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International Professional Association of Notaries Auxiliary

NEWSletter Quórum Uipan



***INTERNATIONAL SCHOOL IS
BORN PROFESSIONAL UIPAN***

SUMARY

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"PROFESSIONAL ACTION OF THE ASSISTANT OF THE NOTARIETY "
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15. - The International School of Auxiliaries of Notaries already works.
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18. - We remember that we have PAYPAL to receive course fees and donations
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22. CALTANISSETTA, Seminar on telematic successions promoted by UNICA@ e FILCAMS-CGIL.
23. FEAPEN Participate in a practical day on the will and the inheritance.
24. The movie "THE AUTHOR" revolves around a notary employee.
25. UIPAN will organize in Naples an international seminar on inheritance aspects.

EDITORIALS

1. - UIPAN SHINES AT THE CONGRESS OF THE NOTARIES OF EUROPE

It is undeniable that the participation of UIPAN in the 4th Congress of Notaries of Europe held in Santiago de Compostela (Spain) on 5, 6 and 7 October, has had an important echo in the Notary, as we will see later, and has projected to our Association before public opinion as an organization with a marked professional character.

UIPAN for many months was working to participate by installing a Stand in such a legal banquet and we can affirm, with absoluteness, that we demonstrate the determination, courage and determination before hundreds of Notaries for being with the notarial institutions explaining our projects and objectives

Our presence in the Congress has meant an important economic and organizational effort, working very hard the Presidency of Uipan, from the headquarters of Feapen / Uipan of Madrid, with our beloved Angelines, Mayte and Ana, who have dedicated hours to organize everything.



M^a Rosa Crespo, Margarita Casado, Mayte Martínez, Juan Carlos Martínez and Dina Nicosia



If an organization wants to be visible and be respected by the other institutions, it is necessary that it shows some fruits, a well done and successful work.

Without a doubt, UIPAN today is known by the Notarial leaders and also, by thousands of Notaries of Europe and South America, especially, where we have arrived with our professional training courses.

Now it is time to collect the fruits of our effort, our commitment to be with the Notarial institutions, of which we are a part, contributing our unique vision and commitment to the principles and notarial values that inspire the notarial function.

We have transmitted our message, our publications, our projects and we can affirm that we have been listened to very positively.

2. - UIPAN IS ALREADY KNOWN BY THE INTERNATIONAL INSTITUTIONS OF THE NOTARIATED

As we can see below, UIPAN is already well known in the international notarial orbit, both the International Union of Latin Notaries (UINL) and the Council of Notaries of the European Union (CNUE). It is true that we had contacts with the Presidents of both international organizations, José Marqueño de Llano and José Manuel García Collantes, but our presence in the Congress of Santiago de Compostela and the Seminar of the International School of Uipan has consolidated collaboration and contact at the highest level.

We can state, without fear of being wrong, that both Presidents of the Notary have always been very close and understanding with us, valuing our effort and professional work.

There is a lot of work to do. Nobody can deny that the Notary is working hard and well to strengthen the institution before the political powers. But it is also unquestionable that, all of us, we can contribute to preserve the historical prestige of Latin-American Notaries through our daily work in the existing Notaries in the towns and cities scattered around the world.

Cohesion and coordination of all the equipment that constitutes the Public Notary Office is required, we can not work without direction and without the high technical, legal and technological knowledge that our society demands.

Globalization has meant that the world is shrinking, all citizens are closer and thanks to social networks, internet and mobile telephony we are interconnected in real time.

The Notary is not oblivious to these changes, and for that reason, technology is seen as a very important element of the future notarial and we have to get on that train fellow.



Juan Carlos Martínez, José Manuel García Collantes and Dina Nicosia

3. -THE INTERNATIONAL PROFESSIONAL SCHOOL UIPAN CENTRAL AXIS OF OUR ASSOCIATION

In Santiago de Compostela it was possible to observe how the First Seminar of the Professional International School of UIPAN has marked the course that we should follow in the future. If we want to grow and expand our Association, it is necessary to have solid foundations that strengthen it in different areas - corporate, logistic, publications and, above all, training issues.

In the Seminar, several very interesting communications were presented that, in a pedagogical way, helped us all to see how the involvement and closeness with the participants in the training courses are vital for success.

There I leave a record that the most involved companions at corporate level are those who are willing to give their best to others, in a selfless and altruistic way.

When we started working in this profession how much we would have appreciated the collaboration and teaching of companions and teachers willing to transmit all their knowledge and experience. That is the reason for the creation of the UIPAN School.

The President of UIPAN, Juan Carlos Martínez, showed to the surprise of all attendees what the logo of the School would be, **a knot**: illustrating that on the first knots that formed Feapen and Unic @, we must all unite our own personal cord, with the spirit to strengthen the bonds of our union (key word in our name Uipan)

Partners from all over the world we are designing the International Association of Notaries' Aids of the present and the future. We are all necessary, it is not a time of apathy and indifference.

More than ever, willing hands, committed minds and hearts are needed to feel the needs of so many hundreds of thousands of companions who need us. Do not look the other way and be a partner in this project.



Juan Carlos Rodicio and Juan Carlos Martínez

NEWS OF THE NOTARIADO

4. - MEETING OF S.M. THE KING OF SPAIN WITH THE PRESIDENTS OF THE WORLD, EUROPEAN AND SPANISH NOTARIES

On October 30, 2017, His Majesty The King of Spain, Don Felipe offered a reception to the presidents of the world notary: where there are three Spanish notaries.

2017 is a historic year for the Spanish notary where the highest international bodies of the notary, are presided by president of the International Union of Notaries, José Marqueño de Llano; José Manuel García Collantes, President of the Notarial Council of the European Union, and José Ángel Martínez Sanchiz, President of the General Council of Spanish Notaries.

In this meeting, the presidents of the more than 300,000 notaries distributed by 87 countries of the world, 22 of the European Union, have explained to the monarch some of the actions developed during this year, in which the three notarial institutions have organized conferences and debates in which they have shared with other countries the collaboration model of Spanish notaries in the prevention and fight against money laundering and the financing of terrorism.



From left to right: José Manuel García Collantes, president of the CNUE; S.M. The King; José Marqueño, president of the UINL y José Ángel Martínez Sanchiz, president of the CGN

It is worth noting that in the communiqué of the General Council of Notaries it refers to the professionals that work in the Notaries around the world, saying: "The CNUE represents the more than 4.000 notaries - and the 200.000 professionals working in the notaries - from the 22 European countries that follow the notarial system" ... "This Council represents the Spanish Notaries (2.800 notaries and more than 17.000 employees) and has among its main purposes to collaborate with the Administration, maintain the collegial organization and coordinate certain functions of the Notarial Colleges"

Therefore, we are proud to belong to an institution that is so important to society, as a bastion of justice and legality, and we are grateful that you count on us as professionals who are part of the Notary.

5. - OCTOBER 2 - WORLD DAY OF THE NOTARY

On Monday, October 2, the World Notarial Day was celebrated in commemoration of the First International Congress of the International Union of Notaries (UINL) that took place that day in 1948 in Buenos Aires, Argentina. From this, we gave a good account of our social networks.

After the Second World War a group of Notaries saw the need to coordinate efforts and legal knowledge in order to organize a global institution that cared about the notarial institution and that helped to establish the law and world security in all countries. We can affirm, without fear of making mistakes, that after almost 70 years since its creation that ideal is now a reality, although there is still much to be done. Not in vain, UIPAN follows in the wake of this organization.



UNIÓN INTERNACIONAL DEL NOTARIADO
Consejo de Asuntos Americanos

CORPORATE NEWS FROM UIPAN

6. MEETING IN ROME OF THE INTERNATIONAL UNION OF THE LATINIAN NOTARIATE AND UIPAN.

On September 26, 2017, the first official meeting between this and UIPAN, headed by its Presidents, José Marqueño de Llano and Juan Carlos Martínez Ortega, took place in Rome at the headquarters of the International Union of Latin Notaries.

The meeting was also attended by: the Spanish José Gómez de la Rosa, former president of Feapen, and the Italians Gabriele Rossetti, President of Unic @ and Michela Crecentini, Member of UIPAN, as well as Elena Vevillacqua, Administrative Secretary of the UINL. UIPAN delivered to the President of the UINL and the Administrative Secretariat of the same, a dossier with the training and corporate projects of the Association, which currently has a presence in more than 25 countries.

We were informed from the UINL that according to the data available to us at this moment, the Latin-American Notary employees collective is close to two million workers

The meeting took place in a respectful and friendly atmosphere, and both organizations set out to maintain a fluid communication in order to collaborate in the training objectives that UIPAN is developing for the auxiliaries of the Notary in the world. The President was informed of the creation of the Professional International School of UIPAN, with an increasing number of professors trained and committed to this task, many of them, Doctorate in Law, Notaries, Lawyers and experienced Notary Assistants.

The President of the UINL, gave us the badge with the beautiful emblem of the International Union of Latin Notaries. All the attendees left the meeting with a constructive spirit and with the conviction that it is necessary to collaborate together -Notary and employees- in order to be able to develop a work for the benefit of society.



From left to right

Elena Vevillacqua, José Gómez, José Marqueño, Juan Carlos Martínez, Gabriele Rossetti and Michela Crescentini

7. FIRST PARTICIPATION OF UIPAN IN AN INTERNATIONAL CONGRESS OF THE NOTARIADO

A showcase for our Association has been our participation in the 4th Congress of Notaries of Europe held in Santiago de Compostela (Spain) on 5, 6 and 7 October.

There, alongside hundreds of Notaries from all over Europe and from other parts of the world, UIPAN was able to present its project and its objectives to the highest authorities of the World Notary in a perfectly qualified Stand.

Being in the notarial forums is where Association is made, humbly contributing to enlarge the notarial institution from our secondary, but privileged, because we represent about two million professionals worldwide according to UINL sources.

UIPAN would like to thank the organization of the Congress for all the kindness that it offered us from the first moment, as well as the treatment given to the attending companions, since they made us participate in the whole program and activities. Thank you very much with all my heart.

Apart from the photograph with the President of the CNUE, Mr. García Collantes, who appears in the Editorial, and who showed us, once again his closeness, we had the opportunity to greet and chat amicably with various political authorities and notaries present there, who We collect below in various photographs.



Juan Carlos Martínez and Dina Nicosia, with the Spanish Minister of Justice, Rafael Catalá



Sr. Fidmann, Notary of Milan, Dina Nicosia, Paolo Pascualis, President of the CNUE 2016 and J.C. Martínez



María Rosa Crespo, J.C. Martínez, Dina Nicosia And the Notary coordinator of the Congress, Isidoro Calvo



Alberto de la Vega, Michela Crecentini, José Gómez, José Ángel Martínez Sanchiz, Chairman General of Notaries y Dina Nicosia and Juan Carlos Martínez

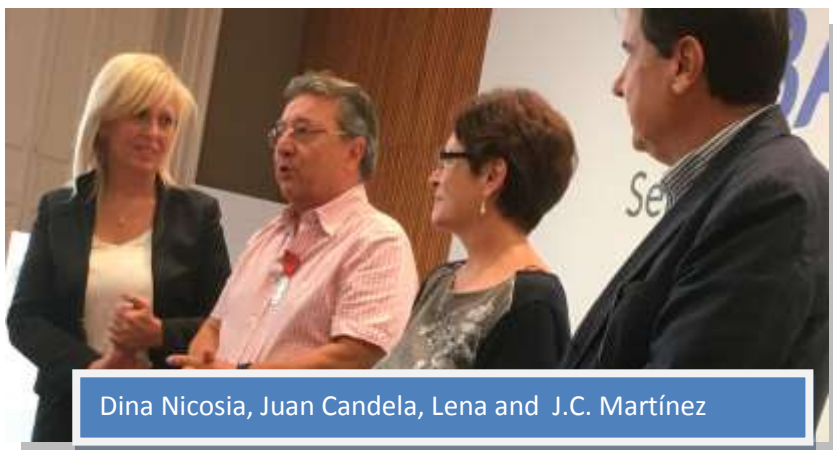
We hope to be present at the events organized by the Notary, but as you can suppose, this entails an enormous economic and management effort that we must assume

For this reason, any help or support is welcome. We will only be strong if we have the economic and structural means necessary to face our challenges.

8. JUAN CANDELA CERDAN AWARDED WITH THE MEDAL TO THE MERIT OF JUSTICE.

FEAPEN took advantage of the celebration of the 4th Congress of European Notaries in Santiago de Compostela to present the Silver Medal of the Order of San Raimundo de Peñafort to our beloved colleague from Alicante, **Juan Candela Cerdán**, who received it with applause and accompanied by Lena.

The delivery made by the fellow promoters of such award before the Ministry, had its culmination in a public ceremony held in Alicante, on November 17, 2017, by the Minister of Justice, Rafael Catalá.



Dina Nicosia, Juan Candela, Lena and J.C. Martínez

Juan Candela, has been and is an important asset of the collective of employees of Notaries. (CEFEN) He was a forerunner of the Training School for Notaries Employees (CEFEN), and his concern has given him a place among the illustrious names of our collective.

Also from the beginning he has been committed to UIPAN, tutoring some courses and showing his availability always. Thank you Juan for everything you give us.



En el centro:
Rafael Catalá (Justice Minister) and Juan Candela

9. - FIRST PROFESSIONAL VIDEO OF UIPAN

In the Congress of Notaries of Europe on a large television screen we could teach attendees to the event the activity of UIPAN, through a two-minute video that was shot in Madrid, in a Notary and in the headquarters of FEAPEN / UIPAN, having I really enjoyed this cinematic experience and the innumerable shots that have to be done until everything is perfect.

We thank the Notary of Madrid, Antonio Pérez Coca because he put at our disposal his Notary to film several shots.

The director of the video is Nadia Mata Portillo, producer among others of the short film "Not a single" that chooses the Goya awards.

The truth is that it was a professional shoot that lasted many hours and whose result you can see it on the website of uipan.org or:



Nadia Mata Portilla
Directora del vídeo.

<https://www.youtube.com/watch?v=H6i2aJhkdoc>.

Hundreds of people have already contemplated it. We think that indicates in a brief but excellent way what is the objective of our Association.

The original music has been specially created for this video by the Spanish musician Jorge Viñals (web: www.jorgevs.com).

1-His first film work was the short film "The mysterious client", which already announced his weakness for romantic stories. This was followed by "Frequently Asked Questions" and later "I Love Madrid", both selected and awarded at several International Festivals.

As a screenwriter, he wrote the TV Movie "A car loaded with patience" that won the First Prize of the Academy of Television Pilar Miró. She also has a prolific career as a director of European video clips, working for groups such as La casa azul and Trembling Blue Stars.

The short film "Marceline Blurr", shot in New York, marks her debut as director of an international project. Currently, she works in advertising, for brands such as Google, Zara Home, Idealista or Pullman-tur, while preparing the leap to the feature film. Web: www.nadiamataportillo.com

10. - THE UIPAN SEMINAR OF THE TRAINERS SCHOOL PROPULS THE ASSOCIATION.

We had high expectations in the first Seminar of the Professional International School of UIPAN and, the truth is, it did not leave anyone indifferent. The faces of more than thirty attendees reflected the joy of witnessing the start of an exciting project that will mark the course of the next few years of UIPAN and its promoting associations FEAPEN and UNIC @.

The ceremony began, Juan Carlos Rodicio Rodicio, member of the Board of Directors of Upan, former president of FEAPEN and Notary Officer of Santiago de Compostela, who welcomed the attendees with these words:



"WELCOME to SANTIAGO DE COMPOSTELA, city par excellence of pilgrimage, city of enchantment, city" meiga" This city or town is built around the CATHEDRAL built after the discovery of the tomb of the Apostle SANTIAGO el MAYOR.

We have to go to the legend to place in time the beginnings of this city, so we would say that one night of 813 in the sacred mountain of the Libredón, under a shower of stars, a hermit named Paio, sees some lights that illuminated the place where the tradition indicated that the Apostle Santiago was buried. In this place he finds a small chapel, with an altar and a crypt in which there were three tombs, that of Santiago, and that of his two disciples, Theodore and Athanasius, who have been "in charge" of bringing the Apostle to this place, From this moment, the so-called "Camino de

Santiago" was born, which the European Parliament designated the First European Cultural Route, and by UNESCO, it has been declared a World Heritage Site, whose goal is this place.

Everyone knows that the Camino of Santiago, was born for religious reasons, without a doubt, but that contains spell, restlessness and enthusiasm for those who want to travel, admiration for those without finding a why? the road endures in time, has intimacy, and involves sacrifice and effort for the one who travels it, whose enchantment makes today people from all over the world go through it, that without having a religious motive something moves him to take such an initiative and when he finishes Be captivated by what it means to go through it.

I wanted to get here for what the "road" means, restlessness, illusion, admiration, intimacy, sacrifice and effort, those of us here, or rather the groups that we represent here, especially FEAPEN and UNICA, pushed by the new "Santiago Apostle" named Juan Carlos Martínez Ortega, we also started a path, which fixes its origins in the constitution of UIPAN and sets its sights on becoming the tool of union and reference for all the employees of the notaries of the so-called Latin Notary, and using Machado's phrase, "there is no road, there is no path, we make our way as we walk", we have proposed to do the "way", with all the illusion of the world, and this illusion is what brings us to this act today, Our companion Dina Nicosia will moderate us, to which I now give the floor, wishing a happy stay in Santiago de Compostela to all those present. "



The program continued with Juan Carlos Martínez Ortega, President of UIPAN, who officially presented the UIPAN Professional International School, highlighting:

That "The Notary of Latin type is integrated in 87 countries, being implanted in around 120 countries, which represents 2/3 of the world population. Without organization it is impossible to achieve the marked goals. In order to cover so many partners in so many countries of the world, we have to, from UIPAN, with our headquarters in Madrid, work as a team, distribute the spaces in an adjusted and appropriate way to the courses we wish to teach. "

In addition, the School aims to be an associative meeting point of training and instruction. We can all learn, first the teachers, who should be the central axis of the organization.

The UIPAN School has an open character, which means that it will freely expose the identity of its leaders, its structure, its courses, its operation and the scope of the courses.



A In addition, he continued affirming the uniqueness of the UIPAN Professional School, by stating:

""We are not a school anymore. We are not going to devote our efforts and resources in the delivery of training courses away from the related knowledge -directly or indirectly- with our profession of no-

tary employees. So, we we will give emphasis to all matters related to notarial law and other aspects that make us more practical experts in our work, even if they are collateral matters (computerized notarial, use of specific programs, how to be more efficient, manage our time etc"

Regarding the teaching staff, he continued affirming:

Our extensive experience in FEAPEN, of what the teacher Ángel Bautista will tell us, we can affirm that teachers or teachers are the main aspect of any Entity that wishes to dedicate itself to training. Moreover, in general, the colleagues who have historically dedicated themselves to instructing others are usually the most committed corporately and involved in the Association. Therefore, without partners to help us in this task of instruction, the School will fail and, in addition, we have to work as a team. "Little likes and how much tires". You have to distribute the game to all the classmates with aptitude for teaching "



"At the UIPAN School, rigor and professional prestige must first. Our teachers who will be exposed in the banner that will be created on the web have to have a social and corporate recognition and also know how to transmit the information "

The President continued, explaining to all the attendees, the creation of the Corporate Circle of Teachers, which consists of the creation of a group of corporate emails with the intention of transmitting to all the fellow members of the teaching faculty: ***"Relevant corporate information. Recommended readings Pedagogical suggestions Useful articles for the classes. News about training at a local and international level. Proposals for new courses. Virtual meetings Organization of seminars "***

Without doubt, the best was yet to come. Juan Carlos Martínez, as the culmination of his speech, said:

"Dear comrades, today the International School of Notaries is put on hold, we started humbly but more than 400 people have participated in some of the courses we have started to give. The important thing is not to have projects and illusions, it is to see as little by little, step by step, irrigation after irrigation, such projects flourish and grow. We are working not only for ourselves, but for the Auxiliaries of the Notary of the future.

UIPAN is not only a training association, but is aware that due to our involvement in the teaching of Notary employees we find our place in the Notary.

For all that, go ahead, partner, we count on you, your participation is fundamental.

Do you know what this is? Yes, a knot. The red color symbolizes FEAPEN and the blue color UNIC @, a year and a half ago we knotted to be stronger. Now, it is necessary that each partner knots his own personal rope to this knot in order to make it stronger. For this reason, dear companions from now on "a knot" will be the symbol or emblem of our Professional School "

The knot will be the symbol or emblem of our Professional School

The following communication was in charge of the Vice President of UIPAN, Dina Nicosia, with the following title *"Formazione? If I grazie."* From his speech we highlight some parts:

"Formazione ? Si grazie !!

L'istruzione, la formazione e le competenze aprono diverse opportunità nel mondo del lavoro, determinando benessere economico di una persona.

E' noto che una persona, con un grado di istruzione piu' elevata e competenze ha piu' opportunità di inserimento nel mondo del lavoro.

Il raggiungimento di questa condizione è determinato da tre elementi: l'istruzione, la formazione e l'educazione.

A.- L'istruzione è costituita dal lavoro che i docenti svolgono nelle scuole primarie, secondarie e nelle Università, per impartire agli studenti conoscenze e nozioni sulla cultura generale e su determinate materie. Essa costituisce la base su cui poggeranno le competenze che una persona acquisirà durante la propria vita.





B.- La formazione costituisce un insieme di attività didattiche e pratiche necessarie a preparare una persona a svolgere un'attività o una professione . Essa si acquisisce mediante la partecipazione ad una serie di attività che consentono di acquisire competenze specifiche e stimoli utili per la propria crescita professionale . La formazione si differenzia dall'istruzione per il fatto che, non costituisce solamente un insieme di nozioni contenute nei libri, che devono essere comprese e

memorizzate, ma è anche il risultato di un piano formativo che tende a strutturare, solidificare e rinforzare in maniera completa le competenze che vogliono essere acquisite. Il valore della formazione assume una grande importanza nel campo della crescita professionale e personale di un individuo e dovrebbe rappresentare per lo stesso :

- un impegno continuo per tutta la propria vita;
- l'aggiornamento delle competenze necessarie in relazione ai processi di cambiamento, di trasformazione ed sviluppo dei sistemi;
- il miglioramento della professionalità e delle competenze.

Uipan sta investendo le proprie forze al fine di rendere possibile tutto questo mediante l'organizzazione di corsi di formazione in e-learning, aventi come obiettivo il miglioramento delle competenze degli ausiliari notarili .

C.- L'educazione è quel requisito che un soggetto deve possedere per seguire una condotta professionale corretta, in osservanza ad alcune regole, che non sono codificate, ma che vengono nella prassi definite "buone maniere" e che comprendono la "gentilezza", "la responsabilità", "la cortesia", "il rispetto", "l'onestà", "la riservatezza".

Detto questo, l'ausiliario notarile costituisce una tipologia di lavoratore, che deve possedere questi elementi per potere collaborare con una figura istituzionale prestigiosa quale il notaio .

Pertanto oltre all'istruzione primaria e l'educazione è fondamentale la formazione, dato che l'attività notarile è chiamata in continuazione ad evolversi per effetto dei numerosi e repentini cambiamenti legislativi".

He concluded his exciting communication by saying to the attendees:

"La necessità di avere una qualifica professionale emerge sempre di più, ma se non si possiedono gli strumenti idonei per una formazione specifica e riconosciuta, dapprima dal Notariato e poi dalle Istituzioni, non potremo arrivare ad avere una qualifica riconosciuta nostro lavoro.

Concludo: alla domanda formazione?

Io rispondo con fermezza SI, ne vale il nostro futuro. Grazie."

Continue with the planned program our Alicante fellow, Juan Candela Cerdán, who addressed a very timely topic for new teachers who submit for the first time to the challenge of instructing other people. Its title was **"How to face the challenge of teaching? Your first time"**.



Juan, who was very close and in a splendid and entertaining way, was drawing how to overcome the fear of being in front of others to instruct them in formation. Among other things, said: ***"At this time, we will try to identify as main objectives of professional education, all those criteria for using training as the only essential tool to implement, through the multiplier effect in institutions and associations training seminars professional, these events have produced a change of culture towards the quality of teaching, so, through qualified teachers, we can improve the ability to organize their own work as an instructor and that of the students as a finalist of our work to which we want to instruct."***

It is very important to develop a positive and creative attitude regarding the tasks that make up his activity within the notarial office. "

I continue to express what the trainer contributes, expressing: ***"In principle, the trainer must have knowledge of the subject he is going to teach; it is supposed a capacity and synergy with the students; he must have more than enough experience, as well as adequate training and provide an important cultural capacity; must have as basic features intelligence and personality according to their status as a trainer and show by flag an attitude that will not make him faint in the middle of the class, so any problem that occurs will be overcome with a note, because he is prepared for it, he has conscientiously supervised the topics, he knows what he is talking about, without a doubt, he will convince his audience and he will give personal character to his charges and advice"***

Next, our distinguished colleague, teacher of hundreds of employees of Spanish Notaries and loved by all for his professional career, Angel Bautista Mesa, who took us on the subject with the following theme: **"The training of notary employees History of an experience"**.

Among the many practical advices that he pointed out, we highlight some: ***"Knowing what the law says is one thing and solving the problems that the law raises in practice is another thing very often very different."***

Without a doubt, the latter is the most difficult. The training of employees in the case of notaries should have special connotations. It is not here, as in any other discipline, that the speaker or professor makes a more or less brilliant exposition of the legal norms. What is involved is to transmit (I insist, to transmit, in the deepest sense of the expression), knowledge acquired with the experience of daily practice. And that requires different skills on the part of the teacher. The brilliance and the knowledge, always desirable in which it teaches, are not the most important thing here, because transmitting is something more than teaching and requires the adequate techniques that facilitate and make possible the communication between the students and the teacher "



In a part of his speech, he set the path we should follow if we want to participate in any program of professional instruction: ***"After many years of filming in this subject of teaching, not only in Madrid but also in other Spanish territories, with the accumulated experience today we can say that if there is an essential element to define success in this teaching work aimed at the training of notaries employees, that is, without doubt, the proximity."***



Closeness of the teacher with the students and of these among themselves, because being all employees and going through the same difficulties in solving the problems posed by the day to day in the offices, this produces a climate of complicity and acts as an element binder that favors participation and understanding."

The program advanced with very useful suggestions from our Greek colleague Anne Malleu, who developed the theme "***The preparation of tutorials vital piece to transmit information.***"



Anne made it clear to everyone that to provide training with guarantees requires preparation and interest. We went to pick up some of his wise teachings. She asked us. We went to pick up some of his wise teachings. She asked us the next question "***Why are learning objectives needed?***" We have to set our goals in advance because the objectives:

Direct the teaching

- ***Focus students' attention on what they will learn.***
- ***Orient the student towards concrete actions such as reaching the objectives.***
- ***They constitute the basis for evaluating the results of teaching.***

In the case where there are no established objectives, then:

- ***The teacher in ambiguous contexts will have difficulty formulating the content of the teaching, calculating the time it will take for the different activities, choosing the appropriate educational technique and the supervisory tools to be used.***

- ***If the objectives are confusing for the teacher, they will be much more vague for the students, they will not know what is being asked and why it will be difficult to motivate them to act in specific directions.***



Our dear companion continued, indicating that, "Whatever the teaching technique we use, what we want to achieve is the student's understanding of the lesson. A key element of successful teaching is the understanding of the content of the lesson by the students. The degree of success of the teaching of a teaching module is proportional to the students' understanding.

Therefore, we must have the flexibility to deviate from the program we have established and adapt the flow of teaching, taking into account the circumstances (the course of the discussion, the potential of the students, etc.). But if we do not establish a course at all, the lesson is in danger of being totally seduced by these conditions"

I took over from the program

our beloved Italian partner Gabriele Rosseti, who gave his speech in Italian that moved us all. His communication

was entitled "La formazione professionale del dipendente notarile è fondamentale per il suo futuro". Gabriele's communication was imparted with the heart and that was reflected in the appearance of the assistants. Below we transcribe some of the parts of his speech: ***“Essere professionale significa essere specializzato, oltre che diligente, competente e efficiente. Chi conosce il lavoro notarile, sa bene che le qualità che ho appena elencato sono richieste e sono necessarie per eseguire un servizio di livello elevato. C’è bisogno di saper risolvere problemi, anche velocemente. Per fare ciò, bisogna avere gli strumenti giusti, e gli strumenti di lavoro devono essere cercati, studiati e imparati, perché non si nasce già dipendente notarile o dipendente notarile professionale.***



Il lavoro che si svolge nello studio notarile è molto particolare, talmente particolare che poca gente riesce a comprenderlo. Esso è un mix di tradizione, tecnica giuridica e burocrazia, quasi sconosciuto alla maggioranza delle persone. Ma allo stesso tempo, la società chiede sempre più prestazioni professionali precise e veloci”.

In a fragment of his speech, he said: ***“Mi viene in mente anche una considerazione di carattere quasi ‘deontologico’. Chi lavora nello studio notarile deve essere consapevole del lavoro che sta eseguendo a servizio dello svolgimento della funzione pubblica esercitata dal notaio. In altri termini è necessario che l’impiegato notarile sappia cos’è il notaio, qual è il suo ruolo, e che lavoro svolge. Per questo è opportuno imparare e conoscere cos’è il notariato e quali sono gli strumenti giuridici che esso utilizza. E’ importante avere coscienza di cosa è una funzione pubblica, di cosa è un atto pubblico, e delle nozioni giuridiche che stanno alla base del lavoro svolto nello studio notarile”.***

He finished his brilliant exhibition affirming: ***“Le considerazioni che ho sopra sinteticamente esposto rappresentano uno scenario in divenire: il lavoro notarile è già cambiato notevolmente, e continuerà a cambiare. Si evolve, armonizzandosi con le altre evoluzioni in corso: sociali, giuridiche, economiche.***

Il cambiamento è una sfida, una sfida che si può affrontare se si dispone dello strumento giusto. Quello strumento per l’impiegato notarile è la formazione e l’aggiornamento, che consentono di affrontare e risolvere ciascuna delle condizioni che ho sopra esposto verso l’evoluzione dell’Ausiliare Notarile al quale la nostra Unione si ispira.

Ecco perché la formazione professionale del dipendente notarile è fondamentale per il suo futuro. Nelle considerazioni che ho esposto, potrebbero esserci degli elementi che probabilmente hanno i connotati tipici dell’ordinamento giuridico italiano, ma direi che i principi generali che stanno alla base delle stesse siano condivisibili da tutti”.



Our colleague Juan Carlos Martínez Ortega

closed the seminar program, this time in his capacity as University Professor. His theme revolved around "Pedagogical guidelines to be effective in training courses". He began his presentation by saying: ***"Good intentions do not serve in training projects if we do not succeed in motivating the participants, if we do not change their progress objectives, if we fail to captivate their professional spirit. The purpose of the UIPAN Professional School is to train Notarial employees in their different tasks. This requires the acquisition of knowledge, assimilation and tasting of notarial and legal knowledge.***

Therefore, we can affirm that efficacy is synonymous with success, utility, capacity, aptitude, validity, energy, strength, vigor.

These qualities are what we want to transmit to our students. "

He dethroned a Decalogue to be effective in instruction, which he conveniently illustrated, we outline some of the points discussed. The lessons or training we give ***"They have to connect with the emotions and motivation of each participant. To captivate or motivate students, you have to reach inside. We have to teach, starting from the other side, there is a partner who has our own profession and who needs some knowledge that will be useful for his professional progress. We can not be cold, but close"*** He used an appropriate phrase from Rousseau: ***"Plants are straightened by cultivation, men by education "***.

We have to create "in a climate of trust and openness. As we said, our interlocutors are partners and sometimes they will be friends. The climate should be friendly, friendly, but without losing a bit of rigor. It is not about making grace, but about transmitting vital information that our colleagues must know. "



He ended his speech with the last point that seems very timely and we collect literally below ***"Be happy giving the best of you. At the UIPAN School we want our faculty to be composed of happy classmates and companions, who radiate joy of life. We are here to help the Notaries' aides the best we can, knowing that making the road alone is more insecure and stimulating. We all need each other A word of encouragement, encouragement can take us to the fulfillment of our goals. We do not want to be indifferent We want to get involved in the formation of the collective because we understand that, at this moment, it is the best we can do. Create a good reputation, a public recognition - by the notary institutions and their own colleagues.***

Therefore, to be efficient in addition to using appropriate pedagogical and formative techniques such as those we have seen, especially my friends, BE HAPPY, that your face denotes that you enjoy what you do, be it little or much.

Halfway through the Seminar, the President of the International Union of Notaries, José Marqueño de Llano, honored us with his presence, accompanied by the Notaries of Madrid, Álvaro Lucini Mateo and Almudena Castro-Girona Martínez, as well as the Administrative Secretary of the UINL, by Elena Vevilacqua, and the Manager of the General Council of the Spanish Notaries, Francisco Lucas

The President, urged UIPAN leaders to follow the path of institutional collaboration with the Notariat and training.



He showed his support and closer to our projects and initiatives that he had knowledge in Rome, a few days before, as we have mentioned previously. The legal certainty exhibited by the precise Notariado of great professionals, of a harmonic team directed by the Notary transmits confidence in citizenship. From this publication we want to thank the notary institutions for their recognition and unconditional support and we trust that we can move together along the path of qualification, recognition of our profession and the place we occupy in the Notarial.

This presence implies an incentive to move forward with tesón, effort and commitment.



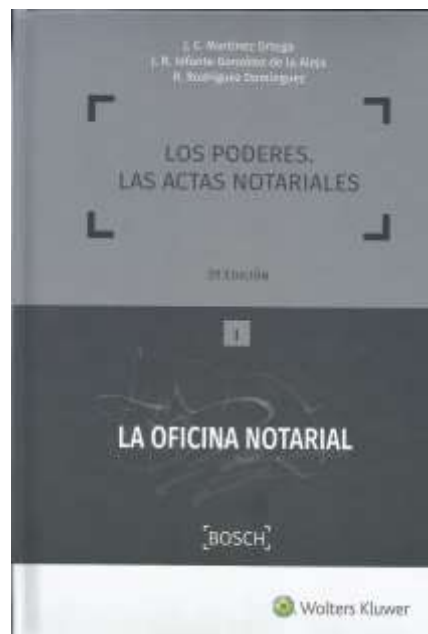
From left to right: Gabriele Rossetti, Álvaro Lucini, Almudena Castro, José Marqueño, Juan Carlos Martínez, Dina Nicosia, Elena Vevilacqua, Rafael Rodríguez, Anne Malleu and Michela Crescentini

11. - THE FIRST BOOK OF THE COLLECTION "THE NOTARIAL OFFICE" RELEASED BY OFFICIALS OF NOTARY

In May 2010, the first volume of the "Notarial Office" Collection, of the prestigious Bosch editorial, saw light. There have already been 7 tomos, of about 400 pages each of them, with abundant forms, jurisprudence and bibliographic notes.

Now, we are pleased to announce that this project has been consolidated as it leaves 2017, the second edition of the first totally updated volume.

It is significant that, in the official presentation that took place in the Illustrious Law School of Madrid, our partners and authors, the three Notaries and Officials of the capital of Spain, Juan Carlos Martínez Ortega, Rafael Rodríguez Domínguez and José Ramón Infante García-Consuegra (the first two members of the Board of Directors of of UIPAN), in June 2010, had the presence of the current President of the UINL, José Marqueño de Llano, who also prologated that first volume indicating in part:



“...The notarial office was at the home of the Notary.

I used to occupy the entrance entrances of the house.. Miguelillo, Rodolfo, Pepe ... the officers, were part of their family environment and was not unreliable to help the "boss" son to do schoolwork or to mount the beauty for Christmas. Serve this image to make it clear that the notarial function has always been carried out, based on a close collaboration of the Notary with its officers. Convented by this intimate Notary-official collaboration, Juan Carlos Martínez, together with a group of colleagues, embarked on this important work for our daily work, which is the one that, on a case-by-case basis, legitimates us against the.



We thank our fellow uncomfortable their work, dedication and corporate delivery of all the heart and we give you the congratulations for all your achievements that are ours.

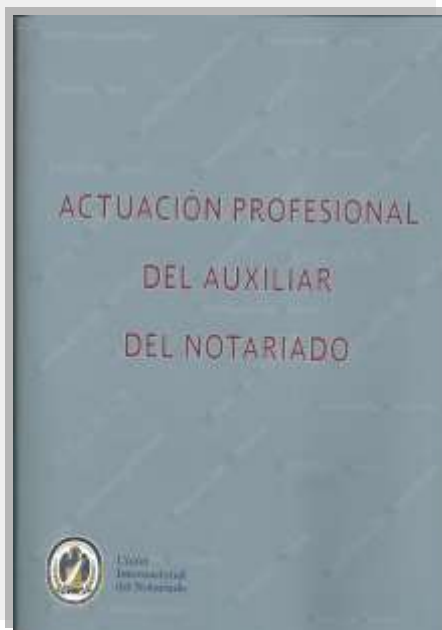
12. - SEE THE LIGHT THE SECOND BOOK PUBLISHED BY UIPAN: "PROFESSIONAL ACTION OF THE ASSISTANT OF THE NOTARIETY"

After a great effort of coordination and work, in the 4th Congress of Notaries of Europe, the second book published by UIPAN, in Spanish, was presented to the public, after the book "Practical application of notarial principles". We are facing a collective work in which colleagues from Argentina, Spain, Greece and Italy have collaborated, and we think that it perfectly summarizes the work of the Notary Assistant.

It consists of 10 chapters, with the following content: Notaría's customer service; Labor rights of the Notary Assistant; The proper management of time in the Notary; Generate trust in the petitioners of the notarial service; The Notary and new technologies, The Notarial Study: a team work; The Notary Assistant: indispensable collaborator of the notarial public function; The professional secret and its collaborators; The employee of Notary Public and faith. New Horizons to continue. The figures, accounting, mathematics and taxation in the Notary.

The book has an excellent prologue from the Vice President of UIPAN, Dina Nicosia, and the authors are our colleagues: La argentina, Luciana Mangione.

The Greeks: Olga Kosmidou and Effe Mallou.
The Italians: Annaliza Damiani, Aldo De Biase and Gabriele Rossetti.



The book has had an excellent reception among hundreds of colleagues, notaries and legal professionals.

The price is 8 euros for the members of FEAPEN and 12 euros for the non-members. Now you can place your order, we will send it to you with some small postal expenses.

We are translating this book in order to also publish it in Italian.

***You can now request your copy to the UIPAN email:
info@uipan.org***

***We will send the copy to the price of 8 euros if you are affiliated with FEAPEN or UNIC @
And 12 euros if you are not affiliated, plus postal expenses.***

13.- FEAPEN PAYS TRIBUTE TO OUR COMPANION ANGELINES UCEDA

On October 25, 2017, a large group of colleagues and friends gathered at our headquarters on Calle Mayor for the opening of the FEAPEN training course and explanation of the new National Agreement.

But the most emotional part of the program was reserved for the end of the session. A well-deserved tribute was paid to our beloved companion Angelines Uceda, whose selfless and altruistic collaboration for both FEAPEN and UIPAN we want to thank, as the 50 people attended that broke into a warm and emotional applause. He was given a plaque in recognition of his work, which Angelines, very excited thanked all attendees.

It is undeniable that our organizations, FEAPEN, UNIC @ and UIPAN, need collaborators, and our retired colleagues with their experience and good work are indispensable to achieve our projects, also, as in the case of Angelines, they are an example worth imitating.



Angelines Uceda, with Juan Carlos Martínez and his wife Ana Isabel Busto.

PROFESSIONAL PRACTICE NOTES

14. - THE PROFESSIONAL CATEGORIES OF THE COLLABORATORS OF THE NOTARIAL FUNCTION

There is no identical parameter in the more than eighty-seven countries where the Latin Notariado system governs in this matter. There are countries that have a long history of regulating the auxiliaries of the Notaries, and yet in other countries, the work of the Auxiliaries of the Notaries lacks the slightest regulation, a worrisome fact. As in all organizations, a minimum organizational chart is necessary to advance, to encourage progress and fair compensation based on the competences and powers of each worker. In this matter, from this forum we encourage the Notariats where they have not yet regulated a structured and logical system of categories that define it for the good of all the Notaries.

Without further ado, we will check next the different professional categories existing in some countries:

ARGENTINA

According to Collective Labor Agreements signed between the Trade Union Associations of Notary Public Employees and the Notaries Association of the Province of Buenos Aires and the Federal Capital of Argentina, the clerks of the Notary Public are grouped into the following four professional categories, namely:

a) First category: includes only the **Senior Official**. Their functions are, as a qualified employee and possessor of the necessary knowledge, to collaborate with the notary in the direction and ordering of the activity of the clerk, in the drafting of deed projects, in the control of the tax settlements, in the prolixity of the handling of the protocol, in the advice of the other employees, in the attention of the clients in

the matters of mere procedure and in general in everything inherent to the operation of the clerk's office and that by its nature does not invade the power of the scribe.

b) Second category: Protocolist. It is the auxiliary who, without prejudice to the tasks entrusted to the scribe or the senior official, fulfills functions in the protocol. In the event that the activity of the clerk or at the discretion of the clerk was not necessary to have at least one person corresponding to each category of those cited in this article as assistants, these tasks will be addressed by existing staff at the clerk, which they will be in the category that corresponds to the activity that has the most importance in their daily work.

c) Third category: Liquidator. It is the assistant who, without prejudice to the tasks entrusted to him by the notary or the senior official, is responsible for the liquidation and preparation of the forms of Law 23.905, for fees, taxes on the act, other types of taxes, fees and contributions that affect the real estate or right in question, and for everything that should be included, make the monthly payroll forms, and others that correspond to perceive the employee or employees of the office, and contributions, contributions, etc.



d) Fourth category: General Assistant. It is the auxiliary who performs the general tasks entrusted to him by the notary or the senior official. Telephone operators, cadets and ordinances belong to this category. The scribes will choose their employees, establish their category and quantity. Scribes may exchange or transfer employees from their offices, prior communication to the Joint Commission and with the written consent of the interested parties. **Luciana Mangione**

GREECE

In Greece, in the notaries there is no division of labor among workers. Notaries are not big companies to hire many employees and that each one has specific responsibilities. They are small businesses that generally employ one or two employees. This means that all tasks and duties are assumed by only two or three people. The same employee performs tasks outside and inside the office. The result causes a lot of mental and physical fatigue. The employee runs to do all the work in the courts, land registry offices, tax offices, etc. with all the bureaucracy that accompanies them, while he knows that when he returns to the office, he will have clients waiting, all with a different problem.



Checking so many difficult situations we can see the importance of the division of labor because it contributes to the organization of the notary, its proper functioning and the harmonious coexistence of its employees. This division allows all employees to know their duties, responsibilities and limits. He is committed and dedicated to his specific work without worrying about another job. The division of labor also helps to save time, in particular, the constructive time that makes the individual work even more productively in the same period of time.

When a person deals with a single job, for which he is properly trained, he gradually develops a great skill and capacity in that

work and increases his performance.

In addition, because of the lack of training and education itself, notaries are reluctant to hire someone who does not have the basic experience because they will need to educate themselves by dedicating time to other work.

In Greece there is no school to teach the work of notaries, even in the form of seminars, so that employees can be properly trained for such a demanding job. Even so, due to lack of experience and knowledge, errors can occur that are significant enough to overwhelm the client and, consequently, the good image of the office.

So the employees who work today in Greece are taking on responsibilities and tasks without any education only through experience. If there was a school, and each employee would be classified according to education and experience, the organization of the notaries would be better and the work would be easier and more efficient.

SPAIN

In Spain there is a long tradition in the establishment of professional categories, although, in the negotiation of the current II National Agreement, by the Notarial Employer has tried to suppress any reference to these categories, having obtained the negotiators of FEAPEN that they are still included in the signed agreement.

For that reason, to indicate the functions that are developed in Spain in this sense we go to the art 14 of the agreement that defines them under the title "Professional classification".

“ 1- The system of professional classification of notary offices is defined as the organization by which, with a technical and organizational basis, the inclusion of workers is contemplated in a general framework that establishes, with an enunciative and non-limiting character, the different work tasks developed within the notarial offices affected by this Agreement and is structured through the existence of professional groups, in turn integrated by salary levels (as reflected in the salary tables annexed to this Agreement).



Said ordination is translated into the delimitation of the different knowledge, professional aptitudes, criteria, tasks and functions in which the labor benefit due is structured.

2. In general, the worker will develop the tasks of his professional group, as well as the supplementary and / or auxiliary tasks that are part of the entire process of which they are a part.
3. When they perform, usually and within the conditions stipulated in this Agreement, functions of two or more professional groups, the classification will be carried out by virtue of the most relevant functions to which, within the whole of its activity, it is dedicated longer, without prejudice to the provisions of the previous section.
4. Based on the professional classification system, this Convention regulates the way to carry out functional mobility and its different assumptions.

In view of the above, the professional groups are the following:

Official First. – Group first.- Includes those employees who perform functions with the following characteristics:

a) The employee who certifies sufficient experience to take, under the direction of the Notary, the organization of the notarial office, and who possess sufficient legal and technical knowledge to write and process telematically complete documents of notorious difficulty under the direction of the Notary and to attend according to the instructions of the same the queries that are formulated and that realizes, indeed, said functions.

b) The employee holding the degree of Bachelor or Graduate in Law who, for their legal, technical and technological knowledge sufficient and accredited for their work, effectively and fully resolve under the direction of the Notary issues of special and notorious complexity.

c) The employee with sufficient technical, technological and practical knowledge that, under the direction of the Notary, the entire organization of the office in an efficient manner.

Group second.- Includes those employees who perform functions with the following characteristics:

Second Officer.- a) The employee with sufficient legal and technical knowledge to write and process telematically complete documents of difficulty under the direction of the Notary and to attend according to the instructions of the same the queries that are formulated and that effectively make said functions. Also the employee with sufficient economic, technological and academic knowledge to develop the economic-accounting organization of the notarial office.

Auxiliary.- b) The employee with sufficient knowledge to write and process telematically documents that require legal preparation and do not have special complexity, or that develop mercantile, accounting or economic work, under the direction of the Notary or the supervision of another employee.

Copier.- c) The employee with sufficient technical and technological knowledge who develops specific or office and / or administrative tasks that do not require special preparation.

Sub-Group.- Group third.- Includes those employees who perform functions with the following characteristics: El empleado que principalmente realiza trabajos de carácter accesorio como recados, recepción, atención telefónica, tramitación telemática y otros análogos o varios de los aquí enumerados.

Employees not included in any of the other Professional Groups are included in this Group.

The assignment of the employee in a determined group and level will be carried out in accordance with the functions that it carries out in a continuous and habitual way in the notarial office. When assigning functions to the employee, the Notary will take into account, among other factors, the following: knowledge, academic, legal, computer or accounting degree, initiative, autonomy, complexity, responsibility, management capacity, availability, and ability of teamwork, being in any case the faculty of organization of the Notary "" . **J.C. Martínez.**

PORTUGAL

The Notary in Portugal has different notes to other European countries, there are public notaries and others private.

Non-public notaries are usually staffed by: a principal assistant, one or more assistants, senior clerk and writer.

The publics have different collaborators without specifying their functions.

It is interesting that art. 8 of the Notarial Statute (DEC-LEI No. 26/2004 of 4 February) indicates under the heading "Practice of acts by workers:

" 1. The notary may, under his responsibility, authorize one or more workers with adequate training to practice certain acts or certain categories of acts.



2 - Authorization is prohibited for the practice of acts certified by public deed, public wills, instruments of approval, opening and deposit of closed wills or international wills and their annotations, minutes of meetings of social organs and, in a way all the acts in which it is necessary to interpret the will of the interested parties or clarify them legally.

3.- The authorization referred to in section 1 must be expressed and the corresponding text in the notary public in a place accessible to the public ".

So, in certain cases the employees of Portuguese Notary are authorized to perform various functions not covered by point 2 of the regulation, although, notoriously announced in the Notary. **S. Barros.**

15. - IT ALREADY WORKS THE INTERNATIONAL SCHOOL OF AUXILIARIES OF NOTARIES.

It is already in progress the International School of Auxiliaries of Notaries, which has the vocation to provide logistical support to all the comrades of the different countries where we are today.

The base of the School is constituted by Officials of Notaries of Spain, whose background thanks to the experience of years of FEAPEN is very important, but we also have professors from Greece, Argentina, Portugal, Italy and other Ibero-American countries.

Soon, the cloister of teachers that we will be updating little by little will be posted on the UIPAN website.

If you have teaching experience and interest in participating as a Professor at the International School UIPAN send us a short curriculum

For this reason, being aware that the work is huge, we need more volunteers to help us in this teaching task. Now, in this fourth Bulletin we see the need to request again the help and collaboration of thousands of talented colleagues who can provide us with academic support and experience. We repeat the requirements again.

To participate as a teacher in the PROFESSIONAL INTERNATIONAL SCHOOL OF AUXILIARIES OF NOTARIES, the following requirements are required:

- 1) .- Be in possession of a university degree of Bachelor of Law or Economics, be a Doctor of Law, Notary or Attorney.
- 2) .- Be a Notary Public with more than 10 years of experience in Notarial offices.
- 3) .- Cv of people who speak Spanish, English, French, Portuguese, Italian, German and any other language of a country where the Notary is of Latin type are admitted.
- 4) .- Manage the internet. Keep an email account, since many of the courses.
- 5) .- The courses will be mostly distance, although in some cases seminars and in-person courses will be organized.

THIS is a great opportunity to collaborate with an UIPAN, the Association of the auxiliaries of Notaries.

If you want to be part of the faculty, send your curriculum vitae to the following email: formacion.uipan@gmail.com.

In this project no one is left over, we need the best. Most of the courses will be taught in distance or virtual mode.

16. - THE FOURTH COURSE OF UIPAN WILL TREAT ABOUT "THE NOTARIAL ACTS"

After the success of the first three UIPAN courses "Introduction to Notarial Law", "Practical application of notarial principles" and "The public notarial instrument", we can announce the Fourth Course that we will teach in distance mode and that will begin on the 26th. February 2018

This course, like the previous ones, will deepen in the performance in the Notaries on the Notarial Acts that have an important role within the public instruments that the Notary of Latin court authorizes. Together with the three previous courses it will serve you to know more extensively the applicable regulations and aspects that will make us more skilled in our profession. As in previous agendas, the manual will include abundant notarial regulations from various countries in Europe and South America.

As in the previous courses we will use the ELNOTARIADO.COM platform that sponsors this training program and whose help we can only thank.



We have tried to adjust the costs of the course as much as possible, in order to be able to meet the expenses for material preparation, advertising and teaching. We have fixed the cost of 90 euros / 90 dollars, which must be entered in the following UIPAN account:

BANCO SABADELL, S.A. – Madrid, c/c ES17 0081 0569 8700 0230 7634 BIC-BSABESBB.

You can also pay at the PayPal address indicated on our website in the training banner.

Although there is still time, you can already pre-register: info@uipan.org or formacion.uipan@gmail.com indicating your name, e-mail, country of origin and address.

It is an opportunity that you can not miss. It will make you much better professional and that will have positive consequences in your work. In addition, this fourth course and the fifth that will be released in a few months will allow you to obtain the UNIVERSITY DIPLOMA OF "PROFESSIONAL TECHNICIAN IN NOTARIAL LAW".

17. - II EDITION OF THE COURSE ON "MEDIATION AND NOTARIAL ACTION".

After the great success of the I Edition of the important course of "Mediation and notarial action", given by the prestigious Lawyer Ana Criado Inchauspé, Lawyer and former Notary Officer, who is currently the President of the Madrilenian Mediation Association, we have seen fit offer the II Edition of it.

Having Ana in our faculty is a luxury that we should value. We will use the ELNOTARIADO.COM Platform as in other occasions, since this course will be taught remotely and in Spanish. We also hope to be able to give it in French.

El precio del curso es el de **90 dólares/euros** y podéis abonarlo en la cuenta que antes hemos enumerado o a través del banner de nuestra web uipan.org a través de PayPal.

After passing the course, CEDEU (Center for University Studies) will issue the corresponding Diploma.



CURSO a DISTANCIA:
"MEDIACIÓN Y ACTUACIÓN NOTARIAL"
 Comienza el 15 de julio de 2017
 INSCRIPCIONES:
 info@elnotariado.com con copia a asociacion.uipan@gmail.com

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 Universidad Complutense de Madrid

Experta en "Mediación, Arbitros Actuación y Técnicas Aplicadas en Resolución de Conflictos"
 Presidenta y socia fundadora de la Asociación Madrileña de Mediadores

MEDIACIÓN Y ACTUACIÓN NOTARIAL

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The course deals with the following interesting topics:

- 1.- The conflict and its singularities. The dynamics of conflict. Study of the origin, reasons and dynamics of conflicts.
- 2.- Alternative Methods of Conflict Resolution (MASC) and Mediation. Conciliation, counseling, facilitation, early neutral evaluation, facilitation, mini trial, neutral fact finding, Ombudsman
- 3.- The role of notaries and auxiliary professionals of the notary in mediation. The mediation process The elevation of the mediation agreement to the public.
- 4.- Mediation tools applicable to the notary:
 - 4.1 Negotiation Negotiation methods. Strategy. Value creation. Generation of options. Examples
 - 4.2 Communication. Communication techniques. Generation of trust Management of emotional aspects. Unlocking difficult situations Non-verbal communication. Active listening. Mediation techniques.
- 5.- The mediator: Characteristics. Legal status. Deontology. Relations of the mediator with the parties. Characteristics of a good mediator.
- 6.- Civil and commercial mediation. Legal framework in Spain, EU and other countries.
- II.- CONCLUSIONS
- III.- ANNEXES: Act of initiation of mediation - Final Act - Model mediation agreement - Videos

18. - WE REMEMBER THAT WE HAVE PAYPAL TO RECEIVE COURSES AND DONATIONS

As we expressed previously, we are using PayPal to facilitate payments to non-Spanish nationals of courses and donations. You know that PayPal Holdings, Inc. is a US company that operates almost all over the world an online payment system that supports money transfers between users and serves as an electronic alternative to traditional payment methods such as checks and money orders. PayPal operates as a payment processor for online sellers, auction sites and other online business users and even physical stores, charging a minimal commission.



Also those colleagues and supporters who wish to make a small donation to cover the logistics costs of all UIPAN projects will be very grateful, since until now everything is being paid for the contributions of some colleagues, and the FEAPEN and UNIC @ Associations. Your help is necessary

19. - WE CONTINUE WITH GREAT IMPACT ON THE SOCIAL NETWORKS

UIPAN is still very active in social networks, having visits on both Facebook and Twitter of thousands of people who are interested in our activities. Almost two people a day become followers of UIPAN on Twitter.

We live in a virtual and globalized world and, therefore, if one is not in the network, it does not exist.

Our Association is more alive than ever and we continue to provide information for the collective of Notaries employees by land, sea and air.

We ask you to enter daily on our Facebook and twitter pages and signals that you like our contributions and indicate your opinions.

There are colleagues who every day worry about updating the pages with different material and information, both corporate and with news of labor, educational and legal-notary.

We are connected to thousands of colleagues from many parts of the world by just typing a few letters on our computer




CENTRO DE ESTUDIOS UNIVERSITARIOS


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Unión Internacional Profesional de
Auxiliares del Notariado

¿DESEA CONTINUAR CON SU FORMACIÓN UNIVERSITARIA?

UIPAN y CEDEU Centro de Estudios Universitarios, adscrito a la Universidad Rey Juan Carlos, colaboran en la formación universitaria oficial para sus afiliados y familiares.

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25%

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Para más información: 91 725 44 39
info@cedeu.es

20. - THE EUROPEAN SUCCESSORY REGULATION AND ITS PRACTICAL APPLICATION IN SPAIN AND ITALY STARTS IN FEBRUARY.

Dozens of colleagues are already enrolling in this unique course, the only one we have done to date. The coordinators of this course are our colleague Juan Carlos Martínez Ortega and the Pablo de Olavide University Professor, Juan Pablo Pérez Velázquez.

He delves into the inheritance law of Spain and Italy, and contrasts it with the European Succession Regulation.

The modality is remote and its duration is three months according to the rhythm of the participants.

The course will begin for Spanish speakers on **February 5, 2018**, and for Italian classmates on the same date or a few weeks later.

The tutors of this course will be: Juan Carlos Martínez Ortega, Juan Pablo Pérez Velázquez, Silvia Vilar González and Chema Pérez Pellicer, on the Spanish side; and Maurizia Bertoncino, Alberto Chiosi, Gabriele Rossetti, Aldo de Biase and Analiza Damiana, for the Italian part. The qualification of the teachers is accredited, since they are: Notaries, Doctors in Law, University Professors, Lawyers and experienced Notary Officers.



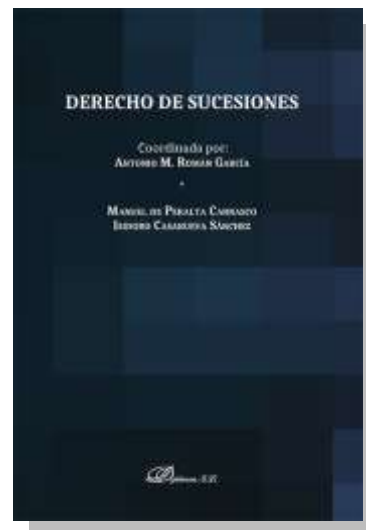
Spaniards will receive free of charge the book edited by Dykinson, entitled "RIGHT OF SUCCESSIONS", which will serve as the main manual of the course. Italian colleagues will use *****

The price of the course is **180 euros and 150 euros for members of FEAPEN or UNIC @**. It can be paid by PayPal or in the following Association account: **ES17 0081 0569 8700 0230 7634 BIC-BSABESBB**.

We are working for the International Union of Latin Notaries (UINL) endorse the completion of this course, which also has the support of CEDEU (Center for University Studies) attached to the Rey Juan Carlos University. In fact, CEDEU has enabled us its magnificent virtual platform for the realization of this course in which you will find additional documentation, legislation, videos, slides, etc., as well as a forum to exchange questions and information.



This training program is sponsored by FEAPEN and UNIC @, and is aimed at officers and assistants of Notaries, Notaries, Lawyers or Law students. The International Union of Notarial Professionals (UI-



PAN), is an international association, non-profit, created to facilitate the meeting between the hundreds of thousands of workers of Notaries.

Due to the characteristics of this course, the international scope, the platform used and the Diploma that you can obtain, we encourage you to participate in this first edition of the "**COURSE OF THE EUROPEAN SUCCESSORY REGULATIONS AND ITS PRACTICAL APPLICATION IN SPAIN AND ITALY**".

REGISTRATIONS: info@uipan.org

21. - THE NOTARIAL SECURITY SEAL, TRUST GUARANTEE IN A GLOBALIZED WORLD.

At the European Congress of Notaries held in Santiago we had the opportunity to contact members of the UINL, who showed us a new security seal that we think is very useful for the circulation of notarial documents outside the country of origin. The Notarial Security Seal (SNS), has its origin in the concern that generates the possibility that a falsified notarial document is considered as good by the receiving notary of another country than its issuance.

Therefore, the International Union of Notaries (UINL), very sensitive to this problem, decides to create a notarial seal of security, whose use by notaries of the countries that make up the UINL, offers guarantees of inviolability of the document that incorporates, for being a seal with some security measures that make it unforgeable, being exactly the same for the notaries of the whole UINL.

Características del SNS



Lado izquierdo del sello

Lado derecho del sello

Lleva impreso el logo de la UINL.



Dispone de un espacio para escribir manualmente el número y año del protocolo.



Lleva impresa una numeración secuencial que identifica al país y al notario emisor del documento notarial.



Incluye la página web de consulta de los SNS.



Lleva impresa una numeración secuencial que identifica al país y al notario emisor del documento notarial. La misma que aparece impresa en el lado izquierdo



Lleva impresa la denominación del Órgano Nacional del Notariado al que pertenece el notario titular del SNS



Lleva impreso un código BIDI cuya lectura nos indica el nombre del notario emisor del documento y sus datos de contacto profesionales para poder cotejarlos con los del documento notarial que obra en nuestro poder

In addition to the security measures implemented, the stamp has a BIDI (QR) code printed on it, which allows a verification of the identification data of the issuing notary, in real time and by any mobile device, greatly facilitating the collation and verification of the documentation, and the immediate resolution of possible doubts.

In this way, the SNS project started in 2012 as a pilot experience with the aim of improving the legal security of the notarial documents of the member countries of the Union. Since then, several General Councils of Notaries from different countries have joined the pilot project in some of its different phases. Thus, Spanish, Argentine, Italian, Portuguese, Lithuanian, Belgian, Senegalese and Turkish notaries, among others, already enjoy the use of this indispensable tool to form an environment of international trust in the transmission of documents that require public faith to be easily recognized beyond the borders of origin of the same.

Finally, the International Union of Notaries (UINL) has definitively launched the Notarial Security Seal (SNS) project at the 28th National Congress, held in Paris last October 2016.



Thanks to the SNS, the notary user of the same can protect in a simple way notarial deeds, for the benefit of his client, offering him the guarantee of integrity of the data. In addition to this security guarantee, the notaries receiving documents that have the Security Notification Seal of the UINL can easily check the authenticity of the



same and obtain in real time the data of the notary who intervened, to be able to contact his notary. If necessary. In this way, security and trust, characteristic of the notarial function, are combined with the practicality and agility of a system for checking and verifying documents that, without replacing the apostille, grants an additional guarantee, and an operational improvement of the matching processes.

The UINL, to start up the project, counts as a reference partner with the Signe Group, an industrial company, expert in the printing of security documents and development of digital trust tools, responsible for manufacturing the notarial folios simple copy of the notarial Spanish since 2002.

Relying on this company, the UINL developed the SNS design, customized for each notary. Each SNS is numbered sequentially, and is unique, with an exclusive use for the document that incorporates it. Together with the seal itself, notaries have a platform for verifying the BIDI code of the SNS, which facilitates the verification in real time of the data of the notary issuer of the document.

How is the seal requested?

Access to the SNS is very simple, given that the UINL also developed a stamp request platform through the web <https://www.uinlsns.com/usuarios/login>.

To proceed with the sending of stamps, it is necessary that the General Council of Notaries of each member country of the UINL, has signed a contract of adhesion to this tool, in order to maintain the chain of trust granted by the notary public schools in the identification of the members of the notary of each one of the member countries of the UINL.

In this way, each notary adhered to, receives an email, communicating an authentication code and the web page of the SNS purchase platform, in which they must simply register. Once registered, you can acquire all the stamps you need, which are presented in 3 boxes for each order placed (1,512 SNS per order in total).

22. - CALTANISSETTA, SEMINAR ON TELEMATIC SUCCESSIONS PROMOTED BY UNIC @ E FILCAMS-CGIL

The employees of the notarial offices are a great resource. The meeting was presented by Dina Nicosia. Gabriele Rossetti, President of Unic @ and former vice-president of CPNUE developed the theme: "Positive collaboration with the union"

The Seminar was held in the conference room of the headquarters of the Bank of Nisa, which is the first of a series of training seminars organized by "@ Unic - National Association of Employees of Italian



notarial studies" in collaboration with "FILCAMS-CGIL". "The telematic succession" is the first of a series of seminars. The result of a memorandum of understanding between Unic @ and FILCAMS-CGIL aims to fill, at least in part, the chronic lack of training in the world of work. The employees of the notarial offices are tens of thousands and constitute an asset of real efficiency at the service of society.

The employees of the notarial offices are tens of thousands and constitute an asset of real efficiency at the service of society. Especially in specific sectors, such as the notary, the importance of an increasingly high and recognized qualification is perceived: the resource that feeds his daily work. As of January 1, 2018, the succession of complaints that can present exclusively through the computer and professionalism to deal with this important issue, Unic @ called said tax - Regional Directorate of Sicily, making use of two officials from the tributes of Office management, explained to the participants all the news that the experts will face from that date.



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The meeting was opened by Dina Nicosia, Vice President of Unic @, who briefly explained the objectives of the Association and its evolution in its first decade of life, emphasizing the importance and the need to achieve the goal of education for achievement of the recognition of the qualification of the figure of the notarial assistant.

This training can now also be provided by academic form from Unic @ who actively contributed to the creation

of a three-year degree course in legal services with the curriculum of "Assistant Notary", which takes place at the University of Campania "Luigi Vanvitelli". The peculiarity of this program of studies is that in addition to offering the student the knowledge of the subjects on the rights provided in the ministerial study plans, it also offers specific training materials of notarial interest, but above all the recognition of credits on the basis of work already done in the Notary. Today, this degree program is unique throughout the European Union.

Dina Nicosia also explained that Unic @ is part of two international organizations with similar objectives, the CPNUE (Confédération des Staff des Notariats de l'Union Européenne) based in Brussels and UIPAN (International Union of Professional Auxiliaries of Notaries) based in Madrid.

In particular, with Uipan, in which Dina Nicosia holds the position of vice-president, she informed that she intends to organize training seminars, in e-learning, on topics related to the current

regulations applicable to the Latin notary in eighty countries throughout the world. In February, he will begin a training course on the law of comparative succession between Italy and Spain.



23. - FEAPEN PARTICIPATES IN A PRACTICAL DAY ON THE TESTAMENT AND INHERITANCE.

On Saturday, December 16, 2017, they met in the Roman city of Mérida (Badajoz), colleagues from Extremadura and the rapporteur Miguel Ángel Bueno Amarillo, official from Madrid, the President of Feapen, Jesús Francisco Fernández Díez and José Luis Moreno, of the Extremadura Association.

Multiple aspects of the succession were treated in a relaxed and practical environment. The day lasted three hours and was broadcasted live through the Feapen page on Facebook with notable audience success.

Little by little, in Spain we are reaching all the comrades of the territory with adequate training for our work.



Jesús F. Fernández, M.A. Bueno and José Luis Moreno



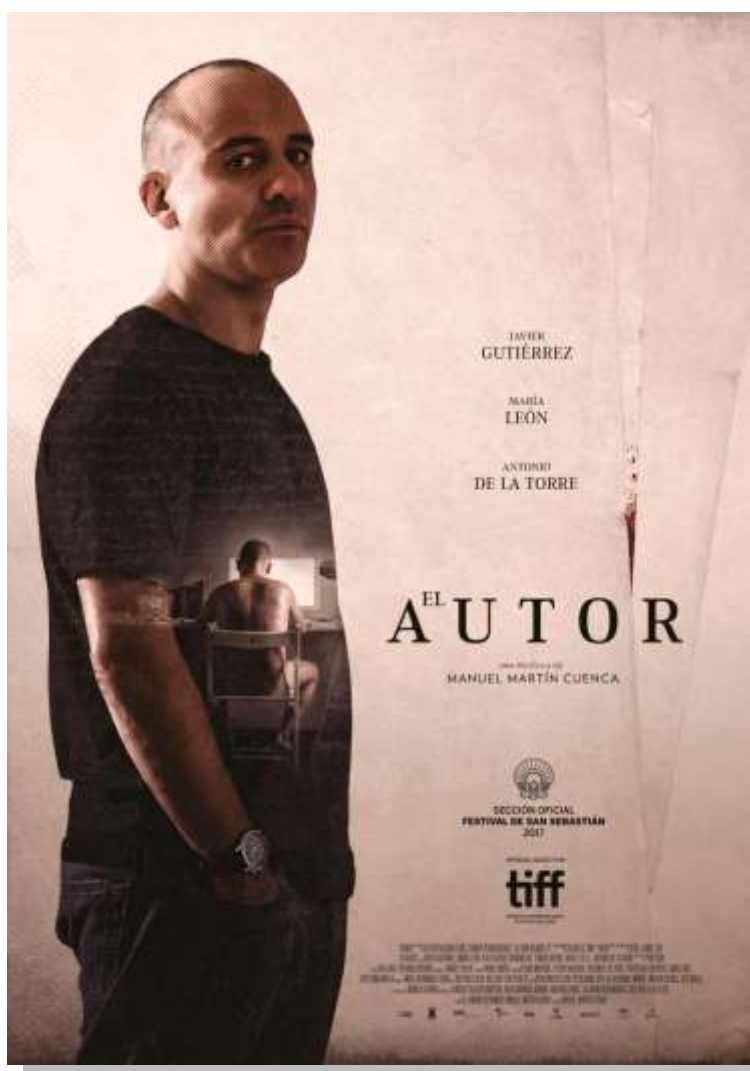
J. F. Fernández, M.A. Bueno, Ángel Casas, J.L. Luis Moreno, Lorenzo Sandía, Fructuoso Pino and Fernando Trigo

24. - THE FILM "THE AUTHOR" TURNS ENVIRONMENT TO AN EMPLOYEE OF NOTARIES

The protagonist, who plays the famous Spanish actor Javier Gutiérrez, wants to be a writer, but everything he writes is insipid, without substance. He works as a clerk at a Notary in Seville and his life is gray, being a dreamer.

The script is based on a novel by Javier Cercas, and the film has 9 nominations for the Goya awards of cinema, having won several awards as the Forqué.

Once again, the employees or officers of the Notary are mentioned in series or films, not always very well unemployed. This employee of Notary has some phases that do not fit much with our work in the Notary but the plot is funny and especially the end of this unique film that we encourage you to see.



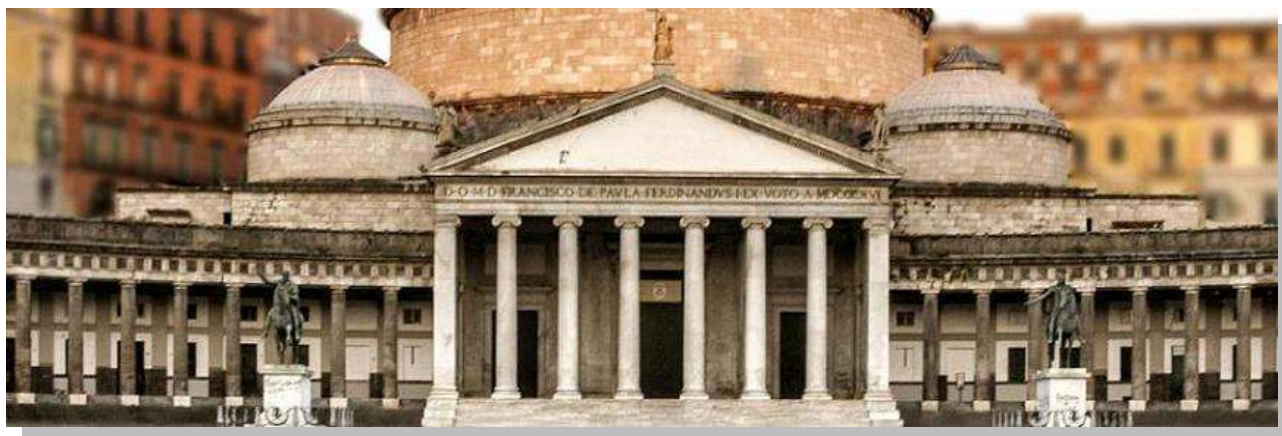
25. - UIPAN WILL ORGANIZE IN NAPLES AN INTERNATIONAL SEMINAR ON SUCCESSION ASPECTS

As a result of the celebration of the I Edition of the Course on the European Succession Regulation and its application in Spain and Italy, the UIPAN Presidency saw fit to organize in the Italian city of Naples, the First Training Seminar with legal-notarial matter that will address four papers on practical aspects of the European Succession Regulation and successions in both countries.

The speakers will be Notaries and University Professors.

The Seminar will be held in a convenient place on **April 14, 2018**, Saturday, will begin at 10.00

The entrance will be free, previous inscription in info@uipan.org



Dozens of colleagues from Spain, Greece and Italy have shown their intention to attend such an event.

The programming is being prepared at this time, as well as all the logistics and tourist aspects for the companions.

On our website uipan.org and on our facebook and twitter pages we will inform you about all the program's progress and assistance.

**On April 14, 2018, Saturday, will be held in Naples (Italy), the
I Seminar organized by UIPAN on
"PRACTICAL ASPECTS IN THE SUCCESSION IN SPAIN AND ITALY"**

AFFILIATE UIPAN, THE INTERNATIONAL ASSOCIATION OF NOTARIETY AUXILIARIES

Affiliation of Associations

Associations of employees of Notaries anywhere in the world may be assigned to UIPAN (International Association of Professionals of Notaries), and must request it in writing and enclosing the following information:

- Association information, nationality, number of associates, location.
- Photocopy of all legal documents that justify their existence.
- Personal information of their legal representatives.
- Address, telephone and e-mail to contact us.

The membership of the Associations that are integrated will be based on the number of members of each of them, always seeking solidarity, so that the most powerful Associations contribute more than the smallest or with the smallest number of members.



Affiliation of Individuals

UIPAN understands that in most of the countries where the Latin notary system is established, there are no Employee Associations of Notaries. For this reason, UIPAN, open wide its organization to all the partners of the world individually so that they can benefit from all the benefits of this International Association.

All non-active and retired notary employees can belong to UIPAN and be affiliated to it.

Individual membership to UIPAN is completely free.

On the other hand, the members of FEAPEN and UNIC @ for this single fact, will be automatically integrated into UIPAN, without any additional cost.

What are the advantages of being an individual member of UIPAN?

Each notary employee affiliated with UIPAN will obtain, among others, the following benefits:

- Semi-annual electronic bulletin published by UIPAN in various languages.
- Informative and periodic reviews about the activities of the Association.
- Information on notarial matters of international dimension.
- Articles and papers of professional interest.
- The right to participate in seminars, congresses, conferences and colloquia organized by UIPAN or its member Associations at special prices.
- Legal-notarial advice and exchange of international information.

Do not miss the opportunity to belong to an international Organization with a clear vocation for service, of which you are a part, and thousands of employees of Notaries in twenty countries. Find the affiliation sheet on the web: www.uipan.org.