

REGULATION OF THE SECRETARIAT OF JUSTICE, PEACE AND INTEGRITY OF CREATION

I. SUBJECT AND HEADQUARTERS

These Regulations govern the functioning of the Secretariat of Justice, Peace and Integrity of Creation of the OFS International Council, as established by Art. 40.5; of the FIOFS Statute ad experimentum.

The Secretariat of Justice, Peace and Integrity of Creation is located at the OFS International Council in Rome, Via Putti n. 4, int. 6.

II. NATURE AND PURPOSE

For us Secular Franciscans, JPIC is a way of living our vocation, it is our mission and it encompasses all aspects of life through all its dimensions, from individual prayer to the action of the fraternity, from formation to realization of our mission in the world (see the OFS General Constitutions, Title II - Active presence in the Church and in the world for a just and fraternal society - Art 18).

1. The Secretariat of Justice, Peace and Integrity of Creation is a permanent structure at the service of the Secular Franciscan Order.
2. The mission of the JPIC Secretariat is to coordinate the activity of Justice Peace and Integrity of the created within the Secular Franciscan Order and promote together with other organizations ecclesial and non-ecclesial for the achievement of common objectives seeking well-being and the achievement of results for the benefit of all.

III. FUNCTIONS

The Secretariat of Justice, Peace and Integrity of Creation, in accordance with the Statutes of the OFS International Fraternity, performs the following general functions:

- a) Prepare informative materials in the field of JPIC for the national Fraternities;
- b) Prepare and propose to the CIOFS Presidency the participation of the OFS in the various initiatives in the field of JPIC;
- c) Represent the OFS at events in the field of JPIC;
- d) Facilitate the exchange of information between the SFO National Fraternities and other organizations;
- e) Other assignments determined by the CIOFS Presidency.

IV. COMPOSITION

1. The Secretariat of Justice, Pace and Integrity of Creation is composed of the following members, as established by the FIOFS Statutes ad experimentum:
 - a) a Coordinator
 - b) volunteers with specific experience and skills, in a number determined by the Presidency.
 - c) one CIOFS Presidency Councillor
 - d) a spiritual assistant
2. Volunteers are appointed by the CIOFS Presidency on the proposal of the Presidency Councillor member of the Secretariat of JPIC.
3. The Secretariat of JPIC may make use of volunteers and/or experts free of charge to meet specific and occasional needs.

V. STRUCTURE AND ROLES

- 1.1** The Coordinator is appointed by the Presidency and is responsible for
 - a) Coordinate the service
 - b) Summons, organizes and directs the meetings of the Secretariat
 - c) Prepare the final documents
 - d) Prepares the annual reports that will be presented to the CIOFS Presidency
 - e) Prepares the support of the products generated by the Secretariat
 - f) Coordinates and supervises the activities of the observatory
 - g) Others
- 1.2.** His/her appointment is for an indefinite period. However, the Secretariat may set a fixed term that in any case guarantees continuity of service at the time of the General Elective Chapter, until the new Presidency decisions.
- 2.1** The Presidency Counsellor acts as a liaison between the Secretariat and the Presidency. He has the task of:
 - a) illustrate the work done and ask the CIOFS Presidency for approval;
 - b) to inform the members of the Secretariat of the requests and decisions of the CIOFS Presidency that concern it.
- 3.1** Volunteer members perform the following tasks:
 - a) Participate in the preparation of technical documents, proposals for initiatives and others related to JPIC

- b) Support the service of the Secretariat with the performance of internal administrative tasks oriented to the support and functionality of the secretariat.
- c) Represent the Secretariat when necessary and by express delegation when the coordinator is unable to do so or when required by the service.
- d) Others that are assigned by the coordinator.

3.2 One of the volunteer members will be designated by the JPIC Secretariat as secretary and will be in charge of:

- a) Prepare the minutes of the meetings and keep the record of decisions.
- b) Updating the directory of national JPIC leaders/delegates.
- c) Prepare the daily documents, letters, e-mails, communications, circulars, notices, etc.
- d) Support the Coordinator in the preparation of documents, reports, etc., as requested.
- e) Others

3.3 External or occasional members, are those convened by the JPIC Secretariat, given the need for a specific issue or case as strictly necessary and justified, prioritizing activities that the Secretariat assesses or determines, provide specific support according to the subject areas where it is needed.

VI. WORKING METHODS

1. The JPIC Secretariat normally meets virtually at least five times a year and in person once every two years.
2. Members of the Secretariat work in the four official languages Members of the Secretariat work in the four official languages.
3. The material produced is translated into the 4 official languages using OFS members, including those outside the Secretariat/Treasury
4. Of the selection processes
The permanent members are appointed by the CIOFS Presidency at the proposal of the Head or Coordinator of the Secretariat.
External or occasional members are invited by the JPIC Secretariat in response to prioritized needs previously established by the Secretariat.

VII. EXTERNAL RELATIONS

In the exercise of his functions and in the development of his activities, he has the faculty to establish contacts with those responsible for JPIC in the SFO and YouFra in the various countries where the service exists, and with the National

Ministers of the SFO and the YouFra Coordinators of the National Fraternity where the JPIC service is not yet implemented. It will be able to establish contacts with ecclesial and non-ecclesial organizations or groups in the development of its service.

VIII. FINANCIAL REGIME

The Budget

The General Chapter is responsible for ensuring the financing for the functioning of the CIOFS Presidency and all the offices and secretariats that depend on it. Consequently, when approving the triennial budget presented by the CIOFS Presidency in the General Chapters, it also approves the triennial budget of the JPIC Secretariat that is included therein.

The Budget Project of the JPIC Secretariat should contain at least the projection of expenses necessary for its functioning, which guarantees the minimum number of meetings, use of platforms and office automation tools, among others that facilitate the development of its activities.

The Secretariat will prepare a general report of activities at the end of each year, which will also be the basis for the use of the resources allocated.

Donations

During the execution of the budget it is likely that donations will be registered, which must always be channeled through the CIOFS Presidency, to whom the donation letters and other documents will be addressed, as the case may be.

These donations will be governed according to the procedure established by the CIOFS Presidency through the General Secretariat or the General Treasury, the latter (General Treasury) is responsible for providing the guidelines for the donation to become effective.

The funds received as a donation to finance the activities of the JPIC Secretariat will be used exclusively for the purposes for which the donation was made, and cannot be used for any other purpose.

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Execution of expenses and reimbursements

The expenses incurred by the JPIC Secretariat will be reported to the General Treasury using the formats approved by the General Treasury, and accompanying the documentation supporting the expense at each opportunity; only in cases where it is impossible to obtain proof of payment, a sworn statement may be made, according to the guidelines established by the General Treasury.

To request a reimbursement, the user must submit, in the format provided by the General Treasury, the details of the expenses incurred, accompanying the documentation supporting the expense and indicating the authorization of the activity for which the expenses were incurred.

All financial reports, be their budgets, donation reports, expense reports, refund requests, requirements or otherwise, must be signed by the JPIC Secretariat Coordinator.

IX. FINAL PROVISIONS

1. This Regulation shall become fully valid from the day following its approval by the CIOFS Presidency.
2. It may be modified in part or in its entirety, upon proposal of the members of the Secretariat. Amendments must be approved by the CIOFS Presidency in order to become valid.

The text of this Regulation was approved by the CIOFS Presidency at the meeting of November 05, 2023, Decision no. 2311-11.