

# When and how the Regulator consults with stakeholders? Find out and participate!



TO LEARN THE OPINION OF STAKEHOLDERS ABOUT A DRAFT EXTERNAL REGULATORY ENACTMENT, A TARIFF PROPOSAL OR OTHER ISSUES, THE REGULATOR CONSULTS WITH PUBLIC UTILITIES PROVIDERS AND USERS, INSTITUTIONS, ORGANISATIONS AND OTHER STAKEHOLDERS BEFORE ADOPTING THEM.

CONSULTATIONS ARE ORGANISED:



as extramural public consultations



as intramural public hearings

## PUBLIC CONSULTATIONS



A public consultation is organised about a draft external regulatory enactment or other issues about which the opinion of stakeholders must be learned.



### THE REGULATOR PREPARES A CONSULTATION DOCUMENT

A consultation document shall contain an objective, description of the existing situation or problem, the procedure for submitting proposals and comments, time period, and contact information. The document about which an opinion is to be learned shall be appended.



### THE REGULATOR ANNOUNCES A PUBLIC CONSULTATION AND INVITES STAKEHOLDERS TO SUBMIT PROPOSALS AND COMMENTS:

- a consultation document is published on the website [www.sprk.gov.lv](http://www.sprk.gov.lv)
- in the electronic communications sector, an announcement about a consultation document is additionally published in the official journal "Latvijas Vēstnesis" [www.vestnesis.lv](http://www.vestnesis.lv)
- mass media are informed

No later than 5 working days after reviewing it in a Board meeting



### STAKEHOLDERS SUBMIT PROPOSALS, COMMENTS

Stakeholders shall submit proposals and comments to the Regulator according to a procedure specified in a consultation document by sending them by mail or e-mail.

Time period for submission of proposals and comments - at least 2 weeks if legal acts do not specify otherwise. For example, in the electronic communications sector - 30 days from publication in [www.vestnesis.lv](http://www.vestnesis.lv).



### THE REGULATOR PUBLISHES THE RECEIVED PROPOSALS AND COMMENTS ON THE WEBSITE [WWW.SPRK.GOV.LV](http://WWW.SPRK.GOV.LV)

Within 3 working days after receiving proposals and comments



### THE REGULATOR EVALUATES PROPOSALS, PREPARES A SUMMARY OF OPINIONS AND, IF NECESSARY, AN UPDATED DRAFT DOCUMENT

Work meetings may be organised to update opinions.



### THE REGULATOR'S BOARD

- issues a normative act or adopts a decision
- or if the consulted document must be significantly amended as a result of received proposals and comments or legal circumstances have changed, decides:
  - to organise a recurrent public consultation or
  - to organise a public hearing or
  - to terminate the consultation



### THE REGULATOR PUBLISHES THE SUMMARY OF OPINIONS ON THE WEBSITE [WWW.SPRK.GOV.LV](http://WWW.SPRK.GOV.LV)

No later than 5 working days after reviewing it in a Board meeting

# PUBLIC HEARINGS



Public hearings are organised for tariff proposals, issues previously consulted in a public hearing and other significant regulatory issues regarding which the opinion of stakeholders must be learned.

No public hearing may be organised when an issue must be moved forward urgently.



## A PUBLIC UTILITIES PROVIDER (COMPANY) SUBMITS A TARIFF PROPOSAL TO THE REGULATOR

In accordance with the Regulator's "Regulations on familiarising oneself with a tariff proposal", during the evaluation of a tariff proposal, a stakeholder can familiarise oneself with:

- the announcement about a tariff proposal which a company publishes in the official journal "Latvijas vēstnesis" and its homepage, if it exists
- publicly available information included in a tariff proposal at a utilities provider or the Regulator
- a summary prepared by the Regulator and published on the website simultaneously with an announcement about a public hearing

within 10 days from submission of a tariff proposal



## THE REGULATOR'S BOARD DECIDES TO ORGANISE A PUBLIC HEARING ABOUT:

- a previously consulted issue, for example, a draft external regulatory enactment
- significant regulatory issues, for example, the ten-year electricity transmission network development plan elaborated by a public utilities provider and submitted to the Regulator for approval or about a draft document developed by the Regulator



## THE REGULATOR ANNOUNCES A PUBLIC HEARING INVITING STAKEHOLDERS TO PARTICIPATE IN THE HEARING AND PROVIDE PROPOSALS, AND:

- publishes an announcement about a public hearing on the website [www.sprk.gov.lv](http://www.sprk.gov.lv)
- informs mass media
- sends the announcement about a public hearing to the relevant local government for publishing on the local government's website and informing residents

no later than 10 days before a public hearing about a tariff proposal

### The following shall be indicated in an announcement about a public hearing:

- regarding what issue the hearing is organised and where a stakeholder can familiarise oneself with the document
- place and time of the hearing and a contact person (name, surname, phone number and e-mail)
- an instruction for participants to inform the Regulator's contact person about their participation in a hearing at least one working day in advance
- a notice that a hearing is conducted in the national language
- in the pre-election period – a notice that pre-election campaigning is forbidden during a hearing



## THE REGULATOR INVITES TO A PUBLIC HEARING

- sends an invitation letter to a public utilities provider (company) to participate in a public hearing to provide information about a tariff proposal or developed document and answer questions
- sends an invitation letter to the stakeholder which has submitted proposals and comments about a consultation document

no later than 10 days before the planned public hearing about a previously consulted issue



## STAKEHOLDERS INFORM THE REGULATOR ABOUT THEIR PARTICIPATION IN A PUBLIC HEARING

Stakeholders who had not previously applied may also participate in a hearing.

### Opinions, proposals and recommendations about consulted issues by the participants of a hearing:

- shall be expressed orally during a public hearing or submitted to the Regulator in writing
- suggestions about a tariff proposal may also be submitted to a service provider



## THE REGULATOR CONDUCTS A PUBLIC HEARING AND TAKES MINUTES

### Procedure of a public hearing:

- a minute taker registers participants before the hearing
- the manager of the hearing informs about the objective and procedure of the hearing and the procedure for further progress of the document in the Regulator
- informs participants about the time which each participant of the hearing shall be given for providing comments, proposals and recommendations
- gives the floor to the company to provide information about a tariff proposal or elaborated document and invites to ask questions
- invites participants of the hearing to express proposals and recommendations
- when all participants have been heard, the manager shall announce closing of the hearing



## THE REGULATOR PUBLISHES THE MINUTES OF A PUBLIC HEARING ON THE WEBSITE [WWW.SPRK.GOV.LV](http://WWW.SPRK.GOV.LV)

### The minutes of a public hearing shall contain:

- place and time of the hearing, the number of the minutes
- name and surname of the manager and minute taker
- the number of participants appending the list of participants to the minutes
- reviewed issues by recording comments, proposals and recommendations applicable to the assessment of the issue
- if written comments, proposals and recommendations have been received during a hearing, they shall be appended to the minutes and a note about it shall be made in the minutes



## THE REGULATOR EVALUATES THE PROPOSALS EXPRESSED IN A PUBLIC HEARING AND REFLECTS THEM IN A DECISION

The decision is published on the website [www.sprk.gov.lv](http://www.sprk.gov.lv) - ABOUT US - Board Meetings and Decisions (in the Latvian version)