

Brazil is a Federative Republic consisting of the Union, 26 states, 5570 municipalities and the Federal District. Each federative entity, regulated by the Federal Constitution, enjoys **political, financial and administrative autonomy**. The Constitution contains general principles that apply to the whole country, while determining the responsibilities shared by all the different levels of government.

The 1988 Federal Constitution states that **combating the causes of poverty is a duty common to all the government entities**. In the area of social policy, the Federal Government is charged with formulating guidelines and regulating and coordinating appropriate actions.

As for the Unified Registry and the Bolsa Família Program, each state and municipality is obliged to sign a standardized **term of acceptance** which binds them to a predetermined set of commitments and counterpart actions. The Federal Government co-finances the relevant activities of the states and municipalities in line with their performance in the Unified Registry and Bolsa Família Program. In the context of Brazil's decentralized system, the coordinating mechanisms (term of acceptance, performance monitoring and co-financing) are essential for maintaining the stability and uniformity of the Unified Registry and Bolsa Família Program.

### Stakeholders responsible for managing the Unified Registry

Diagram based on the Management Manual of the Federal Government's Unified Registry for Social Programs (2nd Edition)

#### FEDERAL GOVERNMENT

In the Federal Government, the Unified Registry is the responsibility of the Ministry of Social Development and Fight Against Hunger (MDS).

- » Drafts regulations and prepares instructions and manuals to guide the work of the states and municipalities
- » Coordinates, monitors and supervises the implementation of the Unified Registry
- » Provides financial support to states and municipalities on the basis of indices which measure the quality of management of the Unified Registry and the Bolsa Família Program
- » Monitors the quality of the data collected
- » Defines strategies for the continued improvement of the Unified Registry

## CAIXA ECONÔMICA FEDERAL

As a 100% public sector bank, CAIXA is the operating agent of the Unified Registry,) under contract to the Federal Government

The tasks of the CAIXA are planned, developed and implemented under the guidance and supervision of the MDS

- » Develops and provides all the technical support for the Unified Registry system
- » Processes the registered data and supplies the Social Identification Number (NIS) to all the registered individuals
- » Trains managers and technical staff to operate the Unified Registry
- » Provides operational support to the municipalities using the Unified Registry

## STATE GOVERNMENTS

The states provide technical support to assist the municipalities to manage the Unified Registry.

Note that the states do not carry out registration procedures for enrolling families in the Unified Registry.

- » Train the municipalities to manage the Unified Registry and complete the registration forms
- » Identify, monitor and assist with the resolution of problems related to management of the Unified Registry in the municipalities
- » Help to register specific and traditional communities (indigenous peoples, quilombos (Maroon Communities), the homeless, etc.)
- » Form partnerships aimed at supporting municipal strategies to actively locate low-income families that are still not enrolled in the Unified Registry
- » Develop strategies for obtaining access to civil documentation for families seeking enrollment in the Unified Registry but who have no documents

## MUNICIPAL GOVERNMENTS

The municipalities are the main stakeholders in the management of the Unified Registry

- » Identify the low-income families
- » Enroll families living in their catchment areas
- » Enter family data in the Unified Registry system
- » Periodically update the data by repeating interviews with the registered families
- » Are regularly in touch with the registered families
- » Develop schemes for improving the quality of the data registered
- » Take steps to monitor and prevent fraud and registration inconsistencies
- » Safeguard the confidentiality of the data collected