



FILING COLLECTIVE SUBMISSIONS WITH THE SAEIMA



Main building of the Saeima

Submissions are a significant source of information which the Saeima uses in its daily work; therefore, 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.

A COLLECTIVE SUBMISSION MUST:

- be addressed to the Saeima of the Republic of Latvia;
- contain a clear request and a brief justification of the request;

- contain the full name, address and contact details of the natural person (hereinafter person) authorised to represent the signatories of the collective submission (this information must be filled in legibly). An authorised person may not authorise someone else to act on his or her behalf;

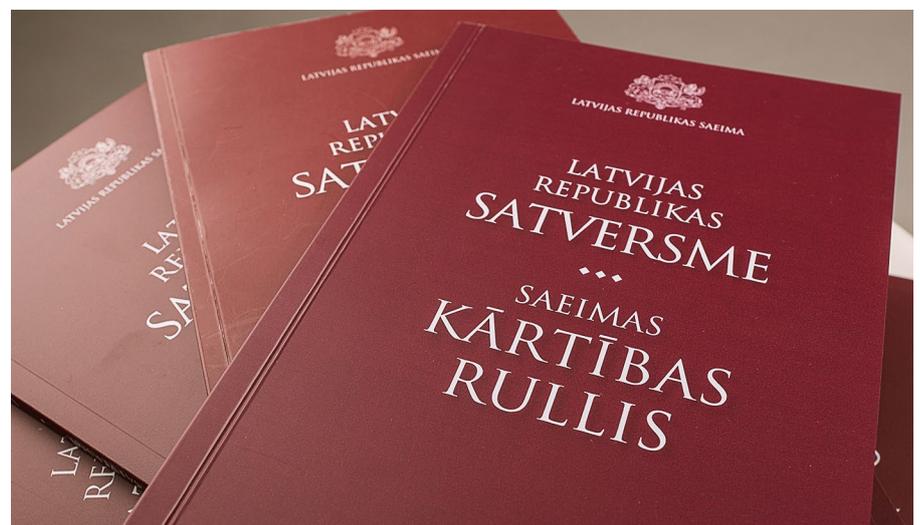
Submissions must be accompanied by at least 10,000 signatures with reference to that in the submission itself.

Collective submissions must not contain requests which are clearly unacceptable in a democratic society or are plainly offensive. They must not undermine values of human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

Electronically filed collective submission must be supplemented with technical information confirming the signing of the collective submission and enabling verification of the number of signatories, their full names and ID numbers.

CONSIDERATION OF COLLECTIVE SUBMISSIONS

Within 20 days after receipt of a collective submission, the Presidium of the Saeima (hereinafter Presidium) evaluates the compliance of the submission with the provisions of the Rules of Procedure of the Saeima; if necessary,



forwards the submission to the Office of Citizenship and Migration Affairs for verification; and decides on forwarding the submission to the Mandate, Ethics and Submissions Committee for initial evaluation. The person authorised to represent the signatories of the collective submission is invited to the relevant meeting of the Presidium; however, the presence of the authorised person is not a prerequisite for consideration of the submission. If the Presidium ascertains that the submitted document does not comply with the Rules of Procedure of the Saeima, it provides a reply concerning the collective submission pursuant to the Law on Submissions.

Not later than a month after the collective submission has been filed with the Saeima, the Mandate, Ethics and Submissions Committee holds a meeting devoted to the initial evaluation of the collective submission; proceedings of the meeting are audio recorded.

The person authorised to represent the signatories of the collective submission, members of other sectoral committees of the Saeima, and representatives of institutions concerned with the request of the collective submission are invited to attend the relevant meeting of the Mandate, Ethics and Submissions Committee. The person authorised to represent the signatories of the collective submission has the right to justify the collective submission and take part in the relevant debate.

Not later than three months after the collective submission has been filed, the Mandate, Ethics and Submissions Committee drafts a report on evaluation of the collective submission and prepares a draft resolution of the Saeima regarding further processing of the collective submission.

The report of the Mandate, Ethics and Submissions Committee must contain information on the initial evaluation of the collective submission by the Committee, requests made by the signatories and justification of these requests, opinions expressed by invited persons, as well as other information which the Committee considers relevant.

The draft resolution of the Saeima on further processing of the collective submission must contain the following information:

- 1) number of submitters;
- 2) brief summary of the essence of the collective submission;
- 3) preferable further processing of the collective submission (for example, forming a special committee of the Saeima tasked with preparing a relevant draft law, forwarding the collective submission to a relevant institution for further evaluation, instructing the Cabinet of Ministers to prepare a relevant concept or draft law, leaving the collective submission without consideration or turning it down).

The draft resolution of the Saeima on further processing of the collective submission is considered in accordance with the procedure set forth in the Rules of Procedure of the Saeima.

The Mandate, Ethics and Submissions Committee supervises the fulfilment of tasks set forth in the resolution of the Saeima on further processing of the collective submission and, if necessary, may draft other resolutions of the Saeima that would ensure fulfilment of the given task.

PROCESSING OF COLLECTIVE SUBMISSIONS IN THE SAEIMA

Upon receiving a request from the person filing the submission, the Saeima can provide information about the processing of the submission and the deadline for receiving a reply by phone +371 6708 7321 (on business days from 8:30 to 17:00) or by e-mail info@saeima.lv. This information is provided in accordance with the Law on Submissions, the Freedom of Information Law and the Personal Data Protection Law.