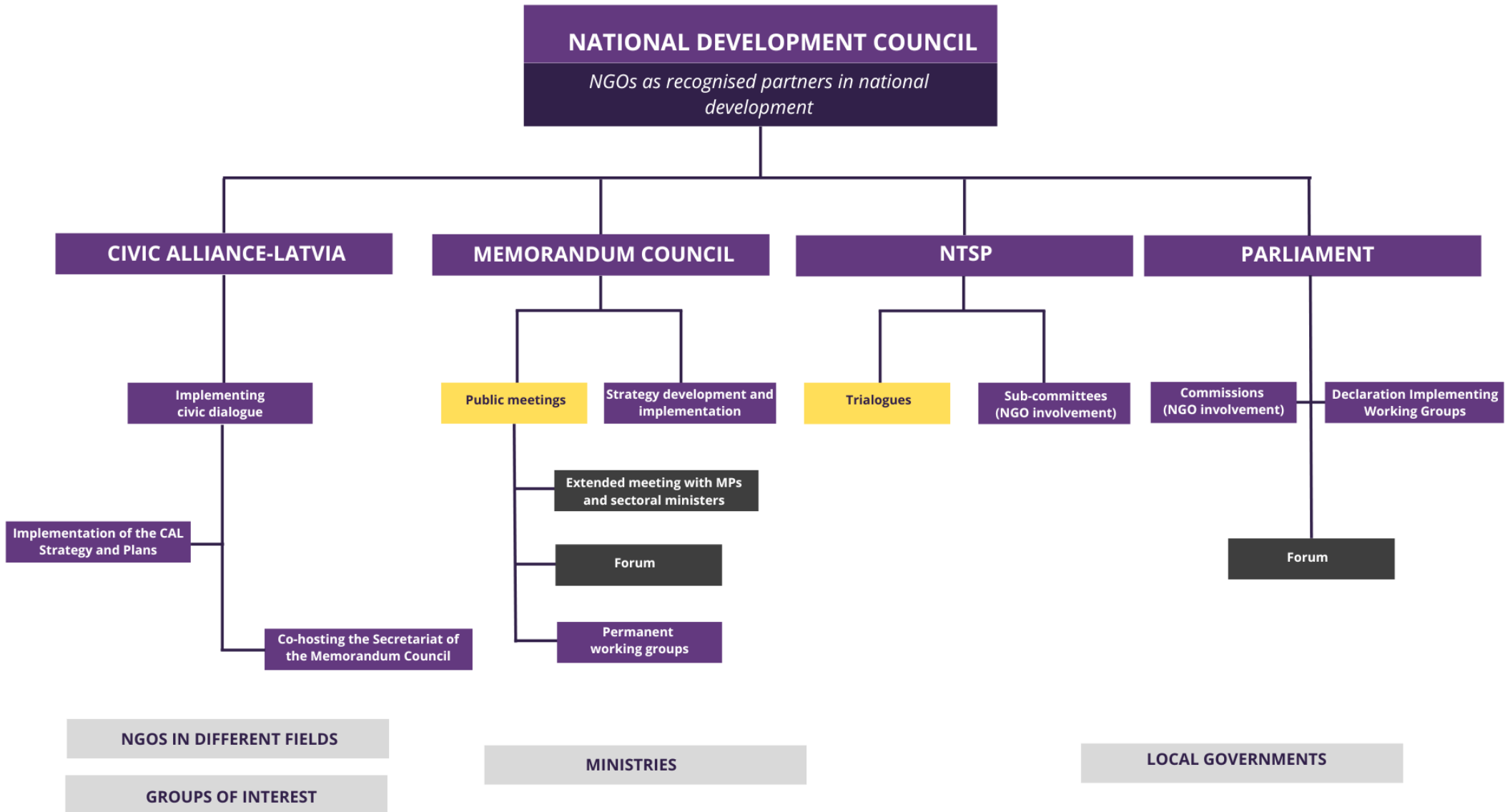


PROCESSES OF INTERACTION BETWEEN CIVIL SOCIETY AND THE STATE



MEMORANDUM COUNCIL

CIVIC ALLIANCE-LATVIA

FUNCTIONS

The Council acts as a platform for discussion and decision-making on proposals for the improvement of policy planning documents and draft laws and regulations, and monitors their implementation in accordance with the Rules of Procedure.

SECRETARIAT (SAO + LCA)

WORKING GROUPS

FORUM

EXTENDED MEETING

FUNCTIONS

- Coordinate the meetings of the Memorandum Council.
- Organise the annual forum.
- Organise an extended meeting.
- Ensure public information.
- Advise NGOs on public participation issues, creating solutions outside the Memorandum Council.

The themes are derived from the Memorandum Council's 2-year work plan, which is based on the needs identified in the Forum.

- Finance and Tax/Budget Working Group,
- Content Planning Working Group,
- Working Group on Civic Engagement and Open Government Partnership.

The Working Groups develop discussion papers or proposals to address the issue, which are reviewed and decided on for approval at the Memorandum Council meeting or at an extended meeting

A Memorandum Council Forum is organised every 2 years to identify issues of relevance to the non-governmental sector that the new Memorandum Council should take into account when drawing up the Memorandum Council's agenda. The Forum also provides guidance for the Memorandum Council's Content Planning Working Group

The issues and solutions are addressed in the context of civil society. Ministers and the Prime Minister attend.

Representatives of non-governmental organisations are members of the Memorandum Council, as well as invited NGOs and other experts.

FUNCTIONS:

Representing interests of independent of the Memorandum work plan, that addresses the needs of the sector.

Coordinates and organises the **work of the working groups.**

Ensures the strengthening of civic dialogue - organising civil society and strengthening the capacity of civic dialogue partners through membership and capacity building of members (development and implementation of strategies, methodologies, tools).

Ensure the **recruitment of experts** (incl. administering the expert remuneration procedure), strengthen human resources competences.

Development of **sectoral data** for representation of civil dialogue partners at national, regional, European level and in the media
Training of civil dialogue partner organisations, leaders in **interest representation, advocacy, capacity building** for participation in the legislative process at all levels of policy planning