



FILING SUBMISSIONS WITH THE SAEI MA

Priorities of the Saeima include openness, cooperation with society and its involvement in the legislative process. According to the Constitution of the Republic of Latvia, all persons have the right to file submissions with the Saeima. Submissions are received and reviewed in accordance with the Rules of Procedure of the Saeima, the Law on Submissions, the Official Language Law, other relevant legal acts and principles of good governance.

Submissions are a significant source of information, which is used by individual MPs, committees and parliamentary groups in their daily work.

The Saeima receives approximately 4,000 submissions every year.

To lodge a written submission to the Saeima, please use one of the following channels:

- by post addressed to:
Latvijas Republikas Saeima
Jēkaba iela 11
Rīga
LV 1811
LATVIJA
- e-mail to saeima@saeima.lv
- the **Saeima e-address**
90000028300
- the post box in the vestibule of the main building of the Saeima at Jēkaba iela 11
- at the Visitor and Information Centre at Jēkaba iela 16 (entrance from Trokšņu iela)

The Saeima also accepts documents signed with an electronic signature.

The staff members of the Visitor and Information Centre can help to put a submission in writing in a clear and concise manner.

ADDRESSEES

Upon filing a submission, it is advisable to address it to a specific official, committee or organisational unit of the Saeima.

If the submission is personal, this must be indicated by marking the envelope *personal*.

FORMAT

According to the Law on Submissions, a submission must contain the full name of the submitter and a postal address to which the response should be sent. The submission must be signed. The submitter is free to provide any other information that could be helpful in contacting them. According to the Official Language Law, the submission must be written in Latvian. The submission may be supplemented with copies (not originals) of explanatory documents.

The submitter is responsible for the content of the submission.

PROCEDURE FOR REVIEWING SUBMISSIONS

Before a submission is forwarded to the addressee, its compliance to the relevant laws is checked.

The Saeima provides a response in substance within a month after the submission is registered. If the content of the submission does not require a response in substance, the Saeima informs the submitter within seven business days that the submission has been received.

If the submission concerns another institution, which is discernible from the content of the submission, the Saeima forwards the submission to the relevant institution within seven business days and informs the submitter thereof.

If the submission does not contain the

full name and postal address (in case of electronic submissions – also an e-mail address) of the submitter, the submission may be left unreviewed. A submission may also be left unreviewed if its content is abusive, if it is incomprehensible or if a response to a similar submission has already been issued to the same submitter.

According to Article 2.4. of the Law on Submissions, submissions filed in an electronic form without electronic signature are reviewed in accordance with the procedure prescribed by the head of the institution and the principles of good governance.

Non-response to a submission filed with the Saeima may be appealed to the Presidium of the Saeima. According to legal acts and court practice, several areas within the scope of the Law on Submissions are not subject to judicial control (for example, electronic submissions without secure electronic signatures, forwarding or non-forwarding of submissions, individual correspondence with MPs).

COLLECTIVE SUBMISSIONS

In order to broaden opportunities for public involvement in the legislative process, the Saeima has provided that at least 10,000 citizens may submit a collective submission to the parliament.

Collective submissions can be signed by citizens of Latvia who have reached 16 years of age on the day that the submission is filed. Signatures may be collected electronically as long as the possibility to identify signatories and protect personal data is ensured. All signatures (at least 10,000) must be collected in favour of a specific initiative addressed to the Saeima.