



THE LEGISLATIVE ASSEMBLY OF THE REPUBLIC OF COSTA RICA

In the ordinary session No. 146-2020 held by the Legislative Directory on March 4, 2021, the agreement that I transcribe below was taken:

ARTICLE 12.- IT IS AGREED: To approve the following document:

“ REGULATION FOR THE CONVOCAION OF REPRESENTATIVES, PROPRIETORS AND
SUBSTITUTES OF CIVIL SOCIETY BEFORE THE INSTITUTIONAL COMMITTEE OF THE OPEN
PARLIAMENT OF THE LEGISLATIVE ASSEMBLY OF THE REPUBLIC OF COSTA RICA

Article 1.- Object . These regulations establish the regulations to which private law civil society organizations that wish to propose the name of natural persons who aspire to be part of the Institutional Commission of the Open Parliament of the Legislative Assembly of the Republic of Costa must submit. Rica (CIPA), according to the Open Parliament Institutional Policy approved by the Legislative Directory in Ordinary Session No. 045-2019, of April 29, 2019 and the agreement of the same body of Ordinary Session No. 093-2020, of February 18 of 2020.

Article 2.- Definition of civil society organization .

For the purposes of this regulation, civil society organizations shall be understood as those groups of people who act collectively to influence and collaborate in decisions in the public and/or social sphere. These must be permanent and have a defined internal organizational structure. Hereinafter organization.

Organizations made up of public officials will not be considered as civil society when their participation is in this capacity or they are attached to or depend directly on a public entity or body, or belong to any government institution or structure.

Likewise, political parties and their internal organizations will not be considered as civil society organizations.

Article 3.- Registration requirements . Civil society organizations that wish to submit names of natural persons on their behalf must meet the following requirements to be eligible to join CIPA:

- a) Letter of intent and application to CIPA, which clearly and precisely justifies the trajectory, the interest of the organization in being part of CIPA and at least the following elements: the purposes of the organization, its action plans, projects developed and/or what you want to develop, objectives and goals that motivate your application. You can attach all the information you consider necessary to support your application.
- b) Resume of between one to three individuals for the organization, including full name, identity card number, profession or trade, exact address, telephone(s) and email, their experience and suitability within the organization, as well as his experience in

participating in public social projects and civil society organizations. The list must be presented in equal form and in those cases that for the purposes of the organization establish it, it can be of a single gender. Sworn statement that he does not hold paid positions in the public service.

- c) Suitable document that demonstrates the validity of the permanent organization, with at least five years prior to the date of application.
- d) Certification from a suitable public entity or body or certification from a notary public, stating that they have an internal organizational structure, indicating the full name and identity card number of those who hold those positions at the time of submitting their application.
- e) At least three letters from public institutions or international organizations stating that they have participated and/or developed collaborative projects in the last five years with those entities.
- f) At least three letters from different civil society organizations that guarantee the participation and representativeness of the applicant organization to integrate the commission.

Article 4.- Sworn statement. In case of being appointed prior to exercising the position, they must present a sworn statement before a Notary Public of the people nominated by the participating organization, stating that they do not hold paid positions in the public function, except in the case of academic work in public institutions. of higher education. In such case, they must indicate in said affidavit, the institution in which they work and the functions they perform.

Article 5.- Announcement. The call will be public, addressed to civil society organizations. The application process will be publicized through the Legislative Portal, social networks and radio and television broadcasts of the Legislative Assembly of the Republic of Costa Rica, during the month of June of the first legislature of the constitutional period. The requirements will be indicated. of participation established in these regulations and the email where the information will be received. The call will be made in a coordinated manner between the departments of Citizen Participation and Public Relations, Press and Protocol.

Article 6.- Registration. Civil society organizations will have the month of July after the call to present their applications with all the requirements established in these regulations. The presentation of the documents in their entirety will be made by means of a single shipment per participating organization, electronically, through an email enabled exclusively for this purpose. The Department of Citizen Participation will be responsible for the registration of all the candidacies, the confirmation of documentary reception and the conformation of the respective files to be delivered to the members of the CIPA. The documents may be delivered with a digital signature. In case of not having this, the interested parties must send the duly signed documents and a copy of the identity card via email.

Article 7.- Hearing for the presentation of candidacies. Based on the assessment of the documentation and suitability of the candidate organizations for representatives, the CIPA will convene a hearing for the participating organizations, within a period of no less than ten business days prior to sending the recommendation to the Legislative Directory, so that the persons nominated by the organizations state the reasons for their interest in integrating the CIPA. The term may be extended only once if the number of applications warrants it.

Article 8.- Recommendation to the Legislative Directory. After analyzing the files of the applicant organizations and their candidates, in the month of July of the first legislature, the deputies who make up the CIPA, with the support of the members of the administrative

body, will submit a list to the Legislative Directory , recommending, in descending order, according to their priority criteria, the selected organizations and the reasons for said order. Representatives of civil society accredited before the CIPA will not participate in the analysis and drafting of the list, to avoid conflicts of interest arising in the recommendation.

Within the criteria that the deputies and deputies members of the CIPA consider, will be the equal participation of men and women, the trajectory of the organization and the resume of each applicant, trying to maintain the heterogeneity, equality and diversity of the represented sectors. , as well as documents requested in article 3 of this Regulation.

Article 9.- Appointment . The appointment of up to three civil society organizations as representative members in the CIPA is an exclusive power of the Legislative Directory, which will be carried out and notified in the month of August of the first legislature of the constitutional period.

The Legislative Directory will assess, for its decision, the recommendation that for this purpose and in a reasoned manner, the deputies and deputies that make up the CIPA send it. The appointment will be for four years, not being able to be re-elected consecutively. Participation in CIPA will not generate any remuneration.

In order to guarantee gender parity in the appointment, the Legislative Directory may freely define who will be regular representatives and who will be substitutes for the nominations presented by civil society organizations. The substitute person must belong to the same organization as the titular representative.

Article 10.- Swearing-in . The representatives of the designated civil society organizations must be sworn in by the president of the Legislative Assembly, prior to assuming their duties, on September 1 of the year in which they were designated, or the business day immediately following.

Article 11.- Direct appointment for non-presentation of candidacies . In case no candidates are presented, the CIPA, with the collaboration of the Departments of Citizen Participation and Public Relations, Press and Protocol, will proceed to make a new call, following the procedure described above, reducing the deadlines to half of the previous ones. In case of being unsuccessful, the second call will be made by direct invitation of the CIPA, seeking the representativeness of the different organizations at the national level.

Until such appointment process is carried out and in order not to affect the structural quorum of the CIPA, the Legislative Directory may extend the appointment of up to three civil society organizations that at the time are part of the CIPA, after consulting and accepting these.

If this extension does not proceed, the Legislative Directorate, upon recommendation of the CIPA, may directly make a provisional appointment of up to three organizations representing civil society, as long as they express their consent and meet the requirements set forth in this Regulation.

Article 12.- Revocation appeal against the appointment . Against the act of designation of the organizations that are candidates for representatives before the CIPA and against the appointment of the elected organizations, only the appeal for revocation will be filed before the Legislative Directory, within a period of three business days, counting from the notification of the actionable act.

Article 13.- Duties towards civil society of the organizations and of the elected representatives. The representatives of civil society organizations before the CIPA must comply with the following obligations and duties:

- a) Attend the sessions convened by the CIPA and comply with the obligations contemplated in the Open Parliament Institutional Policy approved by the Legislative Directory in Ordinary Session No. 045-2019 and those inherent to the position as a member of that collegiate body.
- b) Be guided by ethical principles and in your participation in CIPA.
- c) Attend and represent the interests of civil society in the implementation and strengthening of the Open Parliament Policy.
- d) Promote the dialogue that facilitates the agreements in the CIPA.
- e) Submit a public report of their work to CIPA and civil society organizations, once their period of appointment as a representative before CIPA has ended.
- f) Refrain from occupying paid positions in the public function while they are part of the CIPA, the acceptance of this will imply the tacit resignation of the position. Persons who perform academic work in public institutions of higher education are exempt from this requirement.

Article 14.- Personal resignation of the holder or substitute. In the case of being the holder who resigns, the substitution will assume ownership until the end of the period. In the event that the resignation is from both representatives of the same civil society organization, the Legislative Directory, upon recommendation of the deputies of the CIPA and with the acceptance of the respective organization and candidates, may designate from the list of candidatures that participated in the initial appointment process.

If the list of eligible organizations and candidacies is exhausted, the deputies of the CIPA will recommend to the Legislative Directory a substitute organization with the respective names of the representatives, so that they proceed to appoint directly, provided that the proposed candidacy states your consent and comply with the requirements in this regulation. This appointment under the previous assumptions, will be for the rest of the pending period to be fulfilled.

Article 15.- Causes of loss of representation. The representatives of civil society organizations will cease to be part of the CIPA, due to the following causes:

- a) Resignation of the proprietary or alternate representatives.
- b) When so requested by the organization it represents, in which case the same procedure established in article 13 of these Regulations will be applied.
- c) By assuming a paid position within the public administration. Persons who perform academic work in public institutions of higher education are exempt from this requirement.
- d) The absence of the organization in an unjustified manner for three consecutive or five alternate sessions.

Article 16.- Supplementary application. In matters not provided for by these Regulations, the provisions contained in the General Law of Public Administration shall be applied additionally.

Transitory I.- The election of the representatives of civil society organizations to form the CIPA will be for the remainder of this constitutional period and will be carried out following the procedures established in these regulations.

The civil society election process will take place thirty calendar days after the approval of these Regulations by the Legislative Directory.

Transitory II.- Once the commission is integrated with the representatives of civil society, it will proceed only once to review this regulation and public consultation for a period of thirty calendar days, with the aim of receiving contributions, suggestions and comments. , the same.

It is effective as of its approval by the Legislative Directory in Session _____ of _____"