



PLURINATIONAL STATE OF BOLIVIA MINISTRY OF HEALTH  
AND SPORTS

# MANUAL DE ORGANIZACIÓN Y FUNCIONES (Cuarta Versión)




APPROVED BY MINISTERIAL RESOLUTION  
No. 0092 OF 01/20/2012

**General Directorate of Planning**

La Paz - Bolivia January

2012

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## AUTHORITIES OF THE MINISTRY OF HEALTH AND SPORTS

Dr. Nila Heredia Miranda  
**MINISTER OF HEALTH AND SPORTS**

Dr. Martín Maturano Trigo  
**DEPUTY MINISTER OF HEALTH AND PROMOTION**


Mr. Alberto Camaqui Mendoza  
**DEPUTY MINISTER OF TRADITIONAL MEDICINE AND  
 INTERCULTURALITY**

Mr. Miguel Ángel Rimba Alvis  
**DEPUTY MINISTER OF SPORTS**

Dr. Germán Crespo Infantes  
**GENERAL DIRECTOR OF PLANNING**

La Paz - January 2012


	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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B. Ministerial Resolution No. 0092 of January 20, 2012

 **Resolución Ministerial** **Nº 0092** **20 ENE 2012**

**VISTOS Y CONSIDERANDO:**

Que, el Artículo 7 de la Ley 1178 de 20 de julio de 1990, Ley de Administración y Control Gubernamentales, establece que el Sistema de Organización Administrativa se definirá y ajustará en función de la Programación de Operaciones;

Que, el numeral 22 del Parágrafo I del Artículo 14 del Decreto Supremo N° 29894 de 07 de febrero del 2009, Estructura Organizativa del Órgano Ejecutivo del Estado Plurinacional, señala como atribución de las Ministras y los Ministros del Órgano Ejecutivo, en el marco de las competencias asignadas al nivel central en la Constitución Política del Estado, de emitir las resoluciones ministeriales;

Que, el Parágrafo III del Artículo 122 de la norma precitada, determina que cada ministerio podrá crear nuevas unidades o fusionar las existentes, mediante resolución ministerial, previa justificación técnica y legal, dentro de los límites presupuestarios asignados al ministerio;

Que, el Artículo 2 de las Normas Básicas del Sistema de Organización Administrativa, señala que el objetivo general del Sistema de Organización Administrativa es optimizar la estructura organizacional del aparato estatal, orientándola para prestar un mejor servicio a los usuarios, de forma que acompañe eficazmente los cambios que se producen en el plano económico, político, social y tecnológico;

Que, el Artículo Sexto de la Resolución Ministerial N°1359 del 18 de Octubre del 2011, establece que la Unidad de Planificación Estratégica queda encargada de elaborar el Manual de Organización y Funciones, en el plazo máximo de noventa (90) días a partir de la fecha de aprobación de la presente Resolución;

Que, mediante Comunicación Interna CITE: MSD/DGP/01862/11 de fecha 28 de diciembre de 2011, el Director General de Planificación, solicita a la Ministra de Salud y Deportes, la emisión de la Resolución Ministerial que apruebe y autorice la impresión y publicación del "MANUAL DE ORGANIZACIÓN Y FUNCIONES DEL MINISTERIO DE SALUD Y DEPORTES (Cuarta Versión)", de acuerdo a los antecedentes adjuntos;

Que, mediante Hoja de Ruta MSD/12684 de fecha 29 de diciembre de 2011, la Ministra de Salud y Deportes, instruye a la Directora General de Asuntos Jurídicos, elaborar la Resolución Ministerial solicitada;

**POR TANTO:**

La Ministra de Salud y Deportes, en uso de las atribuciones que le confiere el Decreto Supremo N° 29894 de 07 de febrero de 2009, Estructura Organizativa del Órgano Ejecutivo del Estado Plurinacional;

**RESUELVE:**

**ARTÍCULO PRIMERO.-** Aprobar el "MANUAL DE ORGANIZACIÓN Y FUNCIONES DEL MINISTERIO DE SALUD Y DEPORTES (Cuarta Versión)" y autorizar la impresión y publicación, conforme al texto adjunto que forma parte integrante e indisoluble de la presente Resolución; debiéndose inscribir la publicación institucional en los registros de Depósito Legal e ISBN.

**ARTÍCULO SEGUNDO.-** Se prohíbe la transferencia de ítems entre Unidades Organizacionales del Ministerio de Salud y Deportes, salvo autorización expresa de despacho Ministerial siempre y cuando no se afecten los objetivos programados.


**ARTÍCULO TERCERO.-** La actualización permanente del presente documento estará a cargo de la Dirección General de Planificación en coordinación con la Dirección General de Asuntos Administrativos.

La Dirección General de Planificación y la Dirección General de Asuntos Administrativos, quedan a cargo de la ejecución y cumplimiento de la presente Resolución.


Regístrese, comuníquese y archívese.

  
**Dra. Marina L. Valda de Castro**  
 DIRECTORA GENERAL DE  
 ASUNTOS JURÍDICOS  
 MINISTERIO DE SALUD Y DEPORTES

  
**Alberto Camacho Mendoza**  
 VICEMINISTRO DE MEDICINA  
 TRADICIONAL Y INTERCULTURALIDAD  
 MINISTERIO DE SALUD Y DEPORTES

  
**Dra. Nila Heredia Miranda**  
 MINISTRA DE SALUD  
 Y DEPORTES  
 ESTADO PLURINACIONAL DE BOLIVIA

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## I. INTRODUCTION

The organization of the entities that make up the Executive Branch is a dynamic process of constant adjustments and additions, based on the experience and requirements of the National Government. In this context, the organizational structure of the Ministry of Health and Sports is developed, adjusting its functionality to Law No. 1178 (SAFCO) of July 20, 1990, and the Regulatory Decree on the Organization of the Executive Branch D.S. 29894, which includes among its objectives that the integrated systems of Administration and Control must allow all public officials to assume specific responsibilities, providing them with the tools to efficiently manage public resources and thus respond in a timely manner for the results of their management.

This Organization and Functions Manual is an operational administrative instrument that contains information on the designed organizational structure (organigram), with the aim of promoting its understanding, through the description of the objectives and functions inherent to each of the established organizational units and areas, specifying the relationship of dependency of each of them with respect to the others, and includes useful information to familiarize the members of the organization with the objectives, policies, and practices of the Entity.


Therefore, this Organization and Functions Manual has been prepared with the purpose of allowing officials of the Ministry of Health and Sports to obtain a comprehensive understanding of the nature of the organizational units, their products, their location within the organizational structure, the means and channels of communication and coordination, both internal and inter-institutional, as well as the degrees of authority and responsibility.

Thus, the Organization and Functions Manual of the Ministry of Health and Sports was prepared based on the guidelines established by the Basic Rules of the Administrative Organization System and Ministerial Resolution No. 01359 of October 18, 2011, which approves the Organizational Structure of the Ministry of Health and Sports. Therefore, this manual is mandatory for all Organizational Units and faithfully complies with the regulations that provide for the implementation of measures of austerity, rationality, and transparency in public spending, and fully reflects the determined structure and functions.

It should be noted that September 2011 was taken as the cut-off date for the preparation of this document.

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## II. PURPOSE OF THE ORGANIZATIONAL AND FUNCTIONS MANUAL

The Organization and Functions Manual of the Ministry of Health and Sports is a useful reference guide for public servants in the performance of the functions of the organizational units that make up the entity's organizational structure.

## III. SCOPE

The provisions contained in this Organization and Functions Manual are applicable to and must be strictly complied with by all Organizational Units of the Ministry of Health and Sports.

Decentralized entities, given their administrative, legal, and technical autonomy, must develop their own administrative instruments.


## IV. LEGAL BASIS OF CREATION

In 1906, the first steps were taken to organize health care in Bolivia, and the General Directorate of Health was created, which was responsible for the Superintendency of National Hygiene, Health, and Public Assistance Services. During the government of Lt. Col. Germán Busch, on August 20, 1938, the Law creating the Ministry of Hygiene and Health was approved, and through the Law of November 1940, the Ministries of Agriculture and Labor were annexed. Germán Busch, on August 20, 1938, approved the Law creating the Ministry of Hygiene and Health, and by means of a Law of November 1940, the Ministries of Labor and Social Welfare were annexed.

Dr. Alfredo Mollinedo, seeing the administrative needs of the office under his charge, had the Council of Ministers approve the Decree of August 31, 1938, whereby the Ministry of Hygiene and Health took charge of the organization and operation of health and hygiene in the Republic. To this end, two departments were created, one technical and the other administrative. The Technical Department would be headed by a medical professional with the title of Chief Officer, and twelve directorates would operate under his authority with the following specific functions:

1. Directorate of Hospitals and Public Assistance.
2. Directorate of Tuberculosis and Leprosy Control.
3. Directorate of Malaria Control, Tropical Diseases, and Yellow Fever.
4. Directorate of Scientific Institutes.
5. School Health Department.
6. Directorate for the Fight against Venereal Disease and Alcoholism.
7. Directorate of Epidemiology and Prophylaxis.

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8. Directorate of Industrial, Urban, and Rural Hygiene.
9. Directorate of Chemical and Pharmaceutical Services.
10. Dental Services Department.
11. Directorate of Information and Propaganda.
12. Sanitary Engineering.

The Administrative Department (Article 5 of the decree) consisted of eight departments.

The decree pointed out the need to draw up an Organic Statute for the Ministry, which would establish its technical powers and responsibilities, indicating the correspondence of the budget with that of the General Directorate of Public Health. The Decree of June 6, 1939, approved the organic statute of the Ministry of Hygiene and Health in 21 chapters and 14 articles, which constitutes the first regulatory document for the health sector in the country. (Gregorio Mendizábal Lozano; History of Public Health in Bolivia PAHO/WHO 2002; Prisa Ltda.).

Decree Law 09195 of April 30, 1970, modified the legal institutional structure of the government, establishing the Ministry of Social Welfare and Public Health, responsible for preventive medicine, social protection, health recovery, citizen rehabilitation, nutrition, health education, and social security policy.


Subsequently, through Article 19 of Law No. 1493 on Ministries of the Executive Branch and Supreme Decree 23660 of October 12, 1993, the Ministry of Human Development was created, under which the National Health Secretariat was placed, with the objective of ensuring the right to health for the entire population of Bolivia, comprehensive care, and health promotion with popular participation.

As part of the State Reforms, beginning on April 20, 1994, the health sector began a rapid transfer of ownership of health infrastructure and equipment to municipal governments, which assumed their role and helped to renovate the obsolete structure. Resources and economic power were decentralized, but the Central Government retained responsibility for responding to the right to health for the entire population.

With the Popular Participation Law No. 1551 of April 20, 1994, in its Article 13, a new administrative, political, economic, and social system was created in the country, and in the health sector, the transfer of

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property rights over movable and immovable assets related to public health service infrastructure, which until then had belonged to the national government.

Law No. 1788 on the Organization of the Executive Branch, dated September 16, 1997, Article 4 determines the composition of the Executive Branch, which includes the Ministry of Health and Social Welfare, whose mission was to formulate policies and strategies for the sector, as well as to supervise, evaluate, and coordinate the National Health and Social Welfare System.

According to Supreme Decree 24855 dated September 22, 1997, which regulates Law No. 1788 (Organization of the Executive Branch), Law 1493 of September 17, 1993, was repealed and the Ministry of Health and Social Welfare was created, consisting of the Deputy Minister of Health and the Deputy Minister of Social Welfare, to fulfill the political and regulatory role within the Health and Social Welfare System.

By means of Law No. 2446 on the Organization of the Executive Branch and Regulatory Decree No. 26973, "Regulations to the Law on the Organization of the Executive Branch," dated March 27, 2003, the structure of the Ministry of Health and Social Welfare was modified and renamed the Ministry of Health and Sports, incorporating the Vice Ministry of Sports into the structure of the Ministry.

Law No. 3351 dated February 21, 2006, and its implementing regulation, Regulatory Decree No. 28631 dated March 9, 2006, incorporated the Vice Ministry of Traditional and Intercultural Medicine and Health Promotion into the organizational structure of the Ministry of Health and Sports within the Vice Ministry of Sports.

Finally, Supreme Decree No. 29894 of February 7, 2009, states in **Chapter XVI**, Ministry of Health and Sports, Article **89** (Hierarchical Structure) that the hierarchical structure of the Ministry of Health and Sports is as follows:

#### **MINISTER OF HEALTH AND SPORTS**

##### **44 Deputy Ministry of Health and Promotion**

45 Directorate General of Health Services

46 Directorate General of Health Promotion

47 Directorate General of Health Insurance


##### **45 Deputy Ministry of Traditional Medicine and Interculturality**

46 Directorate General of Traditional and Intercultural Medicine

##### **46 Deputy Ministry of Sports**

47 Directorate General for the Promotion of Sports, Physical Education, and Recreation

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## 1.- Legal Framework

- Political Constitution of the Plurinational State of Bolivia.
- Government Administration and Control Law (SAFCO) No. 1178 dated July 20, 1990.
- Law No. 031 Framework for Autonomy and Administrative Decentralization dated June 19, 2010.
- Universal Maternal and Child Insurance Law No. 2426 and its Regulatory Decrees.
- Law on Sport No. 2770 dated July 7, 2004.
- Law on the Statute of Public Servants No. 2027 dated October 27, 1999.
- Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.
- Health Code of the Republic of Bolivia.
- Social Security Code.
- Supreme Decree of the Executive Branch (DOE) No. 29894 dated February 7, 2009.
- Supreme Decree No. 27779, dated October 8, 2004, and Regulatory Decree of the Sports Law.
- Supreme Decree Regulating the Civil Service Statute No. 25749 dated April 20, 2000.
- Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- Specific Regulations approved by the Ministry of Health and Sports.
- Other provisions relating to the sector.


## 2.- Main powers assigned by legal mandate

According to Supreme Decree No. 27894 on the Organization of the Executive Branch, the general powers and obligations of the Ministry of Health and Sports are:

, article **90.- (POWERS OF THE MINISTER OF HEALTH AND SPORTS)**. The powers of the Minister of Health and Sports, within the framework of the powers assigned to the central level by the Political Constitution of the State, are as follows:


- a) To formulate, enact, and evaluate compliance with health programs within the framework of the country's development.

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- b) Regulate, plan, control, and manage the National Health System, which comprises the short-term social security, public and private for-profit and non-profit, and traditional medicine sectors.
- c) Monitor compliance with and enforcement of public health regulations.
- d) Guarantee the health of the population through promotion, disease prevention, cure, and rehabilitation.
- e) Exercise stewardship, regulation, and oversight of the entire health system.
- f) Formulate, develop, supervise, and evaluate the implementation of the health care model.
- g) Promote traditional medicine and its articulation with Western medicine, respecting the precepts of interculturality.
- h) Formulate nutrition and food security policies and plans.
- i) Formulate policies, strategies, and plans for prevention, rehabilitation, and reintegration for drug-dependent individuals.
- j) Regulate the operation of all human resources training and education entities in the health sector in coordination with the Ministry of Education.
- k) Formulate policies and implement programs promoting physical and mental health.
- l) Establish an adequate gender balance in entities under the Ministry.
- m) Establish levels of coordination between the Ministry of Institutional Transparency and the Fight against Corruption and the Vice Ministry of Transparency and the Fight against Corruption for the detection, monitoring, and punishment of cases of corruption.
- n) Develop medical audit standards that evaluate the quality of health care services to determine cases of medical malpractice.
- o) Develop standards and regulations for the practice of health professionals.
- p) Formulate human resources development policies in health; establish the National Council for Higher Education in Health, developing policies for the integration of teaching and care.
- q) Promote policies and programs for the prevention, rehabilitation, training, and reintegration of persons with disabilities.
- r) Develop standards for the health registration of medicines and food for human consumption.
- s) Develop standards for the opening and evaluation of private health services: clinics, hospitals, laboratories, pharmacies, and drug distributors.
- t) Promote agreements with human resources training institutions for the development of intercultural and gender equality programs applicable to the health sector.
- u) Promote policies for relationship building, coordination, and cooperation with international organizations, aligned with sectoral development and national health policy.
- v) Promote, develop, and implement the Professional and Healthcare Career Path.

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- w) Promote and sponsor rules and regulations for social participation at the national, departmental, municipal, and local levels.
- x) Develop rules and regulations for administrative decentralization within the framework of departmental, municipal, and rural organization autonomy.
- y) Develop rules and regulations governing the structure, operation, and oversight of decentralized and deconcentrated public institutions.
- z) Promote joint inter-institutional coordination programs with the Armed Forces and National Police for immediate response in emergencies and disasters.
- aa) Develop and implement policies that promote access to sports.
- bb) Design and implement policies that promote the development of physical culture and sports at the preventive, recreational, educational, and competitive levels.
- cc) Promote and develop recreation and sports policies and programs.

**Article 91.- (POWERS OF THE DEPUTY MINISTRY OF HEALTH AND PROMOTION).**

The powers of the Vice Ministry of Health and Promotion, within the framework of the powers assigned to the central level by the Political Constitution of the State, are as follows:

- a) Coordinate actions for the formulation, execution, and evaluation of general health policy within the framework of the implementation policies of the General Plan for Economic and Social Development.
- b) Develop rules and regulations for the Single Health System.
- c) Develop rules and regulations for the implementation of Universal Health Insurance.
- d) Coordinate the implementation of the new SAFCI policy.
- e) Develop rules, regulations, and protocols for quality control of health services, including medical audits and control of medical malpractice.
- f) Develop rules and regulations for the networks of the Unified Health System.
- g) Coordinate the coordination of public policies, national health strategies, transparency and anti-corruption strategies, mechanisms for participation and social control, and efficiency in management and health services among national, departmental, municipal, community, and indigenous peasant authorities.
- h) Propose rules, regulations, and guidelines to control and supervise the National Health System.
- i) Propose rules for the registration of medicines, supplies, food, and beverages for human consumption.
- j) Develop standards for the authorization, operation, and supervision of health service providers, medical professionals, and all health care professionals and workers.

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- k) Coordinate and promote the development of rules and regulations for the operation of human resources training and education entities, within the framework of human development policies and teaching-care integration agreements.
- l) Coordinate and chair the CNIDAI.
- m) Developing rules and regulations for the prevention, control, and treatment of all health programs under the Ministry's jurisdiction, in an integrated manner.
- n) Coordinate, program, and arrange international cooperation within the framework of agreements signed by the country.

**Article 92.- (POWERS OF THE DEPUTY MINISTRY OF TRADITIONAL MEDICINE**


**TRADITIONAL AND INTERCULTURAL MEDICINE).** The powers of the Vice Ministry of Traditional and Intercultural Medicine, within the framework of the powers assigned to the central level by the Political Constitution of the State, are as follows:

- a) Design and propose policies for the promotion of traditional medicine and its articulation with academic or university medicine, within the framework of interculturality and the ethnocultural adaptation of health services.
- b) To design, propose, and develop a comprehensive model for the promotion and advancement of family and community health, respecting interculturality in communities, peoples, suyus, marcas, ayllus, tentas, capitanias, and other territorialities and forms of political management in the country.
- c) Incorporate and develop traditional medicine practices into the Unified Health System and implement a system for registering and codifying traditional and alternative therapies, incorporating them into the national pharmacopoeia.
- d) Accredite the human resources that carry out the practice of traditional medicine and establish protocols for standards and procedures for traditional and alternative health care.
- e) Promote research into traditional medicine and interculturality in health services, and coordinate service networks and social networks with the practice of traditional medicine.
- f) Implement rules and regulations regarding the protection of intellectual property rights for all pharmacopoeia related to traditional medicine.
- g) Develop rules and regulations for the practice of traditional medicine in the sectors of traditional doctors, midwives, and naturopaths.
- h) Registration and certification of traditional doctors, midwives, and naturopaths.

**In Article 93.- (POWERS OF THE DEPUTY MINISTRY OF SPORTS).**

The powers of the Vice Ministry of Sports, within the framework of the powers assigned to the central level by the Political Constitution of the State, are as follows:

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- a) To implement and develop policies for the promotion of physical activity, educational, competitive, professional, amateur, and recreational sports.
- b) Incorporate sports into the education system's programs, in coordination with the Ministry of Education.
- c) Support the development and maintenance of sports infrastructure and equipment by generating national and international financial resources.
- d) Regulate and coordinate actions with public and private entities and institutions related to sport.
- e) Regulate and supervise the maintenance of sports infrastructure.
- f) Promote the physical and mental health of the entire national, departmental, and regional population, as well as indigenous and rural communities, within the scope of its competence.
- g) Carry out activities to prevent the use and abuse of illegal drugs and narcotics, in coordination with educational institutions throughout the system, at both professional and amateur levels.

### 3.- Political and social mandate of the Health Sector

To guarantee the full exercise of the right to health, inclusion, and access to health for all people, the construction of the Single Health System within the framework of the intercultural Community Family Health policy, eradicating poverty and inequality in order to Live Well.


### 4.- Vision of the Health Sector for 2020

By 2020, the population will fully exercise its right to health on equal terms, will have improved its overall health status and will live well; it will have access to free universal care in the Single Intercultural Community Family Health System, which provides quality care and functional service networks.

Individuals, families, and communities develop healthy practices and participatory social management, in co-responsibility with health personnel and in interaction with different development sectors.

The Ministry of Health and Sports exercises stewardship over the health sector within the framework of autonomy, ensuring the fulfillment of sectoral objectives throughout the territory.

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## V. APPROVAL, DISSEMINATION, AND UPDATE

In accordance with the Basic Rules of the Administrative Organization System, this document is approved by the Highest Executive Authority, through a Ministerial Resolution, and must be disseminated and applied in all organizational units of the Ministry's organizational structure, being mandatory knowledge and compliance for all public officials of this State Portfolio, within the scope of their competence.

The review and updating of this manual is the responsibility of the General Directorate of Planning, through the appropriate channels, which will be responsible for this task within the framework of the provisions established by the Administrative Organization System and the governing body of the system.

Likewise, and in accordance with point 11 of the Basic Rules of the Administrative Organization System, the organizational structure of the entity shall be adapted immediately upon approval of the Annual Operations Program and Budget, and when internal and/or external circumstances justify it, within the framework of these rules and the legal provisions in force regarding organization.

## VI. DESCRIPTION OF THE ORGANIZATIONAL STRUCTURE OF THE MINISTRY OF HEALTH AND SPORTS.


The Ministry of Health and Sports, in compliance with Supreme Decree No. 27894 on the Organization of the Executive Branch, has established the Organizational Structure and has prepared this Organization and Functions Manual, with the organizational charts of each of the organizational units, in which contract personnel whose term of employment is equal to or greater than 6 months have been considered.

It is also important to mention that the classification of organizational units is structured as follows:

- **Substantive:** Whose functions contribute directly to the fulfillment of the objectives of the Ministry of Health and Sports.
- **Administrative:** Whose functions contribute indirectly to the fulfillment of the Ministry's objectives and provide services to the substantive units for their operation.

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- **Advisory:** These units perform advisory functions and do not exercise line authority over the other units in this State Portfolio.

The Organizational Structure is composed of the following organizational units, which, due to their level of contribution to the achievement of strategic and management objectives, are organized into the following hierarchical levels:

## 1. Regulatory and Executive

### 1.1 Ministerial Office

## 2. Councils

### 2.1 Assemblies, Committees, Health and Sports Councils

### 2.2 Technical Secretariat of CONAN CONAN/PMDC Technical Committee Unit

## 3. Support and Control

### 3.1 Office of the Minister - Chief of Staff

### 3.2 Social Communication Unit

### 3.3 Transparency Unit

### 3.4 Internal Audit Unit

### 3.5 Directorate General for Administrative Affairs

#### 3.5.1 Financial Unit

#### 3.5.2 Administrative Unit

#### 3.5.3 Human Resources Unit

#### 3.5.4 Program and Project Management Unit

### 3.6 Directorate General for Legal Affairs

#### 3.6.1 Legal Analysis Unit

#### 3.6.2 Legal Management Unit

### 3.7 Directorate-General for Planning

#### 3.6.1 Strategic Planning Unit

#### 3.6.2 National Health Information System Unit (SNIS)

## 4. Planning and Coordination

### 4.1 Deputy Ministry of Health and Promotion

### 4.2 Deputy Ministry of Traditional Medicine and Interculturality

### 4.3 Deputy Ministry of Sports

## 5. Operations

### 5.1 General Directorate of Health Services

### 5.2 Directorate General of Health Insurance


### 5.3 Directorate General of Traditional and Intercultural Medicine

### 5.4 Directorate General of Health Promotion

## 6. Implementation

### 6.1 Medicines and Health Technology Unit

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- 6.2 Health Service Networks and Quality Unit
- 6.3 Epidemiology Unit
- 6.4 Early Childhood Development Unit
- 6.5 Public Insurance Unit
- 6.6 Health Promotion Unit
- 6.7 Nutrition Unit
- 6.8 Community Health and Social Mobilization Unit
- 6.9 Disability Unit
- 6.10 Juana Azurduy Technical Unit
- 6.11 National Programs and Projects

Pursuant to Article 27 of Law No. 1178 on Government Administration and Control, the following organizational units, given their administrative, legal, and technical autonomy, develop their own administrative instruments, which form part of this Manual of Organizations and Functions.

## 7. Programs and Projects

- 7.1 Operations Manual for the Expanding Access and Reducing Inequality in Health Project (APL III).
- 7.2 Operations Manual of the Technical Secretariat of CONAN – CONAN/PMDC Technical Committee Unit.
- 7.3 Comprehensive Care for Kidney Disease in Bolivia.
- 7.4 National Oral Health Prevention.
- 7.5 National Oral Health Program
- 7.6 Project to Support the Strengthening of the Health System (GAVI – FSS).
- 7.7 Administrative Unit for Projects in France.
- 7.8 Project to Strengthen Technology Management.
- 7.9 IDB Projects - 1839 and 2252.


## 8. Decentralized Entities

- 8.1 National Center for Tropical Diseases (CENETROP).
- 8.2 National Health Insurance Institute (INASES).
- 8.3 National Institute of Health Laboratories (INLASA).
- 8.4 La Paz School of Health.
- 8.5 Bolivian-Japanese Technical Health School Cochabamba.
- 8.6 National Center for High Performance Sports (CENARD).

## 9. Decentralized Entities

- 9.1 National Institute of Occupational Health (INSO).
- 9.2 Bolivian Institute for the Blind (IBC).

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- 9.3 Bolivian Institute of Sport, Physical Education, and Recreation (BOLIVIA DEPORTES).
- 9.4 Sports Investment Fund.
- 9.5 National Committee for Persons with Disabilities (CONALPEDIS).
- 9.6 Supply Supply Center (CEASS).
- 9.7 National Charity and Health Lottery (LONABOL).
- 9.8 National Health Fund.
- 9.9 Oil Workers' Health Fund.
- 9.10 State Health Bank Fund.
- 9.11 Health Fund of the National Road and Related Services Service.
- 9.12 University Social Security.
- 9.13 CORDES Health Fund.
- 9.14 Delegated Insurance.
- 9.15 Private Banking Health Insurance.
- 9.16 Departmental Health Services.


#### General Considerations.

This document, "Organization and Functions Manual, fourth edition," was compiled from information gathered in June and July 2011.

The survey, cross-referencing of information, and construction of the organizational charts were carried out between September and October 2011.

Due to the fact that the Ministry of Health and Sports is in the process of migrating to the new health regulations, the "Single Health System," the decision was made, for methodological purposes, to include the substantive areas under the Epidemiology Unit in order to establish more clearly their organizational nature and to see the distribution of existing human resources. as well as the Directorates-General that have organizational areas providing technical support.


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# ORGANIZATIONAL STRUCTURE OF THE MINISTRY OF HEALTH AND SPORTS, APPROVED BY MINISTERIAL RESOLUTION No. 1359 OF OCTOBER 18, 2011


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# ORGANIZATION AND FUNCTIONS

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# MANUAL – REGULATORY AND EXECUTIVE

- Office of the Minister of Health and Sports – Chief of Cabinet


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<b>1.NAME OF THE UNIT:</b>	<b>OFFICE OF THE MINISTER OF HEALTH AND SPORTS – CHIEF OF STAFF</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	<i>Regulatory and Executive</i> <i>Substantive</i> <i>PRESIDENT OF THE PLURINATIONAL STATE OF BOLIVIA</i> <ul style="list-style-type: none"> <li>• <i>Office of the Chief of Staff ( ).</i></li> <li>• <i>Internal Audit Unit.</i></li> <li>• <i>Transparency Unit.</i></li> <li>• <i>Social Communication Unit.</i></li> <li>• <i>Juana Azurduy Technical Unit.</i></li> <li>• <i>General Directorate of Planning.</i></li> <li>• <i>Directorate General of Administrative Affairs.</i></li> <li>• <i>Directorate General of Legal Affairs.</i></li> <li>• <i>Deputy Ministry of Health and Promotion.</i></li> <li>• <i>Deputy Ministry of Traditional Medicine and Interculturality.</i></li> <li>• <i>Deputy Ministry of Sports.</i></li> <li>• <i>Decentralized and Deconcentrated Institutions.</i></li> <li>• <i>Sectoral Programs and Projects.</i></li> <li>• <i>International Relations Area.</i></li> <li>• <i>Parliamentary Affairs Area.</i></li> </ul>
<b>2. NATURE:</b>	
<b>a.</b> <i>Formulate, enact, and evaluate compliance with health programs within the framework of the country's development.</i> <b>b.</b> <i>Regulate, plan, control, and manage the National Health System, which comprises the short-term social security, public and private for-profit and non-profit, and traditional medicine sectors.</i> <b>c.</b> <i>Monitor compliance with and primacy of public health regulations.</i> <b>d.</b> <i>Ensuring the health of the population through promotion, disease prevention, cure, and rehabilitation.</i> <b>e.</b> <i>Exercise stewardship, regulation, and oversight of the entire health system.</i> <b>f.</b> <i>Formulate, develop, supervise, and evaluate the implementation of the healthcare model.</i> <b>g.</b> <i>Promote traditional medicine and its integration with Western medicine, respecting the principles of interculturality.</i> <b>h.</b> <i>Formulate nutrition and food security policies and plans.</i> <b>i.</b> <i>Formulate policies, strategies, and plans for the prevention, rehabilitation, and reintegration of drug-dependent individuals.</i> <b>j.</b> <i>Regulate the operation of all entities that train and educate human resources in the health sector, in coordination with the Ministry of Education.</i> <b>k.</b> <i>Formulate policies and implement programs promoting physical and mental health.</i>	

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- l. Establish an adequate gender balance in agencies under the Ministry.*
- m. Establish levels of coordination between the Ministry of Institutional Transparency and the Fight against Corruption, and the Vice Ministry of Transparency and the Fight against Corruption, for the detection, monitoring, and punishment of cases of corruption.*
- n. Develop medical audit standards that evaluate the quality of health care services to determine cases of medical malpractice.*
- o. Develop standards and regulations for the practice of health professionals.*
- p. Formulate human resources development policies in health; establish the National Council for Higher Education in Health, developing policies for the integration of teaching and care.*
- q. Promote policies and programs for the prevention, rehabilitation, training, and reintegration of persons with disabilities.*
- r. Develop health registration standards for medicines and food for human consumption.*
- s. Develop standards for the opening and evaluation of private health services: clinics, hospitals, laboratories, pharmacies, and drug distributors.*
- t. Promote agreements with human resources training institutions for the development of intercultural and gender equality programs applicable to the health sector.*
- u. Promote policies for relations, coordination, and cooperation with international organizations, aligned with sectoral development and national health policy.*
- v. Promote, develop, and implement the Professional and Health Career.*
- w. Promote and sponsor rules and regulations for social participation at the national, departmental, municipal, and local levels.*
- x. Develop rules and regulations for administrative decentralization within the framework of departmental, municipal, and rural organization autonomy.*
- y. Develop rules and regulations governing the structure, operation, and oversight of decentralized and deconcentrated public institutions.*
- z. Promote joint inter-institutional coordination programs with the Armed Forces and National Police for immediate response to emergencies and disasters.*
- aa. Develop and implement policies that promote access to sports.*
- bb. Design and implement policies that promote the development of physical culture and sports at the preventive, recreational, educational, and competitive levels.*
- cc. Promote and develop recreation and sports policies and programs.*
- dd. Represent the Ministry of Health and Sports at international events.*
- ee. Represent the Ministry of Health and Sports in the signing of international and national agreements, according to the area of competence.*
- ff. Carry out administrative actions to support the office in matters of international relations with cooperation agencies and international entities in the field of health. (International Relations Area).*
- gg. Maintain optimal relations with the Legislative Branch, within the framework of the Regulations of the Chambers of Senators and Deputies, the Regulations and Manual for Public Hearings, and other mechanisms of Parliamentary Action (International Relations Area).*
- hh. Facilitate the oversight role of the health sector through minutes of communication, requests for written reports, requests for oral reports, and interpellations (International Relations Area).*  
*Facilitate the provision of information in the relevant areas in accordance with the subjects of parliamentary requests (International Relations Area).*
- jj. Preparation of reports in coordination with Deputy Ministers, Directors General, Heads of Unit, and Program Coordinators and Technicians ( ) from the areas involved in the requests requested (International Relations Area).*

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*kk. Manage the review and signature of the highest executive authority, after which the response reports are sent to the President of the Plurinational State of Bolivia for referral to the Senate or Chamber of Deputies, as appropriate (International Relations Area).*


### 3. RULES TO BE FOLLOWED:

- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Sports Law No. 2770 dated July 7, 2004.*
- d. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- e. Law 3323 Health Insurance for the Elderly*
- f. Law No. 2426 on Universal Maternal and Child Insurance*
- g. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.*
- k. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.*
- l. Health Code of the Republic of Bolivia.*
- m. Social Security Code.*
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- o. General Regulations of the Chamber of Deputies and the Plurinational Legislative Assembly.*
- p. General Regulations of the Senate.*
- q. Specific Regulations approved by the Ministry of Health and Sports.*
- r. Other provisions relating to the sector.*

### 4. PRODUCTS:


Standards	Services
<ul style="list-style-type: none"> <li><i>a. Draft laws.</i></li> <li><i>b. Draft Supreme Decrees.</i></li> <li><i>c. Policies, plans, and programs for the health sector within the framework of the country's development policies.</i></li> <li><i>d. Inter-institutional agreements signed with civil society organizations, non-governmental organizations, and other related organizations.</i> <i>and other related to</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Coordination of international public relations and protocol for the Ministry.</i></li> <li><i>b. Attention to communication minutes and requests for reports formulated by the Legislative Branch.</i></li> <li><i>c. Coordination on topics of interest with other State entities and institutions of external cooperation.</i></li> </ul>

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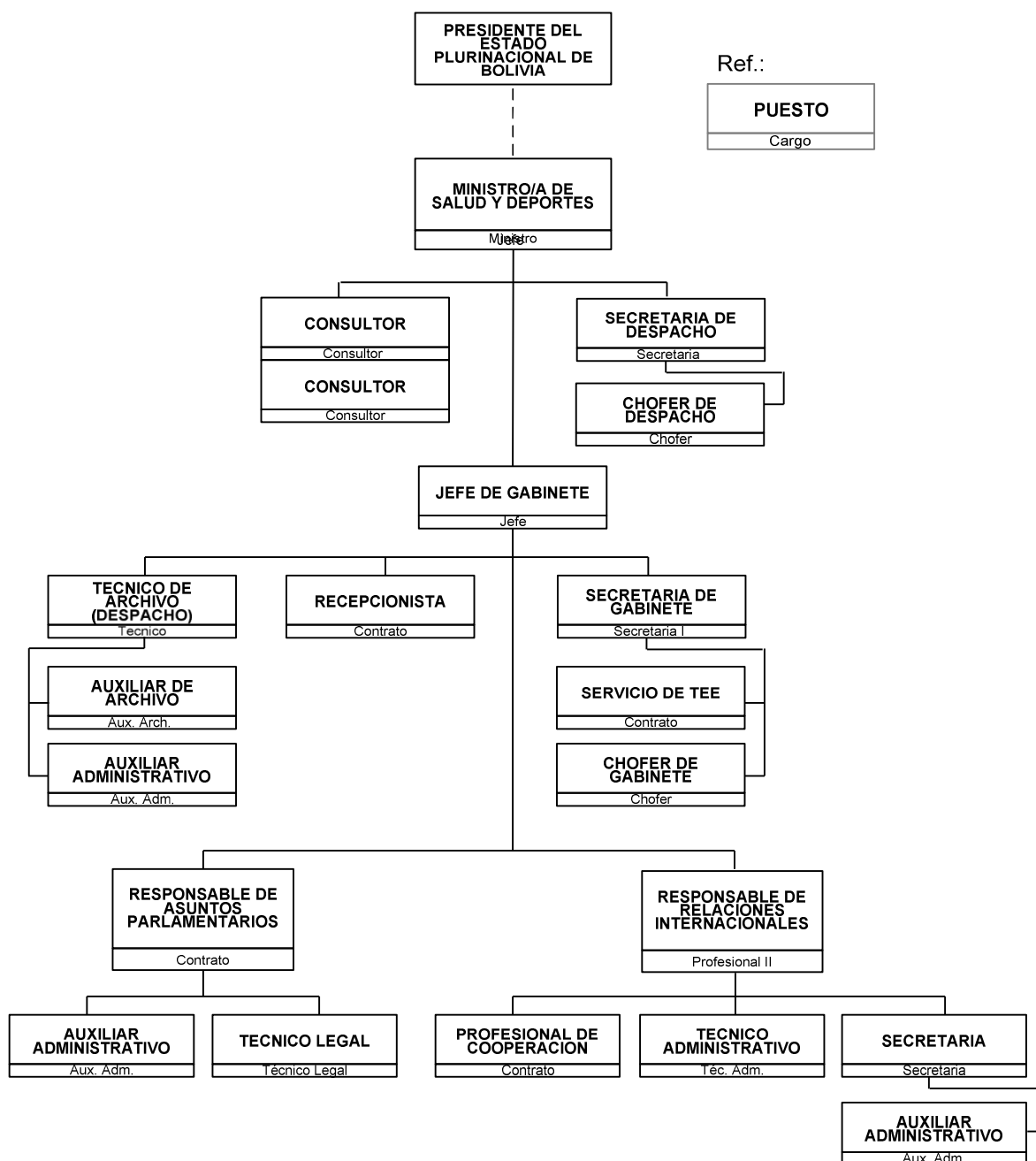
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<i>sector.</i> <b>e.</b> Ministerial Resolutions <b>f.</b> Bi-Ministerial Resolutions <b>g.</b> Multiministerial Resolutions. <b>h.</b> Annual Operational Program for the Area.	<b>d.</b> Provision of medical supplies to the health sector within the administrative and legal framework. <b>e.</b> Appointment of Ministry personnel in accordance with the rules and procedures established by the Personnel Management System. <b>f.</b> Management and coordination of issues of interest with other State entities and international institutions. <b>g.</b> Coordination of Technical Councils.
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<b>a.</b> Dependent vice ministries. <b>b.</b> Directorates General. <b>c.</b> Support and Control Units. <b>d.</b> Decentralized Entities. <b>e.</b> Decentralized Entities. <b>f.</b> Technical Council.	<b>a.</b> Cites. <b>b.</b> Internal Notes. <b>c.</b> Roadmaps. <b>d.</b> Circulars, Instructions, Communications. <b>e.</b> Memoranda. <b>f.</b> Technical Council Minutes. <b>g.</b> Ministerial Resolutions. <b>h.</b> Email. <b>i.</b> Others.
<b>External</b>	<b>Media and Communication Channels</b>
<b>a.</b> Entities dependent on the Executive Branch <b>b.</b> Entities dependent on the Judicial Branch <b>c.</b> Departmental Health Services (SEDES). <b>d.</b> Health Networks. <b>e.</b> Departmental Autonomous Governments <b>f.</b> Municipal Autonomous Governments <b>g.</b> Decentralized Entities Under Supervision. <b>h.</b> International Organizations. <b>i.</b> Organizations Non-Governmental Organizations Related to the Sector. <b>j.</b> Senate. <b>k.</b> House of Representatives. <b>l.</b> State Comptroller General. <b>m.</b> Civil Organizations	<b>a.</b> Cites. <b>b.</b> Reports. <b>c.</b> Communication Minutes. <b>d.</b> Cabinet Meeting Minutes. <b>e.</b> Email. <b>f.</b> Other.


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## 6. ORGANIZATIONAL CHART




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# SUPPORT AND CONTROL

- Internal Audit Unit
- Transparency Unit
- Social Communication Unit
- General Directorate of Administrative Affairs
  - Financial Unit
  - Administrative Management Unit
  - Human Resources Unit
  - Program and Project Management Unit
- Directorate General for Legal Affairs
  - Legal Analysis Unit
  - Legal Management Unit
- Planning Directorate General
  - Strategic Planning Unit
- National Health Information System Unit


	NAME	POSITION	DATE	SIGNATURE
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>SOCIAL COMMUNICATION UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Authority:</b>	Support and Control Administrative OFFICE OF THE MINISTER OF HEALTH AND SPORTS • None.
<b>2. NATURE:</b>	
<b>a.</b> Provide informational support to the Minister, Deputy Ministers, Directors General, and Unit Heads on activities concerning the Ministry of Health and Sports. <b>b.</b> Coordinate with the Ministry of Communication on activities and information related to the Ministry of Health and Sports. <b>c.</b> Disseminate the activities of the Organizational Units of the Ministry of Health and Sports, its decentralized and deconcentrated institutions. <b>d.</b> Coordinate relations and information on the results of the organizational units of the Ministry of Health and Sports with television, radio, and print media. <b>e.</b> Analyze, record, and systematize information related to the Ministry of Health and Sports. <b>f.</b> Coordinate with the Organizational Units of the Ministry of Health and Sports to contract media outlets for the dissemination of television spots, radio spots, and newspaper publications. <b>g.</b> Analyze, record, and systematize information related to the Ministry of Health and Sports.	
<b>3. RULES TO BE FOLLOWED:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Act No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Civil Service Statute Law No. 2027 dated October 27, 1999.
- e. Law 3323 Health Insurance for the Elderly
- f. Law 2426 Universal Maternal and Child Insurance
- g. Andrés Ibáñez Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010.
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- l. Decree Law 14100 of November 5, 1976, Articles 1 and 2.
- m. Health Code of the Republic of Bolivia.
- n. Social Security Code.
- o. Regulations on Civil Service Liability approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- p. Specific Regulations approved by the Ministry of Health and Sports.
- q. Other provisions relating to the sector.

#### 4. PRODUCTS:

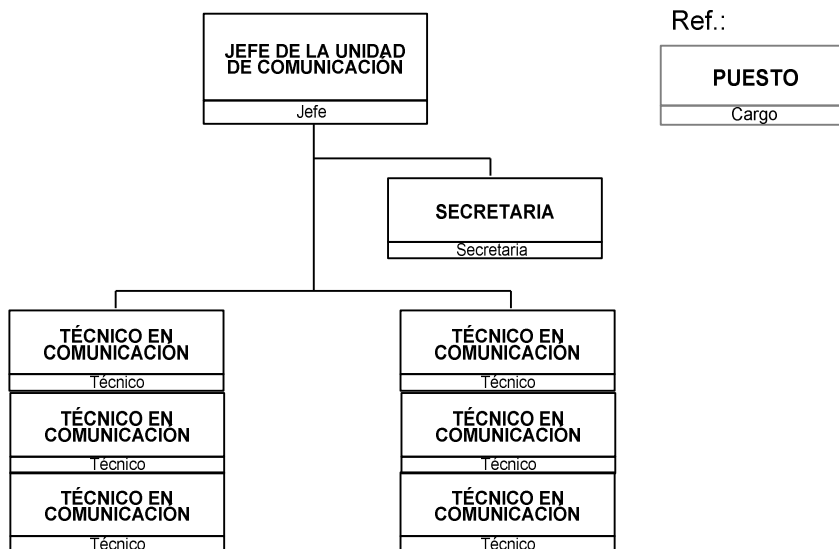
Standards	Services
<ol style="list-style-type: none"> <li>a. Reports Press press, communication and/or news reports.</li> <li>b. Annual Operational Program of the Unit.</li> </ol>	<ol style="list-style-type: none"> <li>a. Advising the Minister and senior officials of the Ministry of Health and Sports on matters of communication and institutional information.</li> <li>b. Evaluation of communication programs and campaigns of the Organizational Units, Programs and Projects, and Decentralized and Deconcentrated Entities of the Ministry of Health and Sports.</li> <li>c. Advising on communication issues to the Organizational Units, Programs and Projects, and Decentralized and Deconcentrated Entities of the Ministry of Health and Sports.</li> <li>d. Coordinate information activities with various national and international media outlets</li> </ol>

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	<i>international media outlets.</i>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Directorates General.</li> <li><b>d.</b> Unit Heads.</li> <li><b>e.</b> Programs and Projects.</li> <li><b>f.</b> Decentralized Institutions.</li> <li><b>g.</b> Decentralized institutions.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites</li> <li><b>b.</b> Internal Notes.</li> <li><b>c.</b> Roadmaps.</li> <li><b>d.</b> Circulars.</li> <li><b>e.</b> Memoranda</li> <li><b>f.</b> Email.</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Decentralized Entities Under Supervision.</li> <li><b>b.</b> Central Government Entities</li> <li><b>c.</b> Entities of the Governments Autonomous Regional, Municipal, and Provincial Governments.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Appointments.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Invitations.</li> <li><b>d.</b> Email.</li> </ul>

## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>TRANSPARENCY UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Functional Areas:</b>	Support and Control Administrative OFFICE OF THE MINISTER OF HEALTH AND SPORTS • None
<b>2. NATURE:</b>	
	<b>a.</b> To ensure transparency in the public management of the Ministry of Health and Sports. <b>b.</b> Ensure access to public information from the Ministry of Health and Sports. <b>c.</b> Promote ethics among public servants in the Ministry of Health and Sports. <b>d.</b> Develop mechanisms for the implementation of social control. <b>e.</b> Coordinate and evaluate the results of accountability reports. <b>f.</b> Establish coordination levels regarding transparency at the Ministry of Health and Sports.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Sports Law No. 2770 dated July 7, 2004.*
- d. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- e. Law 3323 Health Insurance for the Elderly.*
- f. Law 2426 Universal Maternal and Child Insurance.*
- g. Law 2341 Administrative Procedure.*
- h. Law 1737 on Medicines.*
- i. Andrés Ibáñez Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010.*
- j. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- l. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.*
- m. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.*
- n. Supreme Decree No. 181 Basic Rules of the Goods and Services Administration System.*
- o. Supreme Decree No. 27113 Regulations on Administrative Procedure.*
- p. Health Code of the Republic of Bolivia.*
- q. Social Security Code.*
- r. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- s. Basic Rules of the Planning System.*
- t. Basic Rules of the Public Investment System, R.S. 216768 dated June 18, 1996.*
- u. Basic Rules of the Operations Programming System, approved by Supreme Resolution No. 216784 dated August 16, 1996.*
- v. Basic Rules of the Administrative Organization System, approved by Supreme Resolution No. 217055 dated May 20, 1997.*
- w. National Health Quality Project.*
- x. Specific Regulations approved by the Ministry of Health and Sports.*
- y. Other provisions relating to the sector.*

#### 4. PRODUCTS:

<i>Standards</i>	<i>Services</i>
<ol style="list-style-type: none"> <li><i>a. Transparency Regulations of the Ministry of Health and Sports.</i></li> <li><i>b. Code of Ethics of the Ministry of Health and Sports.</i></li> <li><i>c. Annual Operational Program of the Unit.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Advising the Minister of Health and Sports on transparency issues.</i></li> <li><i>b. Providing technical assistance in activities related to accountability.</i></li> <li><i>c. Coordinate the accountability of</i></li> </ol>

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	<p><i>decentralized institutions decentralized and decentralized institutions.</i></p> <p><b>d.</b> Train and incorporate men and women from social organizations for active participation in issues related to accountability monitoring and social control.</p> <p><b>e.</b> Promote and coordinate within the Ministry of Health and Sports and at the national level the implementation of mechanisms that allow citizens access to information and/or documentation.</p> <p><b>f.</b> Receive requests, manage and deliver the requested information.</p> <p><b>g.</b> Receipt, investigation, and follow-up of complaints, claims, acts lacking transparency and/or contrary to ethics, until the issuance of conclusive reports.</p>
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#### 5. COORDINATION RELATIONSHIPS:

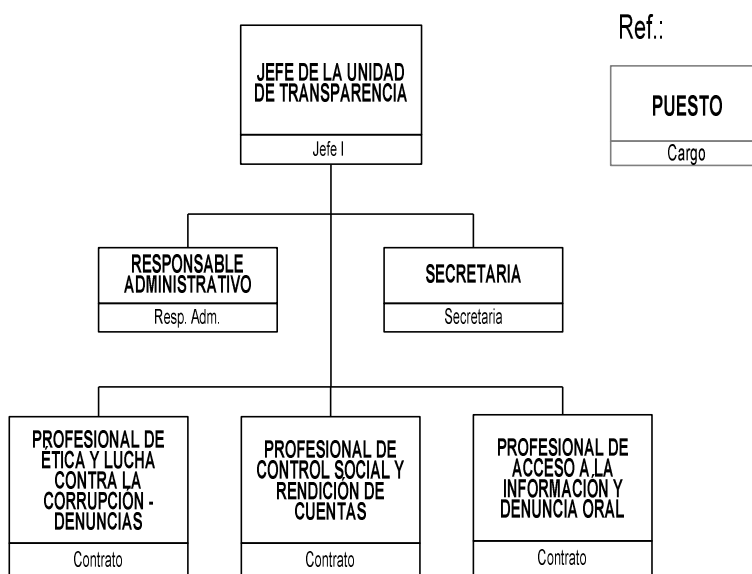
<i>Internal</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Deputy Ministries.</p> <p><b>c.</b> Directorates General.</p> <p><b>d.</b> Unit Headquarters.</p> <p><b>e.</b> Decentralized Units.</p> <p><b>f.</b> Programs and Projects.</p> <p><b>g.</b> Technical Meetings.</p>	<p><b>a.</b> Internal Notes.</p> <p><b>b.</b> Circulars.</p> <p><b>c.</b> Appointments.</p> <p><b>d.</b> Memoranda.</p> <p><b>e.</b> Technical Council Minutes.</p> <p><b>f.</b> Technical Meeting Minutes.</p> <p><b>g.</b> Reports.</p> <p><b>h.</b> Roadmaps.</p> <p><b>i.</b> Email.</p>
<i>External</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> All ministries that are members of the executive branch.</p> <p><b>b.</b> Institutions related to the SAYCO Government Administration and Control Systems.</p> <p><b>c.</b> Governorates</p> <p><b>d.</b> Departmental Health Services (SEDES).</p> <p><b>e.</b> Decentralized and supervised entities.</p>	<p><b>a.</b> Cites.</p> <p><b>b.</b> Reports.</p> <p><b>c.</b> Instructions.</p> <p><b>d.</b> Circulars.</p> <p><b>e.</b> Email.</p>

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<b>f.</b> <i>Institutions related to the sector.</i> <b>g.</b> <i>Social organizations.</i>	<i>No</i>	<i>Government agencies</i>	

## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>INTERNAL AUDIT UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Functional Areas:</b>	Support and Control Administrative OFFICE OF THE MINISTER OF HEALTH AND SPORTS • None.
<b>2. NATURE:</b>	
	<p><b>a.</b> To evaluate the degree of compliance and effectiveness of the Administration and Control Systems established in Law No. 1178, by conducting periodic audits of the Ministry of Health and Sports and the entities under its supervision, as well as the internal control instruments incorporated therein.</p> <p><b>b.</b> Conduct special audits of the Ministry of Health and Sports and entities under its supervision.</p> <p><b>c.</b> Determine the reliability of the records and financial statements of the Ministry of Health and Sports.</p> <p><b>d.</b> Analyze the results and efficiency of the operations of the Ministry of Health and Sports and its subordinate entities.</p> <p><b>e.</b> Contribute to the fulfillment of institutional objectives by advising the Minister of Health and Sports.</p> <p><b>f.</b> Implement the plans and programs designed and approved by the Ministry and the Executive Branch.</p> <p><b>g.</b> Coordinate and execute activities, technical tasks, and operations under the responsibility of the Unit, complying with established management goals.</p> <p><b>h.</b> Follow up on internal control observations established in internal audit reports, as well as in external audit consultant reports.</p> <p><b>i.</b> Not participate in any other administrative operation or activity and report to the highest executive authority of the entity, whether collegiate or not, formulating and executing the program of activities with complete independence.</p>
<b>3. RULES TO BE FOLLOWED:</b>	

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<p><i>a. Political Constitution of the Plurinational State of Bolivia.</i></p> <p><i>b. Law No. 1178 on Government Administration and Control dated July 20, 1992.</i></p> <p><i>c. Law No. 004 on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" dated March 31, 2010.</i></p> <p><i>d. Law No. 2027 on the Statute of Public Officials, dated October 27, 1999.</i></p> <p><i>e. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 2637 dated June 29, 2001.</i></p> <p><i>f. Regulations for the Exercise of the Powers of the Comptroller General of the State, approved by Supreme Decree No. 23215.</i></p> <p><i>g. Government Auditing Standards, approved by Resolution CGR/026/2005.</i></p> <p><i>h. Principles, General and Basic Standards of Government Internal Control, approved by Resolution CGR-1/070/2000.</i></p> <p><i>i. Law No. 2770 on Sports, dated July 7, 2004.</i></p> <p><i>j. Law No. 3323 Health Insurance for the Elderly.</i></p> <p><i>k. Law No. 2426 on Universal Maternal and Child Insurance.</i></p> <p><i>l. Law No. 031 Framework for Autonomy and Decentralization "Andrés Ibáñez" of July 19, 2010, 2008.</i></p> <p><i>m. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.</i></p> <p><i>n. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.</i></p> <p><i>o. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.</i></p> <p><i>p. Health Code of the Republic of Bolivia.</i></p> <p><i>q. Social Security Code.</i></p> <p><i>r. Decree Law No. 14100 of November 5, 1976, Articles 1 and 2.</i></p> <p><i>s. Specific regulations approved by the Ministry of Health and Sports.</i></p> <p><i>t. Other provisions relating to the sector.</i></p>
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#### 4. PRODUCTS:


Audits	Services
<p><i>a. Audit reports on the reliability of records and financial statements of the Ministry of Health and Sports approved by the Comptroller General of the State.</i></p> <p><i>b. Special audit reports on the Ministry of Health and Sports and decentralized institutions of the Ministry, approved by the Comptroller General of the State.</i></p> <p><i>c. Follow-up audit reports on the implementation of internal control recommendations approved by the Comptroller General of the State.</i></p> <p><i>State Comptroller General.</i></p>	<p><i>a. Advice to the Minister and senior officials of the Ministry of Health and Sports.</i></p> <p><i>b. Evaluation of the Internal Audit Unit staff.</i></p> <p><i>c. Evaluation and monitoring of compliance with the recommendations or observations of the Comptroller General of the State.</i></p>

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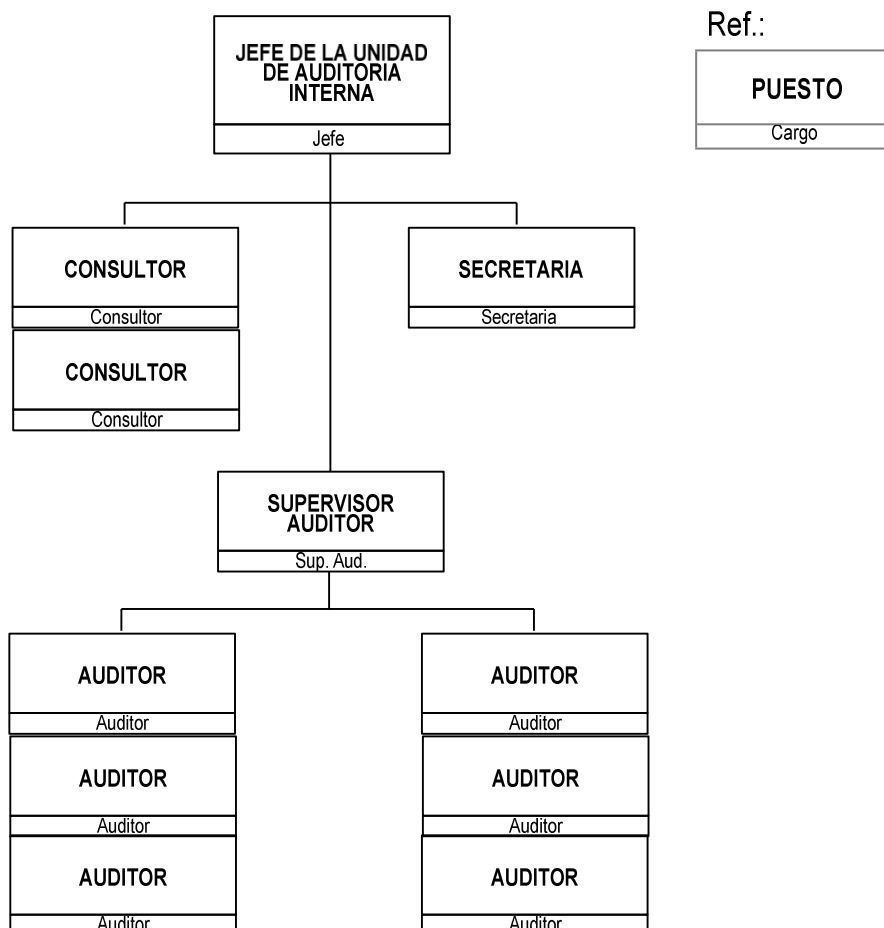
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<p><b>d.</b> Financial audit reports on decentralized institutions decentralized and decentralized institutions of the Ministry of Health and Sports approved by the Comptroller General of the State.</p> <p><b>e.</b> Audit reports on the Administration and Control Systems (SAYCO) of the Ministry of Health and Sports and decentralized institutions by the Comptroller General of the State.</p> <p><b>f.</b> Special audit reports with indications of public service liability.</p> <p><b>g.</b> Schedule and evaluation reports of the Internal Audit Unit staff.</p> <p><b>h.</b> Annual Operating Program of the Unit.</p>	
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and channels of communication</b>
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Directorates-General.</p> <p><b>c.</b> Unit Heads.</p> <p><b>d.</b> Programs and Projects.</p> <p><b>e.</b> Decentralized Units.</p>	<p><b>a.</b> Correspondence</p> <p><b>b.</b> Internal Notes</p> <p><b>c.</b> Audit Reports</p> <p><b>d.</b> Memoranda.</p> <p><b>e.</b> Circulars</p> <p><b>f.</b> Minutes.</p>
<b>External</b>	<b>Media and Communication Channels</b>
<p><b>a.</b> Comptroller General of the State.</p> <p><b>b.</b> Decentralized Entities Under Supervision.</p> <p><b>c.</b> Entities of the Government Central and Departmental.</p>	<p><b>a.</b> Correspondence.</p> <p><b>b.</b> Audit reports</p> <p><b>c.</b> Meeting Minutes.</p>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF UNIT:</b>	<b>GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Support and Control Administrative OFFICE OF THE MINISTER OF HEALTH AND SPORTS <ul style="list-style-type: none"> <li>Financial Unit.</li> <li>Administrative Unit.</li> <li>Human Resources Unit.</li> <li>Program and Project Management Unit.</li> <li>Systems and IT Department.</li> </ul>
<b>2. NATURE:</b>	<ul style="list-style-type: none"> <li><b>a.</b> To direct and carry out all administration and finance for the central structure of the Ministry, within the framework of current legal regulations.</li> <li><b>b.</b> Develop, implement, and supervise the application of financial and non-financial systems established in Law No. 1178 of July 20, 1990, on Government Administration and Control.</li> <li><b>c.</b> Provide technical assistance within its area of competence, when required.</li> <li><b>d.</b> Advise and support the Minister, Deputy Ministers, and other organizational units within the structure of the Ministry of Health and Sports on administrative matters.</li> <li><b>e.</b> Sign administrative resolutions to resolve matters within its competence.</li> <li><b>f.</b> Represent the central structure of the Ministry of Health and Sports in administrative and financial matters.</li> <li><b>g.</b> Perform the functions and tasks delegated by the Minister.</li> <li><b>h.</b> Prepare and submit, through its units, audited financial statements in compliance with current legal regulations.</li> <li><b>i.</b> Manage the organization and supervise the library, central archive, and computer systems of the central structure of the Ministry of Health and Sports.</li> <li><b>j.</b> Execute the plans and programs designed and approved by the Ministry of Health and Sports and the Executive Branch.</li> <li><b>k.</b> Direct, coordinate, and supervise the technical and operational activities within its area of competence.</li> <li><b>l.</b> Execute the appointment, promotion, and removal of personnel from the Ministry of Health and Sports in accordance with the Specific Regulations of the Personnel Management System.</li> <li><b>m.</b> Oversee the administration of resources for programs and projects financed by International Cooperation.</li> </ul>
<b>3. RULES TO BE FOLLOWED:</b>	

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Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Budget Administration Law No. 2042.
- d. Sports Law No. 2770 dated July 7, 2004.
- e. Civil Service Statute Law No. 2027 dated October 27, 1999.
- f. Law 3323 Health Insurance for the Elderly
- g. Law 2426 Universal Maternal and Child Insurance
- h. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- i. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- j. Law 2024 on Budgetary Administration.
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- l. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- m. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.
- n. Supreme Decree No. 181 of the SABS.
- o. Health Code of the Republic of Bolivia.
- p. Social Security Code.
- q. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- r. Specific regulations approved by the Ministry of Health and Sports.
- s. Other provisions relating to the sector.

#### 4. PRODUCTS:


Standards	Services
<ol style="list-style-type: none"> <li>a. Performance target schedule.</li> <li>b. Training schedule for dependent personnel.</li> <li>c. Budgetary reconciliation of the POA with the relevant authorities.</li> <li>d. Report on the systematization of management results and performance targets.</li> <li>e. Report on management evaluation.</li> <li>f. Annual Operating Program of the Directorate.</li> </ol>	<ol style="list-style-type: none"> <li>a. Manage and coordinate the application of the financial and non-financial systems established in Law 1178.</li> <li>b. Efficient payment of salaries and social benefits to Ministry of Health and Sports officials.</li> <li>c. Coordinate Technical Council meetings.</li> <li>d. Coordinate with UGESPPO on meetings with organizational units of the Ministry.</li> <li>e. Coordinate with Ministry programs and projects.</li> <li>f. Evaluate the performance of MSD staff in coordination with the Human Resources Unit.</li> </ol>

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	<ul style="list-style-type: none"> <li><b>g.</b> Supervision of the administration of goods and services.</li> <li><b>h.</b> Managing the provision of supplies to all functional units of the Ministry</li> <li><b>i.</b> 80% of the MSD's central-level computer and communication equipment with technical support.</li> <li><b>j.</b> Computer equipment operating with installed network points.</li> <li><b>k.</b> Technical support for computer equipment and the central network.</li> <li><b>l.</b> Preventive and corrective maintenance of equipment and systems.</li> <li><b>m.</b> Administration of computer systems: SICAP, SINCOM, SIRH, SIREPRO, SICOAL.</li> <li><b>n.</b> Administration of SIGMA and Internet servers.</li> <li><b>o.</b> Technical assistance to all Ministry users in the management of systems and applications.</li> <li><b>p.</b> Ongoing training for central systems personnel.</li> <li><b>q.</b> Maintenance of the Communication Platform.</li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> All departments of the Ministry.</li> <li><b>b.</b> Decentralized institutions.</li> <li><b>c.</b> Decentralized institutions.</li> <li><b>d.</b> Programs and Projects.</li> <li><b>e.</b> Permanent Member of the Technical Council.</li> <li><b>f.</b> Technical meetings.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Circulars.</li> <li><b>c.</b> Memoranda.</li> <li><b>d.</b> Technical Council Minutes.</li> <li><b>e.</b> Minutes of Technical Meetings.</li> <li><b>f.</b> Email</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> External Cooperation Entities.</li> <li><b>b.</b> Comptroller General of the State.</li> <li><b>c.</b> Ministry of Economy and Public Finance.</li> <li><b>d.</b> Ministry of the Presidency.</li> <li><b>e.</b> Decentralized Entities Under Supervision.</li> <li><b>f.</b> Entities Related to the Health Sector</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Email.</li> </ul>

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<b>1. NAME OF THE UNIT:</b>		<i>Systems and IT Department</i>
<b>a. Hierarchical Level:</b>	<i>Support and Control</i>	
<b>b. Type of Organizational Unit:</b>	<i>Technical</i>	
<b>c. Dependency:</b>	<i>GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS</i>	
<b>d. Dependent Functional Units:</b>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>	
<b>2. NATURE:</b>		
<ul style="list-style-type: none"> <li><i>a. Formulate and apply the operating methodology in the Systems and Information Technology Area, meeting the needs of users in the Ministry of Health and Sports, to maintain continuous operation and control in the use and administration of IT assets, designing and developing work plans, as well as IT strategies and technology solutions.</i></li> <li><i>b. Formulate and execute security mechanisms for access to network and data services, coordinating the operation of backups, antivirus programs, and audit processes.</i></li> <li><i>c. Ensure the proper functioning of the IT resources installed within the Ministry of Health and Sports, as well as network services, IP telephony, email, and the internet.</i></li> <li><i>d. Develop and schedule the creation of new administrative computer systems for other units upon request and for the area itself, as well as carry out the corresponding updates and maintenance to ensure continuity of operation.</i></li> <li><i>e. Perform periodic preventive and corrective maintenance on the computer and communications equipment installed in the Ministry of Health and Sports.</i></li> <li><i>f. Provide technical advice on the definition and acquisition of new computer equipment.</i></li> <li><i>g. Propose, manage, and oversee the updating of administrative systems, in coordination with user areas, incorporating best practices and new technological trends.</i></li> </ul>		
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>		

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- a. Political Constitution of the Plurinational State of Bolivia.
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- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- d. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- e. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- f. Law No. 1322 of April 13, 1992, on Copyright.
- g. Supreme Decree No. 26624 of the Council of Ministers - Regulations for the Registration of ccTLD.BO Domains, dated May 14, 2002.
- h. Supreme Decree No. 27329 of January 31, 2004. Transparency and Access to Government Information (Gazette No. 2562 of January 31, 2004).
- i. Specific Regulations approved by the Ministry of Health and Sports.
- j. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Regulations on the use and administration of IT resources.</li> <li>b. Annual Operating Program for the Systems and IT Area.</li> </ol>	<ol style="list-style-type: none"> <li>a. Ensure the operation and optimal functioning of technical service to users, in order to respond to and follow up on technical support requests in a timely manner, in the operation of computer equipment, desktop programs, installation, and common failures of structured cabling and network nodes in the centralized areas of the Ministry of Health and Sports.</li> <li>b. Schedule and perform preventive and corrective maintenance on IT assets in the centralized area of the Ministry of Health and Sports, in addition to establishing the necessary controls for allocation and location, in order to ensure continuous operation, use, and utilization of resources and maintain a functional and updated record, with the exception of the SNIS communications platform.</li> <li>c. Propose and develop IT strategies and technology solutions through technical assistance at events, forums, workshops, seminars, and conferences on information technology, in order to stay at the forefront and meet the IT needs of the Ministry of Health and Sports.</li> <li>d. Develop the backup operation strategy.</li> </ol>


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	<p>and recovery of information from the servers and central areas of the Ministry of Health and Sports, with the purpose of guaranteeing the storage of information in the event of a system failure, except for servers located in the SNIS.</p> <p><b>e.</b> Installation, configuration, and administration of antivirus software to securely maintain electronic information and computer equipment.</p> <p><b>f.</b> Assess and apply technological security strategies in information technology, as well as establish policies to maintain and control access to the network, computer equipment, information systems, electronic information transfers, and infrastructure access control, in order to safeguard the information of the Ministry of Health and Sports.</p> <p><b>g.</b> Provide protection against unauthorized access, in addition to installing and maintaining the required and recommended updates to the software used on the Ministry of Health and Sports' equipment in order to protect information.</p> <p><b>h.</b> Formulate and develop improvements in the performance and efficiency of IT assets in order to ensure the best use and utilization of resources in the Ministry of Health and Sports.</p> <p><b>i.</b> Provide technical support for IT services such as the internet, email, web services, remote connections, and file transfers.</p> <p><b>j.</b> Design, develop, and document IT solutions to meet user requirements.</p> <p><b>k.</b> Configure or maintain administrative systems in order to meet new needs.</p> <p><b>l.</b> Propose and develop improvements to IT systems in terms of both their operation and the procedures followed, to ensure the quality of information processing.</p> <p><b>m.</b> Perform periodic checks on the functioning of the databases and resource planning systems of the Ministry of Health and Sports through database management tools, review of alert logs, logs, and process event logs</p> <p>process events in order to guarantee the</p>
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	<p><i>availability, stability, and performance of the resource planning systems used in the Ministry of Health and Sports.</i></p> <ul style="list-style-type: none"> <li><i><b>n.</b> Configure the resource planning systems of the Ministry of Health and Sports in accordance with operating guidelines and security policies to ensure the proper use of the resources and information contained therein.</i></li> <li><i><b>o.</b> Provide technical support for the technological infrastructure in all centralized facilities of the Ministry of Health and Sports to ensure their proper functioning.</i></li> <li><i><b>p.</b> Periodically strengthen the technical staff of the Systems and Information Technology Area in new technologies in order to propose and apply appropriate management policies to computer systems.</i></li> <li><i><b>q.</b> Conduct research on new information technologies to propose changes in equipment and systems that allow us to be, as far as possible, at the forefront of technology.</i></li> <li><i><b>r.</b> Ensure that the institution's network and computer equipment security policies are correctly implemented in order to optimize their use.</i></li> <li><i><b>s.</b> Diagnose and develop the annual work program based on the IT requirements of the Systems and IT Area, in order to ensure better functioning of technological services for all programs and projects of the Ministry of Health and Sports.</i></li> <li><i><b>t.</b> Provide technical advice on request for the acquisition of new IT resources by the Ministry of Health and Sports.</i></li> <li><i><b>u.</b> Provide technical advice upon request in evaluations for the acquisition of IT resources at the Ministry of Health and Sports.</i></li> <li><i><b>v.</b> Technical review, upon request, of new IT resources at the Ministry of Health and Sports.</i></li> <li><i><b>w.</b> Coordination for the proper implementation and installation of administrative computer system server rooms in all centralized areas of the Ministry of Health and</i></li> </ul>
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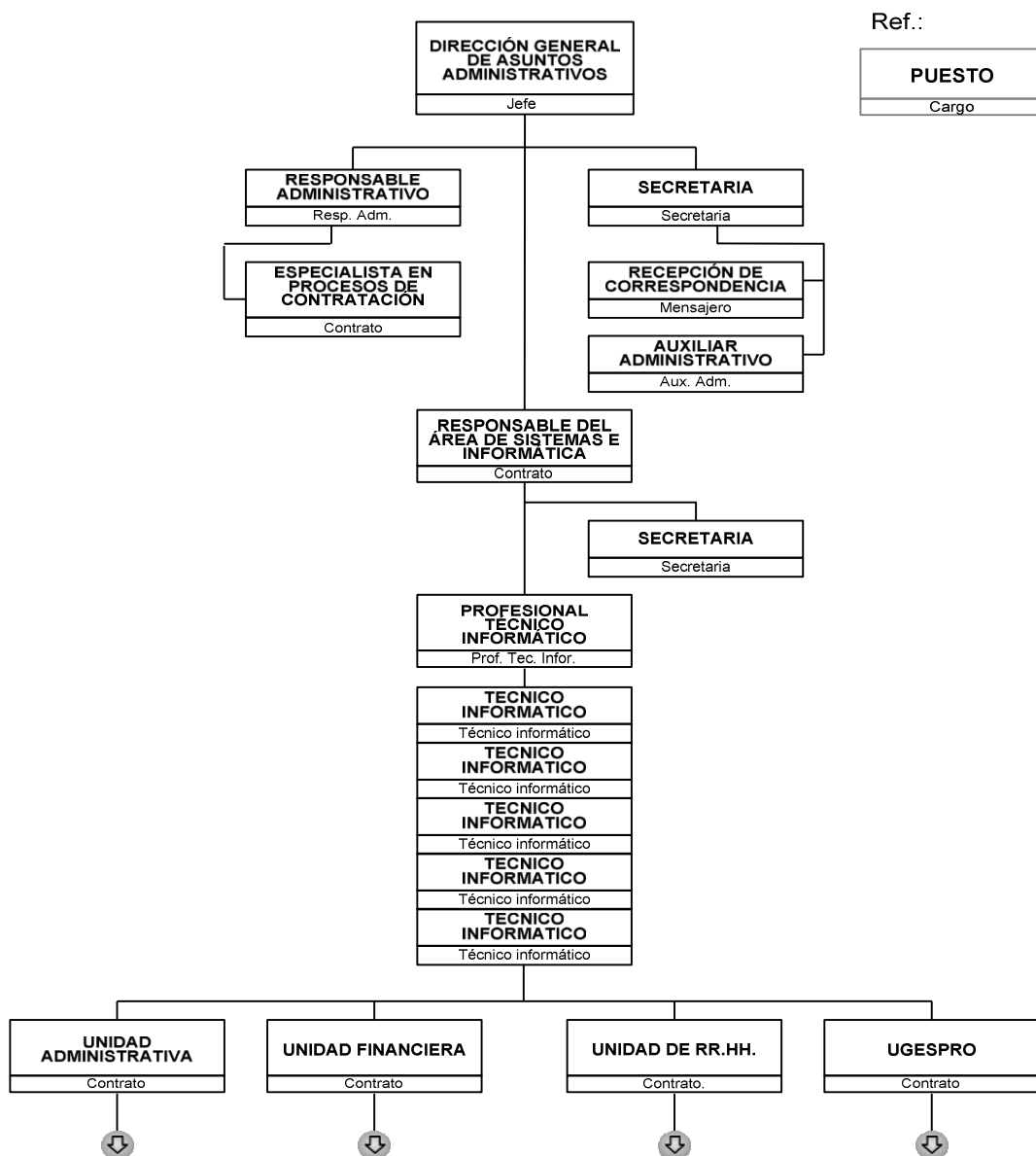
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	<i>Sports.</i> <i>x. Installation of data network connections.</i>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Means and Channels of Communication</i>
<i>a. Dependent Vice Ministries.</i> <i>b. Directorates General.</i> <i>c. Organizational Units</i> <i>d. Areas.</i> <i>e. Programs.</i> <i>f. Projects.</i>	<i>a. Internal Notes.</i> <i>b. Internal Reports.</i> <i>c. Internal Communications.</i> <i>d. Roadmaps.</i> <i>e. Circulars.</i> <i>f. Minutes.</i> <i>g. Email.</i>
<i>External</i>	<i>Media and Communication Channels</i>
<i>a. Ministry of Economy and Finance</i> <i>b. Ministry of Public Works and Technology</i> <i>c. Commercial Companies in the Technology Sector</i>	<i>a. External notes.</i> <i>b. External reports.</i> <i>c. Email.</i>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>FINANCIAL UNIT</b>
<b>a. Hierarchical level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Responsibility:</b>	<i>Support and Control</i> <i>Administrative</i> <i>GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS</i> <ul style="list-style-type: none"> <li>Budget.</li> <li>Integrated Accounting.</li> <li>Treasury.</li> </ul>
<b>2. NATURE:</b>	
<b>a.</b> Apply Budgeting, Integrated Accounting, and Treasury Systems in the Ministry of Health and Sports. <b>b.</b> Comply with plans and programs designed and approved by the Ministry and the Executive Branch within the scope of its competence. <b>c.</b> Coordinate and execute activities, technical tasks, and operations under the responsibility of their unit, complying with established management goals. <b>d.</b> Coordinate with the Directorates General, Unit Heads, and areas the activities that are included in their POAs and are necessary for the performance of their duties. <b>e.</b> Coordinate with National Projects and Programs.	
<b>3. RULES TO BE FOLLOWED:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- g. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.*
- h. Health Code of the Republic of Bolivia.*
- i. Social Security Code.*
- j. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- k. Specific Regulations for the Integrated Accounting System.*
- l. Specific Regulations on the Treasury System.*
- m. Specific Regulations for the Budget System.*
- n. Specific Regulations approved by the Ministry of Health and Sports.*
- o. Other provisions relating to the sector.*

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li><i>a. Ministry of Health and Sports account statements.</i></li> <li><i>b. Web-based Health Fund Contribution Control System (SICAP).</i></li> <li><i>c. System for monitoring and evaluating budget execution by executing unit.</i></li> <li><i>d. Specific regulation process for discharges compatible with SEDES.</i></li> <li><i>e. Manual of processes and procedures of the unit, petty cash-rotating fund.</i></li> <li><i>f. M.S.D. budget proposal for future management.</i></li> <li><i>g. Budget execution statements for resources and expenditures.</i></li> <li><i>h. Annual operational program for the unit.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Manage the disbursement of financial resources.</i></li> <li><i>b. Monthly bank reconciliations of current accounts of the Ministry of Health and Sports.</i></li> <li><i>c. Reconciliation of social security contributions in accordance with Laws 1928 and 2042.</i></li> <li><i>d. Surprise cash counts carried out at the central level and decentralized units.</i></li> <li><i>e. Coordination of administrative equipment and systems maintenance.</i></li> <li><i>f. Training for the implementation of the SICAP computer system.</i></li> <li><i>g. Management of training at universities, technical colleges, State Comptroller General</i></li> <li><i>h. 100% of staff trained in Law No. 1178.</i></li> </ol>


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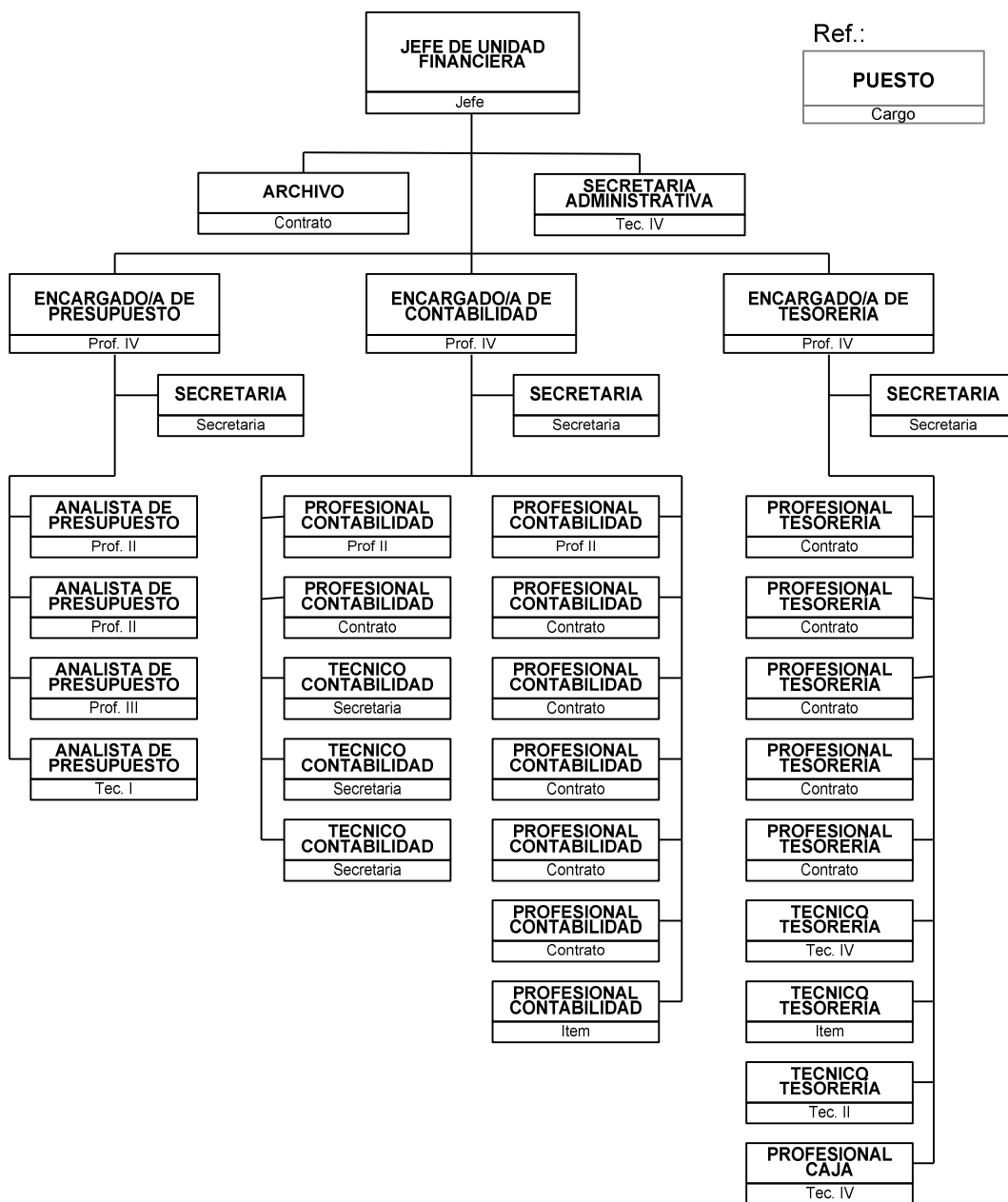
#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministers.</i></li> <li><i>c. Directorate General of Administrative Affairs.</i></li> <li><i>d. Unit Heads.</i></li> <li><i>e. Internal Audit Unit.</i></li> <li><i>f. Other departments of the Ministry.</i></li> <li><i>g. Programs and Projects.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal memos.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Circulars.</i></li> <li><i>d. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Comptroller General of the State.</i></li> <li><i>b. Ministry of Economy and Public Finance.</i></li> <li><i>c. Departmental Autonomous Governments.</i></li> <li><i>d. Departmental Health Services (SEDES).</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Appointments.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Disclaimers.</i></li> </ul>

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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012



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<b>1. NAME OF THE UNIT:</b>		<b>ADMINISTRATIVE UNIT</b>	
<b>a. Hierarchical Level:</b>	Support and Control		
<b>b. Type of Organizational Unit:</b>	Administrative		
<b>c. Dependency:</b>	DIRECTORATE	GENERAL	OF ADMINISTRATIVE AFFAIRS
<b>d. Functional Areas Under Its Jurisdiction:</b>	<ul style="list-style-type: none"> <li>Property and Services Management System Area Services (SABS).</li> <li>General Services Area.</li> </ul>		
<b>2. NATURE:</b>			
<ul style="list-style-type: none"> <li>Apply the Goods and Services Management System and provide general services within the Ministry.</li> <li>Comply with the plans and programs designed and approved by the Ministry and the Executive Branch.</li> <li>Coordinate and execute activities, technical tasks, and operations under the responsibility of your unit, complying with established management goals.</li> <li>Coordinate with the heads of the General Directorates in your area the activities necessary for the performance of your duties.</li> <li>Coordinate with Programs and Projects on activities necessary for the performance of duties.</li> </ul>			
<b>3. RULES TO BE FOLLOWED:</b>			


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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- e. Law 3323 Health Insurance for the Elderly.
- f. Law 2426 Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- l. Health Code of the Republic of Bolivia.
- m. Social Security Code.
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- o. Basic Rules of the Goods and Services Administration System (NB SABS Supreme Decree No. 0181 of July 15, 2009).
- p. Civil Service Statute Law No. 2027 dated October 27, 1999.
- q. Regulations on Compulsory Traffic Accident Insurance (SOAT).
- r. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- s. Specific Regulations on the System for the Administration of Goods and Services.
- t. Specific Regulations approved by the Ministry of Health and Sports.
- u. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. SIGMA is implemented and operational in the minor purchases module.</li> <li>b. Daily routine procurement of goods and services to meet the requirements of the different departments of the Ministry.</li> <li>c. Implementation and operation of the Procurement Award System (S.A.C.)</li> </ol>	<ol style="list-style-type: none"> <li>a. Provision of general services to all departments of the Ministry (tea service, cleaning, and transportation).</li> <li>b. Maintenance of furniture, buildings, and vehicles.</li> <li>c. Control over the use of vehicles and gasoline consumption.</li> <li>d. Organization of documentation for furniture, real estate, vehicles, telephones, and other items.</li> </ol>

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<p><i>in minor and major purchasing modules.</i></p> <p><b>d.</b> Annual contracts are awarded through national public tenders for courier services, express freight transport companies within the country, travel agencies, and others.</p> <p><b>e.</b> Carry out administrative processes with the greatest possible transparency to enforce the basic rules governing the Ministry of Health.</p> <p><b>f.</b> Coordinate with the units and departments of the Ministry of Health and Sports to carry out administrative processes with greater efficiency.</p> <p><b>g.</b> Verify that all purchases are included in the POA of the Organizational Units.</p> <p><b>h.</b> Prepare the Annual Procurement Program (PAC).</p> <p><b>i.</b> Property maintenance plan.</p> <p><b>j.</b> Preventive and corrective maintenance plan for the vehicle fleet.</p> <p><b>k.</b> Plan for the entity's basic services.</p> <p><b>l.</b> Policies on the consumption of basic services.</p> <p><b>m.</b> Asset maintenance plan.</p> <p><b>n.</b> Technical revaluation report on fixed assets.</p> <p><b>o.</b> Annual Operational Program of the Unit.</p>	<p><b>e.</b> Management of payments for general services: water, electricity, landline telephones, mobile phones, courier services, transportation, photocopiers, insurance, taxes, and building maintenance.</p> <p><b>f.</b> Security and surveillance system for all the entity's offices.</p> <p><b>g.</b> Verify the budget certification of the institutional POA for the acquisition of goods and services for the executing units.</p> <p><b>h.</b> Publication of public tenders in the written press.</p> <p><b>i.</b> Periodic updating of the useful life of assets through the fixed asset inventory system.</p> <p><b>j.</b> Management of compulsory traffic accident insurance (SOAT) policies and others.</p> <p><b>k.</b> Management of property rights procedures for real estate and the vehicle fleet.</p> <p><b>l.</b> Procurement or contracting process in accordance with SABS modalities.</p> <p><b>m.</b> Training of unit personnel in the use of SIGMA, SICOES, and the Basic Standards of the SABS.</p> <p><b>n.</b> Customs clearance of chemical and pharmaceutical products and goods.</p> <p><b>o.</b> Periodic evaluation of the entity's sub-warehouses.</p> <p><b>p.</b> Maintenance of minimum stock levels of goods for use and consumption in warehouses.</p> <p><b>q.</b> Control instruments for the distribution of printed materials.</p> <p><b>r.</b> Registration and delivery of goods, from the point of view of safeguarding assets.</p>
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#### 5. COORDINATION RELATIONSHIPS:

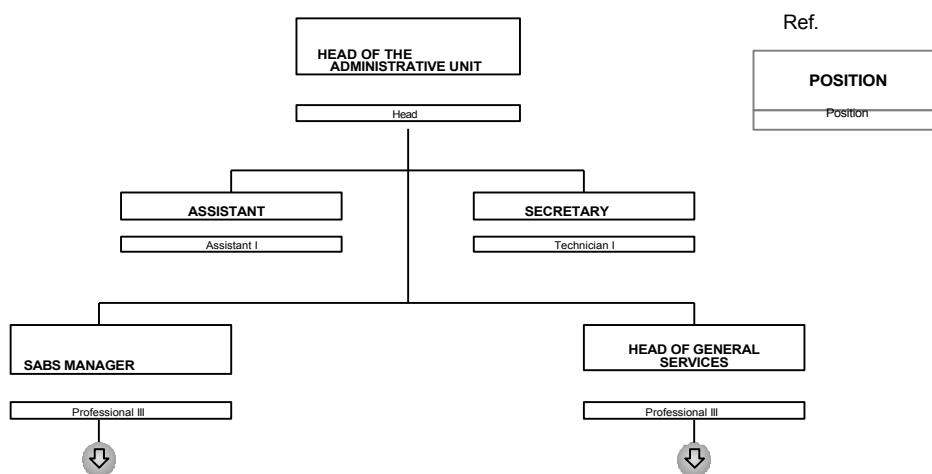
Internal	Means and channels of communication
<p><b>a.</b> All departments of the Ministry of Health and Sports.</p> <p><b>b.</b> Decentralized units.</p> <p><b>c.</b> Technical Meetings.</p> <p><b>d.</b> Directorate General of Administrative Affairs.</p>	<p><b>a.</b> Internal memos.</p> <p><b>b.</b> Circulars.</p> <p><b>c.</b> Reports.</p> <p><b>d.</b> Minutes of Technical Meetings.</p> <p><b>e.</b> Email.</p>

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<i>e. Deputy Ministers and/or Directorates-General.</i>	
<b>External</b>	<b>Media and Communication Channels</b>
<i>a. Ministry of Economy and Public Finance.</i> <i>b. Ministry of Government.</i> <i>c. Autonomous Departmental Government of La Paz.</i> <i>d. Property Rights.</i> <i>e. Traffic Operations Unit.</i> <i>f. COTEL Telephone Cooperative</i> <i>g. Technical Cooperation.</i> <i>h. Customs.</i> <i>i. Foreign Ministry.</i> <i>j. ENTEL, VIVA, and TIGO.</i> <i>k. EPSAS.</i> <i>l. Municipal Government of La Paz and El Alto.</i>	<i>a. Cites.</i> <i>b. Reports.</i> <i>c. Technical meetings.</i> <i>f. Email.</i>

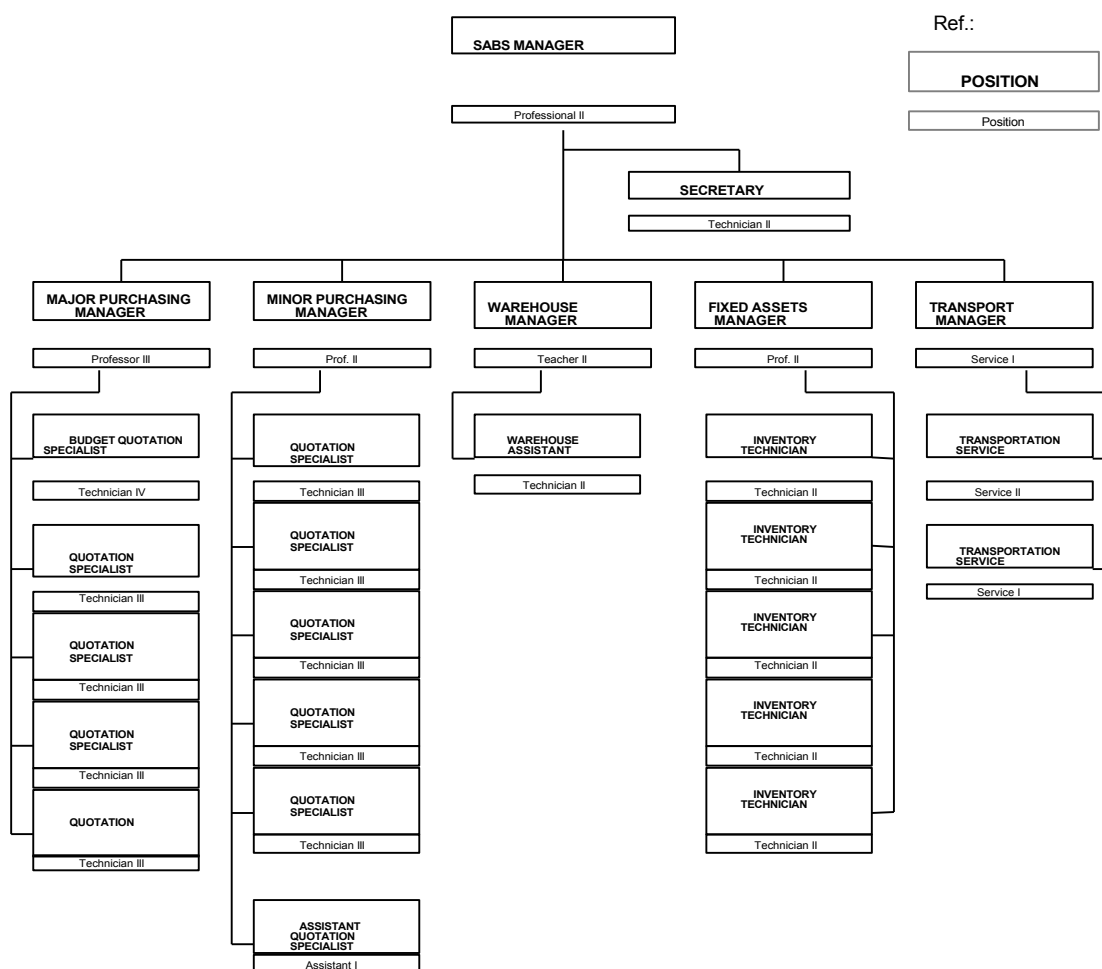
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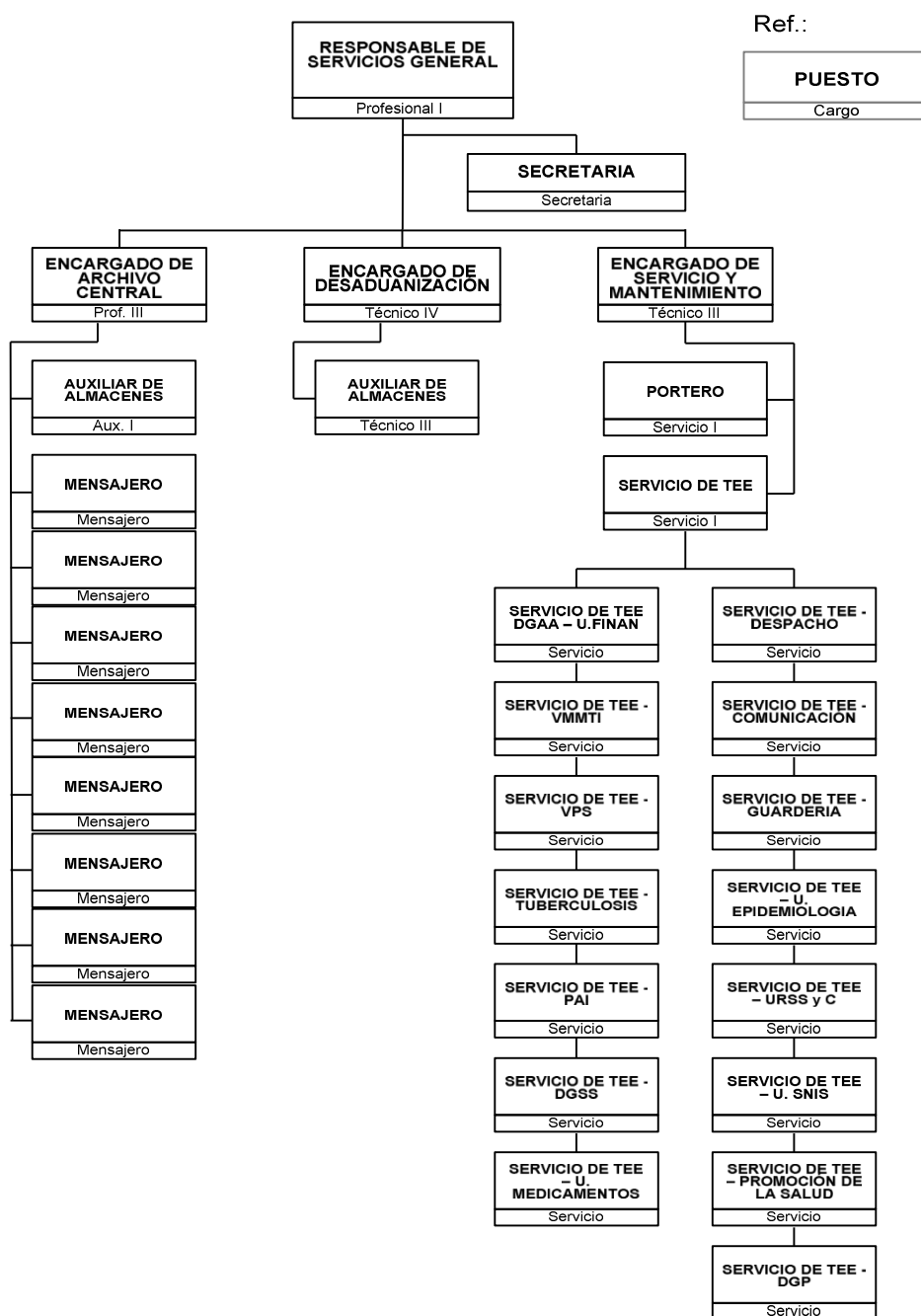
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<b>1. NAME OF THE UNIT:</b>	<b>HUMAN RESOURCES UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Responsibility:</b>	Support and Control Administrative GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS <ul style="list-style-type: none"> <li>Personnel Administration Area.</li> <li>Remuneration Area.</li> <li>Professional Registration Area.</li> </ul>
<b>2. NATURE:</b>	<b>a.</b> Apply the Personnel Administration System in accordance with the Basic Standards. <b>b.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports and the Executive Branch. <b>c.</b> Coordinate and execute activities, technical tasks, and operations under the responsibility of your unit, complying with established management goals. <b>d.</b> Coordinate with the heads of the General Directorates in your area on the activities necessary for the performance of your duties (staffing, evaluation, training, registration, and mobility).
<b>3. RULES TO BE FOLLOWED:</b>	

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- f. Law 2426 Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.
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- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- l. Health Code of the Republic of Bolivia.
- m. Social Security Code.
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- o. Basic Rules of the Personnel Administration System, approved by Supreme Decree No. 26115 dated March 16, 2001.
- p. Specific Regulations of the MSD Personnel Management System.
- q. Internal Personnel Regulations of the Ministry of Health and Sports (4th Version).
- r. Civil Service Statute Law No. 2027 dated October 27, 1999.
- s. Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.
- t. Supreme Decree Regulating the Civil Service Statute No. 25749 dated April 20, 2000.
- u. Supreme Decree Regulating the Process of Revocation and Hierarchy for the Administrative Career No. 26319 dated September 15, 2001.
- v. Supreme Decree No. 0181, Basic Rules of the Goods and Services Administration System, for the hiring of temporary staff, line consultants, or product consultants.
- w. Specific regulations approved by the Ministry of Health and Sports.
- x. Other provisions relating to the scope of competence and the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Job programming.</li> <li>b. Strategic Staffing Plan.</li> <li>c. Manual of Positions/Roles (Individual Annual Operating Program).</li> <li>d. Specific Regulations and Internal Regulations</li> </ol>	<ol style="list-style-type: none"> <li>a. Personnel Management System implemented in the Ministry of Health and Sports.</li> <li>b. Staffing.</li> <li>c. Implementation of the Career</li> </ol>

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<p><i>e. Annual Operational Program of the Administrative Unit.</i></p>	<p><i>Administrative.</i></p> <p><i>d. Personnel Performance Evaluation.</i></p> <p><i>e. Processing and control of information for the payment of salaries (remuneration).</i></p> <p><i>f. Productive training of personnel.</i></p> <p><i>g. Staff mobility in accordance with institutional demands and legal provisions.</i></p> <p><i>h. Registration of health sector professionals: doctors, nurses, and others, in the Professional Registration Computer System (SIREPRO).</i></p> <p><i>i. Coordination with SEDES in the inventory of human resources.</i></p> <p><i>j. Verification of the personnel selection process with newly created items in the 9 SEDES.</i></p> <p><i>k. Registration of information relating to the functioning of the Personnel Management System.</i></p>
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#### 5. COORDINATION RELATIONSHIPS:

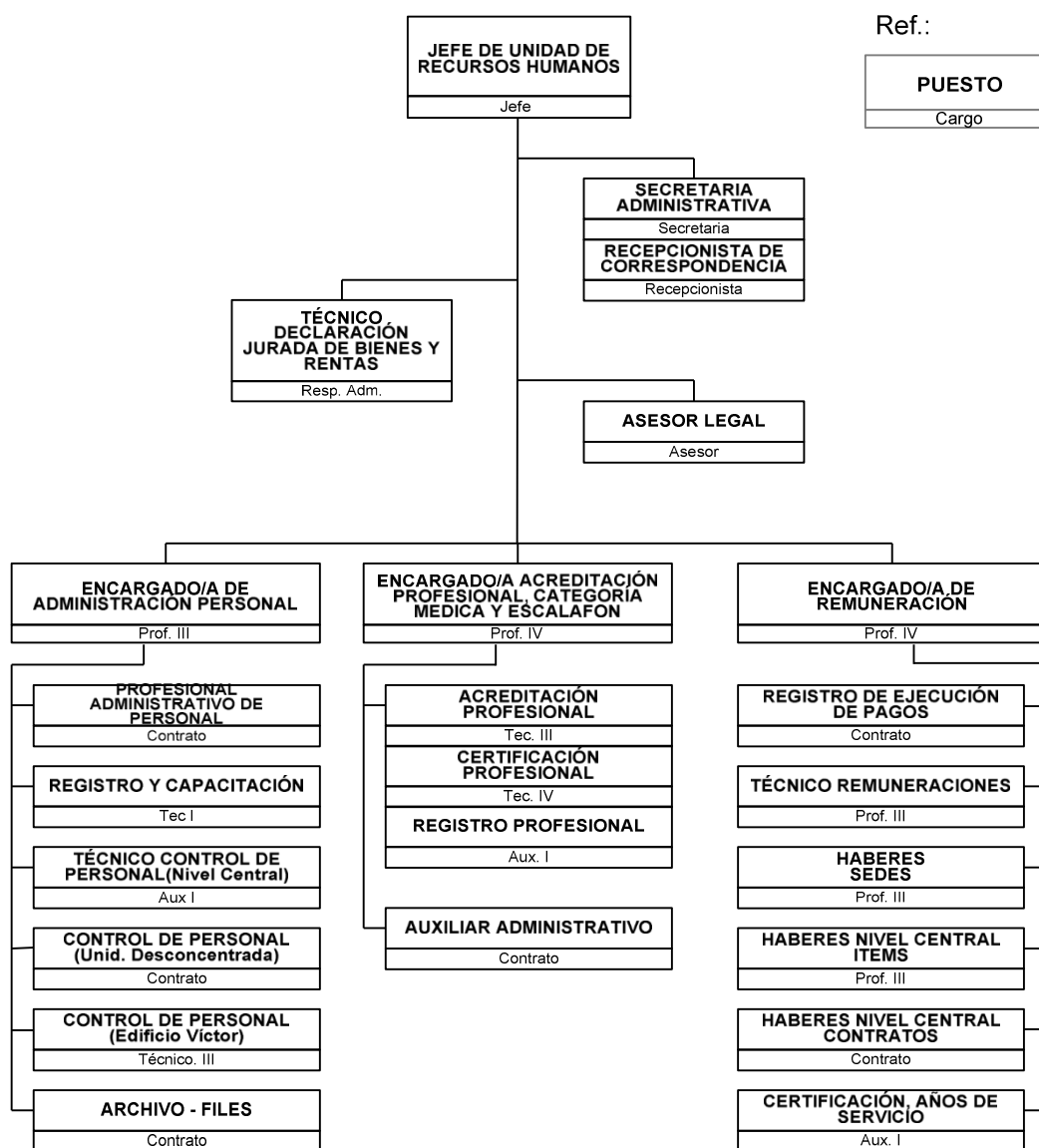
<i>Internal</i>	<i>Media and Communication Channels</i>
<p><i>a. Ministerial Office.</i></p> <p><i>b. Deputy Ministry of Health.</i></p> <p><i>c. Directorate General of Administrative Affairs.</i></p> <p><i>d. Directorate General of Legal Affairs.</i></p> <p><i>e. All Organizational Units of the Ministry.</i></p> <p><i>f. Decentralized Institutions.</i></p> <p><i>g. Technical Meetings.</i></p>	<p><i>a. Internal memos.</i></p> <p><i>b. Circulars.</i></p> <p><i>c. Memoranda.</i></p> <p><i>d. Reports.</i></p> <p><i>e. Minutes of Technical Meetings.</i></p> <p><i>f. Email</i></p>
<i>External</i>	<i>Media and communication channels</i>
<p><i>a. Ministry of Economy and Public Finance.</i></p> <p><i>b. Departmental Health Services (SEDES).</i></p> <p><i>c. School of Public Management.</i></p> <p><i>d. National Tax Service (SIN).</i></p> <p><i>e. Comptroller General of the State – National Training Center (CENCAP).</i></p> <p><i>f. AFP Funds.</i></p> <p><i>g. Professional Health Associations.</i></p>	<p><i>a. Reports.</i></p> <p><i>b. External and Internal Notes</i></p> <p><i>c. Circulars and Instructions for SEDES.</i></p>

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<b>h.</b> <i>Decentralized Entities Under Supervision.</i>	
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<b>(1. NAME OF THE UNIT:)</b> <b>PROGRAM AND PROJECT MANAGEMENT UNIT - UGESPRO</b> <span style="float: right;"><b>PROGRAM AND PROJECT MANAGEMENT UNIT - UGESPRO</b></span>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%;"><b>a. Hierarchical Level:</b></td> <td>Support and Control</td> </tr> <tr> <td><b>b. Type of Organizational Unit:</b></td> <td>Administrative</td> </tr> <tr> <td><b>c. Dependency:</b></td> <td>GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS</td> </tr> <tr> <td><b>d. Functional Areas Under Its Responsibility:</b></td> <td> <ul style="list-style-type: none"> <li>None.</li> </ul> </td> </tr> </table>	<b>a. Hierarchical Level:</b>	Support and Control	<b>b. Type of Organizational Unit:</b>	Administrative	<b>c. Dependency:</b>	GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS	<b>d. Functional Areas Under Its Responsibility:</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>a. Hierarchical Level:</b>	Support and Control							
<b>b. Type of Organizational Unit:</b>	Administrative							
<b>c. Dependency:</b>	GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS							
<b>d. Functional Areas Under Its Responsibility:</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>							
<b>2. NATURE:</b>								
<ul style="list-style-type: none"> <li><b>a.</b> Overseeing international cooperation resources.</li> <li><b>b.</b> Formulate, supervise, coordinate, and execute financial budgetary policies within the framework of current legal regulations and agreements defined with international cooperation institutions.</li> <li><b>c.</b> Contribute to the fulfillment of plans and programs designed and approved by the Ministry and the Executive Branch.</li> <li><b>d.</b> Coordinate and execute activities, technical tasks, and operations under the responsibility of UGESPRO, complying with the management goals established within its area of competence.</li> <li><b>e.</b> Coordinate with the heads of the General Directorate of Administrative Affairs, the General Directorate of Legal Affairs, and the General Directorate of Planning, as well as other activities necessary for the performance of its functions.</li> <li><b>f.</b> Coordinate with authorities from the different programs and projects with which UGESPRO is involved in relation to budgetary and accounting records.</li> <li><b>g.</b> Carry out activities inherent to incorporating the internal control system in the execution of public investment in programs and projects.</li> <li><b>h.</b> Contribute to optimizing budget execution so that the procurement of goods and services and payments to suppliers, line consultants, and product consultants are carried out in a timely and efficient manner.</li> <li><b>i.</b> Coordinate with financing agencies, public sector authorities, and others as appropriate on the execution of the POA and others.</li> <li><b>j.</b> Contribute to the fulfillment of commitments made with financing agencies, as described in the agreements and amendments signed by the Ministry of Health and Sports.</li> <li><b>k.</b> Assist in administrative tasks of the Technical and/or National Coordinators of the Programs and Projects executed by the Ministry of Health and Sports with which UGESPRO has a relationship.</li> <li><b>l.</b> Prepare the POA for UGESPRO as a unit under the D.G.A.A. for inclusion in the institutional POA.</li> <li><b>m.</b> Prepare the UGESPRO PAC as a unit dependent on the D.G.A.A. for inclusion in the institutional PAC.</li> <li><b>n.</b> Propose alternatives for updating administrative and financial procedures that optimize the use of resources, complying with current legal provisions and regulations of each financing agency.</li> <li><b>o.</b> Monitor compliance, changes, and implementation of POAIs by project staff at UGESPRO.</li> </ul>								


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- p.** Prepare and/or update the terms of reference or job descriptions of project staff to enable them to deliver the outputs scheduled in the unit's POA.*
- q.** Participate in the entry and exit meetings of the reviews and audits of UGESPRO projects, helping to ensure that information and documentation are provided in a timely manner.*
- r.** In coordination with staff from each project or program and the D.G.A.A., establish action plans to implement the recommendations of the reviews and audits.*
- s.** Inform the D.G.A.A. in a timely and formal manner about critical cases that arise during the administration of resources.*

### **3. RULES TO BE FOLLOWED:**

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- f. Law No. 2426 on Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Bónaño" No. 031 of July 19, 2010.
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- o. Basic Rules of the Personnel Management System, approved by Supreme Decree No. 26115 dated March 16, 2001.
- p. Internal Personnel Regulations of the Ministry of Health and Sports (4th Version).
- q. Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.
- r. Supreme Decree Regulating the Civil Service Statute No. 25749 dated April 20, 2000.
- s. Supreme Decree No. 0181, Basic Rules of the Goods and Services Administration System, for the hiring of temporary personnel.
- t. Specific Regulations of the Goods and Services Management System.
- u. Specific Regulations for the Integrated Accounting System.
- v. Specific Regulations for the Treasury and Public Credit System.
- w. Specific Regulations for the Budget System.
- x. Law 2042 on Budget Management.
- y. Supreme Decree 27849 Regulations on Budgetary Modifications.
- z. Supreme Resolution 216768 Basic Rules of the Public Investment System and its Regulations.
- aa. Specific Regulations approved by the Ministry of Health and Sports.
- bb. Other provisions relating to the scope of competence and the sector.

#### 4. PRODUCTS:

Standards	Services
a. Updated system for monitoring and evaluating the execution of the Investment and External Cooperation budget.	a. Incorporation of cooperation and investment resources into the Ministry's revenue budget.

	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

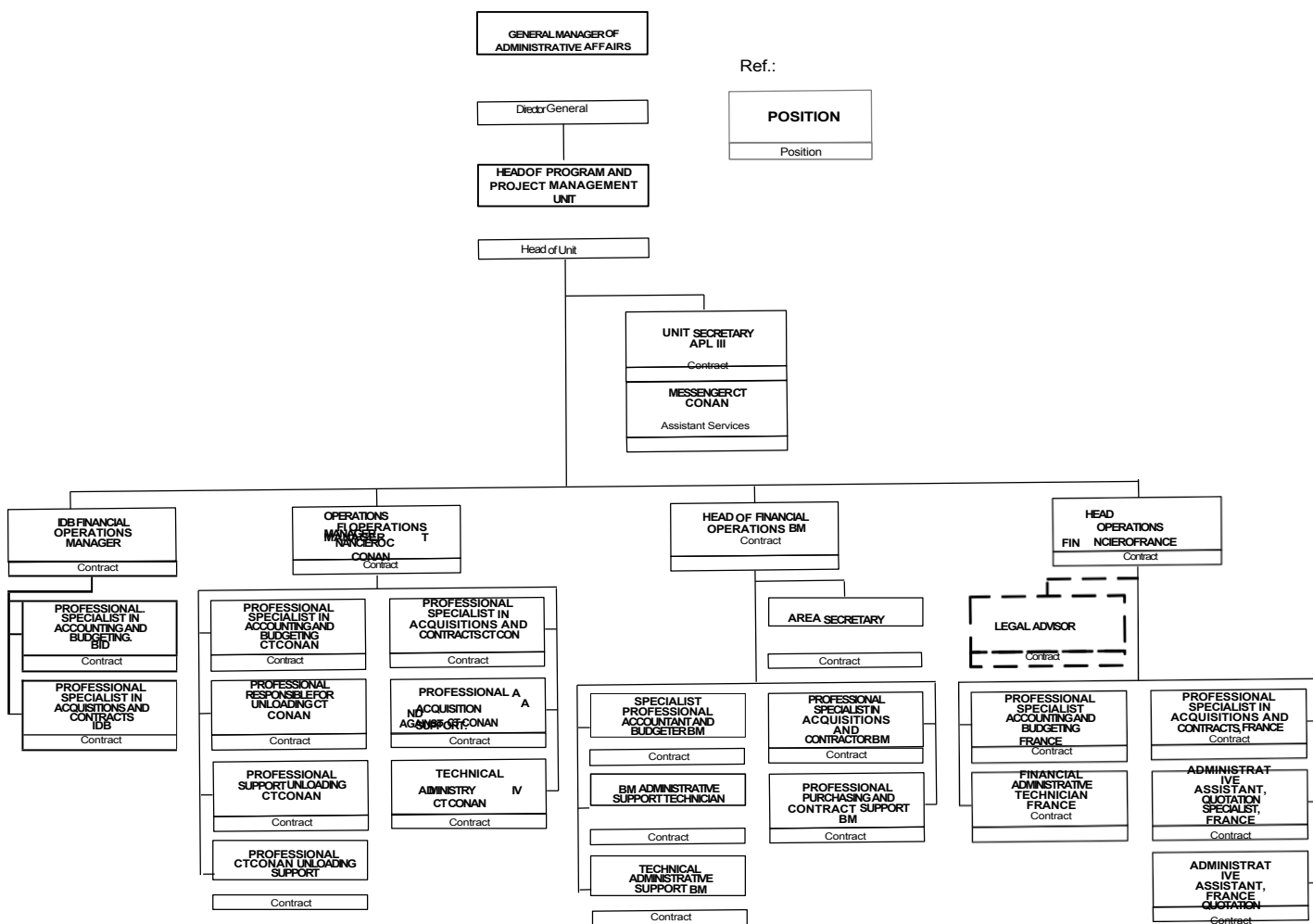
 PLURINATIONAL STATE OF BOLIVIA MINISTRY OF HEALTH AND SPORTS	<b>ADMINISTRATIVE ORGANIZATION SYSTEM</b>	Page 66 of 233
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<b>b.</b> Updated statements of budget execution for cooperation and public investment and local counterpart. <b>c.</b> Agreements with external cooperation in coordination with the Directorate General for Administrative Affairs and the Directorate General for Planning. <b>d.</b> Updated manual of processes and procedures for cooperation and public investment. <b>e.</b> Updated UGESPRO Procurement Plan. <b>f.</b> Annual Operational Program of the Unit.	<b>b.</b> Provide timely information on the use of External Cooperation resources. <b>c.</b> Compliance with agreements relating to external cooperation. <b>d.</b> Budgetary and accounting records and issuance of financial statements on which decisions are based. <b>e.</b> Program and project activities with timely availability of resources.
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#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Media and Communication Channels</i>
<b>a.</b> Ministerial Office. <b>b.</b> Deputy Ministries. <b>c.</b> Directorates General. <b>d.</b> Unit Heads. <b>e.</b> Decentralized Units. <b>f.</b> Programs and Projects.	<b>a.</b> Internal Notes, <b>b.</b> Reports, <b>c.</b> Roadmaps, <b>d.</b> Circulars, <b>e.</b> Memoranda, <b>f.</b> Instructions, <b>g.</b> Minutes, <b>h.</b> Emails.
<i>External</i>	<i>Media and Communication Channels</i>
<b>a.</b> Comptroller General of the State, <b>b.</b> Ministry of Economy and Public Finance, <b>c.</b> Ministry of Development Planning, <b>d.</b> International Cooperation Institutions <b>e.</b> Institutions related to Government Administration and Control Systems (SAYCO), <b>f.</b> Deputy Ministry of Public and External Financing (VIFPE), <b>g.</b> Decentralized Entities under its supervision, <b>h.</b> Organizations Non related to the sector.	<b>a.</b> Quotes, <b>b.</b> Reports, <b>c.</b> Meeting Minutes, <b>d.</b> Memos, <b>e.</b> Emails.

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012




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<b>1. NAME OF UNIT:</b>	<b>GENERAL DIRECTORATE OF LEGAL AFFAIRS</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Support and Control Administrative OFFICE OF THE MINISTER OF HEALTH AND SPORTS <ul style="list-style-type: none"> <li>• Legal Management Unit.</li> <li>• Legal Analysis Unit.</li> </ul>
<b>2. NATURE:</b>	
<ul style="list-style-type: none"> <li><b>a.</b> To provide specialized advice to the Minister, Deputy Ministers, and other members of the Ministry's central structure.</li> <li><b>b.</b> Support the Ministry in its legal regulatory development tasks.</li> <li><b>c.</b> To register and file ministerial resolutions and all other documentation, as well as to organize sources of legal information.</li> <li><b>d.</b> Coordinate and supervise the legal function and management of the Ministry.</li> <li><b>e.</b> Draft resolutions on appeals heard by the Ministry and issue well-founded reports on their admissibility and merits.</li> </ul>	
<b>3. RULES TO BE FOLLOWED:</b>	
<ul style="list-style-type: none"> <li><b>a.</b> Political Constitution of the Plurinational State of Bolivia.</li> <li><b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.</li> <li><b>c.</b> Sports Law No. 2770 dated July 7, 2004.</li> <li><b>d.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999.</li> <li><b>e.</b> Law 3323 Health Insurance for the Elderly.</li> <li><b>f.</b> Law 2426 Universal Maternal and Child Insurance</li> <li><b>g.</b> Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.</li> <li><b>h.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.</li> <li><b>i.</b> Civil Service Statute Law No. 2027 dated October 27, 1999.</li> <li><b>j.</b> Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.</li> <li><b>k.</b> Law 2042 on Budgetary Administration.</li> <li><b>l.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.</li> <li><b>m.</b> Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.</li> <li><b>n.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.</li> <li><b>o.</b> Health Code of the Republic of Bolivia.</li> <li><b>p.</b> Social Security Code.</li> <li><b>q.</b> Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.</li> </ul>	

	NAME	POSITION	DATE	SIGNATURE
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012



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- r. Basic Rules of the Personnel Administration System, approved by Supreme Decree No. 26115 dated March 16, 2001.*
- s. Internal Regulations for Personnel of the Ministry of Health and Sports (4th Version).*
- t. Supreme Decree Regulating the Civil Service Statute No. 25749 dated April 20, 2000.*
- u. Supreme Decree No. 0181, Basic Rules of the Goods and Services Administration System, for the hiring of temporary staff, line consultants, or product consultants.*
- v. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- w. Supreme Decree No. 25233 of November 27, 1998, which establishes the Basic Model for the organization, powers, and operation of Departmental Health Services.*
- x. Supreme Decree 27849 Regulations on Budget Modifications*
- y. Supreme Resolution No. 216768 Basic Rules of the Public Investment System and its Regulations.*
- z. Specific regulations approved by the Ministry of Health and Sports.*
- aa. Other provisions relating to the sector.*


#### 1. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Administrative Resolutions</i></li> <li><i>b. Ministerial Resolutions.</i></li> <li><i>c. Bi-ministerial Resolutions</i></li> <li><i>d. Multi-ministerial Resolutions</i></li> <li><i>e. Draft Laws</i></li> <li><i>f. Draft Supreme Decrees</i></li> <li><i>g. Agreements.</i></li> <li><i>h. Legal regulations.</i></li> <li><i>i. Draft Regulations on the Ministry's operations.</i></li> <li><i>j. Technical reports on legal analysis.</i></li> <li><i>k. Annual Operational Program of the Directorate.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Specialized legal advice.</i></li> <li><i>b. Systematization of the correspondence database.</i></li> <li><i>c. Systematization of the legal provisions database.</i></li> <li><i>d. Legal reports.</i></li> <li><i>e. Supervision of administrative processes.</i></li> </ul>

#### 5. COORDINATION RELATIONSHIPS:


Internal	Media and Communication Channels
<ul style="list-style-type: none"> <li><i>a. Programs and Projects.</i></li> <li><i>b. All departments of the Ministry of Health and Sports.</i></li> <li><i>c. Permanent Member of Technical Councils.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Memoranda.</i></li> <li><i>c. Reports.</i></li> <li><i>d. Technical Council Minutes.</i></li> <li><i>e. Email.</i></li> </ul>

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Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
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<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. State Comptroller General.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Health Insurance Funds.</i></li> <li><i>d. Ombudsman.</i></li> <li><i>e. Courts.</i></li> <li><i>f. District Superior Courts.</i></li> <li><i>g. Supreme Court of the Nation.</i></li> <li><i>h. Constitutional Court.</i></li> <li><i>i. Attorney General's Office.</i></li> <li><i>j. Natural and/or Legal Persons.</i></li> <li><i>k. District Prosecutors' Offices.</i></li> <li><i>l. POLICE: FELCC, DIPROVE, FELCT.</i></li> <li><i>m. Decentralized Entities Under Supervision.</i></li> <li><i>n. Entities related to the Health Sector.</i></li> <li><i>o. Ministry of Transparency and Anti-Corruption</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Memorials.</i></li> <li><i>c. Reports.</i></li> </ul>

	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>LEGAL ANALYSIS UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Responsibility:</b>	Support and Control Administrative GENERAL DIRECTORATE OF LEGAL AFFAIRS • None.
<b>2. NATURE:</b>	
	<b>a.</b> To handle all legal matters within and outside the Ministry. <b>b.</b> Handle all legal analysis matters within the Ministry. <b>c.</b> Respond to inquiries or requests for legal opinions. <b>d.</b> Issue legal opinions and recommend the necessary actions on various issues that arise in the Ministry. <b>e.</b> Issue legal opinions on draft regulations governing the Ministry's operations. <b>f.</b> Drafting bills and proposals for legal regulations.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	
	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Sports Law No. 2770 dated July 7, 2004. <b>d.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>e.</b> Law 3323 Health Insurance for the Elderly <b>f.</b> Law No. 2426 on Universal Maternal and Child Insurance <b>g.</b> Framework Law on Autonomy and Decentralization "Andrés Bónifaz" No. 031 of July 19, 2010. <b>h.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>i.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>j.</b> Law Amending the Civil Service Statute No. 2104 dated June 21, 2000. <b>k.</b> Law 2042 on Budgetary Administration. <b>l.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009. <b>m.</b> Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005. <b>n.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008. <b>o.</b> Health Code of the Republic of Bolivia. <b>p.</b> Social Security Code. <b>q.</b> Regulations on Liability for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15,

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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- September 2001.
- r.** Basic Rules of the Personnel Administration System, approved by Supreme Decree No. 26115 dated March 16, 2001.
  - s.** Internal Personnel Regulations of the Ministry of Health and Sports (4th Version).
  - t.** Supreme Decree Regulating the Civil Service Statute No. 25749 dated April 20, 2000.
  - u.** Supreme Decree No. 0181, Basic Rules of the Goods and Services Administration System, for the hiring of temporary staff, line consultants, or product consultants.
  - v.** Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
  - w.** Supreme Decree No. 25233 of November 27, 1998, which establishes the Basic Model for the organization, powers, and operation of Departmental Health Services.
  - x.** Supreme Decree 27849 Regulations on Budget Modifications
  - y.** Supreme Resolution No. 216768 Basic Rules of the Public Investment System and its Regulations.
  - z.** Specific regulations approved by the Ministry of Health and Sports.
  - aa.** Other provisions relating to the sector.


#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><b>a.</b> Administrative Resolutions</li> <li><b>b.</b> Ministerial Resolutions.</li> <li><b>c.</b> Bi-ministerial Resolutions</li> <li><b>d.</b> Multiministerial Resolutions</li> <li><b>e.</b> Draft Supreme Decrees</li> <li><b>f.</b> Draft Laws</li> <li><b>g.</b> Agreements</li> <li><b>h.</b> Regulations.</li> <li><b>i.</b> Legal reports.</li> <li><b>j.</b> Annual Operational Program of the Unit.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Handling of legal management issues.</li> <li><b>b.</b> Management and processing of legal proceedings.</li> <li><b>c.</b> Advice Legal to the the</li> <li><b>d.</b> Issuance of legal reports.</li> <li><b>e.</b> Issuing response notes to requests</li> <li><b>f.</b> Legal reports prior to budget modifications.</li> </ul>

#### 5. COORDINATION RELATIONSHIPS:


Internal	Media and Communication Channels
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Dependent Vice Ministries.</li> <li><b>c.</b> Directorates General.</li> <li><b>d.</b> Unit Heads.</li> <li><b>e.</b> Functional Areas.</li> <li><b>f.</b> Programs and Projects (UGESPRO).</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Meetings.</li> <li><b>d.</b> Email.</li> </ul>

	NAME	POSITION	DATE	SIGNATURE
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<i>g. Others.</i>	
<b>External</b>	<b>Media and Communication Channels</b>
<i>a. Various State Ministries.</i> <i>b. Comptroller General of the State.</i> <i>c. Plurinational Legislative Assembly (Senate and Chamber of Deputies).</i> <i>d. Autonomous Departmental Governments.</i> <i>e. Autonomous Municipal Governments.</i> <i>f. Departmental Health Services.</i> <i>g. Health Insurance Funds.</i> <i>h. Ombudsman.</i> <i>i. Public Prosecutor's Office.</i>	<i>a. Appointments.</i> <i>b. Reports.</i> <i>c. Memorials.</i> <i>d. Memos.</i>

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<b>1. NAME OF THE UNIT:</b>	<b>LEGAL MANAGEMENT UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Responsibility:</b>	Support and Control Administrative GENERAL DIRECTORATE OF LEGAL AFFAIRS • None.
<b>2. NATURE:</b>	
	<b>a.</b> To handle all legal matters within and outside the Ministry. <b>b.</b> Sponsor and handle legal matters and proceedings filed and processed before the Ministry, or in which the Ministry is a party, as well as conduct the Ministry's administrative proceedings. <b>c.</b> Draft resolutions, contracts, and other legal instruments for the Ministry. <b>d.</b> Address and process legal issues related to the implementation of Government Management and Control Systems. <b>e.</b> Comply with the plans and programs designed and approved by the Ministry and the Executive Branch. <b>f.</b> Coordinate and execute activities, technical tasks, and operations under the responsibility of your Unit, meeting established management goals. <b>g.</b> Coordinate with the heads of the General Directorate's Units in your area on the activities necessary for the performance of your duties. <b>h.</b> Respond to inquiries or requests for legal opinions. <b>i.</b> Issue legal opinions and recommend the actions required on the various issues that arise in the Ministry. <b>j.</b> Address and process legal aspects related to the application of Government Administration and Control Systems.
<b>3. RULES TO BE FOLLOWED:</b>	
	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Sports Law No. 2770 dated July 7, 2004. <b>d.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999. <b>e.</b> Law 3323 Health Insurance for the Elderly <b>f.</b> Law 2426 Universal Maternal and Child Insurance <b>g.</b> Framework Law on Autonomy and Decentralization "Andrés Bóñez" No. 031 of July 19, 2010. <b>h.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>i.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>j.</b> Law Amending the Civil Service Statute No. 2104 dated June 21, 2000. <b>k.</b> Law 2042 on Budgetary Administration.

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- l. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- m. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.*
- n. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.*
- o. Health Code of the Republic of Bolivia.*
- p. Social Security Code.*
- q. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- r. Basic Rules of the Personnel Management System, approved by Supreme Decree No. 26115 dated March 16, 2001.*
- s. Internal Personnel Regulations of the Ministry of Health and Sports (4th Version).*
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- v. Supreme Decree No. 0181, Basic Rules of the Goods and Services Administration System, for the hiring of line or product consultants.*
- w. Supreme Decree No. 25233 of November 27, 1998, establishing the Basic Model for the organization, powers, and operation of Departmental Health Services.*
- x. Supreme Decree 27849 Regulations on Budget Modifications*
- y. Supreme Resolution 216768 Basic Rules of the Public Investment System and its Regulations.*
- z. Specific Regulations approved by the Ministry of Health and Sports.*
- aa. Other provisions relating to the sector.*

#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Administrative Resolutions</i></li> <li><i>b. Ministerial Resolutions.</i></li> <li><i>c. Bi-ministerial resolutions</i></li> <li><i>d. Multiministerial Resolutions</i></li> <li><i>e. Draft Supreme Decrees</i></li> <li><i>f. Draft Laws</i></li> <li><i>g. Agreements.</i></li> <li><i>h. Contracts</i></li> <li><i>i. Draft Regulations on the Ministry's Operations.</i></li> <li><i>j. Technical reports on legal analysis</i></li> <li><i>k. Internal Investigating Judge</i></li> <li><i>l. Secretary to the Investigating Judge for Proceedings against Highest Authorities, Members of Boards of Directors, Lawyers, and Internal Auditors</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Handling of legal management issues.</i></li> <li><i>b. Management and processing of legal proceedings.</i></li> <li><i>c. Legal advice on the procurement of goods and services, agreements, and contracts.</i></li> <li><i>d. Follow-up and response to briefs in different instances, courts, District Superior Courts, Supreme Court of the Nation, Constitutional Court, Attorney General's Office, District Attorney's Offices.</i></li> <li><i>e. Personnel, consulting, and service provision contracts.</i></li> <li><i>f. Resolutions of administrative proceedings.</i></li> <li><i>g. Budget transfers.</i></li> </ul>


	NAME	POSITION	DATE	SIGNATURE
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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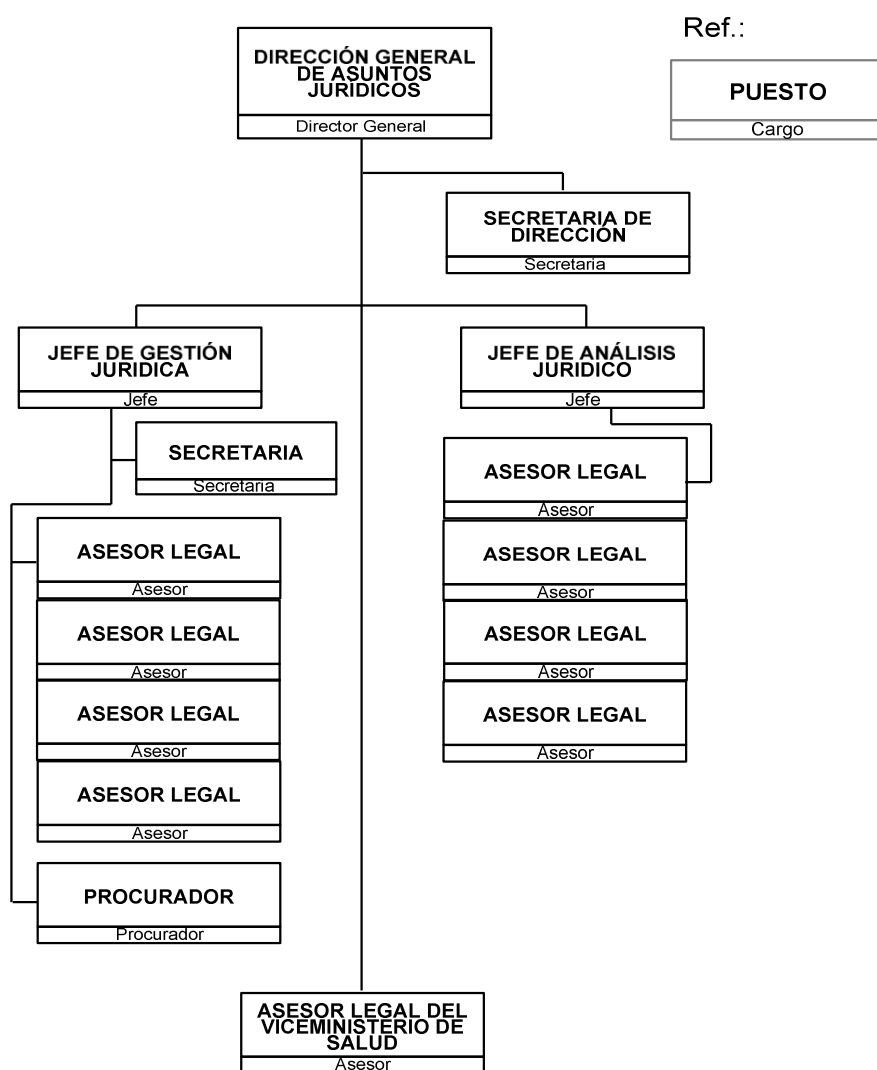
<i>Annual Operational Program of the Unit.</i>	
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<b>a.</b> All departments of the Ministry of Health and Sports. <b>b.</b> Programs and Projects. <b>c.</b> Technical Meetings.	<b>a.</b> Internal memos. <b>b.</b> Reports. <b>c.</b> Minutes of Technical Meetings. <b>d.</b> Email.
<b>External</b>	<b>Media and Communication Channels</b>
<b>a.</b> Comptroller General of the State. <b>b.</b> Departmental Health Services (SEDES). <b>c.</b> Health Insurance Funds. <b>d.</b> Ombudsman. <b>e.</b> Courts. <b>f.</b> District Superior Courts. <b>g.</b> Supreme Court of the Nation. <b>h.</b> Constitutional Court. <b>i.</b> Attorney General's Office. <b>j.</b> District Prosecutors' Offices. <b>k.</b> Natural and/or Legal Persons.	<b>a.</b> Cites. <b>b.</b> Memorials. <b>c.</b> Reports. <b>d.</b> Memos.

	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012




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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>GENERAL DIRECTORATE OF PLANNING</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Authority:</b>	<i>Support and Control</i> <i>Administrative</i> <i>OFFICE OF THE MINISTER OF HEALTH AND SPORTS</i> <ul style="list-style-type: none"> <li>• <i>Strategic Planning Unit.</i></li> <li>• <i>National Health Information System Unit.</i></li> </ul>
<b>2. NATURE:</b>	
	<b>a.</b> Plan and schedule the actions of the Ministry of Health and Sports in the medium and long term, in accordance with the National Development Plan and the Sectoral Development Plan. <b>b.</b> Promote, supervise, and coordinate with the Departmental Health Services (SEDES) the health development plan, taking into account the policies of: 1. Single, Intercultural, and Community Health System, 2. Stewardship, 3. Social Mobilization, 4. Health Determinants, and 5. Solidarity. <b>c.</b> Coordinate technical and economic actions with International Cooperation in the area of sectoral health planning. <b>d.</b> Coordinate the preparation of the Ministry's Institutional Strategic Plan. <b>e.</b> Coordinate and evaluate SNIS results. <b>f.</b> Report on planning processes to the MAE.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Civil Service Statute Law No. 2027 dated October 27, 1999.
- e. Andrés Ibáñez Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010.
- f. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- g. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- h. Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- l. Health Code of the Republic of Bolivia.
- m. Social Security Code.
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- o. Internal Regulations for Personnel of the Ministry of Health and Sports (4th Version).
- p. Basic Rules of the Planning System.
- q. Basic Rules of the Public Investment System, R.S. 216768 dated June 18, 1996.
- r. Basic Rules of the Operations Programming System, approved by Supreme Resolution No. 216784 dated August 16, 1996.
- s. Basic Standards for the Administrative Organization System, approved by Supreme Resolution No. 217055 dated May 20, 1997.
- t. Specific Regulations approved by the Ministry of Health and Sports.
- u. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Sector Development Plan.</li> <li>b. Health Sector Management Model.</li> <li>c. Follow-up reports on the support program and follow-up on the Health Sector Support Program (PASS) established.</li> <li>d. Political and Technical Strategy of the School of Health Governance Validated and implemented management models.</li> <li>e. Management Capacity Strengthening Project.</li> </ol>	<ol style="list-style-type: none"> <li>a. Advising the Minister of Health and Sports.</li> <li>b. Intersectoral and intrasectoral committee organized as a coordination mechanism with subsectors and civil society.</li> <li>c. Alignment of development projects with the Sectoral Development Plan (PDS).</li> <li>d. National workshop on the implementation of the Development Plan.</li> </ol>

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<p><i>f. Management commitments of SEDES and entities under its supervision.</i></p> <p><i>g. Health management commitments.</i></p> <p><i>h. Specific Regulations of the National Public Investment System (SNIP) – Ministry of Health and Sports.</i></p> <p><i>i. Agreements and projects, reviewed and approved.</i></p> <p><i>j. Technical and legal standards for infrastructure and equipment in the public health sector.</i></p> <p><i>k. Plan of Accounts and the Health Sector Budget Classifier.</i></p> <p><i>l. Health Sector Support Program (PASS) Project Canada.</i></p> <p><i>m. Project to Strengthen Management Capacity.</i></p> <p><i>n. Code of Ethics.</i></p> <p><i>o. Annual Development Plan.</i></p> <p><i>p. Annual Operational Program of the Sectoral Directorate (PDS).</i></p>	<p><i>Sectoral (PDS), which will present the Universal Health Insurance (SUS) and Intercultural and Community Family Health.</i></p> <p><i>e. Agreements and Projects, reviewed and approved.</i></p>
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#### 5. COORDINATION RELATIONSHIPS:


<i>Internal</i>	<i>Means and Channels of Communication</i>
<p><i>a. Ministerial Office.</i></p> <p><i>b. Deputy Ministries.</i></p> <p><i>c. Directorates General.</i></p> <p><i>d. Unit Heads.</i></p> <p><i>e. Decentralized Institutions.</i></p> <p><i>f. Programs and Projects.</i></p> <p><i>g. Permanent Member of Technical Councils.</i></p> <p><i>h. Technical Meetings.</i></p>	<p><i>a. Internal Notes.</i></p> <p><i>b. Circulars.</i></p> <p><i>c. Quotes.</i></p> <p><i>d. Memoranda.</i></p> <p><i>e. Technical Council Minutes.</i></p> <p><i>f. Technical Meeting Minutes.</i></p> <p><i>g. Email.</i></p>
<i>External</i>	<i>Media and Communication Channels</i>
<p><i>a. Ministry of the Presidency.</i></p> <p><i>b. Comptroller General of the Republic.</i></p> <p><i>c. Ministry of Finance.</i></p> <p><i>d. Ministry of Development Planning.</i></p> <p><i>e. Institutions related to Government Administration and Control Systems (SAYCO).</i></p> <p><i>f. Economic Analysis and Policy Unit (UDAPE).</i></p>	<p><i>a. External notes.</i></p> <p><i>b. Technical reports.</i></p> <p><i>c. Email.</i></p>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>g.</b> <i>Deputy Ministry of Public and External Financing.</i> <b>h.</b> <i>Departmental Health Services (SEDES).</i> <b>i.</b> <i>Health Networks.</i> <b>j.</b> <i>Decentralized Entities Under Supervision.</i> <b>k.</b> <i>Organizations Non related to the sector.</i> <b>l.</b> <i>International Organizations.</i>	
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	NAME	POSITION	DATE	SIGNATURE
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<b>1. NAME OF THE UNIT:</b>	<b>STRATEGIC PLANNING UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Responsibility:</b>	Support and Control Administrative GENERAL DIRECTORATE OF ADMINISTRATIVE AFFAIRS <ul style="list-style-type: none"> <li>Operations Programming Area.</li> <li>Health Economics Area.</li> <li>Strategic Planning Area.</li> <li>Administrative Organization Area.</li> <li>IDB Projects.</li> </ul>
<b>2. NATURE:</b>	
<b>a.</b> Apply and disseminate the Operations Programming System. <b>b.</b> Implement programming and execution monitoring systems in accordance with guidelines and in coordination with the Ministry of Development Planning. <b>c.</b> Apply, disseminate, and operationally execute the Administrative Organization System. <b>d.</b> Provide useful, timely, and reliable health information within the framework of the Annual Operational Program.	
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Act No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Civil Service Statute Law No. 2027 dated October 27, 1999.
- e. Andrés Ibáñez Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010.
- f. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- g. Civil Service Statute Law No. 2027 dated October 27, 1999.
- h. Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.
- l. Health Code of the Republic of Bolivia.
- m. Social Security Code.
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- o. Internal Personnel Regulations of the Ministry of Health and Sports (4th Version).
- p. Basic Rules of the Planning System.
- q. Basic Rules of the Public Investment System, R.S. 216768 dated June 18, 1996.
- r. Basic Rules of the Operations Programming System, approved by Supreme Resolution No. 216784 dated August 16, 1996.
- s. Basic Rules of the Administrative Organization System, approved by Supreme Resolution No. 217055 dated May 20, 1997.
- t. Specific Regulations approved by the Ministry of Health and Sports.
- u. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Institutional Annual Operating Program (POA).</li> <li>b. Follow-up reports on the support program and follow-up on the Health Sector Support Program (PASS) established.</li> <li>c. Specific Regulations for the Operations Programming System.</li> <li>d. Organization and Functions Manual.</li> <li>e. Processes and Procedures Manual.</li> <li>f. Specific Regulations for the Administrative Organization System.</li> </ol>	<ol style="list-style-type: none"> <li>a. Training for the preparation of the Organization and Functions Manual.</li> <li>b. Training for the preparation of the Processes and Procedures Manual.</li> <li>c. Provide technical assistance in activities related to Strategic Planning.</li> <li>d. Provide technical assistance in the formulation and formalization of performance-based commitments.</li> <li>e. Reconciliation of the Development with the Sectoral Development Plan</li> </ol>

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<b>g.</b> Follow-up Evaluation Reports on the Institutional POA. <b>h.</b> Management Capacity Strengthening Project. <b>i.</b> Specific Regulations of the National Public Investment System (SNIP) – Ministry of Health and Sports. <b>j.</b> Agreements and Projects, reviewed and approved. <b>k.</b> Technical and legal standards for infrastructure and equipment in the public health sector. <b>l.</b> Chart of Accounts and Budget Classifier for the Health Sector. <b>m.</b> Health Sector Support Program (PASS) Project, Canada. <b>n.</b> Management Capacity Strengthening Project. <b>o.</b> Code of Ethics. <b>p.</b> Annual Operating Program of the Unit.	<b>f.</b> Health Operations Scheduling Computer System (SIPOS). <b>g.</b> Incentive System for the Execution of the Annual Operational Program. <b>h.</b> Implementation of the Computer System for Monitoring and Evaluating the Physical Budget of Programs and Projects <b>i.</b> Geographic Information System for NGOs in the health sector. <b>j.</b> BRECHAS system for equipment and infrastructure. <b>k.</b> System for Monitoring and Controlling Results and Objectives.
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#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Means and Channels of Communication</i>
<b>a.</b> Ministerial Office. <b>b.</b> Deputy Ministries. <b>c.</b> Directorates General. <b>d.</b> Unit Heads. <b>e.</b> Decentralized Institutions. <b>f.</b> Programs and Projects. <b>g.</b> Permanent Member of Technical Councils. <b>h.</b> Technical Meetings.	<b>a.</b> Internal Notes. <b>b.</b> Circulars. <b>c.</b> Quotes. <b>d.</b> Memoranda. <b>e.</b> Technical Council Minutes. <b>f.</b> Technical Meeting Minutes. <b>g.</b> Technical reports. <b>h.</b> Email.
<i>External</i>	<i>Media and Communication Channels</i>
<b>a.</b> Ministry of the Presidency. <b>b.</b> Comptroller General of the Republic. <b>c.</b> Ministry of Economy and Public Finance. <b>d.</b> Ministry of Development Planning. <b>e.</b> Institutions related to Government Administration and Control Systems (SAYCO). <b>f.</b> Economic Analysis and Policy Unit (UDAPE).	<b>a.</b> Cites <b>b.</b> Reports. <b>c.</b> Email.


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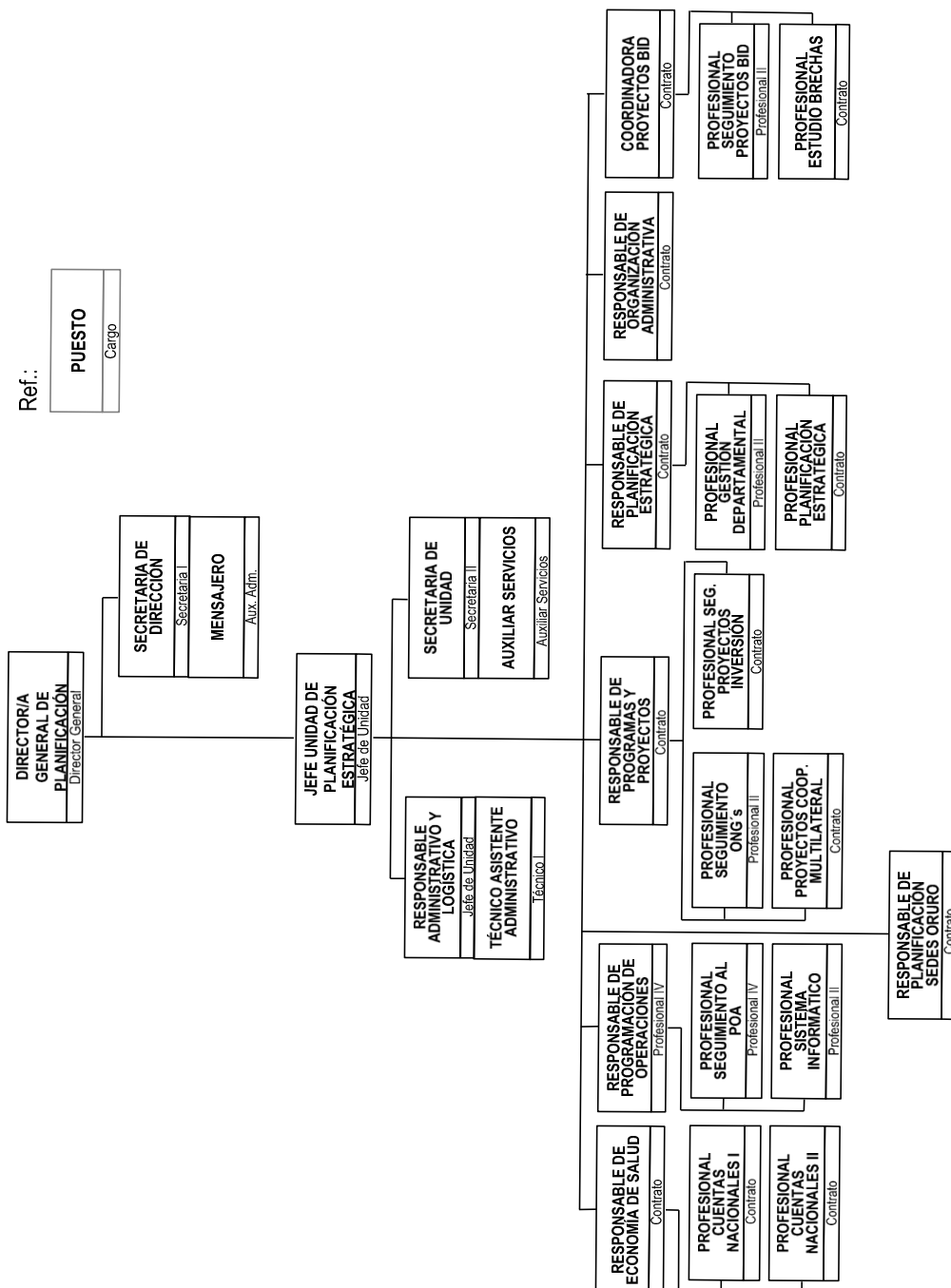
 PLURINATIONAL STATE OF BOLIVIA MINISTRY OF HEALTH AND SPORTS	<b>ADMINISTRATIVE ORGANIZATION SYSTEM</b>		Page 85 of 234
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<b>g.</b> <i>Deputy Ministry of Public and External Financing.</i> <b>h.</b> <i>Departmental Health Services (SEDES).</i> <b>i.</b> <i>Health Networks.</i> <b>j.</b> <i>Decentralized Entities Under Supervision.</i> <b>k.</b> <i>Organizations Non related to the sector.</i> <b>l.</b> <i>International Organizations.</i>	
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## 6. ORGANIZATIONAL CHART



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<b>1. NAME OF THE UNIT:</b>	<b>NATIONAL HEALTH INFORMATION SYSTEM UNIT (U-SNIS)</b>			
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Authority:</b>	Administrative Support and Control GENERAL DIRECTORATE OF PLANNING <ul style="list-style-type: none"> <li>• Medical Technical Area</li> <li>• Technology Area</li> <li>• SVINC Area</li> </ul>			
<b>2. NATURE:</b>				
<p><i>Medical Technical Area</i></p> <ul style="list-style-type: none"> <li><b>a.</b> Standardize, administer, and regulate health information management for public health management and epidemiological surveillance.</li> <li><b>b.</b> Generate useful, timely, and reliable information for analyzing the health situation.</li> <li><b>c.</b> Promote opportunities and spaces for analysis, reflection, and research processes for decision-making at all levels of the health system.</li> <li><b>d.</b> Periodically coordinate the information needs of the health sector.</li> <li><b>e.</b> Coordinate regularly with other institutions that provide information: INE, Civil Registry, National Police, INASES, and UDAPE.</li> <li><b>f.</b> Expand the competence and coverage of health information with NGOs, the Church, Social Security, the Armed Forces, and private entities.</li> </ul> <p><i>Technology Area</i></p> <ul style="list-style-type: none"> <li><b>a.</b> Provide and guarantee the proper functioning of network services, IP telephony, email, internet, and the website of the Ministry of Health and Sports and Organizational Units, as well as extended services at the departmental level through the national network, implemented on the SNIS-VE Communications Platform.</li> <li><b>b.</b> Manage the information systems, databases, and technological resources of the National Health Information and Epidemiological Surveillance System, ensuring their availability, integrity, and visualization.</li> <li><b>c.</b> Oversee and manage the ongoing updating and maintenance of the technological infrastructure and systems supported by the National Health Information System through the adoption of policies, standards, and procedures.</li> <li><b>d.</b> Define, implement, and manage the IT security of services and/or information technology resources that support the operation of the National Information System and the Ministry of Health.</li> <li><b>e.</b> Manage risks within its competence through their identification, treatment, and control.</li> </ul>				
	<b>NAME</b>	<b>POSITION</b>	<b>DATE</b>	<b>SIGNATURE</b>
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	SOA Manager Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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### 3. REGULATIONS TO BE COMPLIED WITH:

- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Bónafina" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- g. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.*
- h. Health Code of the Republic of Bolivia.*
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- k. Specific Regulations approved by the Ministry of Health and Sports.*
- l. Other provisions relating to the sector.*

### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li><i>a. Annual Operational Program (AOP).</i></li> <li><i>b. Standards, standardized procedures for the generation and processing of information used appropriately in 9 SEDES and 3 subsectors.</i></li> <li><i>c. Specific Regulations and Technical Operating Regulations.</i></li> <li><i>d. Staff Performance Evaluation Reports.</i></li> </ol>	<p><i>Medical Technical Area</i></p> <ol style="list-style-type: none"> <li><i>a) CAI with in-depth analysis of health determinants and gaps, carried out in accordance with regulations at all levels of the health system.</i></li> <li><i>b) Promote spaces for information analysis meetings at the national and departmental levels in the subsectors (public, social security, NGOs, church, and armed forces).</i></li> <li><i>c) Train personnel in administrative and operational processes.</i></li> <li><i>d) Dissemination of timely, high-quality information.</i></li> <li><i>e) Issue standardized rules, procedures, and methodologies for the analysis and proper management of health information.</i></li> <li><i>f) Improve data quality based on supervision processes.</i></li> <li><i>g) coordination of participation in CAI departmental.</i></li> </ol>

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	<p><i>Technology Area</i></p> <ul style="list-style-type: none"> <li><b>a.</b> National Data Network, with IP telephony, data transmission, email, and Internet services, with the capacity to interconnect services with the nine departmental SEDES and functional units of the MSD.</li> <li><b>b.</b> Visualization of health statistics through the technological resources and media installed on the SNIS-VE Communications Platform.</li> <li><b>c.</b> Definition and development of technological projects within the sector.</li> <li><b>d.</b> Nationwide technical advice and support in defining requirements and implementing technological resources.</li> <li><b>e.</b> Development and implementation of information systems within the sector.</li> </ul>
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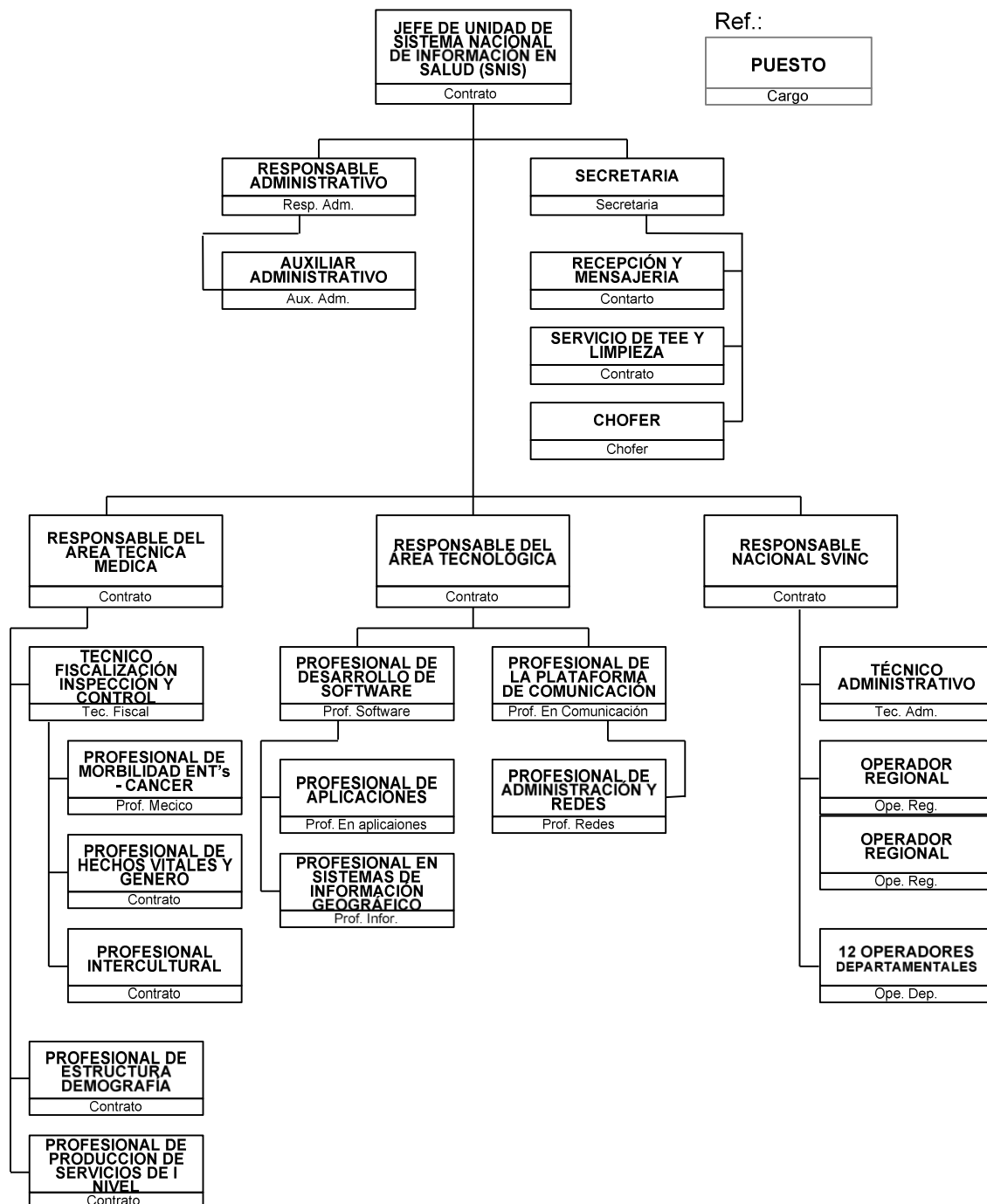
#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><b>a.</b> All departments of the Ministry of Health and Sports.</li> <li><b>b.</b> Decentralized units.</li> <li><b>c.</b> Programs and Projects.</li> <li><b>d.</b> Technical Meetings.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Appointments.</li> <li><b>b.</b> Internal Communication.</li> <li><b>c.</b> Roadmaps.</li> <li><b>d.</b> Circulars.</li> <li><b>e.</b> Memoranda.</li> <li><b>f.</b> Minutes.</li> <li><b>g.</b> Technical Reports.</li> <li><b>h.</b> Travel reports.</li> <li><b>i.</b> Email.</li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><b>a.</b> Departmental Health Services (SEDES).</li> <li><b>b.</b> Health Networks.</li> <li><b>c.</b> Decentralized Entities Under Supervision.</li> <li><b>d.</b> Organizations Non-related to the sector.</li> <li><b>e.</b> International Organizations.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> External notes.</li> <li><b>c.</b> Email.</li> <li><b>d.</b> Minutes of technical meetings.</li> <li><b>e.</b> Other</li> </ul>


	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
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## EXECUTIVE – PLANNING AND COORDINATION

- Deputy Ministry of Health and Promotion
- Deputy Ministry of Traditional Medicine and Intercultural Health
  - Deputy Ministry of Sports and


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<b>1. NAME OF THE UNIT:</b>	<b>DEPUTY MINISTRY OF HEALTH AND PROMOTION</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Planning and Coordination Substantive OFFICE OF THE MINISTER OF HEALTH AND SPORTS <ul style="list-style-type: none"> <li>• Directorate General of Health Services.</li> <li>• General Directorate of Health Insurance.</li> <li>• Directorate General for Health Promotion.</li> <li>• Medical Categories Registration Area.</li> </ul>
<b>2. NATURE:</b>	
<ul style="list-style-type: none"> <li><b>a.</b> Coordinate actions for the formulation, implementation, and evaluation of general health policy within the framework of the policies for implementing the General Economic and Social Development Plan.</li> <li><b>b.</b> Develop rules and regulations for the Single Health System.</li> <li><b>c.</b> Develop rules and regulations for the implementation of Universal Health Insurance. d) Coordinate the implementation of the new SAFCI policy.</li> <li><b>d.</b> Develop rules, regulations, and protocols for quality control of health services, including medical audits and control of medical malpractice.</li> <li><b>e.</b> Develop rules and regulations for the networks of the Unified Health System.</li> <li><b>f.</b> Coordinate the coordination of public policies, national health strategies, transparency and anti-corruption strategies, mechanisms for participation and social control, and efficiency in management and health services among national, departmental, municipal, community, and indigenous peasant authorities.</li> <li><b>g.</b> Propose rules, regulations, and guidelines to control and supervise the National Health System.</li> <li><b>h.</b> Propose standards for the registration of medicines, supplies, food, and beverages for human consumption.</li> <li><b>i.</b> Develop standards for the authorization, operation, and supervision of health service providers, medical professionals, and all health care professionals and workers.</li> <li><b>j.</b> Coordinate and promote the development of rules and regulations for the operation of human resources education and training entities, within the framework of human development policies and teaching-care integration agreements.</li> <li><b>k.</b> Coordinate and chair the CNIDAI.</li> <li><b>l.</b> Develop standards and regulations for the prevention, control, and treatment of all health programs under the Ministry's jurisdiction, in an integrated manner.</li> <li><b>m.</b> Coordinate, plan, and arrange international cooperation within the framework of agreements signed by the country.</li> <li><b>n.</b> Serve as chair of the INASES board of directors.</li> </ul>	
<b>3. RULES TO BE FOLLOWED:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- e. Law 3323 Health Insurance for the Elderly
- f. Law 2426 Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.
- l. Health Code of the Republic of Bolivia.
- m. Social Security Code.
- n. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- o. Law on Municipalities.
- p. Agreement on teaching and healthcare integration between the Bolivian University System and this State Portfolio.
- q. Specific regulations approved by the Ministry of Health and Sports.
- r. Other provisions relating to the sector.

#### 4. PRODUCTS:


Standards	Services
<ol style="list-style-type: none"> <li>a. Propose and promote policies, plans, and programs for the health sector.</li> <li>b. Propose and approve laws, supreme decrees, ministerial resolutions, administrative resolutions, and regulatory provisions.</li> <li>c. Signing of interministerial and interinstitutional agreements with civil society organizations, non-governmental organizations, and other entities related to the sector.</li> <li>d. Establish agreements, letters of intent, and negotiations.</li> <li>e. Annual Operating Program of the Vice Ministry.</li> </ol>	<ol style="list-style-type: none"> <li>a. Within the framework of the powers established in Supreme Decree 29894 and the Health Code.</li> </ol>

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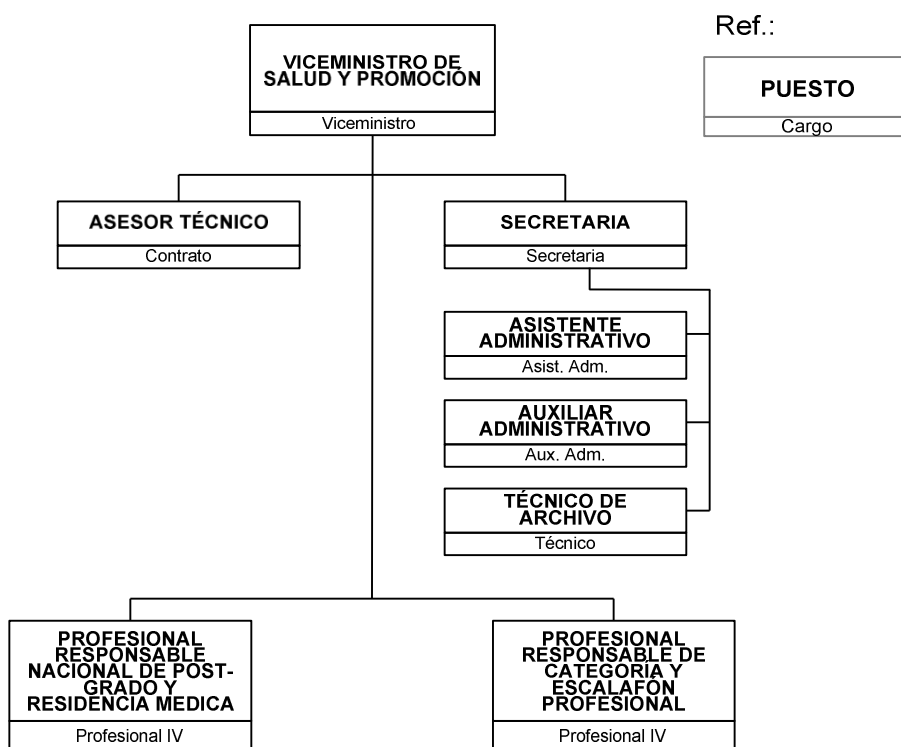
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5. COORDINATION RELATIONSHIPS:	
<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Directorates, Presidency, and Management of Social Security.</i></li> <li><i>d. Directorates General.</i></li> <li><i>e. Dependent organizational units.</i></li> <li><i>f. Decentralized institutions.</i></li> <li><i>g. Technical Coordination Council.</i></li> <li><i>h. Program and Project Management.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Ministerial Resolutions</i></li> <li><i>b. Internal memos.</i></li> <li><i>c. Roadmaps.</i></li> <li><i>d. Memoranda.</i></li> <li><i>e. Circulars.</i></li> <li><i>f. Technical Council Minutes.</i></li> <li><i>g. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Entities dependent on the Executive Branch: Ministries, Vice-Ministries.</i></li> <li><i>b. Armed Forces and National Police.</i></li> <li><i>c. Departmental Health Services (SEDES).</i></li> <li><i>d. Health Networks.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Organizations Non related to the sector.</i></li> <li><i>g. International Cooperation Agencies.</i></li> <li><i>h. Social Organizations.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Supreme Court Supreme and National Provisions</i></li> <li><i>b. Conventions and Agreements</i></li> <li><i>c. Notes or Letters</i></li> <li><i>d. Reports.</i></li> <li><i>e. Minutes of Communication.</i></li> <li><i>f. Minutes of Cabinet Meetings.</i></li> <li><i>g. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1.NAME OF THE UNIT:</b>	<b>DEPUTY MINISTRY OF TRADITIONAL AND INTERCULTURALITY</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b>  <b>d. Dependent Functional Units:</b>	Planning and Coordination Substantive OFFICE SR/A MINISTER OF HEALTH AND SPORTS  • Directorate General of Traditional and Intercultural Medicine Interculturality.
<b>2. NATURE:</b>	
	<b>a.</b> Design a policy to promote traditional medicine and its integration with academic or university medicine, within the framework of interculturality and the ethnic and cultural adaptation of health services. <b>b.</b> Incorporate traditional medicine practices into the national health system and implement a system for registering and codifying traditional and alternative therapies, incorporating them into the national pharmacopoeia. <b>c.</b> Accredite the human resources that carry out the practice of traditional medicine and establish protocols for standards and procedures for traditional and alternative health care in coordination with the authorities of the indigenous peasant peoples and organizations of traditional doctors, midwives, and local alternative practitioners. <b>d.</b> Promote research into traditional medicine and interculturality in health services, and coordinate service networks and social networks with the practice of traditional medicine. <b>e.</b> Promote teaching and learning processes in traditional medicine to ensure its strengthening and consolidation in each region of Bolivia. <b>f.</b> Defend medicinal plants as part of biodiversity, as well as the collective intellectual property of cultures that have exclusively used species of their medicinal flora, preventing biopiracy.
<b>3. STANDARDS TO BE MET:</b>	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Law on the Statute of Public Servants No. 2027 dated October 27, 1999.
- e. Law 3323 Health Insurance for the Elderly
- f. Law 2426 Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Babiñez" No. 031 of July 19, 2010.
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- k. Health Code of the Republic of Bolivia.
- l. Social Security Code.
- m. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- n. Law on Coca and Controlled Substances No. 1008 dated July 19, 1988.
- o. Medicine Law No. 1737 dated December 17, 1996.
- p. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- q. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- r. Environment Law.
- s. Law on Professional Practice and Medical Liability No. 3131.
- t. Universal Maternal and Child Insurance Law – SUMI No. 2426.
- u. Law 3760 on the United Nations Declaration on the Rights of Indigenous Peoples.
- v. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- w. Supreme Decree No. 25055 of May 23, 1998, supplementing Supreme Decree No. 24855 of September 22, 1997.
- x. Supreme Decree No. 27488 of May 14, 2004, Art. 27 of Law 2042.
- y. Ministerial Resolution of 1987 authorizing and recognizing the practice of traditional medicine.
- z. Specific regulations approved by the Ministry of Health and Sports.
- aa. Other provisions relating to the sector.

#### 4. PRODUCTS:


Standards	Services
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<ul style="list-style-type: none"> <li><i>a. Implement processes for coordination and complementation in health services.</i></li> <li><i>b. Models of intercultural adaptation in the Altiplano, Valleys, and Tropics regions.</i></li> <li><i>c. Protocols for intercultural healthcare.</i></li> <li><i>d. IEC strategy in intercultural and traditional medicine.</i></li> <li><i>e. Draft bill on traditional medicine and its regulations.</i></li> <li><i>f. Process for certification, accreditation, recognition, and validation of traditional doctors.</i></li> <li><i>g. Diagnosis of artisanal laboratories, natural and traditional medicines.</i></li> <li><i>h. Strategy for promoting medicinal products incorporated into the health system.</i></li> <li><i>i. Local health and nutrition diagnoses of Indigenous and Native Peoples.</i></li> <li><i>j. Municipal Strategic Plan for Indigenous and Native Peoples.</i></li> <li><i>k. Training modules on intercultural health for health personnel.</i></li> <li><i>l. Regulations for the coordination and incorporation of traditional medicine into the Single Health Insurance System.</i></li> <li><i>m. Regionalized intercultural adaptation modules for health authorities and personnel, municipal authorities, and civil society.</i></li> <li><i>n. Protocols for traditional medicine services for the Universal Health Insurance system.</i></li> <li><i>o. Three regionalized research studies on the use of medicinal plants.</i></li> <li><i>p. Annual Operational Program of the Vice Ministry.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Comprehensive care for families and communities with interculturality, implemented in 25% of municipalities.</i></li> <li><i>b. Research on the most widely used medicinal products, which were incorporated into the National Single Supply System (SNUS).</i></li> <li><i>c. Three research studies conducted and three documents published on the Bolivian Traditional Pharmacopoeia.</i></li> <li><i>d. 10% of municipalities coordinated and complemented traditional medicine in health services.</i></li> <li><i>e. 100% of traditional doctors, midwives, and naturopaths registered, 50% of traditional doctors, naturopaths, and midwives licensed, and 4% of traditional doctors with certificates of competence.</i></li> <li><i>f. 20 semi-processed natural products incorporated into community pharmacies.</i></li> <li><i>g. 50% of indigenous peoples have a health and nutrition diagnosis with actions implemented.</i></li> <li><i>h. 10 benefits incorporated into the SUS, with management and requests for TGN items for traditional doctors in rural areas.</i></li> <li><i>i. 20% reduction in malnutrition in children under 5, achieved through ancestral nutritional practices.</i></li> <li><i>j. CENSUS of traditional doctors, midwives, and naturopaths.</i></li> <li><i>k. Certification of Traditional Healers.</i></li> <li><i>l. Communication campaign to promote, inform, and train on ancestral nutritional and health practices at the family and community level.</i></li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Dependent Organizational Units.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Roadmaps.</i></li> <li><i>c. Memoranda.</i></li> </ul>

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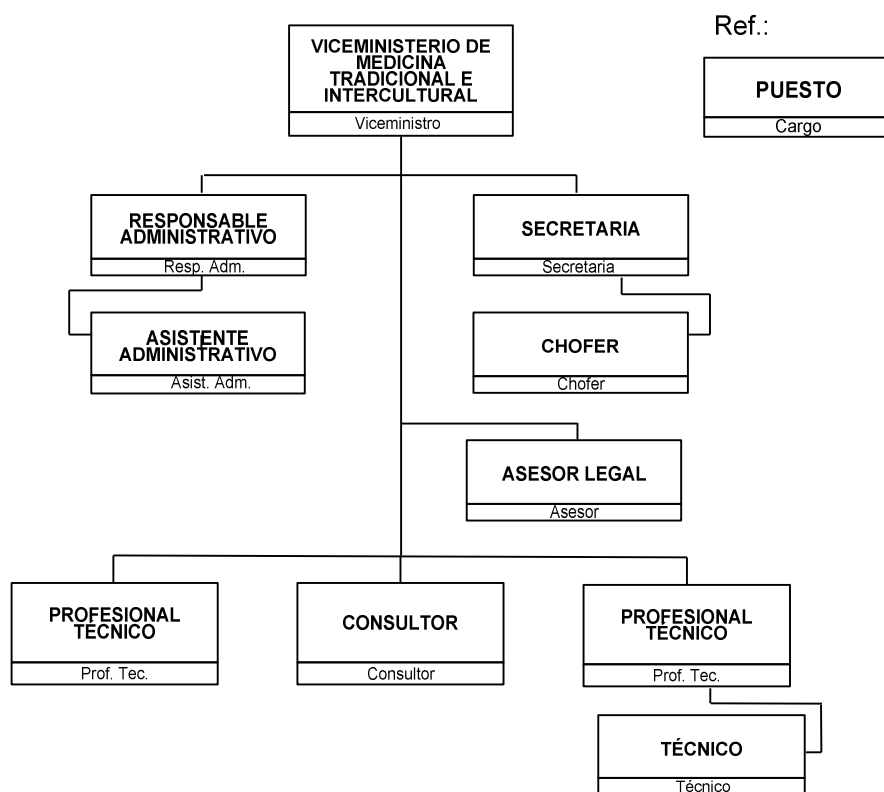
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<i>d. Support units.</i> <i>e. Directorates General.</i> <i>f. Decentralized Institutions.</i> <i>g. Permanent Member of Technical Councils.</i>	<i>d. Circulars.</i> <i>e. Minutes of Technical Councils.</i> <i>f. Email.</i>
<b>External</b>	<b>Media and Communication Channels</b>
<i>a. Entities dependent on the Executive Branch</i> <i>b. Provincial governments.</i> <i>c. Departmental Health Services (SEDES).</i> <i>d. Health Networks.</i> <i>e. Decentralized Institutions Under Supervision.</i> <i>f. International Cooperation Agencies.</i> <i>g. Organizations Non related to the sector.</i> <i>h. Organizations of Traditional Doctors and Natural Doctors.</i> <i>i. Medicines Subcommittee.</i>	<i>a. CITES.</i> <i>b. Reports.</i> <i>c. Communication Minutes.</i> <i>d. Cabinet Meeting Minutes.</i> <i>g. Email.</i>

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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>DEPUTY MINISTRY OF SPORTS</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Planning and Coordination Substantive OFFICE OF THE MINISTER OF HEALTH AND SPORTS • None
<b>2. NATURE:</b>	<p><b>a.</b> To formulate and implement policies for the promotion of physical activity and educational, competitive, professional, amateur, and recreational sports, incorporating active and healthy lifestyles.</p> <p><b>b.</b> Incorporate sport into education system programs, in coordination with the Minister of Education and Culture.</p> <p><b>c.</b> Coordinate joint actions with educational institutions under the Ministry of Education and Culture.</p> <p><b>d.</b> Regulate, supervise, and oversee the operation of departmental units within the framework of national policy and priorities.</p> <p><b>e.</b> Coordinate and support the development and maintenance of sports infrastructure and equipment.</p> <p><b>f.</b> Regulate and coordinate actions with public and private entities and institutions related to sport.</p> <p><b>g.</b> Formulate policies and supervise the development of sports infrastructure.</p> <p><b>h.</b> Promote the physical and mental health of the entire national, regional, and community population.</p> <p><b>i.</b> Support and coordinate the development and maintenance of sports infrastructure and equipment.</p> <p><b>j.</b> Propose and promote policies to prevent the use of illegal drugs and narcotics in sports activities, whether professional or amateur.</p>
<b>3. RULES TO BE FOLLOWED:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Sports Law No. 2770 dated July 7, 2004.*
- d. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- e. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- f. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- g. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- h. Law on Sport No. 2770 dated July 7, 2004.*
- i. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.*
- j. Supreme Decree Regulating Law 1654 – Departmental Councils No. 27431 of April 2, 2004.*
- k. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- l. Specific Regulations approved by the Ministry of Health and Sports.*
- m. Other provisions relating to the sector.*

#### 4. PRODUCTS:


Standards	Services
<ul style="list-style-type: none"> <li><i>a. Policies, plans, and programs developed for sports.</i></li> <li><i>b. Policies for the promotion of physical activity and educational, competitive professional, amateur, and recreational sports.</i></li> <li><i>c. Draft bill amending the Sports Tax.</i></li> <li><i>d. Draft bill amending the Sports Law to make it more appropriate for sport.</i></li> <li><i>e. Sports Medical Insurance Bill.</i></li> <li><i>f. National Training Center Bill, with resources for the construction of the High Performance Center.</i></li> <li><i>g. Regulations on the Discharge of National Sports Federations.</i></li> <li><i>h. Regulations for the Law on COTENAL.</i></li> <li><i>i. National Sports Ranking System.</i></li> <li><i>j. Accreditation Regulations.</i></li> <li><i>k. Feasibility Study for the Training Center.</i></li> <li><i>l. Annual Operating Program of the Vice Ministry.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Inter-institutional agreements signed with civil society, non-governmental organizations, and other entities related to the sector.</i></li> <li><i>b. National Information System for decision-making.</i></li> <li><i>c. Increased level of athletes with greater competitiveness at the international level.</i></li> <li><i>d. National Sports Federations and institutions related to sports with subsidies.</i></li> <li><i>e. Comprehensive national development in health, education, and social areas.</i></li> <li><i>f. Accreditation system for sports professionals.</i></li> <li><i>g. Coordination of the Deputy Minister's agenda.</i></li> <li><i>h. Control over the management of salary payments and the operation of the FID and Bolivia Deportes.</i></li> <li><i>i. coordination of thematic of interest of the</i></li> </ul>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

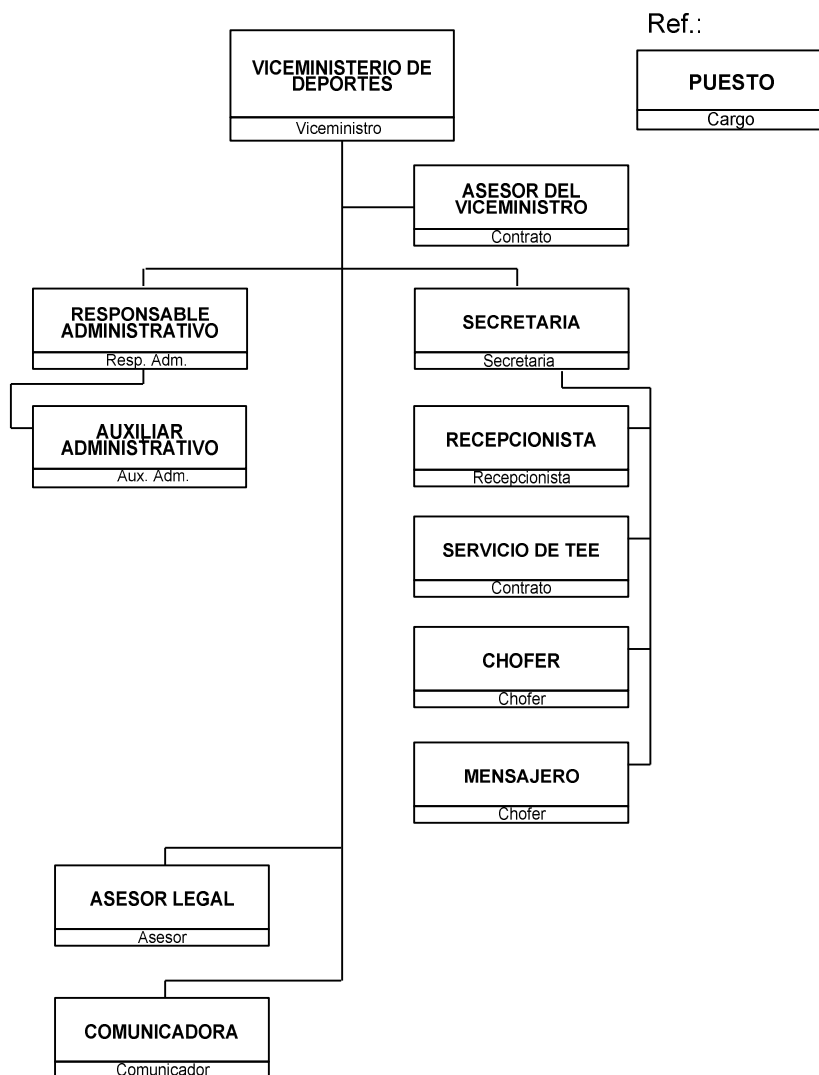
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	<p><i>Ministry with other state entities and external cooperation institutions.</i></p> <p><b>j.</b> <i>Creation of the Bolivian Sports Information Agency.</i></p> <p><b>k.</b> <i>Census of sports infrastructure.</i></p> <p><b>l.</b> <i>National Professional Census on sports and sports leaders.</i></p> <p><b>m.</b> <i>Sports Games: National School Games for 12-year-olds, University Games, Military and Police Games, Cochabamba Tropics Games, among others.</i></p>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<p><b>a.</b> <i>Ministerial Office.</i></p> <p><b>b.</b> <i>Deputy Ministries.</i></p> <p><b>c.</b> <i>Directorates General.</i></p> <p><b>d.</b> <i>Area Units.</i></p> <p><b>e.</b> <i>Decentralized Institutions.</i></p> <p><b>f.</b> <i>Higher Sports Council.</i></p> <p><b>g.</b> <i>Sports Investment Fund.</i></p> <p><b>h.</b> <i>Bolivia Sports.</i></p> <p><b>i.</b> <i>National High Performance Center – Sucre.</i></p>	<p><b>a.</b> <i>Internal Notes.</i></p> <p><b>b.</b> <i>Roadmaps.</i></p> <p><b>c.</b> <i>Memoranda.</i></p> <p><b>d.</b> <i>Circulars.</i></p> <p><b>e.</b> <i>Board Minutes.</i></p> <p><b>f.</b> <i>Email.</i></p>
<b>External</b>	<b>Media and Communication Channels</b>
<p><b>a.</b> <i>Entities dependent on the Executive Branch.</i></p> <p><b>b.</b> <i>Entities dependent on the Legislative Branch.</i></p> <p><b>c.</b> <i>Departmental Sports Services.</i></p> <p><b>d.</b> <i>Decentralized Entities Under Supervision.</i></p> <p><b>e.</b> <i>International Sports Ministries.</i></p> <p><b>f.</b> <i>National Sports Federations.</i></p> <p><b>g.</b> <i>Federation of Municipal Associations.</i></p> <p><b>h.</b> <i>Departmental associations of municipalities.</i></p> <p><b>i.</b> <i>Sports federations.</i></p> <p><b>j.</b> <i>Sports councils.</i></p>	<p><b>a.</b> <i>Appointments.</i></p> <p><b>b.</b> <i>Reports.</i></p> <p><b>c.</b> <i>Communication minutes.</i></p> <p><b>d.</b> <i>Email.</i></p>


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## 6. ORGANIZATIONAL CHART




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# OPERATIONS


- General Directorate of Health Insurance Services
    - Health Insurance Directorate General
  - Directorate General of Traditional Medicine and Interculturality
  - Directorate General for Health Promotion
- Health

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<b>1. NAME OF THE UNIT:</b>	<b>DIRECTORATE-GENERAL FOR HEALTH SERVICES</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Operational Substantive DEPUTY MINISTRY OF HEALTH AND PROMOTION <ul style="list-style-type: none"> <li>• Health Technology and Medicines Unit ( ).</li> <li>• Health Services Networks and Quality Unit.</li> <li>• Epidemiology Unit.</li> <li>• Early Childhood Development Unit.</li> <li>• National Information and Documentation Center Area.</li> <li>• Comprehensive Care for Kidney Disease Project.</li> <li>• National Blood Program.</li> </ul>
<b>2. NATURE:</b>	
<b>a.</b> Coordinate technical and economic actions with International Cooperation in the area of health. <b>b.</b> Coordinate the development of requirements and standards for the operation of public and private universities, institutes, and schools in the area of health in coordination with the Ministry of Education. <b>c.</b> Regulate the operation of public and private health services at the national level, promoting their modernization. <b>d.</b> Promote, coordinate, and supervise the development of national health, disease control, food, and nutrition programs, respecting gender and generational perspectives and the customs and traditions of rural, indigenous, and native peoples. <b>e.</b> Promote health education programs for the active participation of the population.	
<b>3. STANDARDS TO BE MET:</b>	
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO). <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001. <b>e.</b> Health Code of the Republic of Bolivia. <b>f.</b> Social Security Code. <b>g.</b> Specific Regulations approved by the Ministry of Health and Sports. <b>h.</b> Other provisions relating to the sector.	

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#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Systematization of management results and performance targets of the Directorate.</i></li> <li><i>b. Evaluation report on the schedule of performance goals for management and its functional units.</i></li> <li><i>c. Performance evaluation form for management personnel.</i></li> <li><i>d. Quarterly notes on the implementation of the training schedule for management staff.</i></li> <li><i>e. Quarterly reports on budget execution and quota allocation.</i></li> <li><i>f. Coordinate reports to the MAE and the General Directorate of Planning on the supervision of the implementation of SEDES programs and projects.</i></li> <li><i>g. Reports and notes on the distribution of promotional material for the Documentation Center's website and increase in visits to the site.</i></li> <li><i>h. Scheduling of workshops and reports on training and support for staff of cooperating institutions in Virtual Library methodologies.</i></li> <li><i>i. Annual Operational Program of the Directorate.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Evaluation of the Directorate's performance target schedule.</i></li> <li><i>b. Evaluation of the performance of the Directorate's staff in coordination with the Human Resources Unit.</i></li> <li><i>c. Training of Directorate staff.</i></li> <li><i>d. Coordination of Technical Council meetings.</i></li> <li><i>e. Coordination meetings with the Directorates-General and MSD programs and projects.</i></li> <li><i>f. Supervision of the implementation of SEDES programs and projects.</i></li> <li><i>g. Attention and follow-up of inter-institutional agreements signed with civil society, non-governmental organizations, and other related entities.</i></li> </ul>

#### 5. COORDINATION RELATIONSHIPS:

Internal	Media and Communication Channels
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Directorates General.</i></li> <li><i>d. Organizational Units.</i></li> <li><i>e. Decentralized Institutions.</i></li> <li><i>f. Programs and Projects.</i></li> <li><i>g. Permanent Member of Technical Councils.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Circulars.</i></li> <li><i>c. Reports.</i></li> <li><i>d. Technical Council Minutes.</i></li> <li><i>e. Email.</i></li> </ul>


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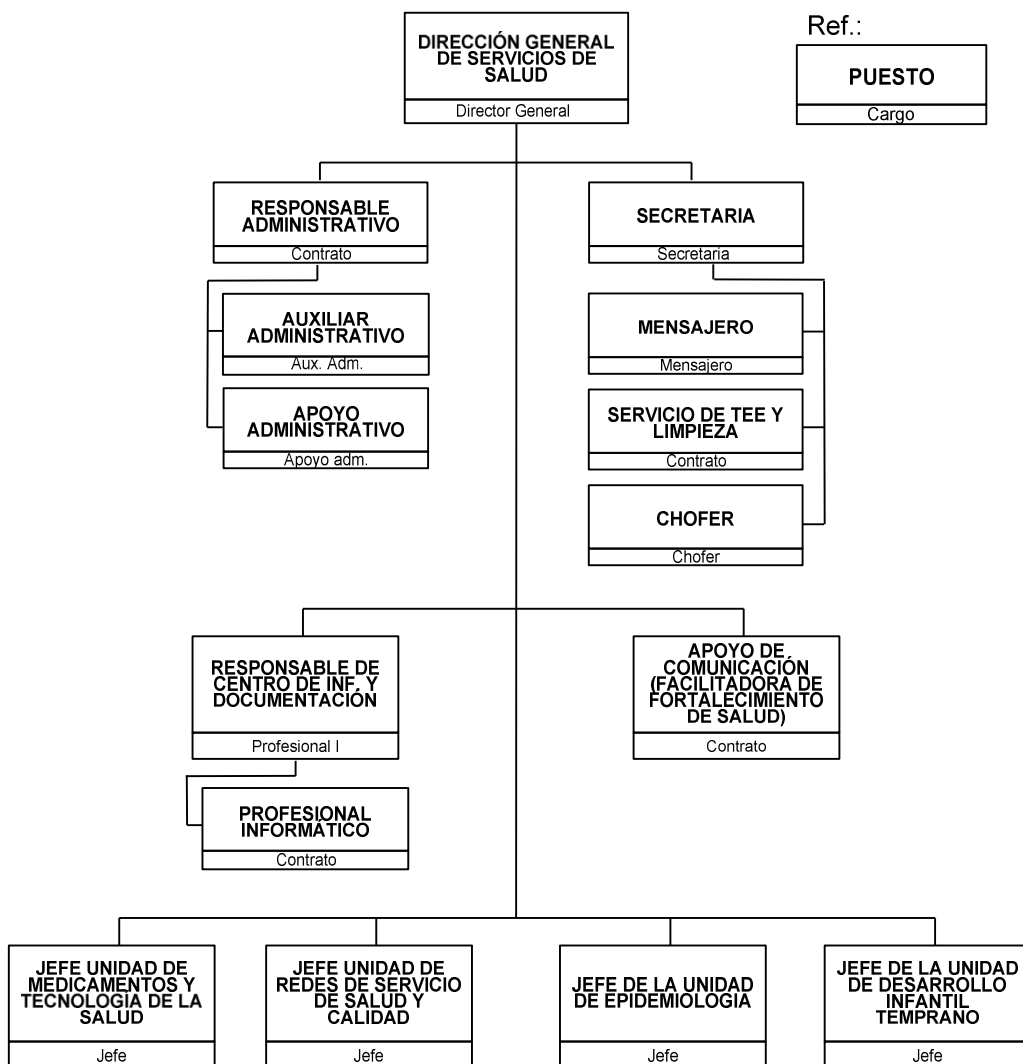
<i>External</i>	<i>Media and Communication Channels</i>
<p><i>a. Departmental Health Services (SEDES).</i></p> <p><i>b. Health Networks.</i></p> <p><i>c. Organizations Non Government organizations related to the sector.</i></p> <p><i>d. Decentralized Entities Under Supervision.</i></p> <p><i>e. External Cooperation Agencies.</i></p>	<p><i>a. Cites.</i></p> <p><i>b. Communication Minutes.</i></p> <p><i>c. Reports.</i></p> <p><i>d. Video and Conference Calls.</i></p> <p><i>e. Email.</i></p>

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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<i>Area of National National of Information and Documentation - CNID.</i>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Execution Substantive GENERAL DIRECTORATE OF HEALTH SERVICES • None
<b>2. NATURE:</b>	
	<b>a.</b> Institutional memory of the Ministry of Health and Sports responsible for preserving everything related to the printed publication of standards, protocols, guidelines, manuals, educational material, health legislation, and others. <b>b.</b> Preservation of physical bibliographic material. <b>c.</b> Preservation and storage in digital format. <b>d.</b> Collection and acquisition of bibliographic material. <b>e.</b> Organization of public health and clinical information contained in books, magazines, audiovisual material, educational material, etc., produced by the Ministry of Health and Sports, obtained through donations, direct purchase, or subscriptions. <b>f.</b> Relationships with institutions related to the field of library science. <b>g.</b> Free dissemination of information in the clinical and public health areas. <b>h.</b> Support for the training of human resources in health, universities, institutes, school and college students, and the general public. <b>i.</b> Support for research, project and policy formulation, decision-making, preparation of historical documents, analysis, etc.
<b>3. RULES TO BE FOLLOWED:</b>	
	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>e.</b> Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001. <b>f.</b> Specific Regulations approved by the Ministry of Health and Sports. <b>g.</b> Other provisions relating to the sector.

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#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Ministerial Resolution establishing the mandatory submission of bibliographic material generated at the institution to the Documentation Center.</i></li> <li><i>b. Regulations governing the loan of bibliographic material.</i></li> <li><i>c. Specific Organization and Functions Manual.</i></li> <li><i>d. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Organization of printed and digitized material for the location and selection of information.</i></li> <li><i>b. Free loan of bibliographic material.</i></li> <li><i>c. Digitization of the bibliographic heritage of the Ministry of Health and Sports.</i></li> <li><i>d. Free service for the dissemination of digitized material.</i></li> <li><i>e. Management of information in the area of health (user guidance).</i></li> <li><i>f. Preparation of bibliographic records for documents produced by the Ministry of Health and Sports, in accordance with institutional image standards.</i></li> <li><i>g. Development of new and traditional tools to guide users in searching for and selecting information (manual and electronic catalogs, files, online catalogs—OPAC, etc.).</i></li> </ul>

#### 5. COORDINATION RELATIONSHIPS:


Internal	Media and Communication Channels
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Dependent Vice-Ministries.</i></li> <li><i>c. Directorates General.</i></li> <li><i>d. Organizational Units.</i></li> <li><i>e. Programs and Projects.</i></li> <li><i>f. MSD Officials.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites</i></li> <li><i>b. Internal Notes</i></li> <li><i>c. Reports</i></li> <li><i>d. Roadmaps</i></li> <li><i>e. Circulars</i></li> <li><i>f. Memoranda</i></li> <li><i>g. Minutes.</i></li> <li><i>h. Email.</i></li> </ul>
External	Media and Communication Channels
<ul style="list-style-type: none"> <li><i>a. Ministries and state entities.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. National and foreign universities.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. External Notes.</i></li> <li><i>b. Email.</i></li> </ul>

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<i>d. Scientific societies.</i> <i>e. International Organizations.</i> <i>f. Non-governmental organizations.</i> <i>g. National and International Documentation Centers.</i> <i>h. Libraries.</i> <i>i. Users.</i>	
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<b>1. NAME OF THE UNIT:</b>	<b>AREA: NATIONAL BLOOD PROGRAM</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive GENERAL DIRECTORATE OF HEALTH SERVICES • None
<b>2. NATURE:</b>	
<b>a.</b> To implement national policies and guidelines for the National Blood Program. <b>b.</b> Coordinate technical actions with the General Directorate of Health Services (as indicated in subsection (ii) of the subtitle of the Executing Agency of loan agreement No. 1031/SF-BO under Law No. 1994 of July 28, 1999, RM. No. 0345 of June 26, 2002, for the development of the National Blood Program. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the General Directorate of Health Services, in order to comply with the established management goals.	
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Transfusion Medicine and Blood Banks Act No. 1687 of March 26, 1996. <b>e.</b> Regulations to the Transfusion Medicine and Blood Banks Act, Supreme Decree No. 24547 of March 31, 1997. <b>f.</b> Framework Law on Autonomy and Decentralization "Andrés Bóñez" No. 031 of July 19, 2010. <b>g.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>h.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>i.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System of June 11, 2008. <b>j.</b> Health Code of the Republic of Bolivia. <b>k.</b> Social Security Code. <b>l.</b> Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001. <b>m.</b> Specific Regulations approved by the Ministry of Health and Sports. <b>n.</b> Other provisions relating to the sector.	

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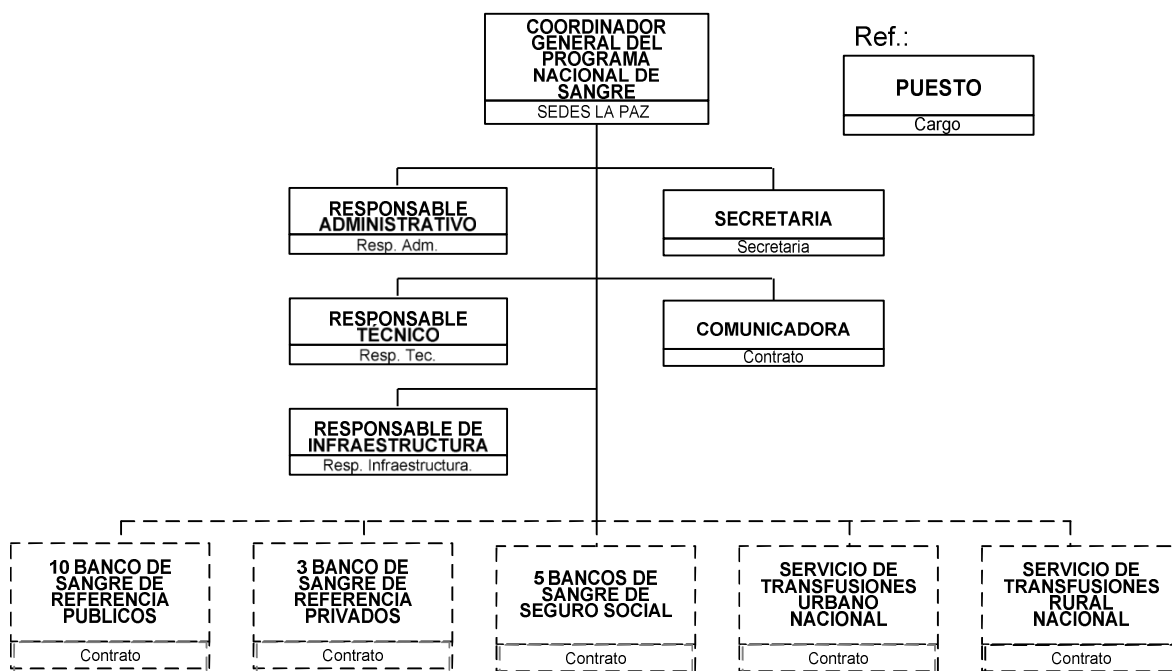
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4. PRODUCTS:				
Standards		Services		
<p><b>a.</b> Standards, Protocols, and Guidelines for the National Blood Program.</p>		<p><b>a.</b> Provide services in accordance with current regulations, implementing Law No. 1687 and DS. 24547 in public and private establishments within its jurisdiction.</p> <p><b>b.</b> Become the National Regulatory Reference Center for the standardization and formulation of strategic planning guidelines for the System.</p> <p><b>c.</b> Develop models and standards for care, organization, operation, procedures, evaluation, quality control and assurance, cost analysis, and other tasks assigned or delegated by the General Directorate of Health Services.</p> <p><b>d.</b> Integrate and participate in national organizations and activities related to organ and tissue transplants.</p> <p><b>e.</b> Exercise institutional links of a technical and scientific nature.</p> <p><b>f.</b> Coordinate the collection of information with the National Blood Services Network, based on the area's competence and with the coordination and request of the SNIS.</p> <p><b>g.</b> Training for public servants of the National Blood Services Network (blood bank staff and hospital transfusion services).</p>		
5. COORDINATION RELATIONSHIPS:				
Internal		Media and Communication Channels		
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Deputy Ministries.</p> <p><b>c.</b> Organizational Units of the Ministry of Health and Sports.</p> <p><b>d.</b> Decentralized Institutions.</p>		<p><b>a.</b> Internal Notes.</p> <p><b>b.</b> Reports.</p> <p><b>c.</b> Minutes of Technical Reports.</p> <p><b>d.</b> Email.</p>		
External		Media and Communication Channels		
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<b>a.</b> Governments. <b>b.</b> Departmental Health Services (SEDES). <b>c.</b> Deputy Ministry of Public and External Financing (VIPFE). <b>d.</b> Non-Governmental Organizations. <b>e.</b> Decentralized Entities Under Supervision. <b>f.</b> Municipal Governments. <b>g.</b> Universities. <b>h.</b> International Organizations. <b>i.</b> Other Civil Society Organizations. <b>j.</b> Regional Health Agencies.	<b>a.</b> Cites. <b>b.</b> Reports. <b>c.</b> Video and conference calls. <b>d.</b> Email.
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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>GENERAL DIRECTORATE OF HEALTH INSURANCE</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Dependent Functional Units:</b>	Operational Substantive DEPUTY MINISTRY OF HEALTH AND PROMOTION • Public Insurance Unit.
<b>2. NATURE:</b>	<p><b>a.</b> Development and implementation of Universal Health Insurance in its first phase, covering ages 0 to 21.</p> <p><b>b.</b> Regulate and establish that health services at all levels of care, whether public or private, throughout the national territory, are accessible to persons with disabilities and that architectural barriers are eliminated.</p> <p><b>c.</b> Regulate, organize, strengthen, and evaluate health services in general and rehabilitation services in particular, provided in health facilities belonging to the Public and Decentralized Health System, Social Security, and private institutions, whether for-profit or not, as well as other health management institutions.</p> <p><b>d.</b> Ensure that Social Security provides all the necessary facilities for the incorporation of persons with disabilities into Short-Term Insurance, in accordance with the Social Security Code, studies, and provisions issued by the Short-Term Insurance Commission.</p> <p><b>e.</b> Propose policies, regulations, and guidelines for the development and strengthening of the Short-Term Social Security system. Regulate, evaluate, and supervise compliance with and use of contributions and premiums.</p> <p><b>f.</b> Regulate, supervise, and oversee the operation of public and private management entities in the provision of services and insurance.</p> <p><b>g.</b> Propose policies, regulations, and guidelines for the regulation and control of the family allowance system.</p> <p><b>h.</b> Propose policies, regulations, and guidelines to promote the establishment of provisional systems for the disabled and mentally ill.</p> <p><b>i.</b> Promote the development of modern health insurance management and provision systems.</p> <p><b>j.</b> Propose policies, regulations, and instruments for SOAT.</p>
<b>3. RULES TO BE FOLLOWED:</b>	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012




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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- d. Law 3323 Health Insurance for the Elderly
- e. Law 2426 Universal Maternal and Child Insurance
- f. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.
- g. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- h. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- i. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System of June 11, 2008.
- j. Social Security Code.
- k. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- l. Law on Coca and Controlled Substances No. 1008 dated July 19, 1988.
- m. Medicine Law No. 1737 dated December 17, 1996.
- n. Civil Service Statute Law No. 2027 dated October 27, 1999.
- o. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- p. Environment Law.
- q. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- r. Law on Professional Practice and Medical Liability No. 3131.
- s. Supreme Decree No. 25055 of May 23, 1998, Complementary Regulation to Supreme Decree No. 24855 of September 22, 1997.
- t. Supreme Decree No. 27488 of May 14, 2004, Art. 27 of Law 2042.
- u. Universal Maternal and Child Insurance Law – SUMI No. 2426.
- v. Law creating the IBC/Blindness dated January 22, 1957.
- w. Law on Persons with Disabilities No. 1678 of December 15, 1995.
- x. Health Insurance for the Elderly Act (SSPAM) No. 3323.
- y. SOAT Regulations.
- z. Specific regulations approved by the Ministry of Health and Sports.
- aa. Other provisions relating to the sector.

#### 4. PRODUCTS:


Standards	Services
<ol style="list-style-type: none"> <li>a. Short-Term Social Security Code.</li> <li>b. 2007-2009 National Plan for Prevention and Comprehensive Care, which reduces traffic incidents and accidents by 15%.</li> <li>c. Inter-institutional intervention standard for traffic incidents.</li> <li>d. Annual Operational Program of the Directorate.</li> </ol>	<ol style="list-style-type: none"> <li>a. 100% of workers and their beneficiaries with an employer-employee relationship affiliated with Short-Term Social Security.</li> <li>b. 35% coverage of the Bolivian population with Short-Term Health Insurance.</li> <li>c. Registration, monitoring, and epidemiological control of disabilities.</li> <li>d. Training on the new Code of Practice ( )</li> </ol>

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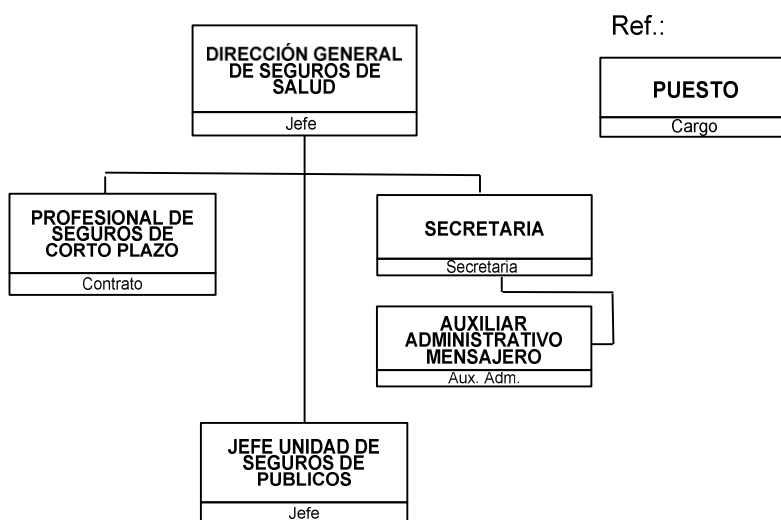
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	<i>Security for managing entities.</i> <i>e. Training on Road Safety (SOAT).</i>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and channels of communication</b>
<i>a. Ministerial Office.</i> <i>b. Deputy Ministries.</i> <i>c. Directorate General of Health Services.</i> <i>d. Directorate General of Administrative Affairs.</i> <i>e. Directorate General of Legal Affairs.</i> <i>f. Organizational Units in the Area.</i> <i>g. Permanent Member of Technical Councils.</i> <i>h. Technical Meetings.</i>	<i>a. Internal Notes.</i> <i>b. Reports</i> <i>c. Circulars.</i> <i>d. Technical Council Minutes.</i> <i>e. Minutes of Technical Meetings.</i> <i>f. Email.</i>
<b>External</b>	<b>Media and Communication Channels</b>
<i>a. Social Security Management Entities.</i> <i>b. National Health Insurance Institute.</i> <i>c. Provincial Governments.</i> <i>d. Departmental Health Services (SEDES).</i> <i>e. External Cooperation Entities.</i> <i>f. Committee National of the Persons with Disabilities (CONALPEDIS).</i> <i>g. Bolivian Institute for the Blind – IBC.</i> <i>h. Bolivian Institute for the Blind – IBC.</i> <i>i. Non-Governmental Organizations.</i> <i>j. Social Organizations of Persons with Disabilities.</i> <i>k. Ministries in the Social Sector.</i> <i>l. FELCC, Traffic.</i> <i>m. Insurance Companies.</i>	<i>a. Cites.</i> <i>b. Reports.</i> <i>c. Email.</i>


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## 6. ORGANIZATIONAL CHART




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1. NAME OF THE UNIT:	ADDRESS	GENERAL	OF	MEDICINE
	TRADITIONAL AND INTERCULTURALITY			
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Operational Substantive DEPUTY MINISTRY OF TRADITIONAL MEDICINE AND INTERCULTURALITY • None.			
2. NATURE:				
<b>a.</b> To supervise, coordinate, and implement policies in Traditional Medicine. <b>b.</b> Further the process of strengthening and developing traditional and naturopathic medicine, National Health Policy. <b>c.</b> Integrate traditional medicine into the Unified Health System, within the framework of the National Health Policy. <b>d.</b> Direct, supervise, and coordinate technical, operational, and administrative activities in the area of Traditional Medicine. <b>e.</b> Establish strategies for the development of Traditional Medicine, incorporating regional, ethnic, and cultural criteria. <b>f.</b> Mainstream traditional medicine in health policies.				
3. REGULATIONS TO BE COMPLIED WITH:				

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Law 3323 Health Insurance for the Elderly*
- e. Law 2426 Universal Maternal and Child Insurance*
- f. Framework Law on Autonomy and Decentralization "Andrés Babiñez" No. 031 of July 19, 2010.*
- g. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- h. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- i. Law 3760 on the United Nations Declaration on the Rights of Indigenous Peoples.*
- j. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.*
- l. Social Security Number.*
- m. Ministerial Resolution of 1987 authorizing and recognizing the practice of traditional medicine.*
- n. Ministerial Resolution No. 902 of December 20, 2004, on the Regulation of the Practice of Traditional Medicine.*
- o. Ministerial Resolution No. 231 of 1987, on the Regulations for the Practice of Natural and Traditional Medicine.*
- p. Ministerial Resolution No. 889 of August 11, 2010, referring to the Sectoral Development Plan.*
- q. Specific regulations approved by the Ministry of Health and Sports.*
- r. Other provisions relating to the sector.*

#### 4. PRODUCTS:

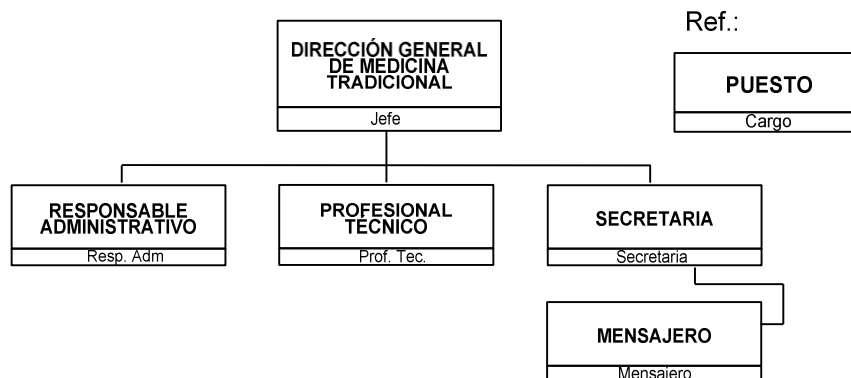
Standards	Services
<ol style="list-style-type: none"> <li><i>a. Preliminary draft of the Law on Traditional Medicine and its regulations.</i></li> <li><i>b. Co-Certification and Professionalization of Traditional Medicine.</i></li> <li><i>c. Annual Operational Program of the Directorate.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Traditional doctors, naturopaths, and midwives benefiting from the Traditional Medicine Act.</i></li> <li><i>b. Traditional doctors accredited and certified by the registration authorities.</i></li> <li><i>c. Mainstreaming of traditional medicine and its intercultural relationship in health establishments.</i></li> </ol>

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<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Vice Ministry of Traditional Medicine and Interculturality.</i></li> <li><i>c. Directorates General.</i></li> <li><i>d. Organizational Units.</i></li> <li><i>e. Decentralized Institutions.</i></li> <li><i>f. Permanent Member of Technical Councils.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Roadmaps.</i></li> <li><i>c. Memoranda.</i></li> <li><i>d. Reports.</i></li> <li><i>e. Technical Council Minutes.</i></li> <li><i>f. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Entities dependent on the Executive Branch.</i></li> <li><i>b. Provincial governments.</i></li> <li><i>c. Departmental Health Services (SEDES).</i></li> <li><i>d. Health Networks.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Organizations Non related to the sector.</i></li> <li><i>g. International Cooperation Agencies.</i></li> <li><i>h. Organizations of Traditional and Natural Doctors.</i></li> <li><i>i. Medicines Subcommittee.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. CITES.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Email.</i></li> </ul>

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<b>1. NAME OF THE UNIT:</b>	<b>GENERAL DIRECTORATE FOR HEALTH PROMOTION HEALTH</b>
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<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Operational Substantive DEPUTY MINISTRY OF HEALTH AND PROMOTION <ul style="list-style-type: none"> <li>Health Promotion Unit.</li> <li>Community Health and Social Mobilization Unit.</li> <li>Nutrition Unit.</li> <li>Implementation of Comprehensive Primary Care in Rural Areas - Medical Residency in Intercultural Community Family Health (RM SAFCI).</li> </ul>
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<b>2. NATURE:</b>
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<b>a.</b> Develop the MSD Health Promotion strategy, understood as the transformation of the social determinants of health, within the framework of the SAFCI model and policy, in agreement with autonomous governments and representatives of social organizations and health institutions. <b>b.</b> Contribute to the formulation of laws, supreme decrees, regulations, and ministerial resolutions for the implementation of the community family health policy and the Unified Health System. <b>c.</b> Represent the Ministry of Health institutionally on health promotion issues before central government bodies, autonomous governments, international bodies, and international cooperation agencies. <b>d.</b> Supervise, coordinate, and execute the guidelines of the Sectoral Development Plan related to food and nutrition, health promotion, disease and social risk prevention, participatory management, social mobilization, and training of human resources in intercultural community family health. <b>e.</b> Develop the comprehensive social communication strategy of the Ministry of Health and Sports, in coordination with Units and Directorates General. <b>f.</b> Review and technical approval of technical regulatory documents produced by the Ministry of Health and Sports. <b>g.</b> Direct and guide the actions of the National Council on Blindness. <b>h.</b> Manage the demands of low-income individuals injured in social conflicts so that they receive medical care and financial support through intra- and inter-institutional coordination. <b>i.</b> Direct, supervise, and monitor the operational actions of the Organizational Units and Projects under the Directorate. <b>j.</b> Monitor and evaluate the physical and financial performance of the organizational units and projects under the Directorate's responsibility. <b>k.</b> Promote partnerships with institutions, cooperation, and international organizations to strengthen health promotion actions within the framework of SAFCI. <b>l.</b> Provide political and technical advice to the institution's authorities. <b>m.</b> Maintain technical and operational relations with SEDES. <b>n.</b> Institutional representation as a focal point for regional agencies.
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### 3. REGULATIONS TO BE COMPLIED WITH:

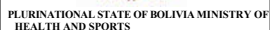
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- b. Framework Law on Autonomy and Decentralization "Andrés Bónaz" No. 031 of July 19, 2010.*
- c. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- d. Supreme Decree No. 29601 of June 11, 2008.*
- e. Government Administration and Control Act No. 1178 (SAFCO) and its Regulations.*
- f. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- g. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- h. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- i. Specific regulations approved by the Ministry of Health and Sports.*
- j. Other provisions relating to the sector.*

### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Draft bills</i></li> <li><i>b. Draft Supreme Decrees</i></li> <li><i>c. Proposed Ministerial Resolutions</i></li> <li><i>d. Approved technical regulatory documents from the Ministry of Health</i></li> <li><i>e. Technical and administrative resolutions of the General Directorate and its units.</i></li> <li><i>f. Annual Operational Program of the Directorate.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Management of the actions of dependent units and projects</i></li> <li><i>b. Systematization of the Directorate's management results and performance goals.</i></li> <li><i>c. Coordination of Technical Councils for goal evaluation.</i></li> <li><i>d. Coordination with Ministry programs and projects.</i></li> <li><i>e. Evaluation of the performance of dependent personnel in coordination with the Human Resources Unit.</i></li> <li><i>f. Budget execution in accordance with scheduled activities.</i></li> </ul>

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*Internal*

### *Means and channels of communication*

- a. Ministerial Office.*
- b. Deputy Ministry of Health and Promotion*
- c. Directorates General.*
- d. Organizational Units.*
- e. Institutions* *decentralized*  
*and decentralized institutions.*
- f. National health programs and projects.*
- g. Technical Councils.*
- h. Technical meetings.*

- a.** *Internal memos.*
- b.** *Memoranda.*
- c.** *Circulars.*
- d.** *Reports.*
- e.** *Minutes of Technical Councils.*
- f.** *Minutes of Technical Meetings.*
- g.** *Email.*


*External*

### Media and Communication Channels

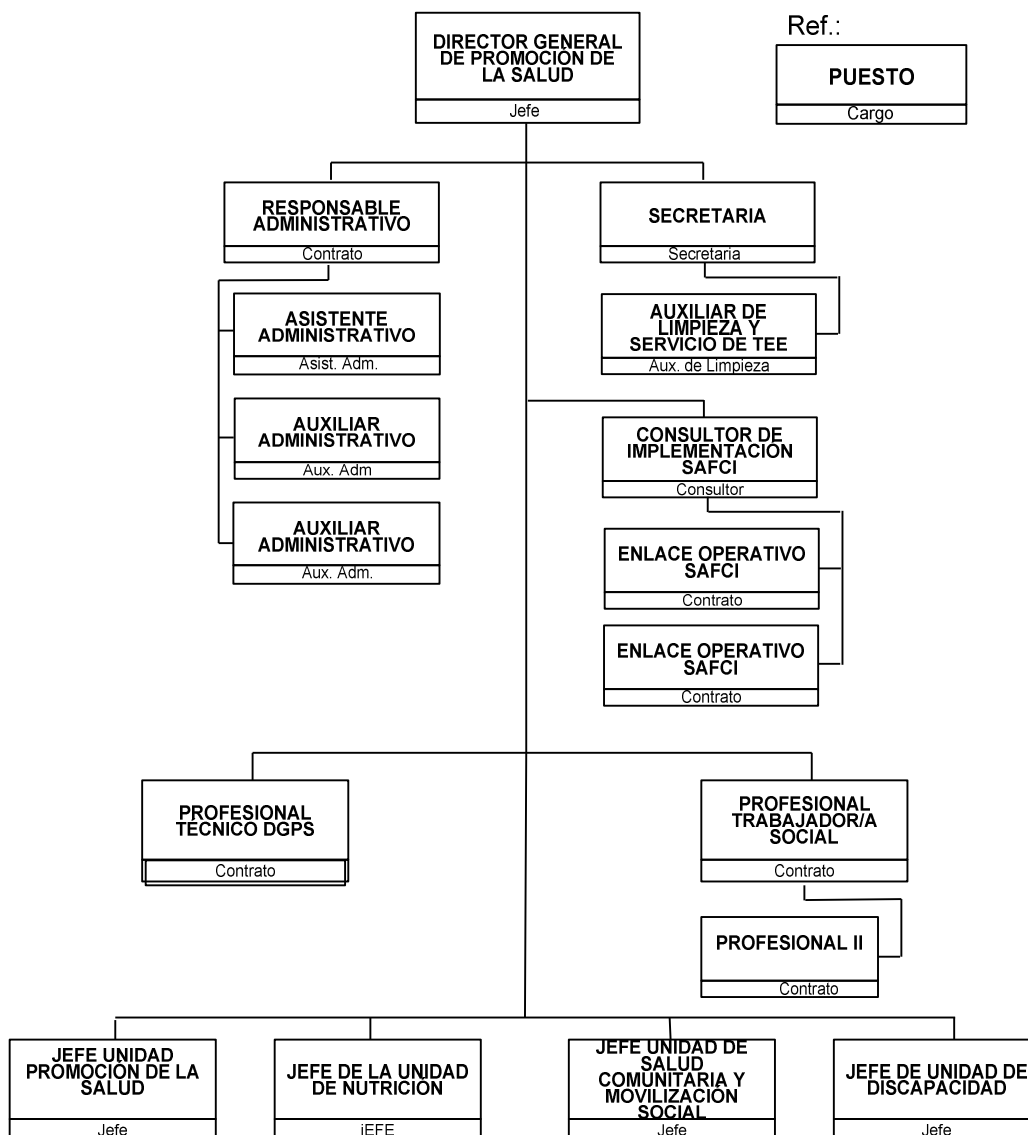
- a. Departmental Health Services (SEDES).*
- b. Health Networks.*
- c. Autonomous Governments*
- d. Decentralized Entities Under Supervision.*
- e. Organizations* *Non* *related to the sector.*
- f. International Organizations*
- g. International Cooperation.*
- h. Related ministries and institutions.*

- Official notes
- Reports.
- Email.


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<b>1. NAME OF THE UNIT:</b>	<b>Implementation of Comprehensive Primary Care in the Area Rural - Residence Medical in Health Family Intercultural Community Health (RM SAFCI)</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	Execution Substantive GENERAL DIRECTORATE FOR HEALTH PROMOTION • None
<b>2. NATURE:</b>	
	<b>a.</b> Implement Intercultural Community Family Health in rural communities through the training of Residents in Intercultural Community Family Health. <b>b.</b> Contribute to the construction of a unified health system, with practices of social participation, intersectorality, comprehensiveness, and interculturality through the SAFCI Medical Residency toward holistic health in the nine departments. <b>c.</b> Articulation of the SAFCI Medical Residency based on social demand with elders from rural communities, social organizations, and municipal, regional, and indigenous peasant governments, where SAFCI resident doctors are located. <b>d.</b> Implement teaching and learning processes for SAFCI resident doctors in municipal, regional, and indigenous peasant governments and in rural communities. <b>e.</b> Implement a continuing education plan at SAFCI aimed at MSD staff, 9 SEDES, network coordinators, municipalities, and social organizations.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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<p><i>a. Political Constitution of the Plurinational State of Bolivia.</i></p> <p><i>b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.</i></p> <p><i>c. Law No. 3760 of November 7, 2007, elevates to the status of Law of the Republic the 46 articles of the United Nations Declaration on the Human Rights of Indigenous Peoples, approved at the 62nd Session of the General Assembly of the United Nations (UN), held in New York on September 13, 2007.</i></p> <p><i>d. Law No. 1257 of July 11, 1991, approves Convention 169 concerning Indigenous and Tribal Peoples in Independent Countries, adopted at the 76th Conference of the International Labor Organization, held on June 27, 1989.</i></p> <p><i>e. Law No. 2027 of October 27, 1999, on the Statute of Public Servants.</i></p> <p><i>f. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.</i></p> <p><i>g. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.</i></p> <p><i>h. Law against racism and all forms of discrimination Law No. 045 of October 8, 2010.</i></p> <p><i>i. Education Law "Avelino Siñani - Elizardo Pérez," Law No. 070 of December 20, 2010.</i></p> <p><i>j. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.</i></p> <p><i>k. Supreme Decree No. 29601, New Health Model of Bolivia, "Intercultural Community Family Health Model," dated June 11, 2008.</i></p> <p><i>l. Supreme Decree No. 29272 approving the General Plan for Economic and Social Development of the Republic: "National Development Plan: A Dignified, Sovereign, Productive, and Democratic Bolivia for Living Well – Strategic Guidelines," dated September 12, 2007.</i></p> <p><i>m. Government Program 2010-2015 "EVO Bolivia Advances."</i></p> <p><i>n. National Development Plan.</i></p> <p><i>o. Sectoral Development Plan 2010-2020 "Towards Universal Health" (Ministerial Resolution No. 889, of August 11, 2010).</i></p> <p><i>p. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.</i></p> <p><i>q. Specific Regulations approved by the Ministry of Health and Sports.</i></p> <p><i>r. Other provisions relating to the sector.</i></p>				
<b>4. PRODUCTS:</b>				
<b>Standards</b>		<b>Services</b>		
<i>a. Regulation of the SAFCI Policy,</i>		<p><i>a. Provide comprehensive care in situations of disaster, emergency, epidemic control, human settlements, and intersectoral actions at the national level with the mobilization of medical residents in SAFCI from the nine departments.</i></p> <p><i>b. Socialization of the Policy in SAFCI and the Unified Health System with social organizations, health workers, and communities</i></p>		
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Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of 01/20/2012


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	<p>urban-rural areas. for the implementation of SAFCI at the national level.</p> <p><b>c.</b> Contribute to the implementation of Intercultural Community Family Health (SAFCI) in municipalities and rural communities in the country's nine departments.</p> <p><b>d.</b> Develop Community projects based on research with the communities.</p> <p><b>e.</b> Implement ongoing education in SAFCI and SUS aimed at health personnel, first-level administrative personnel, social organizations, and departmental, municipal, and local authorities.</p>
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#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Means and channels of communication</i>
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Deputy Ministries of Health and Promotion.</p> <p><b>c.</b> Deputy Ministries of Traditional Medicine.</p> <p><b>d.</b> Directorate General of Health Promotion.</p> <p><b>e.</b> Directorate General of Health Services.</p> <p><b>f.</b> Directorate General of Administrative Affairs.</p> <p><b>g.</b> Directorate General of Legal Affairs.</p> <p><b>h.</b> Directorate General of Planning.</p> <p><b>i.</b> Community Health and Social Mobilization Unit.</p> <p><b>j.</b> Emergencies and Disasters Unit.</p>	<p><b>a.</b> Cites.</p> <p><b>b.</b> Internal Notes.</p> <p><b>c.</b> Roadmaps.</p> <p><b>d.</b> Circulars.</p> <p><b>e.</b> Memoranda.</p> <p><b>f.</b> Minutes.</p> <p><b>g.</b> Email.</p> <p><b>h.</b> Direct actions in rural communities.</p>
<i>External</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> Vice Presidency (Technical Unit Technical for International Relations).</p> <p><b>b.</b> ADEMAF.</p> <p><b>c.</b> Ministry of Autonomies and Decentralization.</p> <p><b>d.</b> Ministry of Anti-Corruption.</p> <p><b>e.</b> Provincial governments.</p> <p><b>f.</b> Municipal governments.</p> <p><b>g.</b> Indigenous, Native, and Peasant Governments.</p> <p><b>h.</b> Indigenous and Native Peasant Peoples and Nations.</p> <p><b>i.</b> Social organizations.</p>	<p><b>a.</b> Minutes.</p> <p><b>b.</b> Agreements.</p> <p><b>c.</b> Meetings.</p> <p><b>d.</b> Agreements.</p> <p><b>e.</b> Workshops.</p> <p><b>f.</b> Meetings.</p> <p><b>g.</b> Email.</p> <p><b>h.</b> Comprehensive actions direct Comprehensive in rural communities.</p> <p><b>i.</b> Cross-sector actions.</p> <p><b>j.</b> Socialization processes.</p>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	January 20, 2012	Ministerial Resolution No. 092 of January 20, 2012

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<i>j. SEDES.</i> <i>k. VIPFE.</i> <i>l. Universities.</i> <i>m. NGOs.</i> <i>n. International organizations.</i>	<i>k. Processes of education continuing and continuing education.</i>
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## ***6. ORGANIZATIONAL CHART***

# EXECUTION


- Medicines and Technology Unit  
Health
- Health Services and Quality Networks Unit  
Quality
  - Epidemiology Unit
  - y Early Childhood Development Unit
    - Health Insurance Unit
    - Health Promotion Unit
      - Nutrition Unit
      - Functional Areas
- Community Health and Mobilization Unit  
Social
  - Disability Unit
  - Juana Azurduy Technical Unit



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<b>1. NAME OF THE UNIT:</b>	<b>MEDICINES AND TECHNOLOGY UNIT IN HEALTH</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Units:</b>	<i>Execution</i> <i>Substantive</i> GENERAL DIRECTORATE OF HEALTH SERVICES <ul style="list-style-type: none"> <li>• Surveillance and Control Area.</li> <li>• Supply and Rational Use Area.</li> <li>• Evaluation and Registration Area.</li> <li>• National Commission of the National Pharmacovigilance System.</li> <li>• Pharmacological Commission.</li> </ul>
<b>2. NATURE:</b>	<p><b>a.</b> To guarantee access to medicines and health technologies by establishing a strategy for generic medicines, a cost containment mechanism, price regulation, and strengthening the Single National Supply System with joint and competitive procurement mechanisms, under principles of equity and economy.</p> <p><b>b.</b> Ensure the efficacy, safety, and quality of medicines and health technologies within the framework of the National Surveillance and Control System, under the supervision of the national regulatory authority for medicines and official quality control laboratories with established management systems.</p> <p><b>c.</b> Ensure, under principles of equity, the availability, affordability, and accessibility of medicines to meet the health needs of the population.</p> <p><b>d.</b> Promote the rational use of medicines and health technologies, their evaluation based on technical and scientific evidence, as well as the use of traditional natural products typical of traditional Bolivian medicine.</p> <p><b>e.</b> Encourage innovation, research, and development of medicines and health technologies, with an emphasis on harnessing the traditional therapeutic potential of Bolivia.</p> <p><b>f.</b> Establish a regulatory framework for health technologies, including promotion, prevention, and protection technologies, as well as care and support technologies, with a particular focus on care for individuals. Integrate institutions involved in research into production technologies aimed at harnessing the traditional therapeutic potential of Bolivian flora and fauna.</p> <p><b>g.</b> Establish effective mechanisms to combat the smuggling and counterfeiting of medicines and health technologies.</p>
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Law on the Statute of Public Servants No. 2027 dated October 27, 1999.
- d. Law 3323 Health Insurance for the Elderly.
- e. Law 2426 Universal Maternal and Child Insurance.
- f. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- g. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- h. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- i. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- j. Social Security Code.
- k. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- l. Law on Coca and Controlled Substances No. 1008 dated July 19, 1988.
- m. Customs Law.
- n. Medicine Law No. 1737 dated December 17, 1996.
- o. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- p. Law on Breastfeeding 3460.
- q. Supreme Decree Regulating Law 0115 on Breastfeeding.
- r. Supreme Decree Regulating Law No. 25235 on Medicines, dated November 30, 1998.
- s. Supreme Decree 1008.
- t. Supreme Decree 0181 Goods and Services Administration System.
- u. Single Convention on Narcotic Drugs of 1961.
- v. Convention on Psychotropic Substances of 1971.
- w. United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988.
- x. Organic Statute of the Bolivian Association of Biochemistry and Pharmacy.
- y. Supranational Agreements: Andean Community of Nations, Southern Common Market, Intellectual Property Rights Agreements (TRIPS). TCP-ALBA, WTO, and WHO.
- z. Basic rules of the goods and services administration system D.S. 0181.
- aa. National Medicines Policy R.M. 0034 of 01-29-03.
- bb. Pharmacological Standards R.M. 0216 of May 5, 2000.
- cc. Good Manufacturing Practices for Medicines R.M. 0296 of 19-06-97.
- dd. Ethical Standards for the Promotion of Medicines R.M. 0136 of 01-03-94.
- ee. General Standards for Over-the-Counter Medicines R.M. 0294 of 19-06-97.
- ff. Regulations of the National Pharmacological Commission R.M. 0138 of 04-14-98.
- gg. Regulations for Natural, Traditional, and Homeopathic Medicines R.M. 0013 of January 16, 2001.
- hh. Good Manufacturing Practices for the Cosmetics Industry R.M. 516 of 08-03-02.
- ii. Good Storage Practices Standards R.M. 0260 of 04-26-04.
- jj. Regulations on the Disposal and Withdrawal of Medicines and Medical Supplies R.M. 0489 of 07-28-04.
- kk. Standard for Clinical Studies R.M. 0834 of 11-23-04.
- ll. Good Dispensing Practices Regulation R.M. 0837 of November 23, 2004.
- mm. Regulations for Community Pharmacies R.M. 0477 of 07-28-04.
- nn. Regulations of the National Drug Surveillance Commission R.M. 086 of 16-03-98.
- oo. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- pp. Specific regulations approved by the Ministry of Health and Sports.
- qq. Other provisions relating to the sector.


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#### 4. PRODUCTS:

Standards	Services
<p><b>a.</b> Medicine Law 1737.</p> <p><b>b.</b> Regulations of disposition and law of medicines, revised and updated.</p> <p><b>c.</b> Regulations for compliance with Good Manufacturing Practices.</p> <p><b>d.</b> Code of ethics for pharmaceutical regulation.</p> <p><b>e.</b> Technology Management Manual.</p> <p><b>f.</b> Health Registration of Traditional and artisanal products.</p> <p><b>g.</b> Manual of Good Agricultural Practices and Medicinal Plant Harvesting.</p> <p><b>h.</b> List of selected natural and traditional products.</p> <p><b>i.</b> UNIMED Quality Management System Manuals.</p> <p><b>j.</b> Pharmaceutical Profile.</p> <p><b>k.</b> Bolivian Pharmacopoeia of Medicinal Plants—Technical Inventory Manual for Medical Devices, Equipment, and Infrastructure.</p> <p><b>l.</b> Manual for the Health Registration of Natural, Traditional, and Handcrafted Products.</p> <p><b>m.</b> Manual for the Administration of Municipal Institutional Pharmacies.</p> <p><b>n.</b> Guide to Good Pharmacy Practice Inspection.</p> <p><b>o.</b> Manual for Mandatory Health Notification of Cosmetics.</p> <p><b>p.</b> Manual for the Administration of Psychotropic Drugs and Narcotics.</p> <p><b>q.</b> Manual for the Health Registration of Vaccines.</p> <p><b>r.</b> National List of Essential Medicines.</p> <p><b>s.</b> National Drug Surveillance and Control System.</p> <p><b>t.</b> Manual for the Health Registration of Diagnostic Reagents.</p> <p><b>u.</b> Pharmacy Manual.</p> <p><b>v.</b> Basic List of Medicines for the Pharmaceutical Shift.</p> <p><b>w.</b> Manual for Health Registration.</p> <p><b>x.</b> List of Controlled Medicines.</p> <p><b>y.</b> Guide from Inspection from Good Practices from</p>	<p><b>a.</b> Review current laws and regulations and their relationship to the National Development Plan.</p> <p><b>b.</b> Propose, if necessary, modifications to current laws and regulations regarding medicines.</p> <p><b>c.</b> Make proposals for regulations and strategies on intellectual property and access to medicines.</p> <p><b>d.</b> Monitor and control imported products and batches of medicines released in Bolivia.</p> <p><b>e.</b> Monitor and Control products and batches imported and incorporated into the database.</p> <p><b>f.</b> Monitor and control the release of vaccine batches from legally established pharmaceutical companies.</p> <p><b>g.</b> Monitor and control the quality, efficacy, and safety of medicines recognized by law.</p> <p><b>h.</b> Monitor and control that the Bolivian population has access to essential, effective, safe, and quality medicines through the regulatory action of the State and the participation of all sectors involved in organized communities, encouraging traditional medicine within the framework of rational use.</p> <p><b>i.</b> Prepare statistical reports on medicines with health registrations granted.</p> <p><b>j.</b> Inspect hospital pharmacies in second- and third-level establishments in five departments.</p> <p><b>k.</b> Train health personnel in municipal institutional pharmacies in the use of the information system for logistics management.</p> <p><b>l.</b> Schedule regular inspections of legally established establishments that sell products recognized by Law No. 1737.</p>

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<p><i>Manufacturing, Pharmaceutical Industry.</i></p> <p><b>z.</b> <i>Technical Regulatory Document of the National Pharmacovigilance System.</i></p> <p><b>aa.</b> <i>Annual Operational Program of the Unit.</i></p>	<p><b>m.</b> <i>Monitor the quality of care evaluated in the FIMs in coordination with neighborhood councils – SEDES.</i></p> <p><b>n.</b> <i>Train pharmacy managers in the use of the Health Registration Manual.</i></p> <p><b>o.</b> <i>Provide training on the Health Registration Manual for traditional and natural products from artisanal laboratories.</i></p> <p><b>p.</b> <i>Enforce health registration, surveillance, and control standards, supplies within the framework of Medicines Law 1737.</i></p> <p><b>q.</b> <i>Implement international pharmaceutical regulation programs through CAN standards and WHO guidelines.</i></p> <p><b>r.</b> <i>Provide training on good storage and manufacturing practices in inspected industrial pharmaceutical laboratories and importers.</i></p> <p><b>s.</b> <i>Provide training on the correct methods of agricultural collection, harvesting, and registration.</i></p> <p><b>t.</b> <i>Implement training in the use of the Manual for Medical Devices.</i></p> <p><b>u.</b> <i>Provide training in drug stability studies for the Health Registration area.</i></p> <p><b>v.</b> <i>Provide training on pharmacovigilance standards.</i></p> <p><b>w.</b> <i>Develop pharmacovigilance through early detection and identification of adverse reactions, evaluate, verify, and record information obtained on adverse reactions, interactions, and effectiveness issues related to drugs.</i></p>
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##### **5. COORDINATION RELATIONSHIPS:**


<i>Internal</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> <i>All Organizational Units of the Ministry of Health and Sports.</i></p> <p><b>b.</b> <i>INLASA's Drug Quality Control and Toxicology Laboratory (CONCAMYT).</i></p> <p><b>c.</b> <i>Technical Meetings.</i></p> <p><b>i.</b> <i>Central Supply and Procurement Center (CEASS).</i></p>	<p><b>a.</b> <i>Internal memos.</i></p> <p><b>b.</b> <i>Reports.</i></p> <p><b>c.</b> <i>Communications.</i></p> <p><b>d.</b> <i>Minutes of Technical Meetings.</i></p> <p><i>Email.</i></p>

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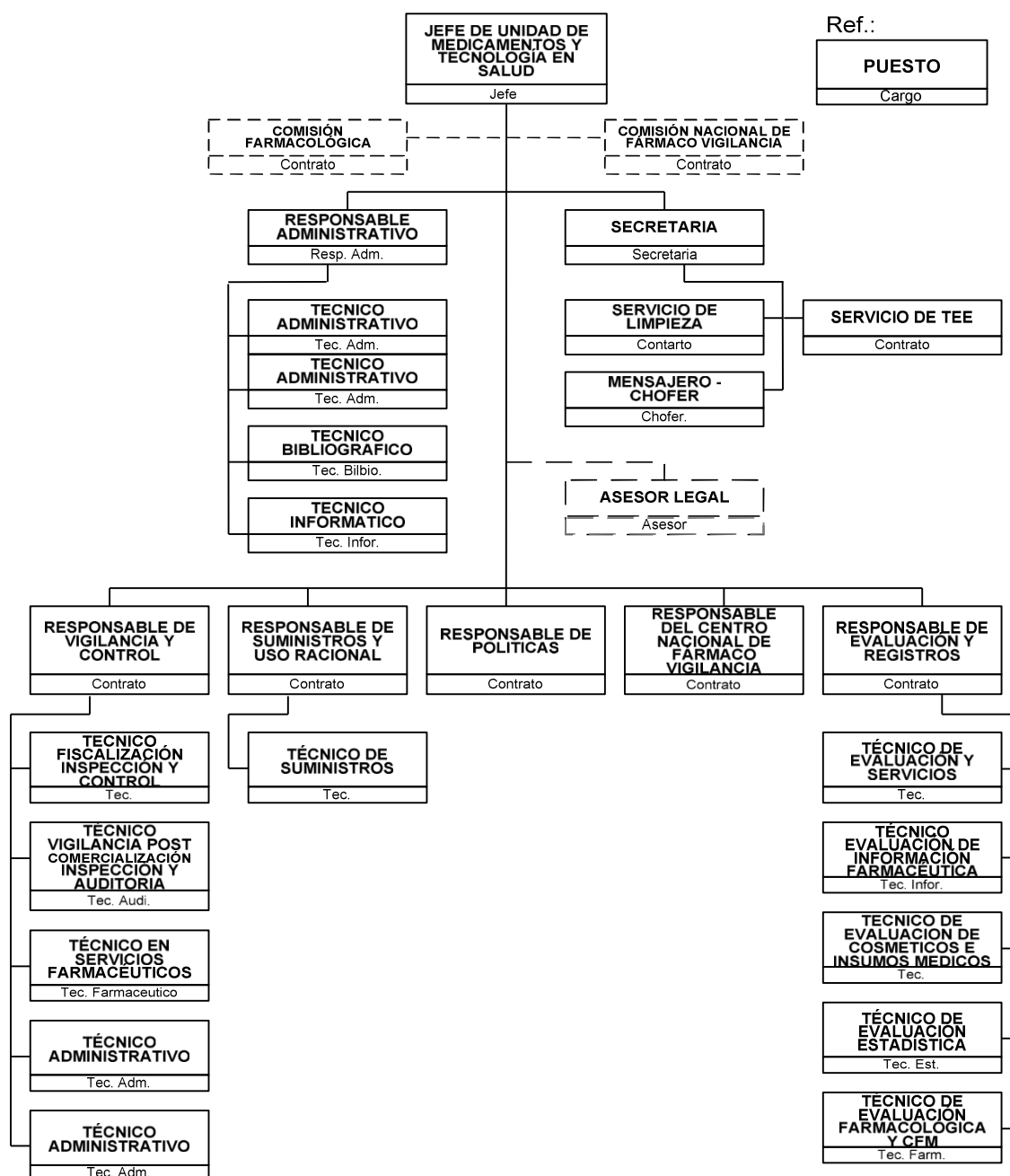
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<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministry of Foreign Affairs and Worship and National Council for the Fight Against Illicit Drug Trafficking (CONALTID).</i></li> <li><i>b. Ministry of Development Planning.</i></li> <li><i>c. Ministry of Rural Development, Agriculture, and the Environment, and National Agricultural Health and Food Safety Service (SENASAG).</i></li> <li><i>d. National Customs Service.</i></li> <li><i>e. Ministry of Foreign Affairs and Worship.</i></li> <li><i>f. Departmental Health Services (SEDES).</i></li> <li><i>g. Ministry of Government, General Directorate of Social Defense and General Directorate of Controlled Substances.</i></li> <li><i>h. Departmental Governments.</i></li> <li><i>i. Municipal Governments.</i></li> <li><i>j. Non-Governmental Organizations.</i></li> <li><i>k. Civil Society Organizations.</i></li> <li><i>l. CIFABOL, ASOFAR; Association of Medical Device Companies, Industrial Pharmaceutical Laboratories, Importers, and Distributors.</i></li> <li><i>i. International Cooperation Organizations.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Minutes.</i></li> <li><i>c. Reports.</i></li> <li><i>d. Forms.</i></li> <li><i>e. Communications.</i></li> <li><i>f. Alerts.</i></li> <li><i>g. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>HEALTH SERVICES NETWORKS AND QUALITY UNIT QUALITY</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> GENERAL DIRECTORATE OF HEALTH SERVICES <ul style="list-style-type: none"> <li>• Health Services Networks Area ( ).</li> <li>• Health Quality and Audit Area.</li> <li>• Continuity of Care Area.</li> <li>• National Oral Health Program.</li> <li>• National Oral Health Prevention Project.</li> <li>• Project for Strengthening of the Health Technology Management.</li> </ul>
<b>2. NATURE:</b>	
	<ul style="list-style-type: none"> <li>a. Formulate policies, strategies, and standards in favor of health services so that they are delivered with quality in health facilities and accredited.</li> <li>b. Provide technical assistance to SEDES so that they can develop their technical and management capacity in the programs, as well as monitor and evaluate the objectives and goals of national programs and plans.</li> <li>c. Comply with the plans and programs designed and approved by the Ministry.</li> <li>d. Coordinate and execute activities, technical tasks, and operations under the responsibility of your unit, complying with established management goals.</li> <li>e. Coordinate with the heads of units in the general management of your area the activities necessary for the performance of your duties.</li> <li>f. Formulate the Clinical Care Standards for the Unified Health System.</li> <li>g. Evaluate and monitor policies and standards in health facilities.</li> </ul>
<b>3. STANDARDS TO BE COMPLIED WITH:</b>	
	<ul style="list-style-type: none"> <li>a. Political Constitution of the Plurinational State of Bolivia.</li> <li>b. Law No. 1178 on Government Administration and Control (SAFCO) dated July 20, 1990.</li> <li>c. Law No. 2027 on the Civil Service Statute, dated October 27, 1999.</li> <li>d. Law No. 1654 on Administrative Decentralization of the Executive Branch at the Departmental Level, dated July 28, 1995.</li> <li>e. Law on Professional Practice and Medical Responsibility No. 3131.</li> </ul>

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- f. Supreme Decree No. 25055 of May 23, 1998, Complementary Regulation to Supreme Decree No. 24855 of September 22, 1997.*
- g. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- h. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- i. Specific Regulations approved by the Ministry of Health and Sports.*
- j. Other provisions relating to the sector.*

#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Standards for the operation, authorization, and accreditation of clinical laboratories and blood services implemented in all SEDES.</i></li> <li><i>b. Profile of protocols on Essential Obstetric Care in Level II Hospitals.</i></li> <li><i>c. Protocols on quality management disseminated and applied nationwide.</i></li> <li><i>d. Technical Evaluation Standard for Quality Management.</i></li> <li><i>e. Standard for the organization of committees for quality management at all three levels of care.</i></li> <li><i>f. Single Clinical Standard for Expanded Health Insurance.</i></li> <li><i>g. Periodic supervision reports to SEDES.</i></li> <li><i>h. Standard of care for school-age children and adolescents at levels I, II, and III of care.</i></li> <li><i>i. Reports on research findings, causes of neonatal mortality in Level III hospitals, and zinc nutritional status in hospitalized patients.</i></li> <li><i>j. Investment Project to Strengthen Health Networks.</i></li> <li><i>k. Quality standards for Level I, II, and III health facilities.</i></li> <li><i>l. Standard for the supervision of training in quality management with an intercultural approach to gender and generation.</i></li> <li><i>m. Health Audit Standard.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Four nationally accredited reference laboratories and two accredited laboratories in Level II hospitals.</i></li> <li><i>b. Strengthened health services' response capacity in detection, diagnosis, early treatment, and follow-up of cervical cancer in accordance with updated national standards.</i></li> <li><i>c. 15% increase in PAP coverage among women aged 25 to 64 nationwide compared to baseline.</i></li> <li><i>d. PAP user cards distributed.</i></li> <li><i>e. Midwives better coordinated with the Health Service in rural areas nationwide.</i></li> <li><i>f. Investigation of causes of contraceptive misuse and discontinuation.</i></li> <li><i>g. System for monitoring and evaluating the implementation of IMCI NUT (Integrated Management of Childhood Illnesses) standards.</i></li> <li><i>h. Community surveillance system for the detection and treatment of cervical cancer.</i></li> <li><i>i. Provision of materials, equipment, and registration instruments for the SIP and SVEMM, which improved maternal and perinatal health.</i></li> <li><i>j. Information on systems and service provision in health networks, which improved maternal health.</i></li> <li><i>k. Comprehensive supervision of the Health and Quality Services Unit and Quality Services Unit to the SEDES, through the</i></li> </ul>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012




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<p><b>n.</b> National Standard for the incorporation of participation and social control in health services.</p> <p><b>o.</b> Standard for the incorporation of traditional medicines or traditional practices.</p> <p><b>p.</b> Clinical and procedural standards for the early detection and treatment of cervical cancer.</p> <p><b>q.</b> Protocols for Essential Obstetric Care.</p> <p><b>r.</b> Documents on essential obstetric and neonatal care at the 9 SEDES.</p> <p><b>s.</b> Research on essential obstetric care in rural areas.</p> <p><b>t.</b> Manual for Nursing Assistants for the course.</p> <p><b>u.</b> Research on contraceptives.</p> <p><b>v.</b> IMCI standards at the undergraduate and graduate levels and in public schools that train human resources in health.</p> <p><b>w.</b> Annual Operational Program of the Unit.</p>	<p><i>Verification of standards and use of established instruments.</i></p> <p><b>l.</b> Management personnel trained in quality management standards and protocols in tertiary hospitals in department capitals and network managers.</p> <p><b>m.</b> Training for senior management at tertiary hospitals in the correct application of quality management standards and protocols with an intercultural approach to gender and generational issues.</p> <p><b>n.</b> Training for those responsible for the SEDES Sexual and Reproductive Health Program on visual inspection with acetic acid (VIA) techniques and local destructive methods.</p> <p><b>o.</b> Recording of information on cervical cancer.</p> <p><b>p.</b> Quality control for laboratories at the national level.</p> <p><b>q.</b> Processing of SIP and SVEMM data from past administrations.</p> <p><b>r.</b> SEDES joins the SIP and SVEMM.</p> <p><b>s.</b> Maternal and perinatal health indicators with SNIS and updated regional data.</p> <p><b>t.</b> Training in clinical neonatal IMCI and nutrition, new scientific evidence, and follow-up and monitoring of facilitator teams.</p> <p><b>u.</b> Human resources training in community IMCI and social networks.</p> <p><b>v.</b> Neonatal hypothyroidism screening program.</p>
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##### 5. COORDINATION RELATIONSHIPS:


<i>Internal</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Deputy Ministries.</p> <p><b>c.</b> Directorates General.</p> <p><b>d.</b> Organizational Units of the Ministry.</p> <p><b>e.</b> Decentralized Units.</p> <p><b>f.</b> Technical Meetings.</p>	<p><b>a.</b> Internal memos.</p> <p><b>b.</b> Reports.</p> <p><b>c.</b> Circulars.</p> <p><b>d.</b> Minutes of Technical Meetings.</p> <p><b>e.</b> Email.</p>
<i>External</i>	<i>Media and communication channels</i>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

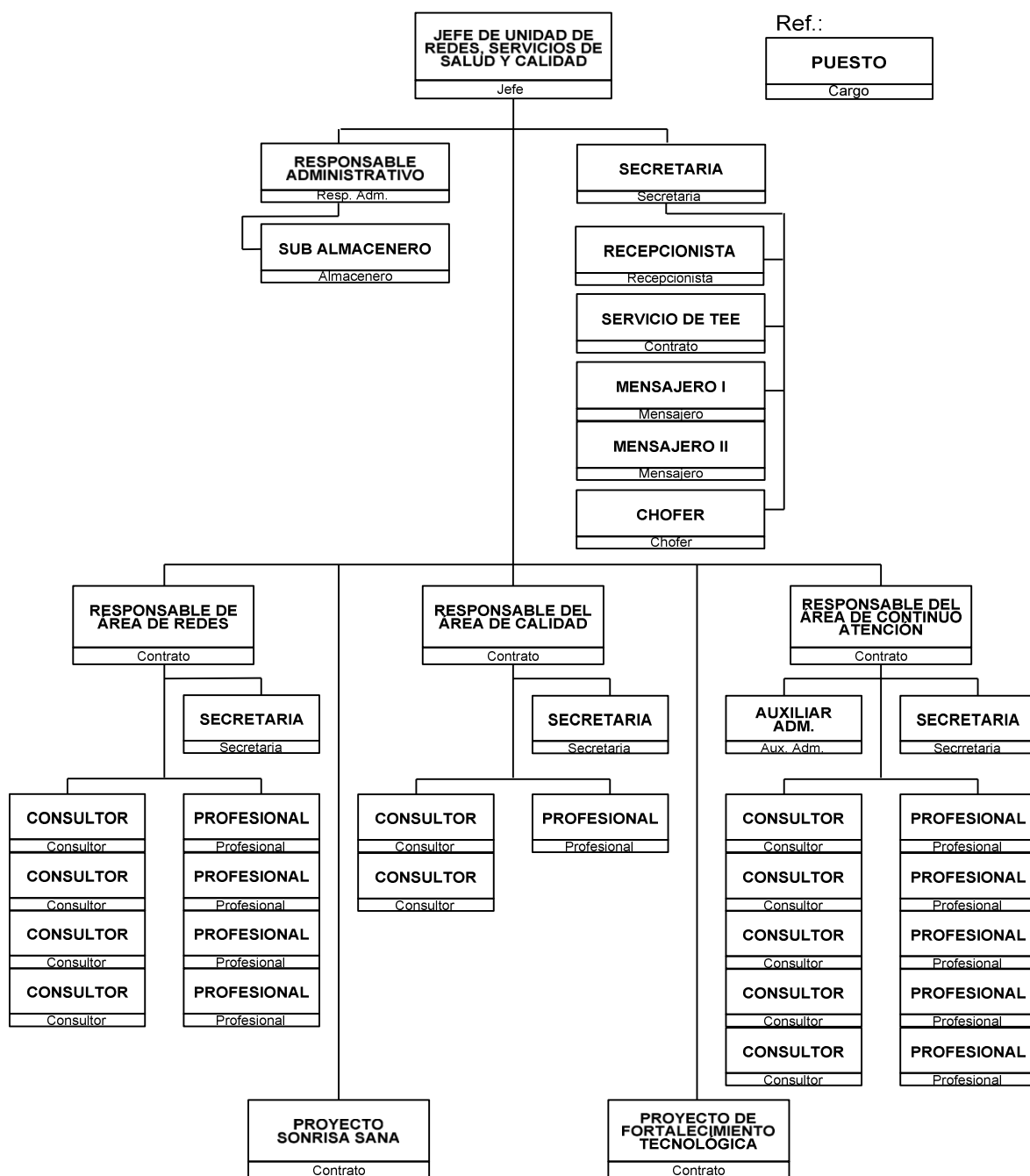
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<i>a. Provincial governments.</i> <i>b. Non-governmental organizations.</i> <i>c. Departmental Health Services (SEDES).</i> <i>d. Decentralized Entities Under Supervision.</i> <i>e. External Cooperation Entities.</i>	<i>a. Cites.</i> <i>b. Reports.</i> <i>c. Email.</i>
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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
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<b>1. NAME OF THE UNIT:</b>	<b>EPIDEMIOLOGY UNIT</b>
<p><b>a. Hierarchical Level:</b></p> <p><b>b. Type of Organizational Unit:</b></p> <p><b>c. Dependency:</b></p> <p><b>d. Dependent Functional Areas:</b></p>	<p><i>Execution</i></p> <p><i>Substantive</i></p> <p><b>GENERAL DIRECTORATE OF HEALTH SERVICES</b></p> <ul style="list-style-type: none"> <li>• <i>Noncommunicable Diseases Program Area</i></li> <li>• <i>Transmissible Diseases Program Area.</i></li> <li>• <i>Functional Area: National Tuberculosis Control Program.</i></li> <li>• <i>Functional Area of the National Chagas Disease Control Program.</i></li> <li>• <i>Functional area of surveillance and control of malaria and dengue.</i></li> <li>• <i>Functional area for Influenza (A/H1N1) healthcare.</i></li> <li>• <i>Functional area for surveillance and control of Hanta Virus.</i></li> <li>• <i>Functional area for surveillance and control of Leishmaniasis.</i></li> <li>• <i>Functional area for surveillance and control of accidents involving snakes and poisonous animals.</i></li> <li>• <i>Functional area of the National STI/HIV/AIDS Program.</i></li> <li>• <i>National functional area of the Expanded Program on Immunization (EPI).</i></li> <li>• <i>Functional area for disaster control and response surveillance.</i></li> <li>• <i>Functional area of the National Liaison Center.</i></li> <li>• <i>Functional area for leprosy surveillance and control.</i></li> <li>• <i>Functional area of Cholera/VETA surveillance and control.</i></li> <li>• <i>Functional area of surveillance and control of zoonoses and rabies.</i></li> </ul>
<b>2. NATURE:</b>	<p><b>a.</b> <i>Propose and implement national and instructional policies and supervise their development.</i></p> <p><b>b.</b> <i>Propose and coordinate technical actions with international cooperation in the area of health.</i></p> <p><b>c.</b> <i>Promote and supervise the development of health and disease control programs by levels of care.</i></p> <p><b>d.</b> <i>Propose and supervise policies for the promotion, prevention, control, and treatment of communicable and non-communicable diseases.</i></p> <p><b>e.</b> <i>Comply with the plans and programs designed and approved by the Ministry and the Executive Branch.</i></p> <p><b>f.</b> <i>Manage and coordinate the technical and operational activities and tasks under the responsibility of your Unit, complying with the established management goals.</i></p> <p><b>g.</b> <i>Coordinate with the heads of the General Directorate's Units in your area the activities that are</i></p>

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necessary for the performance of their duties.

### 3. RULES TO BE FOLLOWED:

- a.** Political Constitution of the Plurinational State of Bolivia.
- b.** Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c.** Sports Law No. 2770 dated July 7, 2004.
- d.** Civil Service Statute Law No. 2027 dated October 27, 1999.
- e.** Law 3323 Health Insurance for the Elderly
- f.** Law 2426 Universal Maternal and Child Insurance
- g.** Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.
- h.** Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i.** Law on Coca and Controlled Substances No. 1008 dated July 19, 1988.
- j.** Customs Act.
- k.** Medicine Act No. 1737 dated December 17, 1996.
- l.** Civil Service Statute Law No. 2027 dated October 27, 1999.
- m.** Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- n.** Environment Law.
- o.** Law No. 3300 on Vaccines.
- p.** Chagas Disease Law.
- q.** Disaster Law.
- r.** Law on Professional Practice and Medical Liability No. 3131.
- s.** Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- t.** Health Code of the Republic of Bolivia.
- u.** Social Security Code.
- v.** Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- w.** Supreme Decree No. 29601 on the Single Intercultural Community Family Health System of June 11, 2008.
- x.** Supreme Decree No. 25055 of May 23, 1998, on the Complementary Regulation to Supreme Decree No. 24855 of September 22, 1997.
- y.** Supreme Decree No. 27488 of May 14, 2004, Art. 27 of Law 2042.
- z.** Supreme Decree No. 28421 of October 21, 2005, IDH Resources.
- aa.** Specific regulations approved by the Ministry of Health and Sports.
- bb.** Other provisions relating to the sector.


### 4. PRODUCTS:

Standards		Services		
<b>a.</b> Standards, Protocols and Guidelines for the promotion, prevention, and control of				
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	January 20, 2012	Ministerial Resolution No. 092 of January 20, 2012

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<p><i>Tuberculosis.</i></p> <p><b>b.</b> <i>Standards, Protocols, and Guidelines for the promotion, prevention, and control of noncommunicable diseases</i></p> <p><b>c.</b> <i>Standards, Protocols, and Guidelines for the promotion, prevention, and control of Chagas disease.</i></p> <p><b>d.</b> <i>Standards, Protocols, and Guidelines for the promotion, prevention, and control of emerging and reemerging diseases.</i></p> <p><b>e.</b> <i>Standards, protocols, and guidelines for the promotion, prevention, and control of malaria and dengue.</i></p> <p><b>f.</b> <i>Standards, protocols, and guidelines for the promotion, prevention, and control of STIs, HIV, and AIDS.</i></p> <p><b>g.</b> <i>Standards, protocols, and guidelines for the implementation of the International Health Regulations.</i></p> <p><b>h.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of vaccine-preventable diseases.</i></p> <p><b>i.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of emergencies and disasters.</i></p> <p><b>j.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of leishmaniasis.</i></p> <p><b>k.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of leprosy.</i></p> <p><b>l.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of cholera.</i></p> <p><b>m.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of accidents involving snakes and poisonous animals.</i></p> <p><b>n.</b> <i>Standards, protocols, and technical guidelines for the promotion, prevention, and control of influenza A/H1N1 healthcare.</i></p> <p><b>o.</b> <i>Standards, protocols, and technical guidelines of the National Liaison Center.</i></p> <p><b>p.</b> <i>Annual Operational Program of the Unit.</i></p>		
<b>5. COORDINATION RELATIONSHIPS:</b>		
<b>Internal</b>		<b>Means and Channels of Communication</b>

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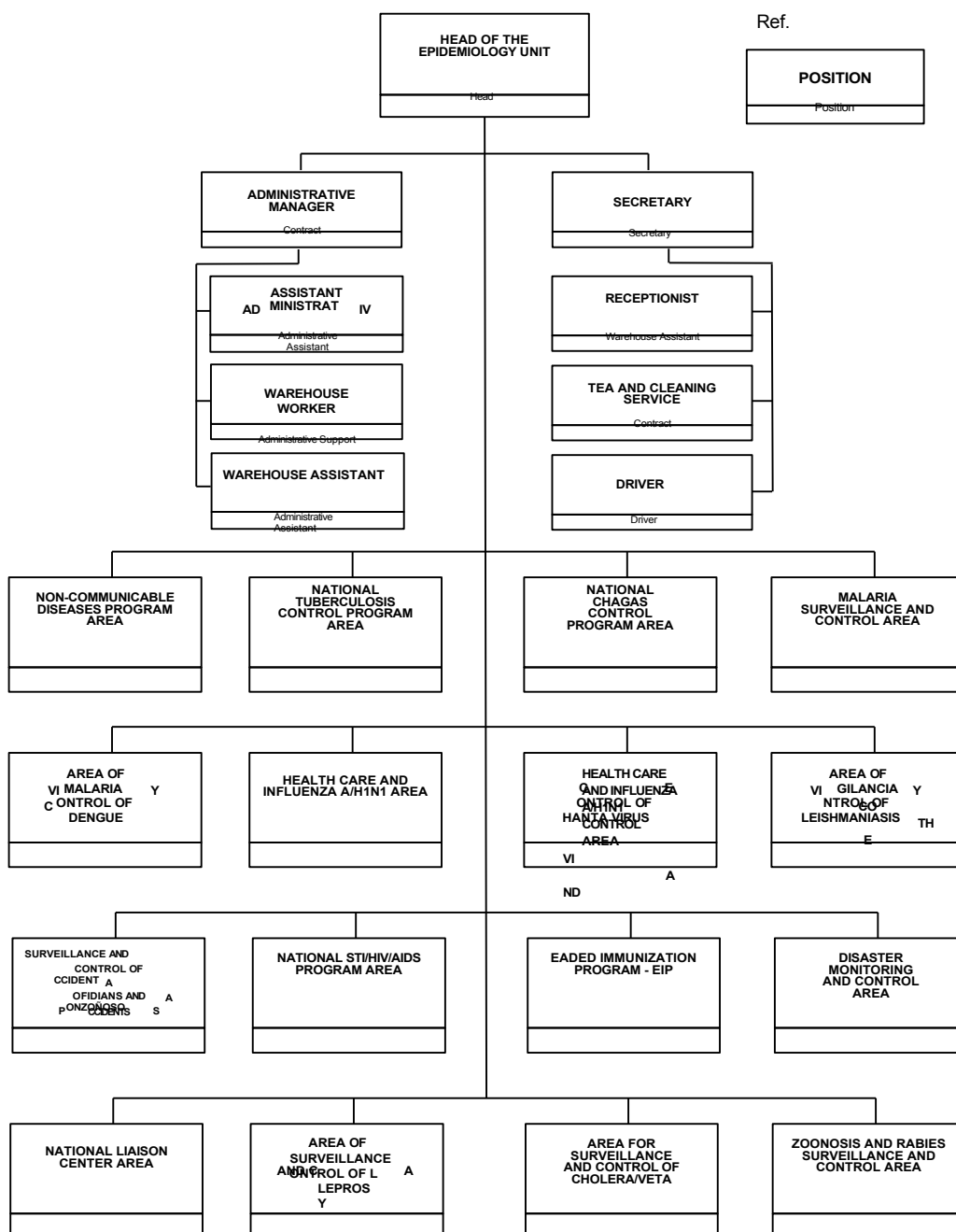
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<b>a.</b> Ministerial Office. <b>b.</b> Deputy Ministries. <b>c.</b> Organizational Units of the Ministry. <b>d.</b> Decentralized Units. <b>e.</b> Permanent Member of Technical Councils.	<b>a.</b> Internal Notes. <b>b.</b> Reports. <b>c.</b> Minutes of Technical Council Meetings. <b>d.</b> Email.
<b>External</b>	<b>Media and Communication Channels</b>
<b>a.</b> Deputy Ministry of Public and External Financing (VIPFE). <b>b.</b> Non-Governmental Organizations. <b>c.</b> Departmental Health Services (SEDES). <b>d.</b> Governorates. <b>e.</b> Decentralized Entities Under Supervision. <b>f.</b> Municipal Governments. <b>g.</b> Universities. <b>h.</b> International Organizations. <b>i.</b> Armed Forces of the Nation. <b>j.</b> Other Civil Society Organizations <b>k.</b> Regional health agencies and agencies of member countries.	<b>a.</b> CITES. <b>b.</b> Reports. <b>c.</b> National and international epidemiological bulletins. <b>d.</b> Epidemiological reports. <b>e.</b> National Liaison Centers. <b>f.</b> Emails. <b>g.</b> Video and conference calls.

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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>NON-COMMUNICABLE DISEASES PROGRAM AREA DISEASES PROGRAM AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>
<b>2. NATURE:</b>	
<b>a.</b> <i>Implement national and instructional policies for the prevention, control, and supervision of surveillance and control of noncommunicable diseases.</i> <b>b.</b> <i>Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of noncommunicable diseases, by levels of care.</i> <b>c.</b> <i>Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</i> <b>d.</b> <i>Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.</i>	
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.*
- h. Environment Law.*
- i. Law 3300 on Vaccines.*
- j. Law on Professional Practice and Medical Liability No. 3131.*
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.*
- m. Supreme Decree No. 25055 of May 23, 1998, on the Complementary Regulation to Supreme Decree No. 24855 of September 22, 1997.*
- n. Social Security Code.*
- o. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- p. Supreme Decree No. 25055 of May 23, 1998, Complementary Regulation to Supreme Decree No. 24855 of September 22, 1997.*
- q. Ministerial Resolution No. 1126 of September 22, 2010, approving the 2010–2015 National Plan for Noncommunicable Diseases.*
- r. Ministerial Resolution No. 0384 of April 19, 2010, approving the application of the Standard and Procedures for the Prevention and Control of Noncommunicable Diseases and their Risk Factors.*
- s. Specific regulations approved by the Ministry of Health and Sports.*
- t. Other provisions relating to the sector.*

#### 4. PRODUCTS:


<i>Standards</i>	<i>Services</i>
<ol style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for the prevention and control of noncommunicable diseases.</i></li> <li><i>b. Annual Operational Program for the Area.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Provide services in accordance with current regulations.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> <li><i>c. Active epidemiological surveillance in coordination with SEDES.</i></li> <li><i>d. Conduct epidemiological research studies in the area of chronic noncommunicable diseases and risk factors.</i></li> </ol>

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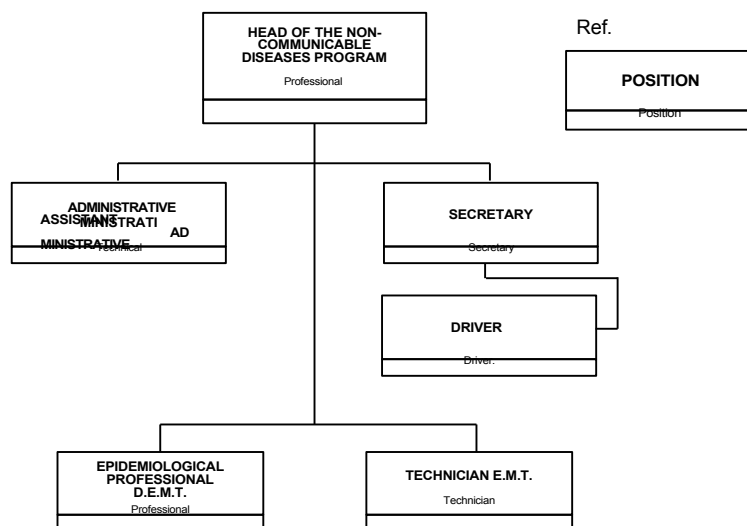
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	<p>associated at the national level.</p> <ul style="list-style-type: none"> <li><i>e. Provide technical training to first and second level SEDES personnel in the prevention, management, and control of noncommunicable diseases and associated risk factors.</i></li> <li><i>f. Manage the strengthening of infrastructure, human resources, and medical supplies in first, second, and third-level SEDES centers for the resolution of noncommunicable diseases prioritized according to epidemiological profile.</i></li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Councils.</i></li> <li><i>d. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other civil society organizations.</i></li> <li><i>j. Regional health organizations.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological reports.</i></li> <li><i>e. Video and Conference Calls.</i></li> <li><i>f. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>PROGRAM</b> <b>TUBERCULOSIS</b>	<b>NATIONAL</b>	<b>CONT</b> <b>ROL</b>	<b>CONTROL</b>	<b>OF</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Authority:</b>	Substantive Execution EPIDEMIOLOGY UNIT • None				
<b>2. NATURE:</b>					
<b>a.</b> Develop national policies and guidelines for the prevention and control of tuberculosis. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of tuberculosis surveillance and control. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities and technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.					
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>					
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999. <b>d.</b> Framework Law on Autonomy and Decentralization "Andrés Bóñez" No. 031 of July 19, 2010. <b>e.</b> Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Medicine Law No. 1737 dated December 17, 1996. <b>g.</b> Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees. <b>h.</b> Environment Law. <b>i.</b> Law No. 3300 on Vaccines. <b>j.</b> Law on Professional Practice and Medical Liability No. 3131. <b>k.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009. <b>l.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008. <b>m.</b> Social Security Code. <b>n.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>o.</b> Specific regulations approved by the Ministry of Health and Sports. <b>p.</b> Other provisions relating to the sector.					

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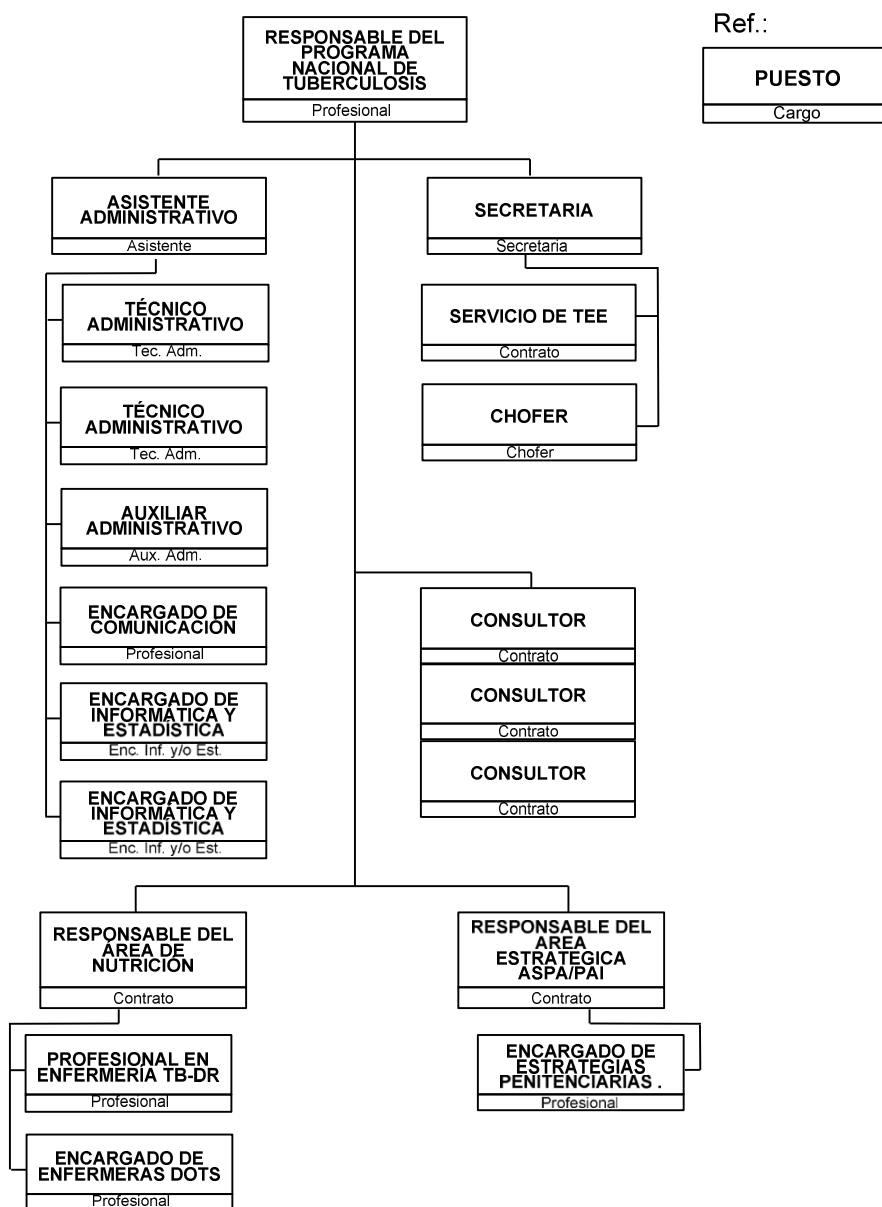
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<b>4. PRODUCTS:</b>	
<b>Standards</b>	<b>Services</b>
<ul style="list-style-type: none"> <li><b>a.</b> Standards, protocols, and technical guidelines for the prevention and control of tuberculosis.</li> <li><b>b.</b> Annual Operational Program for the Area.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and Channels of Communication</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Organizational Units of the Ministry of Health and Sports.</li> <li><b>d.</b> Decentralized Institutions.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Reports.</li> <li><b>d.</b> Email.</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Provincial governments.</li> <li><b>b.</b> Departmental Health Services (SEDES).</li> <li><b>c.</b> Deputy Ministry of Public and External Financing (VIPFE).</li> <li><b>d.</b> Non-Governmental Organizations.</li> <li><b>e.</b> Decentralized Entities Under Supervision.</li> <li><b>f.</b> Municipal Governments.</li> <li><b>g.</b> Universities.</li> <li><b>h.</b> International Organizations.</li> <li><b>i.</b> Other Civil Society Organizations.</li> <li><b>j.</b> Regional Health Agencies.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> National and international epidemiological bulletins.</li> <li><b>d.</b> Epidemiological reports.</li> <li><b>e.</b> Video and Conference Calls.</li> <li><b>f.</b> Email.</li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>CHAGAS SURVEILLANCE AND CONTROL AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	
	<b>a.</b> Implement national and instructional policies for the prevention, control, and monitoring of Chagas disease. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of Chagas disease surveillance and control, by levels of care. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	
	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Act No. 1178 (SAFCO) and its Regulations. <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Andrés Bónifaz Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010. <b>e.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Medicine Law No. 1737 dated December 17, 1996. <b>g.</b> Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees. <b>h.</b> Environment Law. <b>i.</b> Law No. 3300 on Vaccines <b>j.</b> Chagas Disease Law No. 3374 of March 23, 2006 <b>k.</b> Law No. 3131 on Professional Practice and Medical Liability. <b>l.</b> Law No. 2042 on Budgetary Administration. <b>m.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>n.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System of June 11, 2008. <b>o.</b> Social Security Code. <b>p.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>q.</b> Specific regulations approved by the Ministry of Health and Sports. <b>r.</b> Other provisions relating to the sector.


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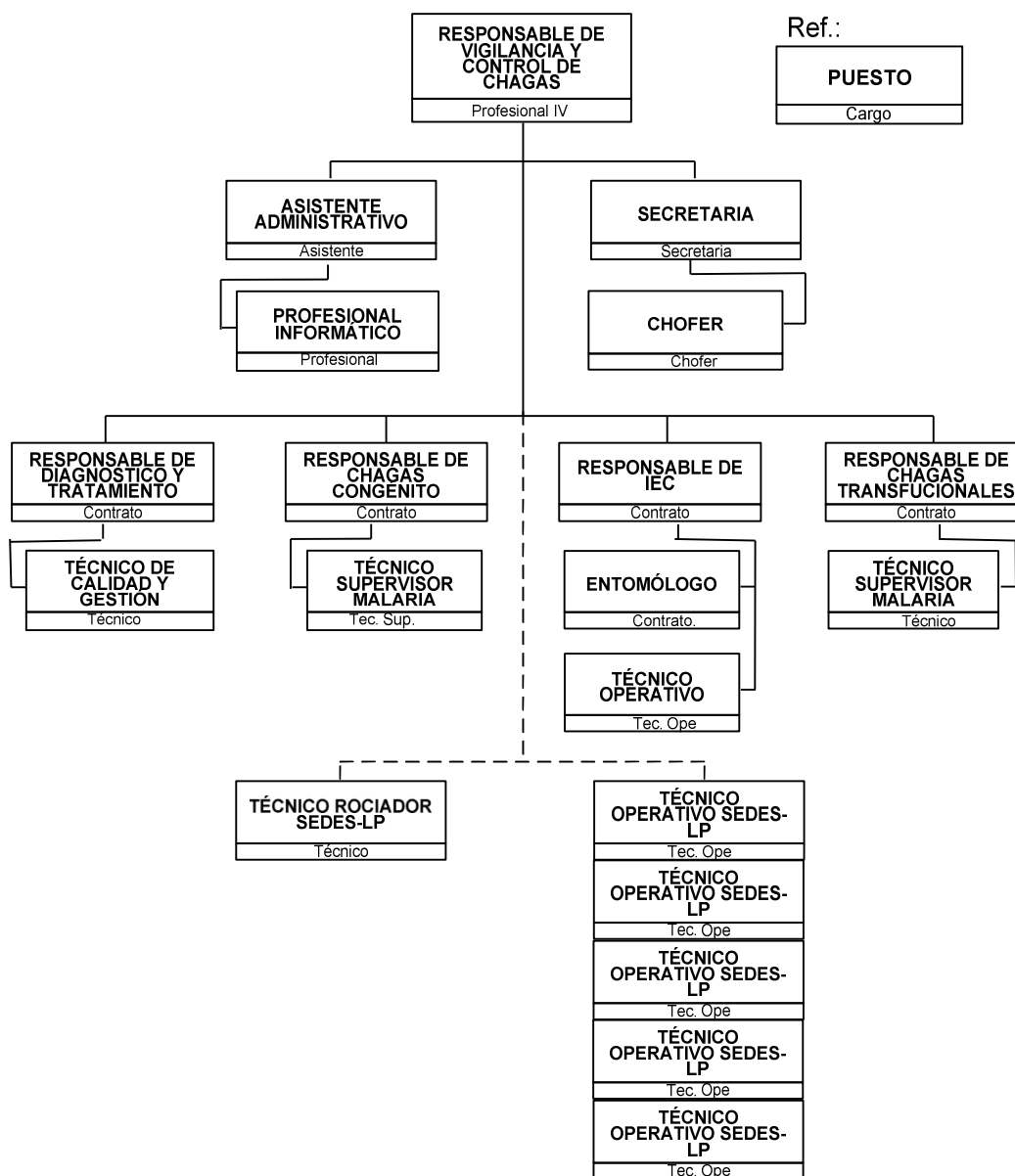
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<b>4. PRODUCTS:</b>	
<b>Standards</b>	<b>Services</b>
<ul style="list-style-type: none"> <li><i>a. Standards, Protocols and Guidelines for the promotion, prevention, and control of Chagas disease.</i></li> <li><i>b. Standards, Protocols, and Technical Guidelines for the promotion, prevention, and control of Chagas disease.</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and Channels of Communication</b>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Technical report minutes.</i></li> <li><i>d. Email.</i></li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal Governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other Civil Society Organizations.</i></li> <li><i>j. Regional Health Agencies.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological reports.</i></li> <li><i>e. National Liaison Centers.</i></li> <li><i>f. Video and conference calls.</i></li> <li><i>g. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<b>1. NAME OF THE UNIT:</b>	<b>MALARIA SURVEILLANCE AND CONTROL AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>
<b>2. NATURE:</b>	
	<b>a.</b> <i>Implement national and instructional policies for the prevention, control, and supervision of malaria.</i> <b>b.</b> <i>Coordinate technical actions with the Epidemiology Unit for the development of malaria surveillance and control.</i> <b>c.</b> <i>Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</i> <b>d.</b> <i>Carry out activities and technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.</i>
<b>3. RULES TO BE FOLLOWED:</b>	

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<ul style="list-style-type: none"> <li><i>a. Political Constitution of the Plurinational State of Bolivia.</i></li> <li><i>b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.</i></li> <li><i>c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.</i></li> <li><i>d. Framework Law on Autonomy and Decentralization "Andrés Bello" No. 031 of July 19, 2010.</i></li> <li><i>e. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.</i></li> <li><i>f. Medicine Law No. 1737 dated December 17, 1996.</i></li> <li><i>g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.</i></li> <li><i>h. Environment Law.</i></li> <li><i>i. Law No. 3300 on Vaccines.</i></li> <li><i>j. Law No. 3131 on Professional Practice and Medical Liability.</i></li> <li><i>k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.</i></li> <li><i>l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.</i></li> <li><i>m. Social Security Code.</i></li> <li><i>n. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.</i></li> <li><i>o. Strategic Plan for Malaria 2008-2012.</i></li> <li><i>p. Guide to Laboratory Diagnosis of Malaria.</i></li> <li><i>q. Guide to pesticide management in vector control.</i></li> <li><i>r. Guide to the supervision of malaria diagnosis and treatment centers.</i></li> <li><i>s. Bolivian standards for malaria diagnosis and treatment.</i></li> <li><i>t. Specific regulations approved by the Ministry of Health and Sports.</i></li> <li><i>u. Other provisions relating to the sector.</i></li> </ul>
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#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for the promotion, prevention, and control of malaria.</i></li> <li><i>b. Standards, protocols, and technical guidelines for the promotion, prevention, and control of malaria.</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Provide services in accordance with current regulations.</i></li> <li><i>b. Reduce malaria infestation rates.</i></li> <li><i>c. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> </ul>


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#### 5. COORDINATION RELATIONSHIPS:


<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports</i></li> <li><i>d. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal Governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other Civil Society Organizations.</i></li> <li><i>j. Regional Health Agencies.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological reports.</i></li> <li><i>e. National Liaison Centers.</i></li> <li><i>f. Video and conference calls.</i></li> <li><i>g. Email.</i></li> </ul>

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<b>1. NAME OF THE UNIT:</b>	<b>DENGUE SURVEILLANCE AND CONTROL AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	
	<b>a.</b> Implement national and instructional policies for the prevention, control, and supervision of dengue. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of dengue surveillance and control, by levels of care. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	
	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999. <b>d.</b> Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010. <b>e.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Medicine Law No. 1737 dated December 17, 1996. <b>g.</b> Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees. <b>h.</b> Environment Law. <b>i.</b> Law 3300 on Vaccines <b>j.</b> Law on Professional Practice and Medical Liability No. 3131. <b>k.</b> Budget Administration Law No. 2042. <b>l.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>m.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008. <b>n.</b> Social Security Code. <b>o.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>p.</b> Rules for the diagnosis and management of dengue. <b>q.</b> Specific regulations approved by the Ministry of Health and Sports. <b>r.</b> Other provisions relating to the sector.

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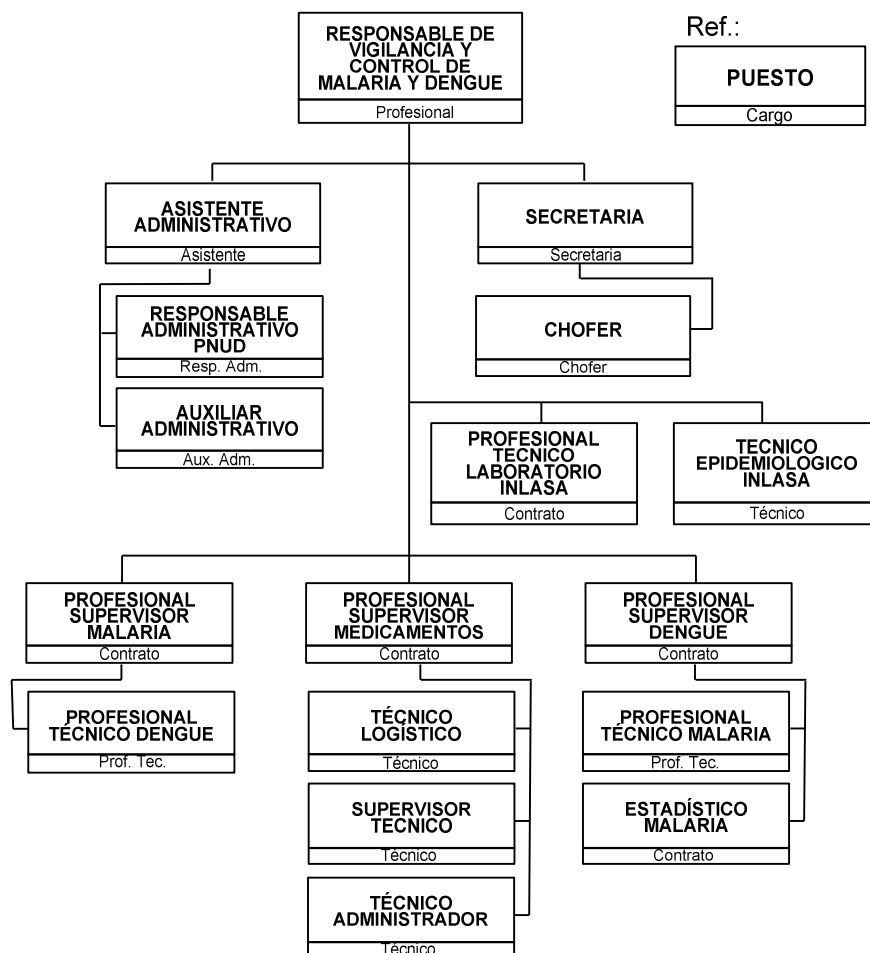
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<b>4. PRODUCTS:</b>	
<b>Standards</b>	<b>Services</b>
<ul style="list-style-type: none"> <li><b>a.</b> Standards, Protocols and Guidelines for the promotion, prevention, and control of dengue.</li> <li><b>b.</b> Standards, Protocols, and Technical Guidelines for the promotion, prevention, and control of dengue.</li> <li><b>c.</b> Annual Operational Program for the Area.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Provide services in accordance with current regulations.</li> <li><b>b.</b> Coordinate the collection of epidemiological information from SEDES, in accordance with the area's jurisdiction, in coordination with SNIS.</li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Organizational Units of the Ministry of Health and Sports.</li> <li><b>d.</b> Decentralized Institutions.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Reports.</li> <li><b>d.</b> Email.</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Provincial governments.</li> <li><b>b.</b> Departmental Health Services (SEDES).</li> <li><b>c.</b> Deputy Ministry of Public and External Financing (VIPFE).</li> <li><b>d.</b> Non-Governmental Organizations.</li> <li><b>e.</b> Decentralized Entities Under Supervision.</li> <li><b>f.</b> Municipal Governments.</li> <li><b>g.</b> Universities.</li> <li><b>h.</b> International Organizations.</li> <li><b>i.</b> Other Civil Society Organizations.</li> <li><b>j.</b> Regional Health Agencies.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> National and international epidemiological bulletins.</li> <li><b>d.</b> Epidemiological reports.</li> <li><b>e.</b> National Liaison Centers.</li> <li><b>f.</b> Video and conference calls.</li> <li><b>g.</b> Email.</li> </ul>

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## 6. ORGANIZATIONAL CHART




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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012



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<b>1. NAME OF UNIT:</b>	<b>HEALTH CARE AND INFLUENCE AREA A/H1N1</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	<b>a.</b> Implement national and instructional policies for the prevention, control, and supervision of healthcare related to influenza A/H1N1. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of healthcare related to influenza A/H1N1. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities and technical and operational tasks in coordination with the Epidemiology Unit in order to meet the established management goals.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Act No. 1178 (SAFCO) and its Regulations. <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Andrés Bónifaz Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010. <b>e.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Medicine Law No. 1737 dated December 17, 1996. <b>g.</b> Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees. <b>h.</b> Environment Law. <b>i.</b> Law No. 3300 on Vaccines. <b>j.</b> Law No. 3131 on Professional Practice and Medical Liability. <b>k.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>l.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008. <b>m.</b> Social Security Code. <b>n.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>o.</b> Health Care Surveillance Protocols for Influenza A/H1N1. <b>p.</b> Specific regulations approved by the Ministry of Health and Sports. <b>q.</b> Other provisions relating to the sector.

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#### 4. PRODUCTS:

<i>Standards</i>	<i>Services</i>
<ul style="list-style-type: none"> <li><i>a. Development, dissemination, and implementation of standards, protocols, and guidelines for the prevention and treatment of A/H1N1 influenza.</i></li> <li><i>b. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Manage the provision of services in accordance with current regulations with the SEDES.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> <li><i>c. Manage the availability of influenza diagnostic confirmation supplies.</i></li> <li><i>d. Manage the strengthening of the response capacity of human resources in health.</i></li> </ul>

#### 5. COORDINATION RELATIONSHIPS:


<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports.</i></li> <li><i>d. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-governmental organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal Governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other Civil Society Organizations.</i></li> <li><i>j. Regional Health Agencies.</i></li> <li><i>k. INLASA.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological Reports.</i></li> <li><i>e. Video and conference calls.</i></li> <li><i>f. Email.</i></li> </ul>

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<b>1. NAME OF THE UNIT:</b>		<b>HANTA VIRUS SURVEILLANCE AND CONTROL AREA</b>	
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>		Substantive Execution EPIDEMIOLOGY UNIT • None	
<b>2. NATURE:</b>			
<b>a.</b> To implement national and instructional policies for the prevention, control, and supervision of Hanta Virus. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of Hanta Virus surveillance and control. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.			
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>			
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Civil Service Statute Law No. 2027 dated October 27, 1999. <b>d.</b> Framework Law on Autonomy and Decentralization "Andrés Babiñez" No. 031 of July 19, 2010. <b>e.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Law on Professional Practice and Medical Responsibility No. 3131. <b>g.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>h.</b> Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008. <b>i.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>j.</b> Hanta Virus Surveillance Protocols. <b>k.</b> Specific Regulations approved by the Ministry of Health and Sports. <b>l.</b> Other provisions relating to the sector.			
<b>4. PRODUCTS:</b>			
<b>Standards</b>		<b>Services</b>	

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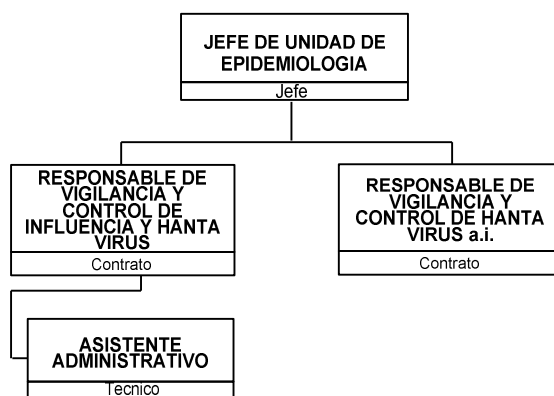
 PLURINATIONAL STATE OF BOLIVIA MINISTRY OF HEALTH AND SPORTS	<b>ADMINISTRATIVE ORGANIZATION SYSTEM</b>		Page 168 of 234
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<b>a.</b> Development, dissemination, and implementation of standards, protocols, and guidelines for the prevention and control of Hanta Virus. <b>b.</b> Annual Operational Program for the Area.	<b>a.</b> Manage the provision of services in accordance with current regulations with SEDES. <b>b.</b> Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS. <b>c.</b> Manage the availability of Hanta Virus diagnostic confirmation supplies. <b>d.</b> Manage the strengthening of the response capacity of human resources in health.
<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Media and Communication Channels</i>
<b>a.</b> Ministerial Office. <b>b.</b> Deputy Ministries. <b>c.</b> Organizational Units of the Ministry of Health and Sports. <b>d.</b> Decentralized Institutions.	<b>a.</b> Internal Notes. <b>b.</b> Reports. <b>c.</b> Minutes of Technical Reports. <b>d.</b> Email.
<i>External</i>	<i>Media and Communication Channels</i>
<b>a.</b> Provincial governments. <b>b.</b> Departmental Health Services (9 SEDES). <b>c.</b> Deputy Ministry of Public and External Financing (VIPFE). <b>d.</b> Non-Governmental Organizations. <b>e.</b> Decentralized Entities Under Supervision. <b>f.</b> Municipal Governments. <b>g.</b> Universities. <b>h.</b> International Organizations. <b>i.</b> Other Civil Society Organizations. <b>j.</b> Regional Health Agencies. <b>k.</b> INLASA.	<b>a.</b> Cites. <b>b.</b> Reports. <b>c.</b> National and international epidemiological bulletins. <b>d.</b> Epidemiological Reports. <b>e.</b> Video and conference calls. <b>f.</b> Email.


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## 6. ORGANIZATIONAL CHART




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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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1. NAME OF THE UNIT:	AREA OF LEISHMANIASIS	AN D CONTROL OF
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Substantive Execution EPIDEMIOLOGY UNIT • None	
2. NATURE:		
<b>a.</b> Implement national and instructional policies for the prevention, control, and supervision of Leishmaniasis. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of Leishmaniasis surveillance and control. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.		
3. RULES TO BE FOLLOWED:		
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999. <b>d.</b> Framework Law on Autonomy and Decentralization "Andrés Bóñez" No. 031 of July 19, 2010. <b>e.</b> Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010. <b>f.</b> Medicine Law No. 1737 dated December 17, 1996. <b>g.</b> Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees. <b>h.</b> Environment Law. <b>i.</b> Law 3300 on Vaccines <b>j.</b> Law on Professional Practice and Medical Liability No. 3131. <b>k.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009. <b>l.</b> Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008. <b>m.</b> Social Security Code. <b>n.</b> Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990. <b>o.</b> Leishmaniasis Surveillance Protocols. <b>p.</b> Ministerial Resolution No. 0418 of June 14, 2007 Operational Guide for Leishmaniasis. <b>q.</b> Specific Regulations approved by the Ministry of Health and Sports. <b>r.</b> Other provisions relating to the sector.		

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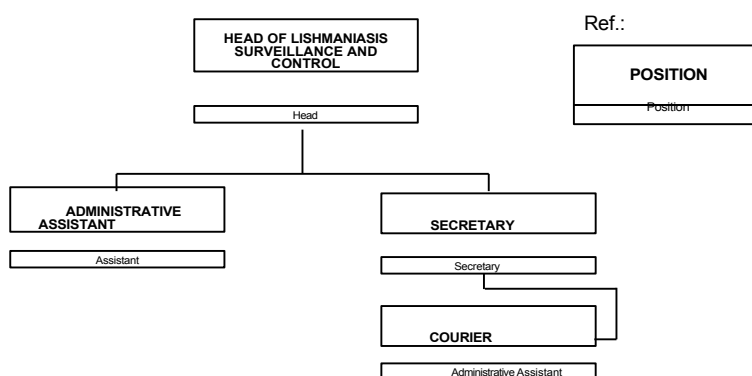
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<b>4. PRODUCTS:</b>	
<b>Standards</b>	<b>Services</b>
<ul style="list-style-type: none"> <li><b>a.</b> Standards, protocols, and guidelines for the surveillance, prevention, training, and control of leishmaniasis.</li> <li><b>b.</b> Standards, protocols, and technical guidelines for the surveillance and control of leishmaniasis.</li> <li><b>c.</b> Annual Operational Program for the Area.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Provide services in accordance with current regulations.</li> <li><b>b.</b> Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Organizational Units of the Ministry of Health and Sports.</li> <li><b>d.</b> Decentralized Institutions.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Reports.</li> <li><b>d.</b> Email.</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Provincial governments.</li> <li><b>b.</b> Departmental Health Services (SEDES).</li> <li><b>c.</b> Deputy Ministry of Public and External Financing (VIPFE).</li> <li><b>d.</b> Non-Governmental Organizations.</li> <li><b>e.</b> Decentralized Entities Under Supervision.</li> <li><b>f.</b> Municipal Governments.</li> <li><b>g.</b> Universities.</li> <li><b>h.</b> International Organizations.</li> <li><b>i.</b> Other Civil Society Organizations.</li> <li><b>j.</b> Regional Health Agencies.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> National and international epidemiological bulletins.</li> <li><b>d.</b> Epidemiological reports.</li> <li><b>e.</b> National Liaison Centers.</li> <li><b>f.</b> Video and conference calls.</li> <li><b>g.</b> Email.</li> </ul>

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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF UNIT:</b>	<b>AREA OF SURVEILLANCE AND CONTROL OF SNAKE AND POISONOUS ANIMAL ACCIDENTS</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Substantive Execution EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	
<b>a.</b> To carry out anti-venom treatment and distribute anti-venom serums, with regulatory authority, surveillance, and control in coordination with departmental health services and INLASA. <b>b.</b> Implement national and instructional policies for the prevention, control, and supervision of accidents involving snakes and venomous animals. <b>c.</b> Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of accidents involving snakes and poisonous animals. <b>d.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>e.</b> Carry out activities, technical tasks, and operations in coordination with the Epidemiology Unit to meet established management goals.	
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- d. Framework Law on Autonomy and Decentralization "Andrés Bóñez" No. 031 of July 19, 2010.
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- f. Medicine Law No. 1737 dated December 17, 1996.
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- h. Environment Law.
- i. Law 3300 on Vaccines.
- j. Law on Professional Practice and Medical Liability No. 3131.
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.
- m. Social Security Code.
- n. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 dated July 11, 1990.
- o. Ministerial Resolution No. 01575 of December 15, 2010, creation of the Area for Surveillance and Control of Accidents involving Snakes and Poisonous Animals.
- p. Specific regulations approved by the Ministry of Health and Sports.
- q. Other provisions relating to the sector.


#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Technical guide to ophidism.</li> <li>b. Annual Operational Program for the Area.</li> </ol>	<ol style="list-style-type: none"> <li>a. Provide services in accordance with current regulations.</li> <li>b. Coordinate information with provincial governments, SEDES, municipalities, SNIS, and communities.</li> </ol>

#### 5. COORDINATION RELATIONSHIPS:

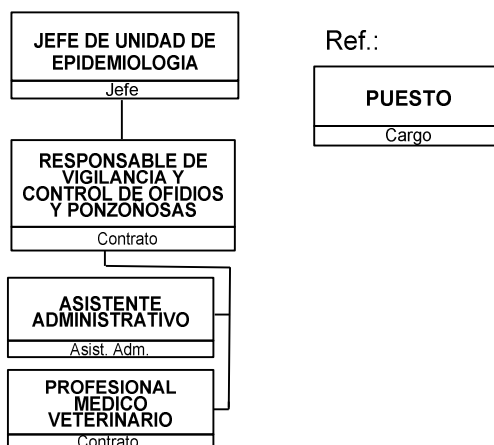
Internal	Media and Communication Channels
<ol style="list-style-type: none"> <li>a. Ministerial Office.</li> <li>b. Deputy Ministries.</li> <li>c. Organizational Units of the Ministry of Health and Sports.</li> <li>d. Decentralized Institutions.</li> </ol>	<ol style="list-style-type: none"> <li>a. Internal Notes.</li> <li>b. Reports.</li> <li>c. Minutes of Technical Reports.</li> <li>d. Email.</li> </ol>
External	Media and Communication Channels

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<p><i>a. Governments.</i></p> <p><i>b. Departmental Health Services (SEDES).</i></p> <p><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></p> <p><i>d. Non-Governmental Organizations.</i></p> <p><i>e. Decentralized Entities Under Supervision.</i></p> <p><i>f. Municipal Governments.</i></p> <p><i>g. Universities.</i></p> <p><i>h. International Organizations.</i></p> <p><i>i. Other Civil Society Organizations.</i></p> <p><i>j. Regional Health Agencies.</i></p> <p><i>k. INLASA.</i></p>	<p><i>a. Cites.</i></p> <p><i>b. Reports.</i></p> <p><i>c. National and international epidemiological bulletins.</i></p> <p><i>d. Epidemiological Reports.</i></p> <p><i>e. Video and conference calls.</i></p> <p><i>f. Email.</i></p>
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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>AREA: NATIONAL STI/HIV/AIDS PROGRAM</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Department:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	<p><b>a.</b> Implement national and instructional policies for the prevention and control of STIs/HIV/AIDS.</p> <p><b>b.</b> Propose policies and develop health strategies for the prevention, treatment, and control of STIs/HIV/AIDS.</p> <p><b>c.</b> Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of STIs/HIV/AIDS.</p> <p><b>d.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</p> <p><b>e.</b> Carry out activities and technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.</p> <p><b>f.</b> Coordinate, plan, and take action for the monitoring, evaluation, and control of the executive, administrative, and financial management of the National Program for the Surveillance and Control of STIs/HIV/AIDS.</p> <p><b>g.</b> Coordinate the National Development Plan and Sectoral Plan to take joint action with stakeholders involved in STI/HIV/AIDS issues.</p> <p><b>h.</b> Regulate the operational work of regional STI/HIV/AIDS agencies throughout the country.</p> <p><b>i.</b> Have an Annual Operational Program developed in a participatory manner, which will optimize the management of the National STI/HIV/AIDS Surveillance and Control Program, in accordance with current regulations.</p>
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.*
- h. Environment Law.*
- i. Law 3300 on Vaccines*
- j. Medicine Law*
- k. Law on Professional Practice and Medical Liability No. 3131.*
- l. Law No. 3729 of August 8, 2007, and its Regulatory Supreme Decree No. 0451 of March 17, 2010, on the "Prevention of HIV/AIDS, Protection of Human Rights, and Comprehensive Multidisciplinary Care for People Living with HIV/AIDS."*
- m. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- n. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.*
- o. Social Security Code.*
- p. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- q. Biministerial Resolution between the MSD and the Ministry of Government on the requirement for HIV testing for foreign citizens applying for temporary or permanent residence in Bolivia.*
- r. Ministerial Resolution No. 0521 of May 26, 2010, on the Offer of Rapid HIV and Congenital Syphilis Testing to Pregnant Women.*
- s. National Plan for Equal Opportunities.*
- t. Specific regulations approved by the Ministry of Health and Sports.*
- u. Other provisions relating to the sector.*

#### 4. PRODUCTS:

<i>Standards</i>	<i>Services</i>
<ul style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for the prevention and control of STIs/HIV/AIDS.</i></li> <li><i>b. Standards, protocols, and technical guidelines for the prevention and control of STIs/HIV/AIDS.</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Provide services in accordance with current regulations.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> <li><i>c. Medication management within the framework of the SNUS and SALMI (selection, programming, acquisition, storage, distribution, and promotion of rational use) for delivery to</i></li> </ul>


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	<i>beneficiary population through the CDVIR and CRVIR.</i> <i>d. Design and support the implementation of national health promotion and STI/HIV/AIDS prevention campaigns aimed at the general population.</i> <i>e. Coordinate with civil society and in a participatory manner the actions in response to HIV/AIDS in Bolivia, under the leadership of the MSD.</i>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Media and Communication Channels</i>
<i>a. Ministerial Office.</i> <i>b. Deputy Ministries.</i> <i>c. Organizational Units of the Ministry of Health and Sports.</i> <i>d. Decentralized Institutions.</i>	<i>a. Internal Notes.</i> <i>b. Reports.</i> <i>c. Minutes of Technical Reports.</i> <i>d. Email.</i>
<i>External</i>	<i>Media and Communication Channels</i>
<i>a. Provincial governments.</i> <i>b. Departmental Health Services (SEDES).</i> <i>c. Deputy Ministry of Public and External Financing (VIPFE).</i> <i>d. Non-Governmental Organizations.</i> <i>e. Decentralized Entities Under Supervision.</i> <i>f. Municipal Governments.</i> <i>g. Universities.</i> <i>h. International Organizations.</i> <i>i. Other Civil Society Organizations.</i> <i>j. Regional Health Agencies.</i>	<i>a. Cites.</i> <i>b. Reports.</i> <i>c. National and international epidemiological bulletins.</i> <i>d. Epidemiological reports.</i> <i>e. Video and Conference Calls.</i> <i>f. Email.</i>

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<b>1. NAME OF THE UNIT:</b>	<b>EXPANDED PROGRAM FOR IMMUNIZATION</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>
<b>2. NATURE:</b>	
	<b>a.</b> Implement national and instructional policies for prevention, control, and care under the National Immunization Program. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of surveillance, control, and care for the National Immunization Program. <b>c.</b> Manage vaccination campaigns with vaccines for measles, rubella, pentavalent, yellow fever, mumps, tetanus, hepatitis, and others, according to the epidemiological profiles of the population. <b>d.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>e.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.*
- h. Law 3300 on Vaccines*
- i. Law on Professional Practice and Medical Responsibility No. 3131.*
- j. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- k. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.*
- l. Social Security Code.*
- m. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- n. Ministerial Resolution on Disaster Control and Response.*
- o. Specific Regulations approved by the Ministry of Health and Sports.*
- p. Other provisions relating to the sector.*


#### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for prevention, control, and care under the National Immunization Program.</i></li> <li><i>b. Standards, protocols, and technical guidelines for prevention, control, and care under the National Immunization Program.</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Provide services in accordance with current regulations.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> </ul>

#### 5. COORDINATION RELATIONSHIPS:


Internal	Media and Communication Channels
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports.</i></li> <li><i>d. Email.</i></li> </ul>

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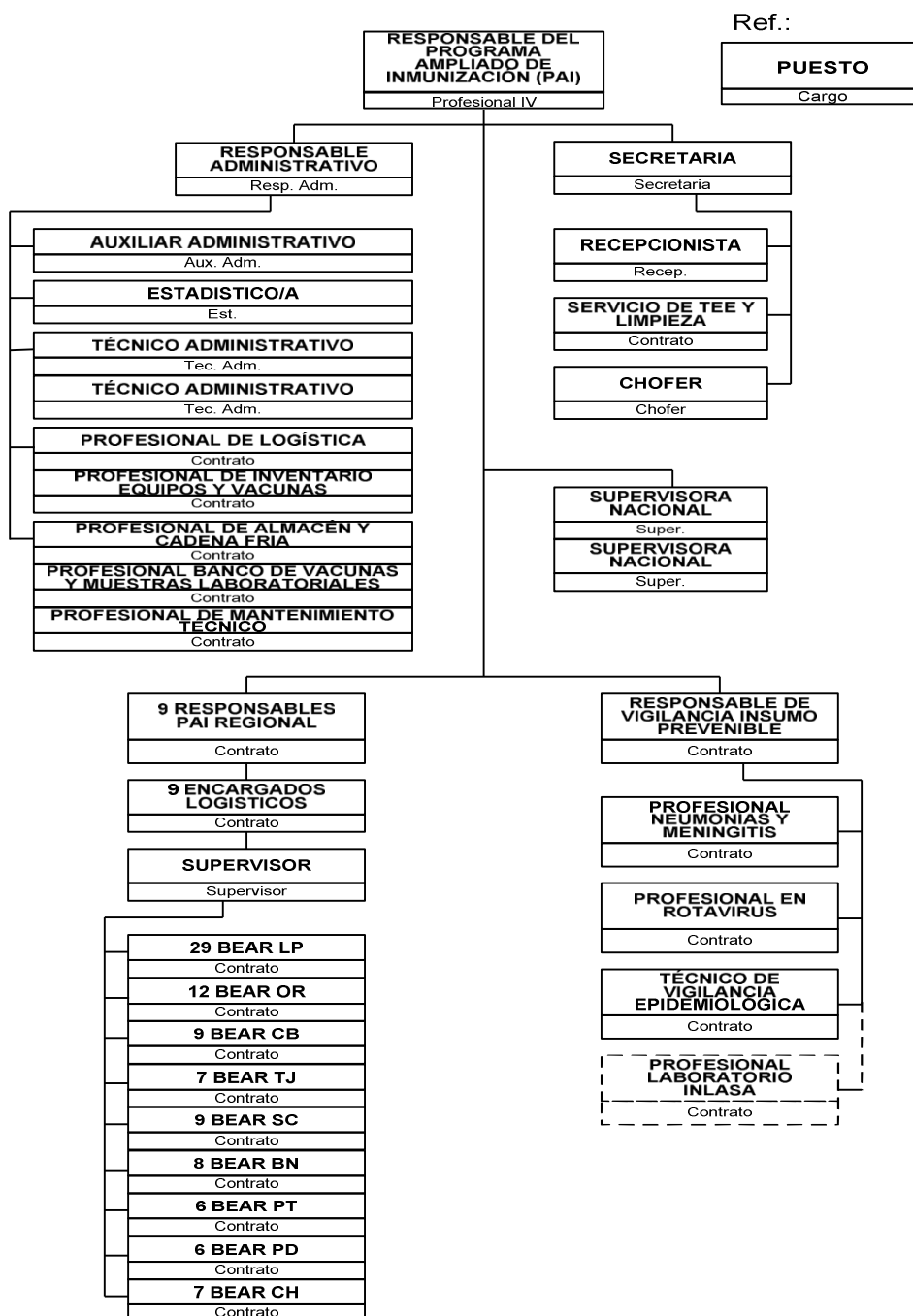
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<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Provincial Governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal Governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other Civil Society Organizations.</i></li> <li><i>j. Regional Health Agencies.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological reports.</i></li> <li><i>e. Video and Conference Calls.</i></li> <li><i>f. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>DISASTER CONTROL AND RESPONSE AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul>
<b>2. NATURE:</b>	
	<b>a.</b> <i>Implement national and instructional policies for disaster prevention, control, and response.</i> <b>b.</b> <i>Coordinate technical actions with the Epidemiology Unit for the development of disaster surveillance, control, and response.</i> <b>c.</b> <i>Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</i> <b>d.</b> <i>Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to meet the established management goals.</i>
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Act No. 1178 (SAFCO) and its Regulations.*
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- d. Andrés Ibáñez Framework Law on Autonomy and Decentralization No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.*
- h. Law No. 3300 on Vaccines*
- i. Law No. 3131 on Professional Practice and Medical Liability.*
- j. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- k. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.*
- l. Supreme Decree Amending Law 2140.*
- m. Social Security Code.*
- n. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- o. Law 2042 on Budgetary Administration.*
- p. Ministerial Resolution on Disaster Control and Response.*
- q. Specific regulations approved by the Ministry of Health and Sports.*
- r. Other provisions relating to the sector.*


#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for disaster prevention, control, and response.</i></li> <li><i>b. Standards, protocols, and technical guidelines for disaster prevention, control, and response.</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Provide services in accordance with current regulations.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> </ol>

#### 5. COORDINATION RELATIONSHIPS:

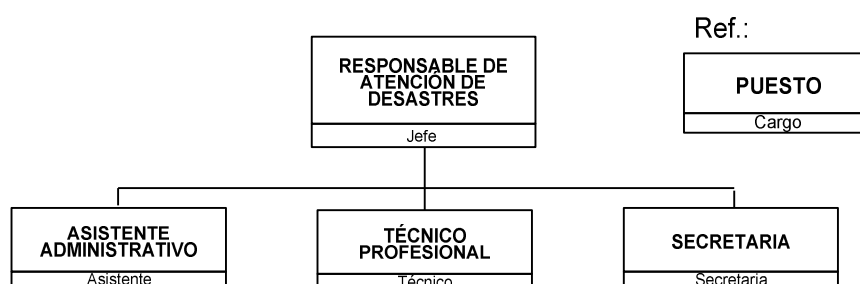
Internal	Means and Channels of Communication
<ol style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports.</i></li> <li><i>d. Email.</i></li> </ol>

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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<i>d. Decentralized Institutions.</i>	
<i>External</i>	<i>Media and Communication Channels</i>
<i>a. Governments.</i> <i>b. Departmental Health Services (SEDES).</i> <i>c. Deputy Ministry of Public and External Financing (VIPFE).</i> <i>d. Non-Governmental Organizations.</i> <i>e. Decentralized Entities Under Supervision.</i> <i>f. Municipal Governments.</i> <i>g. Universities.</i> <i>h. International Organizations.</i> <i>i. Other Civil Society Organizations.</i> <i>j. Regional Health Agencies.</i>	<i>a. Cites.</i> <i>b. Reports.</i> <i>c. National and international epidemiological bulletins.</i> <i>d. Epidemiological Reports.</i> <i>e. Video and Conference Calls.</i> <i>f. Email.</i>

## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>LEPROSY SURVEILLANCE AND CONTROL AREA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li><i>None</i></li> </ul>
<b>2. NATURE:</b>	<p><i>a. It is an instance of the DGSS and the Epidemiology Unit, regulatory, governing, and of greater technical development, responsible for constructing the epidemiological profile of leprosy through surveillance, promotion, prevention, control, elimination, and eradication; revaluing the health of the community and Bolivian families, for the construction of a Single Health System, working as a team, with responsibility, discipline, honesty, and interculturalism through horizontal and supportive strategic alliances, with social participation and distributive justice, establishing efficient, effective, and timely measures with commitment, ethics, sovereignty, and freedom, including poor and unprotected groups, to improve the quality of life of the Bolivian population.</i></p>
<b>3. STANDARDS TO BE MET:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- d. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- e. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- f. Medicine Law No. 1737 dated December 17, 1996.
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.
- h. Environment Law.
- i. Law No. 3300 on Vaccines.
- j. Law No. 3131 on Professional Practice and Medical Liability.
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.
- l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.
- m. Social Security Code.
- n. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- o. Leprosy Surveillance Protocols.
- p. Ministerial Resolution No. 0681 of March 13, 2007.
- q. Specific Regulations approved by the Ministry of Health and Sports.
- r. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Standards, protocols, and guidelines for the prevention and control of leprosy.</li> <li>b. Standards, protocols, and technical guidelines for the prevention and control of leprosy.</li> <li>c. Annual Operational Program for the Area.</li> </ol>	<ol style="list-style-type: none"> <li>a. Provide services in accordance with current regulations.</li> <li>b. Coordinate technical actions with the Epidemiology Unit for the development of leprosy surveillance and control.</li> <li>c. Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</li> <li>d. Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, to comply with established management goals.</li> <li>e. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</li> </ol>

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## 5. COORDINATION RELATIONSHIPS:


<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports.</i></li> <li><i>d. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other civil society organizations.</i></li> <li><i>j. Regional health agencies.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and international epidemiological bulletins.</i></li> <li><i>d. Epidemiological reports.</i></li> <li><i>e. Video and Conference Calls.</i></li> <li><i>f. Email.</i></li> </ul>

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<b>1. NAME OF THE UNIT:</b>	<b>AREA OF SURVEILLANCE AND CONTROL OF CHOLERA/VETA</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Functional Areas Under Its Authority:</b>	Substantive Execution EPIDEMIOLOGY UNIT • None
<b>2. NATURE:</b>	
<p><i>a. It is an instance of the DGSS and the Epidemiology Unit, regulatory, governing, and with greater technical development, responsible for constructing the epidemiological profile of cholera and other foodborne diseases (FBD), with an emphasis on Hemolytic Uremic Syndrome (HUS), through surveillance, promotion, prevention, control, elimination, and eradication; revaluing the health of the Bolivian community and families, for the construction of a Single Health System, working as a team, with responsibility, discipline, honesty, and interculturality through horizontal and supportive strategic alliances, with social participation and distributive justice, by establishing efficient, effective, and timely measures with commitment, ethics, sovereignty, and freedom, including poor and unprotected groups, to improve the quality of life of the Bolivian population.</i></p>	
<b>3. RULES TO BE FOLLOWED:</b>	

	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012


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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Bónaño" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law No. 2426 on Universal Maternal and Child Insurance and its Regulatory Decrees.*
- h. Environment Law.*
- i. Law 3300 on Vaccines*
- j. Law on Professional Practice and Medical Responsibility No. 3131.*
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.*
- m. Supreme Decree No. 25729 of April 7, 2000 – SENASAG, which regulates the procedures for the inspection, control, and monitoring of food safety in the production and processing stages and the authorization and certification of the operation of agricultural product processing plants in terms of health and food safety.*
- n. Supreme Decree No. 28147 of May 16, 2005, which creates the Food Safety Health Registry.*
- o. Social Security Code.*
- p. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- q. Protocols for the Surveillance of Cholera, Hemolytic Uremic Syndrome (HUS), and Foodborne Diseases.*
- r. Food and Beverage Health Regulations – Law No. 2061 of March 16, 2000, - National Agricultural Health and Food Safety Service – SENASAG.*
- s. Specific regulations approved by the Ministry of Health and Sports.*
- t. Other provisions relating to the sector.*

#### 4. PRODUCTS:


<i>Standards</i>	<i>Services</i>
<ol style="list-style-type: none"> <li><i>a. Standards, protocols, and guidelines for the prevention and control of cholera and other foodborne diseases, with an emphasis on hemolytic uremic syndrome (HUS).</i></li> <li><i>b. Standards, protocols, and technical guidelines for the prevention and control of cholera and other foodborne diseases, with an emphasis on hemolytic uremic syndrome (HUS).</i></li> <li><i>c. Annual Operational Program for the Area.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Implement national policies and guidelines for the prevention, control, and supervision of cholera and monitor other foodborne diseases, with an emphasis on hemolytic uremic syndrome (HUS).</i></li> <li><i>b. Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of cholera and other foodborne diseases, with emphasis on Hemolytic Uremic Syndrome (HUS).</i></li> </ol>

	NAME	POSITION	DATE	SIGNATURE
Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, Ph.D.	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of 01/20/2012

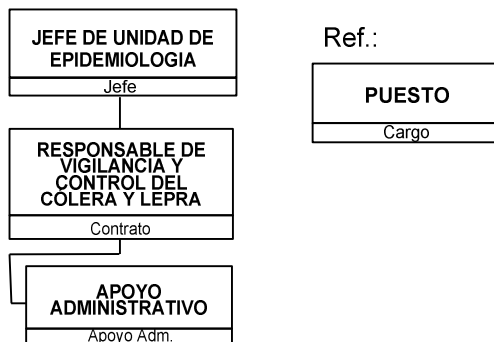
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	<ul style="list-style-type: none"> <li><i>c. Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</i></li> <li><i>d. Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit, in order to comply with the established management goals.</i></li> <li><i>e. Provide services in accordance with current regulations.</i></li> <li><i>f. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Organizational Units of the Ministry of Health and Sports.</i></li> <li><i>d. Decentralized Institutions.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes of Technical Reports.</i></li> <li><i>d. Email.</i></li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><i>a. Provincial governments.</i></li> <li><i>b. Departmental Health Services (SEDES).</i></li> <li><i>c. Deputy Ministry of Public and External Financing (VIPFE).</i></li> <li><i>d. Non-Governmental Organizations.</i></li> <li><i>e. Decentralized Entities Under Supervision.</i></li> <li><i>f. Municipal Governments.</i></li> <li><i>g. Universities.</i></li> <li><i>h. International Organizations.</i></li> <li><i>i. Other Civil Society Organizations.</i></li> <li><i>j. Regional Health Agencies.</i></li> <li><i>k. Ministry of Agriculture</i></li> <li><i>l. Ministry of Water.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. CITES.</i></li> <li><i>b. Reports.</i></li> <li><i>c. National and International Epidemiological Bulletins.</i></li> <li><i>d. Epidemiological Reports.</i></li> <li><i>e. Video and Conference Calls.</i></li> <li><i>f. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




	NAME	POSITION	DATE	SIGNATURE
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<b>1. NAME OF THE UNIT:</b>	<b>NATIONAL LIAISON CENTER</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>2. NATURE:</b>	
<ul style="list-style-type: none"> <li><i>a. Establish and implement guidelines and instructions from the National Liaison Center, within the framework of compliance with the International Health Regulations (IHR 2005).</i></li> <li><i>b. Increase awareness for the detection of relevant events that may precede the occurrence of a Public Health Event of National Importance (ESPIN) or events of Public Health Risks of International Importance (ESPIL).</i></li> <li><i>c. Coordinate and streamline the processes for verifying and evaluating situations that may precede the occurrence of a PHEIN or PHEI, among the different subsystems and levels of surveillance.</i></li> <li><i>d. Establish communication channels between the four levels of surveillance (community, local, departmental, and national) that enable the timely identification of national authorities and other relevant bodies for appropriate and timely decision-making.</i></li> <li><i>e. Alert the rapid response team and monitor the progress of the response to the occurrence of an ESPIN or ESPIL.</i></li> <li><i>f. Comply with the minimum requirements established in the International Health Regulations.</i></li> <li><i>g. Coordinate with the Epidemiology Unit to comply with IHR 2005.</i></li> <li><i>h. Comply with the plans and programs designed and approved by the Ministry of Health and Sports.</i></li> <li><i>i. Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.</i></li> </ul>	
<b>3. RULES TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- d. Framework Law on Autonomy and Decentralization "Andrés Bábáñez" No. 031 of July 19, 2010.
- e. Law on the Fight Against Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- f. Environment Law.
- g. Law on Professional Practice and Medical Liability No. 3131.
- h. Animal Health Law.
- i. Law 2140 of October 25, 2000, on risk reduction and disaster response, and Law 2335.
- j. Supreme Decrees declaring a national emergency and/or disaster response.
- k. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- l. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System of June 11, 2008.
- m. Social Security Code.
- n. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.
- o. International Health Regulations.
- p. Specific Regulations approved by the Ministry of Health and Sports.
- q. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li>a. Manual of Standards and Procedures of the National Liaison Center.</li> <li>b. Manual of Standards and Procedures of the Departmental Center.</li> <li>c. Protocols and guidelines for field investigations and interventions to be applied by rapid response teams.</li> <li>d. Legal framework for compliance with International Health Regulations in Bolivia: Ministerial Resolution</li> <li>e. Operational Program of the National Liaison Center.</li> </ol>	<ol style="list-style-type: none"> <li>a. Establish permanent channels for receiving, verifying, and responding to ESPIN and ESPII from relevant official sources.</li> <li>b. Consolidate information from different sectors and government and private agencies involved in the surveillance of ESPIN and ESPII.</li> <li>c. Establish and maintain mechanisms to ensure ongoing communication with IHR focal points.</li> <li>d. Verify information from different sources on events that may constitute an ESPIN and ESPII.</li> <li>e. Communicate and update NIPDs and PIPDs in a timely manner to national authorities, PAHO/WHO contact points, and other international surveillance networks to which Bolivia belongs.</li> </ol>


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	<p><i>f. Request collaboration from WHO focal points for the IHR in the event of incidents for which there is insufficient information to carry out an adequate risk assessment or consult on appropriate health measures.</i></p> <p><i>g. Notify and update the intra- and extra-sectoral technical areas that make up the surveillance and response system of any events related to them that have been entered into the CNE from international sources.</i></p> <p><i>h. Identify and record ESPIN and ESPII in a timely, continuous, and systematic manner from formal and informal sources of information.</i></p> <p><i>i. Conduct risk assessments in relation to public health events, damage, and emergencies of national and international importance.</i></p> <p><i>j. Be permanently available to receive and send information to all national, departmental, and municipal focal points.</i></p> <p><i>k. Notify and update the technical areas that make up the Surveillance System of any events related to them that have been reported to the CNE from other sources.</i></p> <p><i>l. Communicate the occurrence of ESPIN and ESPII in a timely manner to the different operational, local, and departmental levels.</i></p> <p><i>m. Activate the rapid response team when the assessment of the situation warrants its intervention, and act jointly in the response within its area of competence.</i></p> <p><i>n. Coordinate response actions closely with national emergency systems in the event of an ESPIN and ESPII.</i></p> <p><i>o. Support the implementation of basic surveillance and response capabilities at health facilities and points of entry, based on the country's assessment.</i></p> <p><i>p. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></p>
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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012



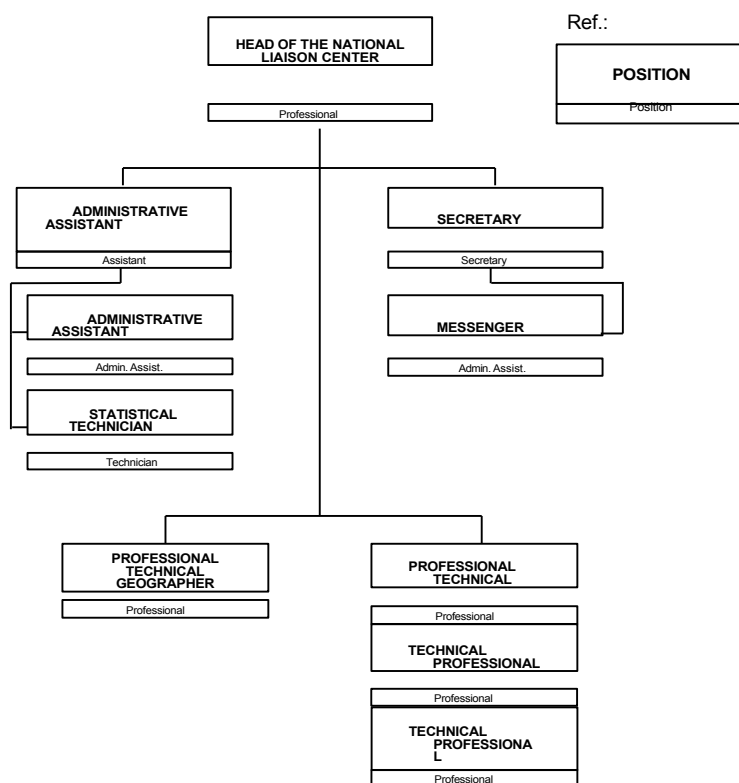
 PLURINATIONAL STATE OF BOLIVIA MINISTRY OF HEALTH AND SPORTS	<b>ADMINISTRATIVE ORGANIZATION SYSTEM</b>		Page 197 of 234
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<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and Channels of Communication</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Organizational Units of the Ministry of Health and Sports.</li> <li><b>d.</b> Epidemiology Unit.</li> <li><b>e.</b> SNIS Unit</li> <li><b>f.</b> Decentralized Institutions.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Reports.</li> <li><b>d.</b> Telephone - Fax.</li> <li><b>e.</b> Email.</li> <li><b>f.</b> Epidemiological reports.</li> <li><b>g.</b> Epidemiological bulletins.</li> <li><b>h.</b> Epidemiological reports and alerts.</li> <li><b>i.</b> Risk assessment reports.</li> <li><b>j.</b> Videoconferences.</li> </ul>
<b>External</b>	<b>Media and communication channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Provincial governments.</li> <li><b>b.</b> Departmental Health Services (SEDES).</li> <li><b>c.</b> Deputy Ministry of Public and External Financing (VIPFE).</li> <li><b>d.</b> Non-governmental organizations.</li> <li><b>e.</b> Decentralized Entities Under Supervision.</li> <li><b>f.</b> Municipal Governments.</li> <li><b>g.</b> Universities.</li> <li><b>h.</b> International Organizations.</li> <li><b>i.</b> Other Civil Society Organizations.</li> <li><b>j.</b> Regional Health Organizations.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> International notifications from ESPIN and ESPII.</li> <li><b>b.</b> Technical reports.</li> <li><b>c.</b> Minutes</li> <li><b>k.</b> Telephone - Fax.</li> <li><b>l.</b> Email.</li> <li><b>m.</b> Epidemiological reports.</li> <li><b>n.</b> Epidemiological bulletins.</li> <li><b>o.</b> Epidemiological reports and alerts.</li> <li><b>p.</b> International event reports.</li> <li><b>d.</b> National and international epidemiological bulletins.</li> <li><b>e.</b> Epidemiological reports.</li> <li><b>f.</b> Video and conference calls.</li> <li><b>g.</b> Elluminate sessions.</li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>ZOONOSIS SURVEILLANCE AND CONTROL AREA AND RABIES</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>EPIDEMIOLOGY UNIT</i> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>2. NATURE:</b>	
	<b>a.</b> Implement national and instructional policies for the prevention, control, and supervision of zoonoses and rabies. <b>b.</b> Coordinate technical actions with the Epidemiology Unit for the development of surveillance and control of zoonoses and rabies. <b>c.</b> Comply with the plans and programs designed and approved by the Ministry of Health and Sports. <b>d.</b> Carry out activities, technical and operational tasks in coordination with the Epidemiology Unit to meet established management goals.
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Medicine Law No. 1737 dated December 17, 1996.*
- g. Law 3300 on Vaccines*
- h. Law on Professional Practice and Medical Liability No. 3131.*
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.*
- j. Health Code of the Republic of Bolivia and Regulatory Provisions RS-0624 of July 11, 1990.*
- k. Ministerial Resolution No. 1622, dated December 23, 2010, approving the National Plan for Rabies Control.*
- l. y Ministerial Resolution No. 1500 of November 4, 2011, approving the National Prophylaxis Standard for Human and Domestic Animal Rabies.*
- m. Protocols for the Surveillance of Zoonoses and Rabies.*
- n. Specific regulations approved by the Ministry of Health and Sports.*
- o. Other provisions relating to the sector.*

#### 4. PRODUCTS:

Standards	Services
<ol style="list-style-type: none"> <li><i>a. Standards, Protocols, and Guidelines for the Prevention and Control of Zoonoses and Rabies.</i></li> <li><i>b. Regulations for the implementation and operation of municipal zoonosis centers.</i></li> <li><i>c. Management and implementation of the Law on Responsible Ownership of Domestic Animals.</i></li> <li><i>d. Annual Operational Program for the Area.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Provision of services in accordance with current regulations.</i></li> <li><i>b. Coordinate the collection of epidemiological information from SEDES, according to the area's jurisdiction, in coordination with SNIS.</i></li> <li><i>c. Coordinate actions to socialize and validate, by consensus, the regulations and legislative proposals developed by the PNZ.</i></li> </ol>

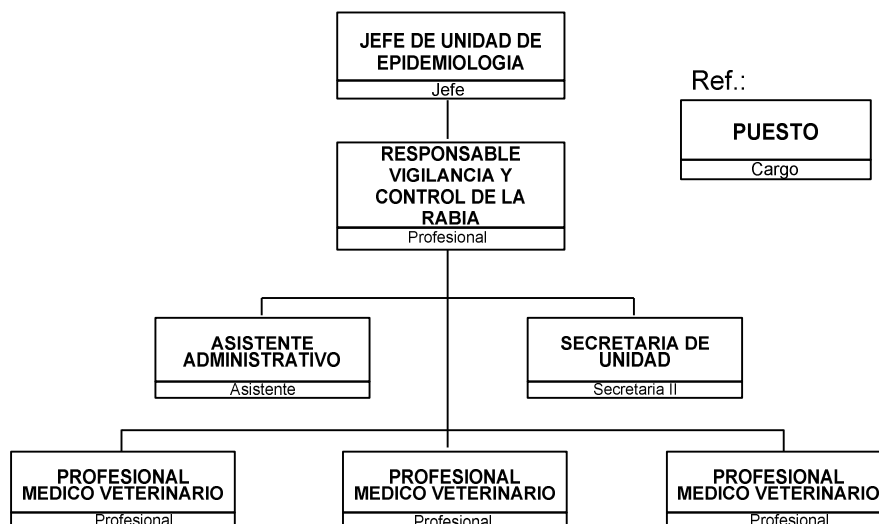
#### 5. COORDINATION RELATIONSHIPS:

Internal	Media and Communication Channels			
<i>a. Ministerial Office.</i>	<i>a. Internal Notes.</i>			
	NAME	POSITION	DATE	SIGNATURE
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<b>b.</b> Deputy Ministries. <b>c.</b> Organizational Units of the Ministry of Health and Sports. <b>d.</b> Decentralized Institutions.	<b>b.</b> Reports. <b>c.</b> Minutes of Technical Reports. <b>d.</b> Ministerial Resolutions. <b>e.</b> Email.
<b>External</b>	<b>Media and Communication Channels</b>
<b>a.</b> Provincial governments. <b>b.</b> Departmental Health Services (SEDES). <b>c.</b> Deputy Ministry of Public and External Financing (VIPFE). <b>d.</b> Non-Governmental Organizations. <b>e.</b> Decentralized Entities Under Supervision. <b>f.</b> Municipal Governments. <b>g.</b> Universities. <b>h.</b> International Organizations. <b>i.</b> Other Civil Society Organizations. <b>j.</b> Regional Health Agencies. <b>k.</b> INLASA.	<b>a.</b> Cites. <b>b.</b> Reports. <b>c.</b> National and international epidemiological bulletins. <b>d.</b> Epidemiological Reports. <b>e.</b> Video and conference calls. <b>f.</b> Email. <b>g.</b> Action plans. <b>h.</b> Project profiles. <b>i.</b> Agreements. <b>j.</b> Others.

## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>EARLY CHILDHOOD DEVELOPMENT UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive GENERAL DIRECTORATE OF HEALTH SERVICES <ul style="list-style-type: none"> <li>Technical Management Area</li> <li>Administrative Area</li> </ul>
<b>2. NATURE:</b>	
<b>I. Competency Levels for Planning Management</b>	
FIRST LEVEL COMPETENCIES	
<b>a. Approval of the Loan Procurement Plan (BO-1064) SECOND LEVEL</b> COMPETENCIES	
<b>a.</b> Coordination for the preparation and/or management of changes to the Program Implementation Plan (PIP), Annual Operational Program (AOP), with the General Directorate of Planning, and the Annual Procurement Plan (APP) with UGESPRO. <b>b.</b> Coordinate possible modifications to the Annual Procurement Plan (APP) with UGESPRO. <b>c.</b> Coordinate the updating of the Program's administrative management instruments with UGESPRO and the IDB.	
<b>II. Levels of delegation of authority for the management of procurement and recurring expenses</b>	
SINGLE LEVEL	
<b>a.</b> Approval of DL, SP, (Bases), TDRs (Terms of Reference) for procurement, International Public Tender (LPI), National Public Tender (LPN), consulting firms, price comparisons, individual line consultants, for implementation in UGESPRO. <b>b.</b> UGESPRO, in coordination with the Head of Unit, will carry out the award (all contracting modalities described according to the Goods and Services Management System standard and/or the IDB standard). <b>c.</b> Highest level in SEPA, for sending the Procurement Plan and its modifications to the Bank in coordination with UGESPRO and the procurement specialist.	
<b>III. Levels of delegation of powers for Financial and HR Management</b>	
SINGLE LEVEL	
<b>a.</b> UGESPRO will request payment in the payroll for the settlement of monthly or per-project payments for officials and/or consultants performing functions in the UDIT,	

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Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012

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<p>with the authorization of the Head of Unit.</p> <p>b. UGESPRO will prepare the Payment Authorizer forms using the corresponding forms in the format established for this purpose.</p> <p><b>IV. Signature Registry for the submission of internal communications and to the Bank</b></p> <p><i>SINGLE LEVEL</i></p> <p>a. Communications to the Bank related to program implementation, such as requests for no objections.</p> <p>b. Submission of semi-annual reports to the Bank and other entities.</p> <p>c. Periodic (quarterly) submission of technical and financial implementation reports to the MAE</p> <p>d. Submission of requests for disbursement of funds, accountability reports, and audited financial statements for the program* (joint signatures by the UDIT coordinator, UGESPRO, and DGAA)</p> <p><b>V. Other responsibilities according to the nature of the position</b></p> <p><i>SINGLE LEVEL</i></p> <p>a. Develop baselines and indicators, standards for early childhood development for application in the health sector and other sectors involved.</p> <p>b. Execute the plans and programs designed and approved by the Ministry of Health and Sports and the Executive Branch.</p> <p>c. Include the topic of Early Childhood Development in the framework of Development Policies and Programs and National Plans.</p> <p>d. Improve the overall health of children in Bolivian households through the implementation of Early Stimulation Rooms linked to Comprehensive Nutrition Units - Health Centers, Mobile Early Childhood Development Brigades linked to SAFCI Health Brigades, in the health services network and Children's Centers, under the authority of SEDEGES.</p> <p>e. Contribute to improving the health of the population by developing technical standards and verifying their implementation and application.</p> <p>f. Develop and enforce the rules and guidelines for the implementation of the municipal incentive in the municipalities covered by loan BO-1064, in coordination with SEDES.</p> <p>g. Coordinate and execute activities on technical issues under the guidelines of the Health Sector Development Plan, with other entities that carry out similar activities, complying with the established management goals.</p> <p>h. Coordinate the implementation of Early Childhood Development plans and projects in the country's two SEDES (Potosí and Chuquisaca).</p> <p>i. Coordinate with the Directorates General of the Ministry of Health and Sports and/or their respective Organizational Units the activities necessary for the performance of their functions.</p> <p>j. Within the framework of programmatic documents and plans, develop and enforce standards and protocols, guidelines, registration instruments, instructions, agreements, and contracts for Early Childhood Development at the national level.</p> <p>k. Develop policies and guidelines to promote early childhood development.</p> <p>l. Coordinate activities with the Ministry of Development Planning, Justice, and Education within the framework of loan BO-1064.</p>
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### 3. REGULATIONS TO BE COMPLIED WITH:


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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- c. Sports Law No. 2770 dated July 7, 2004.
- d. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- e. Law 3323 Health Insurance for the Elderly.
- f. Law 2426 Universal Maternal and Child Insurance
- g. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- h. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- k. Supreme Decree Regulating Law 1654 on Departmental Councils No. 27431 of April 2, 2004.
- l. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.
- m. Health Code of the Republic of Bolivia.
- n. Social Security Code.
- o. Children and Adolescents Code.
- p. Supreme Decree No. 25233, dated November 27, 1998, Basic model for the organization, powers, and operation of Departmental Health Services.
- q. Supreme Decree No. 28048 dated March 22, 2005.
- r. Supreme Decree No. 28667, Creation of CONAN.
- s. Supreme Decree No. 08338, dated April 14, 1968.
- t. Supreme Decree No. 08613, dated April 14, 1968.
- u. Decree Law No. 15629, dated July 18, 1978.
- v. Supreme Decree No. 24420, dated November 27, 1996.
- w. Supreme Decree No. 28094, dated April 22, 2005.
- x. Supreme Decree No. 28421, dated October 5, 2005.
- y. Ministerial Resolution No. 0629 - Ministry of Health and Sports, dated August 30, 2005.
- z. Ministerial Resolution No. 462 dated September 8, 2000.
- aa. Ministerial Resolution No. 0099 dated March 2, 2006.
- bb. Administrative Resolution No. 006 dated March 2, 2006.
- cc. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- dd. Specific Regulations approved by the Ministry of Health and Sports
- ee. Ministerial Resolution No. 1359 of October 18, 2011, approves the Organizational Structure of the Ministry of Health and Sports, in compliance with Supreme Decree No. 29894, in its Second Article: Creates the Early Childhood Development Unit, under the General Directorate of Health Services, and in accordance with the document "Early Childhood Development Program" - Growing Well to Live Well loan document (BO-L1064) from the Inter-American Development Bank,
- ff. Other provisions relating to the sector.

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#### 4. PRODUCTS:

Standards	Services
<p><b>a.</b> Standard for the operation of the Grow Well to Live Well Program.</p> <p><b>b.</b> National Plan for the Implementation of Early Childhood Development.</p> <p><b>c.</b> Develop a strategy for implementing the Grow Well to Live Well Program.</p> <p><b>d.</b> Regulations on the operation of Early Childhood Development Units, DIT Mobile Brigades, and Children's Centers, in coordination with SEDEGES.</p> <p><b>e.</b> Reference standard and return of children identified according to the degree of delay identified.</p> <p><b>f.</b> Annual Operational Program of the Unit.</p>	<p><b>a.</b> Implementation of the "Growing Well to Live Well" Program at the national level, prioritizing the 34 municipalities covered by the loan (Chuquisaca and Potosi) with plans to expand to other municipalities not covered.</p> <p><b>b.</b> Promote the organization of Early Childhood Development Units, DIT Mobile Brigades, and the improvement of infrastructure and equipment in the municipalities of intervention with a national projection.</p> <p><b>c.</b> Child Development Units accredited according to quality standards, promoting Early Childhood Development nationwide, with priority given to the 34 municipalities covered by the program.</p> <p><b>d.</b> Encourage departmental and municipal autonomous governments, SEDES, and SEDEGES to incorporate professionals into Early Childhood Development Units, DIT Mobile Brigades, and Children's Centers.</p> <p><b>e.</b> Support the formation of Departmental Early Childhood Development Committees within the CODAN.</p> <p><b>f.</b> Implementation of the clinical AIEPI Nut with a DIT approach, AIEPI Nut for the Family and Community with a DIT approach in health service networks, in SEDES at the national level with an emphasis on selected municipalities.</p> <p><b>g.</b> Training of the team of facilitators and evaluators of the "Grow Well to Live Well" program.</p> <p><b>h.</b> Training of regional SEDES teams in the "Grow Well to Live Well" program in the methodology, standards, and operational instruments of the program.</p> <p><b>i.</b> Training health personnel in health service networks, mothers, caregivers, communities, and families on the "Grow Well to Live Well" program.</p> <p><b>j.</b> Plan and implement data monitoring.</p>

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	<p>of the DIT, linked to the Primary Health Care Software (SOAPS).</p> <ul style="list-style-type: none"> <li><i>k. Monitor and supervise, in conjunction with SEDES and SEDEGES, compliance with quality standards in Child Development Units, DIT Mobile Brigades, and Children's Centers.</i></li> <li><i>g. Develop indicators and instruments for the Epidemiological Surveillance of Early Child Development.</i></li> <li><i>h. Develop quality standards for the operation of the health services network, Child Development Units, and Children's Centers.</i></li> <li><i>i. Coordinate the development of a comprehensive health communication strategy for Early Childhood Development.</i></li> </ul>
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#### 5. COORDINATION RELATIONSHIPS:

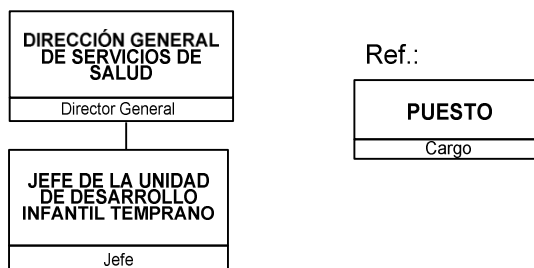
<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. General Directorates.</i></li> <li><i>d. Area Units.</i></li> <li><i>e. Ministry Projects and Programs.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Internal Notes.</i></li> <li><i>b. Memoranda.</i></li> <li><i>c. Circulars.</i></li> <li><i>d. Minutes of Technical Meetings.</i></li> <li><i>e. Email.</i></li> </ul>
<i>External</i>	<i>Media and communication channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministry of Economy and Public Finance.</i></li> <li><i>b. Ministry of the Presidency.</i></li> <li><i>c. Ministry of Development Planning.</i></li> <li><i>d. Ministry of Water.</i></li> <li><i>e. Ministry of Production and Microenterprises.</i></li> <li><i>f. Ministry of Rural Development, Agriculture, and the Environment.</i></li> <li><i>g. Ministry of Education and Culture.</i></li> <li><i>h. Ministry of Justice.</i></li> <li><i>i. Inter-American Development Bank (IDB).</i></li> <li><i>j. VIPFE.</i></li> <li><i>k. Departmental Health Services at the national level.</i></li> <li><i>l. Departmental Autonomous Governments.</i></li> <li><i>m. Municipal Autonomous Governments.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Quotes.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes.</i></li> <li><i>f. Email.</i></li> </ul>

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<b>n.</b> Public and Private Universities. <b>o.</b> External Cooperation Agencies. <b>p.</b> Private Institutions. <b>q.</b> Non-Governmental Organizations. <b>r.</b> Industrial Companies. <b>s.</b> Social organizations. <b>t.</b> Municipal Associations. <b>u.</b> Other institutions (social security, NGOs, churches, etc.)	
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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>PUBLIC INSURANCE UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <b>GENERAL DIRECTORATE OF HEALTH INSURANCE</b> <ul style="list-style-type: none"> <li><i>Health Insurance for the Elderly (SSPAM).</i></li> <li><i>Universal Maternal and Child Insurance (SUMI).</i></li> </ul>
<b>2. NATURE:</b>	
<ul style="list-style-type: none"> <li><b>a.</b> <i>To exercise stewardship as a management unit and in the transition process to the Single Health System.</i></li> <li><b>b.</b> <i>Enhance the effective performance of public servants and contribute to the achievement of objectives.</i></li> <li><b>c.</b> <i>Ensure compliance with applicable rules and regulations.</i></li> <li><b>d.</b> <i>Promote regulatory and technical development, as well as knowledge and dissemination of health issues and matters.</i></li> <li><b>e.</b> <i>Provide technical support and guidance to Departmental Health Services (SEDES) and municipalities.</i></li> <li><b>f.</b> <i>Harmonize international cooperation economic resources with the Unit's policies and strategies.</i></li> <li><b>g.</b> <i>Direct, supervise, and execute administrative processes in the health environment.</i></li> <li><b>h.</b> <i>Execute technical and procedural mechanisms, coordinating with both public and private institutions.</i></li> <li><b>i.</b> <i>Perform various procedures simultaneously and with a variety of steps that are properly programmed and sequential.</i></li> <li><b>j.</b> <i>Responsible for the internal management of planning, scheduling, and execution of all activities included in the POA.</i></li> <li><b>k.</b> <i>Prepare written reports on the progress and execution of the operations described in the POA.</i></li> </ul>	

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### 3. RULES TO BE FOLLOWED:

- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO).*
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.*
- d. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- e. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- f. Universal Maternal and Child Insurance Law – SUMI No. 2426.*
- g. Law Creating the IBC/Blindness of January 22, 1957.*
- h. Law on Persons with Disabilities No. 1678 dated December 15, 1995.*
- i. Law on Rights and Privileges and Free Medical Insurance for the Elderly No. 1886.*
- j. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- k. Health Code of the Republic of Bolivia.*
- l. Social Security Code.*
- m. Regulations on Liability for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- n. SOAT Regulations.*
- o. Specific Regulations approved by the Ministry of Health and Sports.*
- p. Other provisions relating to the sector.*

### 4. PRODUCTS:

Standards	Services
<ul style="list-style-type: none"> <li><i>a. Performance target schedule.</i></li> <li><i>b. IEC strategy for the new insurance.</i></li> <li><i>c. Annual Operational Program of the Unit.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Percentage of the population aged 0 to 21 enrolled in the SUS and 100% of those over 60 enrolled in Social Security for the Elderly in the 327 municipalities.</i></li> <li><i>b. Coordination of Technical Council meetings to evaluate performance.</i></li> <li><i>c. Coordination with external cooperation entities and intergovernmental commissions.</i></li> <li><i>d. Training on the regulatory framework and technical and administrative regulations of the New Insurance at the central, departmental, and local levels.</i></li> <li><i>e. Distribution of material produced by the Insurance to SEDES at the national level.</i></li> </ul>

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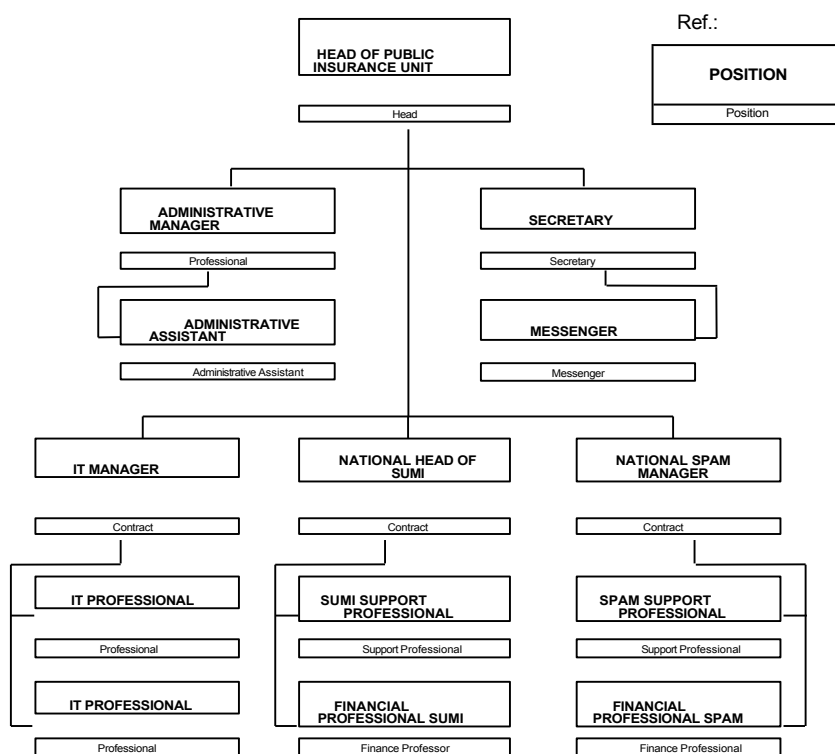
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and channels of communication</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Directorate General of Health.</li> <li><b>d.</b> Directorate General of Administrative Affairs.</li> <li><b>e.</b> Directorate General of Legal Affairs.</li> <li><b>f.</b> Technical Meetings.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Reports.</li> <li><b>c.</b> Minutes of Technical Meetings.</li> <li><b>d.</b> Email</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Social Security Management Entities.</li> <li><b>b.</b> National Health Insurance Institute.</li> <li><b>c.</b> Departmental Prefectures.</li> <li><b>d.</b> Departmental Health Services (SEDES).</li> <li><b>e.</b> External Cooperation Entities.</li> <li><b>f.</b> Committee National of the Persons with Disabilities (CONALPEDIS).</li> <li><b>g.</b> Bolivian Institute for the Blind – IBC.</li> <li><b>h.</b> Bolivian Institute for the Blind – IBC.</li> <li><b>i.</b> Social Organizations of Persons with Disabilities.</li> <li><b>j.</b> Non-governmental organizations.</li> <li><b>k.</b> National Police, FELCC, Traffic.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites.</li> <li><b>b.</b> Reports.</li> <li><b>e.</b> Email</li> </ul>

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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>	<b>HEALTH PROMOTION UNIT</b>
<p><i>a. Hierarchical Level:</i></p> <p><i>b. Type of Organizational Unit:</i></p> <p><i>c. Dependency:</i></p> <p><i>d. Dependent Functional Areas:</i></p>	<p><i>Execution</i></p> <p><i>Substantive</i></p> <p><b>GENERAL DIRECTORATE FOR HEALTH AND SPORTS PROMOTION</b></p> <ul style="list-style-type: none"> <li><i>Intersectorality: research, education, communication, gender, and nonviolence.</i></li> <li><i>Environmental health.</i></li> <li><i>Mental health and prevention of licit and illicit drug use.</i></li> <li><i>Prevention of non-communicable diseases.</i></li> </ul>
<p><b>2. NATURE:</b></p> <p><i>a. Develop and monitor compliance with health promotion policies and standards.</i></p> <p><i>b. Develop, disseminate, and transfer strategies, methodologies, and procedures for health promotion (Strategic Guidelines for Health Promotion, Educational Document on the Health Promotion Strategy).</i></p> <p><i>c. Implement methodologies and procedures for the adoption of healthy lifestyle habits. (Methodological Guidelines for Education and Communication)</i></p> <p><i>d. Participatory development of guidelines for health communication and education (Educational and communication teaching document).</i></p> <p><i>e. Develop capacities for the application of strategic guidelines in functional areas.</i></p> <p><i>f. Promote social mobilization of the individual and collective population in the development of local policy.</i></p> <p><i>g. Develop environmental and institutional surveillance within the framework of health promotion through the development of standards, programs, projects, plans, and monitoring. (Strategic Environmental Health Guideline, Environmental Health Teaching Document).</i></p> <p><i>h. Prepare, follow up, and monitor the implementation of the Pesticide Regulations of March 15, 1982.</i></p> <p><i>i. Promote the restoration of rights to achieve gender equity and equality. (Methodological Policy Guidelines on Gender in Health, Educational Document on Gender in Health).</i></p> <p><i>j. Incorporation of the mental health and good treatment strategy into Intercultural Community Family Health. (Mental Health Guidelines, Mental Health Teaching Document, Reorientation of the Good Treatment Guidelines, Good Treatment Teaching Document)</i></p> <p><i>k. Promote healthy habits to reduce the consumption of legal and illegal drugs. (Smoke-free environments manual) Strategic guidelines for promoting the reduction of risk factors for noncommunicable diseases.</i></p>	
<p><b>3. REGULATIONS TO BE COMPLIED WITH:</b></p>	

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- c. Sports Law No. 2770 dated July 7, 2004.
- d. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.
- e. Law 2426 Universal Maternal and Child Insurance
- f. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.
- g. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- h. Law No. 3029 Ratification of the Framework Convention on Tobacco Control and Supreme Decree No. 29376 for the Control and Reduction of Tobacco Products and the Protection and Exposure to Secondhand Smoke.
- i. Law 045 Against Racism and All Forms of Discrimination.
- j. Press Law.
- k. Avelino Siñani Law.
- l. Law No. 2026 Code for Children and Adolescents.
- m. Law No. 996 Family Code.
- n. Law 1674 Against Family or Domestic Violence.
- o. Law No. 1333 on the Environment and its regulations.
- p. Law No. 2140 on Disasters and its complementary Law No. 2335.
- q. National Plan for Equal Opportunities.
- r. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- s. Supreme Decree No. 27779, dated October 8, 2004, Regulations to the Law on Sport and its Amending Decree No. 28048, dated March 22, 2005.
- t. Supreme Decree Regulating Law 1654 – Departmental Councils No. 27431 of April 2, 2004.
- u. Supreme Decree No. 29601 of the Single Intercultural Community Family Health System of June 11, 2008.
- v. Supreme Decree 18886 of March 15, 1982, approving the Pesticide Regulations.
- w. Health Code of the Republic of Bolivia.
- x. Social Security Code.
- y. Children and Adolescents Code.
- z. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- aa. Regulations on Continuing Education of the R.M. SAFCI.
- bb. Regulations on institutional social communication.
- cc. Specific regulations on education and training of human resources.
- dd. Ministerial Resolution No. 104 of the Ministry of Environment and Water, control of the quality of water for human consumption.
- ee. Ministerial Resolution No. 1144 National Regulation on Solid Waste Generated in Healthcare Facilities.
- ff. National Regulations for the Sanitary Control of Food and Beverages.
- gg. ATT regulations related to the social sector: health and education.
- hh. Specific regulations approved by the Ministry of Health and Sports.

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Prepared by: Reviewed by:	Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011	
Approved by:	Dr. Nila Heredia Miranda	Minister of Health and Sports	January 20, 2012	Ministerial Resolution No. 092 of January 20, 2012


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#### 4. PRODUCTS:

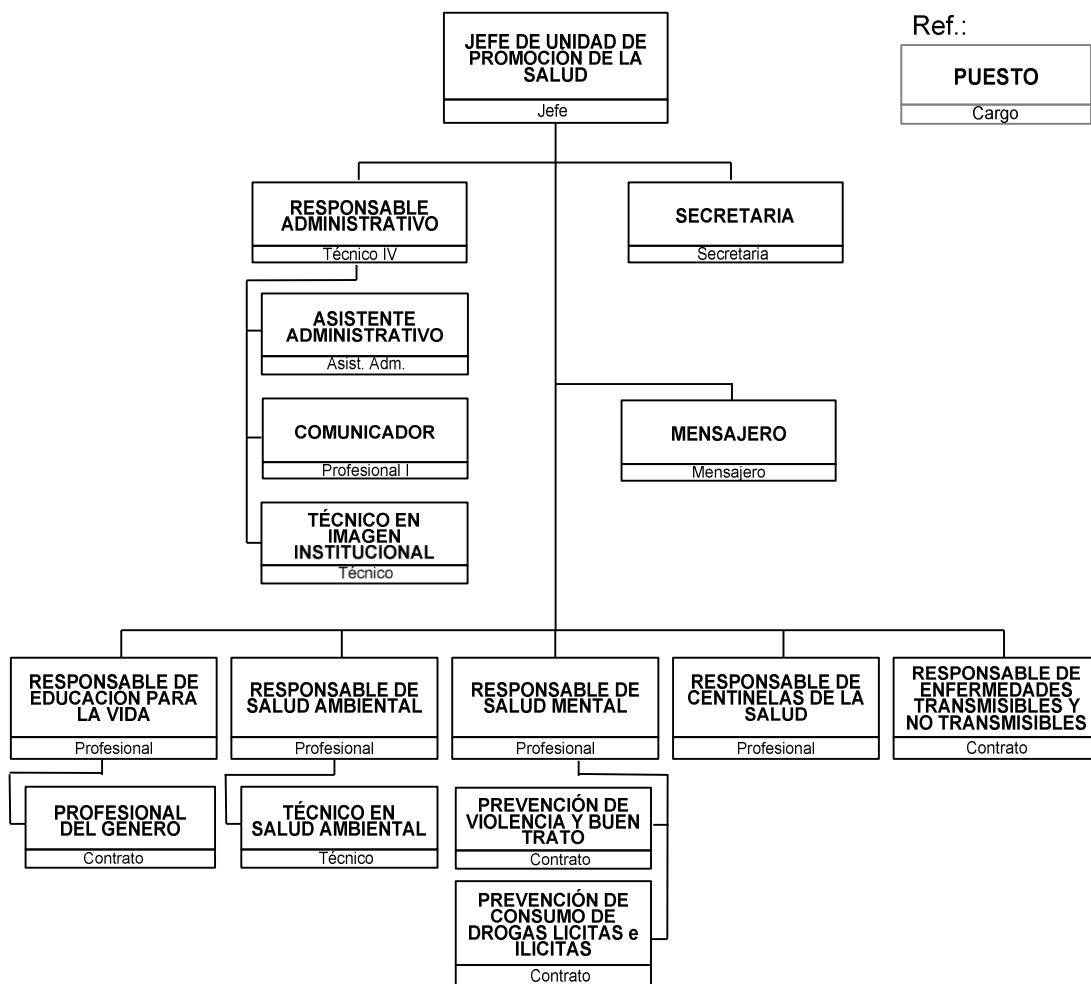
Standards	Services
<p><b>a.</b> Strategic guidelines for health promotion.</p> <p><b>b.</b> Educational document on the Health Promotion Strategy.</p> <p><b>c.</b> Methodological guidelines for education and communication.</p> <p><b>d.</b> Educational document on document education and communication.</p> <p><b>e.</b> Strategic Environmental Health Guidelines</p> <p><b>f.</b> Educational document on environmental health.</p> <p><b>g.</b> Regulatory document and regulations on pesticides.</p> <p><b>h.</b> Methodological policy guidelines on gender in health.</p> <p><b>i.</b> Educational document on gender in health.</p> <p><b>j.</b> Mental Health Guidelines.</p> <p><b>k.</b> Educational document on mental health.</p> <p><b>l.</b> Reorientation of the guidelines for good treatment.</p> <p><b>m.</b> Good Treatment educational document.</p> <p><b>n.</b> Manual on smoke-free environments.</p> <p><b>o.</b> Strategic guidelines for promoting the reduction of risk factors for noncommunicable diseases.</p> <p><b>p.</b> Pesticide regulations.</p> <p><b>q.</b> Annual Operational Program of the Unit.</p>	<p><b>a.</b> Percentage reduction in violence against children under five and women of childbearing age through the detection and reporting of domestic violence (DV).</p> <p><b>b.</b> Strengthen the detection and reporting of domestic violence (VIF) by 25% reduction in violence against children under five and women of childbearing age in the department of Cochabamba - Strengthening Women's Human Security in Sexual and Reproductive Health Towards Non-Violence (FORSVI).</p> <p><b>c.</b> Percentage reduction in violence by incorporating 100% of variables for the registration of violence.</p> <p><b>d.</b> Coordination with the Ministry of Labor and Employment regarding increased access to decent work for the population.</p> <p><b>e.</b> Risk Management and Logistical Support System (LSS) in the health sector for emergency and disaster response.</p> <p><b>f.</b> Establishment of National Health Emergency Operations Centers (COE).</p> <p><b>g.</b> Installation of the Audiovisual Production Island.</p> <p><b>h.</b> Training for SEDES Rapid Response Teams (EREIS) on specific topics.</p> <p><b>i.</b> Training of health personnel in the Standards on Domestic Violence, Child Abuse, Epidemiological Surveillance, and Legal Medicine.</p> <p><b>j.</b> Follow-up and monitoring of the application of standards on domestic violence, child abuse, epidemiological surveillance, and legal medicine.</p> <p><b>k.</b> Follow-up, monitoring, and evaluation of compliance with the Pesticide Regulations, in coordination with INSO.</p> <p><b>l.</b> Monitoring of targets and expected results in INSO activities related to pesticides.</p> <p><b>m.</b> monitoring of compliance with the Bolivian Standard NB 69001 009 and its Regulations on</p>

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## 6. ORGANIZATIONAL CHART



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<b>1. NAME OF THE UNIT:</b>	<b>NUTRITION UNIT</b>												
<p><b>a. Hierarchical Level:</b></p> <p><b>b. Type of Organizational Unit:</b></p> <p><b>c. Dependency:</b></p> <p><b>d. Functional Areas Dependent:</b></p>	<p>Substantive Execution GENERAL DIRECTORATE FOR HEALTH PROMOTION</p> <ul style="list-style-type: none"> <li>Breastfeeding.</li> <li>Micronutrient Supplementation.</li> <li>Food Fortification.</li> <li>Quality Control: Computerized Quality Control System for Fortified Foods (SICCAF).</li> <li>Comprehensive Nutrition Units.</li> <li>Complementary Foods (NUTRIBEBE)</li> <li>Communication.</li> <li>Nutritional Epidemiological Surveillance and Operational Research.</li> <li>Administration.</li> </ul>												
<b>2. NATURE:</b>													
<p><b>b.</b> Develop plans, programs, and policies approved by the Ministry of Health and Sports and the Executive Branch.</p> <p><b>c.</b> Develop, disseminate, supervise, and evaluate national technical standards for food and nutrition for application in the health sector and other governmental and non-governmental entities.</p> <p><b>d.</b> Develop, disseminate, supervise, and evaluate the development of the Nutrition Unit in the Departmental Health Services (SEDES), social organizations, universities, industries, and other governmental and non-governmental entities.</p> <p><b>e.</b> Coordinate intra-institutional (Deputy Ministries, Directorates, Units, CT-CONAN, and Programs under the Ministry of Health and Sports) and inter-institutional (Ministries, Universities, Companies, Industries, IBNORCA, Media, Provincial Governments, FAM, Social Networks, NGO networks, cooperation agencies, and other institutions involved in the issue).</p> <p><b>f.</b> Manage economic and human resources for the operation of the Nutrition Unit.</p> <p><b>g.</b> Periodically evaluate the country's food and nutrition situation, seeking maximum efficiency and high effectiveness.</p> <p><b>h.</b> Encourage research and the production of educational materials on food and nutrition issues.</p> <p><b>i.</b> Contribute to the fulfillment of the goals of the Multisectoral Zero Malnutrition Program.</p>													
<b>3. RULES TO BE FOLLOWED:</b>													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">POSITION</th> <th style="width: 25%;">DATE</th> <th style="width: 25%;">SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>Prepared by: Reviewed by: Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD</td> <td>Head of SOA Director General of Planning</td> <td>12/01/2011 12/19/2011</td> <td></td> </tr> <tr> <td>Approved by: Dr. Nila Heredia Miranda</td> <td>Minister of Health and Sports</td> <td>01/20/2012</td> <td>Ministerial Resolution No. 092 of January 20, 2012</td> </tr> </tbody> </table>	NAME	POSITION	DATE	SIGNATURE	Prepared by: Reviewed by: Adhemar Suarez Ponce, Esq. Germán Crespo Infantes, MD	Head of SOA Director General of Planning	12/01/2011 12/19/2011		Approved by: Dr. Nila Heredia Miranda	Minister of Health and Sports	01/20/2012	Ministerial Resolution No. 092 of January 20, 2012
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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Decree Law No. 15629 Health Code dated July 18, 1978.
- c. Law 3323, Health Insurance for Older Adults, dated January 16, 2006.
- d. Law 2426, Universal Maternal and Child Insurance, of November 21, 2002
- e. Law 144, Community Agricultural Production Revolution.
- f. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System, dated June 11, 2008.
- g. Supreme Decree No. 27779, October 8, 2004, Regulations to the Sports Law and its Amending Decree No. 28048, dated March 22, 2005.
- h. Health Code of the Republic of Bolivia.
- i. Social Security Code.
- j. Children and Adolescents Code.
- k. Supreme Decree No. 25233, dated November 27, 1998, Basic Model for the Organization, Powers, and Operation of Departmental Health Services.
- l. Ministerial Resolution No. 0629 – Ministry of Health and Sports, dated August 30, 2005.
- m. Law 3060 on the Promotion of Breastfeeding and the Marketing of Breastmilk Substitutes, dated August 15, 2006, and its Supreme Decree No. 0115, dated May 6, 2009.
- n. Supreme Decree No. 08613, Regulations and Technical Health Standards for Common Salt Enriched with Iodine, dated April 14, 1968.
- o. Supreme Decree No. 08338 on the fortification of salt with iodine, dated April 14, 1968.
- p. Supreme Decree No. 24420, on the fortification of wheat flour with ferrous sulfate, dated November 27, 1996.
- q. Supreme Decree No. 28094 on Vitamin A Fortification of Oil, dated April 22, 2005.
- r. Supreme Decree No. 28421 on financing nutritional supplements and operating expenses for their distribution with IDH resources, dated October 5, 2005.
- s. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.
- t. Sports Law No. 2770 dated July 7, 2004.
- u. Civil Service Statute Law No. 2027 dated October 27, 1999.
- v. Framework Law on Autonomy and Decentralization "Andrés Babiñez" No. 031 of July 19, 2010.
- w. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- x. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.
- y. Supreme Decree Regulating Law 1654 – Departmental Councils No. 27431 of April 2, 2004.
- z. Ministerial Resolution No. 462 dated September 8, 2000.
- aa. Ministerial Resolution No. 099 dated March 3, 2006.
- bb. Administrative Resolution No. 06 of March 2, 2006.
- cc. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- dd. Specific Regulations approved by the Ministry of Health and Sports.
- ee. Other provisions relating to the sector.


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<b>4. PRODUCTS:</b>	
<b>Standards</b>	<b>Services</b>
<ul style="list-style-type: none"> <li><b>a.</b> National Breastfeeding Standard and the Mother and Child Friendly Hospitals Initiative in Maternity and Children's Hospitals.</li> <li><b>b.</b> Standards and Protocols for the Micronutrient Supplementation Strategy for children under 5, pregnant women, and postpartum women.</li> <li><b>c.</b> Standards for food fortification: salt with iodine; flour with iron; folic acid and B complex vitamins; oil with vitamin A; and dairy products with zinc.</li> <li><b>d.</b> Standard for the organization, structure, and operation of Comprehensive Nutrition Units.</li> <li><b>e.</b> Indicators and instruments for nutritional epidemiological surveillance.</li> <li><b>f.</b> Comprehensive Health and Nutrition Communication Strategy.</li> <li><b>g.</b> Annual Operational Program of the Unit.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Strengthening of technical competencies in the areas of nutrition unit standards for Departmental Health Services (SEDES), social organizations, universities, industries, and other governmental and non-governmental entities.</li> <li><b>b.</b> Follow-up, monitoring, and evaluation of compliance with standards.</li> <li><b>c.</b> Printing and dissemination of regulatory documents at the national level.</li> <li><b>d.</b> National supply of vitamin A for target groups nationwide.</li> <li><b>e.</b> Accreditation of hospitals as Mother and Child Friendly.</li> <li><b>f.</b> Provision of materials and equipment for the implementation of the Mother and Child Friendly Hospitals Initiative (IHAMN) to level II and III hospitals.</li> <li><b>g.</b> Provision of materials and equipment for the implementation of Comprehensive Nutrition Units.</li> <li><b>h.</b> Strengthening of the micronutrient laboratory network.</li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Directorates General.</li> <li><b>d.</b> Organizational Units</li> <li><b>e.</b> Organizational Areas</li> <li><b>f.</b> MSD Projects and Programs</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Internal Notes.</li> <li><b>b.</b> Memoranda.</li> <li><b>c.</b> Circulars.</li> <li><b>d.</b> Instructions (service orders).</li> <li><b>e.</b> Minutes of Technical Meetings</li> <li><b>f.</b> Reports</li> <li><b>g.</b> Email</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>

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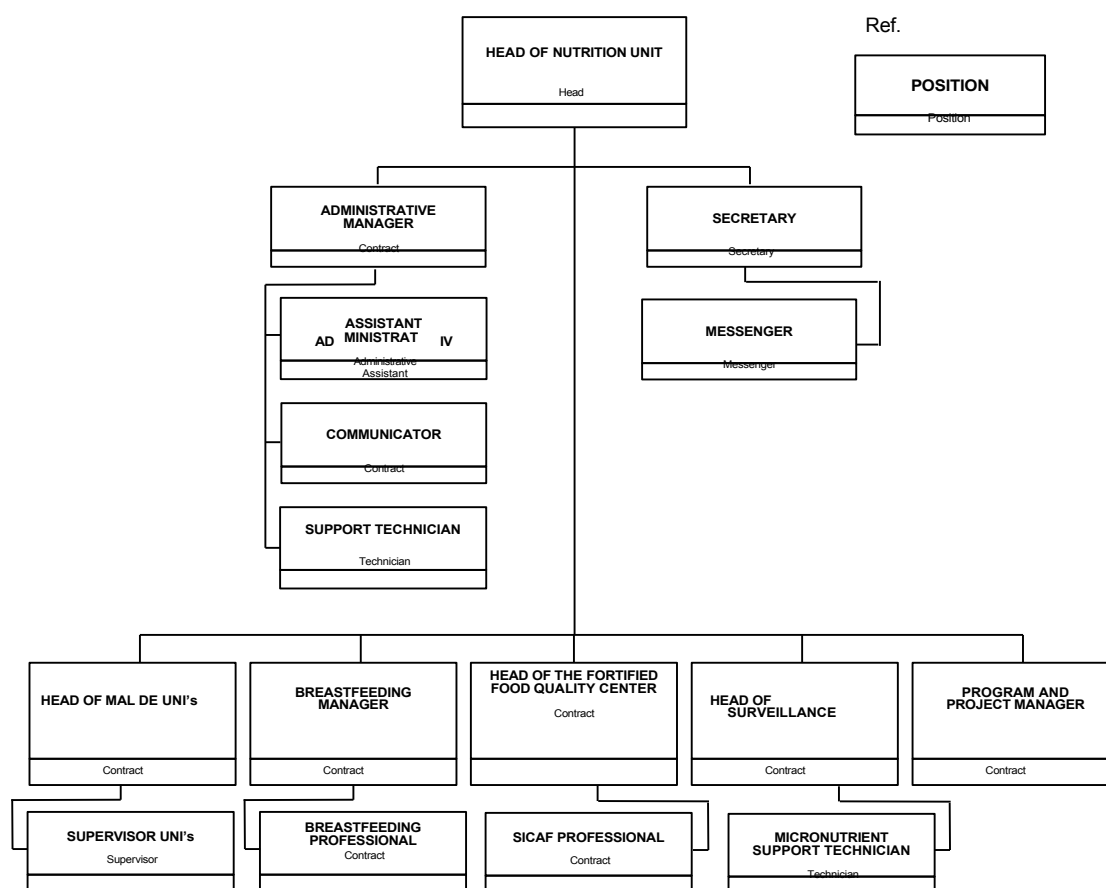
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<ul style="list-style-type: none"> <li><i>a. Ministry of Economy and Public Finance</i></li> <li><i>b. Ministry of the Presidency.</i></li> <li><i>c. Development Planning.</i></li> <li><i>d. Ministry of Water.</i></li> <li><i>e. Ministry of Production and Microenterprises.</i></li> <li><i>f. Ministry of Rural Development, Agriculture, and Environment.</i></li> <li><i>g. Ministry of Development Productive and Plural Economy</i></li> <li><i>h. Ministry of Education and Cultures</i></li> <li><i>i. Ministry of Justice</i></li> <li><i>j. Departmental Health Services at the National Level</i></li> <li><i>k. Provincial Governments</i></li> <li><i>l. Municipal Governments</i></li> <li><i>m. Professional Associations</i></li> <li><i>n. Scientific Societies</i></li> <li><i>o. Public and Private Universities</i></li> <li><i>p. External Cooperation Agencies</i></li> <li><i>q. Private Institutions</i></li> <li><i>r. Non-Governmental Organizations</i></li> <li><i>s. Industrial Companies.</i></li> <li><i>t. Social Organizations.</i></li> <li><i>u. Municipal Associations</i></li> <li><i>v. Other Institutions (social security, NGOs, churches, etc.)</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Appointments.</i></li> <li><i>b. Reports.</i></li> <li><i>c. Minutes.</i></li> <li><i>d. Email</i></li> </ul>
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## 6. ORGANIZATIONAL CHART




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1. NAME OF THE UNIT:	UNIT OF HEALTH COMMUNITY AND SOCIAL MOBILIZATION
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> GENERAL DIRECTORATE FOR HEALTH PROMOTION <ul style="list-style-type: none"> <li>Community Health and Shared Management.</li> <li>DILOS and Social Organizations</li> <li>Training and Continuing Education for Human Resources.</li> </ul>
2. NATURE:	
<b>a.</b> Regulate, disseminate, and implement SAFCI participatory management processes. <b>b.</b> Strengthen the capacities of social organizations, municipal governments, and health personnel to participate in decision-making related to planning, execution, administration, and monitoring and control of health actions at the four levels of management. <b>c.</b> Promote the development of municipal, indigenous, peasant, regional, and departmental health plans. <b>d.</b> Strengthen the development of municipal charters and departmental autonomous statutes in municipalities and departments within the framework of the SAFCI. <b>e.</b> Promote the creation of different spaces for intersectoral deliberation within SAFCI. <b>f.</b> Deepen the exercise of functions of the different bodies of the Social Structure in health and other National Councils related to health. <b>g.</b> Regulate and strengthen the functioning of the highest participatory management bodies in health of the autonomous territorial entities of the Plurinational State. <b>h.</b> Strengthen the development of intercultural health standards and initiatives based on processes of social participation in health management.	
3. REGULATIONS TO BE COMPLIED WITH:	

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- a. Political Constitution of the Plurinational State of Bolivia.*
- b. Government Administration and Control Law No. 1178 (SAFCO) and its Regulations.*
- c. Law on the Statute of Public Officials No. 2027 dated October 27, 1999.*
- d. Law Amending the Civil Service Statute No. 2104 dated June 21, 2000.*
- e. Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010.*
- f. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.*
- g. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia dated February 7, 2009.*
- h. Supreme Decree No. 29601 on the Intercultural Community Family Health Model of June 11, 2008.*
- i. Social Security Code.*
- j. Health Code of the Republic of Bolivia.*
- k. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.*
- l. Specific Regulations approved by the Ministry of Health and Sports.*
- m. Other provisions relating to the sector.*

#### 4. PRODUCTS:


Standards	Services
<ol style="list-style-type: none"> <li><i>a. Intercultural Community Family Health, educational version.</i></li> <li><i>b. Guide to procedures for participatory local health management.</i></li> <li><i>c. Guide to procedures for participatory municipal health management.</i></li> <li><i>d. Methodological guide the methodological for participatory departmental health management.</i></li> <li><i>e. National standard for the development of Municipal Health Plans.</i></li> <li><i>f. National standard for the development of National Health Operational Programs.</i></li> <li><i>g. Annual Operational Program for the Area.</i></li> </ol>	<ol style="list-style-type: none"> <li><i>a. Technical assistance and training for social organizations and social structures in health for the exercise of rights and obligations in health decision-making, as well as in the processes of channeling demand for health training.</i></li> <li><i>b. Technical assistance to health system personnel in the implementation of participatory health management processes.</i></li> <li><i>c. Technical assistance to autonomous governments (municipal, indigenous, peasant, regional and departmental). In the development of strategic health plans, charters or autonomous statutes, and the implementation of spaces for intersectoral deliberation on health management.</i></li> <li><i>d. Advice and research on social participation, interculturality, comprehensiveness and</i></li> </ol>

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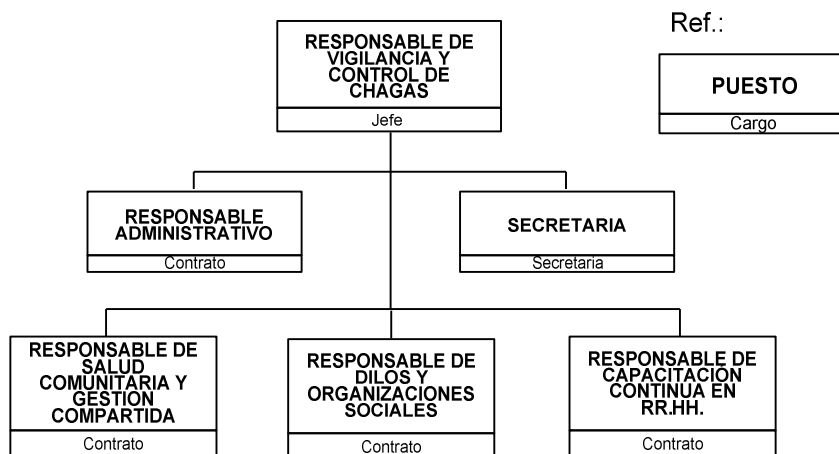
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	<i>interculturality.</i>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<b>Internal</b>	<b>Means and Channels of Communication</b>
<ul style="list-style-type: none"> <li><b>a.</b> Ministerial Office.</li> <li><b>b.</b> Deputy Ministries.</li> <li><b>c.</b> Directorates General.</li> <li><b>d.</b> Area Units.</li> <li><b>e.</b> Ministry of Health and Sports Programs in general.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Cites</li> <li><b>b.</b> Internal Notes.</li> <li><b>c.</b> Roadmaps.</li> <li><b>d.</b> Circulars.</li> <li><b>e.</b> Memoranda.</li> <li><b>f.</b> Technical Meeting Minutes.</li> <li><b>g.</b> Email.</li> </ul>
<b>External</b>	<b>Media and Communication Channels</b>
<ul style="list-style-type: none"> <li><b>a.</b> Social organizations and social structures in health.</li> <li><b>b.</b> Departmental Health Services (SEDES).</li> <li><b>c.</b> Health Networks.</li> <li><b>d.</b> Decentralized Entities Under Supervision.</li> <li><b>e.</b> Organizations Non related to the sector.</li> <li><b>f.</b> International Cooperation Agencies.</li> <li><b>g.</b> Federation of Municipal Associations of Bolivia.</li> <li><b>h.</b> Departmental Association of Municipalities.</li> <li><b>i.</b> Governments.</li> </ul>	<ul style="list-style-type: none"> <li><b>a.</b> Reports.</li> <li><b>b.</b> Minutes of Technical Meetings.</li> <li><b>c.</b> Letters.</li> <li>Email.</li> </ul>


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<b>1. NAME OF THE UNIT:</b>	<b>DISABILITY UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	Execution Substantive General Directorate of Health Services. • None.
<b>2. NATURE:</b>	
<b>a.</b> Develop policies, programs, and projects that benefit people with disabilities, focusing on prevention, promotion, care, and rehabilitation. <b>b.</b> Stewardship at the national level with regard to disability, rehabilitation, and habilitation issues.	
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>	
<b>a.</b> Political Constitution of the Plurinational State of Bolivia. <b>b.</b> Government Administration and Control Law No. 1178 (SAFCO) and its Regulations. <b>c.</b> Law on the Statute of Public Officials No. 2027 dated October 27, 1999. <b>d.</b> Law Amending the Civil Service Statute No. 2104 dated June 21, 2000. <b>e.</b> Framework Law on Autonomy and Decentralization "Andrés Ibáñez" No. 031 of July 19, 2010. <b>f.</b> Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 04 of March 31, 2010. <b>g.</b> Law on Persons with Disabilities No. 1678 of December 15, 1995. <b>h.</b> Law 045 Against Racism and All Forms of Discrimination, dated October 8, 2010. <b>i.</b> Law 2028 on Municipalities, implementing a Municipal Support Unit for Persons with Disabilities. <b>j.</b> Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009. <b>k.</b> Supreme Decree No. 29601 on the Intercultural Community Family Health Model, dated June 11, 2008. <b>l.</b> Social Security Code. <b>m.</b> Health Code of the Republic of Bolivia. <b>n.</b> Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001. <b>o.</b> Specific regulations approved by the Ministry of Health and Sports. <b>p.</b> Other provisions relating to the sector.	


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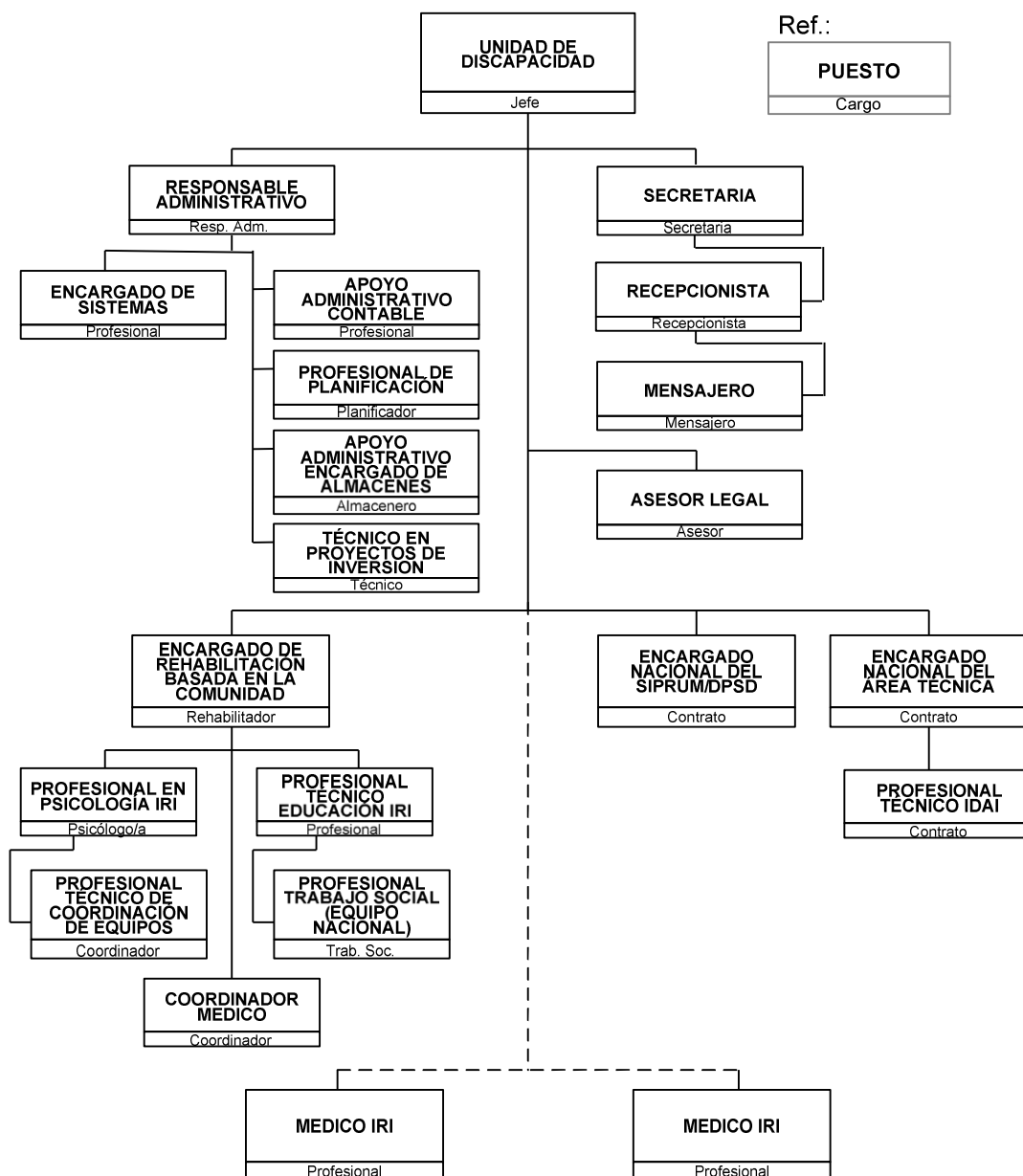
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<b>4. PRODUCTS:</b>	
<i>Standards</i>	<i>Services</i>
<ul style="list-style-type: none"> <li><i>a. Performance target schedule.</i></li> <li><i>b. Training schedule for dependent personnel.</i></li> <li><i>c. Budget reconciliation of the POA.</i></li> <li><i>d. Management evaluation report.</i></li> <li><i>e. Annual Operating Programs of the Unit.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Draft laws, decrees, and ministerial resolutions for the benefit of persons with disabilities.</i></li> <li><i>b. Implementation of the Single National Registry Program for Persons with Disabilities (free biopsychosocial assessment).</i></li> <li><i>c. Implementation of the National Rehabilitation Program.</i></li> </ul>
<b>5. COORDINATION RELATIONSHIPS:</b>	
<i>Internal</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Ministerial Office.</i></li> <li><i>b. Deputy Ministries.</i></li> <li><i>c. Directorates General.</i></li> <li><i>d. Area Units.</i></li> <li><i>e. Ministry of Health and Sports Programs in general.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Cites</i></li> <li><i>b. Internal Notes.</i></li> <li><i>c. Roadmaps.</i></li> <li><i>d. Circulars.</i></li> <li><i>e. Memoranda.</i></li> <li><i>f. Minutes of Technical Meetings.</i></li> <li><i>g. Email.</i></li> </ul>
<i>External</i>	<i>Media and Communication Channels</i>
<ul style="list-style-type: none"> <li><i>a. Social organizations and social structures in health.</i></li> <li><i>b. Ministry of Economy and Public Finance.</i></li> <li><i>c. Ministry of the Presidency.</i></li> <li><i>d. Departmental Health Services (SEDES).</i></li> <li><i>e. Organizations Non related to the sector.</i></li> <li><i>f. International Cooperation Agencies.</i></li> <li><i>g. Decentralized entities under supervision.</i></li> <li><i>h. Governments.</i></li> </ul>	<ul style="list-style-type: none"> <li><i>a. Reports.</i></li> <li><i>b. Minutes of technical meetings.</i></li> <li><i>c. Letters.</i></li> <li><i>d. Email.</i></li> </ul>


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## 6. ORGANIZATIONAL CHART




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<b>1. NAME OF THE UNIT:</b>		<b>JUANA AZURDUY VOUCHER TECHNICAL UNIT</b>
<b>a. Hierarchical Level:</b> <b>b. Type of Organizational Unit:</b> <b>c. Dependency:</b> <b>d. Dependent Functional Areas:</b>	<i>Execution</i> <i>Substantive</i> <i>Office of the Minister of Health and Sports.</i>	<ul style="list-style-type: none"> <li>National Coordination.</li> <li>Operations Area.</li> <li>Financial Administration Area.</li> <li>Systems Area.</li> <li>Free Identification and Certification Department.</li> <li>Departmental Coordination.</li> </ul>
<b>2. NATURE:</b>		
<ul style="list-style-type: none"> <li>Contribute to the reduction of chronic malnutrition.</li> <li>To influence the reduction of high maternal and infant mortality rates.</li> <li>Contribute to the right to safe motherhood and child protection.</li> <li>Ensure the transparent management of financial resources and conditional transfer policies within the framework of the Juana Azurduy Bonus Program.</li> <li>Formulate, develop, supervise, and evaluate the implementation of the maternal and child health care model.</li> <li>Integrate with national health services for the implementation of the Program.</li> <li>Coordinate the implementation of the Program with the Departmental Health Services (SEDES) and municipal governments within the framework of Supreme Decree 066 to ensure comprehensive care for the beneficiaries of the Program.</li> <li>Contribute to increasing the demand for comprehensive maternal and child health services.</li> <li>Contribute to the free identification and certification of beneficiaries of the BJA Program.</li> </ul>		
<b>3. REGULATIONS TO BE COMPLIED WITH:</b>		

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- a. Political Constitution of the Plurinational State of Bolivia.
- b. Government Administration and Control Act No. 1178 (SAFCO) and its Regulations.
- c. Civil Service Statute Law No. 2027 dated October 27, 1999.
- d. Law 2426 Universal Maternal and Child Insurance
- e. Framework Law on Autonomy and Decentralization "Andrés Báñez" No. 031 of July 19, 2010.
- f. Law on Combating Corruption, Illicit Enrichment, and Investigation of Fortunes "Marcelo Quiroga Santa Cruz" No. 004 of March 31, 2010.
- g. National Development Plan (Bolivia Digna)
- h. National Sectoral Development Plan
- i. Supreme Decree No. 29894 on the Organizational Structure of the Executive Branch of the Plurinational State of Bolivia, dated February 7, 2009.
- j. Supreme Decree No. 29601 on the Single Intercultural Community Family Health System dated June 11, 2008.
- k. Supreme Decree No. 066
- l. Supreme Decree No. 269
- m. Ministerial Resolution No. 563
- n. Ministerial Resolution No. 1232
- o. Health Code of the Republic of Bolivia.
- p. Social Security Code.
- q. Regulations on Responsibility for Public Service approved by Supreme Decree No. 23318-A and amended by Supreme Decree No. 26237 dated June 29, 2001, and Supreme Decree No. 26319 dated September 15, 2001.
- r. Specific Regulations approved by the Ministry of Health and Sports.
- s. Other provisions relating to the sector.

#### 4. PRODUCTS:

Standards	Services
a. Annual Operational Program of the Juana Azurduy Voucher.	<b>Support for the Health Establishment in all its care, educational, and promotional activities.</b> <ol style="list-style-type: none"> <li>a. Comprehensive healthcare for pregnant women and children under 2 years of age.</li> <li>b. Prenatal care for pregnant women.</li> <li>c. Identification cards.</li> <li>d. Community visits.</li> <li>e. Home visits to identify pregnant women and children under 2 years of age (beneficiaries).</li> <li>f. Activities de promotion de la health and disease prevention, aimed primarily at pregnant women and</li> </ol>

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	<p>children under 2 years of age.</p> <p><b>g.</b> Comprehensive health care and follow-up for malnourished children.</p> <p><b>h.</b> Training and dissemination of information on complete nutrition and malnutrition.</p> <p><b>i.</b> Nutritional counseling.</p> <p><b>j.</b> Sexual and reproductive health counseling.</p> <p><b>k.</b> Pregnancy tests.</p> <p><b>l.</b> Pap smears for cervical cancer screening.</p> <p><b>m.</b> Awareness-raising to increase immunization coverage.</p> <p><b>n.</b> Training courses on comprehensive maternal and child health issues.</p> <p><b>o.</b> Health fairs within the framework of SAFCI, at the departmental and/or municipal level.</p> <p><b>p.</b> Free certification and identification card campaigns for pregnant women and children under two years of age.</p>
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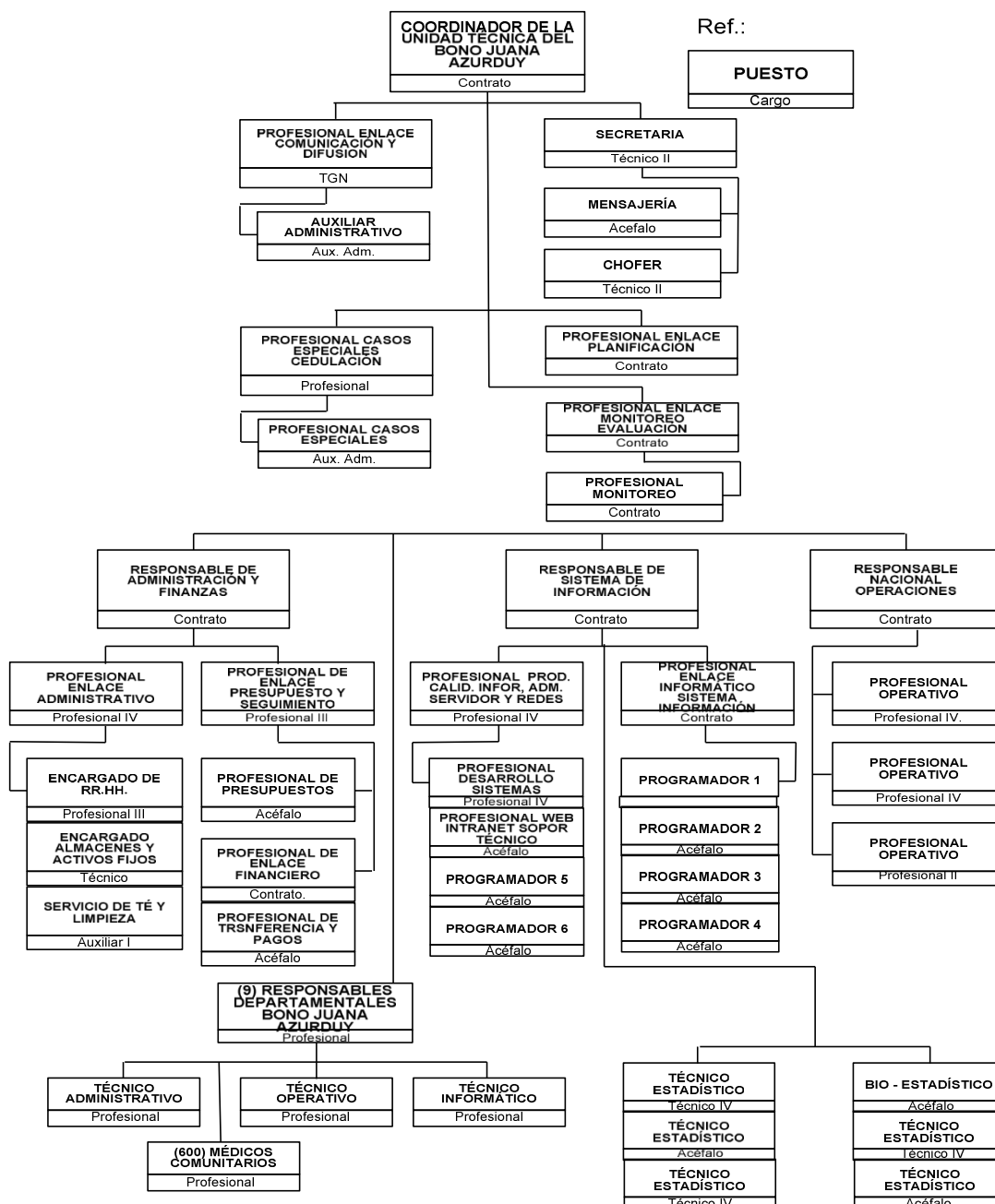
#### 5. COORDINATION RELATIONSHIPS:

<i>Internal</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> Ministerial Office.</p> <p><b>b.</b> Deputy Ministries.</p> <p><b>c.</b> Directorates General.</p> <p><b>d.</b> Support and Control Units.</p> <p><b>e.</b> Decentralized Entities.</p> <p><b>f.</b> Decentralized Entities.</p> <p><b>g.</b> Technical Council.</p>	<p><b>a.</b> Cites.</p> <p><b>b.</b> Internal Notes.</p> <p><b>c.</b> Roadmaps.</p> <p><b>d.</b> Circulars.</p> <p><b>e.</b> Memoranda.</p> <p><b>f.</b> Technical Council Minutes.</p> <p><b>g.</b> Email</p>
<i>External</i>	<i>Media and Communication Channels</i>
<p><b>a.</b> Departmental Health Services (SEDES).</p> <p><b>b.</b> Health Networks.</p> <p><b>c.</b> Departmental Autonomous Governments</p> <p><b>d.</b> Municipal Autonomous Governments</p> <p><b>e.</b> Decentralized Entities Under the Supervision of the MSD.</p> <p><b>f.</b> International Organizations.</p> <p><b>g.</b> Non-governmental organizations related to the sector and maternal and child issues.</p> <p><b>h.</b> Civil organizations.</p>	<p><b>a.</b> Quotes.</p> <p><b>b.</b> Reports.</p> <p><b>c.</b> Communication Minutes.</p> <p><b>d.</b> Cabinet meeting minutes.</p> <p><b>e.</b> Newsletters.</p> <p><b>f.</b> Leaflets, calendars, and other mass media.</p> <p><b>g.</b> Television commercials and radio spots.</p> <p><b>h.</b> Email.</p>

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