

NATIONAL FUND FOR CULTURE AND THE ARTS

TRANSLATION SUPPORT PROGRAM (PROTRAD)

2015 ANNOUNCEMENT

GENERAL APPLICATION GUIDELINES

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(PROTRAD) 2015

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GENERAL APPLICATION GUIDELINES

I. INTRODUCTION AND GENERAL INFORMATION

In order to contribute to the international promotion and dissemination of the Mexican culture and to foster the cultural exchange, the National Council for Culture and the Arts (Conaculta), through the National Fund for Culture and the Arts (Fonca), the General Directorate of International Affairs (DGAI) and the General Directorate Publications Office (DGP), in conjunction with the National Chamber for the Mexican Publishing Industry (CANIEM) and the Guadalajara International Book Fair (FIL), invite:

Foreign Publishers: to submit comprehensive projects that provide for the translation and publication in a foreign language of works by Mexican authors.

Mexican Publishers: to submit comprehensive projects that provide for the translation and publication in Spanish of works by foreign authors.

BENEFITS OF THE ECONOMIC SUPPORT

Economic support will be offered to Mexican and foreign publishers with amounts from US \$15,000 to \$50,000 to carry out the translation and publication of international authors.

PARTICIPATION CATEGORIES

- **Category A:** economic support of up to US \$15,000.00* will be offered for translation and publication projects of specialized books in literature, humanities and children's and young adults' literature to be completed in a not to exceed twelve months period.
- **Category B:** economic support from US \$15,000.00 to \$25,000.00* will be offered for the translation and publication of art books to be completed in a not to exceed twelve months period.
- **Category C:** economic support from US \$30,000.00 to \$50,000.00* will be offered for the translation and publication of at least three specialized books in the following disciplines: art, literature, humanities and children's and young adults' literature, to be completed in a not to exceed twenty-four months period.

* The funding to Mexican publishers will be granted in the equivalent amount in Mexican pesos, according to the exchange rate on **the date of the resolution meeting**.

APPLICATION REQUIREMENTS

- I.1. Confirming the legal existence of the publisher.
- I.2. Agreeing with the General Application Guidelines of the Translation Support Program (PROTRAD) 2015.

- I.3. Submitting a comprehensive proposal **to translate and publish** one or more works dealing with literature, the humanities, and children’s and young adults’ literature based on the above-mentioned categories.
- I.4. Complete the registration process in the terms and dates established in this document.

REGISTRATION PROCESS

I.5. To participate in this program, applicants must complete each of the following steps:

- First:* Register or update your information at **Foncaenlinea**:
<http://foncaenlinea.conaculta.gob.mx>
- Second:* Fill out the PROTRAD application at **Foncaenlinea** [Solicitud de PROTRAD].
- Third:* Read and confirm acceptance of the General Application Guidelines [Bases Generales de Participación].
- Fourth:* Upload to **Foncaenlinea** the documents and attachments required in these guidelines.
- Fifth:* Choose the option “Mis solicitudes actuales”, in the “Avisos Fonca” section, at the user’s account and search for the application code, the status of the application and the extension time limit so as to send missing documentation (if applicable). Such notice may be received at the registered email account.

I.6. Once the applicant completes the registration process, by activating the corresponding option the applicant will not be able to modify the application, upload new files or change the ones already uploaded.

I.7. The registration notice will be available at the user’s account in “Mis solicitudes actuales”, in the “Avisos Fonca” section; there the applicant will find the application code and the status of the application:

- If the application is **complete** the message will indicate “Carga de archivos completa”.
- If the application is not **complete** the message will indicate “Plazo de prevención” and will state the missing documents and the time permitted to upload them, being this five workdays as stated at the Ley Federal de Procedimiento Administrativo de México (Federal Act of Administrative Procedure) under paragraph 1 of the Article 17-A. If the requirements of the General Application Guidelines are not met within this time, Fonca will invalidate the application.

When all the applicant’s documents and files have been received within the stipulated extension of time period, the message will indicate “Carga de archivos completa”. It will be available at the user’s account in the option “Mis solicitudes actuales”, in the “Avisos Fonca” section.

I.8. The system will generate the “**Plazo de prevención**” warning only if the applicant has filled out and uploaded the application form successfully with at least the following mandatory documents:

- Official photo ID of the Publisher’s legal representative.
- Clave Única de Registro de Población/CURP (for Mexican publishers’ representatives).
- Résumé of the Publisher’s legal representative (Spanish).
- Profile of the Publisher’s legal representative (Spanish).
- Publishing Work Plan (Spanish).

It is recommended to prioritize these documents once the process of uploading files has started.

I.9. The application registration code and the “Carga de archivos completa” confirmation indicate

that the files uploading has been completed and the application is ready for the Fonca review at its first stage: the Administrative Phase, which includes evaluation and selection procedures.

- I.10. Applicants should check the messages originated as a result of their participation in this announcement in the “Mis solicitudes actuales” user’s account section, in the “Noticias Fonca” section.
- I.11. Applications uploaded with fake, false documentation and/or fraudulent attachments will be rejected and Fonca will act according to the **Fonca’s Catalogue of Breaches**, available at <http://fonca.conaculta.gob.mx>
- I.12. Fonca is not responsible for incomplete files, for files that do not fulfill the stipulated requirements, for files that cannot be read or opened under normal conditions because of technical reasons, or for files that require special programs so as to be opened and read, even if this gives as a result the applicant’s disqualification.
- I.13. By filling out the application at **Foncaenlinea** candidates agree to participate in the evaluation and selection processes established by the present General Application Guidelines.
- I.14. The interpretation of these General Application Guidelines and all those cases which are not provided for in this announcement will be resolved by Fonca, who might be assisted by a Collegiate body and by the Arts Committee in case of significant cases.

REGISTRATION DATES

- I.15. Applicants must upload their documents according to the following:

Online Registration Dates	
Period:	November 30, 2015 to March 10, 2016

- I.16. **All deadlines are final.** The registration system will not accept applications and will not permit to upload files **after 15:00 hrs. Mexico City Time** (Coordinated Universal Time / UTC 06:00, S), according to the stipulated period in the previous paragraph.
- I.17. Within the terms indicated in paragraph I.15, documents and attachments can be uploaded at the aforementioned website during one or more sessions.
- I.18. Applicants who do not have the technological resources to complete the online registration processes should call +52 (55) 4155 0730, ext. 7058 no later than February 15, 2016,
- I.19. **Extensions will not be granted under any circumstances.**

ADDITIONAL INFORMATION

- I.20. In order to get further information or solve inquiries, applicants must dial +52 (01 55) 4155 0730, extension 7058, from 10:00 to 14:30 hrs. Mexico City (UTC 06:00, S) Monday through Friday (only workdays) or send an email to: shuerta@conaculta.gob.mx

II. REQUIRED DOCUMENTS

- II.1.** For application's purposes the project leader must be the publisher's legal representative. This individual must fill in the Program Application with all the information as well as the Translation and Publication Project Application. The project leader must upload the Personal, Project and Probatory documents and required attachments in the specified format and dates.

Personal Documents

Mexican publishers	Foreign publishers
a) Official photo ID of the Publisher's legal representative: passport's (JPG or PDF format) or both sides of the National Identity Card/INE in the same format .	aa) Official photo ID of the project leader: passport's or personal identification card in JPG or PDF format.
b) Clave Única de Registro de Población (CURP) of the publisher's legal representative (only PDF format).	
c) No more than three written pages Spanish résumé of the Publisher's legal representative (DOC, DOCX or PDF format).	cc) Project leader's no longer than three pages Spanish résumé (DOC, DOCX or PDF format).
d) Profile of the Publisher's legal representative (DOC, DOCX or PDF format) not exceeding half a written page.	dd) Project leader's Spanish profile (DOC, DOCX or PDF format) not exceeding half a written page.

Project Documents

Mexican publishers	Foreign publishers
e) Concrete Publishing Work Plan (DOC, DOCX or PDF format) with specific dates and activities: translating, proofreading, designing, printing, publishing and distributing, among others.	ee) Spanish work plan specifying dates and activities: translating, proofreading, designing, printing, publishing, and distributing, among others (DOC, DOCX or PDF format).
f) Estimated budget in US dollars with itemized headings: copyright payments, image reproduction rights payments (when applicable), translation and publishing dues (DOC, DOCX or PDF format).	ff) Spanish estimated budget in US dollars with itemized headings: copyright payments, image reproduction rights payments (when applicable), translation and publishing dues (DOC, DOCX or PDF format).

<p>g) Formalized Copyrights' Letter of Commitment or Acquisition Agreement should the work(s) were not in the public domain (JPG or PDF format).</p> <p>If that is the case you should include a Spanish simple translation with the most relevant points of the document, such as state of being in force, deadlines, and sums (DOC, DOCX or PDF format).</p>	<p>gg) Formalized Copyrights' Letter of Commitment or Acquisition Agreement should the work(s) were not in the public domain (JPG or PDF format).</p> <p>It must be included a simple translation into Spanish of the most relevant sections of this document (state of being in force, deadlines, and sums, among others) (DOC, DOCX or PDF format).</p>
<p>h) Formalized Letter of Commitment or Formal Contract between the translator and the publisher (JPG or PDF format).</p>	<p>hh) Formalized Letter of Commitment or Formal Contract between the translator and the publisher (JPG or PDF format).</p> <p>It must be included a simple translation into Spanish of the most relevant sections of this document (deadlines, sums and credits to the translator, among others) (DOC, DOCX or PDF format).</p>
<p>i) Signed letter by the publisher's legal representative stating which other Fonca's announcements they are simultaneously participating at (if applicable) (JPG or PDF format).</p>	<p>ii) Spanish signed letter by the publisher's legal representative stating which other Fonca's announcements they are simultaneously participating at (if applicable) (JPG or PDF format).</p>

Supporting Documents

Mexican publishers	Foreign publishers
<p>j) Documents confirming the legal existence of the publisher, like the Constitutive Act, and the power of attorney given to the legal representative of the publisher (PDF or JPG format).</p> <p>The documents must specify the following:</p> <ul style="list-style-type: none"> • Publisher's date of incorporation • Title or position of the publisher's representative (referred to as the project leader) • Publisher's broad objectives and/or social purpose 	<p>jj) Documents confirming the legal existence of the publisher issued by an official institution (PDF or JPG format).</p> <p>The documents must specify the following:</p> <ul style="list-style-type: none"> • Entity that issues the document(s) • Publisher's date of incorporation • Publisher's registration number • Title or position of the publisher's representative (referred to as the project leader) • Publisher's broad objectives and/or social purpose <p>It must be included a simple translation into Spanish of these documents (DOC, DOCX, or PDF format).</p>

k) Publisher's profile (DOC, DOCX or PDF format).	kk) Spanish publisher's profile (DOC, DOCX or PDF format).
l) Translator or translators' résumé (DOC, DOCX or PDF format).	ll) Spanish translator or translators' résumé (DOC, DOCX or PDF format).
<p>m) For legal nonprofit organizations:</p> <p>Federal Registry of Nonprofit Organizations Unique Key (CLUNI) (PDF or JPG format).</p> <p>Uploading this document is optional, so it is up to the applicant to include it or not; should the projects be selected it will become mandatory.</p>	<p>mm) If applicable, a signed letter head paper from the publisher agreeing to fulfill the publishing proposal and recognizing as well that the project leader is the representative in Fonca; a simple translation into Spanish of this document must be attached (PDF or JPG format).</p>

ATTACHMENTS

Mexican publishers	Foreign publishers
n) Three to five translated into Spanish PDF pages of each of the works proposed (the file should be to read-only).	
o) Publisher's PDF catalogue or a link to the publisher's website.	
p) Electronic copy of the original version of the published work(s) to be translated (the PDF file should be to read-only).	

III. PARTICIPATION RULES AND ECONOMIC SUPPORT

RESTRICTIONS AND DETAILS

- III.1. Applicant publishers can only register one application in this announcement.
- III.2. Foreign publishers' projects can be registered for the translation and publication into a different language other than Spanish of works by Mexican authors. Also Mexican publishers' proposals can be registered to translate and publish works by foreign authors in Spanish.
- III.3. Only Mexican translators should carry out translation projects of Mexican publishers.
- III.4. Public, federal, state, or municipal entities of Mexico can only participate in **co-publishing projects** submitted by Mexican publishers.
- III.5. No support will be offered for unpublished works. In the case of anthologies dealing with particular topics or focusing on the work of a single author, a selection of texts can be compiled in one or more volumes as long as they have been previously published in their original language.
- III.6. Beneficiaries or publishers (including group members or work teams collaborators) currently receiving support from Fonca cannot participate in this announcement. Translators who are now beneficiaries in Fonca's National System of Art Creators can participate in a publisher's project submitted in response to this announcement as long as their fees do not come from the support requested from PROTRAD. Translators selected in Fonca's Artistic Residences Program can participate in a publisher's project by charging fees if the payment is for different projects and after being signed a commitment to completing both working programs.
- III.7. Translators of the publishing projects with current PROTRAD's support may participate in this announcement as long as they have completed their obligations and after submitting a letter signed by the legal representative of the benefited publisher.
- III.8. Beneficiaries, providers and co-investors' applications in this or other FONCA programs, including proposals of group members or work teams collaborators that have not completely fulfilled their commitments and/or projects within the dates stipulated in their agreements, will not be taken into consideration. Anyone in this condition could adhere to the Fonca's Catalogue of Breaches. Nor projects of beneficiaries debtors will be taken into consideration.
- III.9. Individuals can participate simultaneously in more than one Fonca's program as long as it is stated in writing and the document is uploaded in the Project Documents section in the corresponding application, noticing that the applicant can only receive support from the first project selected.
- III.10. Publishers being members of the Fonca Selection Committee Board of Directors cannot participate in this program. Publishers' applications proposed by this program's juries will not be accepted nor will authors participating in the Board of Directors and/or the Selection Committee submit publishing projects.
- III.11. Publishers whose members are middle to top levels public servants assigned to any administrative unit or entities that belong to or are coordinated by Conaculta, or those who are prevented by law or court cannot participate.

EVALUATION AND SELECTION PROCEDURES

- III.12. Fonca has Selection Committees and Mentors. Selection Committees are responsible for the technical and decision-making phases of the application's evaluation and the selection processes. The Mentors are responsible for monitoring the artistic activities and benefit projects.

- III.13.** Fonca will establish a Selection Committee composed of in the subject experts that will be modified every two announcements.
- III.14.** The Selection Committee will abide by the Fonca Code of Ethics and Procedures, which may be consulted online at <http://fonca.conaculta.gob.mx>
- III.15.** Directly or not directly involved public servants under the terms established in Article 8, sections XI, XII, XIV, and XXII of the Ley Federal de Responsabilidades Administrativas de los Servidores Públicos (Federal Law on the Administrative Responsibility of Public Servants) and any other applicable legislation on the subject cannot participate in these procedures, directly or not.
- III.16.** The procedures will consist of the following phases:

A) FIRST PHASE: ADMINISTRATIVE REVIEW

Fonca will conduct an administrative review so as to verify that the proposals do contain the documentation and attachments required under the General Application Guidelines. Fonca will also review if the applicant is participating or has participated in other Fonca programs and if the applicant has fulfilled the commitments that were stipulated in the respective agreement. Applications that do not fulfill the established requirements will be automatically disqualified.

Independently of whether an application has gone through the administrative review phase, Fonca has the authority to reject or invalidate the application if any elements violating the General Application Guidelines are found.

The Selection Committee will consider the next phases.

B) SECOND PHASE: TECHNICAL REVIEW

The Selection Committee will carry out a technical review of the applications in order to determine if they meet the following criteria:

- a) Clear project's statement.
- b) Congruence between the project and the requested budget.
- c) Translation's allotted payment.
- d) Publisher's distribution network.
- e) Viability of the project depending on the deadlines, the requested budget and the number of books to be published.

Applications that do not fulfill these requirements will not be considered into the next phase.

C) THIRD PHASE: RESOLUTIONS

The Selection Committee based on the following criteria will make the final selection of the applicants:

- a) Proven experience of the applicant publisher.
- b) General quality of the submitted application.
- c) Relevance of the works proposed for translation.
- d) Career translators.
- e) Should this program have granted previous support to any publishers, their performance and the result of the earlier project will be taken into account.

- III.17. To ensure the project's completion the Selection Committee has the authority to adjust the applicants' budget proposals and to request documents and guarantees if it deems necessary.
- III.18. The decisions made in the second and third phases will be put on record in the corresponding Selection Act and will be regarded as final. The Selection Act will be published at the Fonca website <http://fonca.conaculta.gob.mx> the day the results are published.
- III.19. The maximum support amount will depend on the chosen participation's category and the resources can only be applied to the costs of the following: translation, copyright acquisition, reproduction rights for images, and publication of the work.
- III.20. If an applicant considers there has been an omission or a breach of the Fonca General Application Guidelines or the Fonca Code of Ethics and Procedures during the evaluation processes, the applicant may request clarification. For this purpose the applicant should address a written query to the Fonca General Director's Office within no more than five workdays after being given to know the results, and this office will respond within the next ten workdays after the request's date of receipt.
- III.21. Having allocated resources for this announcement the applications' acceptance or refusal implies not its worth or significance.

RESULTS AND CONDITIONS FOR SUPPORT

- III.22. The results and the Selection Act will be published at the Fonca website on June 20, 2016.
Applicants are responsible of checking the results from the date of publication.
- III.23. Before receiving any economic support, the selected publishers must sign an agreement with Fonca in which the commitments acquired as beneficiaries and the conditions for receiving such support will be established.
- III.24. To prepare the agreement, the selected publishers must submit to Fonca the following electronic documentation:

Mexican publishers	Foreign publishers
Signed data sheet format	
Copy of a bank statement under the name of the publisher	Copy of a bank statement under the name of the publisher
Publisher's proof of tax domicile	Publisher's proof of address
RFC Certificate's publisher	
Letter signed by the legal representative confirming that the publisher is current with its tax obligations. Letter committed to apply the resources as approved by the Selection Committee.	
For each of the authorized installments, an invoice with IVA (VAT) shown in zeros for a specific concept to be made known later.	

<p>For nonprofit organizations: copy of the Clave Única de Inscripción (CLUNI) granted by the Instituto Nacional de Desarrollo Social (INDESOL).</p> <p>This document should be duly secured in advance to avoid cancellation of financial support.</p>	
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- III.25. Documents must be sent to Fonca between June 21 and August 1, 2016, otherwise the support will be canceled and the beneficiaries will be sanctioned according to the **Fonca’s Catalogue of Breaches**.
- III.26. Selected publishers that do not sign their agreement in a maximum of 45 workdays starting from the day after the publication of results will be sanctioned according to the **Fonca’s Catalogue of Breaches**.
- III.27. Selected publishers in this program that decline the support will be sanctioned according to the **Fonca’s Catalogue of Breaches**.
- III.28. Fonca may cancel the benefits awarded to any selected publisher if before signing the agreement any breach or violation to the General Application Guidelines is found.
- III.29. Once the respective agreement is formalized Fonca will release the first installment to the selected for support publishers as follows:
 - 50 percent of the support awarded for projects that have a completion date of up to twelve months.
 - 25 percent of the support awarded for projects that have a completion date of up to twenty-four months.
- III.30. The publishers that have been selected agree to submit reports on activities that describe advances made on the project as well as a final report at the end of the project. According to the **completion date**, Fonca will release the support funds as follows:

Completion date up to twelve months	Completion date up to twenty-four months
<ul style="list-style-type: none"> • 25 percent of the total sum after the first project progress report is submitted. • 25 remaining percent when the final report, copies of the books and the approving evaluation of the Tutors on the cultural product are submitted. 	<ul style="list-style-type: none"> • 25 percent after the first project progress report is submitted, along with copies of the books and the Tutors’ approving evaluation on the cultural product. • 25 percent of the total sum when the second part of the project progress report, copies of the books and the Tutors’ approving evaluation on the cultural product are submitted. • 25 remaining percent when the final part of the project progress report, copies of the books and the Tutors’ approving evaluation on the cultural product are submitted.

The correct and timely delivery of the reports and the approving evaluation of the copies of the cultural product will be essential conditions for releasing the corresponding installments.

III.31. In order to give credit to PROTRAD the selected publishers agree to print on the legal page of the books the following: *Esta publicación fue realizada con el estímulo del Programa de Apoyo a la Traducción (PROTRAD) dependiente de instituciones culturales mexicanas.*

In the case of foreign publishers, this legend must appear in both Spanish and their source language.

III.32 Publishers agree to publish the works according to all the editorial features mentioned in the translation and publication project, always meeting the requirements stipulated in the copyright contracts submitted.

III.33. Once the work has been published, publishers agree to turn over to PROTRAD, at the Fonca premises and according to the dates stipulated in the agreement, 20 copies of each book that has been printed with the support of PROTRAD.

III.34. Beneficiaries agree and acknowledge that a lack of compliance with what is set forth in the agreement signed with Fonca will result in the implementation of the measures mentioned in the Fonca Catalogue of Failures, as can be found at: <http://fonca.conaculta.gob.mx> Among others, this will apply when any diversion of the resources is encountered, when the lack of accuracy or omission in the delivery of reports occurs and if according to the Tutors there is any failure to comply with the approved project.

III.35. This support cannot be complemented by incentives, grants or resources (economic or in specie) granted by the institutions that have organized the present announcement.

III.36. Beneficiaries of this program cannot take part in this or any other Fonca announcement until they fulfill in a timely manner the commitments in the agreement.

III.37. The letter of completion and closure of the file of the beneficiary will be issued when Fonca has verified compliance with all the commitments made in the agreement.

III.38. During the term of the agreement Fonca may request beneficiaries to deliver visual and/or audio materials so as to fulfill spreading and promotional nonprofit tasks.

III.39. Beneficiaries agree to grant credits to PROTRAD in the promotion and dissemination of the activities generated as a result of the support.

III.40. In case of environmental, health or any other kind of contingency, Fonca may request beneficiaries their direct and free participation in cultural and artistic activities in order to support society.

LEGAL FRAMEWORK AND PUBLIC SERVICE DIVISION

Name of the service: *Translation Support Program Application (Solicitud de Participación al Programa de Apoyo a la Traducción)*

Responsible for processing data for inquiries: (0155) 41 55 07 30, extension 7058,
email: shuerta@conaculta.gob.mx

LEGAL FRAMEWORK

- Creating Decree of the National Council for Culture and the Arts (Diario Oficial de la Federación, December 7, 1988).
- Mandate Contract that gives birth to the National Fund for Culture and the Arts (March 1, 1989).
- Third Modification Agreement to the Mandate Contract (July 13, 2006) with its Operation Rules in force.
- Federal Law on the Administrative Responsibility of Public Servants.
- Federal Law on Administrative Procedure.
- Expenditure Budget of the Federation (2015).
- 2014-2018 Special Program for Culture and Arts (DOF, April 28, 2014).

CLAIMS, COMPLAINTS AND SUGGESTIONS

Internal Control Unit: Consejo Nacional para la Cultura y las Artes. 175 Reforma Avenue, 15th floor, Cuauhtémoc, 06500, Mexico City. Telephones: 4155 0430 and 4155 0444.

Complaints and Investigation General Director's Office: Contact: Engineer Lauro Delgado Terrón, Director of Counseling and Consultation, tel. (55) 2000 3000, ext. 2051, e-mail: ldelgado@funcionpublica.gob.mx

Telephone Helpline of the Secretariat of Public Education: In Mexico City and the metropolitan area call 3601 7599; toll-free within Mexico: 01 800 2886 688.

Email suggestions or comments to: telsep@sep.gob.mx

This is a public program not affiliated to any political party. Any uses for purposes other than those established in the program are strictly prohibited. (Art. 17, section V, PEF 2015).

IV. IMPORTANT DATES

Procedure	Date
Online announcement's publication	November 25, 2015
Registration and files uploading	November 30, 2015 – March 10, 2016
Announcement closes at	March 10, 2016
Publication of results	June 20, 2016
Signing of agreements	June – August, 2016
Rendering of the economic support	Starting July, 2016

V. DEFINITIONS

APPLICANT

A person or company interested in obtaining economic support offered by Fonca through public announcement.

ECONOMIC SUPPORT

Economic or welfare support given by Fonca to its beneficiaries for a certain time and for the purposes specified in the announcement and in compliance with the goals of the support program, which is to be formalized with an appropriate legal instrument.

CANDIDATE

An applicant who has obtained a key to participation in any of the public Fonca announcements through the **foncaenlinea system**.

APPLICATION

Set of documents, files and requisitions that the applicants present at different foncaenlinea system registry dates on the occasion of their participation in the Fonca public announcements.

SELECTED APPLICANT

A candidate that has been selected by a Fonca College during problem-solving procedures of evaluation and selection of a tender (ratified in record) and whose name appears in the official results displayed.

VI. TECHNICAL REQUIREMENTS

The computer equipment for registration and uploading of the files must have the following features:

- XP Windows Operating System or Mac OSX Leopard 10.5 later versions.
- 1 GB RAM memory at least.
- Most recent updated Mozilla Firefox Explorer version in order to browse the Internet (download it at: <http://www.mozilla.com>)
- Ready for use JavaScript.
- An updated, active antivirus (recommended).
- A broadband Internet connection (recommended).

It is recommended that before beginning the application's registration process all other applications and tabs are closed, as well as any additional navigation windows.

VI. PROTRAD PROCEDURE FLOWCHART 2015-2016

