

In Rīga, May 20, 2003

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

Rules of the State Chancellery

With amendments set forth in:

Regulation No. 3 of the Cabinet of Ministers of January 6, 2004
Regulation No. 807 of the Cabinet of Ministers of September 28, 2004
Regulation No. 837 of the Cabinet of Ministers of October 5, 2004
Regulation No. 157 of the Cabinet of Ministers of March 1, 2005
Regulation No. 422 of the Cabinet of Ministers of June 21, 2005
Regulation No. 64 of the Cabinet of Ministers of January 24, 2006
Regulation No. 1009 of the Cabinet of Ministers of December 12, 2006
Regulation No. 176 of the Cabinet of Ministers of March 13, 2007
Regulation No.429 of the Cabinet of Ministers of May 12, 2009
Regulation No.1027 of the Cabinet of Ministers of September 8, 2009
Regulation No.328 of the Cabinet of Ministers of May 8, 2012
Regulation No.226 of the Cabinet of Ministers of April 29, 2014

Issued in accordance with
Paragraph 1 of Section 16
of the Law “On Structure
of the Public Administration”

I. General Provisions

1. The State Chancellery is a direct public administration institution whose activities are aimed at ensuring 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 enforcement and consistency of the decisions adopted by the Cabinet of Ministers.

(In wording of Regulation No. 328 of the Cabinet of Ministers of May 5, 2012)

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

II. Functions, Tasks and Competence of the State Chancellery

3. The State Chancellery shall discharge the functions set forth in the Law “On Structure of the Public Administration”, as well as the following functions:

3.1 *(deleted in accordance with Regulation No. 328 of the Cabinet of Ministers of May 5, 2012);*

3.2 substantial and organisational provision of work of the Prime Minister;

3.3 *(deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005);*

3.4 provision of development and coordination of the public administration and human resource development policy, co-ordination and monitoring of its implementation;

3.5 *(deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005);*

3.6 *(deleted in accordance with Regulation No 429 of the Cabinet of Ministers of May 12, 2009);*

3.7 *(deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005);*

3.8 *(deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005).*

(With amendments set forth in Regulation No. 3 of the Cabinet of Ministers of January 6, 2004)

3.9 fulfilment of functions of an intermediary institution in implementing the European Social Fund;

3.10 provides education of society and information on the foundations and values of a democratic state.

(With amendments set forth in Regulation No. 3 of the Cabinet of Ministers of January 6, 2004, Regulation No. 1009 of the Cabinet of Ministers of December 12, 2006, Regulation No. 429 of the Cabinet of Ministers of May 12, 2009, Regulation No. 226 of the Cabinet of Ministers of April 29, 2014)

4. In order to discharge the functions specified in Paragraph 3, the State Chancellery shall:

4.1 *(deleted in accordance with Regulation No. 328 of the Cabinet of Ministers of May 5, 2012);*

4.2 coordinate work of the communication units of public administration institutions, elaborate and implement communication policy of the government;

4.3 *(deleted in accordance with Regulation No. 328 of the Cabinet of Ministers of May 5, 2012);*

4.4 organise the development of public procurement for civil servants' training programmes;

4.5 organise and provide management of documents and electronic information of the Cabinet of Ministers, Deputy Prime Minister and the Prime Minister;

4.5¹ organise and provide management of the state information system "Database of Direct Public Administration Institutions

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 their further progress;

4.7 provide preparation and process of Cabinet sittings, meetings of the Cabinet Committee, meetings of the State Secretaries, meetings of ministries' Parliamentary Secretaries and other meetings stipulated by legal acts or set by the Prime Minister;

4.8 coordinate cooperation of public administration institutions in order to provide compliance with legal-text techniques and the state language norms and use of uniform, precise terminology in legal acts and draft laws of the Cabinet of Ministers;

4.9 provide legal formalisation and editing of legal acts, publishing of legal acts and development planning documents of the Cabinet of Ministers, as well as further progress of approved draft laws according to the procedure set forth in the regulatory enactments;

4.10 coordinate and control fulfilment of tasks assigned to the Cabinet of Ministers by laws and *Saeima* decisions, fulfilment of tasks assigned by the Cabinet of Ministers, Prime

Minister and Deputy Prime Minister, as well as fulfilment of tasks assigned by the State Secretaries' meetings in accordance with the procedure set forth in the regulatory enactments;

4.11 according to its competence, produce development planning documents and draft legal acts and present opinions on policy planning documents and draft legal acts produced by other public administration institutions;

4.12 prepare and present reports, suggestions and recommendations to the Cabinet of Ministers, *Saeima* and international organisations on the situation in public administration, as well as organise cooperation with non-governmental institutions;

4.13 provide examination of statements, complaints and suggestions 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 suggestions on the state budget funding needed for the implementation of the measures prescribed by regulatory enactments and development planning documents and performance of the tasks set for the institution;

4.15 on behalf of the state, perform transactions under the private law to ensure activities of the institution;

4.16 coordinate cooperation of the public administration institutions in ensuring good governance and customer oriented culture in public administration and in reducing the administrative burden;

4.17 on the assignment of the Prime Minister perform financial audits, control and assess efficiency and usefulness of direct public administration institutions by attracting the public administration professionals, as well as other experts;

4.17¹ (*deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005*);

4.17² (*deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005*);

4.18 according to its competence, cooperate with foreign public administration institutions, international organisations and representatives and experts of foreign technical aid programmes and projects;

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 coordinate public participation, provision of information and education on the issues, which fall within the competence of the Cabinet of Ministers and fundamentals and values of a democratic state, as well as inform the public about the national policy in the areas that fall within the competence of the State Chancellery;

4.21 provide records of persons and draw up the necessary documents for the Prime Minister, Ministers, State Ministers, Parliamentary Secretaries and other persons appointed by the Cabinet of Ministers, Prime Minister or Deputy Prime Minister;

4.22 (*deleted in accordance with Regulation No. 157 of the Cabinet of Ministers of March 1, 2005*);

4.22¹ (*deleted in accordance with Regulation No. 429 of the Cabinet of Ministers of May 12, 2009*);

4.22² plan, implement and supervise co-financing programmes and projects of the European Social Fund;

4.22³ perform the support functions necessary to ensure the activities of the Cross-sectoral Coordination Centre (budget planning and execution, accounting, personnel management, labour protection, internal audit, provision of information technologies and telecommunications, transport services, editorial processing and translation of separate documents);

4.23 perform other tasks stipulated in regulatory enactments.

(With amendments set forth in Regulation No. 3 of the Cabinet of Ministers of January 6, 2004, Regulation No. 157 of the Cabinet of Ministers of March 1, 2005, Regulation No. 64 of the Cabinet of Ministers of January 24, 2006, Regulation No. 1009 of the Cabinet of Ministers of December 12, 2006, Regulation No. 429 of the Cabinet of Ministers of May 12, 2009, Regulation No. 1027 of the Cabinet of Ministers of September 8, 2009, Regulation No. 1027 of the Cabinet of Ministers of September 8, 2009, Regulation No. 328 of the Cabinet of Ministers of May 8, 2012, Regulation No. 266 of the Cabinet of Ministers of April 29, 2014)

5. The State Chancellery shall have the right to:

5.1 involve representatives of ministries and other state and local government institutions and other institutions and representatives of non-governmental organizations in addressing the public administration issues; to establish working groups and organise inter-ministerial meetings;

5.2 freely access other direct public administration institutions and request and receive free-of-charge information and documents needed for performance of the task specified in Sub-paragraph 4.17 of the present Rules;

5.3 request and receive from natural and legal persons free-of-charge information and documents needed for performance of the tasks under the procedure stipulated in the respective external regulatory enactments;

5.3¹ provide paid services;

5.4 perform other activities as stipulated in regulatory enactments.

(With amendments set forth in Regulation No. 266 of the Cabinet of Ministers of April 29, 2014)

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

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

(With amendments set forth in Regulation No. 3 of the Cabinet of Ministers of January 6, 2004 and Regulation No. 157 of the Cabinet of Ministers of March 1, 2005)

7. The State Chancellery is managed by a Director. The Director is directly subordinated to the Prime Minister.

8. The Director of the State Chancellery shall:

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

8.2 bear responsibility for lawful and efficient spending of budgetary resources;

8.3 provide elaboration of institution's development strategy and activity plan;

8.4 provide the implementation of personnel management;

8.5 according to the procedure set forth in regulatory enactments appoint to and dismiss from the post civil servants of the institution and appoint to and dismiss from the post employees of the institution;

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

8.7 organise and chair meetings of the State Secretaries;

- 8.8 have the right to give orders to the civil servants and employees of the State Chancellery in order to ensure discharge 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 provided in the regulatory enactments.

9. The Director of the State Chancellery may have deputies. In the respective appointment order the Director of the State Chancellery shall determine the functions of the deputies and the subordinate structural units.

10. Structural units of the State Chancellery are the 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 subordinated to the Director of the State Chancellery or to 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 the departments may have their deputies.

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

IV. Prime Minister's Office

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

15. The Prime Minister's Office is directly subordinated to the Prime Minister. The Prime Minister's Office shall bear political responsibility for its performance and 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.

15.¹ The structure and work organisation of the Prime Minister's Office shall be determined by the Prime Minister and stipulated in the respective Regulation of the Prime Minister's Office.

(In wording of Regulation No. 176 of the Cabinet of Ministers of March 13, 2007)

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 subordinated 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 subordinated to the Chief of Staff of the Prime Minister.

18. The Prime Minister's Office shall have the following tasks:

18.1 to analyse the government policy and support its implementation (also in cooperation with the government coalition partners) in accordance with the Declaration on the Intended Activities of the Cabinet of Ministers;

18.2 to present opinion on any policy issue of the Prime Minister's interest;

18.3 to cooperate 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;

18.3¹ to organise correspondence of the Prime Minister with private individuals, other state and local government institutions, non-governmental institutions, political parties, foreign institutions and international organisations, as well as to ensure such correspondence when assigned by the Prime Minister if not otherwise decided by the Prime Minister;

(With amendments set forth in Regulation No. 176 of the Cabinet of Ministers of March 13, 2004)

18.4 to provide information needed 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 authorization by the Prime Minister to represent views of a Cabinet member in other institutions, working groups, consultative councils and meetings held for purposes of opinion coordination;

18.6 in cooperation with the Communication Department to inform the Prime Minister on policy matters discussed in the mass media, to organise meetings with representatives of the press and other mass media, to prepare the Prime Minister for such meetings, as well as in accordance with instructions of the Prime Minister to inform the society on the decisions adopted by the Cabinet of Ministers and the Prime Minister;

18.6¹ to present proposals to the Prime Minister with regard to conferring certificates of appreciation and diplomas of merit of the Prime Minister;

18.7 to perform other tasks assigned by the Prime Minister.

(With amendments set forth in Regulation No. 176 of the Cabinet of Ministers of March 13, 2004)

V. Deputy Prime Minister's Office

19. The Deputy Prime Minister's Office shall present to the Deputy Prime Minister suggestions on development and implementation of the policies falling within his/her competence.

20. The Deputy Prime Minister's Office is directly subordinated to the Deputy Prime Minister. The Deputy Prime Minister's Office shall bear political responsibility for its performance and discharge of its 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 of 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 subordinated 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 subordinated to the Chief of Staff of the Deputy Prime Minister.

23. The Deputy Prime Minister's Office shall have the following tasks:

23.1 to analyse policy falling within competence of the Deputy Prime Minister and promote their implementation;

23.2 to present its opinion on any policy issue if such are requested by the Deputy Prime Minister;

23.3 to cooperate 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 Deputy Prime Minister;

23.4 to provide information needed for visits and negotiations of the Deputy Prime Minister and timely delivery of information acquired during meetings or tasks assigned to their addressees;

23.5 in cooperation with the Communication Department to inform the Deputy Prime Minister on policy matters discussed in the mass media, to organise meetings with representatives of the mass media, to prepare the Deputy Prime Minister for such meetings, as well as to inform the society on the decisions adopted by the Cabinet of Ministers and Deputy Prime Ministers in accordance with the instructions of the Prime Minister.

VI. Crisis Management Centre

(deleted in accordance with Regulation No.157 of the Cabinet of Ministers of March 1, 2005)

VII. Information Society Bureau

(deleted in accordance with Regulation No.157 of the Cabinet of Ministers of March 1, 2005)

VII.¹ European Affairs Bureau

(deleted in accordance with Regulation No.157 of the Cabinet of Ministers of March 1, 2005)

VIII. Subordinated Institutions

33. The Latvian School of Public Administration is subordinated to the State Chancellery.

(In the wording of Regulation No. 422 of the Cabinet of Ministers of June 21, 2005)

IX. Mechanism for Provision of the State Chancellery's Lawfulness and Reporting

34. The Director of the State Chancellery shall bear responsibility for the establishment and operation of a system for controlling administrative decisions.

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

36. The Director of the State Chancellery shall adopt a decision on administrative act issued by an official of the State Chancellery or actual conduct contested by a private person.

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

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

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

X. Closing Provisions

(With amendments to the title of the section set forth in Regulation No. 328 of the Cabinet of Ministers of May 8, 2012)

40. Regulation No.196 "Rules of the State Chancellery" of the Cabinet of Ministers of May 28, 2002 (Latvijas Vēstnesis, 2002, No. 82.) are repealed.

41. The State Chancellery shall provide for execution of functions stipulated by Sub-clause 4.22³ of these Regulations in accordance with the state budget funds allocated for this purpose.

(In the wording of Regulation No. 328 of the Cabinet of Ministers of May 8, 2012)

Prime Minister E.Repše

Minister for Justice A.Aksenoks