

Workshop on Parliamentary Transparency and Cooperation with Civil Society

Casta-Papiernicka
6–8 November 2013

Survey summary

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Introduction:

The following summary was compiled to inform discussion and provide information for participants in the regional workshop “Parliamentary Transparency and Cooperation with Civil Society” organized by the National Council of the Slovak Republic (NC SR) and National Democratic Institute (NDI) in Casta –Papiernicka, Slovakia from November 6-8, 2013.

The workshop was a part of NDI’s Western Balkans Legislative Strengthening Initiative (WBLSI), which assists parliaments in the region to strengthen their capacities for law-making, oversight, and representation. With funding from the National Endowment for Democracy (NED), the Initiative places key emphasis on fostering networks among the Western Balkan legislatures and with their European Union counterparts by creating forums for regional cooperation and information sharing.

The event brought together parliamentary committee advisors and civil society representatives from Albania, Bosnia-Herzegovina, Kosovo, Macedonia, Montenegro and Serbia to learn about experiences in effective cooperation between the government, parliament and civil society organizations (CSOs) from the Czech Republic, Slovakia and Poland. Firstly, the workshop focused on ways for CSOs to become involved with legislative drafting at the pre-parliamentary phase (within the executive branch), and at the parliamentary phase. The latter included an exchange of best practices between the CSOs and committee staff about how to effectively cooperate during the legislative drafting and oversight process. Secondly, the workshop served as a platform for discussion on how to increase the transparency of parliamentary operations and public access to parliamentary documentation.

Methodology:

In October 2013, a questionnaire was distributed to the parliaments of Albania, Bosnia Herzegovina, Czech Republic, Kosovo, Macedonia, Montenegro, Serbia, and Slovakia. In most cases questionnaire answers were provided by the parliamentary research department; in the case of Poland the information was provided by a legal advisor of a participating civic organization. The exact wording of the distributed questionnaire can be found in the summary annex.

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1. Pre-parliamentary phase of the legislative process: Involvement of CSOs in the legislative drafting within the executive branch

1.1. Legislative initiative

Who has the right to submit a bill to the Parliament (i.e. legislative initiative)?						
	citizens	NGOs	Government	MPs	parliamentary committees	not elsewhere classified
Albania	yes (20 000 voters)	no	yes	yes	yes	n/a
Bosnia and Herzegovina	no	no	yes	yes	yes	n/a
Czech Republic	no	no	yes	yes	no	Upper Chamber of the Parliament (Senat) and a Regional Assembly
Macedonia	yes (10 000 voters)	no	yes	yes	no	n/a
Montenegro	yes (6 000 voters) ¹	no	yes	yes	no	n/a
Kosovo	yes (10 000 voters)	no	yes	yes	yes	President
Poland	yes (100 000 voters)	no	yes	yes ²	yes	President, Upper Chamber of the Parliament (Senat)
Serbia	yes (30 000 voters)	no	yes	yes	no	Assemblies of autonomous provinces; Civic Defender and the National Bank of Serbia ³
Slovakia	no	no	yes	yes	yes	n/a

¹ through the Member of the Parliament they authorized

² at least 15 MPs

³ Civic Defender and National Bank of Serbia shall have a right to propose laws falling within their competence

Legislative initiative – Key findings

- **citizens** have the right to propose a draft law in Albania, Macedonia, Montenegro, Kosovo, Poland and Serbia;
- e.g. in Poland during the seventh (current) term of the Polish Parliament, citizens submitted 16 draft laws out of which 1 was adopted, 4 were rejected and 11 are still in the parliamentary procedure;
- **NGOs** are not entitled to propose a draft law at all;
- **Government** has the right to introduce a draft law to the Parliament in Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia and Slovakia;
- **MPs** have the right to introduce a draft law in all reviewed parliaments;
- **parliamentary committees** are entitled to propose a draft law in Albania, Bosnia and Herzegovina, Kosovo, Poland and Slovakia;
- **upper chamber of the Parliament (Senate)** is entitled to propose a draft law in Czech Republic and in Poland;
- **President** has the right to introduce a draft law in Kosovo and Poland;
- to a **regional assembly** the power of legislative initiative is granted in Czech Republic;
- **the Civic Defender and the National Bank** have the right to propose draft laws falling within their competence in Serbia;

1.2. Pre-legislative scrutiny

	Type of pre-legislative scrutiny	Legal basis of the pre-legislative scrutiny	Way of involving CSOs within pre-legislative scrutiny	Measure of binding effect of the comments in pre-legislative scrutiny
Albania	inter-ministerial consultation ¹	Council of Ministers law	when drafting a law the responsible Ministry can have consultations with NGOs or with the citizens	comments are not legally binding for the sponsor of the bill
Bosnia and Herzegovina	consultation with public and legal persons and groups of people that are not affiliated with the Government	Regulation on Consultations in Legislative Drafting	submitting comments via internet; broader consultation with experts when a draft law may have significant public impact	comments are not legally binding for the sponsor of the bill

	Type of pre-legislative scrutiny	Legal basis of the pre-legislative scrutiny	Way of involving CSOs within pre-legislative scrutiny	Measure of binding effect of the comments in pre-legislative scrutiny
Czech Republic	consultation with public and public administration bodies ²	Legislative Rules of the Government, ministerial guidelines, RIA (Regulatory Impact Assessment)	During the internal preparation phase within the respective ministry (as part of RIA or even if RIA is not done)- public consultations, obtaining comments from public, meetings, workshops, partnerships During the inter-ministerial consultation phase- consultations can be held and comments can be submitted	comments are not legally binding for the sponsor of the bill, although in some cases the proceeding on the comment is held
Macedonia	consultation with public administration bodies and public	regulatory reform process	submitting comments via portal Single National Electronic Register (SNER) ³	comments are not legally binding for the sponsor of the bill
Montenegro	consultation with all stakeholders and public ⁴	Law on Public Administration; Decree on the Procedure and the Manner of Conducting Public Debate in the Process of Law Preparation	organizing roundtables, panel discussions, presentations; submitting of proposals, suggestions and comments in written or electronic form	comments are not legally binding for the sponsor of the bill
Kosovo	public hearings with key stakeholders affected by the law	Rules of Procedure of the Government; Law on Legislative Initiatives	no significant input is obtained from the citizens, although the sponsor is obliged to involve CSO representatives specialized in the area covered in the draft law in working group responsible for drafting the initial version of the draft law	comments are legally binding for the sponsor of the bill; comments from CSOs are included in the draft law submitted to the Parliament
Poland	consultation with public administration bodies and public	no single legal act regulating pre-legislative scrutiny	public meetings, request for opinion, consultations through official websites and on-line platforms e.g. http://konsultacje.gov.pl and https://mamzdanie.org.pl , consultations by questionnaire, traditional written consultations	public consultations are not legally binding for the sponsor of the bill
Serbia	consultation with public administration bodies and public ⁵	Rules of Procedure of the Government; State Administration Act	submission of initiatives, proposals, suggestions and comments in writing or in electronic form	comments are not legally binding for the sponsor of the bill

	Type of pre-legislative scrutiny	Legal basis of the pre-legislative scrutiny	Way of involving CSOs within pre-legislative scrutiny	Measure of binding effect of the comments in pre-legislative scrutiny
Slovakia	consultation with public administration bodies and public	Legislative Rules of the Government	submitting comments via in electronic form via Portal of normative acts, in electronic form through e-mail address or in writing	comments are not legally binding for the sponsor of the bill, although in some cases the proceeding on the comment is held

¹ Draft law should be sent to other interested ministries and other governmental institutions

²The Ministry of the Interior has since 2009 prepared guidelines for ministries on the various forms of public consultations that can be engaged in (during the internal preparation phase within the ministry), as part of the Regulatory Impact Assessment (RIA) phase and also even where RIA is not being done: including the public in the phase of identifying and describing the problem, in the phase of preparing possible alternative solutions, in the phase of evaluating costs and benefits of proposed regulation.

Different levels of interaction have been described: providing information (one-way – making information public), obtaining comments from the public, consulting with the public (two-way – through public meetings, workshops, online discussions etc.), partnerships (working together)

Different subjects with whom the interaction should take place have been identified in the manual: NGOs, private sector, academic sector, international organisations, professional public, non-professional public.

During the inter-ministerial consultation phase, where a legislative initiative for example relates to the powers exercised by regions or municipalities the regions and associations of municipalities are consulted.

³Main objective of SNER is to increase private sector and NGO involvement in the process of creating economic policies and legislation affecting business

⁴ In preparing laws that shall regulate rights, obligations and legal interests of citizens a Minister shall have the draft law published through media and invite all stakeholders to present their comments, proposals and suggestions. A minister may as well decide to implement the procedure of public debate when preparing other laws. A public debate involves consultation of authorities, organizations, associations and individuals in the initial stage of the preparation of a law and discussion about the text of the law; public debate is not conducted in the preparation of legislation regulating the issues of defense and security, and the annual budget; during emergency, urgent or unforeseen circumstances; when the law does not significantly different regulate an issue.

⁵ The ministries and special organizations are obliged to conduct a public consultation during the preparation of the draft law that significantly modifies certain issues or issues of particular public interest

Pre-legislative scrutiny – Key findings

- comparison of the **types of pre-legislative scrutiny** showed that in practice four basic prototypes of pre-legislative scrutiny can be found: **1) inter-ministerial consultation** (i.e. the centroid of the pre-legislative scrutiny lies in consultation within the Government); **2) consultation with public administration bodies** (i.e. the centroid of the pre-legislative scrutiny lies in consultation with broader list of stakeholders, not only within the Government); **3) consultation with public administration bodies and public** (i.e. the centroid of the pre-legislative scrutiny lies in consultation with public administration bodies, although the public shall be consulted either); **4) consultation with public and organizations that are not affiliated with the Government** (i.e. the centroid of the pre-legislative scrutiny lies in consultation with public and groups of people that are not affiliated with the Government);
- **inter-ministerial consultation** is applied for instance in Albania where the Ministry that undertakes the legal initiative for drafting or amending a law shall send bill accompanied with the report on the object, purpose and content of the law to the other line/interested ministries and other governmental institutions;
- **consultation with public administration bodies** can be found for example in the Czech Republic where the Legislative Rules of the Government specify which bodies are consulted;
- **consultation with public administration bodies and public** is applied for instance in Macedonia, Montenegro, Poland, Serbia and Slovakia;
- **consultation with public and organizations that are not affiliated with the Government** can be found e.g. in Bosnia and Herzegovina;
- **besides this essential severance in practice the components of above stated classification can be somehow merged or mixed**; therefore e.g. within the inter-ministerial consultation the public may be also consulted case by case (e.g. in Albania during the drafting or amendment of a draft law, the responsible Ministry can also have consultations with other institutions, interest groups, NGOs or with the citizens);
- **as to the legal basis of the pre-legislative scrutiny the comparison revealed that the pre-legislative scrutiny can be enacted at the level of law** as in case of e.g. Albania, Montenegro or Kosovo **or can be determined by other normative acts that have not been enacted at the level of law** e.g. by the Legislative Rules of the Government adopted by means of resolution of the Government (as in case of Czech Republic and Slovakia);

- **the scale of involvement of CSOs within pre-legislative scrutiny** starts with preliminary consultation with public when drafting a law (e.g. Albania, Kosovo, Czech republic), continues with the right of citizens to submit comments to the already drafted bill (e.g. Macedonia, Slovakia, Serbia, Czech republic) and rounds out with broader consultation with experts (e.g. Bosnia and Herzegovina), organizing roundtables, panel discussions and presentations (e.g. Montenegro) and public meetings, request for opinion, consultations through official websites and on-line platforms (<http://konsultacje.gov.pl> and <https://mamzdanie.org.pl>), consultations by questionnaire and traditional written consultations (e.g. Poland);

- comparison of the **measure of binding effect of the comments in pre-legislative scrutiny** showed three basic prototypes: 1) comments are not legally binding for the sponsor of the bill (e.g. Albania, Bosnia and Herzegovina, Macedonia, Montenegro); 2) comments are not legally binding for the sponsor of the bill, although in some cases the proceeding on the comment is held (e.g. Czech Republic, Slovakia); 3) comments are legally binding for the sponsor of the bill (e.g. Kosovo);

- **in most cases the pre-legislative scrutiny is held in case of the drafts laws submitted by the Government.**

2. Parliamentary phase of the legislative process: Effective cooperation between the CSOs and committees

2.1. Contact with Members of Parliament

Is it possible for electors to express their views and concerns directly to their representatives in the Parliament?	
Albania	Any person can directly contact with the MP of its electoral zone and can express his opinion on the content of different draft laws that are discussed in the Albanian Parliament.
Bosnia and Herzegovina	Each MP has an e-mail address, so every citizen can write to them or contact the MP personally in the Parliamentary Assembly or their electoral unit.
Czech Republic	<p>Petitions, within the meaning of the Petitions Act, may be submitted to the Chamber of Deputies and they are deliberated by the Petitions Committee (art. 113 Rules of Procedure of the Chamber of Deputies).</p> <p>Anyone may contact an MP (Deputy or Senator) through his or her constituency office using all standard means of communication as well as personally during office hours established by MPs in their constituency offices. The Chamber of Deputies, by autonomous resolution, requests the Budget Committee, at the beginning of each electoral term, to establish the conditions for the establishment and running of one constituency office by each Deputy.</p>
Macedonia	According to Article 36 of the Law of the Assembly of the Republic of Macedonia, the Assembly, in cooperation with the local self-government units, shall provide office space for meetings between the MPs and the citizens in their constituency. Every Friday shall be devoted to the MPs' contacts with the citizens in the constituencies.
Montenegro	Citizens can express their views and concerns directly to their representatives by sending them a letter or electronically by filling out a form posted on the Parliament Website.
Kosovo	Each committee has a link on the web site, with the contact information of all members and staff. All information related to the draft law and the committee proceedings (transcripts, minutes, reports etc) can be found on the web site. In addition, CSOs, various associations, groups of citizens, and individuals can contact MPs via email or phones, and often arrange meetings in the Assembly premises.
Poland	<p>Yes, it is possible by email, letter or in person.</p> <p>MP is required to create at least one constituency office (so-called primary office) but may also create subsidiary constituency offices. Lump sum for management of a parliamentary office or offices is app.3000 Euro per month.</p> <p>As for the petitions the Polish Constitution in its article 63 states that "Everyone shall have the right to submit petitions, proposals and complaints in the public interest, in his own interest or in the interests of another person - with his consent - to organs of public authority, as well as to organizations and social institutions in connection with the performance of their prescribed duties within the field of public administration. The procedures for considering petitions, proposals and complaints shall be specified by statute."</p>
Serbia	Yes, electors may contact MPs by the post, e-mail or personally. MPs may be contacted through their political party offices as well.

Is it possible for electors to express their views and concerns directly to their representatives in the Parliament?	
Slovakia	<p>Citizens have the right to submit petitions to the National Council pursuant to Section 133 of the Rules of Procedure of the National Council. Petitions delivered to the National Council, its committees, the Speaker and Deputy-Speakers of the National Council shall be submitted to the Chancellery of the National Council, which shall keep records thereof. The Speaker of the National Council shall refer the petition to a lead committee for consideration and opinions. The committees shall submit to the National Council a report on such petitions submitted at least once in a calendar year. Where a petition falls within the powers of more than one committee, the appropriate committee shall be responsible for coordination of all activities and settlement thereof. Where the petition relates to matters outside the powers of the National Council, the Chancellery of the National Council shall refer it to the appropriate Ministry or another central state administration body. A petition signed by at least 100,000 citizens shall be considered by the National Council.</p> <p>Besides electors may communicate with MPs via e-mail or personally. All necessary contact details are available on the web site of the National Council.</p>

Contact with Members of Parliament – Key findings I.

- **every of the Parliaments in question enables electors to contact MPs directly** (in their constituency office or in the Parliament);
- In Slovakia, Poland and the Czech Republic MPs receive allocations to run their constituency offices;
- in Macedonia according to Article 36 of the Law of the Assembly of the Republic of Macedonia, the Assembly, in cooperation with the local self-government units, shall provide office space for meetings between the MPs and the citizens in their constituency. Every Friday shall be devoted to the MPs' contacts with the citizens in the constituencies;
- **electors can contact MPs in electronic form via e-mail** in Bosnia and Herzegovina, Czech Republic, Kosovo, Poland, Serbia and Slovakia and **through an electronic form** on Parliament's website in Montenegro;
- electors can contact MPs directly **by phone** in Kosovo;
- besides in the Czech Republic, Poland and in Slovakia citizens have **the right to submit petitions to the Parliament**.

Does the Parliament in your country enable the non-members of Parliament and Government (e.g. citizens, experts, researchers, representatives of NGOs etc.) to present to MPs their opinions on matters being introduced to the Parliament (e.g. bills)? If yes, please briefly describe how.	
Albania	During the review of the draft laws in the Albanian Parliament, the Parliamentary Committees may organize public hearing sessions with the members of the Council of Ministers, high representatives of state or public institutions, experts, civil society representatives, interest groups and other interested groupings. The committee is obliged to hold such hearings if one-third of the members of the committee so demand in a motivated written form. (Article 36 of the Regulation)
Bosnia and Herzegovina	Each MP has an e-mail address, so every citizen can write to them or contact the MP personally in the Parliamentary Assembly or their electoral unit.
Czech Republic	<p>According to law no. 90/1995 Coll. on the Rules of Procedure of the Chamber of Deputies, the chairperson of the committee may give the word to a non-member of Parliament or Government with the committee's consent (sessions are public). Committees may also invite some representatives of NGOs to present their point of view to the discussed issue on the session of the committee.</p> <p>NGOs may also influence the legislation through the cooperation with concrete deputy/group of deputies which may for example propose a bill or an amendment reflecting the position of NGO (usually prepared by NGO). Some deputies organize public seminars on various topics with participation of NGOs, experts or researchers – they can present their positions here (it may influence the decision making of individual deputies).</p> <p>According to the law no. 107/1999 Coll. on the Rules of Procedure of the Senate, similar possibilities concerning sessions of the committees exist. Moreover there is a possibility to organize public hearings – both in case of plenary sessions and the sessions of the committees to discuss certain matters covered by the Senate with experts, NGOs and other persons who can provide any relevant information on the topic. Invited participants have the right to speak in the debate and to submit written suggestions and opinions on discussed matter.</p>
Macedonia	<p>According to Article 72 of the Rules of procedure of the Assembly of the Republic of Macedonia the President of the Republic, the President of the Government, ministers and an authorized representative of a proponent of a law submitted by at least 10,000 voters may be present and participate in the work of parliamentary sessions.</p> <p>The President of the Assembly may invite representatives of other bodies and organizations to attend and participate in the work at a session of the Assembly, when it considers issues in their field of competence.</p> <p>According article 145 of the Rules of procedure of the Assembly of the Republic of Macedonia, on a law proposal of broader public interest, the Assembly, following the general debate, may decide to carry out a public debate and determine a relevant working body to organize the public debate.</p>
Montenegro	<p>According to the Rules of Procedure (Article 67) representatives of the proposer of an act and submitters of amendments to the proposal act considered in the sitting shall take part in the work of the Committee. Otherwise, the consideration of the proposal act shall be postponed. Representatives of the Government, representatives of scientific and professional institutions, other legal entities and non-governmental organizations, as well as individual professional and scientific workers shall take part in the work of the committee, if invited, having no right to decide.</p> <p>Moreover, Article 73 of the Rules of Procedure stipulates that for the purpose of performing tasks under its competence (consideration of proposal acts, preparing proposal acts or study of specific issues) and obtaining required information and professional opinions, particularly on proposal solutions and other issues of special interest for citizens and the public, a Committee may, if needed or for a specific period, engage scientific and professional workers for specific areas (hereinafter referred to as scientific and professional consultants), representatives of state authorities and non-governmental organizations, having no right to decide (consultative hearing).</p> <p>The decision on engagement of scientific and professional consultants shall be adopted by the</p>

Does the Parliament in your country enable the non-members of Parliament and Government (e.g. citizens, experts, researchers, representatives of NGOs etc.) to present to MPs their opinions on matters being introduced to the Parliament (e.g. bills)? If yes, please briefly describe how.	
	<p>Committee. For the purpose of executing tasks under its scope of work, a Committee may establish special working groups and engage scientific and professional consultants as their members.</p> <p>For the purpose of preparing Members of the Parliament to decide in respect of motions for election of individual officials, the Committee responsible for the area for which election is carried out may summon the authorized mover as well as nominated candidates to consultative hearing.</p> <p>In addition, the Memorandum of Cooperation between the Parliament of Montenegro and the Network of Civil Society Organizations for Democracy and Human Rights was signed on 30 March 2011. Simultaneously with the signing of the Memorandum, a form was posted on the Parliament website that can be filled in by representatives of civil sector, including individuals, who can thus give their opinion and suggestions that are then forwarded to the authority or organizational unit referred to in the completed form. It is also important to stress that the principles of cooperation of the Parliament with other interested NGOs are also defined by the Memorandum. Civil society organizations can also address the working bodies directly.</p>
Kosovo	<p>Committees try to organize legislative hearings for almost every draft law. Legislative hearings present the formal mechanisms which allows all interested stakeholders to not only express their views in front of the committee, but also bring their comments/proposed amendments in writing. Often, the comments/proposed amendments in writing are sent via email to the committee clerks. There are still challenges in all three ends, the manner in which hearings are organized by staff, the management of the hearing by MPs, and the efficiency and properness of stakeholders to present their views. Another challenge is the follow up, where in the absence of a fully functional legislative tracking system, stakeholders are unable to know if their proposed amendments have been endorsed or rejected by the committee. Only when the final version of the draft law is approved in the second reading, they can figure out what happened to their proposed amendments.</p>
Poland	<p>Yes. Parliament enables this by:</p> <ul style="list-style-type: none"> • Public hearing Organized by means of an application of MP's and voting by committee. • The possible participation of a committee guest. It may be a representative of the employers' associations, NGO's, and or another participants invited by the chairman of the committee. • Through the petition
Serbia	<p>Yes, electors may contact MPs by the post, e-mail or personally. MPs may be contacted through their political party offices as well.</p>
Slovakia	<p>Electors may communicate with MPs via e-mail or personally. All necessary contact details are available on the web site of the National Council.</p> <p>Besides by means of Section 54 of the Rules of Procedure of the National Council committees may invite to their meetings various specialists and other persons and request their opinions. Committees may request experts, institutes of science or other authorities to prepare expert analyses and opinions, which may be necessary for debates in committees. Any committee may request the expert(s) in charge of such reports to present an oral explanation at the meeting of the committee.</p> <p>Furthermore during the legislative process citizens may attend as visitors at the committee meetings and at the plenary sessions. Public attendance is limited by matter of debate (i.e. some sessions and meetings are required by law to be held in camera) and by the number of seats reserved for visitors that are available. Under Section 20 paragraph 4 of the Rules of procedure of the National Council with the consent of the National Council, other persons may be also present at sessions of the National Council. This enactment is accordingly applied also in the case of committees i.e. with the consent of the committee citizens may take the floor during the committee meeting.</p>

Contact with Members of Parliament – Key findings II.

- comparison of the ways how the citizens and CSOs may present to MPs their opinions on matters being introduced to the Parliament (e.g. bills) showed that in practice **the Parliaments in question enable communication between MPs and citizens and the third sector by following means:**
 - a) **via standard means of communication**, particularly through e-mail (e.g. Bosnia and Herzegovina, Serbia and Slovakia)
 - b) **via special e-form on the web site of the Parliament** (Montenegro)
 - c) **through organizing legislative public hearings** (Albania, Montenegro, Kosovo, Slovakia, Poland, Czech republic)
 - d) **via organizing public debates** (Macedonia)
 - e) **through organizing consultative hearings** (Montenegro)
 - f) **via establishing special working groups** (Montenegro)

- in most cases the Parliaments enable the citizens and CSOs to present to MPs their opinions on matters being introduced to the Parliament (e.g. bills) **within the committee meetings** (i.e. **committee meetings should be considered as a centroid of the involvement of CSOs in parliamentary phase of the legislative process**).

2.2. Participation of non-members of Parliament and Government in debates in Parliament

	Participation of non-members of Parliament and Government (e.g. citizens, experts, researchers, representatives of NGOs etc.) in debates of the Plenary Sessions of the Parliament	Participation of non-members of Parliament and Government (e.g. citizens, experts, researchers, representatives of NGOs etc.) in debates of parliamentary committees
Albania	no access (non-members of the parliament and government are not allowed to participate in the debates of the plenary sessions of the parliament)	limited access on invitation (these persons don't have the right to contribute to the debates of the parliamentary committees unless they are invited to a hearing)
Bosnia and Herzegovina	no access (non-members of parliament and government are not allowed to participate in the debates of the Plenary Sessions of the Parliament)	limited access on invitation or with consent of the committee Chairperson (committees may request occasional assistance by experts from a list of experts confirmed by both Houses; others can speak only if allowed by the Chairmen of the Committee; committees may decide to open a public hearing on the draft law which involves all interested parties, specialist institutions and individuals)
Czech Republic	limited access when proposing a bill (in the case of a bill proposed by a Regional Assembly, the Regional Assembly's representative shall be present in the plenary and shall introduce the bill)	limited access on invitation or with consent of the committee Chairperson (the chairperson of the committee gives the floor to a non-member of Parliament or Government; a member of Government or his deputy may bring an expert with him or her to the committee to participate in the committee meeting; a committee of inquiry may require persons to attend and speak, upon request of the committee)
Macedonia	limited access when proposing a bill or on invitation of the Chairperson of the Parliament (an authorized representative of a proponent of a law submitted by at least 10,000 voters may be present and participate in the work of parliamentary sessions; the President of the Assembly may invite representatives of other bodies and organizations to attend and participate in the work at a session of the Assembly, when it considers issues in their field of competence)	limited access on invitation (on a law proposal of broader public interest, the Assembly, following the general debate, may decide to carry out a public debate and determine a relevant working body to organize the public debate)
Montenegro	no access	limited access on invitation (representatives of scientific and professional institutions, other legal entities and non-governmental organizations, as well as individual professional and scientific workers shall take part in the work of the committee, if invited)

Kosovo	no access (citizens, experts, researchers and representatives of NGOs, are allowed to only monitor/observe live the proceedings of the plenary session (upon permission in writing by the Secretary General), but not participate in the debate)	limited access on invitation or with consent of the committee Chairperson (citizens, experts, researchers and representatives of NGOs, are allowed to participate in the debates of the parliamentary committee, upon the invitation/request of the committee chair, or during regular committee meetings when the chair believes that given representative could add value to the discussion)
Poland	no access (observers are permitted to observe parliamentary sessions, however are not allowed to actually participate in the debate)	limited access on invitation (it may be a representative of the employers' associations, NGO's, and or another participants invited by the chairman of the committee)
Serbia	no access (this is not envisaged in the Rules of Procedure of Parliament)	no access (this is not envisaged in the Rules of Procedure of Parliament)
Slovakia	limited access (with the consent of the Parliament any prominent person in the economic and social fields and any representative of a foreign country or an international organization invited by the National Parliament may address the assembly)	limited access on invitation or with consent of the committee (committees may also invite to their meetings various specialists and other persons and request their opinions; with the consent of the committee citizens may take the floor during the committee meeting)

Participation of non-members of Parliament and Government in debates in Parliament – Key findings

- comparison of circumstances under which non-members of the Parliament and Government may participate in the debate of the Plenary Session of the Parliament showed that **most of the Parliaments in question (6 from 9) do not enable the access of these actors to the plenary debate at all;**
- **limited access of non-members of the Parliament and Government in the debate of the Plenary Session of the Parliament can be found in the Czech Republic, Macedonia and Slovakia;**
- inducted limited access of third parties into the plenary debate **is either connected with proposing a legislation** (i.e. a draft law may be introduced by third parties and the sponsor of the bill shall present respective bill) **or on invitation and/or with the consent of the Parliament** (i.e. the Chairman of the Parliament may invite third parties to take part in the plenary debate or the Parliament as a whole may invite third parties to take part in the plenary debate)
- **in Czech Republic** the representative of the body that presented a bill to the Parliament is allowed to participate in the debates of the plenary, i.e. in the case of a bill proposed by a Regional Assembly, the Regional Assembly's representative shall be present in the plenary and shall introduce the bill at each reading in the Parliament;

- **in Macedonia** an authorized representative of a proponent of a law submitted by at least 10,000 voters may be present and participate in the work of parliamentary sessions; besides the President of the Assembly may invite representatives of other bodies and organizations to attend and participate in the work at a session of the Assembly, when it considers issues in their field of competence;
- **in Slovakia** with the consent of the Parliament any prominent person in the economic and social fields and any representative of a foreign country or an international organization invited by the National Parliament may address the assembly;
- **cooperation between CSOs and Parliament is much more feasible and visible within the meetings of the parliamentary committees;**
- comparison of circumstances under which non-members of the Parliament and Government may participate in the debate of parliamentary committees showed that **the most of the Parliaments in question (8 from 9) enable these actors to take part in the debate in parliamentary committees;**
- **hence committee meetings should be considered as a centroid of the involvement of CSOs in parliamentary phase of the legislative process;**
- comparison of the ways how the citizens and CSOs may present to MPs their opinions within meetings of parliamentary committees showed that **the Parliaments in question enable communication between MPs and citizens and the third sector within committee meetings by following means:**
 - a) through organizing legislative public hearings (Albania, Montenegro, Kosovo, Slovakia, Poland, Czech republic/Senate)
 - b) via organizing public debates (Macedonia)
 - c) through organizing consultative hearings (Montenegro)
 - d) via establishing special working groups or commissions of parliamentary committees (Montenegro, Slovakia, Czech republic);
- participation of third parties in debates of parliamentary committees is in practice feasible on the basis of invitation of parliamentary committee (e.g. committees may invite experts and demand opinions from them) or with the consent of the parliamentary committee (e.g. citizens may take the floor with the consent of the committee).

3. Increasing transparency of parliamentary operations and public access to parliamentary documentation

3.1. Parliamentary transparency policy

Have your Parliament already developed any type of parliamentary transparency policy or any other comparable strategy? If yes, please briefly describe the main aims and the main tools of this transparency strategy.	
Albania	There is not a special strategy. The transparency and the activities of the Assembly are in accordance with the Rules of Procedure.
Bosnia and Herzegovina	In Parliament, Collegium of Secretariat adopted Instructions for communication of Parliament with public. The main aim is ensuring transparency and accessibility to the work of MPs. The main tools are: reporting on the performance of the Parliamentary Assembly through press releases, organizing press conferences, editing and updating website, organizing programs for group visits to the Parliamentary Assembly, editing and developing publications about the Parliamentary Assembly.
Czech Republic	The Chamber of Deputies and Senate each have a public information center. The Information Center of the Chamber of Deputies provides members of the public and media with any information about the Parliament, including day-to-day work that is requested, and also provides lectures and tours for school groups and members of the public etc. Multimedia and print information materials are distributed free of charge. The information center adopts a plan of lectures, seminars and events each year so as to ensure that parliament is not only accessible to the public, but also proactive, especially towards schools and educational institutions, providing lectures for students but also for teachers.
Macedonia	<p>The transparency policy of the Assembly of the Republic of Macedonia is established in its Rules of Procedure (Chapter XIV. Publicity in the work of the Assembly, Article 225 - 234).</p> <p>Under Article 225, the Assembly shall provide information to the public regarding its work, and the work of the working bodies and permanent delegations to international organizations.</p> <p>According to Article 226, the citizens of the Republic of Macedonia may follow the sessions of the Assembly and the meetings of the working bodies from the galleries in compliance with the regulations on the internal order of the Assembly.</p> <p>Article 227 provides that representatives of the media may, in compliance with the regulations on internal order in the Assembly, attend the sessions of the Assembly and the working bodies for the purpose of informing the public on their work.</p> <p>Under Article 228, media representatives shall have at their disposal the acts discussed and adopted by the Assembly, the information and documents regarding the issues debated at the sessions of the Assembly and the working bodies, reports on the activities of the working bodies and minutes from the sessions, unless the assembly i.e. a working body decides to examine particular issue without the presence of media representatives.</p> <p>Article 229 stipulates that, the manner of exercise of the rights, obligations and duties of media representatives in the Assembly shall be regulated by an act passed by the President of the Assembly.</p> <p>The Assembly and the competent working bodies may decide that a law proposal or proposal of another general act debated in the Assembly, which is of special interest for the public, should be published in the press or in a special edition (Article 230). Also the Assembly and the working bodies may decide, for the purpose of informing the public on the work of the Assembly, to issue a press release following an Assembly or a working body session held without the presence of the public, i.e. without the presence of the media representatives, as well as in other cases when the Assembly or the working body decide so (Article 231).</p> <p>Under Article 232, a press conferences regarding the work of the Assembly shall be held when the President of the Assembly, a parliamentary group, working body or head of a delegation following a visit abroad, who shall assign the representative to give the press conference, and under Article 233, the Assembly shall have its own web site with the general</p>

Have your Parliament already developed any type of parliamentary transparency policy or any other comparable strategy? If yes, please briefly describe the main aims and the main tools of this transparency strategy.	
	<p>information on the Assembly, its working bodies, President of the Assembly, members, parliamentary groups, delegations of the Assembly, adopted laws, sessions and other activities of the Assembly, the staff of the Assembly and other data related to the organization and work of the Assembly.</p> <p>Finally, according to Article 234 paragraph 1 and 2, for the purpose of providing information on its work, the Assembly shall issue a bulletin and other publications, and the bulletin shall be sent to each member of the Assembly and uploaded on the web site of the Assembly of the Republic of Macedonia.</p>
Montenegro	<p>The Parliament adopts annual Action Plan for Strengthening of the Legislative and Oversight Role of the Parliament of Montenegro which contains activities and measures, with explanations, stakeholders, implementation deadlines and success indicators, which is grouped in three parts. The first part is directly related to strengthening of legislative and oversight role of the Parliament of Montenegro, through drafting and adoption of acts, frequent use of oversight mechanisms, work of plenum and working bodies. The second segment comprises activities and measures aimed at strengthening the administrative and technical capacity, which the Service of the Parliament is responsible for. The third part is devoted to the activities intended to further improve the openness and transparency of the Parliament towards the citizens and civil organizations.</p>
Kosovo	<p>The Assembly has given particular importance to the transparency and accountability in its long term strategic development plan 2013-2018. The main aims of the strategy in the long run are to increase the broadcast of plenary sessions to other national TVs, create possibility for live streaming of committee meetings, advance the recently opened visitors center, improve tours with students and children and advance them in a form of “democracy workshops, increase cooperation and facilitate inclusiveness of NGOs in the work of the Assembly, develop a fully operation Legislative Tracking System, as well as update and reorganize the web site as part of the E-Parliament platform.</p>
Poland	<p>The Polish Parliament fulfills most of the postulates formed by the international organizations society, working on increasing the amount of open parliamentary data. The Polish legal system surpasses citizens expectations to gain access to public information. Simultaneously, the Parliament is still facing challenges in the scope of opening its databases. Their concerns are mainly making data accessible and introducing simplifications when using them, not fundamental law changes or established regulations.</p>
Serbia	<p>The parliamentary transparency policy is in development.</p>
Slovakia	<p>Currently, there is no type of parliamentary transparency policy or comparable strategy. However the Parliament continue to learn how to interact with citizens, citizens continue to learn how to interact with parliament (and public administration in general).</p> <p>In the sphere of enhancing the relations with citizens the National Council has focused on two focal programs:</p> <ol style="list-style-type: none"> 1) the first one has been oriented on approaching the activities of the National Council closer to the citizens through creating the new communication strategy 2) the second one has been aimed at the legislative reforms. <p>In accordance with the first inducted pivotal program the National Council has concentrated predominantly on creating new user friendlier format of the website of National Council. Since 1998 the system of monitoring of the legislative process has been implemented on the website. It is a unique comprehensive monitoring system of all legislative activities established specially for enabling the information to the public and for facilitating the interparliamentary communication. Since 2004 the on-line parliamentary broadcasting of the plenary debates has been introduced on the website. In recent years the ambit of disclosed information has been widened – since 2003 the annual financial reports of political parties have been published on-line; since 2010 the National Council has been obligated to publicize all contracts and invoices. In addition the citizens can consign their suggestion to the Chairman of the Parliament directly throughout the website or communicate with the MPs via</p>

Have your Parliament already developed any type of parliamentary transparency policy or any other comparable strategy? If yes, please briefly describe the main aims and the main tools of this transparency strategy.

	e-mail. In the field of legislative reforms it is important to adduce the Act no. 211/2000 Coll. on free access to information as amended. These enactments are directly connected also with enabling the parliamentary information to the public. During the implementation process of the Information Act the National Council created the Information Centre for Public and installed user friendly on-line request form for information.
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Parliamentary transparency policy – Key findings

- comparison of parliamentary transparency policies showed that in practice the parliamentary transparency policy 1) **can be incorporated directly in the Rules of Procedure of the Parliament** (e.g. Macedonia); 2) **can be nested in development or action plans** (e.g. Montenegro, Kosovo) or 3) **can be adopted as a single advisory document or instruction** (e.g. Bosnia and Herzegovina);
- **in cases where no special transparency strategy exists, the Parliament still maintain some tools how to ensure the openness** e.g. via public information center (e.g. Czech Republic), through disclosing information on Parliament’s web site (e.g. Poland) or via Legislative Tracking System (e.g. Slovakia);
- in Serbia the parliamentary transparency policy is in development;
- in Albania there is not a special strategy; the transparency and the activities of the Assembly are in accordance with the Rules of Procedure.

3.2. Information on Parliament's official website

In this part of the survey summary we decided not to induct key findings as in previous parts, forasmuch as the tables below are informative enough.

A) Type of information included within the official website of the Parliament

Type of document	yes	no
Information on Parliament's roles and functions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Poland, Serbia, Slovakia	Kosovo
Texts of bills	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	

Exact wording of all submitted amendments to bills	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Kosovo, Serbia
Opinions of public and expert reports on bills	Bosnia and Herzegovina, Poland	Albania, Czech Republic, Macedonia, Montenegro, Kosovo, Serbia, Slovakia
Invitations to Committee meetings	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Serbia, Slovakia	Albania, Poland
Schedule of Committee meetings	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Agenda of Committee meetings	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Resolutions of Committees	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	Albania
Minutes from Committee meetings	Albania, Bosnia and Herzegovina, Czech Republic, Montenegro, Kosovo, Poland, Slovakia	Macedonia, Serbia
Stenographic (verbatim) records of Committee meetings	Albania, Poland	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Serbia, Slovakia
Attendance list from Committee meetings	Czech Republic, Montenegro, Slovakia	Albania, Bosnia and Herzegovina, Macedonia, Kosovo, Poland, Serbia
Voting results from Committee meetings	Czech Republic, Montenegro, Slovakia	Albania, Bosnia and Herzegovina, Macedonia, Kosovo, Poland, Serbia
Invitations to Plenary Sessions	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Serbia, Slovakia	Albania, Poland
Schedule of Plenary Sessions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Agenda of Plenary Sessions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Resolutions from Plenary Sessions	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	Albania
Minutes from Plenary Sessions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland	Serbia, Slovakia
Stenographic (verbatim) records of Plenary Sessions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Attendance list from Plenary Sessions	Czech Republic, Macedonia	Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Poland, Serbia, Slovakia

Voting results from Plenary Sessions	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Reports created by the Parliament	Bosnia and Herzegovina, Macedonia, Montenegro, Kosovo, Poland, Serbia	Albania
Reports created by parliamentary Committees	Bosnia and Herzegovina, Macedonia, Montenegro, Kosovo, Poland, Slovakia	Albania, Czech Republic, Serbia
Reports requested by or required to be submitted to the Parliament	Bosnia and Herzegovina, Macedonia, Montenegro, Poland, Serbia, Slovakia	Albania, Czech Republic, Kosovo
Reports requested by or required to be submitted to parliamentary Committees	Bosnia and Herzegovina, Macedonia, Montenegro, Poland, Serbia	Albania, Czech Republic, Kosovo, Slovakia
Exact wording of interpellations of MPs	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Slovakia	Albania, Serbia
Exact wording of answers to interpellations	Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Slovakia	Albania, Bosnia and Herzegovina, Serbia
Exact wording of parliamentary questions submitted during the Question time	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	Albania
Exact wording of answers to parliamentary questions submitted during the Question time	Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	Albania, Bosnia and Herzegovina
Financial report of parliamentary political parties	Slovakia	Albania, Bosnia and Herzegovina, Czech Republic ¹ , Macedonia, Montenegro, Poland, Serbia
Information about the State budget and public expenditures	Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Kosovo, Serbia
Information about the budget of the Parliament	Albania, Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Bosnia and Herzegovina, Kosovo, Serbia
Exact wording of bids and contracts of the Parliament	Czech Republic, Montenegro, Slovakia	Albania, Bosnia and Herzegovina, Macedonia, Kosovo, Poland, Serbia

1)The financial reports are publicly accessible in the parliamentary library.

B) Information about MPs provided within official website of the Parliament

Type of information	yes	no
Contact details	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	
Party affiliation	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia	

Type of information	yes	no
Roles in the Parliament	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Serbia, Poland, Slovakia	
Attendance at Plenary Sessions (or hours absent)	Czech Republic, Poland, Slovakia	Albania, Bosnia and Herzegovina, Macedonia, Montenegro, Kosovo, Serbia
Attendance at Committee meetings (or hours absent)	Slovakia, Montenegro	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Kosovo, Poland, Serbia
Identities of personal staff (assistants)	Albania, Czech Republic, Poland, Slovakia	Bosnia and Herzegovina, Macedonia, Montenegro, Kosovo, Serbia
Address of offices	Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Bosnia and Herzegovina, Kosovo, Serbia
Voting results of respective MP from Plenary Sessions (i.e. how he/she has voted during Plenary Sessions)	Albania, Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Bosnia and Herzegovina, Kosovo, Serbia
Voting results of respective MP from Committee meetings (i.e. how he/she has voted during Committee meetings)		Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia
Exact wording of bills submitted by respective MP	Albania, Czech Republic, Macedonia, Montenegro, Slovakia	Bosnia and Herzegovina, Kosovo, Poland, Serbia
Exact wording of amendments submitted by respective MP	Czech Republic, Macedonia, Montenegro, Slovakia	Albania, Bosnia and Herzegovina, Kosovo, Poland, Serbia
Exact wording of parliamentary questions submitted by respective MP during the Question time	Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Bosnia and Herzegovina, Kosovo, Serbia
Exact wording of interpellations submitted by respective MP	Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Bosnia and Herzegovina, Kosovo, Serbia
List of foreign business trips	Montenegro, Slovakia	Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Kosovo, Poland, Serbia
Members' asset disclosures	Czech Republic, Macedonia, Montenegro, Poland, Slovakia	Albania, Bosnia and Herzegovina, Kosovo, Serbia,
Members' non-parliamentary income	Czech Republic, Montenegro, Poland, Slovakia	Albania, Bosnia and Herzegovina, Macedonia, Kosovo, Serbia,
Information about members' interactions with lobbyists and pressure groups		Albania, Bosnia and Herzegovina, Czech Republic, Macedonia, Montenegro, Kosovo, Poland, Serbia, Slovakia

C) Information about parliamentary staff

Does the website of your Parliament provide also information about parliamentary staff and administration? If yes, please briefly specify to which extent.	
Albania	In the website there is a section where there is given the information related to the administration. This information contains: structure of the administration, necessary contacts, laws on the administration and the vacancy positions.
Bosnia and Herzegovina	On the web-site of Parliamentary Assembly of B&H information about staff and administration can be found. Precisely, information which can be found are information on the members of the Collegium of the Secretariat (names, contact details), information about committees duties and staff (names of the secretary of the committees, contact details), information about sectors/departments duties and staff (names and contact details of the heads of the Parliamentary Assembly's sectors and departments).
Czech Republic	Information about the structure of the Chancellery of the Chamber of Deputies with more detailed information about the Parliamentary Library and Parliamentary Institute (research service) available online.
Macedonia	Information about parliamentary staff and administration is available on the web site of the Parliament (organization of the Staff Service, regulation concerning the organization of the Staff Service, basic information about the education, skills, languages, previous experience of the parliamentary staff).
Montenegro	The website of the Parliament of Montenegro provides the following information about parliamentary staff and administration: <ul style="list-style-type: none"> - vision, mission, principles and values; - organizational chart; - job description of organizational units; - list of parliamentary staff with titles; - names and contact details of the Cabinet of the President of Parliament; - names and contact details of the Office of Secretary General; - names and contact details of committee secretaries; - the Rulebook on Organization and Systematization of the Parliamentary Service.
Kosovo	The information about parliamentary staff is very limited. To date, only the names and contact information of the committee staff in incorporated in the Parliament.
Poland	The website of Parliament provides information about parliamentary staff and administration, but in a limited scope. For example on the official website of the Sejm Chancellery we can find the visibility of the structure indicating names of those responsible for each unit and their telephone numbers. Names are indicated only referring to workers at the executive level. Unfortunately, email addresses cannot be found.
Serbia	There is a link with the organogram and clicking on the name of the organization unit, available is general information about tasks and name and contacts for the head of department or sector.
Slovakia	The website of the National Council provides the following information about parliamentary staff and administration: <ul style="list-style-type: none"> - vision, mission, principles and values; - organizational chart; - organizational rules; - job description of organizational units; - budget of the Chancellery of the National Council; - closing account of the Chancellery of the National Council; - public procurement of the Chancellery of the National Council; - general contact details; - contact details of committee secretariats.

3.3. Broadcasting and real-time webstreaming of parliamentary proceedings

	Real-time broadcasting and/or webstreaming of the Plenary Sessions	Real-time broadcasting and/or webstreaming of committee proceedings
Albania	yes (records saved in audio and video system)	no (records saved in audio system)
Bosnia and Herzegovina	yes (on demand archival access to audio records on Parliament's website)	no
Czech Republic	yes (on demand archival access to audio records on Parliament's website)	no
Macedonia	yes (on demand archival access to audio and video records on Parliament's website)	only the meetings of the Finance and Budget Committee dealing with State Budget are broadcasted live on the Parliamentary TV Channel; other committee meetings are broadcasted on the Parliamentary TV Channel, but not live (no on demand archival access on the Parliament's website)
Montenegro	yes (on demand archival access to audio and video records on Parliament's website)	no (only onto the Close Circuit Cable Channel)
Kosovo	yes (no on demand archival access to audio and video records on Parliament's website)	no
Poland	yes (on demand archival access to audio and video records on Parliament's website)	yes (on demand archival access to audio and video records on Parliament's website)
Serbia	yes (on demand archival access to audio and video records on Parliament's website)	yes (on demand archival access to audio and video records on Parliament's website)
Slovakia	yes (on demand archival access to audio and video records on Parliament's website)	no

Broadcasting and real-time webstreaming of parliamentary proceedings – Key findings

- comparison of broadcasting and webstreaming arrangements showed that **all of the Parliaments in question provide real-time broadcasting and/or webstreaming of the Plenary Sessions;**
- as to the on-demand archival access to records of the Plenary Sessions we may allege that **most of the Parliaments (6 from 9) provide on demand archival access to audio and video records of the Plenary Sessions on Parliament's website;** two from remaining three Parliaments provide on demand archival access to audio records of the Plenary Sessions (Czech Republic, Bosnia and Herzegovina) and Parliament of

Kosovo do not provide on demand archival access to audio and video records on Parliament's website at all;

- as to the real-time broadcasting and/or webstreaming of the committee proceedings the comparison revealed **that most of the Parliaments (6 from 9) do not provide real-time broadcasting and/or webstreaming of committee meetings;**
- only two of the Parliaments (Poland, Serbia) enable on demand archival access to audio and video records of committee proceedings on the Parliament's website.

Country:
Parliament/chamber:
Completed by:
Title:
Contact e-mail:
Date:

1. Accessibility of the legislative process

- 1. Who has the right to submit a bill to the Parliament (i.e. legislative initiative)?**
- | | | |
|---|------------|-----------|
| a. citizens (if yes, please specify) | yes | no |
| b. NGOs (if yes, please specify) | yes | no |
| c. Government | yes | no |
| d. MPs | yes | no |
| e. parliamentary Committees | yes | no |
| f. other (please specify)..... | | |

Comments:

1.1. Pre-parliamentary phase

1. Does the law-making process in your country include also so called pre-legislative scrutiny? I.e. are drafts of bills issued for consultation before being formally introduced to the Parliament? If yes, please briefly describe who has the right to be consulted and who has the right to annotate (i.e. comment or suggest amendments) the drafts of bills before their formal introduction to the Parliament and how.

- | | | |
|---|------------|-----------|
| a. citizens (if yes, please specify) | yes | no |
| b. NGOs (if yes, please specify) | yes | no |
| c. trade unions (if yes, please specify) | yes | no |
| d. employers' associations (if yes, please specify) | yes | no |
| e. producers' groups (if yes, please specify) | yes | no |
| f. lobbying organizations (if yes, please specify) | yes | no |
| g. local government authorities (if yes, please specify) | yes | no |
| h. Government (i.e. other Ministries than sponsor of the bill) | yes | no |

- i. MPs yes no
- j. other (please specify).....

Comments:

2. If the law-making process in your country includes also so called pre-legislative scrutiny are the comments to the drafts of bills submitted by above mentioned actors legally binding for the sponsor of the bill?

3. If the law-making process in your country includes also so called pre-legislative scrutiny what types of drafts of bills are issued for consultation before being formally introduced to the Parliament? The ones submitted by the Government (Ministries) or the ones submitted by MPs or both of them?

1.2. Parliamentary phase

1. Is it possible for electors to express their views and concerns directly to their representatives in the Parliament? If yes, please briefly describe how (e.g. via e-mail, personally etc.)

2. Does the Parliament in your country enable the non-members of Parliament and Government (e.g. citizens, experts, researchers, representatives of NGOs etc.) to present to MPs their opinions on matters being introduced to the Parliament (e.g. bills)? If yes, please briefly describe how.

3. Are non-members of parliament and government (e.g. citizens, experts, researchers, representatives of NGOs etc.) allowed to participate in the debates of the Plenary Sessions of the Parliament? If yes, in which proceedings and under which circumstances? If not, what are the main reasons and arguments?

4. Are non-members of parliament and government (e.g. citizens, experts, researchers, representatives of NGOs) allowed to participate in the debates of parliamentary Committees? If yes, in which proceedings and under which circumstances? If not, what are the main reasons and arguments?

2. Transparency of the Parliament

1. How open and accessible to the media and public are the proceedings of your Parliament and its Committees?

2. Have your Parliament already developed any type of parliamentary transparency policy or any other comparable strategy? If yes, please briefly describe the main aims and the main tools of this transparency strategy.

3. What type of information does the official website of your Parliament include?

Type of information/Type of document	yes	no	Time of publication on Parliament's website	
			on the day of issuing of the document	later (please specify)
Information on Parliament's roles and functions			n/a	n/a
Texts of bills				
Exact wording of all submitted amendments to bills				
Opinions of public and expert reports on bills				
Invitations to Committee meetings				
Schedule of Committee meetings				
Agenda of Committee meetings				
Resolutions of Committees				
Minutes from Committee meetings				
Stenographic (verbatim) records of Committee meetings				
Attendance list from Committee				

meetings				
Voting results from Committee meetings				
Invitations to Plenary Sessions				
Schedule of Plenary Sessions				
Agenda of Plenary Sessions				
Resolutions from Plenary Sessions				
Minutes from Plenary Sessions				
Stenographic (verbatim) records of Plenary Sessions				
Attendance list from Plenary Sessions				
Voting results from Plenary Sessions				
Reports created by the Parliament				
Reports created by parliamentary Committees				
Reports requested by or required to be submitted to the Parliament				
Reports requested by or required to be submitted to parliamentary Committees				
Exact wording of interpellations of MPs				
Exact wording of answers to interpellations				
Exact wording of parliamentary questions submitted during the Question time				
Exact wording of answers to parliamentary questions submitted during the Question time				
Financial report of parliamentary political parties				
Information about the State budget and public expenditures				
Information about the budget of the Parliament				
Exact wording of bids and contracts of the Parliament				

Comments:

4. What type of information about MPs does the official website of your Parliament provide?

Type of information	yes	no
Contact details (if yes, please specify which)		
Party affiliation		
Roles in the Parliament		
Attendance at Plenary Sessions (or hours absent)		
Attendance at Committee meetings (or hours absent)		
Identities of personal staff (assistants)		
Address of offices		
Voting results of respective MP from Plenary Sessions (i.e. how he/she has voted during Plenary Sessions)		
Voting results of respective MP from Committee meetings (i.e. how he/she has voted during Committee meetings)		
Exact wording of bills submitted by respective MP		
Exact wording of amendments submitted by respective MP		
Exact wording of parliamentary questions submitted by respective MP during the Question time		
Exact wording of interpellations submitted by respective MP		
List of foreign business trips		
Members' asset disclosures		
Members' non-parliamentary income		
Information about members' interactions with lobbyists and pressure groups		

Comments:

5. Does the website of your Parliament provide also information about parliamentary staff and administration? If yes, please briefly specify to which extent.

6. Are Plenary Session proceedings covered for television broadcasting or real-time web streaming? If yes, does the website of your Parliament provide also on-demand archival access to audio and video records of Plenary Session proceedings?

7. Are Committee proceedings covered for television broadcasting or real-time web streaming? If yes, does the website of your Parliament provide also on-demand archival access to audio and video records of Committee proceedings?