



Gobierno de la
REPÚBLICA DOMINICANA

ÉTICA E INTEGRIDAD GUBERNAMENTAL

STEP BY STEP

FOR THE CONFORMATION PROCESS OF

COMMISSIONERS AND OFFICERS OF INTEGRITY
GOVERNMENTAL AND REGULATORY COMPLIANCE



ELABORATED FOR THE CIGCN AND OIG
CONFORMATION WORKSHOP, AS A GOOD
PRACTICE IN THE PREVENTION OF CORRUPTION
IN THE DOMINICAN REPUBLIC

Government Integrity and Regulatory Compliance Commissions (CIGCN)

The **CIGCN** is a plural body of public servants, with representation of all occupational groups present in the Public Administration.

They are created with the aim of promoting the institutionalization of ethics and the encouragement of upright conduct in public servants, monitoring compliance with the integrity policy; as well as serving as an operational body for the standardization of regulatory compliance programs and policies, risk prevention, anti-bribery and management of government integrity tools to prevent acts of corruption and conflicts of interest in the Public Administration. Therefore, they constitute the operational instruments of the implementation, execution and consolidation of the Model of the National Integrity System of the Dominican Republic (SNIRD).

STEP BY STEP OF THE CONFORMATION PROCESS

The process has been divided into phases to outline the procedures and facilitate their understanding. This step by step was carried out according to the provisions established in Decree 791-21 and Application Regulation No. DIGEIG 01/2022, for the formation of the CIGCN.

PREPARATORY PHASE



STEP 1. Call to hold an electoral assembly.

The DIGEIG will proceed to convene through a list divided by groups of institutions to hold the electoral assembly.

FORMS AND DOCUMENTS

- ✿ Open Call



STEP 2. Download the schedule and forms FORM-001, FORM-002 and FORM-003.

The Human Resources (HR) department of each institution will monitor compliance with the deadlines of the schedule, which describes the activities of the electoral process.

FORMS AND DOCUMENTS

- ✿ Activity Schedule
- ✿ FORM-001 Declaration of Commitment of the MAE
- ✿ FORM-002 Notice of the Electoral Committee
- ✿ FORM-003 Notification of the Technical Staff



STEP 3. Study and fill out the forms prior to the electoral assembly.

The electoral committee of each institution will proceed to complete the forms and send them to the DIGEIG via email for verification: pncc@digeig.gob.do.

FORMS AND DOCUMENTS

- ✿ FORM-001 Declaration of Commitment of the MAE
- ✿ FORM-002 Notification of the Electoral Committee
- ✿ FORM-003 Notification of the Technical Body



STEP 4. Verification of the forms by the DIGEIG.

The forms described above must be verified by the DIGEIG before the assembly is held.

FORMS AND DOCUMENTS

- ✿ DIGEIG validation email

ASSEMBLY DEVELOPMENT PHASE



STEP 5. Electoral assembly.

The electoral committee will hold the assembly, with the people summoned (MAE, Electoral Committee and Technical Body). Only institutions that have completed the previous steps will be able to hold an assembly.

ASSEMBLY AGENDA:

- ✿ Roll call
- ✿ Electoral proclamation
- ✿ Accreditation and swearing in of the Electoral Committee
- ✿ Accreditation and swearing in of the Technical Body

FORMS AND DOCUMENTS

- ✿ FORM-004 Minutes of the beginning and closing of the assembly
- ✿ CIGCN shaping slide (optional)



STEP 6. Opening of the electoral process deadline.

One day will be granted within the schedule for the institutional electoral committee to carry out the procedures and begin its election process.

FORMS AND DOCUMENTS

- ✿ N/A



STEP 7. Debugging incompatibilities of the institutional payroll.

The HR department of each institution, accompanied by its team, will filter the payroll based on the incompatibilities regime described in Article 8 of Decree 791-21.

FORMS AND DOCUMENTS

- ✿ FORM-005 Verification of incompatibilities

DEVELOPMENT PHASE OF THE ELECTORAL PROCESS



STEP 8. Institutional awareness about the electoral process.

The DIGEIG will provide instructions for the institutional electoral committee to guide its servers on the electoral process.

FORMS AND DOCUMENTS

- ✿ Institutional awareness slideshow for CIGCN conformation



STEP 9. Reception of applications.

The institutional electoral committee will receive applications from its public servants.

FORMS AND DOCUMENTS

- ✿ FORM-006 Candidacy registration



STEP 10. Campaign in values.

The public servant, when registering as a candidate, must choose a value that identifies him or her and carry out his or her campaign based on it.

FORMS AND DOCUMENTS

- ✿ N/A



STEP 11. Closing of applications.

The electoral committee must organize the nomination closing activity where each applicant presents their final aspirations as a candidate.

FORMS AND DOCUMENTS

- ✿ N/A



STEP 12. Publication of final list of candidates.

The institutional electoral committee must publish the final list of candidates or the electoral ballot, so that the final candidates know who they will compete against.

FORMS AND DOCUMENTS

- ✿ FORM-007 Final list of candidates
- ✿ Electoral ballot



STEP 13. Raising awareness about the voting process.

The electoral committee will notify your institution about the details of the vote (about the system to be used).

FORMS AND DOCUMENTS

- Voting system instructions manual



STEP 14. Selection of board members.

The institutional electoral committee must elect and raise awareness about the voting process and the step-by-step process of voting to 10 servers to collaborate as representatives of the voting stations.

Note: There cannot be candidates within the 10 board members.

FORMS AND DOCUMENTS

- N/A



STEP 15. Concurrent record.

The institutional electoral committee will be in charge of having the electoral roll ready that will be at the voting tables to enable public servants to vote.

FORMS AND DOCUMENTS

- ✿ DIGEIG-DEIG-FORM-011_ Acta de concurrente (Concurrent record)

VOTING PHASE



STEP 16. Checklist prior to the voting process.

The institutional electoral committee must verify, with the checklist, that all previous steps were completed correctly.

FORMS AND DOCUMENTS

- ✿ FORM-008 Voting Process Checklist



STEP 17. Minutes of opening the voting process.

On voting day, the electoral committee must meet and sign the minutes of the voting process.

FORMS AND DOCUMENTS

- ✿ FORM-009 Minutes of the voting process



STEP 18. Opening of the voting tables.

The institutional electoral committee will open the voting tables with their respective members and poll assistants.

FORMS AND DOCUMENTS

- ✿ N/A



STEP 19. Suffrage.

The institutional electoral committee will establish the voting methodology so that work in its institutions is not interrupted.

FORMS AND DOCUMENTS

- ✿ Manual voting instructions
- ✿ Electronic voting instructions
- ✿ Electoral committee manual suffrage instructions



STEP 20. Printing the results sheet.

The results of the voting system will be printed in front of the electoral committee members and the candidates. If they are manual, the votes will be scrutinized and counted.

FORMS AND DOCUMENTS

- * The system provides it



STEP 21. Closing record.

The electoral committee will sign the voting closing minutes to conclude the electoral process.

FORMS AND DOCUMENTS

- * FORM-009 Minutes of the voting process



STEP 22. Complaints, claims and suggestions about the electoral process.

The deadline opens, according to the schedule, for the institutions' servers to present disagreements with the process. If any complaint, claim or suggestion arises, it must be presented in this form and sent to the DIGEIG directly or through the electoral committee.

FORMS AND DOCUMENTS

- ✿ FORM-010 Complaints, claims and suggestions form



STEP 23. Send final results to the DIGEIG.

The electoral committee must send the final results of the process to the DIGEIG via email pncc@digeig.gob.do, indicating the two (2) candidates with the most votes by occupational group.

FORMS AND DOCUMENTS

- ✿ FORM-009 Voting process record
- ✿ Voting system report (provided by the system)



STEP 24. Certification of elected members.

The DIGEIG will certify virtually/electronically the list of representatives for each occupational group.

FORMS AND DOCUMENTS

- ✿ Membership election certificate



STEP 25. Enablement process.

The qualification process for the elected members begins with the Induction Program that the DIGEIG will provide to the MAE of each institution.

FORMS AND DOCUMENTS

- Enablement program



STEP 26. Swearing-in of elected members.

Once the process of enabling the Government Integrity and Regulatory Compliance Commissions is completed, the MAE of each institution will coordinate with the DIGEIG the swearing-in ceremony of its CIGCN.

FORMS AND DOCUMENTS

- N/A



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