



LATVIJAS REPUBLIKAS
SAEIMA

Filing submissions with the Saeima

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 MPs, committees, and parliamentary groups in their daily work.

The Saeima receives approximately 2000 submissions every year.

Written submissions can be:

- sent by mail addressed to Latvijas Republikas Saeima Jēkaba iela 11, Rīga, LV-1811;
- e-mailed to saeima@saeima.lv;
- sent to the Saeima e-address 90000028300;
- filed in person at the Visitor and Information Centre on Jēkaba iela 16 (entrance from Trokšņu iela);
- dropped in the mail box in the main building of the Saeima on Jēkaba iela 11.

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

Addressees

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

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 the official language of Latvia. 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 with the relevant laws is checked.

The Saeima provides a response in substance within a month after the day the

submission is received. 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 and it is discernible from the content of the submission which institution that is, 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 or incomprehensible, if a response to a similar submission has already been provided to the same submitter, or if there is no signature on a written submission.

According to Article 2(4) of the Law on Submissions, submissions filed in an electronic form without electronic signature are not subject to the procedure described in the Law. Instead, they are reviewed in accordance with the procedure determined by the head of the institution and the principles of good governance. ►



A decision not to provide a response to a submission filed with the Saeima may be appealed to the Presidium of the Saeima.

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.

An 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 personal identity numbers. The Saeima may request the submitter to clarify the submitted documents to ensure that they are in compliance with statutory requirements.

A collective submission must contain a request to the Saeima and a brief

justification of the request; it must also specify the natural person authorised to represent the signatories of the collective submission. The collective submission has to be supplemented with an appendix containing at least 10 000 signatures, and reference to that must be made in the submission.

A collective submission must not contain a request which is clearly unacceptable in a democratic society or is plainly offensive; a collective submission shall not undermine values of human dignity, freedom, democracy, equality, the rule of law, and human rights, including the rights of minorities.

Processing of submissions

Upon request from the person filing the submission, information about the processing of the submission and the deadline for receiving a reply is available by calling the Saeima hotline +371 6708 7321 (on business days from 8:30 to 17:00), by e-mail info@saeima.lv or at the Visitor and Information Centre of the Saeima. This information is provided in accordance with the Law on Submissions, the Freedom of Information Law and the Personal Data Processing Law. The personal data of the submitter are used for the sole purpose of responding to the submission.

N.B.



The Saeima is a legislature. It does not provide legal counselling or social assistance, nor does it examine complaints concerning decisions made by public administration and law enforcement agencies or officials. The Saeima does not provide official explanations of laws, nor does it resolve personal problems of private entities.

Overview on received submissions

The Public Relations Bureau of the Saeima gathers information, prepares a monthly overview on submissions received by the Saeima and submits it to the Mandate, Ethics and Submissions Committee of the Saeima. The Committee is composed of two representatives from each parliamentary group, who inform other MPs on submissions received by the Saeima.

All overviews (in Latvian) are published on the website of the Mandate, Ethics and Submissions Committee. ■