

APPENDIX A

Transparency Obligations





TRANSPARENCY

Article 7 of the Federal Law of Transparency and Access to Public Government Information states that all public institutions must disclose the following information to society:

I

Organizational chart;

II

Faculties of each administrative unit;

III

Directory of its public servants, from the Department Principals or equivalent;

IV

Monthly salary per position, including the bonus system, as established in the corresponding provisions;

V

The liaison unit's address, plus e-mail address where all requests for access of information can be received;

VI

The goals and objectives of the administrative units, as per their operational programs;

VII

The services they offer;

VIII

Procedures, requirements and forms. If registered in the Federal List of Procedures and Services or in the List established by the Tax Ministry for that matter, those must be published as registered;



OBLIGATIONS

IX

Information on budgetary allotments, as well as the corresponding fiscal reports, pursuant to the provisions set forth in the Federal Budget of Expenditures. Speaking about the Federal Executive Power, the Treasury Ministry will provide such information per department and entity. The Treasury Ministry will also report the economic situation, the public finance and the public debt, according to the provisions in the abovementioned Budget of Expenditures;

X

The findings of budget audits for all departments and entities, performed by either the Comptroller and the Ministry of Administrative Development, the internal comptrollers or the Federal Superior Audit and the corresponding clarifications, if applicable;

XI

The design, execution, amounts granted and access criteria to subsidy programs, as well as the list of beneficiaries of social programs established in the Federal Budget of Expenditures Decree;

XII

The granted licenses, permits or authorizations, also stating the names of the beneficiaries;

XIII

The contracts signed according to the provisions set forth in the applicable law, including the following details about every contract:

- a) Public construction works, purchased or leased goods and contracted services; regarding studies or research projects, the specific topic must be stated;
- b) The amount;
- c) The name of the supplier, contractor, individual or entity with which the contract was signed, and
- d) Term to complete the contract.





TRANSPARENCY

XIV

The regulatory framework applicable to each obligated body;

XV

The reports prepared by the obligated body, according to the provisions set forth in the law;

XVI

The citizens' participation mechanisms, if applicable; and

XVII

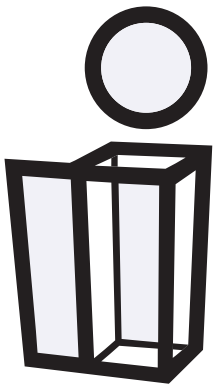
Any other useful or relevant information, besides those that are based upon statistical data, and answers the questions most frequently asked by the public.



OBLIGATIONS

The above mentioned information must be published in an easy-to-use and comprehensible manner for the people, ensuring its quality, accuracy, timing and reliability. All departments and entities must adhere to the recommendations issued by the Institute for this matter.





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