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Republic of Latvia

Cabinet

Regulation No. 985

Adopted 2 December 2008

By-law of the Youth Advisory Council

*Issued pursuant to
Section 13 of the
State Administration Structure Law*

I. General Provisions

1. The Youth Advisory Council (hereinafter – the Council) is an advisory body the objective of which is to promote the development and implementation of co-ordinated youth policy, as well as the participation of youth in decision-making and social life.
2. Decisions of the Council shall be of a recommendatory nature.

II. Tasks and Rights of the Council

3. The Council shall have the following tasks:
 - 3.1. to evaluate the situation in the implementation of the youth policy and provide recommendations for the Ministry of Children, Family and Integration Affairs regarding priority directions in the youth policy;
 - 3.2. to provide recommendations to State administrative institutions for provision of efficient implementation of the youth policy, including:
 - 3.2.1 on the necessity to implement measures, projects and programmes which are related to a youth target group in accordance with the competence of State administrative institutions in implementing the youth policy;
 - 3.2.2 on the necessity to make amendments to regulatory enactments and policy planning documents or to develop new regulatory enactments and policy planning documents related to implementation of the youth policy; and
 - 3.3. to provide recommendations to local government institutions for implementation of the youth policy at the local government level.
4. The Council has the following rights:
 - 4.1. to establish working groups for preparation of the Council recommendations;
 - 4.2. to request the information necessary for the implementation of the Council tasks through the intermediation of the Ministry of Children, Family and Integration Affairs in accordance with the competence thereof and to receive it from persons involved in the implementation of the youth policy; and

4.3. to invite experts and officials with advisory rights to the Council meetings for provision of consultations and preparation of recommendations in matters related to the youth policy.

III. Composition of the Council

5. The Council shall be composed of:

- 5.1. a representative of the Ministry of Children, Family and Integration Affairs;
- 5.2. a representative of the Ministry of Interior;
- 5.3. a representative of the Ministry of Education and Science;
- 5.4. a representative of the Ministry of Welfare;
- 5.5. a representative of the Ministry of Health;
- 5.6. a representative of the Ministry of Defence;
- 5.7. a representative of the Latvian Association of Local and Regional Governments;
- 5.8. a representative of the National Youth Council of Latvia;
- 5.9. a representative of the Latvian Student Association; and
- 5.10. five representatives of youth organisations.

6. The Ministry of Children, Family and Integration Affairs shall organise the nomination of the representatives referred to in Sub-paragraph 5.10 of these Regulations for participation in the Council by an invitation to competition. The Ministry of Children, Family and Integration Affairs shall develop and approve competition regulations, as well as establish a competition commission.

7. The basic criteria for the selection of youth organisations for participation in the Council shall be as follows:

- 7.1. the youth organisation complies with the conditions of Section 6 of the Youth Law; and
- 7.2. the duration of activities of the youth organisation is not less than three years.

8. In addition to the criteria referred to in Paragraph 7 of these Regulations, in selecting the youth organisations which will be represented in the Council the field of main activities, the variety of objectives in work with the youth, activities in planning regions, as well as the number of members of youth organisations shall be taken into account.

9. The personnel of the Council shall be approved by the Cabinet upon proposal of the Minister for Children, Family and Integration Affairs.

10. The term of office of the Council members referred to in Paragraph 5 of these Regulations shall be two years beginning from the day when the Cabinet has approved the personnel of the Council.

11. The head of the Council shall be the representative of the Ministry of Children, Family and Integration Affairs.

IV. Operational Procedures of the Council and Taking of Decisions

12. The head of the Council shall:

- 12.1. plan and organise the work of the Council;
- 12.2. prepare and approve the agenda of the Council meetings;
- 12.3. convene and chair meetings of the Council; and
- 12.4. sign minutes of meetings and other documents prepared in the Council.

13. The duties of the head of the Council during his or her absence shall be fulfilled by the member of the Council appointed by the head of the Council.

14. The head of the Council shall convene meetings of the Council not less than twice a year. The head of the Council shall convene an extraordinary meeting of the Council if it is initiated by at least five members of the Council.

15. The head of the Council shall determine the time and date of a meeting of the Council and send (in electronic or printed form upon the request of a member of the Council) the information regarding convening of the Council meeting and the matters to be considered in agenda to the members of the Council not later than 15 working days before the Council meeting.

16. The Council shall take decisions by a simple majority vote. Each member of the Council shall have one vote. In the event of a tied vote, the vote of the head of the Council shall prevail.

17. The members of the Council shall:

- 17.1. inform the Council regarding an opinion of the institution represented by them in respect of the matter considered in the meeting;
- 17.2. inform the institution represented by them regarding draft documents and decisions prepared by the Council; and
- 17.3. participate in the working groups established by the Council, as well as in the preparation of recommendations.

18. The Council shall have a quorum if not less than one half of the Council members are present at a meeting of the Council.

19. Minutes shall be taken during meetings of the Council. The agenda, participants to the meeting and persons who participated in debates regarding the relevant issue, as well as the decisions taken shall be indicated in the minutes of the Council meeting. The minutes of the Council meeting shall be available to the public. The minutes of the meeting shall be prepared within 10 working days after the Council meeting and sent by electronic means to all members of the Council.

20. Representatives of State and local government institutions, associations and foundations, as well as experts invited by the Council are entitled to participate in meetings of the Council (without the right to vote).

21. The Ministry of Children, Family and Integration Affairs shall ensure the operation of the Council materially and technically and maintain the record-keeping thereof.

22. A member of the Council may send proposals regarding adjustment of agenda of a meeting of the Council to the Ministry of Children, Family and Integration Affairs, as well as suggest inclusion of an issue complying with the competence of any member of the Council on agenda of the Council meeting in electronic form not later than five working days before the meeting of the Council.

23. If representatives of the youth organisations referred to in Sub-paragraphs 5.8, 5.9 and 5.10 of these Regulations discontinue the work for the Council or another representative is delegated by the referred to organisation for the participation in the Council, the representative of the relevant youth organisation shall submit a reasoned submission to the head of the Council in respect of making changes in the personnel of the Council in accordance with Paragraph 9 of these Regulations.

24. If a youth organisation which has delegated a representative for the participation in the Council is liquidated, the relevant member of the Council shall lose his or her status of the member of the Council and a repeated competition for the vacant position for participation in the Council shall be organised in accordance with Paragraph 6 of these Regulations.

25. Members of the Council shall not receive a remuneration for work in the Council.

V. Closing Provisions

26. Cabinet Regulation No. 1001 of 30 November 2004, By-law of the Co-ordination Council of the Youth Policy (*Latvijas Vēstnesis*, 2004, No. 193; 2006, No. 4) is repealed.

These Regulations shall come into force on 1 January 2009.

Prime Minister

I. Godmanis

Minister for Children and Family Affairs

A. Baštiks