



INSTITUTE FOR ACCESS TO PUBLIC INFORMATION AND PROTECTION OF PERSONAL DATA OF THE FEDERAL DISTRICT

INTEGRATION AND OPERATION MANUAL OF THE COMMITTEE OF TRANSPARENCY OF THE INSTITUTE FOR ACCESS TO INFORMATION PUBLIC AND PERSONAL DATA PROTECTION OF THE DISTRICT FEDERAL

CHAPTER I GENERAL PROVISIONS

Article 1. This Manual is of general observance and is mandatory for the Executive and Technical Secretariats, the Comptroller's Office, the Public Information Office, the administrative units, and the Members of the Transparency Committee of the Institute for Access to Public Information and Protection of Personal Data of the Federal District.

The purpose of the Manual is to establish the rules by which the Transparency Committee of the Institute for Access to Public Information and Protection of Personal Data of the Federal District is organized and operates, in order to fulfill its responsibilities entrusted to it in the Law on Transparency and Access to Public Information of the Federal District.

Article 2. This Manual is issued in accordance with the provisions of Articles 4, 50, 58, 59, 60, 61 and 62 of the Law on Transparency and Access to Public Information of the Federal District.

The regulations on which this Manual is based are the following:

- I. Political Constitution of the United Mexican States;
- II. Law on Transparency and Access to Public Information of the District Federal;
- III. Internal Regulations of the Institute for Access to Public Information and Protection of Personal Data of the Federal District;
- IV. Regulations of the Institute for Access to Public Information and Protection of Personal Data of the Federal District on Transparency and Access to Information;
- V. Administrative Procedure Law of the Federal District;
- VI. Code of Civil Procedure for the Federal District;



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VII. Guidelines for the management of requests for public information and personal data through the INFOMEX Distrito Federal system.

VIII. Guidelines that will govern the operation of the Telephone Service Center of the Institute for Access to Public Information and Protection of Personal Data of the Federal District, Tel-Infodf.

Article 3. The application and interpretation of this Manual corresponds to the Transparency Committee of the Institute for Access to Public Information and Protection of Personal Data of the Federal District.

Anything not covered in this Manual will be resolved by the Transparency Committee.

Article 4. For the purposes of this Manual, the following definitions shall apply:

- I. Committee: Transparency Committee of the Institute for Access to Public Information and Protection of Personal Data of the Federal District;
- II. Institute: Institute for Access to Public Information and Data Protection Personnel from the Federal District;
- III. Law: Law on Transparency and Access to Public Information of the District Federal;
- IV. Manual: Integration and Operation Manual of the Transparency Committee of the Institute for Access to Public Information and Protection of Personal Data of the Federal District;
- V. Regulation: Regulation of the Institute for Access to Public Information and Protection of Personal Data of the Federal District on Transparency and Access to Public Information;
- VI. President: Head of the Institute's Transparency Committee;
- VII. Administrative Units: Technical Secretary, Executive Secretary, Comptroller's Office, Directorates and Coordinators;

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CHAPTER II OF THE COMMITTEE'S INTEGRATION

Article 5. The Committee will be "composed of the following public servants of the Institute:

- I. Technical Secretary, who will be the President of the Committee;
- II. Executive Secretary;
- III. Legal Director and Regulatory Development;
- IV. Head of the Public Information Office;
- V. Holders of Administrative Units when they propose to classify information or declare its nonexistence, and
- VI. Comptroller.

Article 6. The Committee shall have a Secretary, who shall be appointed by the Chairman of the Committee.

Article 7. The Committee, through its President, may invite public servants to its work and sessions when deemed necessary.

Article 8. The members of the Committee may be replaced in their functions by the public servant occupying the immediately lower hierarchical level, after prior communication to the President of the Committee, who will have the right to speak and vote.
The Comptroller must invariably attend the Committee Sessions.

When, due to force majeure or unforeseeable circumstances, the Committee Chair is absent, the President of the Institute will appoint a public servant to temporarily replace him, who will have the powers granted to him by the Law and the Regulations, as well as this Manual.

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CHAPTER III
OF THE SESSIONS AND VOTING

Article 9. The Committee shall meet by a simple majority of its members and shall be convened by its President.

The calls for ordinary sessions will be communicated in a material or electronic form.
electronically to the members of the Committee twelve hours in advance.

Extraordinary sessions may be called when the matter to be discussed so requires.

The Committee sessions will be internal working meetings.

Article 10. The members of the Committee shall have the right to speak and vote.

The holder or his representative shall have voice and vote on the following matters:

Agenda and classification or lack of information proposed, and in the matters that bind it.

The Comptroller and guests will only have the right to speak. The Comptroller will have the right to vote when he presents a proposal for classification or when there is no information.

The Chairman of the Committee shall have the casting vote in the event of a tie.

Article 11. The sessions will be held in accordance with the following:

- I. Verification of quorum;
- II. Presentation and approval of the agenda;
- III. Presentation, discussion of the proposed issues, and
- IV. Approval of agreements.

The sessions will begin at the time and date indicated, with a tolerance of 20 minutes for the quorum to be formed. If after this period the quorum is not present, the session will begin with the members present.

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Article 12. The following formalities shall be observed at Committee meetings:

YO. The President will chair the meeting, handing over the reading of the agenda to the Secretary.

II. When matters related to the classification of information or declaration of nonexistence are submitted to the Committee for consideration, the head of the administrative unit or his or her respective representative who proposes it must explain the reasons and grounds that support it.

III. Committee members may intervene to comment or suggest on the different topics discussed at the meeting.

IV. Once the Committee considers that the matter has been sufficiently discussed, the Chairman of the Committee shall submit it to a vote.

V. The members of the Committee shall cast their votes for or against. In the event of a tie, the Chairman of the Committee shall cast the deciding vote.

VI. All decisions shall be taken by a majority of the members present.

VII. The Secretary will collect the arguments presented by the members of the Committee to incorporate them into the corresponding minutes.

VIII. Once the matters of the session have been exhausted, the Chairman of the Committee will make the closing declaration.

Article 13. The agreement approved by the Committee, ordering the classification of information as confidential or reserved or declaring the information non-existent, shall be prepared by the Secretary of the Committee, who must forward it to the person responsible for the Public Information Office so that he may incorporate it into the corresponding response.

Article 14. For each session held by the Committee, its Secretary shall prepare the minutes which shall contain the agenda, the name and position of the attendees, the progress of the meeting, the terms of the vote, the agreements made therein and the signature of its members and the Secretary of the Committee.

Likewise, the names of those responsible for implementing the agreements made and the deadlines for their compliance shall be recorded in the minutes, where applicable.

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The decisions taken by the Committee shall be binding on its members, the Public Information Office and the administrative units involved.

CHAPTER IV OF THE FUNCTIONS OF THE COMMITTEE MEMBERS

Article 15. The functions of the Chairman of the Committee are:

- I. Convene the sessions of the Committee;
- II. Chair, coordinate and direct the sessions of the Committee;
- III. Submit to the Committee the matters to be discussed and submit them to vote;
- IV. Communicate the Committee's Agreements to the heads of the units administrative bodies that must comply with them, as well as give them their respective follow-up;
- V. Invite public servants to Committee sessions at the request of the Committee itself;
- VI. Propose to the Committee programmatic, regulatory, and other matters related to access to information;
- VII. Respond to the Institute's requirements related to the Transparency Committee;
- VIII. Implement the necessary actions to contribute to the provisions of the Article 61 of the Law;
- IX. Inform the Citizen Commissioner President, for the corresponding purposes, about the proposal of the administrative unit regarding extending to more than seven years the period of confidentiality of information that is close to expiry, and
- X. Any other tasks entrusted to it by this Manual and the Committee.



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Article 16. The functions of the Secretary are:

- I. Support the incumbent in preparing the agenda for the Committee's sessions and integrating the documentation required for their holding;
- II. Prepare the minutes of the Committee's sessions and collect the signatures of those attending;
- III. Notify the members of the Committee of the calls for its sessions;
- IV. Certify the existence of a quorum for holding sessions of the Committee, as well as the actions taken therein;
- V. Follow up on the Committee's agreements and communicate those that support the views to the Comptroller's Office;
- VI. Keep a record of the agreements made during the sessions;
- VII. Respond to requests for information related to the Committee;
- VIII. Notify changes in Committee members;
- IX. Notify the interested parties of the agreements made by the Committee, and
- X. Any other matters entrusted to it by this Manual, the Committee and its President.

Article 17. The functions of the Legal and Regulatory Development Director are:

- I. Advise the Committee on the grounds and reasons supporting the classification of information as restricted, as well as the declaration of its non-existence;
- II. To rule, if applicable, on the classification criteria and declassification issued by the Plenary of the Institute;
- III. Assist in the development and review of regulations submitted to the Committee for subsequent approval, and
- IV. Any other matters entrusted to it by this Manual and the Committee.



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Article 18. The functions of the Executive Secretary are:

- I. Send to the Institute quarterly and annual reports on the exercise of the right of access to public information, subject to approval by the Committee;
- II. Coordinate actions so that administrative units propose the classification or declaration of non-existence of information in a reasoned and motivated manner;
- III. Propose to the Committee the draft operating manual of the Institute's Public Information Office and its respective amendments, and
- IV. Any other tasks entrusted to it by the Committee.

Article 19. In addition to those established in the Regulations, the functions of the Head of the Public Information Office are the following:

- I. Inform the Committee on the status of the number of applications for access to information submitted to the Institute;
- II. Review that the responses to requests for information, which have been classified by the Committee, contain the observations, as well as the grounds and motivations agreed upon by the latter;
- III. Verify that in the public versions ordered by the Committee, information that was classified as restricted is not provided;
- IV. To attend, together with the responsible administrative unit, to the request for information that falls within the Criterion, regarding the classification of information in the confidential category, issued by the Plenary of the Institute. When there is doubt about its application, a proposed response must be submitted for consultation with the Committee;
- V. Monitor compliance with the Committee's agreements and coordinate the necessary actions with the responsible administrative unit to achieve this purpose;
- VI. Report on the status of compliance with each of the resolutions of review appeals against the Institute issued by the Plenary of the INFODF, for the relevant purposes;



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VII. Keep track of the classifications of requests for information in its restricted modality, as well as the nonexistence of information, and

VIII. Any other tasks assigned by the Committee.

Article 20. The functions of the heads of administrative units are:

- I. Propose, in a reasoned and motivated manner, the classification of information or the declaration of its nonexistence;
- II. Incorporate the considerations issued by the Committee in the responses that support the classification of information;
- III. Conduct an exhaustive search, prior to proposing the nonexistence of the information;
- IV. Propose to the Committee a possible time frame within which the generation of information would be addressed;
- V. Support everything proposed by the Committee for the fulfillment of the above. established in article 61 of the Law, and
- VI. Any other tasks entrusted to it by the Committee;

Article 21. The Comptroller's powers are:

- I. Ensure that the Committee conducts itself in accordance with current regulations;
- II. Monitor compliance with applicable regulations in this area;
- III. To express an opinion on matters before the Committee, when it deems appropriate necessary;
- IV. Follow up on the views issued by the Committee, so that within the scope of its powers it determines what is legally appropriate, and
- V. Any other tasks entrusted to it by the Committee.

Article 22. The obligations of the Committee members are:



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VO. Attend Committee sessions;

II. Suggest to the Chairman of the Committee matters to be discussed at the sessions of the Committee.
Committee;

III. Participate in Committee discussions;

IV. Cast their vote on the matters discussed in the sessions;

V. Sign the minutes, agreements and resolutions approved by the Committee;

VI. Carry out the tasks assigned by the Committee and report on the progress made.
progress and compliance thereof;

VII. Ensure compliance with the work program and the agreements and resolutions
approved by the Committee, and

VIII. Propose the attendance of public servants who, due to the nature of the matters to be
discussed, must be present at the Committee sessions.

IX. The members of the Committee shall promote, within the scope of their respective competences, the
coordination and implementation of the actions arising from the agreements reached.