**PROVINCIAL ADMINISTRATION COUNCIL,**

**PINAR DEL RÍO**

**President Office**

January 14, 2015

"Year 57 of the Revolution"

**PROCEDURE FOR ATTRACTING, PROCESSING AND PAYING ATTENTION TO THE QUESTIONS.**

**Objectives Establish the present procedure for everything related to the treatment of voters' proposals in different ways, explaining the way in which the actions will be carried out so that the response to voters reaches the supreme objective.**

**Scope.**

 **It includes Presidents, Vice-Presidents, Directors, Presidents of Popular Councils and Delegates at the Provincial and Municipal levels.**

**Principles**. As established in Articles 13, numeral 14 and 50 of the aforementioned Agreement 6176, it is incumbent upon the Provincial and Municipal Administration Councils to demand from the administrative directorates, business organizations and budgeted units located in the territory, that they provide adequate solutions to the proposals to their voters, or convincing explanations of cases that do not have an immediate or short-term solution.

**Reference.** On December 18, 2008, the Executive Committee of the Council of Ministers adopted Agreement 6560 on the treatment of Voters' Approaches in different ways.

**Responsibilities.**

The Provincial Administration Council will control and demand, from its Provincial Administrative Directions, the attention and adequate response and in time to the proposals of the voters to their People's Power Delegates, processed by the Municipal Administration Councils. Likewise, it will coordinate and control with the Central Administration Agencies of the State involved, the follow-up of the proposals of the voters until their solution.

**Actions to be carried out.**

The delegate holds the accountability meeting and sends the minutes of the meeting to the Secretariat of the Municipal Assembly.

The Secretariat of the Assembly captures and introduces in the SISCAP the proposals daily.

The Secretariat of the Provincial Assembly reviews the information captured by the municipality on a daily basis and determines new codes when necessary. Fortnightly it sends a part to the National Assembly.

The Secretariat of the Municipal Administration Council reviews and gives each proposal an initial state of solution with the pending term.

The Secretary of the Assembly has 5 days after the conclusion of the process to capture the proposals of the last meetings that have taken place and to review all the work done, once concluded this time can only work and modify the proposals of popular solution.

The Council of Municipal Administration has one week after the conclusion of the process to validate the information of the proposals to be solved at that level.

Through the Vice-presidents of the Council of Municipal Administration together with the directors of the entities of the programs that each one attends, they make a revision of the proposals, trying that in the municipality there are no proposals to which later the cause of no solution is explained.

Through the Vice-presidents of the Provincial Administration Council, together with the directors of the entities of the programs that each one attends, review the proposals for their classification with the objective that the province does not assume proposals to which it has to explain the causes of no solution, the proposals that are sent to the OACE are also reviewed and it is verified that their classification is correct, otherwise the Municipal Administration Council is requested through SISCAP itself to make the change and it is argued.

When the Municipal Administration Council receives the modification request and the proposed argumentation, it has the faculty to decide if it accepts or rejects it.

If it decides to accept it automatically this information is modified at the same time in all the machines connected in Network, if the decision was to reject it it argues why and no change is made in the information.

The Council of the Provincial Administration in a term of 15 days after receiving the proposals that correspond to solve to that level will give course to those that must solve the OACE, after approved in the CAP, and they are sent by letter of the Provincial Organ, to this level.

A weekly dispatch system is carried out in the Secretariats of the Municipal Administration Councils with the directors of the entities and officials who attend the proposals in the organisms for the updating of the system. Before dispatching the information, they must take it to their Board of Directors and approve it one by one.

The provincial entities send the answers independently for each delegate to the municipalities and before delivering this information to the municipality.

The Provincial Administration Council shall control and demand, from its Provincial Administrative Directorates, adequate and timely attention and response to the questions posed by voters to their People's Power Delegates, processed by the Municipal Administration Councils. Likewise, it will coordinate and control with the Central Administration Agencies of the State involved, the follow-up of the proposals of the voters until their solution.

Ernesto Barreto Castillo

President