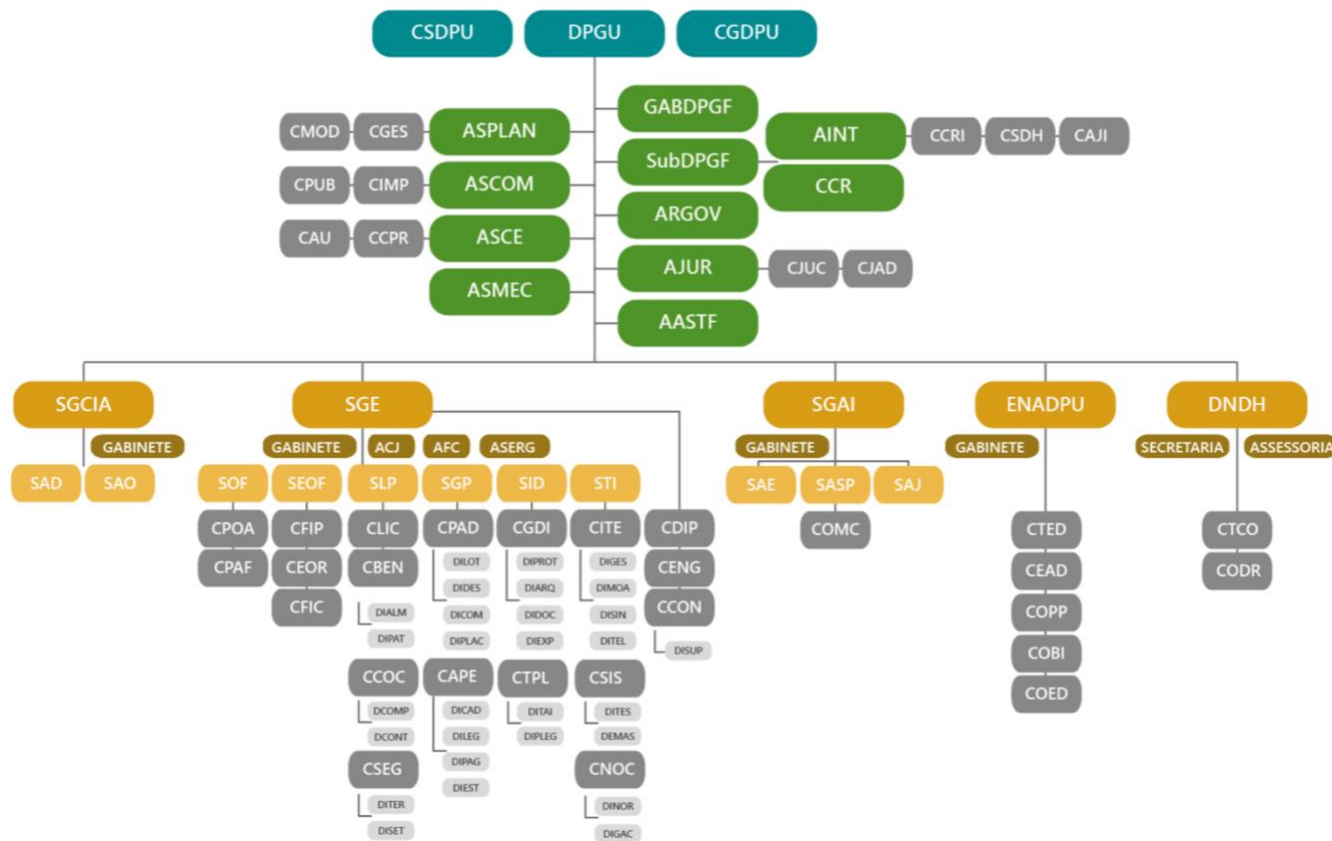


## Organization Chart of the Federal Public Defenders' Office (Main Headquarter)



The Superior Council of the Federal Public Defenders' Office (CSDPU), the highest collegial decision-making body, is chaired by the Federal Public Defender-General, and comprises the latter and the Deputy Federal Public Defender, as natural members. It also includes two members of each of the three categories: Special, First and Second categories. The members of the Superior Council are elected by the plurinominal, mandatory and secret vote of all members of the active career in DPU, for a term of two years, allowed one renewal. With the presence of an absolute majority of its members, the CSDPU meets ordinarily on the first Monday of each month and extraordinarily when summoned by the Federal Public Defender General or through a proposal presented by the majority of its members.

CSDPU

## CGDPU

It is up to the Internal Affairs General of the Public Defenders' Office of the Union to carry out corrections and functional inspections; to follow probationary internship of members of the career; to receive and process representations against members of DPU, which will be forwarded with an opinion to the Higher Council; to propose disciplinary proceedings against career members and other servants; in addition to suggesting to the Defender General the removal of defenders who are being submitted to correction, inquiry or disciplinary administrative process. The CGDPU presents to Federal Public Defender General, every January, an annual report of the activities carried out in the previous year.

## DPGU

The Federal Public Defender General (DPGF) is the highest authority of the Federal Public Defenders' Office. In addition to directing the institution, she/he supervises and coordinates the activities and guides the actions of DPU; the same authority represents DPU judicially and extrajudicially and watches over the fulfillment of institutional purposes. Another assignment is to preside, as a born member, the Superior Council of DPU (CSDPU). In order to run for this position, it is necessary to have career stability and age over 35 years. During the election - held among career members - a triple list is created for the President of the Republic, to choose the name to be forwarded to the Federal Senate. After approval by an absolute majority of senators, the name of the selected defender returns to the President of the Republic for the appointment of the Federal Public Defender General.

## ASPLAN

The Planning, Strategy and Modernization Advisory (Asplan) is responsible for activities related to strategy management and institutional modernization, involving the construction of plans, monitoring, evaluation, as well as the production of technical knowledge about DPU. Among the activities carried out by the area are the elaboration, monitoring and evaluation of DPU's Strategic Plan, monitoring of strategic and institutional indicators, process mapping, conducting the Satisfaction Survey, revision of the Internal Regulations, preparation of studies on the performance of DPU, provision of statistical information that allows the improvement of the final activities of DPU, among others. ASPLAN is subdivided into Institutional Modernization Coordination (CMOD) and Strategic Management Coordination (CGES).

## ASCOM

The Social Communication Advisory of the Federal Public Defenders' Office (ASCOM DPGU) is part of the Federal Public Defenders' Office and has national coverage, being responsible for the coordination of social communication actions in all DPU units in Brazil through the Regional ASCOMs, according to the [Ordinance No. 398/2018](#). ASCOM DPGU follows the DPU's National Social Communication Policy (PNCS) -[Ordinance 269/2018](#), which gathers the principles, guidelines and procedures related to social communication in the institution. Its main objectives are: to develop an integrated communication system, guide the actions that involve the relationship with the media, make DPU known to its target audiences and promote the use of official media. ASCOM is divided into Press Coordination (CIMP) and Advertising Coordination (CPUB).

ASCE

With a unique structure, the Advisory for Ceremonies and Events is directly linked to the Federal Public Defender. The area is responsible for assisting the her/him, as well as the Deputy Federal Public Defender General, in matters related to the ceremonial and the protocol of official events, through the monitoring of agendas and accompaniment in ceremonies, receptions, visits and official acts, protocols or institutional. ASCE plans, organizes and coordinates the execution of institutional events, ceremonies and initiative meetings of the institution, as well as supervises and monitors specific contracts on these activities. The establishment of public ceremonial policies, guidelines and norms for DPU is also one of the duties of the area.

ASMEC

The Memory and Culture Advisory Unit constitutes the institutional instance for the historical rescue of the identity construction of the Federal Public Defenders' Office. It is up to ASMEC to develop strategies for the recovery, registration, preservation and dissemination of DPU's material and immaterial memory. Therefore, ASMEC encourages a sense of belonging and the sharing of meanings regarding the nature of DPU's work, institutional characteristics that are essential to the process of solidifying the presence of DPU in the nationally managed public forces.

GABDPGF

The Office of the Federal Public Defender (GABDPGF) coordinates and plans the execution of the administrative support activities necessary to perform the functions of DPU, interacting with the Executive General Secretariat (SGE) and all the other areas with the aim of monitoring compliance with the decisions taken by the Federal Public Defender. In order to carry out its functions, the Office issues orders, memoranda and letters, in addition to preparing notices and ordinances. The GABDPGF also acts as a strategic level adviser linked to the Federal Public Defender and the Federal Public Defender General, assisting them in the exercise of their administrative and functional activities, as provided for in Articles 4, 88 and 89 of the Internal Regulations.

SubDPGF

The Deputy Federal Public Defender General, in addition to the assignment provided for in art. 7 of this Complementary Law, is incumbent upon: (Wording given by Complementary Law No. 132, 2009) to assist the Federal Public Defender General in matters of interest to the Institution and to discharge the tasks and delegations determined by the Federal Public Defender General.

AINT

Access to justice is a fundamental right of every Brazilian or foreigner, according to the Federal Constitution. With the increasing mobility of people between the different countries of the world, Brazil has sought to establish international agreements to build justice without borders. The performance of the Public Defenders' Office (DPU) at the international level is developed by specialized coordinators, in order to guarantee full and free assistance to every Brazilian or foreign individual, in a situation of legal and economic vulnerability. The International Advisory is subdivided into Coordination to Support Action in the Inter-American Human Rights System (IACHR), Cooperation and International Relations Coordination (CCRI), Coordination of International Legal Assistance (CAJI) and Translation Center (NuTrad).

CCR

The Coordination and Review Chamber (CCR) will have as Executive Coordinator the Deputy Federal Public Defender-General, and its structure will be defined in a specific resolution.

ARGOV

The Government Relations Office (ARGOV) plans, coordinates and executes activities related to government relations of interest to DPU. In addition to advising the Federal Public Defender and the Federal Public Defender in matters relating to the referral, processing and consideration of legislative matters of interest to the institution, ARGOV is responsible for maintaining exchanges with organs of the Judiciary, with the Parliament (National Congress) and other organs of the Public administration.

AASTF

The Advisory Service to the Federal Supreme Court (AASTF) of the Public Defenders' Office (DPU) is responsible for DPU's performance in the highest court of Brazil. It also acts before the National Council of Justice and the National Council for the Public Ministry in cases of interest to the institution.

AJUR

The Legal Council (AJUR) prepares information for presentation to the Federal judicial representation bodies in the case of legal actions of interest to DPU. Another task of the sector is to make legal and administrative manifestations in the cooperation agreements, covenants and protocols of intentions in cases that do not involve the transfer of resources. AJUR also supports the Federal Defender General in the analysis of institutional matters and provides guidance and recommendations to the heads of units and the Executive Secretary General in relation to legal proceedings. AJUR is divided into Legal Coordination of Litigation (CJUC) and Administrative Legal Coordination (CJAD).

SGCIA

The General Secretariat for Internal Control and Auditing (SGCIA) of the Public Defenders' Office (DPU) advises senior management in supervising the correct budgetary-financial and patrimonial management of the body, under the aspects of legality, legitimacy, economy, efficiency and effectiveness. It is responsible for auditing administrative systems, guiding managers in the performance of their functions and responsibilities from the perspective of the institution's internal control. It is divided into the Audit Secretariat (SAD) and the Management Monitoring and Guidance

SAD

The Audit Secretariat (SAD) of the Public Defenders' Office (DPU) monitors, surveys, inspects and audits the administrative, accounting, financial, equity and operational systems. It aims to verify the legality and legitimacy of management acts in the budgetary-financial and patrimonial execution, in addition to evaluating the results in terms of economy. SAD is also responsible for monitoring the measures adopted by the audited areas.

SAO

The Secretariat for Monitoring and Guidance of Management (SAO) certifies, in the annual accounts, the management of those responsible for public goods and money; assesses the fulfillment of the goals foreseen in the Pluriannual Plan and in the work programs contained in the general budget of the Union; monitors the preparation of documents referring to the SGCIA Management Report and Action Plan, in addition to others required by external control bodies. It verifies the accuracy and sufficiency of the data related to the admission and dismissal of personnel and the granting of retirements and pensions, controlling the forwarding of information to the Federal Court of Auditors-TCU and the fulfillment of the requirement to submit declarations of assets and income of DPGU authorities and servants.

SGE

The Executive General Secretariat (SGE) is responsible for carrying out the planning, coordination and supervision of all administrative acts of the Federal Public Defenders' Office. It assists all the managers of contracts, whenever necessary to standardize the procedures related to their management. Currently, its organizational structure is made up of the Support Advisory Unit (ASU), the Allowances and Ticket Section (SEDIP) and the following Secretariats: Budget and Finance (SOF); Budgetary and Financial Execution (SEOF); Logistics and Property (SLP); People Management (SGP); Knowledge Management (SGC); Information Technology (STI) and Legal Affairs (SAJ).

## SOF

DPU's Secretariat for Budget and Finance (SOF) aims to rationalize the resource allocation process, ensuring the balance of DPU's accounts. To this end, SOF coordinates, consolidates and supervises the drafting of the budget guidelines law and DPU's budget proposal. It also conducts actions with the authorities of the Executive and Legislative branches in search of the adequacy of the institution's budget to the government policy of the Pluriannual Plan. In addition, the secretariat monitors and assesses compliance with the limits imposed by the Fiscal Responsibility Law and proposes rules with the objective of regulating the acts of administration of budgetary and financial resources, as well as their execution within the scope of DPU. SOF is divided into Accounting Coordination and Funds Supply Division,

## SEOF

The Secretariat for Budgetary and Financial Execution (SEOF) is linked to the Executive General Secretariat and structured in two coordinations: Coordination of Analysis and Compliance of Management Records (CACR) and Coordination of Budgetary and Financial Execution (CEOF). Among the duties of the SEOF are to plan, coordinate and supervise the budgetary and financial execution processes of DPU; to propose guidelines and standards for the execution of these activities; to submit to the Federal Public Defender General the files related to budget execution and perform the respective administrative management acts. Issuance, reinforcements and cancellations of commitment, appropriation and payment of personnel and verification of compliance with acts of budgetary and financial execution are among the main activities carried out by this secretariat.

## SLP

The Secretariat for Logistics and Heritage (SLP) plans, coordinates and guides the management of heritage and logistics, in addition to proposing guidelines, standards, criteria and programs in the area. It is the SLP that receives the demands and manages the public procurement processes in the areas of the Federal Public Defenders' Office and its units. It also prepares, formalizes and publishes terms of contracts and other equivalent instruments, as well as their amendments for public contracts. Another SLP activity is to analyze and instruct administrative procedures for breach of contract and application of the penalty to suppliers. SLP is subdivided into Bid Coordination (CLIC), Procurement and Contracts Coordination (CCOC) - which, in turn, is divided into Purchasing Division (DCOMP) and Contracts Division (DCONT).

## SGP

The Personnel Management Secretariat (SGP) of the Federal Public Defenders' Office is linked to the Executive General Secretariat, being responsible for the administration of the institution's human resources. SGP is responsible for the alignment of conduct between DPU employees, aiming at the optimization of intellectual capital, the effective use of human or available capital and the promotion of actions that aim at the adoption of a unique management language that results in a better management of human resources. of DPU. The Secretariat is structured in the Coordination of Provision and Performance Evaluation (CPAD) - which is divided into the Division of Recruitment, Selection, Capacity and Movement of People (DILOT), Division of Evaluation and Performance Management (DIDES),

## SID

The Secretariat for Information and Documentation Management (SID) of the Public Defender's Office (DPU) is responsible for conducting the macroprocess of knowledge, documentation and information management work, which is responsible for managing the Electronic Information System (SEI), a system responsible for processing administrative electronic documents within the scope of DPU. In addition to this management, the secretary is responsible for handling requests for Access to Information, arising from the Access to Information Law - LAI, for publications in the Internal Bulletin - BEI and in the Official Gazette - DOU. SGC is linked to the Executive General Secretariat and is divided into File Management Coordination (CARQ), Library and Information Dissemination Coordination (CBDI), Document Management and Digital Content Coordination (CDCD).

## STI

The Information Technology Secretariat (STI) plans, coordinates and supervises the management of information technology in DPU. It monitors the workflows of the Federal Public Defenders' Office and its Units. It proposes guidelines and standards, as well as establishes criteria, parameters and models to be adopted in information technology. It is subdivided into Technological Infrastructure Coordination (CITE) - which, in turn, is divided into the Network Management and Support Division (DIGES), Information Security Division (DISIN) and the Monitoring and User Support Division (DIMOA) -, Systems Coordination (CSIS) - which is divided into the Division of Quality, Testing and Approval of Systems (DITES) and Division of Development and Maintenance of Systems (DIDES) - and Coordination of Standards, Governance and Control (CNOC).

## SGAI

The General Secretariat for Institutional Articulation (SGAI) is responsible for planning, promoting and coordinating the action of DPU in activities related to itinerant projects; performance in the national penitentiary system and penitentiary councils; strategic actions related to the themes of the Working Groups (WGs) instituted within the scope of DPU. Its work is carried out through the Office of the Secretary-General for Institutional Articulation; Strategic Actions Secretariat (SAE); Secretariat of Action in the Prison System (SASP); and Secretariat for Access to Justice (SAJ).

For the execution of specific tasks, which require more immediate measures, Working Groups were created in the following areas: Confronting human trafficking; Migration, Statelessness and Refuge; Homelessness; Traditional communities; Health; Recyclable materials collectors; Eradication of slave labor; Indigenous communities; Guarantee of food and nutritional security; Women; People in prison; Homeless people; Gender identity and LGBTI citizenship (Lesbian, Gay, Bisexual, Trans and Intersex People); Ethnoracial Policies; Assistance to the Elderly; Assistance to People with Disabilities.

In the composition of the WGs, the participation of federal public defenders from different regions of the country is observed, aiming at the representativeness of the entire nation.

## SAE

The Secretariat for Strategic Actions (SAE) is responsible, among other functions, to plan, promote and coordinate the activities of DPU members in national, state and local councils, commissions and committees, interinstitutional events and also the other activities related to serving the populations in situation of vulnerability and other vulnerable social groups that deserve special protection from the State.

SASP

The Secretariat for Action in the Prison System (SASP) proposes and coordinates actions to monitor care in Federal Penitentiaries. Among its duties are the preparation of quarterly reports on actions taken, the proposed regulation to improve its institutional action and the development of actions to stimulate "virtual visiting rooms". In addition, it coordinates the selection, provides logistical support and supervises teams working in Federal Penitentiaries and promotes the articulation of the Penitentiary Councils, aiming at improving their performance.

SAJ

The Secretariat for Access to Justice (SAJ) is responsible, among other functions, to plan actions, implement and monitor institutional programs related to access to justice and DPU itinerant actions.

ENADPU

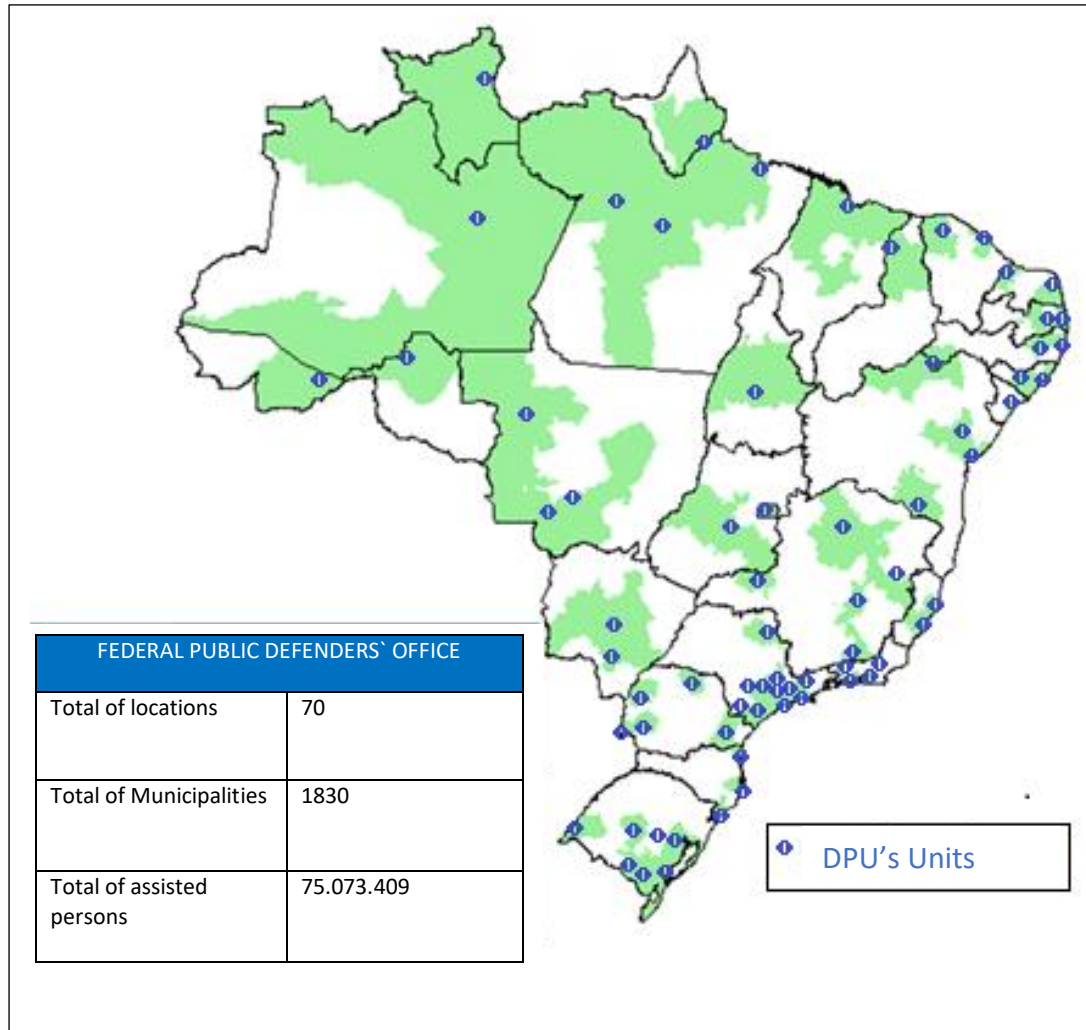
The Superior School of DPU (ENADPU) was established in June 2005, through Ordinance DPGU nº 70, of June 10, 2005. ENADPU's powers are set out in Art. 83 of Ordinance nº 88, of 14 February 2014. The Superior School is responsible for: Initiating new members of the Public Defender of the Union in the performance of their institutional functions; Promote studies, conferences, seminars, debates and discussions on topics related to the activities of DPU; Develop research projects and programs in the legal area; Promote the training, specialization, qualification, improvement and technical-professional updating of the members and servants of DPU; To plan, coordinate and supervise the corporate education activities of public defenders and civil servants, within the scope of DPGU / DPU; To formulate guidelines, incorporate standards, establish criteria, parameters and models to be adopted in the execution of corporate education activities.

DNDH

Exercising in the federal capital of the country, the National Defender of Human Rights (NHRD) has the function of nationally coordinating the work of the Regional Human Rights Defenders (DRDHs) and organizing the collective actions of DPU, maintaining a specific database, reviewing files of collective proceedings and publishing national guidelines to federal public defenders. In addition, the NHRD complies with DPU's national dialogue with other bodies and institutions on the subject of human rights and collective defense of the vulnerable, including through participation in federal collegiate bodies in which the body has a seat, and may speak on behalf of the institution in the face of laws and other normative acts concerning these topics.

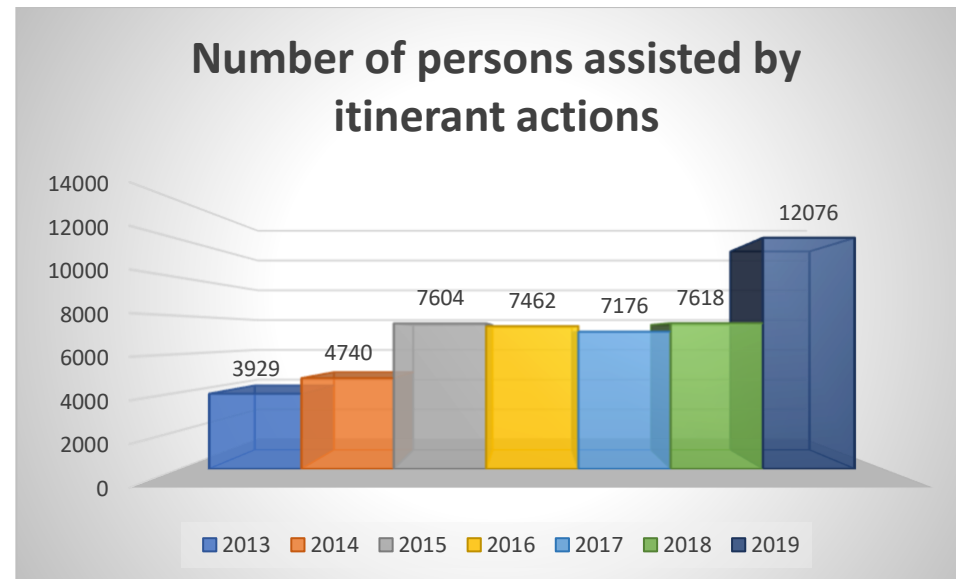
The NHRD also has activities in the judicial sphere, mainly linked to the resolution of repetitive demands, at the Superior Court of Justice and the Supreme Federal Court (in this case, advising the Federal Public Defender in progress already underway). She/he is also responsible for representing the international systems for the protection of human rights, applying to their bodies.

## DPU in Brazil



- Map of regional human rights defenders with contact information available at:  
<https://www.dpu.def.br/amazonas-dndh>





### DPU Coverage in Relation to Population

