

RESOLUTION

On the Adoption of the Regulations on the Procedure of Visiting and Staying in the Buildings of the Saeima

The Saeima Presidium decides:

1. The Regulations on the procedure of visiting and staying in the buildings of the Saeima (hereinafter – Regulations) are to be adopted according to the annex.

2. The Saeima Administration is to ensure that the Regulations are published on the Saeima website.

Speaker of the Saeima

(signature)

I. Mūrniece

On behalf of the Secretary of the Saeima Presidium

Deputy Secretary of the Saeima Presidium *(signature)*

M. Golubeva

Riga, 4 July 2019

Regulations on the Procedure of Visiting and Staying in the Buildings of the Saeima

I. General Provisions

1. Regulations on the procedure of visiting and staying in the buildings of the Saeima (hereinafter – Regulations) shall lay down common requirements and internal arrangements to ensure that safety, order, decency, and generally accepted behavioural norms are observed, that operation of the Saeima of the Republic of Latvia (hereinafter – Saeima), the Administration of the Saeima and other structural units of the Saeima is not disturbed, as well as to provide physical protection of persons, infrastructure and movable property.
2. The Regulations shall apply to the Members of the Saeima, employees, visitors of the Saeima, including mass media representatives and service providers accredited to the Saeima, as well as any other person visiting and staying in the buildings of the Saeima.
3. The following terms shall apply to the Regulations:
 - 3.1 buildings of the Saeima – the main building of the Saeima at Jēkaba iela 11, Riga, and buildings of the Saeima at Jēkaba iela 6/8, Jēkaba iela 10/12, Jēkaba iela 16, Mazā Trokšņu iela 2, Torņa iela 3/5, Aldaru iela 11, k. 4 and k. 5, Riga;
 - 3.2 security post – a post of the Saeima Site Security Department (hereinafter – SSSD) of the Special Site Security Administration of the Central Civil Police Administration of the State Police in every building of the Saeima.

II. Rules of Conduct and Ethics

4. Any person staying in the buildings of the Saeima shall abide by common rules of conduct and ethics.
5. Persons entering and staying in the buildings of the Saeima shall be easily identifiable in accordance with the pass arrangements set in the Saeima.
6. In the buildings of the Saeima, persons shall have the attire and proper looks suited to formal environment or the format of the event. Performers of maintenance work may wear specialised work clothing suited to the specific task in the buildings of the Saeima.
7. Any person shall be under the obligation to respect the work of the Saeima, as well as the right of Members of the Saeima and employees to carry out their duties without hindrance.
8. In order to enter and stay in the work rooms (offices) of Members of the Saeima and employees, as well as to take photos, make audio or audio-visual recordings in the said work rooms, the approval of the people working in the respective rooms shall be required.

9. Furniture, equipment, office equipment and devices located in publicly accessible spaces of the buildings of the Saeima shall not be adjusted and moved without prior approval unless it is part of the professional duties of the person.
10. Eating in publicly accessible spaces of the buildings of the Saeima shall only be permitted in specially designated areas.
11. Smoking in the buildings of the Saeima shall only be permitted in specially designated areas.

III. Physical Security Measures

12. According to the procedure adopted by the Presidium of the Saeima, pass arrangement is set in the buildings of the Saeima, as well as an access control system which uses a computer system, door controllers and turnstiles to ensure automated person identification and organise a controlled flow of people in the buildings and rooms.
13. The guarding of the buildings of the Saeima and 24-hour control of the pass arrangement in the said buildings shall be ensured by employees of the SSSD, who shall also process personal data for the Saeima as the data controller.
14. To avoid security incidents, employees of the SSSD shall be entitled to carry out physical checks, using the technical means at their disposal, of visitors and mass media representatives, including their possessions.
15. The procedure set out in Article 14 of the Regulations shall not be applicable if according to laws and regulations the person shall not be subject to such check.
16. In the buildings of the Saeima, it is prohibited to:
 - 16.1 enter and stay under the influence of narcotic, psychotropic, toxic or other intoxicating substances, as well as in an inadequate state;
 - 16.2 bring animals onto the premises;
 - 16.3 bring items or substances, the circulation of which has been prohibited or restricted by external laws and regulations, onto the premises;
 - 16.4 bring firearms, non-firearm weapons, equipment for self-defence, explosives, as well as imitations of the such items onto the premises;
 - 16.5 bring noise-generating items (e.g., whistles, loudspeakers, etc.) onto the premises;
 - 16.6 use remote-controlled devices;
 - 16.7 bring any other items or substances that may harm human health and safety or pose a threat to those nearby onto the premises, or commit any other unlawful act;
 - 16.8 bring demonstration items (e.g., banners, posters) or other symbolic items (e.g., flags) onto the premises.

17. In exceptional circumstances and after assessing the situation, the employee of the SSSD carrying out the physical check of persons may decide to remove the items specified in Article 16 of the Regulations for storage for as long as the person concerned stays in the buildings of the Saeima.
18. Bringing firearms, other special means and animals onto the premises shall only be allowed to persons who, in the performance of the duties of the public official and in the cases and in accordance with the procedures laid down in laws and regulations, are authorised to carry and use weapons, special means and to use animals to perform specific tasks, as well as in other cases set out in Article 23 of the Regulations.
19. Bringing and using the items specified in Article 16, as well as bringing animals to the buildings of the Saeima shall be allowed if bringing and using these items, as well as bringing animals is intended as part of the planned events at the Saeima that have been confirmed or if it is agreed by the structural unit of the Saeima that is responsible for organising the event and that has informed the Security Bureau of the Saeima in a timely manner.
20. The employee of the SSSD who has checked the person or has found that the person has brought a forbidden item or substance shall have the right to refuse entrance or further staying in the building of the Saeima to the person and notify the Head of the Saeima Security Bureau, who in turn shall notify the Secretary General of the Administration of the Saeima.
21. Persons staying in the buildings of the Saeima shall be under the obligation to comply with the following security measures:
 - 21.1 to adhere to fire safety requirements and not to carry out unauthorised actions with a naked flame;
 - 21.2 not to leave personal belongings unattended. Unattended or lost personal belongings shall be handed over to the security post of the respective building of the Saeima;
 - 21.3 to immediately present a pass, accreditation card or employee card upon request of a Member of the Saeima, employee of the Saeima, employee of the SSSD or the Latvian State Security Service;
 - 21.4 to comply with and immediately carry out any instructions and announcements communicated via the emergency public address system of the Saeima;
 - 21.5 to immediately inform a security post or the Saeima Security Bureau if a person does not comply with the requirements set out in the Regulations.
22. Video surveillance shall be carried out in the buildings of the Saeima in order to monitor its premises and to ensure the security and protection of the Saeima to avoid and prevent potential threats to human health, the infrastructure and functioning of the Saeima.

23. In the buildings of the Saeima, personal security guards may only perform their professional duties with regard to state officials and other protected persons (e.g., representatives of official foreign and international organisations), who are granted national protection (security) in accordance with the applicable laws and regulations.
24. If a person does not comply with or violate the requirements of the Regulations, including the pass arrangement set in the Saeima, after assessing the severity of the violation employees of the SSSD shall have the right not to admit the person to the buildings of the Saeima or to eject the person from the premises. If the set requirements are infringed by:
 - 24.1 a Member of the Saeima – the matter shall be considered as per the Rules of Procedure of the Saeima;
 - 24.2 an employee of the Saeima – in accordance with the procedure set out in the Labour Law and internal regulations, and, taking into account the suggestion and opinion of the employee's immediate supervisor, the Secretary General of the Administration of the Saeima may take a decision to initiate a disciplinary case, initiate the procedure of terminating employment or implement other lawful measures aimed at ensuring that violations are not committed repeatedly, as well as mitigating the consequences produced by the action;
 - 24.3 an accredited mass media representative – the Public Relations Bureau of the Saeima may take a decision to suspend or revoke the accreditation according to the procedure set out in the applicable laws and regulations.

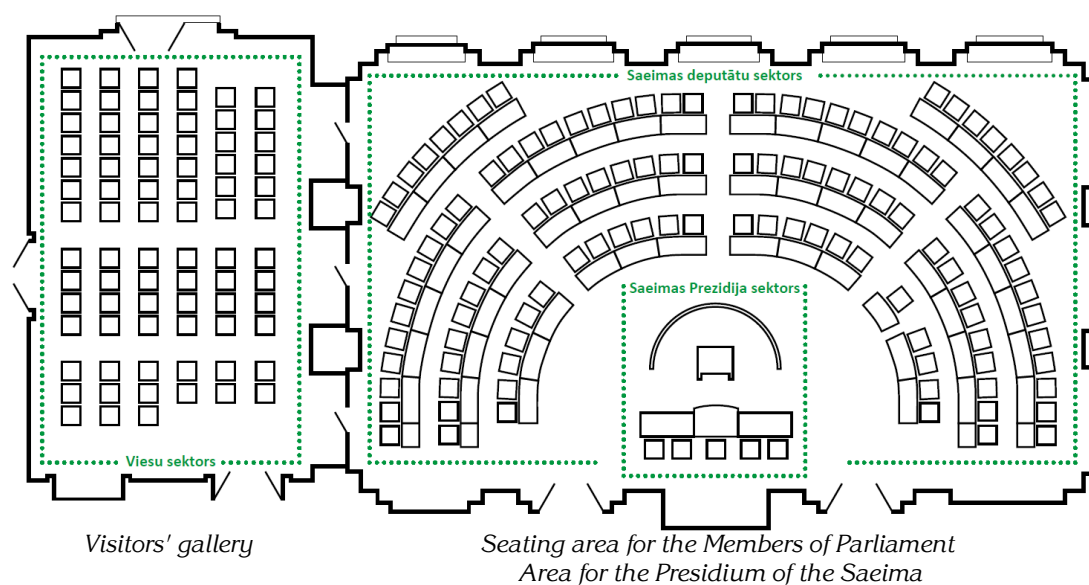
IV. Photography and Filming on the Premises of the Saeima

25. Events on the premises of the Saeima may be photographed and filmed without disturbing the work of the Saeima, as well as following the instructions of the event organisers, employees of the Saeima responsible for the event, employees of the SSSD or the Latvian State Security Service.
26. Requirements set out in the applicable laws and regulations of the Republic of Latvia and the internal regulations of the Saeima, including those on personal data protection, shall be adhered to while making video recordings and taking photos on the premises of the Saeima, as well as upon publishing the obtained audio-visual materials.
27. On the premises of the Saeima, it shall be forbidden to take photos or make video recordings of security posts or employees of the SSSD and the Latvian State Security Service, as well as the devices and procedures for implementing security measures without the approval of the Saeima Security Bureau.

28. Mass media representatives accredited to the Saeima may be present in the open sittings and open events taking place on the premises of the Saeima and record them, as well as to stay in the buildings of the Saeima during the working hours according to the pass arrangement procedure.
29. For the performance of their professional duties, mass media representatives accredited to the Saeima are entitled to use professional photo and video equipment, as well as to conduct interviews on the premises of the Saeima.
30. Before obtaining accreditation, mass media representatives confirm with their signature that during their work at the Saeima they shall comply with the instructions of the Public Relations Bureau of the Saeima, employees of the SSSD or the Latvian State Security Service, as well as other requirements of regulatory enactments.
31. Artistic and journalistic activities that are not directly related to the work of the Saeima and that go beyond the boundaries of political reporting (e.g., production of documentaries and feature films, creation of materials unrelated to the work of the Parliament) shall be separately approved by the Presidium of the Saeima.
32. On the premises of the Saeima, it shall not be allowed to make audio-visual materials for the production of commercial advertising.
33. On the premises of the Saeima, it shall not be allowed to take photos, make audio or audio-visual recordings covertly.

V. Procedure for Staying at the Plenary Chamber

34. The Plenary Chamber is divided into the seating area for the Members of Parliament, the area for the Presidium of the Saeima and the visitors' gallery (see the image below).



Seating arrangement of the Plenary Chamber.

35. The procedure for staying at the Plenary Chamber during plenary sittings applicable to the Members of the Saeima is specified in the Rules of Procedure of the Saeima, the resolutions of the Presidium of the Saeima and the Council of Parliamentary Groups of the Saeima.
36. The procedure for staying at the Plenary Chamber during plenary sittings applicable to mass media representatives is set out in specific regulations approved by a resolution of the Presidium of the Saeima.
37. Only employees of the Saeima and other persons whose presence in the area for the Members of the Parliament or the Presidium of the Plenary Chamber is related to the performance of professional duties and is authorised by the Presidium of the Saeima or by an order of the Secretary General of the Administration of the Saeima may stay in the area for the Members of the Parliament or the Presidium of the Plenary Chamber during plenary sittings.
38. In the visitor's gallery of the Plenary Chamber, the following shall be forbidden during plenary sittings:
 - 38.1 to wear outdoor clothes;
 - 38.2 to talk on the phone;
 - 38.3 to disrupt plenary sittings;
 - 38.4 to explicitly express one's views, opinion or attitude (using voice, auxiliary materials, posters, etc.);
 - 38.5 bring food or drinks, unless they are in sealed packing.
39. Outside the time of plenary sittings, it shall only be allowed to stay in the Plenary Chamber in cases related to the performance of professional duties, official events organised at the Saeima, including informational and educational events (e.g., guided tours), as well as the performance of other organisational or economic activities by informing the Saeima Security Bureau in a timely manner.
40. After applying in a timely manner and in coordination with the Public Relations Bureau, mass media representatives accredited to the Saeima may use the Plenary Chamber for recording lead-ins for news reports.
41. Outside the time of plenary sittings, participants of events organised by the Saeima and mass media representatives shall be forbidden from carrying out the following actions in the Plenary Chamber:
 - 41.1 wearing outdoor clothes;
 - 41.2 sitting down on the seats located in the seating area for the Members of Parliament unless it is specifically included in the programme for the event;
 - 41.3 touching the devices and equipment located in the seating area for the Members of Parliament unless it is specifically included in the programme for the event;
 - 41.4 to enter the seating area for the Presidium of the Saeima unless it is specifically included in the programme for the event;
 - 41.5 bringing food or drinks, unless they are in sealed packing.

42. Employees of the SSSD or the Latvian State Security Service shall be entitled to immediately eject persons from the Plenary Chamber for disobeying the procedure for staying at it.

VI. Arrangement for Guided Tours

43. Guided tours shall be organised in the main building of the Saeima at Jēkaba iela 11, Riga. The Protocol Department of the Administration of the Saeima (hereinafter – Protocol Department) shall be responsible for the organisation and process of guided tours at the Saeima.
44. Tours at the Saeima shall only be organised upon prior request.
45. Tours at the Saeima shall only be organised on weekdays and during working hours and also as part of events authorised and organised by the Presidium of the Saeima.
46. Tours at the Saeima shall only be organised in Latvian. Tours in foreign languages (e.g., for foreign delegations or groups) shall be available upon prior agreement of the Protocol Department and upon assessment of the resources available to the Protocol Department.
47. Tours at the Saeima shall be conducted by an employee of the Protocol Department. Upon prior agreement of the Protocol Department regarding the process and the itinerary of the tour, it may be conducted by a Member of the Saeima or by a representative of a structural unit of the Saeima.
48. Guided tours shall last up to one hour.
49. The in-detail procedure for requesting tours and the process of tours at the Saeima is set out in separate regulations approved by the Secretary General of the Administration of the Saeima.

VII. Personal Data Protection

50. Upon carrying out the actions specified in the Regulations, the Saeima as the controller of the data relating to natural persons shall process information containing personal data in accordance with the requirements set out in the applicable laws and regulations of the Republic of Latvia and the internal regulations approved by the Presidium of the Saeima.