

## INTERNAL REGULATIONS OF THE REGIONAL WORLD HERITAGE INSTITUTE IN ZACATECAS

### CHAPTER I GENERAL DISPOSITIONS

**Article 1.** The Regional World Heritage Institute in Zacatecas, as a Category 2 Institute, under the auspices of UNESCO, is an autonomous body with legal personality and its own assets, in accordance with the Amended Agreement and the Law of the Institute.

**Article 2.** The activities and operation of the Institute will have a regional dimension, in terms of the provisions of the Integrated Global Strategy.

**Article 3.** For the purposes, interpretation and application of these Regulations, the following definitions shall apply:

**Amended Agreement:** The Amended Agreement in Mexico City on April 1, 2014, signed between the Government of the United Mexican States and the United Nations Educational, Scientific and Cultural Organization, regarding the Creation of a Regional World Heritage Institute in Zacatecas as a Category 2 Institute, under the auspices of UNESCO;

**World Heritage Centre:** The World Heritage Centre which is the focal point and coordinator of the Convention on the Protection of the World Cultural and Natural Heritage, held in Paris on November 23, 1972, which serves as the Secretariat of the World Heritage Committee, and assists the States Parties to said Convention and the advisory bodies;

**World Heritage Committee:** The World Heritage Committee which is responsible for the implementation of the Convention on the Protection of the World Cultural and Natural Heritage, made in Paris on November 23, 1972;

**Advisory Committee:** The Consultative Committee of the Institute;

**Executive Committee:** The Executive Committee of the Institute;

**Board of Directors:** The Governing Board of the Institute;

**Convention:** The Convention on the Protection of the World Cultural and Natural Heritage, made in Paris on November 23, 1972;

**Director:** The Director of the Institute;

**Participating States of the Region:** The States of the Region formed by Central America and the Caribbean, including the territory of the United Mexican States, that have sent the Director a notification in accordance with the provisions of article 14, paragraph 2, of the Amended Agreement;

**Integrated Global Strategy:** The document containing the Integrated Global Strategy for Category 2 Institutes and Centres, under the auspices of UNESCO, adopted by the 37th General Conference of UNESCO 37 C / Resolution 93 (November 2013);

**Institute:** The Regional World Heritage Institute in Zacatecas;

**World Heritage List:** The inventory of the cultural and natural heritage assets referred to in the Convention;

**Law of the Institute:** The Law of the Regional World Heritage Institute of Zacatecas, published on August 30, 2014 in the Supplement to the Official Newspaper of the State of Zacatecas, and modified by means of a different one published on November 25, 2017, in the mentioned informative organ;

**Advisory bodies:** The consultative bodies of the World Heritage Committee designated in the Convention: the International Center for Studies for the Conservation and Restoration of Cultural Property (ICCROM); the International Council of Monuments and Sites (ICOMOS) and the International Union for the Conservation of Nature (IUCN).

**Plan of Action:** The Action Plans for World Heritage in Latin America and the Caribbean (2014-2024);

**PAMAC:** The Action Plan for World Heritage in Mexico and Central America (2018-2023);

**Region:** Designates Central America and the Caribbean, including the territory of the United Mexican States;

**Internal Regulation:** The present Internal Regulations of the Institute, and

**UNESCO:** The United Nations Organization for Education, Science and Culture.

## CHAPTER II ABOUT THE INSTITUTE

**Article 4.** The Institute has the following functions:

- I. Design, program and execute activities to strengthen and disseminate the Convention, through collaboration mechanisms with the Participating States of the Region, the World Heritage Committee and the World Heritage Center;
- II. Promote the realization of activities such as courses, workshops, meetings and seminars, among others, in favor of the training of the Participating States of the Region, with the objective of capacity building around the elaboration and harmonization of indicative lists, preparation of candidacy dossiers, sustainable tourism programs, risk management, and in general for the implementation of the Convention;



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- III. Identify analytical methodologies to be applied in the preparation of reports on the State of Conservation of the World Heritage properties of the Region, in collaboration with specialized technical institutions, advisory bodies, and the World Heritage Centre;
- IV. Capacity building of the managers of world heritage sites located in the Region, in collaboration with the specialized technical institutions, advisory bodies, the Participating States of the Region, the World Heritage Committee and the World Heritage Centre, for the Third Cycle of the preparation of the Periodic Reports on the application of the Convention;
- V. Collaborate with the Participating States of the Region and the World Heritage Centre, in the identification and preparation of Indicative Lists that contribute to a balanced and credible representation of the types of cultural and natural goods of the region that may be nominated to the List of the World Heritage;
- VI. To assist, in coordination with the Participating States of the Region, in the activities related to the design of management strategies, training and monitoring of the state of conservation of world heritage assets in the Region, considering anthropic and natural risk aspects;
- VII. Identify, collect, select, disseminate and, where appropriate, translate UNESCO publications, related to the application of the Convention, capacity building, sustainable tourism and risk management plans, among other aspects;
- VIII. Collaborate with the Participating States of the Region to promote effective inter-institutional and participatory management mechanisms linked to the properties inscribed on the World Heritage List, through analysis meetings, strengthening of communication channels and socialization of actions, and
- IX. The other functions that are necessary for the fulfillment of its objectives.

**Article 5.** To fulfill its functions, the Institute is constituted of the following Advisory Bodies:

- I. Governing Board;
- II. Executive Committee;
- III. Advisory Committee, and
- IV. Director

**Article 6.** The Governing Board is constituted for

- I. A representative of each of the following institutions of the Federal Government: Secretariat of Foreign Affairs; Secretariat of the Environment and Natural Resources; Secretary of Public Education; Ministry of Culture; National Institute of Anthropology and History, and National Institute of Fine Arts and Literature.



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In making decisions, the representatives of the aforementioned institutions will have the right to vote, except for the representatives of the Ministry of Culture, the National Institute of Anthropology and History, and the National Institute of Fine Arts and Literature, who will vote in a collegiate manner;

- II. A President, who shall be the Governor of the State of Zacatecas or his representative, who shall have a casting vote in the event of a tie, without the appointment of another member of the Board;
- III. The holders, or their designated representatives, of each of the following dependencies and entities of the Public Administration of the Government of the State of Zacatecas: Ministry of Education; Infrastructure Secretariat; Secretariat of Tourism; Secretariat of Water and Environment; Zacatecano Institute of Culture "Ramón López Velarde", and Protection and Conservation Board of Monuments and Typical Zones, or the dependencies or entities that happen, who will exercise a vote in a collegiate manner;
- IV. A maximum of nine representatives of the Participating States of the Region, which are States Parties to the Convention, with the right to one vote each;
- V. A representative of the Director-General of UNESCO, with the right to vote, and
- VI. A representative of each of the advisory bodies of the UNESCO World Heritage Committee, who will participate as observers: the International Center for Studies on the Conservation and Restoration of Cultural Property (ICCROM); the International Council of Monuments and Sites (ICOMOS) and the International Union for the Conservation of Nature (IUCN).

**Article 7.** The representatives of the Participating States of the Region shall be members of the Governing Board for a first period of two years. At the end of said period, the first Participating States of the Region that have sent the notification of participation in activities of the Institute and that constitute two thirds of the total Participating States of the Region that are members of the Governing Board, may remain in it for an additional period of two years.

For the renewal of the other members, a new call will be issued. The selected Participating States of the Region will remain for a period of four years, so that the Governing Board is renewed every two years, in a staggered manner.

**Article 8.** The Governing Board will have the following functions:

- I. Take a protest to the Director, once elected by the Governing Board through the mechanisms established for that purpose;
- II. Examine the budget, work plans and Annual Operational Program of the Institute presented by the Director and approve them, where appropriate, considering the objectives of the category 2 centres or institutes under the auspices of UNESCO and the Convention;

- III. Review and, where appropriate, authorize the organizational structure and staff of the Institute;
- IV. Evaluate and, where appropriate, approve the reports submitted by the Director, including a biennial self-evaluation and its impact on the fulfillment of the objectives of the category 2 centres or institutes under the auspices of UNESCO;
- V. Maintain an up-to-date register of the admission notifications of the Participating States of the Region that have indicated their interest in collaborating with the Institute, as well as those that, for various reasons, may declare their withdrawal from the Institute;
- VI. Approve the publication and validity of the regulations and internal procedures of the Institute, as well as the reforms necessary for its proper functioning, in accordance with the applicable provisions;
- VII. Designate between one and three representatives of the Participating States of the Region to be part of the Executive Committee;
- VIII. Issuing calls and executing coordination and collaboration meetings that include, in addition to its members, representatives of other countries and organizations of the Region, as well as representatives of other category 2 centres or institutes under the auspices of UNESCO, with the objective of capacities building of those involved;
- IX. Receive, evaluate and decide on requests for collaboration and / or coordination with the Institute, made by regional intergovernmental organizations and international organizations;
- X. Determine the additional faculties and functions of the Executive Committee and the Advisory Committee, as well as evaluate the activities of both bodies;
- XI. Supervise, in accordance with the objectives, work plans, and Annual Operational Program that have been approved, the functioning of the Institute, and
- XII. The others inherent to the fulfillment of its attributions, and those indicated by other applicable provisions

**Article 9.** The Governing Board will meet in accordance with the provisions of Chapter IV of its Regulations.

### CHAPTER III ABOUT THE COMMITTEES

**Article 10.** The Governing Board it will be constituted by

- I. The Chairman of the Governing Board;
- II. Three representatives of the Participating States of the Region that are members of the Board of Directors, of which one will be from the United Mexican States,

another from Central America and another from the Caribbean, and

**III.** A representative of the Director General of UNESCO.

The Director will participate in the Executive Committee, without the right to vote.

**Article 11.** The Executive Committee will have the following functions:

**I.** Monitor the effective functioning of the Institute through the design and implementation of coordination mechanisms including, but not limited to, periodic meetings, attention to thematic areas, monitoring compliance with indicators in short, medium and long-term actions term, among others;

**II.** Establish a communication mechanism with intergovernmental, regional and international organizations that perform tasks related to the objectives of the Institute, conducting at least one intermediate meeting between the ordinary sessions of the Board of Directors;

**III.** Design the necessary indicators for the follow-up of the work plans, the Annual Operating Program, and the fulfillment of the Institute's objectives;

**IV.** Supervise the operation of the Institute in accordance with the Annual Operational Program, as well as regional plans arising from collaboration with the Participating States of the Region, as well as the Committee and the World Heritage Center;

**V.** Propose criteria, guidelines and / or modifications on the organization manuals, for the better functioning of the Institute;

**VI.** Promote initiatives that foster the generation of financial and material resources that contribute to the fulfillment of the objectives of the Institute, and

**VII.** The others that the Board of Directors confers on it for its operation.

**Article 12** The Advisory Board will be integrated as follows:

**I.** One to two representatives of the United Mexican States;

**II.** One to two representatives of the Participating States of the Region from Central America;

**III.** One to two representatives of the Participating States of the Region from the Caribbean;

**IV.** A representative of the World Heritage Center;

**V.** A representative of IUCN;

**VI.** A representative of ICOMOS and

**VII.** A representative of ICCROM.



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**Article 13.** The members of the Consultative Committee, by their nature of scientific, technical and legal experts in world heritage, will be appointed by the Board of Directors, in accordance with the Amended Agreement and the Law of the Institute, taking into account the proposals made by:

- I. The competent authorities in matters of world heritage the United Mexican States;
- II. The Participating States of the Region;
- III. The Director General of UNESCO, and
- IV. The consultative bodies of the World Heritage Committee.

**Article 14.** The integration of the Advisory Committee will be done in accordance with the following conditions:

- I. Have a minimum of seven and a maximum of eleven members, taking care that there is balance among scientists, technicians and legal, as well as representation in the world heritage categories so that there is always at least one expert in cultural heritage, another in natural heritage and another in mixed heritage;
- II. Each of the Participating States of the Region must have a member within the Consultative Committee, and
- III. The Chairman of the Consultative Committee will be appointed by the Board of Directors, having as a condition that his area of work be in the Central American and Caribbean Region, including the territory of the United Mexican States.

The Director will participate in the Consultative Council, without the right to vote.

**Article 15.** The Advisory Committee will have the following functions:

- I. Act as a consultative body and issue opinions on the objectives, work plans, Annual Operational Program, and activities of the Institute;
- II. Assist in the design and execution of courses, workshops, meetings, seminars and conferences for the execution of the Annual Operating Program, as well as medium and long-term work plans, under the conditions determined by the Board of Directors;
- III. Provide technical advice for the planning, execution, examination and follow-up of the work plans, the Annual Operating Program, and the activities of the Institute;
- IV. Collaborate and attend to queries on matters raised by the Board of Directors, the Executive Committee or the Director, and
- V. Any others that the Board of Directors may entrust to it for its operation.

**Article 16.** The members of the Advisory Board will hold office for two years, with the possibility of being re-elected for another equal term.

**Article 17.** In order to prevent possible conflicts of interest, in no case may members of the Executive and Advisory Committees be:

- I. Spouses and persons related by consanguinity or affinity up to the fourth degree or civil with any of the members of the Board of Directors;
- II. Persons who have pending litigation with any of the institutions that form part of the Board of Directors of the Institute, or their representatives;
- III. Persons definitively sentenced for patrimonial offenses, those incapable of practicing commerce or to perform a job, position or commission in the public service, and
- IV. The legislators of the countries of the region that comprise the United Mexican States, Central America and the Caribbean

#### CHAPTER IV ABOUT THE DIRECTOR

**Article 18.** The Director will have the followings functions:

- I. Direct the work of the Institute, in accordance with the Convention, the Amended Agreement and the Law of the Institute, with the objectives, strategies and priorities of the Plan of Action and the guidelines established by UNESCO and the Board of Directors;
- II. Propose the draft Annual Operating Program and budget that must be submitted for approval to the Board of Directors;
- III. Represent the Institute before the courts of justice and in any civil action, as well as before authorities of any kind, including administrative, treasury, agencies or organs, as appropriate, and before credit institutions and any other nature;
- IV. Act as Secretary of the meetings of the Board of Directors and the Executive Committee;
- V. Participate in the Executive and Consultative Committees, without the right to vote;
- VI. Propose to the Board of Directors, for its approval, the draft Regulations, Manual of Organization, Agreements and other regulations on matters within its competence;
- VII. Submit to the Board of Directors, for its approval, the draft Framework Agreements and Specific Cooperation Agreements with the Universities, Technological and Institutions of higher level;
- VIII. Request from the UNESCO World Heritage Center technical assistance to develop the activities of the Institute, with the prior approval of the Board of Directors;



**IX.** Propose to the Board of Directors, for its approval, the staff that is necessary for the proper functioning of the Institute, accompanying the profiles of the candidates;

**X.** To make the notifications of adhesion of the Participating States of the Region that have indicated their interest in collaborating with the Institute, as well as the others that may be pertinent, in accordance with the provisions of the Amended Agreement, including those concerning the designation of the proprietary and alternate representatives before the Board of Directors;

**XI.** Issue the appointments of Institute personnel that are approved by the Board of Directors;

**XII.** Prepare and submit to the Board of Directors the annual report of the activities, for approval;

**XIII.** Prepare and propose the agenda of the meetings of the Board of Directors and the Executive and Advisory Committees;

**XIV.** Submit to the Secretariat of Foreign Affairs the annual and partial reports of the activities of the Institute so that, through the diplomatic channel, they may be sent to the UNESCO World Heritage Center;

**XV.** Identify institutions involved with the development of capacities for the management and conservation of world heritage in the Region;

**XVI.** Cooperate with the other cultural and environmental conventions related to world heritage;

**XVII.** Carry out the biennial self-evaluation of the contribution of the Institute to the objectives of the UNESCO program and submit it for the approval of the Board of Directors;

**XVIII.** Grant or revoke general or special powers, prior authorization of the Board of Directors, in accordance with the applicable legislation;

**XIX.** Establish coordination and collaboration relationships with other category 2 centers or institutes under the auspices of UNESCO, as well as with national, sub-national and international cooperation authorities, in their areas of competence, and

**XX.** The others granted by the Board of Directors.

**Article 19.** The Director will be appointed by the Director Board for a period of four years, from among the shortlist proposed by the Chairman of said Board, which will have the power to remove it having justified cause for it, in terms of the applicable legal provisions.

**Article 20.** The Director may be appointed for a second term of four years, at the end of which he may no longer hold such position.

**Artículo 21.** The Director`s place of the Institute is declared vacant by:

- I. Death of the owner;
- II. Health impairment to exercise the position, or
- II. Acceptance of the resignation of the holder to the position, issued by the Governing Board.

In the cases referred to in sections I and II, the Administrative Subdirectorato of the Institute, on a provisional basis, will assume the order of the Management, notifying what happened to the Board of Directors. To fill the vacancy an extraordinary meeting of the Board of Directors will be convened.

## CHAPTER V ABOUT THE DEPARTMENTS

**Article 22.** For the execution of the functions of the Institute, the Director will rely on the following Departments:

- I. Department of International Liaison.
- II. Department of Technical Training and Educational Dissemination, and
- III. Department of documentation.

**Article 23.** The Department of International Liaison will have the following functions:

- I. To favor the exchange of information and experiences among the managers of world heritage sites in the Region;
- II. Identify institutions involved with the development of capacities for the management and conservation of world heritage in the Region;
- III. To have updated information to make proposals for participation with the other cultural and environmental conventions related to world heritage;
- IV. Collaborate with other existing centers or institutes of category 2, in subjects related to the functions of the Institute;
- V. Assist in the activities of other national and subnational organizations of the countries of the region, for the identification, conservation and regional training of the world heritage and the elaboration of a database of experts on different topics;
- VI. Promote in the Participating States of the Region good practices, policies and strategies of sustainable tourism in the sites inscribed in the World Heritage List, as well as in the Indicative Lists, and

**VII.** The others indicated by other applicable provisions, this Regulation and those granted by the Director.

**Article 24.** The Department of Technical Training and Educational Dissemination will have the following functions

**I.** Disseminate, at the regional level, through the technological and communication means within its reach, the principles of the Convention and its Practical Guidelines, as well as the knowledge of the values and importance of the assets inscribed in the List of Patrimony World;

**II.** Identify the capacities in human resources, for the delivery of courses and seminars, on best management practices and conservation of the world heritage in the implementation of the Convention;

**III.** Collaborate with the national institutions of the Participating States of the Region in the established programs, for the development of capacities;

**IV.** Identify, systematize and disseminate materials on the best practices of management and conservation of world heritage assets, including tourism, sustainable development and climate change issues;

**V.** Organize and coordinate, in collaboration with the national institutions of the Participating States of the Region, exchanges, conferences, field visits, and other related events, in terms of world heritage for site managers;

**VI.** Disseminate guidelines on the processes and formats for the preparation of Indicative Lists, nomination files and preparation of reports on the state of conservation of registered goods;

**VII.** Promote periodic meetings for the exchange of experiences on nomination preparation processes, in which the world heritage managers participate in the region;

**VIII.** Organize and coordinate training activities with the participation of national and international institutions, related to the protection and safeguarding of the world heritage, as well as the identification and evaluation of environmental and cultural impacts;

**IX.** Organize and execute exchanges, conferences, field visits in the field of world heritage for those responsible for making decisions;

**X.** To develop courses and other training activities, based on the design of instruments that allow analyzing and knowing the needs of the region, and

**XI.** The others indicated by other applicable provisions, this Regulation and those granted by the Director.

**Article 25.** The Documentation Department shall have the following functions:

- I. Encourage the dissemination of information through the establishment and coordination of a Documentation Center on the properties of the region inscribed on the World Heritage List, in addition to the policies, thematic studies, strategic plans and management in that area;
- II. Organize and maintain a database with updated information on records, management plans, and reports of world heritage sites;
- III. Have the basic and substantive documents emanating from the World Heritage Center and its advisory bodies, selecting those that due to their importance should be translated into Spanish, with the support and validation by the aforementioned Center;
- IV. To have the basic documents of UNESCO regarding world heritage and other UNESCO cultural and natural conventions and programs, in order to help in its dissemination and understanding among the Participating States of the Region, through the computer and technological tools with which tell
- V. Establish a network of information and exchange of digital documents with other centers or institutes of category 2 sponsored by UNESCO, whose objectives are linked to the world heritage
- VI. Promote the use of information and communication technologies for the management of the Documentation Center's collection, as well as for the other services of the Institute, and
- VII. The others indicated by other applicable provisions, this Regulation and those granted by the Director.

## CHAPTER VI OF THE ADMINISTRATIVE SUBDIRECTION

**Article 26.** For the exercise of his functions, the Director will have the support of an Administrative Subdirector, which will be in charge of:

- I. To establish, with the approval of the Director, policies, rules, systems and procedures for the optimal administration of human, material and financial resources;
- II. Exercise the budget, with the approval of the Director, in accordance with the rules and other applicable provisions, as well as process and record the programmatic and budgetary modifications that are authorized;
- III. Make payments for services, payroll, taxes and social security through movements and electronic transfers, charged to the bank accounts opened, with prior written authorization from the Director, in which concepts and amounts are specified;
- IV. Providing what is necessary for the control, supply, conservation, rehabilitation, replacement and, in general, the good use and service of the movable assets available to the Institute;

- V. Promote what is necessary for the control, conservation, maintenance and, in general, the proper use and service of the real estate destined to the Institute;
- VI. Coordinate the establishment and operation of the internal civil protection program for personnel, facilities, assets and information of the Institute;
- VII. Prepare the Annual Operating Program, as well as the preliminary budget of expenditures;
- VIII. Prepare and submit to the Director the financial statements and the annual public account report;
- IX. Provide and publish the financial information and keep it updated on the Institute's electronic portal, as provided by the applicable regulations;
- X. Prepare and keep updated the Organization Manual, the Procedures Manual, the organizational chart and other administrative documents, together with the Director and the areas of the Institute with competence in the matter;
- XI. Obtain, if necessary, legal opinions on the application of the legal and administrative provisions that regulate the activities and operation of the Institute;
- XII. Receive and process requests for access to public information and those related to the exercise of action to protect personal data, monitoring strict compliance with the deadlines set by the applicable regulations,
- XIII. To provide the Director in his absences under the terms of Article 21, sections I and II, and
- XIV. The others indicated by other applicable provisions, this Regulation and those granted by the Director.

## CHAPTER VII OF THE INTERNAL CONTROL BODY

**Article 27.** The Institute will have an Internal Control Body that will have the functions assigned by applicable state and national regulations.

- I. Those contemplated by the General Law of Administrative Responsibilities;
- II. To inspect the exercise of public expenditure of the Institute and its consistency with the budgets of expenditures and income;
- III. Coordinate and supervise the internal control system, and establish the general bases for conducting internal audits;
- IV. Investigate, within the scope of its competence, acts or omissions that imply any irregularity or unlawful conduct in the entry, exit, handling, custody and application of funds and resources of the Institute;

V. Receive, process and resolve the nonconformities, procedures and administrative resources that are promoted in terms of the corresponding Law;

VI. The others indicated by other applicable provisions and this Regulation.

## CHAPTER VIII OF THE CONTROL OF RESOURCES

**Article 28.** The Institute will provide information and documentation related to the exercise of all financial and material resources received, as well as the execution of the objectives and goals referred to in this Regulation, as required by any control body or authority. supervising, federal or state, as well as collaborating with said authorities, to facilitate the development of the inspection visits that they carry out in the exercise of their respective attributions.

**Article 29.** The Institute will provide and provide the information and documentation referred to in the preceding Article, when it is required by the Board of Directors or any of its members.

**Article 30.** The control, follow-up and evaluation of the federal resources received by the Institute shall correspond to the Board of Directors, without demerit of the exercise of the faculties that on these matters correspond to the Ministry of Finance and Public Credit, to the Secretary of the Function Public and the Superior Audit of the Federation, as well as those that in turn perform the control body or equivalent of the Executive Power of the State of Zacatecas and the technical oversight body of its legislature.

## CHAPTER IX ABOUT THE SUBSTITUTION

**Artículo 31.** The Director will be replaced, in the absence of up to two months, by the person designated by the Chairman of the Board of Directors.

**Artículo 32.** The absence of the Heads of the Administrative Subdirectorates and other personnel of the Institute shall be replaced by the person expressly designated by the Director.

## TRANSIENTS

**First.** The present Internal Regulation will come into force on the day following its approval by the Board of Directors of the Institute, as well as its publication in the Official Newspaper, of the Government of the State of Zacatecas of the United Mexican States.

**Second.** The Organization and Procedures Manuals must be issued within the term of ninety, and one hundred and eighty days, respectively, following the entry into force of this Regulation.

APPROVED BY THE BOARD OF DIRECTORS, IN SESSION HELD ON \_\_\_\_\_, ON \_\_\_\_\_ DAYS OF THE MONTH OF \_\_\_\_\_ OF THE YEAR TWO THOUSAND \_\_\_\_\_. - RUBRIC.