



Latvijas Nacionālais kultūras centrs

Pils laukums 4, Rīga, LV-1050, tel. 67228985, e-mail: lnkc@lnkc.gov.lv, www.lnkc.gov.lv

BY-LAW

Rīga

19.12.2022

No. 1.5-1.2/27

Procedures by which Foreign Artistic Amateur Groups shall be Applied and Approved for Participation in XXVII Latvian Nationwide Song and XVII Dance Celebration

*Issued pursuant to
Section 72, Paragraph one, Clause 2
of the State Administration Structure Law
and Sub-paragraph 4.7 of the Cabinet
Regulation No. 931 of 18 December 2012,
By-laws of the Latvian National Centre for Culture*

I. General Provisions

1. This By-law determines the procedures by which foreign artistic amateur groups shall be applied and approved for participation in XXVII Latvian Nationwide Song and XVI Dance Celebration (hereinafter – the Celebration).
2. The purpose of the By-law is to determine the most suitable artistic amateur groups to participate in XXVII Latvian Nationwide Song and XVII Dance Celebration.
3. A foreign artistic amateur group (choir, folk dance group, folkloric or folk music group, brass band, folk applied art and craft studio or a master of traditional crafts) which has received a written invitation from a local government of Latvia or legal person registered in Latvia and corresponds to the artistic level of an amateur group specified in the Celebration programmes (hereinafter – the group) may participate in the Celebration.
4. The group may be applied for the Celebration by a local government of Latvia or another legal person registered in Latvia (hereinafter – the applicant) if it ensures the stay of the group in Latvia during the Celebration.

II. Submission and Evaluation of an Application

5. The applicant shall, by February 1st, 2023, submit a proposal to the Latvian National Centre for Culture (hereinafter – the LNCC) electronically (signed with a secure electronic signature) by sending it to the e-mail address lnkc@lnkc.gov.lv, in person or by post (address: Zīgfrīda Annas Meierovica bulvāris 14, Rīga, LV-1050).

6. Proposal shall include the following documents:
 - 6.1. application for the participation of the group in the Celebration (Annex 1);
 - 6.2. description of the artistic activities of the group (max. 1800 characters);
 - 6.3. a 10–15 minute long programme of the group intended for the assessment of the artistic quality and conformity in audio or video format or by indicating a link to the website www.youtube.com.
7. Amendment and withdrawal of a proposal:
 - 7.1. the applicant may amend or withdraw their proposal until the deadline for the submission of proposals by sending the withdrawal request electronically to the e-mail address lnkc@lnkc.gov.lv;
 - 7.2. if a proposal is amended, the applicant shall submit a new proposal in accordance with Sub-paragraphs 5 and 6 of the By-law. When a proposal is amended the time when the amended proposal was submitted shall be deemed as the time when the proposal is submitted;
 - 7.3. after the deadline for the submission of proposals the applicant is not entitled to withdraw or amend the proposal.
8. Conformity of the proposal to the requirements of this By-law shall be evaluated by a commission created by the Director of the LNCC (hereinafter – the Commission) which shall be comprised of three member of the Commission, including the chairperson.
9. A proposal shall not be evaluated and the applicant shall be notified thereof in the following cases:
 - 9.1. the proposal has been submitted after the deadline specified in Paragraph 5 of this By-law;
 - 9.2. the proposal is torn, illegible, contains insertions or corrections.
10. The chairperson of the Commission shall plan and organise the work of the Commission, convene and chair meetings of the Commission, and ensure that minutes of the meetings of the Commission are taken.
11. The Commission shall have quorum if all member of the Commission participate in the meeting.
12. Meetings of the Commission shall be closed, and the minutes of these meetings shall be taken by a minute-taker without voting rights. The agenda and taken decisions shall be indicated in the minutes without disclosing the content of debates.
13. Members of the Commission shall provide their evaluation by complying with the basic principles for ethics and confidentiality.
14. A member of the Commission shall be responsible for the avoidance from conflicts of interests. In case of a conflict of interests, a member of the Commission shall inform the Commission and not evaluate the proposal of the applicant.
15. The Commission shall take a decision in an open vote by simple majority of votes of the attending members of the Commission.
16. The Commission has the right to request the clarification of the provided information if it is necessary for the evaluation of the proposal. If the Commission requests the applicant to clarify information, it shall specify a deadline by which a reply must be provided.
17. The minutes shall be signed by the chairperson and the minute-taker of the Commission. The minutes together with the decision of the Commission on the approval of the group for participation in the Celebration shall be submitted to the Director of the LNCC.
18. The Director of the LNCC shall issue an order regarding the approval of groups for participation in the Celebration based on the decision of the Commission.
19. If the Commission takes the decision to reject a group from participation in the Celebration, the minute-taker of the Commission shall, within 5 (five) working days, prepare and send a letter of rejection to the applicant.

20. If the Commission approves the group for the participation in the Celebration, the applicant shall, within a month after receipt of the approval, submit the following to the LNCC in the manner indicated in Paragraph 5:
 - 20.1. description of the artistic programme of the group (up to 20 minutes in total length) intended to be demonstrated at the Celebration;
 - 20.2. specific instructions for ensuring the performance (for example, the composition of musical instruments);
 - 20.3. two photographs of the group in digital format with a good resolution;
 - 20.4. list of the members of the group (given name, surname).
21. Within a month after receipt of the information specified in Paragraph 8 of the By-Law, the LNCC shall approve the artistic programme of the group and electronically inform the relevant applicant.
22. In the Celebration, the status of a guest shall be given to members of the group, they shall be provided with identification cards having the designation “Viesis” (Guest) and information in relation to the Celebration and the time and place for the respective performance.

III. Rules for Participation

23. The group may participate in the procession of the Celebration and other events of the Celebration determined by the LNCC.
24. In the procession of the Celebration:
 - 24.1. the group shall participate together with the applicant;
 - 24.2. the members of the group shall wear traditional costumes, but if they do not have one – a concert costume or uniform is permissible;
 - 24.3. when the group itself ensures it, it shall be possible to carry the flag of the respective country and also the flag of the group.

IV. Personal Data Protection

25. The controller of personal data shall be the LNCC, Reg. No. 90000049726, legal address: Zīgfrīda Annas Meierovica bulvāris 14, Rīga, LV-1050.
26. The objective of the personal data processing – ensuring the Celebration.
27. Legal basis for the personal data processing – consent of a person and the legal obligation applicable to the controller.
28. Personal data shall be collected and processed only to the extent and in the period which is necessary for the fulfilment of the objectives laid down in this By-law and the requirements of the legal acts binding on the LNCC.
29. A person shall have the following rights:
 - 29.1. to request information on his or her personal data that are at the disposal of the LNCC;
 - 29.2. to request the LNCC to correct or delete his or her personal data, or to restrict their processing, or the right to object to the processing in so far as this is objectively possible and is not in contradiction with the obligations and rights of the LNCC arising from the legal acts;
 - 29.3. to submit a complaint to the supervisory authority – the State Data Inspectorate.
30. Within the scope of personal data processing, the LNCC ensures the following:
 - 30.1. provision of information to a person in accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016;
 - 30.2. implementation of the technological and organisational measures for ensuring the security and protection of personal data;

- 30.3. the possibility for a person to correct and delete the personal data provided thereby, to restrict and object against the processing of his or her data in so far as this is objectively possible and is not in contradiction with the obligations and rights of the LNCC arising from the legal acts and this By-law.
31. The LNCC undertakes to, without undue delay, communicate a personal data breach to the affected person in the case where the personal data breach is likely to result in a high risk to the rights and freedoms of the person.
32. The LNCC shall, by taking into account the state of the art, costs of implementation and the nature, scope, context and purposes of the processing, and also the risks of varying likelihood and severity for the rights and freedoms of persons in the field of data protection, implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.
33. When submitting a proposal, the applicant shall confirm that they have become acquainted with the By-law, including the rules for the processing of personal data, and also that the applicant and the persons indicated in the proposal agree to the processing and storage of their personal data that are necessary for the preparation and evaluation of the proposal.

V. Closing Provisions

34. The LNCC shall ensure technical implementation of the artistic programme of the group at the place and time approved for the events of the Celebration.
35. The LNCC shall not cover the travel, insurance, visa arrangement and other costs of the group that related with the staying of the group in Latvia.
36. The LNCC may provide a support of a volunteer employee of the Celebration for the group at the site where the Celebration takes place.
37. All disagreements and disputes that can arise in the course of the fulfilment of this By-law shall be settled by way of mutual negotiations, but when they cannot be resolved under such procedures, disagreements and disputes shall be settled before a court in accordance with the legal acts applicable in the Republic of Latvia.
38. The By-law shall be published on the website of the LNCC at www.lnkc.gov.lv.

Directors

(signature*)

Signe Pujāte

* This document has been signed with a secure electronic signature.

Pāvilēna/Roze + 371 67228985
lnkc@lnkc.gov.lv

**APPLICATION FOR THE PARTICIPATION OF A FOREIGN ARTISTIC
AMATEUR GROUP IN XXVII LATVIAN NATIONWIDE SONG AND XVII DANCE
CELEBRATION**

APPLICANT	
Name of the applicant	
Registration number of the applicant	
Contact telephone	
E-mail	
GROUP	
Name of the group	
Type of the group (mark the appropriate with an X)	<input type="checkbox"/> Choir <input type="checkbox"/> Folk dance group <input type="checkbox"/> Folkloric and folk music group <input type="checkbox"/> Brass band <input type="checkbox"/> Folk applied art and craft studio or a master/masters of traditional crafts
Represented country	
Number of participants	
Given name, surname of the head/conductor of the group	
Participation in the events of the Celebration (mark the appropriate with an X)	<input type="checkbox"/> Procession of the Celebration <input type="checkbox"/> Artistic programme of up to 20 minutes

I certify that:

- the information provided in the application is true;
- when submitting the application to the Latvian National Centre for Culture, I have become acquainted with the By-law, including the rules for personal data processing, and I shall comply with the provisions of the By-law;
- I agree to the processing of my personal data¹.

(given name, surname, position, signature and date*)

Note. * The details of the document “signature” and “date” need not be completed if the electronic document has been prepared in accordance with the laws and regulations regarding the drawing up of electronic documents.

¹ Objective of the data processing – ensuring the XXVII Latvian Nationwide Song and XVII Dance Celebration.