



Ministry of Economics
Republic of Latvia

Brīvības iela 55, Rīga, LV-1519, Latvia. Phone +371 67013100, fax +371 67280882, e-mail pasts@em.gov.lv, www.em.gov.lv

Rules of Procedure

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Rules of Procedure of the Productivity Board of Latvia

Adopted in accordance with
State Administration Structure Law
Article 72, Part one, Rule 2

I. General Provisions

1. The Productivity Board of Latvia (hereinafter - the Board) is a consultative institution of the Ministry of Economics.
2. The aim of the Board is to promote research aimed at fostering economic productivity, stimulating discussions on the productivity situation in Latvia and the European Union, and developing independent, empirically based and scientifically justified recommendations for policy makers.

II. Role, Objective and Rights of the Board

3. The objective of the Board is, in cooperation with the Productivity Research Institute of the Faculty of Business, Management and Economics of the University of Latvia “University of Latvia think tank LV PEAK” (hereinafter - LV PEAK), to submit proposals to the Ministry of Economics on competitiveness and productivity enhancing policies.
4. The Board has the following tasks:
 - 4.1. to develop LV PEAK strategic research priorities in the field of national competitiveness and productivity;

- 4.2. to promote the participation of LV PEAK in the development of Latvian policy planning documents related to the competitiveness and productivity policy issues, and to facilitate their implementation;
 - 4.3. to involve LV PEAK in the assessment of draft legal acts of the Republic of Latvia and the European Union, which relate to competitiveness and productivity policy, and to submit their assessments to the Ministry of Economics;
 - 4.4. to promote cooperation in the field of productivity and competitiveness with the European Commission, the National Productivity Boards of the EU member states, the Ministry of Economics, educational and research institutions, and non-governmental organizations in Latvia and abroad.
5. The Board has the right to establish work groups and to invite independent experts, public officials, and representatives of non-governmental organizations in order to meet objective and tasks of the Board.

III. Composition of the Board

6. The Board consists of seven members:
- 6.1. three members nominated by the President of the Latvian Academy of Sciences;
 - 6.2. one member nominated by the Rector of the University of Latvia;
 - 6.3. one member nominated by the Minister of Economics;
 - 6.4. one member nominated by the Latvian Chamber of Commerce and Industry;
 - 6.5. one member nominated by the Employers' Confederation of Latvia.
7. The Board members are approved by the Minister of Economics of the Republic of Latvia.

IV. Organization of the Board 's work

8. The Board shall elect a Chairman from its members by a vote of at least four Board members.
9. Board members do not receive remuneration for their work in the Board.
10. The Board has a quorum if at least four Board members are present.

11. The Board shall act by a simple majority with an open vote. In the event of a tie, the Chairman of the Board shall have the casting vote. The decisions of the Board are of a recommendatory nature. If one of the Board members does not agree with the adopted decision, at his request a separate opinion can be submitted in writing and attached to the minutes of the Board meeting.
12. The Board meets twice a year. The Board may be convened by the Chairman of the Board, as well as any of the members of the Board, if it is supported by at least 3 other members of the Board.
13. Staff representative of LV PEAK shall perform the functions of the Board Secretary without the right to vote. The Secretary shall record the meetings of the Board, prepare, and maintain documentation in accordance with the requirements of regulatory enactments. The minutes shall be drawn up within five working days of the meeting in question. The minutes of the meeting shall be signed by the Chairman of the Board and the Secretary. The minutes shall be forwarded to each of the institutions represented at the Board meeting.
14. The Chairman is responsible for the management of the Board and determines the division of tasks.
15. The Chairman:
 - 15.1. organizes the activities of the Board;
 - 15.2. approve the agenda of the Board meetings;
 - 15.3. convenes and chairs the Board meetings;
 - 15.4. sign the decisions of the Board, the minutes of the meetings and other documents prepared by the Board;
 - 15.5. ensures the compliance of the activities of the Board with the requirements of regulatory enactments.

Minister

Jānis Vitenbergs

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Oļegs Barānovs 67013118
olegs.baranovs@em.gov.lv