



SENADO FEDERAL

Secretariat for the Management of Information and Documentation

ACT OF THE STEERING COMMITTEE Nº 11, OF 2017

Provides for the identification and access of senators, civil servants and other persons who perform their duties in full or in part in the physical premises of the Federal Senate, and regulates Resolution Nº 11, of March 7, 1996.

THE STEERING COMMITTEE OF THE FEDERAL SENATE, in the performance of its procedural and regulatory powers, **RESOLVES**:

INITIAL PROVISIONS

Article 1 - The issuance of identification cards and lapel badges for senators; identification cards, identification badges and lapel badges for civil servants; identification badges for non-permanent employees, authorized personnel, trainees, young apprentices and the credentials for other persons who perform their duties in full or in part in the premises of the Federal Senate shall comply with the provisions of this Act.

Article 2 - The decision on the issuance of the documents and the badges referred to in article 1 of this Act is incumbent upon the Senate First Secretary, except for the credentials of press professionals, which is the duty of the Social Communication Secretariat.

Article 3 - The Legislative Police Secretariat is responsible for issuing the documents and badges referred to in article 1 of this Act, observing the provisions of article 11 of the Standing Rules of the Federal Senate in the case of the identification cards for senators, substitute senators and substitute senators in office, except for the competences of the Federal Senate Social Communication Secretariat regarding the issuance of provisional and temporary credentials for press professionals.

Article 4 - The Federal Senate will observe Decree Nº 8,727, of April 28, 2016, for the issuance of the documents referred to in this Act.

IDENTIFICATION DOCUMENTS

Identification Cards for Senators and Civil Servants

Article 5 - The identification cards for senators and substitute senators are official identification documents with public faith throughout the national territory and valid during their term in office.

Sole paragraph. The substitute senator in office is entitled to a senator's identification card, valid for one year and renewable annually during the substitution, limited to the duration of the term in office.



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Article 6 - The identification cards of active or inactive permanent civil servants are official identification documents with public faith throughout the national territory and indefinite validity.

Article 7 - The First Secretary will sign the identification cards of senators, substitute senators and substitute senators in office while the Director General will sign the identification cards of active or inactive employees.

Lapel Badges

Article 8 - Lapel badges are for the exclusive use of senators, substitute senators in office, the Secretary General of the Board, the Director General and legislative police officers.

Paragraph 1 - The use of lapel badges for identification purposes is restricted to senators, substitute senators in office, the Secretary General of the Board and the Director General.

Paragraph 2 - Control and distribution of the badges for senators, substitute senators in office, the Secretary General of the Board and the Director General will be done by the Directorate General. Control and distribution of the badges for other personnel, by the Legislative Police Secretariat.

Identification Badges

Article 9 - The identification badge is an official identification document valid only in the premises of the Federal Senate. Its use is compulsory, ostensive, personal and non-transferable.

Article 10 - The personnel below will use identification badges:

I - active and inactive permanent civil servants;

II - non-permanent civil servants;

III - employees of companies that maintain a contract of continuous service with the Federal Senate, in the capacity of "authorized personnel";

IV - interns;

V - young apprentices.

Paragraph 1 - In order to have an identification badge, the applicant must previously register with the Personnel Management Department (SEGP in the Portuguese acronym), except for the personnel provided for in item III of the head provision of this article. In their case, each contract manager will register the identification badges into a specific system after



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obtaining from the contract representative the following employee documents:

I - copy of the Identification Card (RG);

II- copy of the Individual Taxpayer Registration Number Card (CPF);

III - copies of the pages of the Employment Record and Social Security Booklet (CTPS) that contain the identification and employment relationship;

IV- recent color front face photo against white background;

V - copy of proof of residence;

VI - registration form and liability undertaking form completed and signed by the employee.

Paragraph 2 - The manager of each contract will provide the Legislative Police Secretariat, for the issuance of identification badges, with a list of the employees who will work in the premises of the Federal Senate.

Article 11. Identification badges must contain at least:

I - identification of the Federal Senate;

II - name by which the person wishes to be called;

III - full name;

IV - employee registration number, when applicable;

V - validity date, when applicable; and

VI - the wording "of compulsory, ostensive, personal and non-transferable use".

Article 12. The predominant color of the identification badge will distinguish the person's relationship with the Federal Senate.

Sole paragraph. An Act of the Director General will regulate the format and colors of the identification badges.

Credentials

Article 13. A credential is a document that identifies and authorizes access to the premises of the Senate of a person with no legal or



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contractual relationship with the Federal Senate, but who performs their duties in full or in part in the Senate. Credentials may be:

I - provisional, valid for up to five working days;

II - temporary, valid for up to thirty days, for the replacement of a person who performs their duties in the Federal Senate, in the case of holidays and other legal impediments; and

III - permanent, valid for more than thirty days and up to one year.

Sole paragraph. A credential does not exempt the accredited person from checking in before entering the premises of the Federal Senate.

Article 14. The following may apply for accreditation with the Federal Senate:

I - each Senator, up to the limit of five credentials, two of which will be for press staff;

II - companies, organizations and news agencies for their members, employees or contractors that cover the activities of the Federal Senate and/or of senators, observing the following amounts for each specific segment:

a) newspaper, magazine, news agency: fifteen journalists, five photographic reporters or cinematographic reporters and five technicians;

b) news portal and site: five journalists and two photographic reporters;

c) photojournalism agency: five photographic reporters;

d) television broadcaster: twenty journalists, ten cinematographic reporters, ten camera assistants and fifteen technicians;

e) radio stations: five journalists and five technicians.

III - organizations and entities with headquarters or subsidiaries installed in the premises of the Federal Senate for their civil servants or employees, limited to six for each;

IV - federal public bodies and entities, limited to two for each.

Article 15. The application for accreditation must be accompanied by the following documents:

I - copy of the Identification Card (RG) or passport in the case of a press professional of foreign nationality;



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II - copy of the Individual Taxpayer Identification Number card (CPF), waived in the case of a press professional of foreign nationality;

III - copy of a professional credential or equivalent in the case of press professionals;

IV - copies of the pages of the Employment Record and Social Security Booklet (CTPS) that contain the identification and the employment relationship or equivalent document;

V - declaration of the chief officer of a public body or entity, when the applicant is a public servant or employee of agencies directly and indirectly associated with the government;

VI - recent color front face photo against white background;

VII - copy of proof of residence;

VIII - registration form and liability undertaking form completed and signed by the accredited person or institution.

Sole paragraph. Accreditations requested by senators and the Social Communication Secretariat for press professionals are exempt from submitting the documents in item IV of the head provision of this article.

Article 16. The credentials of press professionals allow access both to public spaces and areas authorized by the Federal Senate administration, in addition to the Press Committee and the Press Tribune.

Article 17. The professional indicated by a news company, organization or agency not based in Brazil will only be entitled to the provisional credential.

Article 18. For the purpose of accreditation, news companies, organizations and agencies previously registered must present a list of professionals who will act on their behalf in the coverage of the activities of the Federal Senate or senators.

Article 19. The list of accredited members will be published in the transparency portal of the Federal Senate with indication of the accreditation relationship.

THE PRESS

Civil Servants and Outsourced Personnel Who Work for the Social
Communication Secretariat



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Article 20. The civil servants belonging to the staff of the Federal Senate who work in the Social Communication Secretariat directly with the press will be identified by a specific credential, in addition to the identification badge.

Article 21. Employees of companies that provide press services to the Federal Senate and that work directly in this function will be identified by a specific credential, in addition to the identification badge.

Article 22. As long as there is compatibility of schedules, a second accreditation is allowed to the employee referred to in article 21, who works for a news company, organization or agency registered with the Federal Senate.

Sole paragraph. The accreditation of outsourced employees who provide services to a news company, organization or agency that operates in the Federal Senate will observe all the rules provided for the other cases, and the employee must carry each credential at the specific times.

News Companies, Organizations and Agencies

Article 23. The news companies, organizations and agencies that cover the activities of the Federal Senate and/or senators must register with the Secretariat of Social Communication.

Article 24. To request registration, the news company, organization or agency must submit the following documents:

I - completed registration form;

II - copy of the articles of organization or incorporation registered with a notary containing the definition of journalistic purpose;

III - copy of the license issued by the Ministry of Communications, in the case of a radio or television station;

IV - copy of portfolio with the news production containing previous coverage on the Federal Senate.

Sole paragraph. New companies, organizations and agencies not headquartered in Brazil are exempt from presenting the documents listed in items II, III and IV of the head provision of this article.

The Press Committee

Article 25. The Press Committee, with its own autonomy and direction, is composed of press professionals accredited with the Federal Senate and recognized as a body that provides public interest services.



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Paragraph 1 - The Press Committee is located in the Federal Senate's premises in a space determined by the administration.

Paragraph 2 - The Social Communication Secretariat is responsible for the management of human and material resources made available by the Federal Senate administration to the Press Committee.

Use of Premises of the Federal Senate

Article 26. The use of the premises of the Federal Senate to install links to TV stations and private lines for radio broadcasters, as well as to capture images in specific premises for the production of news programs and special reports must be authorized by the Social Communication Secretariat and, in the case of non-journalistic productions, by the Senate First Secretary.

Paragraph 1 - The request for use of the Federal Senate premises must contain the purpose, date, time, area requested and identification of the professionals concerned, and must be presented at least three business days in advance of the intended date.

Paragraph 2 - In special or unforeseen situations, compliance with the time limit provided for in paragraph 1 of this article may be waived.

Article 27. Authorization is conditioned to an evaluation of the merits, convenience and opportunity, after consultation with the persons responsible for the requested spaces.

Article 28. The Legislative Police Secretariat must be consulted in all cases and must issue an opinion on them. The Legislative Police Secretariat must also be informed of the deliberation.

FINAL PROVISIONS

Article 29. Upon retirement, permanent civil servants are obliged to exchange their work identification cards and identification badges in the Legislative Police Secretariat.

Article 30. The dismissed civil servant or servant whose retirement has been cancelled must return their badge and, where applicable, their work identification card and parking credential to the Legislative Police Secretariat, which will issue a receipt or a clearance certificate.

Sole paragraph. The receipt or the clearance certificate, which is the object of the head provision of this article, will be included into the list of documents necessary for the payment of severance and indemnization amounts.



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Article 31. The issuance of a second copy of any documents or badges referred to in this Act shall take place:

I - upon return of the original damaged document or badge; or

II - upon presentation of a police report in case of loss or theft.

Article 32. The issuance of any documents provided for in this Act, as well as any badges, including the cases of replacement, will be free of charge.

Article 33. An Act of the Director General will define the specifications of the badges and documents provided for in this Act.

Article 34. To ensure greater speed to processes and better adaptation to technological innovations, an Act of the First Secretary may amend specific parts of this Act.

Article 35. Act nº 8 of 2010 of the Steering Committee and Act nº 8 of 2010 of the First Secretary are revoked.

Article 36. This Act will take effect 120 (one hundred and twenty) days after its publication.

Meeting Room, on July 5, 2017. Senator Eunício Oliveira - President, Senator Cássio Cunha Lima - 1st Vice President, Senator João Alberto Souza - 2nd Vice President, Senator José Pimentel - 1st Secretary, Senator Gladson Cameli - 2nd Secretary, Senator Antônio Carlos Valadares - 3rd Secretary, Senator Eduardo Amorim - 1st Substitute Secretary.

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