Republic of Latvia

Cabinet

Regulation No. 529

Adopted 31 July 2012

**Procedures for Submitting an Application for the Vacant Position at the European Police Office**

*Issued pursuant to*

*Section 31, Paragraph one, Clause 3 of the Cabinet Structure Law*

1. The Regulation prescribes the procedures by which the submission of application for the vacant position at the European Police Office intended for the employees of law enforcement authorities (hereinafter – the vacant position) shall be organised in the Republic of Latvia.

2. An official of the State Police, Security Police, State Border Guard, Corruption Prevention and Combating Bureau, Prison Administration, Office of the Prosecutor institution, Military Police or State Revenue Service (hereinafter – the competent authority) may apply for the vacant position if he or she meets the requirements set forth in the vacancy announcement (hereinafter – the announcement).

3. The State Police shall electronically send the announcement and materials appended to it, if any, to the official electronic mail addresses of the competent authorities within three working days after its receipt from the European Police Office.

4. The competent authority shall present the information referred to in Paragraph 3 of this Regulation to the staff within three working days after its receipt.

5. An official of the competent authority who wishes to apply for the vacant position (hereinafter – the applicant) shall prepare the application and documents confirming his or her conformity with the requirements set forth in the announcement as well as other documents, if such have been requested in the announcement, and shall submit them for examination to the relevant competent authority by taking into account the time periods referred to in Paragraphs 6 and 8 of this Regulation intended for the conformity verification of the application and documents, and also the deadline for the submission of applications to the European Police Office specified in the announcement.

6. The competent authority shall examine the application and documents within three working days after receipt thereof and, if the applicant meets the requirements set forth in the announcement and the relevant competent authority does not oppose to the appointing of the applicant to the vacant position, approve such documents.

7. The applicant shall submit the application and documents approved by the competent authority to the State Police by taking into account the time period referred to in Paragraph 8 of this Regulation intended for the conformity verification of the application and documents, and also the deadline for the submission of applications to the European Police Office specified in the announcement.

8. The State Police shall, within three working days, verify whether the applicant has submitted all the documents requested in the announcement together with the application, and also whether the application and the documents submitted do not contain obvious non-conformities with the requirements set forth in the announcement.

9. The application and documents shall be sent to the European Police Office under the following procedures:

9.1. if the applicant has submitted the application and all the documents requested in the announcement, the State Police shall, within three working days after verification, send the application and documents to the European Police Office, concurrently notifying in writing the applicant and competent authority thereof;

9.2. if, for submitting an application, an approval of the unit of the State Police which performs the tasks of the national unit determined in the legal acts governing the operation of the European Police Office has been received, the applicant has the right to send the approved application and documents directly to the European Police Office.

10. The State Police shall send the application and documents to the applicant on the next working day following the verification, concurrently notifying in writing the competent authority thereof if it is established that:

10.1. not all documents requested in the announcement have been submitted;

10.2. the application or the documents submitted clearly do not conform to the requirements set forth in the announcement.

11. The applicant has the right to re-submit the application and documents after elimination of the deficiencies specified in Paragraph 10 of this Regulation. In such case, the application and documents shall be examined in accordance with the procedures referred to in Paragraphs 8 and 9 of this Regulation.

Prime Minister V. Dombrovskis

Acting for the Minister for the Interior,

Minister for Environmental Protection and Regional Development E. Sprūdžs