

“Work Program” in terms of education for adults between the Secretary of Foreign Affairs (SRE by its Spanish initials), the National Institute for Adults Education (INEA, by its Spanish initials) and (name of the institution and initials or acronyms accordingly).

1. **Work Program General Objectives.** Encourage, promote and operate educational services for Mexican adults, fifteen and older, who live in (Specific place in the United States of America, pursuant the educational strategy of *Plaza Comunitaria* or *Study Group*.
2. **Participating Parties.** The Work Program is hereby subscribed by (name of the institution abroad and initials or acronyms accordingly, SRE and INEA with the support of the Institute of Mexicans Abroad (hereinafter referred to as “IME”) and the Consulate of (General or Career) of Mexico in (city and state), which are both institutions pertaining to the SRE that are committed to fulfill their obligations on its behalf.

Hereby the characteristics and legal attributions of the parties subscribed hereto.

- A.** SRE is a Federal Public Agency of Mexican Government with its internal regulations in force and others applicable legal dispositions.

In the framework of the creation decree of IME published in the Mexican Government Official Journal on April 16th 2003, corresponds to this Institute to promote strategies, integrate programs, receive proposals and recommendations from the communities, their members, their organizations and advisory groups, aimed at raising the living standard of Mexican communities overseas, as well as implement the guidance provided by the National Council for Mexican Communities Abroad.

(Name of the consul and consulate (city and state)), has sufficient powers to sign this instrument.

For legal purposes their offices are located at Plaza Juárez No. 20, Colonia Centro, Delegación Cuauhtémoc, México, 06010, D.F.

B. “INEA is a Federal Regulatory Agency and is included in the area coordinated by the Public Education Secretariat, with legal identity and own property, domiciled in Mexico City. The purpose of INEA is to promote and carry out actions to organize and provide adult education through provision of literacy, primary education, secondary education, work formation and other services that determine the legal provisions and applicable programs with the support of social participation and solidarity.

Alfredo Antonio Llorente Martínez, as General Director, is legally authorized to represent INEA in this Work Program.

For the relevant legal effects he states his domicile at the building located in Francisco Márquez No. 160, Colonia Hipódromo Condesa, Delegación Cuauhtémoc in Mexico City, Federal District C.P. 06140.

C. “INSTITUTION ABROAD” (mission and vision, EIN, the Governing Board, CDS, activities of institution, business address of the institution, and name of attorney-in-fact)

3. Legal Frame.

The Work Program framework is based on the following instruments:

- a) The Memorandum of Understanding on education between the Mexican and the U.S. government, signed in the city of Washington, D.C., on August 8 1990, which includes Exhibit IX covering the period of 2012 -2014, signed by diplomatic means on November 8, 2012 from the U.S. part and on November 20, 2012 from the Mexican part.
- b) Collaboration Agreement to promote Adults Education, subscribed by Secretary of Foreign Affairs (SRE by its Spanish initials) and the National Institute for Adults Education (INEA, by its Spanish initials) subscribed in Mexico City on July 10th 2012, for an indefinite term.

4. Commitments

PARTIES:

- A. Shall follow up the activities to know the advances and challenges, which are to be faced in the Plaza Comunitaria or Study Group.
- B. Both parties shall create a collaborative work team.
- C. The hereby Work Program will be valid 1 year. It will be extended on a 1 year basis consecutively unless one of the parties agrees to terminate it by written notice addressed to the counterparty. Parties will, on an agreement of minds, amend, renew or terminate it if one of the parties breach this agreement, by issuing a written notice at least 120 days in advance to the counterparty in matter, assuring people who are receiving educational services will not be impacted at that moment, nor in the process of execution, until rendering the services to its conclusion.
- D. Shall recognize legal attributions and actions of both parties.
- E. Shall comply with the activities foreseen in the Activities Plan (Chronogram) in **ANNEX** of the hereby instrument.

INEA:

- F. Shall plan instructional programs and work activities in accordance with the needs and interests of Mexican adults, who have not concluded or interrupted their primary and secondary education.
- G. Shall be a liaison between the Plaza Comunitaria or Study Group and authorized agencies of the Mexican Government, and moreover, in the event that ([institution abroad](#)) wishes to establish educational actions of continuing education such as Bachillerato, training for work and vocational studies, among others.

- H. Shall provide training and technical assistance to people in charge of educational services, tutors and people in charge of the Plaza Comunitaria and other staff appointed by the (institution abroad).
- I. Shall provide educational materials and resources, if budgetary resources are available, and send them through the IME and the Consulate of (General or Career) of México in (city and state) where materials and resources are needed.
- J. Shall establish the procedures and regulations to provide the accreditation service, and in their case, send the Certificate of knowledge acquired to learners that fulfill the applicable regulations.
- K. Shall provide to Plazas Comunitarias and Study Groups (Operational Units) depending on the (institution abroad), users ID codes and passwords to print and grade exams on the Automatic Accreditation and Following up System for Communities Abroad (SASACE by its Spanish initials) on the CONEVyT Web Portal, in accordance with educational models for adults.
- L. Shall inform each four months to the Consulate of (General or Career) of Mexico in (CITY AND STATE), the status of educational processes in its jurisdiction based on the information of the SASACE on the CONEVyT Web Portal.

INSTITUTION ABROAD:

- M. Shall register follow up information related to the INEA Educational Program for Adults, using the information systems that the INEA defines for such effects, and to send its updated information at the request of INEA.
- N. Shall provide educational, academic materials and human resources and facilities to fulfill program purposes.
- O. Shall set up facilities for as much as Plazas Comunitarias needed, if budgetary resources and funds are available, to provide INEA educational services for adults,

with appropriate furniture, equipment and ICT Technologies, administration systems, and human resources for the Plaza Comunitaria operational services.

P. Shall administrate and operate INEA educational services and offerings.

Q. In relation to the access to the automatic printing and grading of exams on the CONEVyT Web Portal, ([institution abroad](#)) shall:

- a) Receive from INEA and safe keep user ID codes and passwords to print and grade exams according to the number of operational units.
- b) Inform to the [Consulate of \(General or Career\) of Mexico in \(CITY AND STATE\)](#) in pursuance the program, dates of application of exams.
- c) Register answers of exams according to current rules and regulations and generate learners score records.
- d) Inform to the [Consulate of \(General or Career\) of Mexico in \(CITY AND STATE\)](#) any irregularity or problems.
- e) Inform any update or change of access codes made by the operator.
- f) Follow up and evaluate the operational services to guarantee the automatic printing and grading of exams and the use of the codes to access the SASACE on the CONEVyT Web Portal.
- g) Provide to the [Consulate of \(General or Career\) of Mexico in \(CITY AND STATE\)](#), information with respect to the status of educational process in accordance with educational programs of INEA.

SECRETARY OF FOREIGN AFFAIRS (SRE)

- R. Follow up the implementation of actions provisioned hereby as well as maintain inform to the COMEXUS the development of such actions.
- S. Send to the [Consulate of \(General or Career\) of Mexico in \(city and state\)](#) in accordance with the procedures, the educational materials that INEA provides to the [INSTITUTION ABROAD](#) for the development of collaborative actions provisioned hereby.

This work program is product of the good faith, and the conflicts presented as for its interpretation, formalization and execution, will be resolved through a friendly negotiation.

Signed at _____ on _____, 20____, in three original copies in English and Spanish languages, both texts being equally authentic

NAME
CONSUL OF MEXICO IN CITY AND STATE

Alfredo Antonio Llorente Martínez
General Director
INEA

Representative
Position
Institution Abroad

Representative
Position
Institution Abroad
Witness

ANNEX

Chronogram

The signatory parts commit to complete and to make complete, in time and it forms, the activities settled down in the following chronogram, as well as to modify them for mutual agreement.

Main actions	Institution responsible	Term
Equipment installation, classrooms and Plaza Comunitaria facilities.		Prior task
Register tutors and volunteers to be in charge of the Plaza Comunitaria.		Prior task
Promotion: radio, television, newspapers, flyers, advertisements, etc.		Permanently
Training for tutors and people in charge of the Plaza Comunitaria.	INEA	Permanently
Send printed educational materials, Virtual MEVyT, videos and CDs (if available).	INEA	Schedule
Send users ID codes and passwords for the SASACE System.	INEA	
Register students permanently on the Internet Follow-up System.		Permanently
Schedule and hold assessment and follow-up meetings.	INEA	Permanently
Send the following-up report to the INEA and consulate.		Permanently

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