Other responsibilities required for the performance of the Center duties.

Chapter 2. Communication Area.

Article 8°. The Communication Area shall be responsible for informing the CISS members about the Center activities, as well as for preparing materials intended for publication and editing materials as approved.

The Communication Area shall have the following responsibilities:

- a) Prepare and disseminate information material about the CISS activities, focusing on the appropriate selection of channels to be used.
- b) Coordinate the technical process for editing publications, as well as diffusion and sale thereof.
- c) Organize and manage the Center documentation resources, including acquisition and systematization schedules as well as the best service provision.
- d) Coordinate induction sessions in every teaching activity, providing participants with information about the Center services and other issues of interest.

Section V. Internal Organization.

Chapter 1. Operating Areas.

Article 9°. To fulfill its duties, the CISS shall have the following operating areas:

- a) Teaching, Training and Research:
 - Teaching Board
 - Teaching Coordination
 - Research Coordination
 - Teaching Divisions
- b) Support:
 - Management Committee
 - Management
 - Functional Areas

One person may be in charge of one or more teaching divisions.

Chapter 2. Teaching Board.

Article 10°. The Teaching Board is the body responsible for planning and evaluating the Center education programs as approved by the Board of Directors. The Teaching Board shall be made up by the Director, who shall act as its Chairman, the Teaching Coordinator, the heads of Divisions, the Research Coordinator, and a Secretary appointed by the Director. The Teaching Board shall hold periodical meetings whenever summoned by the Director.

Article 11°. The Teaching Board shall have the following responsibilities:

- a) Review and propose to the Board of Directors, through the Director, the academic structure required to fulfill the teaching, training and research purposes of the Center.
- b) Develop annual teaching, training and research programs to be submitted on time by the Director for approval to the Board of Directors.
- c) Establish policies and criteria for evaluating education programs, and evaluate implementation results in a regular manner.
- d) Give an opinion on specific teaching, research and publication projects that the Center Director shall submit to the Board of Directors and the General Assembly.
- e) Support the Director in the preparation of the regular budgets and reports he/she shall submit to the Board of Directors and the General Assembly.
- f) Other responsibilities entrusted to it by the Director and these Regulations.

Chapter 3. Teaching Coordination and Divisions.

Article 12°. The Teaching Coordination shall be performed by the person appointed by the Director, who *shall* follow the Director's orders and supervise teaching Divisions pursuant to the Director's instructions and criteria. Such person shall be also in charge of the Center publishing function.

Article 13°. The Teaching Coordination shall have the following responsibilities:

- a) Support the Director in the design, implementation and control of annual internal and external, distance and mixed education programs, as well as in supervision of evaluation of such activities developed by the teaching Divisions.
- b) Identify the teaching and training issues in the field of social security that should be researched and developed in teaching activities.
- c) Promote the involvement of international organizations, the American Commissions of Social Security (CASS), the Sub-regions, the Research Coordination, the Teaching Divisions, Social Security

- institutions and similar organizations, as well as universities and other academic centers in teaching activities.
- d) With collaboration from the Teaching Divisions, draw up the draft general education program to be submitted on time to the Director for approval.
 - e) Coordinate the education program implementation and ensure the development thereof in accordance with the Board of Directors' and the Director's resolutions and the assigned budget.
 - f) Develop programs for teaching and training cooperation with international organizations, as well as higher education and social security institutions.
 - g) Identify social security research works and surveys deserving publication for their quality.
 - h) Endeavor to get that publications are self-financed.
 - i) Draw up the general publishing schedule in accordance with the policies established by the Conference, to be submitted by the Director to the Board of Directors.
 - j) Coordinate publishing projects implementation and ensure performance as scheduled and budgeted.
 - k) Assess the performance of the Center publishing schedule.
 - l) Other entrusted to it by the Director and these Regulations.

Article 14°. The Teaching Divisions have the following responsibilities:

- a) Develop its education and training activity, which shall be submitted to the Teaching Coordinator and the Teaching Board in order to be included in the Annual Program to be submitted by the Director to the CIESS Board of Directors.
- b) Perform teaching activities, either in or out the headquarters, in its field of expertise.
- c) Upon the Director's request and by mutual agreement with the Teaching Coordinator, develop the teaching and training assistance projects required by the CISS member institutions.
- d) Select the best coaches and lecturers for every teaching activity.
- e) Select candidates to participate in teaching activities and inform the requesting institutions thereof.
- f) Inform the Academic Coordinator about applications for grants.
- g) Ensure compliance with both teaching and management standards and procedures in effect.
- h) Perform teaching and training evaluation procedures in each activity.
- i) Other responsibilities entrusted to them by the Director and these Regulations.

The Division's heads shall perform pursuant to the Center Director's instructions and criteria and be supervised by the Teaching Coordinator, to whom they shall submit a regular activity report.

Chapter 4. Research Coordination.

Article 15°. The person appointed by the Director, who shall follow the Director's orders, shall perform the Research Coordination.

Article 16°. The Research Coordination shall have the following responsibilities:

- a) Identify priority research needs in the field of social security in the Americas.
- b) Promote the involvement of international organizations, the American Commissions of Social Security (CASS), the CISS Sub-regions, the Research Coordination, the Teaching Divisions, Social Security institutions and similar organizations, as well as universities and other academic centers in research projects implementation.
- c) Endeavor to get that research projects are self-financed.
- d) Draw up the general research program and each project-specific protocol in particular, to be submitted on time to the Director for approval.
- e) Coordinate each project implementation and ensure performance as scheduled and budgeted.
- f) Develop programs for research cooperation with international organizations, as well as higher education and social security institutions.
- g) Assess the performance of projects on the basis on the intended purposes and promote publication thereof.
- h) Support the Director in the preparation of the regular budgets and reports he/she shall submit to the Board of Directors and the General Assembly.
- i) Other responsibilities entrusted to it by the Director and these Regulations.

Chapter 5. Management.

Article 17°. The Management Committee is the body in charge of supporting the Director. It is responsible for establishing planning, organization and evaluation policies and criteria for the Center management services, as well as for reviewing performance thereof on a periodic basis. It is made up by the Director, who shall act as its Chairman, the Manager and the heads of the functional areas.

The Management Committee shall hold regular meetings upon summons from the Director.

Article 18°. The Management Committee shall have the following responsibilities:

- a) Establish the management actions and procedures required for the Center due performance, endeavoring to get resource streamlining and optimization in all times.

- b) Supervise application of financial resources and due performance of budget as authorized.
- c) Support the Director in the preparation of the regular budgets and reports to be submitted to the Board of Directors, the Permanent Committee and the General Assembly.
- d) Other responsibilities entrusted to it by the Director and these Regulations.

Article 19°. The person appointed by the Director, who shall follow the Director's orders, shall perform management.

Article 20°. Management shall have the following responsibilities:

- a) Provide the Director with the management support required to fulfill his/her duties.
- b) Coordinate and supervise management functional areas' tasks, establishing the control and assessment procedures for their best performance.
- c) Use financial resources in accordance with the approved budget.
- d) Provide the materials and equipment required for the Center due performance.
- e) Inform on time the Director and the Management Committee about budgetary variations and possible corrective measures, so that pertinent decisions are taken.
- f) Every year, upon consultation with the Management Committee, prepare the draft personnel budget to be submitted to the Director.
- g) Suggest to the Director actions aimed at improving personnel supervision and control.
- h) Inform the heads of the various operating areas about incidents related to their personnel.
- i) Submit to the Director for approval the criteria to be applied to budget provisions and draft budgets for special activities.
- j) On a periodic basis, inform the Management Committee about the most relevant issues inherent to its performance.
- k) Other responsibilities entrusted to it by the Director and these Regulations.

Article 21°. Management shall have the following functional areas: Maintenance, Events, Accommodations, Personnel, General Services, Security and other as required for fulfilling the Center purposes.

Article 22°. Maintenance shall be responsible for keeping the Center premises in optimum conditions.

Article 23°. Events shall have the following responsibilities:

- a) Develop the annual premises utilization schedule, which shall be based on the plan of action and the education program and submitted to Management.
- b) Prepare, with Management approval, the draft budgets for each special hired events in accordance with guidelines and criteria established for such purpose.

- c) Supervise and ensure due utilization of premises.

Article 24°. Accommodations shall have the following responsibilities:

- a) Welcome, register and accommodate all persons staying at CIESS premises.
- b) Secure that guest services are provided on time and effectively, specially regarding personnel care and cleaning in accommodation areas.

Article 25°. Personnel shall have the following responsibilities:

- a) Supervise personnel performance and due execution of the respective budget.
- b) Track personnel incidents and prepare the reports required.
- c) Provide the Manager with information needed to prepare the annual draft personnel budget.
- d) Communicate to the Manager any actions aimed at improving personnel management and control.
- e) Submit to the Manager a regular personnel incident report.
- f) Prepare the regular reports to be submitted to the Secretariat General for due documentation and accounting of personnel remuneration and related decisions by the CIESS, such as disciplinary actions, discounts, bonuses and compensations.

Article 26°. General Services shall have the following responsibilities:

- a) Provide audiovisual equipment and maintenance thereof for events.
- b) Control and operate switchboard and telephone equipment.
- c) Provide transportation and courier services as required, as well as control and maintain in optimum conditions the Center vehicles.
- d) Provide other general services as required.

Article 27°. Security shall responsible for CIESS personnel, guests, valuables and premises security.

Article 28°. One person may be in charge of one or more functional areas.

Each functional area shall inform Management about budgetary variations so that they are communicated to the Management Committee, notwithstanding information received by Management on budgets from the Management and Financial Coordination subordinated to the Secretariat General.

Section VI. Participants.

Article 29°. Participants in the CIESS activities shall be subject both to these Regulations and the Center internal rules.

Section VII. General Provision.

Article 30°. Any issue overlooked in these Regulations shall be resolved by the Board of Directors, which is empowered to construe the provisions herein in case of doubt.