

"Work Program" in terms of adult education between the Ministry of Foreign Affairs (*Secretaría de Relaciones Exteriores* - SRE), the National Institute for Adult Education (*Instituto Nacional para la Educación de los Adultos* - INEA) and **Alvord Unified School District**.

1. **General Objective of the Work Program.** Encourage, promote and operate educational services for Mexican youth & adults, over fifteen years of age, who live in **Riverside, CA, US**, through the educational strategy of the *Plaza Comunitaria*.
2. **Participating Parties.** The Work Program is hereby subscribed by Alvord Unified School District, SRE and INEA, with the support of the Institute for Mexicans Abroad (*Instituto de los Mexicanos en el Exterior* - IME) and the **Consulate of Mexico in San Bernardino, CA**, which are both subscribed to the SRE to give fulfillment to their obligations.

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

- A. SRE is a Federal Public Administration of the Mexican Government with its internal regulations in force and other applicable legal dispositions, who may be assisted by the IME in promoting strategies, integrating programs, collecting proposals and recommendations from communities, its members, its organizations and advisory bodies, aimed at raising the living standard of Mexican communities overseas, verifying the constitution of the organizations with which they subscribe, as well as implement the guidance provided by the National Council for Mexican Communities Abroad.

Itzel Francisca de León Villard. Consul of México in San Bernardino, CA, based on Chapter IV, Articles 19 and 20 of the Mexican Foreign Service Law, published in the Official Journal of the Federation on January 4, 1994, has sufficient faculties to sign this instrument.

For legal purposes their offices are located at 293 N "D" Street, San Bernardino, CA. 92401, US.

- B. **THE INEA** is a decentralized public organism of the Federal Public Administration and is included in the sector coordinated by the Ministry of Public Education, with legal identity and its own assets, residing in Mexico City. In terms of the specifications of article second of the Decree by which it is created the National Institute for Adult Education, published in

the Official Journal of the Federation on August 31, 1981 and amended by means of the Decree published in the Official Journal of the Federation on August 23, 2012, aims to promote and carry out actions to organize and provide adult education for adults through provision of literacy, primary education, secondary education, training for work and other services determined by the legal provisions and applicable programs with the support of social participation and solidarity.

The head Director of Coordination and Strategic Alliances has authority to sign jointly with the head Director of Forward Planning, Accreditation and Evaluation this Work Program, in terms of the provisions of the article 23, section XII of the Organic Statute of the National Institute for Adult Education, published in the Official Journal of the Federation on October 18, 2019.

For the relevant legal effects, he declares his address in the building located on Francisco Márquez N. 160, Colonia Hipódromo Condesa, Territorial Demarcation Cuauhtémoc, Mexico City, zip code 06140.

- C. Alvord Unified School District Mission**, a dynamic learning community that embraces innovation, exists to ensure all students attain lifelong success through a system distinguished by: active and inclusive partnerships, relationships that foster a culture of trust and integrity, high expectations and equitable learning opportunities for all, a mindset that promotes continuous improvement, multiple opportunities for exploration and creativity, professional development that promotes quality teaching and learning, access to learning experiences that promote a high quality of life. Vision: All students will realize their unlimited potential. EIN: 91-1794390. Address: 9 KPC Parkway, Corona, California, 92879. Allan J. Mucerino, Superintendent of Schools, he has the authority to sign this document.

3. Legal Framework. The Work Program is grounded on the following instruments:

- a) The Memorandum of Understanding of education between the government of the United Mexican States and the government of the United States of America signed in the city of Washington, D.C., on August 8 1990.

- b) Collaboration Agreement to promote Adult Education, subscribed by the Ministry of Foreign Affairs (SRE) and the National Institute for Adults Education (INEA) signed in Mexico City on July 10th 2012, for an indefinite term.

4. Commitments

FROM THE PARTIES:

- A. Will follow up on the Plazas Comunitarias to know the advances and challenges with which they are faced.
- B. Both parties will create a collaborative work team between institutes.
- C. The Program will be valid for one (1) year and will be extended for periods of equal duration, unless, one of the parties expresses by written notice their desire to terminate it with at least, a ninety (90) days notice. The completion of the Program won't affect the people benefiting from its educational services nor the programs that are under implementation at the time being which will have to continue until their conclusion.
- D. Will mutually recognize the legal attributions with which they are acting in this Work Program.
- E. Shall comply with the activities foreseen in the Activities Plan (Chronogram) in ANNEX of this Work Program.

FROM INEA:

- F. It will offer educative plans and programs in accordance with the needs and interests of Mexican adults, who are not literate or have not concluded or interrupted their primary and/or secondary education.
- G. It shall operate as a liaison between the Plaza Comunitaria and the authorized agencies of the Mexican Government, in the event that Alvord Unified School District would like to establish actions for educational continuity such as *Bachillerato*, training for work and recognition of vocational skills, among others.

- H. Shall provide training and technical assistance at a distance and / or by electronic digital means, to those responsible for educational services, tutors and people in charge of the Plaza Comunitaria and other staff appointed by the Alvord Unified School District.
- I. Shall provide educational materials and resources, if budgetary resources are available, and send them through the IME and the Consulate of Mexico in San Bernardino, CA, for the development of the literacy, primary and secondary education programs.
- J. Establish the procedures to provide the accreditation service, and in its case, issue the certificate and certification of the study level which it promotes and imparts, to the learners that fulfill the applicable regulations.
- K. Shall provide to the Plazas Comunitarias which depend on the Alvord Unified School District, access codes to the Automatic Accreditation and Follow-Up System (Sistema Automatizado de Seguimiento y Acreditación- SASA), which are necessary for the registry, attention, accreditation and certification of students.
- L. Shall inform every four months to the Consulate of Mexico in San Bernardino, CA, the status of educational processes in its jurisdiction based on the information of the SASA.

FROM ALVORD UNIFIED SCHOOL DISTRICT:

- M. Will provide INEA's educational services of literacy, primary and secondary education **free** to youth and adults abroad through INEA's Educational Model for Life and Work (Modelo Educativo Para la Vida y el Trabajo- MEVyT).
- N. Will register all information regarding the follow up of education of youth and adults, using the information systems that INEA defines for such effects, and send its updated information at the request of INEA.
- O. Shall maintain the SASA updated **permanently** with the current information of the students registered in literacy, primary and secondary education.

- P. Shall participate in the training sessions implemented by the INEA for the updating of MEVyT and SASA, through the means in which the INEA provides, at least twice a year.
- Q. Shall provide didactical, academic and human resources and facilities to fulfill the object of this Program.
- R. Shall promote and disseminate among its members, employees and the community in general, the educational services in literacy, primary and secondary education, through the established strategies.
- S. Shall promote among its students the accreditation of the modules and conclusion of educational levels, fostering at all time that students gain their primary or secondary education certificate.
- T. Install, to the extent of its economic possibilities, the Plazas Comunitarias which are required to attend youth and adults older than fifteen years of age, with furniture, equipment and ICTs, administrative systems, and human resources required for its operation.
- U. Regarding the registry, attention, accreditation and certification of students, available from the INEA Portal – Attention Abroad, the Alvord Unified School District shall:
 - a) Receive from INEA and safe keep user ID code and password that are assigned according to the number of operational units.
 - b) Custody and avoid by all means the dissemination of exams that INEA provides. As well as, treat the information as “**confidential and restricted**”, guaranteeing the strict fulfillment of the Mexican norms and procedures of accreditation and certification.

- c) Register answers of exams according to the current "Norms and Procedures of Education for Youth and Adults Abroad" and generate learners score records. As well as to process the certificate of primary or secondary education of the students who have concluded level.
- d) Inform to the Consulate of Mexico in San Bernardino, CA, and the INEA of any update or change of the operator of the access keys.
- e) Provide to the Consulate of Mexico in San Bernardino, CA, the information requested regarding the status of the educational process in accordance with the plans and programs of INEA.

FROM MINISTRY OF FOREIGN AFFAIRS (SRE)

V. Follow up the implementation of cooperative actions provided in this Program.

W. Send to the Consulate of Mexico in San Bernardino, CA, in accordance with the procedures, the educational materials that INEA provides to the Alvord Unified School District for the development of collaborative actions established in this Program.

Nothing established in this Work Program shall constitute or be interpreted as an implicit or explicit waiver or a surrender of the rights, privileges or immunities that the Vienna Convention on Consular Relations confers to the Consulate of Mexico in San Bernardino, CA. In the case in which some disposition contained in this document creates conflict with the provisions of the Convention, the terms of the Convention shall govern over those established in this Work Program. It does not imply under any circumstance, that there is or there could be an employment relationship between the Consulate of Mexico in San Bernardino, CA, and/or its employees, the INEA and/or its employees, and the Alvord Unified School District and/or its employees.

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

Signed at San Bernardino, CA, on August 31, 2021, in three original copies in English and Spanish languages, both texts being equally authentic.

Itzel Francisca de León Villard
Consul of México in San Bernardino, CA.



María Susana Scherer Ibarra
Director of Coordination and
Strategic Alliances
INEA



Gerardo Molina Álvarez
Director of Forward Planning,
Accreditation and Evaluation
INEA

Allan J. Mucerino,
Superintendent of Schools
Alvord Unified School District

This signature sheet corresponds to the Work Program between the SRE, the INEA and Alvord Unified School District, signed on August 31, 2021.

ANNEX

Chronogram of Activities

The signatories undertake the observance and enforcement, in a timely manner, the activities established in the following chronogram, as well as to modify them by mutual agreement.

Main actions	Institution responsible	Term
Equipment installation, classrooms and Plaza Comunitaria infrastructure.	Alvord Unified School District	Prior task
Recruitment of tutors, instructors and volunteers to be in charge of the technical and administrative operation of the Plaza Comunitaria.	Alvord Unified School District	Prior task
Promotion in radio, television, newspapers, flyers, posters, advertisements, etc.	Alvord Unified School District	Permanently
Training and technical support for tutors and people in charge of the Plaza Comunitaria.	INEA	Permanently
Participate in the training offered by the INEA.	Alvord Unified School District	Permanently
Send materials (according to budgetary availability and existence in warehouse) MEVyT Modules.	INEA	Schedule
Provide access codes and passwords to the SASA.	INEA	August 2021
Register and update students permanently on the SASA.	Alvord Unified School District	Permanently
Schedule and organize assessment and follow-up meetings.	INEA Alvord Unified School District	Permanently