Republic of Latvia

Cabinet
Regulation No. 381
Adopted 8 July 2014

By-laws of the Latvian State Border Security Co-ordination Council

Issued pursuant to
Section 13 of the State Administration Structure Law

I. General Provision

1. The Latvian State Border Security Co-ordination Council (hereinafter – the Council) is a collegial State authority, the purpose of operation of which is to promote the planning and implementation of the policy related to State border security, as well as the co-operation of State administration institutions, local governments, associations, foundations, and merchants in the field of the State border security policy.

II. Tasks and Rights of the Council

2. The Council shall have the following tasks:
   2.1. to promote drawing up and implementation of a uniform policy for State administration institutions in the field of State border security;
   2.2. to co-ordinate co-operation of the authorities responsible for the security of the State border;
   2.3. to assess proposals for implementation of the State border security policy;
   2.4. to analyse information regarding issues of State border security and co-ordination;
   2.5. to assess the progress of implementation of the policy planning documents related to State border security;
   2.6. to assess draft investment programmes related to State border security in order to prevent the redundancy of functions;
   2.7. to promote international co-operation in the field of State border security;
   2.8. to evaluate risks related to State border security.

3. In order to perform the tasks referred to in Paragraph 2 of this Regulation, the Council has the right:
   3.1. according to its competence, to request and receive from State administration institutions and local governments the information necessary for the work of the Council;
   3.2. to invite State and local government officials, representatives of associations, foundations and merchants, and experts, to participate in meetings of the Council in advisory capacity;
   3.3. to establish working groups for the carrying out of specific tasks;
   3.4. to request and receive a report on the utilisation of funds for the implementation of State border security measures from State administration institutions and local governments.

III. Composition of the Council

4. The Council shall consist of:
4.1. the Minister for the Interior – the chairperson of the Council;
4.2. the Minister for Finance – the deputy chairperson of the Council;
4.3. the Minister for Agriculture;
4.4. the State Secretary of the Ministry of the Interior;
4.5. the State Secretary of the Ministry of Foreign Affairs;
4.6. the State Secretary of the Ministry of Defence;
4.7. the State Secretary of the Ministry of Transport;
4.8. the Director-General of the State Revenue Service;
4.9. the Director-General of the Food and Veterinary Service;
4.10. the Chief of the State Border Guard;
4.11. the Director of the Central Customs Administration of the State Revenue Service;
4.12. the Chief of the State Police;
4.13. the Chief of the Security Police;
4.14. the Chief of the Office of Citizenship and Migration Affairs;
4.15. the Director of the Radiation Safety Centre of the State Environmental Service.

5. The chairperson of the Council shall:
   5.1. represent the Council without any special authorisation;
   5.2. convene and chair meetings of the Council;
   5.3. approve the agenda of a meeting of the Council;
   5.4. sign the decisions of the Council;
   5.5. organise the work of the Council and control of carrying of the tasks specified for
      the Council;
   5.6. give orders regarding the approval of working groups for the carrying out of specific
      tasks.

6. Members of the Council shall:
   6.1. take part in the preparation of decisions and proposals of the Council;
   6.2. aggregate information regarding the situation in the sector represented by them in
      the Council, as well as aggregate the proposals submitted for improving the situation according
      to the policy planning documents in the field of State border security;
   6.3. assign experts from the respective sectors for work in working groups of the
      Council;
   6.4. according to the competence organise the implementation of Council decisions.

IV. Work of the Council

7. The work of the Council shall be managed and organised by the chairperson of the Council, but during his or her absence – the deputy chairperson of the Council.

8. Meetings of the Council shall be held as necessary, but not less than once a year. The chairperson of the Council shall convene an extraordinary meeting if so proposed by at least two members of the Council or upon his or her own initiative.

9. The Council shall have a quorum if more than one half of members of the Council participate in the meeting thereof.

10. Decisions of the Council shall be taken by a simple majority vote of the members of the Council present. In the event of a tied vote, the vote of the chairperson of the Council shall prevail.

11. Decisions of the Council are of recommendatory nature.
12. Minutes shall be taken at the meetings of the Council. The agenda of the meeting, the participants of the meeting, the persons who expressed opinion on the respective issue, and the decisions taken shall be indicated in the minutes. The minutes shall be signed by the chairperson of the Council and by the minute-taker.

V. Provision for the Work of the Council

13. The work of the Council shall be ensured by the Secretariat of the Council. The Ministry of the Interior shall perform the functions of the Secretariat.

14. The Secretariat shall:
   14.1. aggregate the proposals of members of the Council regarding issues to be included in the agenda of the Council meeting and inform members of the Council regarding the approved agenda of the Council meeting;
   14.2. prepare materials to be examined at the Council meeting;
   14.3. prepare draft Council decisions;
   14.4. follow the implementation of the Council decisions and regularly inform members of the Council regarding the status of implementation of the decisions;
   14.5. maintain the record-keeping of the Council;
   14.6. ensure the circulation of information and documents among members of the Council and State administration institutions, local governments, associations, foundations, and merchants, which are involved in solving the issues within the competence of the Council.

VI. Working Groups of the Council

15. Working groups of the Council shall be established by a Council decision. The composition of a working group of the Council shall include experts from the respective sector.

16. The leaders of working groups of the Council are entitled to invite representatives of State administration institutions, local governments, associations, foundations, and merchants, to participate in a meeting of the working group of the Council.

17. The leaders of working groups of the Council are entitled to participate at the meetings of the Council in an advisory capacity.

VII. Closing Provision


Prime Minister Laimdota Straujuma

Acting for the Minister for the Interior – Minister for Foreign Affairs Edgars Rinkēvičs