



Decree 1010 of 2000

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DECREE 1010 OF 2000

(June 6)

"Establishing the internal organization of the National Civil Registry and setting forth the functions of its departments; defining the legal nature of the Social Housing Fund of the National Civil Registry; and enacting other provisions."

THE PRESIDENT OF THE REPUBLIC OF COLOMBIA,

in exercise of the extraordinary powers conferred upon him by paragraph 8 of Article 1 of Law 573 of 2000 and having heard the opinion of the National Registrar of Civil Status,

DECREES:

TITLE I

NATIONAL REGISTRY OF CIVIL STATUS CHAPTER I

Scope, purpose, mission, and administrative regime

ARTICLE 1. *Scope of application.* This decree establishes the internal organization of the National Civil Registry, at its various levels and orders, the administrative organization that supports the National Electoral Council, the functions of its departments, and the nature, organization, and principles that regulate the funds that make up the electoral organization.

ARTICLE 2. *Purpose.* The purpose of the National Civil Registry is to record civil status, identify Colombian citizens, and organize electoral processes and mechanisms for citizen participation, in order to support the administration of justice and strengthen democracy in the country.

ARTICLE 3. *Nature.* The National Civil Registry is a constitutionally created body which, in accordance with Article 120 of the Constitution, forms an integral part of the Electoral Organization. Together with the other competent authorities, it contributes to the organization of elections and mechanisms for citizen participation, their management and oversight, as well as matters relating to personal identity and civil registration, under the terms and conditions established by law and this decree.

ARTICLE 4. *Mission of the National Civil Registry.* The mission of the National Civil Registry is to guarantee the organization and transparency of the electoral process, the timeliness and reliability of the vote count and election results, to contribute to the strengthening of democracy through its neutrality and objectivity, to promote social participation in which the expression of the popular will is required through electoral systems in any of their forms, as well as to promote and guarantee that in every legal event in which the civil status of individuals must be registered, such events are recorded, their information is made available to those who are legally entitled to request it, it is certified by the appropriate instruments established by legal provisions, and its full reliability and security are guaranteed.

ARTICLE 5. *Functions.* The National Civil Registry Office shall have the following functions:

1. To propose initiatives on draft legislation and submit them for consideration by the National Electoral Council through the National Registrar, as well as decrees and other regulations related to the civil registry function.
2. To adopt civil registry policies in Colombia and attend to matters related to the adoption, execution, and control of civil registry plans and programs with a view to ensuring their optimal functioning.
3. To guarantee, both domestically and abroad, the reliable and effective registration of events, acts, and decisions subject to registration; to issue authorizations to legally authorized entities or authorities to assist in the fulfillment of this function; and to be informed, through the relevant administrative acts, of all matters relating to cancellations, reconstructions, annulments, issuance models, and other legal acts concerning civil registration.
4. Issue civil registry copies of individuals that are requested in accordance with current laws.
5. Handle the management, classification, archiving, and retrieval of information related to civil registration.
6. Disseminate the rules and procedures to be followed in the civil registration process and carry out campaigns and training programs on the subject.
7. Coordinate and harmonize policies, development, and consultation on civil registration matters with other state agencies and entities.
8. Carry out inspection and monitoring of civil registry services.
9. Conduct or promote studies, research, and compilations on civil registration and disseminate the results.
10. Protect the exercise of the right to vote and provide full guarantees to citizens, acting impartially, so that no political party or group can gain an advantage over others.
11. Direct and organize the electoral process and other mechanisms for citizen participation and draw up the respective electoral calendars.
12. Maintain the National Electoral Register.
13. Advise and provide relevant support in various types of electoral processes, as determined by legal provisions.
14. Keep statistics on elections related to the results obtained in electoral debates and citizen participation processes.
15. Coordinate with the competent State agencies and authorities on actions aimed at the optimal development of electoral events and citizen participation.
16. Proceed with the cancellation of identity cards for reasons established in the Electoral Code and other provisions on the matter and inform the competent authorities of the facts in the event of irregularities.
17. Assign the Unique National Identification Number (NUIP) at the time of birth registration in the Civil Registry and exercise physical, logical, and technical controls to ensure that this number is unique to each citizen and that there is a single identification document.
18. Respond to requests from individuals, legal entities, and state security agencies or the judicial branch regarding identification, identification of fingerprints from deceased persons, and other requirements, in accordance with current regulations, using the information contained in the civil registry databases and the identification system as support.
19. Issue and prepare Colombian identity cards under optimal conditions of security, presentation, and quality, and adopt a single identification system for first-time applications, duplicates, and corrections.
20. Handle all matters relating to information management, databases, the National Identification Archive, and the documents necessary for the technical process of citizen identification, as well as report and issue certifications for the relevant procedures.
21. Enter into any agreements necessary for other public or private authorities to carry out civil registration of individuals.
22. Maintain statistics on the production of identification documents and the civil status of individuals and their projections.

23. Innovate in research and the adoption of new technologies, quality standards, and controls that improve the production of identification documents and the management of civil registration.
24. Respond to requests for the issuance of citizenship cards at Colombian consulates abroad so that those who are eligible can exercise their political rights as Colombian citizens and provide information about the process.
25. Collect fees for duplicates and corrections of citizenship cards, copies and certifications from the civil registry, and books and publications published by the Registry, as well as fees for other services provided by the Registry.
26. Any other duties assigned to it by the Constitution and current legal provisions.

ARTICLE 6. *Administrative autonomy.* In exercising its administrative autonomy, the Electoral Organization and the National Civil Registry Office shall, where appropriate, define all aspects related to the performance of their functions in accordance with the principles enshrined in the Constitution and in this decree.

Paragraph. The National Registrar of Civil Status may not create obligations charged to the budget of the National Civil Registry that exceed the total amount set as a budget appropriation under the heading of personnel expenses in the General Budget Law.

ARTICLE 7. *Contractual autonomy.* In exercising contractual autonomy, the National Registrar of Civil Status shall sign the contracts that must be entered into in the performance of his duties, without prejudice to any delegation made for this purpose in accordance with the provisions of the law and this decree.

ARTICLE 8. *Budgetary autonomy.* The preparation of the budget, subject to the Organic Budget Statute, and other aspects related to budget management, are the responsibility of the electoral organization, in accordance with the provisions of the Electoral Code and the organic provisions that regulate the matter.

The National Registrar of Civil Status is responsible for managing the expenses of the National Civil Registry.

CHAPTER II

General criteria for organization

ARTICLE 9. *Criteria for organization.* The organization of the National Civil Registry is based on and developed in accordance with the following criteria:

1. Specialization by mission and support areas.
2. Technification.
3. Citizen service.
4. Transparency.
5. Simplification and specialization.
6. High professional standards.
7. Functionality.
8. Multidisciplinarity.
9. Delegation.
10. Administrative and financial decentralization.

ARTICLE 10. *Levels of administrative organization.* In accordance with legal provisions, in order to fulfill its institutional mission, the National Civil Registry shall be organized into two levels:

1. Central level: The central level is made up of agencies whose scope of competence is national.
2. Decentralized level: The decentralized level consists of the offices of the National Registry whose powers are limited to a specific electoral district or within the territorial boundaries that comprise the exercise of functions

inherent to the National Registry and is configured in accordance with the principles of administrative function. The powers and functions determined in the legal provisions and in this decree are located at this level.

PARAGRAPH. Both the central and decentralized levels participate in the design of plans, the definition of policies, the establishment of general programs for the administration of the National Registry, and the execution of plans, policies, programs, and administrative projects related to civil registration and identification, the electoral process, and mechanisms for citizen participation in which the entity must be involved. Each level exercises, within the scope of the functions and responsibilities established by mandate of this decree, in a concurrent and harmonious manner, the powers and functions inherent to the National Civil Registry. It is a special function of the central level to coordinate and control all activities of the National Registry at the national level, including those carried out by the decentralized level, as well as to exercise special functions assigned by the Constitution and the law, the nature of which does not imply their decentralized exercise.

CHAPTER III

Organization

ARTICLE 11. *Internal organization.* The National Civil Registry shall ensure the fulfillment of its purpose and the exercise of its functions through the following departments that make up its internal organization:

CENTRAL LEVEL

1. Office of the National Registrar of Civil Status.
 - 1.1. Private Secretariat.
 - 1.2. Communications and Press Office.
 - 1.3. Internal Control Office.
 - 1.4. Office of Disciplinary Control.
2. General Secretariat.
 - 2.1. Legal Office.
 - 2.2. Planning Office.
3. Electoral Registry Office.
 - 3.1. Electoral Management Directorate.
 - 3.2. Electoral Census Directorate.
4. Civil Registry and Identification Office.
 - 4.1. National Identification Directorate.
 - 4.2. National Civil Registry Directorate.
5. IT Management.
6. Administrative and Financial Management.
 - 6.1. Administrative Directorate.
 - 6.2. Financial Directorate.
7. Human Resources Management.

DECENTRALIZED LEVEL

8. Departmental delegations of the Registry Office.
9. District and municipal registries.
10. Auxiliary Registry Offices.
11. Capital District Registry Office. ADVISORY

AND COORDINATION BODIES

12. Steering Committee.
13. Personnel Commission.
14. Internal Control Coordination Committee.

FUNDS

15. Revolving Fund of the National Civil Registry.

16. Social Housing Fund of the National Civil Registry.

PARAGRAPH. The Political Party and Campaign Financing Fund shall remain attached to the National Electoral Council.

ARTICLE 12. *Purpose of the Registrar's Office.* The purpose of the Registrar's Office is to provide the immediate and reliable support required by the National Registrar in the exercise of his or her functions.

ARTICLE 13. *Purpose of the Office of the Secretary General.* The purpose of the General Secretariat is to contribute to the institutional and policy orientation of the entity, in direct support of the National Registrar of Civil Status.

ARTICLE 14. *Purpose of the National Delegate Registries.* The purpose of the national delegate registries is to contribute immediately to the National Registrar in institutional guidance and management in the entity's mission areas, as well as to contribute to the formulation of policies for the services under their responsibility and to guarantee the provision of those services.

ARTICLE 15. *Purpose of the offices.* The purpose of the offices is to perform advisory functions for the formulation of the entity's policies, in support of senior management, as well as to perform those functions expressly assigned to them by law and those contained in this decree.

ARTICLE 16. *Purpose of the national administrative departments.* The purpose of the national administrative departments is to contribute to the formulation of institutional policies for the management of the entity's basic resources, organize the management of the services under their responsibility, and guarantee their provision.

ARTICLE 17. *Purpose of the departments.* The purpose of the departments in the mission and administrative areas of the entity is to contribute to the formulation of institutional policies, guidance, and management, according to the assigned area of specialization, to organize the management of the services under their responsibility at a more specific level, and to guarantee their provision.

ARTICLE 18. *Nature of the administrative level of the offices of the delegated registrars at the national level, the offices, the national management teams, and the directorates.* The offices of the nationally delegated registrars, national managers, and national directors are an integral part of the management level of the National Civil Registry and, as such, have a say in different areas of activity, in the formulation of policies, in institutional guidance and leadership, and in the functions of control, monitoring, and evaluation, as well as in the tasks of directing implementation activities. In addition to contributing to the formulation of the entity's policies and institutional guidance, the offices perform advisory functions and those specifically assigned to them by law.

ARTICLE 19. *Purpose of departmental delegations and municipal and special registry offices.* The objective of departmental delegations and municipal, special, and Capital District registries is to represent the National Civil Registry in their jurisdiction. They are also responsible for supporting the exercise of the functions assigned by law to the delegates of the National Registrar, district registrars, and municipal, special, and auxiliary registrars, as applicable.

The delegates of the National Registrar in each departmental delegation and the district registrars in the Capital District, in addition to their mission-related functions, shall perform the administrative functions assigned to them by law, contribute to institutional guidance and leadership, to the development of the entity's plans, programs, and projects, and exercise the respective control and coordination functions.

ARTICLE 20. *Purpose of the coordination and advisory bodies.* The purpose of the coordination and advisory bodies is to serve as a forum for consultation, coordination, and evaluation of the matters for which they are created by decision of the National Registrar or by mandate of the law.

ARTICLE 21. *Purpose of the Steering Committee.* The purpose of the Steering Committee is to serve as the highest hierarchical body for consultation, coordination, and evaluation of general matters related to the administration of human resources, financial resources, and physical resources of the National Registry, as well as to participate in the definition of policies and evaluation of general matters related to the development of fiscal oversight and other mission areas carried out by the entity.

CHAPTER IV

Delegation

ARTICLE 22. *Powers of delegation.* The National Registrar of Civil Status may, by administrative act, delegate powers of budget execution, expenditure management, payment management, contracting, and other administrative, technical, or legal powers, under the terms of the acts of delegation, the legal provisions relating to the matter, and the provisions of this decree. This delegation may be granted to public servants at the management and advisory levels of the National Registrar of Civil Status. In the case of contracting, the delegation shall proceed under the terms authorized by Law 80 of 1993 and the special legal provisions governing the acts of the National Registrar.

For the proper development and provision of administrative services, the national deputy registrars, office directors, and national managers of the administrative branch of the National Civil Registry, within the scope of their competence, may delegate to their subordinates, up to the level of advisor or manager, provided that the functions are directly assigned to the delegating party.

ARTICLE 23. *Competence and responsibility in delegation.* The delegation referred to in the relevant articles of this decree exempts the delegating party from responsibility, which therefore falls exclusively to the delegatee. The delegating official may at any time reassume the delegated authority and responsibility and, by virtue thereof, review, amend, or revoke the administrative acts issued by the delegate, subject to the provisions of the Administrative Litigation Code.

ARTICLE 24. *Functions that cannot be delegated.* Without prejudice to other provisions on the matter, the following may not be delegated:

1. The issuance of general regulations, except in cases expressly authorized by law.
2. The functions, powers, and authorities received by virtue of delegation.
3. Functions that, due to their nature or constitutional or legal mandate, are not subject to delegation.
4. The functions that involve the personal and direct action of the competent official before the National Electoral Council, the Congress of the Republic, and other constitutional authorities.
5. The power of appointment vested in the National Registrar, his delegates, and the Registrars of the Capital District.

CHAPTER V

Functions of the National Civil Registry at the central level SECTION ONE

National Registrar, Private Secretariat, and dependent offices

ARTICLE 25. *Functions of the National Registrar of Civil Status.* In addition to the functions assigned to him by the Constitution and the law, the National Registrar of Civil Status shall exercise the following:

1. Establish policies, plans, programs, and strategies for the development of the organization and electoral oversight, the identification of individuals and civil registration, and other functions assigned to the National Civil Registry in accordance with the Constitution and the law.
2. Establish the policies, plans, programs, and strategies necessary for the proper administrative and financial management of the National Registry, in accordance with administrative and budgetary autonomy within the limits established by the Constitution and the law.
3. Establish policies, plans, and programs for the development, implementation, and control of the budgetary system of the National Civil Registry.
4. To direct, as the authority of the electoral organization, the administrative and technical tasks of the different departments of the National Civil Registry, in accordance with the Constitution and the law.
5. To act as legal representative, within the scope of its powers within the electoral organization, in all matters that arise in the exercise of its functions in favor of or against the entity.
6. Any other duties assigned by law and the National Electoral Council.

ARTICLE 26. *Office of the Registrar.* The Office of the National Registrar is responsible for effectively providing and supplying the immediate support services required by the National Registrar in order to facilitate the exercise of his or her functions.

ARTICLE 27. *Qualifications, tenure, and absolute and temporary absences.* The qualifications, tenure, and absolute or temporary absences of the National Registrar of Civil Status shall be as defined in the Constitution and the law.

ARTICLE 28. *Private Secretariat.* The functions of the Private Secretariat are:

1. Coordinate and supervise the execution of the tasks of the Office of the National Registrar of Civil Status, in accordance with the guidelines of the

National Registrar, and report periodically on their progress.

2. Coordinate with the offices under the Office of the National Registrar the support required by the National Registrar and the Special Project for Persons with Disabilities as the target population of the various functions of the National Registry that are directed at them.
3. In accordance with Law 318 of 1996, attend to matters related to international cooperation on issues that have to do with the mission, purpose, and functions of the National Civil Registry.
4. Select matters that should be brought to the direct attention of the National Registrar, according to the criteria provided by the latter, resolving those for which it is authorized.
5. Act as secretary for meetings, boards, and committees held at the request of the National Registrar, when deemed necessary.
6. Coordinate and direct the activities required for the management of the protocol of the Office of the National Registrar.
7. Coordinate compliance with the National Registrar's agenda.
8. Attend to special matters or missions delegated or entrusted to him by the National Registrar.
9. Collaborate, when determined by the National Registrar, in following the instructions issued by the latter and verify their optimal and timely compliance.
10. Implement, in coordination with the IT department, information systems that ensure agility and reliability in the processes involving the Office of the National Registrar and the Private Secretariat.
11. Oversee the management and conservation of the movable property assigned to the Office of the National Registrar and the Secretariat and ensure the timely management of the administrative and logistical services required by these offices with the competent departments.

ARTICLE 29. *Communications and Press Office*. The functions of the Communications and Press Office are:

1. To advise the National Registrar on the management of the media.
2. Visually and graphically record the actions of the National Registry's employees in order to promote and disseminate relevant information.
3. Advise areas related to the execution of events in which it is necessary to highlight the actions and image of the National Registry and promote the proper use of the entity's corporate image.
4. Coordinate the National Registry's printed materials and publications area.
5. Manage and direct operations related to the efficient functioning of the National Civil Registry Printing Office.
6. Disseminate the entity's advances and projects and prepare special reports according to the media outlet.
7. Channel information from the National Registry to the mass media at the national and regional levels, as well as provide the necessary graphic, visual, and informational support.
8. Handle journalistic and public relations with the media.
9. Write, conceptualize, layout, design, and distribute a written newsletter on the progress of the National Registry and relevant aspects thereof.
10. Produce and implement programs that are consistent with the image of the National Registry and the information needs of the public, in accordance with the policies established by the National Registrar of Civil Status in this regard.
11. Advise and coordinate periodical publications and, in general, everything related to the development of editorial projects of the National Civil Registry.
12. Plan, direct, supervise, and control the publishing and graphic arts process.
13. Supervise and control the quality of all printed works of the National Civil Registry.

14. Design and carry out the layout of all work, including formats, fonts, text layout, photographs, tables, illustrations, and the creation of all types of covers, without prejudice to contracting such services if necessary.

15. Calculate and control the production costs of publications, under the guidance of the Administrative and Financial Management.

ARTICLE 30. *Internal Control Office*. The functions of the Internal Control Office are:

1. To independently evaluate the entity's Internal Control System and propose recommendations for improvement to the National Registrar.
2. To measure and evaluate the efficiency, effectiveness, and economy of other controls, advising management on the continuity of the administrative process, the evaluation of established plans, and the introduction of the necessary corrective measures to meet the planned goals or objectives.
3. Ensuring that the services provided by the National Registry are in accordance with current legal regulations and submitting a semi-annual report on this matter to the entity's administration.
4. Advise and support managers in the development and improvement of the Internal Control System through the fulfillment of their duties in terms of advisory or support functions, evaluation functions, promotion of a culture of self-control, and relations with external agencies.
5. Evaluate the planning process in accordance with current legal provisions, considering the identification of the variables involved in said process, their behavior, and their respective analysis, in order to formulate recommendations for adjustments or improvements to the process, ensuring that it is carried out based on valid and visible criteria and evidence.
6. Evaluate that the levels of authority and responsibility are clearly defined and that all actions carried out by the entity fall within this context.
7. Evaluate the mission and support processes adopted and used by the entity in order to determine their consistency with the common objectives and results inherent to the institutional mission.
8. Advise and assist departments in defining and establishing control mechanisms in processes and procedures to ensure adequate protection of resources, efficiency and effectiveness in activities, timeliness and reliability of information and records, and fulfillment of institutional functions and objectives.
9. Evaluate the entity's internal control system, with an emphasis on the existence, functioning, and consistency of its components and elements, and submit reports to the entity's Management and Internal Control Coordination Committee for the purpose of evaluating, deciding, and adopting proposals for improving the system in a timely manner.
10. Advise the National Registrar on the definition and application of internal control policies, standards, plans, and programs for the entity.
11. Design plans, methods, procedures, and mechanisms for verifying and evaluating the Internal Control System for the National Civil Registry and the Revolving Fund.
12. Conduct internal control evaluations of the Registry's departments and processes and other administrative units.
13. Plan and schedule internal audits to be carried out in coordination with those responsible for the area, and direct, coordinate, and monitor their execution.
14. Verify that the recommendations of the internal control audits and evaluations carried out are implemented and keep managers permanently informed about the status of internal control in the departments under their responsibility.
15. Promote a culture of internal control and accountability within the National Registry.
16. Organize and coordinate the execution of prior administrative control of contracts, in accordance with current regulations.
17. Verify that transactions and other administrative acts have been authorized by persons with the appropriate authority.
18. Ensure the establishment and implementation of the management control and evaluation system in all departments and areas of the Registry.

19. Conduct the evaluation and follow-up of disciplinary investigations carried out by the Registry.
20. Evaluate and verify the evaluation of citizen participation mechanisms.
21. Report to the National Registrar on the results of evaluations of the management of the departments of the National Civil Registry, the Revolving Fund, and other administrative units.
22. Submit reports on spending austerity to the control bodies, in coordination with the Disciplinary Control Office.

ARTICLE 31. *Disciplinary Control Office*. The functions of the Disciplinary Control Office are:

1. To coordinate and guide policies on the application of the disciplinary regime that must govern the National Registry.
2. To conduct, in the first instance, investigations into disciplinary proceedings within its jurisdiction and refer them to the competent authority for a decision.
3. Receive and process complaints and reports regarding disciplinary conduct by public servants of the Entity.
4. Forward complaints to departmental delegations and district registrars for investigation by the official assigned by the Delegate or District Registrar of the respective Electoral District.
5. Coordinate, control, and monitor disciplinary proceedings carried out within the entity.
6. Prepare reports and statistics required by the National Registrar, the Judiciary, and State Control Agencies.
7. Support district delegates and registrars in the performance of their disciplinary duties.
8. Advise the immediate superior of the disciplined employee in cases of minor offenses, for the application of the summary procedure referred to in Law 200 of 1995.
9. Direct and promote training and outreach programs on the disciplinary regime.
10. Establish disciplinary operating procedures so that processes are carried out in accordance with the principles of economy, speed, efficiency, impartiality, and publicity, thereby seeking to safeguard the right to defense and due process.
11. Send monthly reports on spending austerity to the control bodies, in coordination with the Internal Control Office.

SECTION TWO

General Secretariat and dependent offices ARTICLE

32. *General Secretariat*. The functions of the General Secretariat are:

1. To prepare and review draft resolutions and other administrative acts that must be signed by the National Registrar.
2. Coordinate, in agreement with the National Registrar, the work of the decentralized agencies of the National Civil Registry.
3. To coordinate, in accordance with the instructions of the National Registrar, matters within the knowledge of the National Registrar that are requested by the Delegates of the National Registrar and the registrars of the Capital District.
4. Support the National Registrar in managing and directing the entity's technical and administrative services and coordinate with the heads of the different departments on priority issues that need to be addressed.
5. Draft agreements with state entities and agencies on all matters relating to cooperation or coordination of actions, or on matters that contribute to the better fulfillment of the mission and objectives of the National Civil Registry.
6. Represent the National Registrar in matters delegated to him or her.
7. Arrange for the necessary measures to be taken to deal with complaints and claims in accordance with the terms set out in Law 190 of 1995 and other legal provisions

, and in particular to ensure the fulfillment of the following functions:

- a) Process and resolve complaints and claims made by citizens related to the fulfillment of the entity's mission, in coordination with the corresponding departments, according to the nature of the complaints and claims.
- b) Forward to the disciplinary affairs office any complaints and claims that warrant a preliminary and disciplinary investigation;
- c) Keep a record of suggestions made by individuals, with their proper classification;
- d) Organize and maintain the area's files.

ARTICLE 33. *Legal Office*. The functions of the Legal Office are:

- 1. To assist the National Registrar and, through him, the departments of the National Civil Registry in the understanding and processing of opinions, rulings, and advice on legal matters that they are responsible for resolving, either because they fall within their direct competence or because of the delegation of functions, and in general in all actions that compromise the institutional legal position of the entity.
- 2. To advise the National Registrar and internal departments in the preparation of bills, decrees, or resolutions that must be issued or submitted for prior review by the National Electoral Council, the Congress of the Republic, or the National Government.
- 3. Review draft administrative acts that the National Registrar must sign and assess their constitutionality and legality.
- 4. Respond to inquiries regarding the interpretation and application of legal provisions relating to the scope of action of the National Civil Registry made by internal departments, their employees, and supervised entities.
- 5. Respond to inquiries from the National Registrar's delegates and the Capital District registrars regarding matters within their jurisdiction.
- 6. Prepare the terms of reference and specifications for contracting.
- 7. Initiate the contractual process starting with the drafting of the contract, refinement, approval of guarantees, legal review for signature by the competent authority, as well as enforce contracts for breach and enforce clauses relating to fines and those of a criminal nature.
- 8. Maintain the general archive of contracts entered into by the National Civil Registry.
- 9. Recommend appropriate measures regarding matters that the National Registrar must resolve through administrative channels and prepare the respective responses upon request.
- 10. Compile and harmonize the legal regulations related to matters that must be brought to the attention of the National Civil Registry, keeping the archive of these regulations up to date and providing the legal support required by the entity's officials.
- 11. Develop methods, procedures, and management of legal information, in coordination with the department responsible for systems and information technology.
- 12. Provide legal advice to the Steering Committee and other committees that may be formed.
- 13. Guide the departments of the National Civil Registry in the correct application of the rules governing the various matters within its competence.
- 14. Study and issue opinions on requests related to legal consultations made to the National Civil Registry and which it is required to address.
- 15. Notify and communicate the administrative acts issued by the National Registrar of Civil Status.
- 16. Represent the National Registry in court before the competent authorities when necessary.
- 17. Coordinate with agencies to adopt a legal doctrine and interpretation that commits the institutional position of the National Registry in all matters that, due to their importance, warrant such a pronouncement or imply a new legal position of any kind.

18. Attend to and monitor guardianships, compliance actions, conciliations, and compliance with judgments in coordination with the agencies involved for their proper resolution and for which the National Registry is responsible or a party, without prejudice to the exercise of these functions by those responsible or competent.
19. Coordinate the enforcement proceedings to be carried out by the entity.
20. Distribute collection matters by coercive jurisdiction among professionals in the area.
21. Coordinate with judicial authorities on procedural actions in which they are involved.
22. Organize and control the filing system for enforcement proceedings.
23. Coordinate with each responsible area the projection of responses to petitions for which the National Registrar of Civil Status must respond directly.

ARTICLE 34. *Planning Office*. The functions of the Planning Office are:

1. To design, under the guidance of the National Registrar of Civil Status and with the participation of senior management, the Indicative Management Plan to guide the overall development of the Entity.
2. To guide the preparation of the Annual Action Plan, as well as the consolidation of the execution of all activities programmed by each of the agencies at the national level.
3. Generate the information system required for the planning processes of the National Registry, which facilitates results-based decision-making.
4. Advise the National Civil Registry Office on the formulation of activities, programs, and projects that the Entity must carry out internally in order to meet its objectives.
5. Continuously attend to and promote institutional improvement processes.
6. Contribute with the competent agencies in the preparation of the preliminary budget and the annual cash flow program of the National Civil Registry and evaluate the corresponding budget execution in terms of investment programs and projects.
7. Prepare the preliminary investment budget and coordinate its inclusion in the preliminary budget of the National Civil Registry.
8. Evaluate the viability or feasibility of requests for national and international financial resources necessary to carry out the activities, programs, and projects formulated in both the Action Plan and the Entity's Indicative Plan.
9. Make proposals aimed at optimizing physical, economic, and human resources.
10. Collect, study, and interpret information that reflects the management of the National Registry.
11. In coordination with the Internal Control Office, guide the different departments in the development and measurement of indicators that allow for the monitoring of management.
12. Advise, analyze, and suggest modifications to optimize the Organization's processes and procedures.

SECTION THREE

Delegated national registries and directorates

ARTICLE 35. Delegated Electoral Registry. The functions of the Delegated Electoral Registry are:

1. To guide, coordinate, and evaluate the Directorates under its responsibility.
2. Plan, direct, coordinate, ensure implementation, and evaluate activities related to the development of electoral processes and citizen participation mechanisms outlined in the Constitution and the law, in conjunction with departmental delegations, registry offices, and Colombian diplomatic missions abroad.

3. Propose, coordinate, and implement policies and strategies aimed at ensuring the optimal development of electoral processes and citizen participation mechanisms.
4. Formulate the Delegate's general projects to be incorporated into the plans and programs of the National Registry.
5. Propose policies, systems, and strategies for communicating election results.
6. Coordinate the supervision of the distribution of forms, materials, supplies, and other items necessary for the execution of electoral events and, in general, determine the logistics and infrastructure required for the organization and preparation of such events.
7. Set guidelines and supervise and evaluate the creation of the electoral roll, as well as the vote counting process, with the collaboration and support of the IT department.
8. Establish guidelines for programs on the preparation of manuals and electoral functions.
9. Establish guidelines for updating electronic files on the electoral census, political-administrative division, electoral zoning, and municipal population.
10. Collaborate with the Communications and Press Department on institutional advertising campaigns related to electoral matters.
11. Define the design of electoral cards.
12. Collaborate with the National Electoral Council in issuing the statistical reports it requires, especially in relation to voting results to determine the reimbursement of electoral campaign expenses; and in the study of signatures to obtain legal status for political parties and movements, using duly substantiated sampling techniques for this purpose.
13. Prepare and arrange for the publication of voting statistics.
14. Respond to inquiries regarding electoral procedures and voting statistics.
15. Coordinate with the agency responsible for human resources to design and implement electoral training plans for officials throughout the country.
16. Organize and coordinate the planning and administration of the physical and technical resources, as well as the personnel, required for citizen participation processes.
17. Direct, coordinate, and control the timely provision of electoral information required by state agencies and individuals.
18. Direct and coordinate the design of contingency plans to prevent unforeseen events from affecting electoral processes and citizen participation, based on an assessment of the possible risks that may affect them.
19. Ensure that electoral processes and citizen participation are carried out in accordance with the legal provisions governing the matter.
20. Prepare and submit for consideration by the National Registrar of Civil Status, draft laws, decrees, resolutions, and other administrative acts related to electoral processes and citizen participation.
21. Forward complaints and claims made by citizens in relation to electoral processes and citizen participation to the competent authority.
22. To establish the procedure for reviewing signatures submitted by promoters of citizen participation mechanisms.

ARTICLE 36. *Electoral Management Directorate*. The functions of the Electoral Management Directorate are:

1. To schedule, direct, and evaluate the functions of the agencies and officials under its charge and to submit the corresponding reports to the Delegate Registrar for Electoral Matters.
2. Contribute to the Delegated Registry Office in the formulation of policies and the determination of working methods and procedures.

3. Ensure that electronic files on municipal population data and zoning structure are kept up to date.
4. Direct the design and preparation of procedural manuals and electoral forms.
5. Coordinate, with the support of the IT department, the design of the applications required for the execution of the processes.
6. Coordinate the development of plans for communicating election results and training.
7. Coordinate the preparation of electoral cards.
8. Coordinate the design of procedures to be followed during the stages of electoral events.
9. Coordinate the supply, preparation, and distribution of forms, materials, and other supplies required for the preparation and conduct of electoral events and participation mechanisms.
10. Coordinate the preparation and dissemination of electoral calendars.
11. Coordinate the preparation of electoral statistics and organize their publication and dissemination.
12. Coordinate the updating of the files of the Political-Administrative Division of Colombia.
13. Prepare resolutions establishing the terms for the delivery of electoral documents.
14. Draft resolutions establishing the number of councilors that can be elected in municipalities.
15. Define the procedures for registering candidates and conducting the draws to identify the candidates on the ballot papers.
16. Set the parameters for determining the zones and positions in zoned municipalities.
17. Provide information on electoral statistics.

ARTICLE 37. *Electoral Census Directorate*. The functions of the Electoral Census Directorate are:

1. To plan, direct, and evaluate the functions of the Directorate and submit the corresponding reports to the Delegate Electoral Registry.
2. To assist the Delegate Electoral Registrar in formulating policies and determining working methods and procedures.
3. Coordinate the development and execution of the Directorate's general projects.
4. Coordinate with the IT department to design the program for compiling the electoral roll, in accordance with the provisions of the law.
5. Develop research projects and programs that seek to streamline and modernize citizen registration processes.
6. Coordinate with the IT department on the design of the applications required for the execution of electoral processes.
7. Design the plan and procedure for citizen registration, under the rules established in the Electoral Code.
8. Design the plan for the nationwide distribution and collection of citizen registration forms.
9. Coordinate with the IT department to design applications for recording registered citizens by location, omitted ID cards, and for controlling the submission and receipt of registration forms.
10. Coordinate and control the preparation and distribution of voter lists (preliminary and final censuses), voter registration, updates, guides, and roadmaps for the various electoral events and citizen participation events specified in the law, at the national, regional, and local levels.
11. Ensure the Electoral Census is constantly updated.
12. Determine the requirements for achieving the objectives assigned to the Directorate.

13. Design and prepare the citizen registration manual.

14. Coordinate and direct the process of reviewing the signatures submitted by both political parties and movements requesting legal status from the National Electoral Council and by promoters of citizen participation mechanisms, designing the respective procedures.

15. Coordinate the exclusion of identification cards determined by the National Electoral Council for registrations made in violation of Article 316 of the Constitution.

16. Propose the number of citizens who can vote at each polling station.

ARTICLE 38. *Delegated Registry for Civil Registration and Identification*. The functions of the Delegated Registry for Civil Registration and Identification are:

1. To advise the National Registrar on the design of plans, policies, and legislation for the development of citizen identification and civil registry functions.

2. Identify, promote, and propose inter-institutional agreements with national and international organizations with a view to promoting citizen identification and civil registration in the most disadvantaged sectors of the Colombian population.

3. Identify, promote, and propose inter-institutional agreements with state agencies that allow for database consultation in order to facilitate and improve public service.

4. Develop projects with their respective socioeconomic studies to determine the fees for duplicates and corrections of citizenship cards and copies of civil registry records.

5. Promote the services of consultation of the citizen identification registry databases to private organizations at the national level, taking into account the restrictions of the law.

6. Establish and preside over outreach and training plans to guide the population in the use of identification and civil registry services.

7. Work with area directors to develop projects for the improvement and technological development of all processes involved in citizen identification and civil registration.

8. Coordinate technological modernization processes in the areas of personal identification and civil registration and promote the integration of the two areas in terms of the coordination of processes, information, and services.

9. Prepare periodic reports for the National Registrar on the management and developments in national citizen identification and civil registration activities.

10. Establish direct and permanent communication with departmental delegates on issues concerning information on national policies and plans defined for the management of citizen identification and civil registration.

11. Generate and manage a database of viable projects for citizen identification and civil registration in consulates.

12. Establish permanent contact with the Ministry of Foreign Affairs in order to unify and coordinate the function of citizen identification and civil registration in consulates.

13. Coordinate all functions and tasks assigned to the Directorates under its responsibility.

ARTICLE 39. *National Identification Directorate*. The functions of the National Identification Directorate are:

1. To oversee and coordinate the permanent provision of citizen identification services in the country.

2. To assist in the formulation of policies in the area of personal identification, to implement them, and to develop procedures that guarantee the effective operation of the country's identification card process.

3. Ensuring the proper functioning of the processes for first-time ID card applications, duplicates, rectifications, and corrections.

4. Ensure the timely supply of inputs for the processing and production of citizenship cards nationwide.
5. Coordinate activities that ensure the continuous updating of regional and municipal citizen identification databases.
6. Manage and ensure the maintenance and security of the physical, optical, photographic, and magnetic databases that support citizen identification, as well as the use of technologies that enable better processing.
7. Direct and control activities generated by new developments for the continuous updating of the National Identification Archive.
8. Coordinate the implementation of agreements on identification established with other entities.
9. Coordinate support provided to agencies involved in research and monitoring of personal identity.
10. Generate statistical reports on all citizen identification functions at the national level.
11. Support the Identification Delegate in the design of plans, programs, policies, and studies related to the Directorate's area of responsibility.
12. Draft resolutions on cancellations and loss of political rights and extinctions.

ARTICLE 40. *National Civil Registry Directorate*. The functions of the National Civil Registry Directorate are:

1. To direct the processes of management, classification, physical and magnetic archiving, and retrieval of information related to the civil registry.
2. To design the necessary instruments for the proper dissemination of the rules and procedures to be followed in the civil registry process.
3. To recommend policies that allow for the identification of critical factors and the adoption of plans to ensure the optimal functioning of the civil registry in Colombia.
4. Ensuring that the reliable and effective registration of events, acts, and decisions subject to registration and entrusted to the Directorate are carried out in real time and for the benefit of users.
5. Administer and assign the alphanumeric code of the Unique Personal Identification Number (NUIP).
6. Guide, advise, and support all agencies, entities, groups, or officials responsible for civil registration so that their management of this matter complies with legal requirements and meets the expected standards of effectiveness and efficiency.
7. Direct, control, administer, monitor, and advise on the registration process to all those responsible for civil registration in the country and abroad.
8. Maintain close communication with departmental delegations and special, municipal, and district registries so that civil registration rules and procedures are known and fully complied with, and provide the necessary support and material inputs to these agencies.
9. Issue resolutions on cancellations, reconstructions, annulments, and other legal acts related to civil registration that fall within its jurisdiction or are delegated by the National Registrar.
10. Draft resolutions for the signature of the National Registrar on matters related to civil registration.
11. Promote, direct, and coordinate civil registration campaigns at the national level.
12. Coordinate training on civil registration.
13. Authorize and coordinate the provision of civil status registration services in hospitals.
14. Develop models for the issuance of civil records that must be adopted by all officials responsible for maintaining civil records.
15. Conduct technical and economic studies leading to the preparation of a draft administrative act on the modification of fees related to the issuance of certificates and copies of civil registry records.
16. Coordinate matters related to the inspection and monitoring of civil status registration services.

17. Provide the assistance required by civil registry officials, guiding civil registry officials in the interpretation and application of regulations, in accordance with the agency responsible for legal advice.
18. Ensure the proper provision of civil registry services for individuals.

ARTICLE 41. *Information Technology Management.* The functions of Information Technology Management are:

1. To advise other departments of the Entity on electronic data management.
2. Developing and maintaining computer applications.
3. Establish self-monitoring mechanisms in electronic data processing and in the processes carried out within the agency.
4. Lead, guide, and coordinate special research projects assigned to the agency.
5. Direct, participate in, control, support, and evaluate the various activities carried out in the agency.
6. Advise the Entity's departments on programs for the acquisition, maintenance, and improvement of hardware, software, and telecommunications.
7. Promote the use of management information systems that facilitate decision-making at the managerial and executive levels of the Electoral Organization.
8. Promote, support, and evaluate the establishment and implementation of procedures within the agency.
9. Develop the General Plan for Information Technology, Communications, Internet, and similar areas.
10. Manage the IT resources that operate within the entity.
11. Recommend new uses for data processing equipment or abandon current uses.
12. Evaluate the applicability of new technological advances.
13. Provide estimated costs for data processing and systematization activities and projects.
14. Facilitate the provision of up-to-date, reliable, and timely information so that the National Registry can inform decision-making and strategic planning.
15. Consolidate information systems so that they serve as decision-making tools at the executive level.
16. Coordinate communications projects and systems operations, including computer centers at the national level.
17. Manage the national telecommunications network by updating the installed hardware and software.
18. Train Registry officials nationwide in office systematization techniques, procedures inherent to the Entity's own systems (new identification, civil registry, electoral processes), equipment operation, and software management.
19. Collaborate with interdisciplinary groups created to determine the procedures to be implemented in various areas of the National Registry.
20. Develop and test hardware and software contingency plans for the IT area.
21. Maintain the various computer equipment in working order.
22. Provide the administrative, technical, and logistical means to allow access to the public information databases created by the National Registry.
23. Provide technical support to the Electoral Organization in processes involving data capture, transmission, processing, and storage of information related to the Legal, Administrative, and Financial areas, Electoral Identification, Human Resources,

Internal Control, Revolving Fund, Civil Registry, Systems, Departmental Delegations, District Registry, Special Registries, and Municipal Registries.

24. Develop the short-, medium-, and long-term Institutional Teleinformatics Plan.

25. Prepare annual IT investment projects, in coordination with the administrative and financial department, for the different areas and manage their development.

26. Study the information needs of citizens in relation to the basic functions of the National Registry, define the most appropriate channels, and collaborate in the preparation of messages and documents related to personal identification, data processing, and the organization of electoral events.

27. Provide guidance, training, and advisory services to staff working at the National Registry.

28. Develop applications and projects that meet existing needs and those arising from other internal and external agencies, and that lead to the streamlining of activities, improvement and simplification of processes and procedures, and technological innovation.

29. Promote the modernization of the electoral organization, the National Registry, and identification systems in Colombia.

30. Conduct technical studies and evaluations that lead to the optimization of the telematic resources available to the National Registry and that allow for the acquisition of equipment, parts, and data processing and telecommunications elements.

31. Develop techniques and methodologies in the areas of analysis, systems design, operations and telecommunications, programming and development, equipment maintenance, and others that enable a higher level to be achieved within the processes of continuous improvement and total quality.

32. Advise the National Registrar on all matters relating to internal operations, technical aspects of telematic infrastructure, and special reports.

33. Act as a technical entity, advisor, and consultant to other national or international entities in projects that combine telecommunications infrastructure, data processing, and image processing.

34. Provide ongoing technical support to state and private agencies and entities that require the National Registry's consultation services regarding identification files and data processing.

ARTICLE 42. *Administrative and Financial Management.* The functions of the Administrative and Financial Management are:

1. To propose, for adoption by the National Registrar, the policies, plans, and programs that must be developed in terms of physical and financial resources for the proper functioning of the National Civil Registry.

2. To prepare draft regulations for adoption by the competent authority, direct their implementation, and evaluate the procedures required by the internal administration system of the National Civil Registry in matters of budgeting, accounting, treasury, physical resource management, and others.

3. Formulate, in accordance with the provisions of the National Registrar on the matter, policies aimed at better management of financial and physical resources in order to achieve optimal levels of quality, quantity, timeliness, efficiency, and effectiveness.

4. Direct, in coordination with the Planning Office and departmental delegations, the preparation of the budget proposal and the purchasing plan for the National Civil Registry.

5. Direct and coordinate the pre-contractual procedures for the entity's contracting, with regard to the issuance of bulletins, invitations, receipt of proposals, coordination in the preparation of studies involving the National Civil Registry, and ensure their proper organization, efficiency, and compliance with the relevant legal regulations.

6. Ensure that the National Registry strictly observes the principles of efficiency, economy, equity, total quality, and strategic planning in the management of its resources.

7. Direct the preparation of the Management and Administration Account that the National Registrar must submit to the Comptroller General of the Republic.

8. Direct the execution and control the management of the financial and physical resources of the decentralized level that are entrusted by delegation to the administration of the departmental delegations or other authorities and monitor their execution.

9. Ensure, in coordination with the Human Resources Department, that the severance payments of National Registry officials are handled in accordance with current regulations on the matter and make the necessary arrangements to transfer severance payments to the Social Housing Fund of the National Civil Registry Electoral Organization or its equivalent.

ARTICLE 43. *Administrative Directorate*. The functions of the Administrative Directorate are:

1. To design, control, and guarantee the execution of plans, programs, and procedures for the acquisition, contracting, storage, supply, registration, control, and insurance of goods and services of the National Civil Registry.
2. To oversee the administrative management of the Revolving Fund of the National Civil Registry, in areas such as inventory management, purchasing, physical asset management, warehousing, and security, among others.
3. Scheduling and enforcing tasks aimed at selecting and supplying the consumables and returnable items necessary for the proper functioning of the National Civil Registry.
4. Direct and organize the functions corresponding to the warehouse.
5. Manage the movable and immovable property owned by the National Civil Registry.
6. Manage and control inventories and insurance for the assets of the National Civil Registry.
7. Conduct a study of the institutional needs for consumables and equipment for the various departments of the National Civil Registry and prepare the annual purchasing program under the guidance of the National Manager of Administrative and Financial Management.
8. Provide the various departments of the National Civil Registry, both at the national and departmental levels, with the equipment and other consumables necessary for their proper functioning in a timely manner.
9. Conduct the necessary studies and procedures to periodically remove unnecessary items from inventories.
10. Coordinate the administration, maintenance, and surveillance of the facilities of the headquarters buildings of the National Civil Registry.
11. Ensure the inclusion of budget items to guarantee the adequate, timely, and optimal maintenance of the equipment available to the National Registry.
12. Coordinate the organization and provision of switchboard, surveillance, electricity, cleaning, and other services related to the maintenance, upkeep, and security of the buildings housing the National Civil Registry Administration.
13. Ensure the proper administration of the entity's supplier registry in accordance with current regulations.
14. Update the filing system of the National Civil Registry.
15. Organize the correspondence system, in coordination with the Private Secretariat, for matters relating to correspondence addressed to the National Registrar of Civil Status.
16. Issue and authenticate copies of documents held in the archives of the National Civil Registry when they have completed their final processing or when they cease to be part of proceedings conducted by the competent authorities, and in all cases subject to the regulations adopted for this purpose.
17. Timely forward administrative acts of a general nature to the different departments of the National Civil Registry and request their publication in the Official Gazette.
18. Perform all administrative functions related to the handling, organization, and management of physical and material resources, contracting, archives and correspondence, warehousing and inventories, with respect to the tasks to be performed by the funds referred to in this decree that are not assigned their own staff.

ARTICLE 44. *Financial Department*. The functions of the Financial Department are:

1. Coordinating the administration and development of policies, plans, and programs for the provision, use, and proper control of the financial resources

of the National Civil Registry.

2. Coordinating the administration and development of the budgetary, accounting, and treasury activities of the National Civil Registry.
3. Coordinate the monitoring, evaluation, and control of the budgetary, accounting, and treasury activities of the National Civil Registry.
4. Immediately oversee, in coordination with the Planning Office, the Office of the Administrative and Financial Manager, and the departmental delegations, the preparation of the draft budget for the National Civil Registry.
5. Coordinate the budgetary and financial programming and execution processes of the National Civil Registry.
6. Coordinate, direct, and control the application of standards and evaluate accounting, budgetary, treasury, and general financial system procedures adopted for the National Civil Registry.
7. Coordinate and direct certifications regarding the viability, availability, and budgetary reserves necessary for the proper execution of the budget of the National Civil Registry.
8. Coordinate, monitor, and control the movements of appropriations and, in general, all expenses related to the budget execution of the National Civil Registry.
9. Coordinate, monitor, and control the procedure for providing severance pay to officials of the National Civil Registry, resources that will be financially administered for the Social Housing Fund of the National Civil Registry.
10. Prepare and present the financial statements of the National Civil Registry.
11. Perform all financial, budgetary, accounting, and treasury functions with respect to the funds covered by this decree.

ARTICLE 45. *Human Resources Management*. The functions of Human Resources Management are:

1. To direct and design, in accordance with the provisions of the National Registrar of Civil Status in this regard, the policies, plans, and programs to be implemented in the area of human resources for their comprehensive development.
2. Directing the preparation of administrative acts related to personnel developments for signature by the National Registrar, when appropriate, and reviewing their scope.
3. Direct, coordinate, and monitor compliance with the rules governing personnel administration, payroll preparation, and the settlement of social benefits and other remuneration factors.
4. Coordinate the hiring of employees of the National Registry, within the scope of the Central level, and hire them through the Human Resources Manager, under the terms delegated to him.
5. Coordinate the organization and processing of all personnel administration activities required by the National Civil Registry.
6. Coordinate the records necessary for personnel administration and issue certifications related to such records and employment situations.
7. Design and coordinate occupational health programs established for officials of the National Civil Registry in order to comply with current regulations.
8. Keep a record of developments at the National Civil Registry caused by employees from the time they join until they leave.
9. Coordinate, direct, and develop the report of developments and information for personnel administration processes.
10. Support the National Civil Service Commission in personnel selection systems for administrative careers, in accordance with its guidelines, and for other jobs determined by the National Registrar.
11. Guide the design, coordination, supervision, and implementation of performance evaluation systems in accordance with the provisions of the law.

12. Define, in coordination with the various departments of the entity responsible for this, the occupational profiles required for administrative career positions and other jobs.
13. Propose policies to improve the quality of working life for employees of the National Civil Registry.
14. Make the necessary arrangements for the system for notifying administrative acts relating to the various administrative situations of personnel.
15. Respond to requests from different authorities regarding personnel matters in coordination with the Legal Office.
16. Implement and maintain an accurate, reliable, and timely information system on personnel statistics and administrative situations, in coordination with the IT department.
17. Design and implement induction and reinduction programs for those joining the National Civil Registry.
18. Design and monitor, in coordination with the relevant departments, on-the-job training programs for National Civil Registry officials upon their entry, promotion, and transfer.
19. To oversee the management and administration of personnel assigned to the funds referred to in this decree who do not have their own staff.
20. Propose personnel policies to be adopted by the National Registrar with respect to the central and decentralized levels, determine personnel instructions and operational programs, coordinate with the competent agency on administrative procedures and budgetary availability when providing employment at the decentralized level, and coordinate with the appointing authorities at that level on the terms and conditions under which new appointments are made, without prejudice to said appointing authority.

CHAPTER VI

Functions by agency of the National Civil Registry At the decentralized level

ARTICLE 46. Departmental delegations and the Capital District Registry Office. The departmental delegations and the Capital District Registry Office provide support for the exercise of the functions assigned to the Delegates of the National Registrar and the registrars of the Capital District, in accordance with constitutional and legal provisions. In addition to their objective established in this decree, they perform the following general functions in particular:

1. Electoral matters.
 - a) Organizing and monitoring the electoral processes and mechanisms for citizen participation that correspond to their electoral district;
 - b) Maintain electoral statistics for their electoral district and issue the corresponding certifications.
 - c) Carry out the processes of reviewing signatures for citizen participation mechanisms and the registration of independent candidates corresponding to their electoral district.
2. With regard to the Civil Registry:
 - a) Request serial numbers from the Civil Registry Directorate for the registration of births, marriages, deaths, and other documents related to the civil registry, and monitor their correct use.
 - b) Distribute the material to municipal registrars in the case of departmental delegations, and assistants in their respective districts, keeping the control card index;
 - c) Advise and train municipal registrars and assistants, as appropriate, on civil registration matters and periodically meet with registrars in their respective districts to guide them in the interpretation and application of current regulations;
 - d) Ensure and monitor the timely submission of the monthly production report to the Civil Registry Directorate, make a diagnosis of the situation found, and analyze it;
 - e) Suggest and collaborate in civil registration campaigns organized by the Civil Registry Directorate.

3. With regard to the identification of persons:

- a) Coordinate the actions of departmental collection centers and municipal registries, aimed at ensuring their proper functioning and operation, maintaining quality standards, in compliance with national policies for the adequate provision of identification services within their respective jurisdictions;
- b) Request the necessary supplies from the Identification Directorate for the processing and production of citizenship cards;
- c) Distribute the material to municipal registrars and assistants in their respective districts, as appropriate, keeping the control card index;
- d) Advise and train municipal and assistant registrars, as appropriate, on identification matters and periodically meet with registrars in their respective districts to guide them in the interpretation and application of current regulations;
- e) Ensure and monitor the timely submission of the monthly production report to the Identification Directorate, make a diagnosis of the situation found, and analyze it;
- f) Suggest and collaborate in identification campaigns organized by the identification department.

4. In administrative, financial, and personnel matters.

- a) Exercise administrative and financial management of the decentralized administrative organization of the National Registry in accordance with the law and the delegation granted to them in this matter by the National Registrar.
- b) Supervise the working groups in their respective departments and the Capital District, as appropriate;
- c) Ensure the proper functioning of the internal control system of the National Registry in its decentralized organization in the corresponding district and the Capital District, as appropriate;
- d) Participate in the definition of policies, plans, and programs for the mission areas of the National Civil Registry in the district in which they operate and the Capital District, as applicable, and ensure their full implementation in accordance with the terms in which they are approved;
- e) Collaborate in the development of management with the national agencies responsible for the administrative, financial, and human resources areas, observing the procedures and legal regulations in force;
- f) Exercise the delegated powers they receive in administrative, financial, and human resources matters, without prejudice to carrying out the functions that the law directly assigns to the delegates of the national registrar and district registrars in matters of nomination, investigations, and disciplinary sanctions.

ARTICLE 47. *Special and municipal registries.* Special and municipal registries support the exercise of the functions assigned to special, municipal, and auxiliary registrars, in accordance with constitutional and legal norms. In addition to their objective established in this decree, they exercise the following general functions in particular:

1. Electoral matters.

- a) Organizing elections in areas such as the location of polling stations and any changes that may arise, and counting stations;
- b) Taking all necessary measures to ensure that voting is carried out in accordance with legal provisions and the instructions issued by the National Registrar of Civil Status and the Electoral Registry.

2. With regard to civil registration and identification:

- a) Requesting the appropriate delegation to provide the necessary serial numbers and supplies for the production of personal identification documents;
- b) Register all events, acts, and decisions related to civil status, authorize them through the corresponding registrar, send duplicates of identity cards to the Civil Registry Directorate, and issue copies to interested parties;
- c) Collaborate in civil registry and identification campaigns when appropriate;

d) Submit the production report to the Delegates during the first five (5) days of each month.

3. With regard to the identification of individuals, process requests for identification from Colombian citizens within the framework of the policies established by the central government and those adopted by the departmental delegations to ensure permanent and effective service to users.

TITLE II

ADVISORY AND COORDINATION BODIES

ARTICLE 48. *Composition of the Steering Committee.* The Steering Committee of the National Civil Registry shall be composed of the National Registrar, who shall chair it, the Secretary General, the national deputy registrars, the Private Secretary, the Human Resources Manager, the Administrative and Financial Manager, and the office heads.

In the absence of the National Registrar, the Steering Committee shall be chaired by the Secretary General.

Employees or advisors whom the National Registrar deems appropriate to invite on a permanent or occasional basis may participate in the meetings of the Steering Committee.

ARTICLE 49. *Personnel Committee.* The Personnel Committee shall have the composition and functions established by the specific career regime of the National Civil Registry.

ARTICLE 50. *Internal Control Coordination Committee.* The composition and functions of the Internal Control Coordination Committee of the National Civil Registry shall be governed by the provisions established for the National Internal Control System.

ARTICLE 51. *Councils, committees, commissions, and boards.* The objectives, composition, and functions of the councils, committees, commissions, and boards shall be established by the corresponding legal provisions. The National Registrar of Civil Status may regulate these aspects both for legally created bodies and for those that he decides to form to meet the needs of the service.

TITLE III

FUNDS ASSIGNED TO THE NATIONAL REGISTRAR OF CIVIL STATUS

CHAPTER I

Revolving Fund of the National Civil Registry

ARTICLE 52. *Revolving Fund of the National Civil Registry.* The Revolving Fund of the National Civil Registry, assigned to the National Civil Registry, is governed by the provisions of its creation and by the provisions that reform or modify it, in particular by the provisions of the Electoral Code and Law 6 of 1990.

CHAPTER II

Social Housing Fund of the National Civil Registry

ARTICLE 53. *Transformation.* The Social Housing Fund of the National Civil Registry, created by Resolution No. 3174 of 1984, shall be transformed into a fund with legal personality, administrative autonomy, and its own budget, attached to the National Civil Registry.

PARAGRAPH. The Social Housing Fund shall not have any staff other than those available from the National Civil Registry.

ARTICLE 54. *Objectives.* The objectives of the Social Housing Fund of the National Civil Registry are as follows.

1. To contribute to meeting the basic housing needs of the employees of the National Civil Registry.
2. To develop special housing plans for employees of the National Civil Registry.
3. To develop credit programs for the purchase, construction, and remodeling of housing and the cancellation or amortization of mortgage obligations for employees of the National Civil Registry.

4. To enter into agreements or arrangements with other specialized state and private agencies to promote plans and facilitate the acquisition of housing for employees of the National Civil Registry.
5. Develop special credit plans for housing for officials of the National Civil Registry in the event of natural disasters or calamities.
6. Any other duties assigned by law.

PARAGRAPH. For the allocation of the respective resources, the Social Housing Fund shall consult as a criterion the equitable geographical distribution and among the agencies that make up the National Civil Registry.

ARTICLE 55. *Address.* The Social Housing Fund of the National Civil Registry shall have nationwide coverage and its main address shall be the city of Santa Fe de Bogotá, D.C.

ARTICLE 56. *Resources of the Social Housing Fund.* The resources of the Social Housing Fund of the National Civil Registry shall consist of:

1. The appropriations allocated to it in the national budget each year.
2. Its operating income, which consists of portfolio recovery and interest agreed upon for loans granted to officials of the National Civil Registry, in accordance with its objectives. Income that will be reinvested in the granting of new loans.
3. The assets that it has acquired or acquires as a legal entity for the fulfillment of its objectives.
4. The proceeds from the sale of any goods or services derived from lawful activities in fulfillment of the objectives for which the Fund is created.
5. The assets and contributions it receives in any capacity.

PARAGRAPH. The rights, assets, and obligations of the current Social Housing Fund shall be incorporated into the Social Housing Fund of the National Civil Registry.

ARTICLE 57. *Management Bodies.* The Social Housing Fund of the National Civil Registry shall be managed by:

1. Board of Directors and
2. Director.

ARTICLE 58. *Board of Directors.* The Board of Directors of the Social Housing Fund of the National Civil Registry shall be composed of:

- a) The National Registrar of Civil Status or his delegate, who shall preside over it;
- b) The Head of the Human Resources Department or his/her delegate;
- c) The Head of the Administrative and Financial Department or their delegate;
- d) A representative of the employees of the National Civil Registry, who is not a union member, elected by vote of the permanent staff of the Registry for a term of up to two years, with the possibility of reelection for an additional term;
- e) A representative of the National Civil Registry Union for a term of two years.

ARTICLE 59. *Functions of the Board of Directors:* The functions of the Board of Directors of the Social Housing Fund are:

1. To formulate the general policy of the Social Housing Fund, the plans and programs that, in accordance with the rules established by the National Administrative Department of Planning and the Ministry of Finance and Public Credit, must be proposed for incorporation into sectoral plans and, through these, into general development plans.
2. To establish its own regulations.
3. Issue general regulations on the provision of housing services and on the conditions and terms necessary for the

recognition and payment of severance pay, in accordance with legal and regulatory provisions.

4. Study and approve the preliminary draft of the Fund's annual income and expenditure budget, in accordance with the objectives established for it.
5. Approve transfers and additions to the Fund's budget.
6. Recommend, when appropriate, the execution of trust agreements or fiduciary mandates for the management and administration of resources.
7. Direct and supervise the activities and management of the allocated resources, establishing their distribution, in order to advance the various housing plans.
8. Authorize financial investments that allow the institution to meet its objectives in a timely manner and guarantee security, profitability, and liquidity.
9. Analyze, study, and approve the reports, balance sheets, and financial statements of the Social Housing Fund.
10. Direct and control the investment plans for reserves and their financial management.
11. Authorize acts and contracts in the amount determined by the statutes.
12. Delegate some of its functions to the Director of the Social Housing Fund.
13. Review, approve, award, or reject housing loan applications submitted by officials of the National Civil Registry, in accordance with the requirements established for this purpose by the Social Housing Fund Statutes, as well as reallocate loans due to invalidation or withdrawal.
14. Study and classify applications by type and assess the urgency or necessity of a loan in accordance with the guidelines established for this purpose.
15. Invalidate loans submitted by the Director of the Social Housing Fund when appropriate.
16. Determine the opening and closing dates for receiving housing loan applications.
17. Submit the Statutes of the Social Housing Fund to the National Registrar of Civil Status for approval and regulate all aspects related to the granting of loans.
18. Any others related to the organization and operation of the Social Housing Fund of the National Civil Registry.

ARTICLE 60. *Director.* The Director of the Social Housing Fund shall be appointed by the National Registrar of Civil Status, who shall determine the qualifications required to hold said position and assign the respective duties.

ARTICLE 61. *Office of the Director.* The functions of the Director of the Social Housing Fund are:

1. Coordinating and organizing the administrative and technical support required for the management of the affairs entrusted to the Social Housing Fund.
2. Report on the status of the execution of investments made by the Social Housing Fund, as well as any reports requested by other competent authorities.
3. Act as representative to commit the resources of the Social Housing Fund or make any claims that may be necessary.
4. Negotiate with the competent authorities the allocation and recovery of resources to be managed by the Social Housing Fund.
5. Ensure the efficient application and observance of the budget execution rules to be implemented by the Social Housing Fund.
6. Prepare and submit the preliminary draft budget of income and expenditure for approval.
7. Prepare and submit for approval the necessary measures for budget execution.

8. Manage all documents, studies, supporting materials, and other aspects related to the fulfillment of the objectives of the Social Housing Fund that must be brought to the attention of its Board of Directors.

PARAGRAPH. Internal and disciplinary control over the actions of personnel assigned to the Social Housing Fund shall be exercised by the competent offices of the National Civil Registry.

ARTICLE 62. *Regime governing its acts and contracts.* The acts and contracts to be issued or entered into by the Director of the Fund shall be governed by the rules on government contracting and the provisions of the Administrative Litigation Code.

ARTICLE 63. *Fiscal Oversight.* The Comptroller General of the Republic shall exercise oversight over the resources of the Social Housing Fund, in accordance with the applicable provisions, in accordance with the nature of the Fund and the nature of the activities entrusted to it, so as to allow for the effective fulfillment of its purpose.

TITLE IV GENERAL

PROVISIONS

ARTICLE 64. *Notification of administrative acts.* The notification of administrative acts shall be the responsibility of the offices of the National Civil Registry that adopt them, except for those whose notification is the responsibility of the National Registrar of Civil Status.

ARTICLE 65. *National Fund for the Financing of Political Parties and Electoral Campaigns.* The National Fund for the Financing of Political Parties and Electoral Campaigns, created by Statutory Law 130 of 1994 and attached to the National Electoral Council, shall be governed by the provisions that create, regulate, or reform it.

ARTICLE 66. *Additional functions of the agencies.* The various agencies that make up the organization of the National Civil Registry, in addition to the specific functions assigned to them in this decree, shall exercise those determined by resolution of the National Registrar of Civil Status in accordance with the nature of the basic functions they perform. They shall also deal with the various matters assigned to them by the National Registrar, taking into account the functions they perform within the entity.

ARTICLE 67. *Adoption of the administrative structure.* The administrative structure established by this decree shall become effective once the new staffing structure has been defined and the necessary administrative acts have been issued to incorporate the new staffing structure in accordance with the relevant legal provisions.

ARTICLE 68. *Validity.* This decree shall take effect on the date of its publication in the Official Gazette and repeals any provisions that contradict it.

PUBLISH AND COMPLY.

Given in Santa Fe de Bogotá, D.C., on the 6th day of June 2000.

ANDRES PASTRANA ARANGO

HUMBERTO DE LA CALLE LOMBANA.

THE MINISTER OF THE

INTERIOR,

JUAN CAMILO RESTREPO SALAZAR.

THE MINISTER OF FINANCE AND PUBLIC CREDIT,

MAURICIO ZULUAGA RUIZ.

THE DIRECTOR OF THE ADMINISTRATIVE DEPARTMENT OF THE CIVIL SERVICE,

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