

REGIA-CR Handbook

Costa Rica localization for public institutions

OPERATIONAL FRAMEWORK

Framework for the responsible adoption of artificial intelligence in organizations and public institutions in Latin America. Integrates 28 international frameworks across 5 pillars with ready-to-use operational instruments.

VERSION

1.0

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<https://regia.unikprompt.com/en/cr/>

DOCUMENT SCOPE

This handbook contains the public methodology of REGIA. It does not include operational templates, detailed forms, or complete traceability matrices — those components are provided within a formal consulting engagement.

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CHAPTER 1

Purpose

REGIA-CR is the Costa Rica localization of REGIA. Its purpose is to adapt the REGIA methodology to Costa Rica's current legal and technical environment, especially the National Digital Technologies Code (CNTD), the National Artificial Intelligence Strategy (ENIA), and its Action Plan.

REGIA Core keeps its regional architecture: the five pillars, gates, and public instruments described in the main handbook. REGIA-CR does not replace that architecture. It adapts it to the Costa Rican institutional context.

The central thesis is:

The CNTD defines what should exist. REGIA-CR helps turn it into verifiable institutional implementation.

This handbook documents the public methodology of REGIA-CR: the relevant Costa Rican framework, the operational reading of CNTD Chapter 7, the localization instruments by name and purpose, the general adoption pathway, and the limits of use.

Who this handbook is for

- Technology, digital transformation, and innovation leaders in Costa Rican public institutions.
- Institutional committees working on AI, data, cybersecurity, audit, internal control, or modernization.
- Executives and technical teams that need to connect the CNTD with concrete institutional work.
- Municipalities, autonomous institutions, public universities, and state-owned enterprises that require a careful reading of the Costa Rican framework.
- Providers and advisors that need a shared language for responsible AI adoption in Costa Rica.

What this handbook does NOT include

- Operational templates, forms, or full checklists.
- Complete traceability matrices item by item.
- Internal instrument fields, scoring rules, or editable formats.

- Service prices.
- Exact project durations.
- Specific client cases.
- Internal configuration of digital tools.

These components are provided, when applicable, within a formal consulting engagement.

CHAPTER 2

REGIA Core + REGIA-CR architecture

REGIA Core is the regional methodology for responsible AI adoption. Its five pillars remain the parent architecture:

PILLAR	INSTITUTIONAL QUESTION
R — Recognize	Where are we and how prepared are we?
E — Structure	How do we govern AI-related decisions?
G — Manage	How do we classify risk and control the lifecycle?
I — Implement	How do we redesign processes and deploy AI with measurable results?
A — Assure	How do we verify compliance and build sustainable capabilities?

REGIA-CR adds a country localization layer. That layer connects the REGIA methodology with:

- CNTD guidelines;
- ENIA priorities;
- evidence expectations for audit, internal control, and follow-up;
- typical responsibilities within Costa Rican public institutions;
- legal nuances by type of institution;
- complementary instruments for areas where the CNTD requires additional specificity.

The localization does not create new pillars. REGIA-CR instruments integrate into the existing pillars.

Relevant Costa Rican framework

National Digital Technologies Code

The CNTD, made official through Executive Decree 44507-MICITT, establishes good practices, minimum expectations, and guidelines for the acquisition, development, and management of digital technologies and services in Costa Rica's public sector.

Chapter 7 includes specific guidelines on artificial intelligence. Its scope includes, among other topics:

- institutional governance;
- ethics and user rights;
- bias, fairness, and non-discrimination;
- explainability, transparency, and interpretability;
- responsibility and accountability;
- risk management;
- impact assessment in public services;
- security, protection, and incident management;
- continuity and critical infrastructure;
- technical standards and interoperability;
- environmental sustainability;
- accessibility and human-centered design;
- periodic evaluations and audit.

ENIA and Action Plan

ENIA defines the country's strategic direction for responsible AI adoption. The Action Plan translates that direction into workstreams, actors, and priorities.

REGIA-CR does not replace that strategy. It turns it into an institutional execution pathway:

- readiness assessment;
- governance and roles;
- risk management;
- controlled implementation;

- evidence and assurance.

Legislative development

Costa Rica's legal framework for AI will continue to evolve. REGIA-CR is designed to operate while that framework matures, always as an implementation and evidence methodology, not as a legal rule or official certification.

CNTD Chapter 7: operational reading

The REGIA-CR analysis identified 76 operational guidelines in CNTD Chapter 7. The public reading can be summarized in three ideas:

1. REGIA Core already covers a substantial part of the themes: governance, risk, rights, transparency, testing, monitoring, audit, and training.
2. Some areas require Costa Rica-specific localization instruments: incidents, continuity, sustainability, accessibility, information duties, and interoperability.
3. An institution does not need a separate methodology for each guideline. It needs a working pathway that connects requirement, responsible role, instrument, evidence, and review.

The REGIA-CR logic can be summarized as follows:

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CNTD guideline
→ REGIA or REGIA-CR instrument
→ institutional owner
→ expected evidence
→ periodic review
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This handbook does not reproduce the complete matrix. The matrix is used as a working tool in diagnosis, implementation, or assurance engagements.

CHAPTER 5

REGIA-CR CNTD Pack

The REGIA-CR CNTD Pack is the set of localization instruments designed to address specific gaps in CNTD Chapter 7 without changing REGIA's five pillars.

The instruments are described here by name, purpose, and institutional use. Forms, internal fields, and operational components are not included.

CNTD.N1 — AI incident protocol and MICITT reporting

PILLARS: G — MANAGE / A — ASSURE

Purpose. Organize how an institution detects, classifies, escalates, documents, and learns from incidents related to AI systems, including the connection with reporting duties when applicable.

Who it serves. IT, cybersecurity, continuity, legal, internal audit, service owners, and AI committees.

Public value. Reduces improvisation when failures, bias, operational errors, data incidents, or user impacts occur.

CNTD.N2 — AI continuity, BCP, and critical infrastructure matrix

PILLARS: G — MANAGE / I — IMPLEMENT / A — ASSURE

Purpose. Help determine which AI systems depend on critical infrastructure, what happens if they fail, and what minimum continuity conditions should exist before operation or scale-up.

Who it serves. IT, business continuity, cybersecurity, architecture, executives, owners of critical services, and audit teams.

Public value. Prevents AI systems from being deployed without a clear view of dependency, redundancy, backup, and continuity of services.

CNTD.N3 — Environmental sustainability checklist for AI

PILLARS: R — RECOGNIZE / G — MANAGE / I — IMPLEMENT / A — ASSURE

Purpose. Incorporate environmental sustainability, energy efficiency, provider criteria, and responsible technology infrastructure management into AI-related decisions.

Who it serves. IT, procurement, sustainability, planning, technology architecture, and AI committees.

Public value. Helps AI adoption consider consumption, infrastructure, procurement, and institutional environmental commitments.

CNTD.N4 — Accessibility and human-centered design protocol

PILLARS: R — RECOGNIZE / I — IMPLEMENT / A — ASSURE

Purpose. Turn the CNTD's human-centered approach into verifiable institutional activities, with attention to accessibility, inclusion, users, and public service improvement.

Who it serves. User experience teams, service owners, IT, legal, citizen service, communications, and AI committees.

Public value. Reduces exclusion risk, improves public service quality, and avoids implementing AI only from a technical perspective.

CNTD.N5 — User rights, notices, consent, and information duties sheet

PILLARS: E — STRUCTURE / G — MANAGE / A — ASSURE

Purpose. Provide a common framework for informing users when they interact with AI, how data is used, which decisions may affect them, and what channels exist to exercise rights.

Who it serves. Legal, data, communications, citizen service, system owners, and AI committees.

Public value. Strengthens transparency, clear language, information duties, and citizen trust.

CNTD.N6 — Interoperability, API, and CNTD technical standards checklist

PILLARS: G — MANAGE / I — IMPLEMENT

Purpose. Prevent AI solutions from being acquired or implemented as isolated boxes, without minimum criteria for interoperability, portability, security, auditability, and technical alignment.

Who it serves. IT architecture, procurement, project teams, cybersecurity, data teams, and system owners.

Public value. Reduces vendor dependency, improves integration with institutional services, and strengthens responsible AI procurement.

REGIA-CR pathway in three levels

REGIA-CR can be applied as a progressive pathway. Each institution can enter according to its maturity, urgency, and the state of its AI systems.

Level 1 — CNTD Diagnosis

Question. Where does the institution stand in relation to CNTD Chapter 7?

This level produces an initial reading of maturity, gaps, risks, and priorities. Its objective is to help the institution understand what it already has, what is missing, and what should be organized first.

EXPECTED RESULT

- operational compliance map;
- prioritized gaps;
- preliminary owners;
- institutional action pathway.

Level 2 — CNTD Pack Implementation

Question. How do we turn gaps into instruments, roles, and institutional decisions?

This level supports the adaptation of REGIA Core and REGIA-CR instruments for prioritized systems, projects, or processes.

EXPECTED RESULT

- instruments adapted to the institutional context;
- roles and gates defined;
- evidence organized;
- initial cases or systems assessed with the methodology.

Level 3 — Evidence Pack + Assurance

Question. How do we demonstrate that the institution maintains controls, evidence, and continuous improvement?

This level installs a review, evidence, and improvement cycle for prioritized or operational AI systems.

EXPECTED RESULT

- auditable evidence folder;
- periodic review of controls;
- gap follow-up;
- continuous improvement agenda.

Costa Rican institutional context

The CNTD is presented as applicable to Costa Rica’s public sector in initiatives and projects with ICT components linked to the State’s digital services. The operational scope should be read with nuance according to each institution’s legal nature.

TYPE OF INSTITUTION	REGIA-CR READING
Ministries and Executive Branch bodies	Most direct application in ICT projects and digital services.
Autonomous institutions	High relevance, with respect for their own institutional governance.
Municipalities	Relevance for local digital services, with caution due to municipal autonomy.
Public universities	Recommended use as institutional diligence and responsible self-governance, respecting university autonomy.
State-owned enterprises	High relevance when they operate critical services, large datasets, or technology infrastructure.
State powers and constitutional bodies	Use as technical alignment and evidence, without affecting functional independence.

The recommended language is alignment, implementation, and evidence. Avoid language implying institutional subordination or official certification.

Limitations and scope

REGIA-CR is a methodological localization, not a legal rule, certification, or official MICITT instrument.

Its instruments require adaptation to each institution's legal, operational, and organizational context. Diagnosis or implementation results must be validated by the institution's responsible teams.

This handbook does not replace:

- specialized legal judgment;
- internal or external audit;
- official guidelines issued by MICITT or other competent authorities;
- decisions by the executive authority, committee, or institutional governance body.

Before using strong contractual language on mandatory applicability for institutions with reinforced autonomy, the scope should be validated with Costa Rican administrative law counsel.

CHAPTER 9

Contact and next step

If your institution needs to understand its position in relation to CNTD Chapter 7, the next step is a conversation to define scope, priority systems or projects, and the type of evidence required.

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REGIA-CR, June 2026. This handbook describes the public localization methodology for Costa Rica. Operational templates, forms, complete matrices, and implementation tools are provided within a formal consulting engagement.