

In Rīga, 20 May 2003

*Unofficial translation*

Regulation No.263  
(Protocol No.29, § 5)

## **Rules of the State Chancellery**

With amending regulations of:

6 January 2004 [shall come into force from 10 January 2004]  
28 September 2004 [shall come into force from 11 January 2004]  
5 October 2004 [shall come into force from 8 October 2004]  
1 March 2005 [shall come into force from 9 March 2005]  
21 June 2005 [shall come into force from 1 July 2005]  
24 January 2006 [shall come into force from 28 January 2005]  
12 December 2006 [shall come into force from 20 December 2006]  
13 March 2007 [shall come into force from 16 March 2007]  
12 May 2009 [shall come into force from 21 May 2009]  
8 September 2009 [shall come into force from 1 January 2010]  
8 May 2012 [shall come into force from 16 May 2012]  
29 April 2014 [shall come into force from 10 May 2014]  
5 August 2014 [shall come into force from 1 September 2015]  
8 March 2018 [shall come into force from 11 March 2016]  
15 May 2018 [shall come into force from 1 June 2018]

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Issued pursuant to  
Section 16, Paragraph one of the  
State Administration Structure Law

[23 February 2010; 30 September 2014]

### **I. General Provisions**

1. The State Chancellery is a direct public administration institution aimed at providing pre-conditions for activities of the Prime Minister, Deputy Prime Minister and the Cabinet of Ministers in order to ensure decision-making in accordance with the *Satversme* (Constitution) of the Republic of Latvia and other laws, as well as the enforcement and continuity of the decisions adopted by the Cabinet of Ministers.

[8 May 2012]

2. The State Chancellery is directly subordinate to the Prime Minister.

### **II. Functions, Tasks and Competence of the State Chancellery**

3. The State Chancellery shall discharge its functions as set forth in the State Administration Structure Law, as well as the following functions:

- 3.1 [8 May 2012];
- 3.2 ensuring the Prime Minister's work in terms of substance and organization;
- 3.3 [1 March 2005];
- 3.4 ensuring the development of the public administration and human resource development policy, co-ordination and monitoring of implementation thereof;
- 3.4<sup>1</sup> ensuring the development of remuneration policy for employees in the public sector, co-ordination and monitoring of implementation thereof;  
[1 June 2018]
- 3.5 [1 March 2005];
- 3.6 [12 May 2009];
- 3.7 [1 March 2005];
- 3.8 [1 March 2005]
- 3.9 exercising the functions of an intermediary institution in the implementation of the European Social Fund;
- 3.10 educating and informing the public of the foundations and values of a democratic state;  
[29 April 2014]
- 3.11 ensuring the selection of heads of institutions, except in the case referred to in Section 37 of the State Civil Service Law;  
[1 September 2015]
- 3.12 ensuring the representation of the Republic of Latvia in international investment disputes.  
[6 January 200; 12 December 2006; 12 May 2009; 29 April 2014; 5 August 2014; 8 March 2016; 15 May 2018]

4. In order to ensure the execution of the functions referred to in Paragraph three, the State Chancellery shall:

- 4.1 [8 May 2012]
- 4.2 coordinate work of the communication units of public administration institutions, develop and implement the government's communication policy;
- 4.3 [8 May 2012]
- 4.4 organise the drafting of public contracts for training programmes of public servants;
- 4.5 organise and ensure the management of documents and electronic information of the Cabinet of Ministers, Deputy Prime Minister and the Prime Minister;
- 4.5<sup>1</sup> [1 June 2018]
- 4.6 perform legal analysis of development planning documents and draft legal acts submitted to the Cabinet of Ministers in order to present proposals for further progress thereof;
- 4.7 ensure the preparation and conduct of sittings of the Cabinet of Ministers, meetings of the Cabinet Committee, the State Secretaries' meetings, meetings of Parliamentary Secretaries, meetings of the Deputy Prime Minister and other meetings as laid down in legal acts, as well as meetings required by the Prime Minister;
- 4.8 coordinate the cooperation among the public administration institutions to ensure the compliance with the legal-text technique and the state language norms, as well as the use of uniform, precise terminology in legal acts and draft laws of the Cabinet of Ministers;
- 4.9 provide for legal finalisation and editing of legal acts, publishing of legal acts and development planning documents of the Cabinet of Ministers, as well as further progress of the approved draft laws according to the procedure set forth in regulatory enactments;
- 4.10 coordinate and control the fulfilment of tasks assigned to the Cabinet of Ministers by laws and the *Saeima* decisions, tasks assigned by the Cabinet of Ministers, the Prime Minister and Deputy Prime Minister, as well as tasks assigned by the State Secretaries' meetings in accordance with the procedure set forth in regulatory enactments;

- 4.11 draw up the development planning documents and draft legal acts, as well as present opinions on the development planning documents and draft legal acts produced by other public administration institutions, within the limits of its competencies;
- 4.12 prepare and present reports, proposals and recommendations to the Cabinet of Ministers, the *Saeima* and international organisations on the situation in public administration, as well as organise cooperation with non-governmental institutions;
- 4.13 ensure the examination of submissions, complaints and proposals addressed to the Prime Minister and Deputy Prime Minister and reception of visitors in accordance with the procedure stipulated in respective regulatory enactments;
- 4.14 prepare and, in accordance with the procedure stipulated in respective regulatory enactments, present proposals on the state budget funding needed for the implementation of measures provided for in regulatory enactments and development planning documents and performance of the tasks of the institution;
- 4.15 on behalf of the state, perform transactions under private law to ensure activities of the institution;
- 4.16 coordinate the cooperation among the public administration institutions in order to ensure the culture of good governance and customer-oriented activities in public administration and to reduce administrative burdens for citizens;  
[29 April 2014]
- 4.16<sup>1</sup> provide methodological assistance to other public administration institutions in the field of protection of international investment;  
[8 March 2016]
- 4.17 on the assignment of the Prime Minister, audit individual functions, examine and evaluate the effectiveness and efficiency of activities of a direct administration institution, by attracting experts in public administration, as well as other experts;
- 4.17<sup>1</sup> [1 March 2005];
- 4.17<sup>2</sup> [1 March 2005];
- 4.18 cooperate with foreign public administration institutions, international organisations, representatives and experts of foreign technical aid programmes and projects, in accordance with the area of its competence;
- 4.19 organise work of journalists at the Cabinet of Ministers, as well as in events held by the Prime Minister or Deputy Prime Minister;
- 4.20 co-ordinate public participation, information and education regarding the matters within the area of competence of the Cabinet of Ministers and the foundations and values of a democratic state, as well as inform the public of the public policy within the area of competence of the State Chancellery;
- 4.21 keep records of the Prime Minister, Deputy Prime Minister, Ministers, Parliamentary Secretaries and other persons appointed by the Cabinet of Ministers, Prime Minister or Deputy Prime Minister and draw up the necessary documents;
- 4.22 [1 March 2005];
- 4.22<sup>1</sup> [12 May 2009];
- 4.22<sup>2</sup> plan, implement and supervise co-financing programmes and projects related to the European Social Fund;
- 4.22<sup>3</sup> perform the support functions necessary to ensure the activities of the Cross-Sectoral Coordination Centre (budget planning and execution, accounting records, personal management, labour protection, internal audit, provision of information technologies and telecommunications, transport services, editing and translation of individual documents);
- 4.22<sup>4</sup> co-ordinate, maintain and update the records (database) of persons and remuneration of officials (employees) of direct public administration institutions and other State institutions, the

Liepaja Special Economic Zone, port and free port authorities, local government institutions and state – owned and local government – owned capital companies or public-private capital companies, which have entered into a contract regarding health care services to be provided and provide the state budget funded health care services, the remuneration records system (database) of officials (employees);

*[1 June 2016]*

4.23 perform other tasks as laid down in respective regulatory enactments.

*[6 January 2004; 1 March 2005; 24 January 2006; 12 December 2006, 12 May 2009; 8 September 2009; 8 May 2012; 29 April 2014]*

5. The State Chancellery shall have the right to:

5.1 involve the representatives of ministries, other public administration institutions, local-government and other institutions, as well non-governmental organisations in resolving the public administration related matters, establish working groups and organise inter-ministerial meetings;

5.2 freely visit other direct public administration institutions, request and receive free-of-charge information and documents required to perform the task specified in Sub-paragraph 4.17 of these Rules;

5.3 under the procedure stipulated in respective external regulatory enactments, request and receive free-of-charge information and documents from natural and legal persons, which is required for the fulfilment of tasks;

5.3<sup>1</sup> provide paid services;

*[29 April 2014]*

5.4 pursue other activities as laid down in respective regulatory enactments.

### **III. Structure of the State Chancellery and Competence of the Officials**

6. The State Chancellery comprises the Prime Minister's Office, the Deputy Prime Minister's Office, and structural units determined by the Director of the State Chancellery.

*[6 January 2004; 1 March 2005]*

7. The State Chancellery is managed by its director. The Director is directly subordinate to the Prime Minister.

8. The Director of the State Chancellery shall:

8.1 organise the performance of institution's functions and ensure continuity, efficiency and lawfulness of institution's work;

8.2 be responsible for lawful and efficient spending of budgetary resources;

8.3 ensure that the institution's development strategy and activity plan are elaborated;

8.4 provide personnel management;

8.5 appoint to and dismiss from the post public servants and employees of the institution, in accordance with the procedure laid down in regulatory enactments;

8.6 represent the institution and conclude agreements on behalf of the institution without special authorization;

8.7 organise and chair meetings of the State Secretaries;

8.8 have the right to give orders to the public servants and employees of the State Chancellery in order to ensure the performance of the State Chancellery's functions;

8.9 have the right to give orders to officials of subordinate direct public administration institutions;

8.10 perform other functions as laid down in the regulatory enactments.

9. The Director of the State Chancellery may have deputies. The Director of the State Chancellery shall determine the functions of deputy directors of the State Chancellery and subordinate structural units by the order.

10. Structural units of the State Chancellery include departments, their divisions and stand-alone divisions. The departments, their divisions and stand-alone divisions shall be formed, re-organised and liquidated by the Director of the State Chancellery.

11. The departments and stand-alone divisions are subordinate to the Director of the State Chancellery or his/her Deputy under the structure of functions as determined by the Director of the State Chancellery.

12. The departments are managed by their heads. The heads of departments may have their deputies.

13. The stand-alone divisions are managed by their heads.

#### **IV. Prime Minister's Office**

14. The Prime Minister's Office shall present to the Prime Minister proposals concerning the development and implementation of the Cabinet of Minister's policy and provide for organisational arrangements in order to ensure work of the Prime Minister.

15. The Prime Minister's Office is directly subordinate to the Prime Minister. The Prime Minister's Office shall bear political responsibility for its performance and the discharge of its functions. The Prime Minister's Office comprises the Chief of Staff of the Prime Minister, advisors to the Prime Minister, assistants to the Prime Minister and Press Secretary of the Prime Minister.

15.<sup>1</sup> The structure and work organisation of the Prime Minister's Office shall be determined by the Prime Minister and stipulated in the Regulation of the Prime Minister's Office.  
*[13 March 2004]*

16. The Prime Minister's Office is managed by the Chief of Staff of the Prime Minister. The Chief of Staff of the Prime Minister is directly subordinate to the Prime Minister. The Chief of Staff of the Prime Minister shall be appointed to and dismissed from the post by the Prime Minister.

17. Employees of the Prime Minister's Office are directly subordinate to the Chief of Staff of the Prime Minister.

18. The Prime Minister's Office shall have the task of:

18.1 analysing and contributing to the implementation of the government's policies (also in cooperation with the government coalition partners) in accordance with the Declaration on the Intended Activities of the Cabinet of Ministers;

18.2 presenting opinion on any policy issues of interest to the Prime Minister;

- 18.3 cooperating with ministries, other state and local government institutions, non-governmental organisations, political parties, as well as with foreign institutions and international organisations in accordance with instructions of the Prime Minister;
- 18.3<sup>1</sup> organising the Prime Minister's correspondence with individuals, other state and local government institutions, non-governmental institutions, political parties, foreign institutions and international organisations, as well as ensuring such correspondence when assigned by the Prime Minister unless otherwise decided by the Prime Minister;
- 18.4 provision of information required for visits and negotiations of the Prime Minister and timely delivery of information acquired during meetings or tasks assigned to their addressees;
- 18.5 upon the Prime Minister's authorization, representing views of a Cabinet member in other institutions, working groups, advisory councils and meetings held for purposes of opinion coordination;
- 18.6 in cooperation with the Communication Department, informing the Prime Minister of policy matters discussed in the mass media, organising meetings with representatives of the press and other mass media, preparing the Prime Minister for such meetings, as well as in accordance with the Prime Minister's instructions, informing the public of the decisions taken by the Cabinet of Ministers and the Prime Minister;
- 18.6<sup>1</sup> presenting proposals to the Prime Minister on the conferring of certificates of appreciation and diplomas of merit of the Prime Minister;
- 18.7 performing other tasks assigned by the Prime Minister.
- [13 March 2004]*

## **V. Deputy Prime Minister's Office**

19. The Deputy Prime Minister's Office shall present proposals to the Deputy Prime Minister for the development and implementation of the policies falling within the area of his/her competence.
20. The Deputy Prime Minister's Office is directly subordinate to the Deputy Prime Minister. The Deputy Prime Minister's Office shall bear political responsibility for its activities and discharge of functions. The Deputy Prime Minister's Office comprises the Chief of Staff of the Deputy Prime Minister, advisors to the Deputy Prime Minister and assistants to the Prime Minister.
21. The Deputy Prime Minister's Office is managed by the Chief of Staff of the Deputy Prime Minister. The Chief of Staff of the Deputy Prime Minister shall be directly subordinate to the Deputy Prime Minister. The Chief of Staff of the Deputy Prime Minister shall be appointed by the Deputy Prime Minister.
22. Employees of the Deputy Prime Minister's Office are directly subordinate to the Chief of Staff of the Deputy Prime Minister.
23. The Deputy Prime Minister's Office shall have the task of:
- 23.1 analysing the policy falling within the Deputy Prime Minister's competence and promoting the implementation thereof;
- 23.2 providing its opinion on any policy issue of interest to the Deputy Prime Minister;
- 23.3 cooperating with ministries, other state and local government institutions, non-governmental organisations, political parties, as well as with foreign institutions and international organisations in accordance with the Deputy Prime Minister's instructions;

23.4 providing information required for the Deputy Prime Minister's visits and negotiations and timely delivery of information acquired during meetings or tasks assigned to their addressees;

23.5. in cooperation with the Communication Department, informing the Deputy Prime Minister of policy matters discussed in the mass media, organising meetings with representatives of the press and other mass media, preparing the Deputy Prime Minister for such meetings, as well as in accordance with the Prime Minister's instructions, informing the public of the decisions taken by the Cabinet of Ministers and the Deputy Prime Minister

## **VI. Crisis Management Centre**

*[1 March 2005]*

## **VII. Information Society Bureau**

*[1 March 2005]*

### **VII.<sup>1</sup> European Affairs Bureau**

*[1 March 2005]*

## **VIII. Public Administration Institutions Subordinate to the State Chancellery**

33. The Latvian School of Public Administration is subordinate to the State Chancellery.  
*[21 June 2005]*

## **IX. Mechanism for the Provision of the State Chancellery's Lawfulness and Reporting of Activities Thereof**

34. The Director of the State Chancellery shall be responsible for the establishment and operation of a system for evaluation of administrative decisions.

35. The Director of the State Chancellery shall have the right to revoke the decisions of administration's officials and internal regulatory enactments.

36. The Director of the State Chancellery shall adopt a decision on an administrative act issued or actual measure taken by an official of the State Chancellery, which have been contested by an individual.

37. Administrative acts passed by the Director of the State Chancellery and actual actions may be appealed before the court.

38. The Director of the State Chancellery shall report to the Prime Minister on the fulfilment of the State Chancellery's functions and spending of the budgetary resources at least once a year.

39. The Prime Minister shall have the right to request a report on the discharge of the State Chancellery's functions at any time, as well as on the performance of the direct public administration institution subordinate to the State Chancellery.

## **X. Closing Provisions**

*[8 May 2012]*

40. Regulation No.196 “Rules of the State Chancellery” of the Cabinet of Ministers of 28 May 2002 (Latvijas Vēstnesis, 2002, No. 82.) shall be repealed.

41. The State Chancellery shall provide for the fulfilment of functions referred to in sub-clause 4.22<sup>3</sup> of this Regulation in accordance with the state budget funds allocated for this purpose.  
*[8 May 2012]*

Prime Minister

E.Repše

Minister for Justice

A.Aksenoks