

Recommendations for organisers of European Citizens' Initiative for the submission of statements of support for verification in the Czech Republic

According to Art. 8 par. 2 and Annex VI of the Regulation (EU) No 211/2011 of the European Parliament and of the Council of 16 February 2011 on the citizens' initiative (hereinafter referred to as „Regulation on ECI“) and § 6-9 of Act no. 191/2012 Coll., amended Act. No. 57/2014 Coll. (hereinafter referred to as “Act on ECI”)

Who and on what conditions can submit statements of support to the Ministry of the Interior for verification and certification?

Organisers (of the citizens initiative) - means natural persons forming a citizens' committee responsible for the preparation of a citizens' initiative and its submission to the Commission as provided for in Art. 3 of the Regulation on ECI.

How and where to refer to?

The competent authority for verification of statements of support that issues the certificate confirming the number of valid statements of support in the Czech Republic is the **Ministry of the Interior**. Postal address:

Ministry of the Interior
General Administration Department

Náměstí Hrdinů 1634/3
140 21 Praha 4

To ensure a smooth handover process of statements of support for verification, the Ministry of the Interior recommends to the organisers to fix a date of handover with the Section mentioned above on tel. +420 974 817 368 in the office hours as of 7.30 AM to 4 PM or on helena.slukova@mvcv.cz. A handover record will be drafted and one original shall be released to the organisers.

What to submit?

According to Art. 8 of the Regulation on ECI the organisers shall submit the statements of support as an annex to the form set out in Annex V, filled in properly.

The data which the identification of the signatory is based on, is the number of personal identification document (national identity card or passport) issued by the Czech Republic. Since the Czech Republic issues such documents to Czech citizens only, the Ministry of the Interior of the Czech Republic verifies only statements of support of Czech citizens.

Fee

The verification of statements of support is free of charge.

Other information

Statements of support in paper form:

As the European Commission states in its Guidelines, copies of paper statements of support are sufficient. They can be submitted to the Ministry of the Interior on paper or scanned on a data storage unit. To improve the order, it is advisable to number all pages in advance and to register all scanned pages as one file (except for cases when large data have to be handed over on more than one data storage unit). The Ministry of the Interior prefers the data to be submitted on a read only DVD.

Statements of support which are electronically signed using an advanced electronic signature:

According to the Regulation, statements of support which are electronically signed using an advanced electronic signature shall be treated in the same way as statements of support in paper form.

Statements of support collected electronically by means of an online collection system:

The Ministry of the Interior prefers the data to be submitted on a read only DVD in one of the following formats:

- open office spreadsheet (ODT)
- Microsoft Office Excel (XLS, XLSX)
- structured format (XML, CSV)

The Ministry of the Interior of the Czech Republic shall release the certificate confirming the number of valid statements of support within three months from the day on which a complete request and all statements of support by Czech citizens.