

Approved by Resolution No 41 of  
the Board of the Riigikogu of  
28 February 2013  
Amended by  
Resolution No 190 of 22 November  
2013  
Resolution No 100 of 5 June 2014  
Resolution No 44 of 8 March 2016  
Resolution No 119 of 29 June 2016  
Resolution No 24 of 22 February  
2018

## **THE STATUTES OF THE CHANCELLERY OF THE RIIGIKOGU (consolidated text)**

### **I GENERAL PROVISIONS**

1. The Chancellery of the Riigikogu (hereinafter *Chancellery*) is an official public agency the main function of which is to create the conditions necessary for the Riigikogu to perform its constitutional functions.
2. The Chancellery is funded from the state budget.
3. The Chancellery is accountable to the Board of the Riigikogu.
4. The Chancellery is located in Tallinn. The postal address of the Chancellery is Lossi plats 1a, 15165 Tallinn.

### **II THE FUNCTIONS OF THE CHANCELLERY**

5. The Chancellery:
  - 5.1 advises the Riigikogu, its bodies and members of the Riigikogu on legislative matters and parliamentary control, and in the performance of other functions of the Riigikogu;
  - 5.2 services the Riigikogu, makes arrangements concerning its records management and creates the conditions necessary for the Riigikogu to perform its functions;
  - 5.3 assists the Riigikogu in communicating with other government bodies and the public, and manages the foreign relations of the Riigikogu;
  - 5.4 analyses parliamentary law and practice, and makes proposals for improving the work of the Riigikogu,
  - 5.5 manages the issues relating to the benefits related to membership in the Riigikogu;
  - 5.6 organises the administration of state assets in accordance with the State Assets Act;
  - 5.7 prepares the draft budget of the Riigikogu and implements the approved budget;
  - 5.8 with the authorisation of the Board of the Riigikogu, represents the Riigikogu in court and in other government institutions;
  - 5.9 services the National Electoral Committee and the electronic voting committee;
  - 5.10 services the Political Parties Financing Surveillance Committee;
  - 5.11 cooperates with the National Library for the purpose of procurement, storage, processing, analysis and making available of information, and drafting of publications;
  - 5.12 performs other functions assigned to it by Acts and other legislation and entrusted to it by bodies of the Riigikogu.

6. The functions assigned to the Chancellery are performed through the officials and employees (hereinafter together *members of staff*) and the structural units of the Chancellery.
7. In order to perform its functions, the Chancellery is authorised to obtain relevant documents and information from other official agencies of the government and of local governments.

### **III THE SECRETARY GENERAL OF THE RIIGIKOGU**

8. The Chancellery is headed by the Secretary General of the Riigikogu (hereinafter *Secretary General of the Riigikogu*) who is appointed to office for a term of five years by the Board of the Riigikogu following a public recruitment procedure.
9. The Secretary General of the Riigikogu:
  - 9.1 ensures performance of the functions provided by these Statutes, organises the work of the Chancellery, plans its development, and makes proposals to the Board of the Riigikogu for improving the work of the Riigikogu and the Chancellery;
  - 9.2 determines the functions of the departments of the Chancellery, establishes the statutes of the departments, and supervises the performance of the functions of the departments and members of staff directly reporting to him or her;
  - 9.3 reports to the Board of the Riigikogu on the activities of the Chancellery;
  - 9.4 appoints to office and releases from office the officials of the Chancellery; enters into, changes and terminates the contracts of employment of the employees of the Chancellery; applies incentives and imposes disciplinary punishments;
  - 9.5 coordinates with the Board of the Riigikogu the employment in service and release from service of the Deputy Secretary General of the Riigikogu and the Administrative Director as well as the heads of the departments of the Chancellery;
  - 9.5<sup>1</sup> coordinates with the Foresight Council the employment in service and release from service of the Head of the Foresight Centre, and establishes the salary guide and the staff positions of the Foresight Centre;
  - 9.6 establishes the job descriptions of the members of the staff of the Chancellery;
  - 9.7 establishes the internal procedure rules, the records management procedure, the accounting policies and procedures, and other internal legal instruments regulating the organisation of work in the Chancellery;
  - 9.8 decides on the organisation of a competition to fill a vacant post or place of work (hereinafter together *place of employment*);
  - 9.9 appoints persons liable for state assets in the possession of the Chancellery;
  - 9.10 enters into agreements or authorises, if necessary, other members of the staff of the Chancellery to do so;
  - 9.11 decides which public officials of the Chancellery are required to submit a declaration of interests;
  - 9.12 establishes the classification of the expenditure of the Chancellery set out in the State Budget Act in accordance with the budget classification, and appoints the members of staff who have the right of signature to authorise the budget resources of the Chancellery;
  - 9.13 represents the Chancellery and authorises others to represent the Chancellery;
  - 9.14 performs other tasks provided for by law and assigned by the Board of the Riigikogu.
10. The duties of the Secretary General of the Riigikogu are specified in greater detail in his or her job description which is established by the Board of the Riigikogu.

11. The Secretary General of the Riigikogu is responsible for ensuring that the tasks assigned to him or her are performed lawfully, accurately and in a timely manner.
12. The Secretary General of the Riigikogu issues directives within the competence provided by law and in these Statutes.
13. [repealed]
14. In the absence of the Secretary General of the Riigikogu, the Deputy Secretary General of the Riigikogu deputises for him or her, and in the latter's absence, the Administrative Director. In simultaneous absence of both of the latter, the Head of Department appointed by the Secretary General of the Riigikogu deputises for the Secretary General of the Riigikogu.

#### **IV THE DEPUTY SECRETARY GENERAL OF THE RIIGIKOGU AND THE ADMINISTRATIVE DIRECTOR OF THE CHANCELLERY**

15. The Deputy Secretary General of the Riigikogu and the Administrative Director of the Chancellery report directly to the Secretary General of the Riigikogu and perform the following main functions:
  - 15.1. The Deputy Secretary General of the Riigikogu:
    - 15.1.1 ensures the advising and servicing of the committees of the Riigikogu, the National Electoral Committee and the Political Parties Financing Surveillance Committee, as well as the advising of the Riigikogu, the Board of the Riigikogu and the members of the Riigikogu, through the structural units and members of staff reporting to him or her;
    - 15.1.2 coordinates the work of the secretariats of the committees of the Riigikogu;
    - 15.1.3 coordinates the activities of the members of the staff of the Chancellery in supporting the conducting of proceedings relating to the draft legislation of the Riigikogu;
    - 15.1.4 monitors the practice of application of parliamentary law, and makes proposals to the relevant bodies of the Riigikogu for uniform application thereof, as well as proposals for improvement of the legislation regulating the work of the Riigikogu;
    - 15.1.5 coordinates the development activities of the Chancellery;
    - 15.1.6 deputises for the Secretary General of the Riigikogu in the latter's absence;
    - 15.1.7 performs other tasks assigned by the Secretary General of the Riigikogu.
  - 15.2. [repealed]
  - 15.3. The Administrative Director:
    - 15.3.1 directs the work of the Information Technology Department;
    - 15.3.2 directs the creation, implementation and administration of information technology solutions supporting the activities of the Riigikogu and the Chancellery, and plans the development of the sector;
    - 15.3.3 through the structural units and members of staff reporting to him or her, ensures the creation of the conditions necessary for the Riigikogu to perform its functions;
    - 15.3.4 coordinates the activities of the members of the Riigikogu and the members of the staff of the Chancellery in the event of exceptional events (bomb threat, fire accident, serious accidents at work, etc.);

- 15.3.5 organises the protection of state secrets in the Chancellery, and is responsible for compliance with the requirements established by the State Secrets and Classified Information of Foreign States Act and by the legislation issued on the basis thereof;
  - 15.3.6 ensures the organisation of the public procurements of the Chancellery pursuant to law;
  - 15.3.7 deputises for the Secretary General of the Riigikogu in the absence of the latter and the Deputy Secretary General of the Riigikogu;
  - 15.3.8 performs other tasks assigned by the Secretary General of the Riigikogu.
16. [repealed]
17. The Deputy Secretary General of the Riigikogu and the Administrative Director:
- 17.1. issue service-related instructions and orders to the heads of departments and members of staff of the Chancellery directly reporting to them, and monitor the performance thereof;
  - 17.2. report to the Secretary General of the Riigikogu on the performance of the functions assigned to them by these Statutes;
  - 17.3. make proposals to the Secretary General of the Riigikogu concerning the structure and the staff positions of the departments of the Chancellery reporting to them, the allocation of funds to the departments, the ensuring of working conditions and change of organisation of work, and the determination of the salaries, additional remunerations and benefits of the members of the staff of the departments, and the imposition of disciplinary punishments and application of incentives;
  - 17.4. make proposals to the Secretary General of the Riigikogu concerning the ensuring of working conditions and change of organisation of work of the members of staff directly reporting to them, and the determination of their salaries, additional remunerations and benefits, and the imposition of disciplinary punishments and application of incentives, and apply for in-service training for them.
18. The duties of the Deputy Secretary General of the Riigikogu and the Administrative Director are specified in greater detail in their job descriptions.
19. The Deputy Secretary General of the Riigikogu and the Administrative Director are responsible for ensuring that the tasks assigned to them are performed lawfully, accurately and in a timely manner.

## **V THE OFFICES OF THE PRESIDENT AND THE VICE-PRESIDENTS OF THE RIIGIKOGU**

- 20. The structure of the Chancellery includes the Offices of the President and the Vice-Presidents of the Riigikogu, with the main function of advising and assisting the President or the Vice-Presidents of the Riigikogu.
- 21. The responsibility and tasks of the employees of the Offices of the President and the Vice-Presidents of the Riigikogu are determined in their job descriptions or contracts of employment.

## **VI THE SECRETARIATS OF THE COMMITTEES AND FACTIONS OF THE RIIGIKOGU**

- 22. The structure of the Chancellery includes the secretariats that service the committees of the Riigikogu; the main function of such a secretariat is to advise and to organise the records management of the relevant committee of the Riigikogu and its members.

23. The secretariat of a committee of the Riigikogu is managed by the Adviser/Head of Secretariat or an Adviser who is appointed to office by the Secretary General of the Riigikogu at the proposal of the Deputy Secretary General of the Riigikogu with the approval of the Chairman of the committee of the Riigikogu. Other officials of the secretariat of a committee of the Riigikogu are appointed to office by the Secretary General of the Riigikogu at the proposal of the Adviser/Head of Secretariat or an Adviser of the committee with the approval of the Deputy Secretary General of the Riigikogu.
24. The Adviser/Head of Secretariat of a committee and the Adviser performing the functions of the post report to the Deputy Secretary General of the Riigikogu. The Adviser/Head of Secretariat of a committee or the Adviser performing the functions of the post reports to the Chairman of the committee in the tasks directly related to the advising and servicing of the committee. Other officials of a committee report to the Adviser/Head of Secretariat of the committee or the Adviser performing the functions of the post.
25. The structure of the Chancellery includes the secretariats that service the factions of the Riigikogu; the main function of such a secretariat is to advise and to organise the records management of the relevant faction of the Riigikogu and its members.
26. The Chairman of a faction of the Riigikogu determines the number of the employees of the secretariat of the faction of the Riigikogu within the limits of the budget amount allocated for remuneration to the faction by the Board of the Riigikogu, and decides on the job titles.
27. The Secretary General of the Riigikogu enters into, changes and terminates the contracts of employment with the employees of the secretariat of a faction of the Riigikogu at the proposal of the Chairman of the faction of the Riigikogu.
28. The responsibility and tasks of the employees of the secretariat of a faction of the Riigikogu are determined in their contracts of employment.

## **VII THE DEPARTMENTS OF THE CHANCELLERY AND THEIR FUNCTIONS**

29. The structure of the Chancellery includes the following departments:
  - 29.1 the Legal and Research Department;
  - 29.2 the Elections Department;
  - 29.3 the Sittings Department;
  - 29.4 the Foreign Relations Department;
  - 29.5 the Personnel Department;
  - 29.6 the Public Relations Department;
  - 29.7 the Information Technology Department;
  - 29.8 the Finance Department;
  - 29.9 the Facilities Department;
  - 29.10 the Verbatim Records and Translation Department.
- 29<sup>1</sup>. The Sittings Department, the Foreign Relations Department, the Personnel Department, the Public Relations Department, the Finance Department and the Verbatim Records and Translation Department report to the Secretary General of the Riigikogu. The Legal and Research Department and the Elections Department report to the Deputy Secretary General of the Riigikogu. The Facilities Department reports to the Administrative Director.
30. The departments of the Chancellery may be divided into services. The staff of a department may include members of staff directly reporting to the Head of Department who are not on the staff of the service and whose tasks are determined in their job descriptions.

31. A department of the Chancellery is managed by a Head of Department, and the Information Technology Department is managed by the Administrative Director.
32. A Head of Department:
  - 32.1 directs the work of the department, and ensures performance of the functions assigned to the department by these Statutes and the statutes of the department;
  - 32.2 issues service-related instructions and orders for the performance of duties to the members of staff reporting to him or her, and monitors the performance thereof;
  - 32.3 represents the department in the performance of its functions, and provides opinions and approvals on issues within the competence of the department on behalf of the department;
  - 32.4 according to his or her reporting obligation, makes proposals to the Secretary General of the Riigikogu, directly or with the approval of the Deputy Secretary General of the Riigikogu or the Administrative Director of the Chancellery, concerning the structure and the staff positions of the department, the allocation of funds to the department, the ensuring of working conditions and change of organisation of work, and the determination of the salaries, additional remunerations and benefits of the members of the staff of the department, and the imposition of disciplinary punishments and application of incentives, and applies for in-service training for the members of the staff of the department;
  - 32.5 performs other tasks assigned by the Secretary General of the Riigikogu, the Deputy Secretary General of the Riigikogu or the Administrative Director.
33. The duties of a Head of Department are specified in greater detail in his or her job description and in the statutes of the department.
34. A Head of Department is responsible for ensuring that the tasks assigned to him or her and the department are performed lawfully, accurately and in a timely manner.
35. The duties and rights of the head of a service which is part of a department of the Chancellery are determined in his or her job description and in the statutes of the department.
36. The departments of the Chancellery perform the following main functions:
  - 36.1 the Legal and Research Department:
    - 36.1.1 advises the Riigikogu and its bodies, and the structural units and members of staff of the Chancellery in legal, parliamentary scrutiny, economic, social, public administration and other fields;
    - 36.1.2 advises on the issues emerging in the performance of the constitutional functions of the Riigikogu and in the work of the Chancellery;
    - 36.1.3 draws up answers to information queries, opinions, comparative studies and analyses;
    - 36.1.4 helps draw up the explanatory memorandums, motions to amend, and other procedural documents of the draft legislation of the Riigikogu;
    - 36.1.5 analyses the draft legislation submitted for proceedings in the Riigikogu;
    - 36.1.6 coordinates the drafting and amendment of the official documents of the Board of the Riigikogu and the Chancellery, and helps draw up the official documents of the Board of the Riigikogu and the Chancellery;
    - 36.1.7 commissions expert opinions and studies;
    - 36.1.8 organises cooperation with the information and research services of other national parliaments;
    - 36.1.9 [repealed]

- 36.2 the Elections Department:
  - 36.2.1 helps organise the elections of the Riigikogu, the President and the Vice-Presidents of the Riigikogu, the President of the Republic, municipal councils and the European Parliament, and referendums;
  - 36.2.2 ensures the records management and the technical servicing of the National Electoral Committee and the electronic voting committee;
  - 36.2.2 ensures the records management and the technical servicing of the National Electoral Committee, the Political Parties Financing Surveillance Committee and the electronic voting committee;
- 36.3 the Sittings Department:
  - 36.3.1 services the sittings of the Riigikogu;
  - 36.3.2 advises and services the Board of the Riigikogu and its members;
  - 36.3.3 organises the records management of the Riigikogu and the Chancellery, and maintains the archives of the Riigikogu;
  - 36.3.4 manages and develops the document management system of the Riigikogu and the Chancellery;
- 36.4 the Foreign Relations Department:
  - 36.4.1 assists in the development of the foreign relations of the Riigikogu and the Chancellery, and in the cooperation with international organisations, inter-parliamentary associations and other national parliaments;
  - 36.4.2 advises and assists the President and the Vice-Presidents of the Riigikogu and the Secretary General of the Riigikogu in the reception of the foreign guests and delegations visiting the Riigikogu;
  - 36.4.3 advises and, if necessary, assists the committees of the Riigikogu and the departments of the Chancellery in the reception of foreign guests;
  - 36.4.4 advises and assists the members of the Riigikogu and the members of the staff of the Chancellery in issues relating to official trips abroad;
- 36.5 the Personnel Department:
  - 36.5.1 organises the personnel work of the Chancellery;
  - 36.5.2 coordinates and organises the in-service training of the members of the Riigikogu and the members of the staff of the Chancellery;
  - 36.5.3 [repealed]
- 36.6 the Public Relations Department:
  - 36.6.1 informs the public of the activities of the Riigikogu, and prepares public information materials on the work of the Riigikogu;
  - 36.6.2 coordinates the forwarding of information and official notices on the work of the Riigikogu to the press;
  - 36.6.3 coordinates the internal information management in the Riigikogu and the Chancellery, and the updating of information in the Riigikogu information bases;
  - 36.6.4 organises guided tours in the Riigikogu Building, and the attendance of the public sittings of the Riigikogu by members of the public;
  - 36.6.5 coordinates events aimed at the general public in the Riigikogu and the Chancellery;
- 36.7 the Information Technology Department:

- 36.7.1 is responsible for the development of the information technology necessary for the work of the Riigikogu and the Chancellery, and ensures the maintenance and functioning of the information technology equipment according to requirements;
- 36.7.2 services the Riigikogu and the Chancellery in the area of communications and data communications;
- 36.7.3 maintains the voting system installed in the session hall of the Riigikogu, and the audio, video and security equipment of the Chancellery;
- 36.7.4 assists the members of the Riigikogu and the members of the staff of the Chancellery in information technology issues;
- 36.7.5 organises the protection of state secrets in the Chancellery, and is responsible for compliance with the requirements established by the State Secrets and Classified Information of Foreign States Act and by the legislation issued on the basis thereof;
- 36.8 the Finance Department:
  - 36.8.1 prepares the draft budget of the Riigikogu and the Chancellery, ensures the use of the budget funds according to the budget established, and draws up the annual report;
  - 36.8.2 ensures the accounting and settlements of the Riigikogu and the Chancellery;
- 36.9 the Facilities Department:
  - 36.9.1 ensures the necessary working conditions to the members of the Riigikogu and the members of the staff of the Chancellery;
  - 36.9.2 ensures the preservation and purposeful use of the state assets administered by the Riigikogu;
  - 36.9.3 organises the occupational health and safety and fire safety work in the Chancellery;
- 36.10 the Verbatim Records and Translation Department:
  - 36.10.1 makes verbatim records and takes minutes of the sittings of the Riigikogu;
  - 36.10.2 provides linguistic advice to the Board, the committees and the members of the Riigikogu in the proceedings on draft legislation, as well as in other issues concerning the work of the Riigikogu, and edits the language of the draft legislation in the legislative proceedings of the Riigikogu;
  - 36.10.3 translates the documents necessary for the work of the Riigikogu and the Chancellery.
- 37. The functions and the organisation of work of a department or a service of the Chancellery are specified in greater detail in the statutes of the department.

## **VII<sup>1</sup> THE FORESIGHT CENTRE**

- 37<sup>1</sup>. The structure of the Chancellery includes the Foresight Centre (hereinafter the Centre). The Centre is independent in the performance of the functions provided for in the Foresight Act.
- 37<sup>2</sup>. The Centre:
  - 37<sup>2</sup>.1 collects the proposals submitted for the preparation of the action plan for foresight, and draws up the action plan for foresight;
  - 37<sup>2</sup>.2 commissions and prepares surveys and analyses pursuant to the foresight action plan;



- 37<sup>2.3</sup> informs the public actively of the results of foresight;
- 37<sup>2.4</sup> submits to the Economic Affairs Committee of the Riigikogu an overview of the monitoring carried out and of planned activities, and a report on the implementation of the objectives set out in the Act;
- 37<sup>2.5</sup> performs other tasks provided for in the Foresight Act and assigned by the Foresight Council.
- 37<sup>3</sup>. The Centre is managed by the Head of the Centre. The Head of the Centre:
- 37<sup>3.1</sup> directs the work of the Centre, and ensures the performance of the tasks assigned to the Centre by the Foresight Act and the Foresight Council.;
- 37<sup>3.2</sup> is responsible for the targeted use of the budget of foresight, and the implementation of the budget, and effectiveness;
- 37<sup>3.3</sup> issues service-related instructions and orders for the performance of duties to the members of staff reporting to him or her, and monitors the performance thereof;
- 37<sup>3.4</sup> represents the Centre in the performance of its functions, and provides opinions and approvals on issues within the competence of the Centre on behalf of the Centre;
- 37<sup>3.5</sup> makes proposals to the Secretary General of the Riigikogu concerning the structure and the staff positions of the Centre, the allocation of funds, the ensuring of working conditions and change of organisation of work, and the determination of the salaries, additional remunerations and benefits of the members of the staff of the Centre, and the application of incentives and disciplinary punishments;
- 37<sup>3.6</sup> performs other tasks assigned by the Foresight Council.
- 37<sup>4</sup>. The duties and rights of the Head of the Centre are specified in greater detail in his or her contract of employment, and in the Statutes of the Centre which are established by the Secretary General of the Riigikogu.

#### **VIII OTHER MEMBERS OF THE STAFF OF THE CHANCELLERY**

38. The structure of the Chancellery may include members of staff who are not members of the departments of the Chancellery and whose tasks and responsibility are determined in their job descriptions or contracts of employment.

#### **IX THE COMMITTEES AND WORKING GROUPS OF THE CHANCELLERY**

39. The Secretary General of the Riigikogu may form committees and working groups (hereinafter together *committee*) for resolving issues and making proposals relating to the work of the Chancellery and the Riigikogu, and for performing the functions assigned to the Chancellery.
40. The Secretary General of the Riigikogu forms a committee by a directive in which he or she determines the functions of the committee, appoints the chairman and members of the committee, sets the deadlines for the performance of the functions, and appoints the structural unit or a member of staff to service the committee.
41. A member of the staff of the Chancellery is appointed as a member of a committee on the proposal of the head of the relevant structural unit of the Chancellery. Members of the staff of other state authorities may be appointed as members of a committee on the proposal or with the consent of the head of the relevant authority. Persons outside the state service may be involved in the work of a committee with their consent.

42. The chairman of a committee reports on the performance of the functions of the committee to the Secretary General of the Riigikogu unless otherwise determined on the formation of the committee.

## **X THE SYMBOLS OF THE CHANCELLERY**

43. The Chancellery has a round-shaped seal with a diameter of 50 mm, and the image of the lesser national coat of arms in the centre. The writing “RIIGIKOGU KANTSELEI” runs along the upper edge of the round.
44. The image of the lesser national coat of arms is used on the form of directive of the Secretary General of the Riigikogu.
45. The Chancellery has its own logo (*annex*).
46. The logo of the Chancellery can be used as a design element on the documents and publications of the Chancellery, and on other objects carrying the identity of the Chancellery. The Secretary General of the Riigikogu establishes the more specific conditions for the use of the logo of the Chancellery.