Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

21 November 2023 [shall come into force on 25 November 2023].

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.

Republic of Latvia

Cabinet

Regulation No. 302

Adopted 2 May 2012

**By-laws of the Consultative Council for Development Cooperation Policy**

*Issued in accordance with*

*Section 13 of the State Administration Structure Law*

**I. General Provision**

1. The Consultative Council for Development Cooperation Policy (hereinafter – the Council) is a consultative authority established to promote active and responsible involvement of Latvia in making and implementing the European Union’s development cooperation policy, to strengthen Latvia’s role as a bilateral donor, foster public understanding of development cooperation goals and policy, and to provide support for the implementation thereof.

**II. Functions, Tasks, and Rights of the Council**

2. The Council shall have the following functions:

2.1. to ensure cooperation among the State administration institutions and other authorities in solving development cooperation policy matters;

2.2. to provide proposals to the Ministry of Foreign Affairs for the activities and lines of action in the field of development cooperation policy.

3. The Council shall have the following tasks:

3.1. to participate in the development of draft laws and regulations and policy planning documents that are related to solving development cooperation policy matters and to promote the implementation thereof as well as, according to its competence, evaluate draft laws and regulations of the Republic of Latvia, draft legal acts of the European Union, and draft international law that are related to development cooperation policy, and submit opinions to the Ministry of Foreign Affairs;

3.2. to provide proposals to the Minister for Foreign Affairs on the matters of development cooperation policy;

3.3. to foster cooperation in solving development cooperation policy matters with foreign and international organisations.

4. The Council shall have the following rights:

4.1. to request and receive from public institutions and local governments the information necessary for its operation;

4.2. to cooperate with the mass media;

4.3. to propose the establishment of working groups in order to analyse and solve the matters related to the development cooperation policy, including, where necessary, in the composition of such working groups both representatives of the Council and experts in the field of development policy;

4.4. to examine any matter important in the field of development cooperation policy and, where necessary, invite relevant officials, specialists, or representatives of public organisations as consultants to the Council’s meeting;

4.5. to request necessary information from legal persons governed by private law.

**III. Composition of the Council**

5. Representatives from the following authorities and organisations shall be delegated to be included in the composition of the Council:

5.1. Ministry of Foreign Affairs;

5.2. Ministry of Defence;

5.3. Ministry of Economics;

5.4. Ministry of Finance;

5.5. Ministry of the Interior;

5.6. Ministry of Education and Science;

5.6.1Ministry of Climate and Energy;

5.7. Ministry of Culture;

5.8. Ministry of Welfare;

5.9. Ministry of Transport;

5.10. Ministry of Justice;

5.11. Ministry of Health;

5.12. Ministry of Environmental Protection and Regional Development;

5.13. Ministry of Agriculture;

5.14. association Latvian Platform for Development Cooperation;

5.15. Free Trade Union Confederation of Latvia;

5.16. Employers’ Confederation of Latvia;

5.17. Latvian Association of Local and Regional Governments;

5.18. Council of Rectors of Latvia;

5.19. Latvian Chamber of Commerce and Industry;

5.20. European Affairs Committee of the *Saeima*;

5.21. Latvian School of Public Administration;

5.22. State Chancellery.

[*21 November 2023*]

6. The Chairperson of the Council and Vice-chairperson of the Council shall be representatives of the Ministry of Foreign Affairs.

7. The personnel of the Council shall be approved by the Minister for Foreign Affairs. Information on the personnel of the Council shall be posted on the website of the Ministry of Foreign Affairs.

**IV. Organisation of Work of the Council**

8. Meetings of the Council shall be convened upon a proposal of the Chairperson of the Council or Vice-chairperson of the Council or upon request of at least five members of the Council at least twice a year.

9. The Ministry of Foreign Affairs shall perform the functions of the secretariat of the Council and organise work of the Council as well as ensure preparation and course of meetings of the Council.

10. The Chairperson of the Council shall approve the agenda of meetings of the Council, chair meetings of the Council as well as represent the Council without any special authorisation. During the absence of the Chairperson of the Council, his or her functions shall be performed by the Vice-chairperson of the Council.

11. Council decisions shall be taken by majority vote of the members of the Council, voting openly. If the vote is tied, the vote of the Chairperson of the Council shall be decisive. Council decisions shall be of a recommendatory nature.

12. The Council shall have a quorum if more than half of the members of the Council are present at the meeting thereof. If a member of the Council cannot be present at the meeting, an authorised representative of the relevant authority or organisation shall be present instead of him or her.

13. Minutes of the meetings of the Council shall be taken. The minutes of the meeting shall be signed by the Chairperson of the Council and Secretary of the Council. The minutes shall be sent to all authorities represented in the Council.

**V. Closing Provision**

14. Cabinet Regulation No. 271 of 20 May 2003, By-laws of the Consultative Council for Matters of Development Cooperation Policy (*Latvijas Vēstnesis*, 2003, No. 81; 2005, No. 146), is repealed.

Prime Minister V. Dombrovskis

Acting for the Minister for Foreign Affairs, Minister for Defence A. Pabriks