

**REGULATION ON THE INTERNAL ORDER IN THE BUILDINGS OF
THE SEIMAS OF THE REPUBLIC OF LITHUANIA**

I. PROCEDURE FOR ENTERING THE BUILDINGS OF THE SEIMAS

1. The following persons shall have access to the buildings of the Seimas:

1.1. the President of the Republic, the Speaker of the Seimas, Deputy Speakers of the Seimas, the Prime Minister, and the persons accompanying them;

1.2. Members of the Seimas, Signatories to the Act of Independence, Members of the Supreme Council - Reconstituent Seimas of the Republic of Lithuania who voted for the Act on the Re-establishment of the State of Lithuania of 11 March 1990, members of the Sąjūdis Initiative Group, former Members of the Seimas, Members of the European Parliament elected in the Republic of Lithuania, members of the first Government after the restoration of Lithuania's independence (17 03 1990 – 10 01 1991), Ministers, the President, justices and the Chancellor of the Constitutional Court of the Republic of Lithuania, the President and judges of the Supreme Court of Lithuania, the President and justices of the Supreme Administrative Court of Lithuania, the Head of the Office of the President of the Republic, civil servants of political (personal) confidence of the President of the Republic, the Chancellor of the Government, the Head of the Secretariat of the Prime Minister, the Spokesperson for the Prime Minister, advisors to the Prime Minister, Vice Ministers, State Secretaries and Undersecretaries of ministries, heads of the institutions accounting to the Seimas, the Seimas Ombudsmen, members of the Central Electoral Committee, county governors, representatives of the Government in the counties, mayors and deputy mayors of city and district municipalities, civil servants and employees of the Office of the Seimas, advisers to the Members of the European Parliament elected in the Republic of Lithuania and accredited to the European Parliament, journalists accredited by the Office of the Seimas in accordance with the Description of the Procedure of Accreditation of Media Representatives to the Office of

the Seimas of the Republic of Lithuania upon presentation by them of a respective pass (press card), accreditation card or electronic card;

1.3. persons who present a permanent pass granting access to the buildings of the Seimas issued by the Secretary General of the Seimas;

1.4. other persons who have a one-day pass issued by the Pass Office of the VIP Protection Department under the Ministry of Interior (hereinafter referred to as the “VPD”).

2. The procedure for entering the Seimas Plenary Sittings Hall shall be established by regulation on the internal order in the Seimas Plenary Sittings Hall approved by the Board of the Seimas.

3. Persons who have been issued passes granting access to the buildings of the Seimas shall be familiarised with the requirements stipulated in Chapter IV of this regulation and applied in respect of persons who are in the buildings of the Seimas. Passes granting access to the buildings of the Seimas shall be worn visibly. One-day passes shall be returned to the VPD officers upon leaving.

4. Foreign diplomats visiting the Seimas leadership shall be welcomed and accompanied by a responsible civil servant of the International Relations Department of the Office of the Seimas and, in any other cases, a civil servant or an employee authorised by a person who has requested issuing the pass.

5. The following order shall be maintained during official events held in the Seimas:

5.1. during official events, the central door to the Seimas shall be reserved for:

5.1.1. high-ranking members of official delegations in accordance with the programme prepared by the International Relations Department of the Office of the Seimas;

5.1.2. foreign diplomats accredited to the Republic of Lithuania upon presenting their invitations;

5.2. other participants and guests of official events shall enter the buildings of the Seimas through other doors upon presenting their invitations;

5.3. during other events, visitors shall be allowed to enter the buildings of the Seimas only in accordance with the lists in advance approved by the Secretary General of the Seimas, or his Deputy, and submitted to the Pass Office of the VPD; the lists shall be submitted to the Pass Office of the VPD not later than 24 hours before the commencement of the event. Full names of the persons shall be specified in the lists in alphabetical order.

The amendments to the lists shall be coordinated with the Secretary General of the Seimas or a person authorised by him;

5.4. solemn sittings of the Seimas to commemorate a state holiday and the days of remembrance shall be held in the Hall of March 11 or any other premises of the Seimas buildings;

5.5. during solemn sittings of the Seimas, the VPD officers shall check the invitations;

5.6. conferences, seminars, exhibitions and other events in the Seimas shall be organised in accordance with the procedure set by the Board of the Seimas;

5.7. guided tours and special works shall be limited during the events taking place in the buildings of the Seimas. The Secretary General of the Seimas shall take a decision concerning these restrictions.

6. Representatives of participants of gatherings, meetings and other events taking place next to the buildings of the Seimas who wish to get access to the buildings of the Seimas shall address the Secretary General of the Seimas.

7. On public holidays and weekends, except for the days when the buildings of the Seimas host events, it shall be possible to enter the buildings of the Seimas through the door to Buildings II and III.

8. The door to Building I shall be locked during working days from 10 pm to 6 am.

9. Outside the working hours of the VPD Pass Office, visitors shall be allowed to enter the buildings of the Seimas where a person, who has the right to request issuing a pass, registers the visitor in the Visitor Registration Book available at the Security Post. The VAD officer shall specify the following information in the Visitor Registration Book: full name, personal number, the time of entry and leaving and the person who requested issuing the pass. Visitors are allowed to stay in the buildings of the Seimas from 7 am till 9 pm.

II. TYPES AND VALIDITY OF PASSES

10. The following types of passes shall be issued by the Office of the Seimas of the Republic of Lithuania:

10.1. one-day passes;

10.2. permanent passes to get access to the buildings of the Seimas.

11. One-day passes shall be of the following types:

11.1. to have access to the buildings of the Seimas (these passes are green and valid in the buildings of the Seimas, except for the main floor of the Seimas Plenary Sittings Hall);

11.2. to have access to the main floor of the Seimas Plenary Sittings Hall (an electronic card).

12. One-day passes shall be valid from 7 am to 9 pm.

13. Sample signatures of persons who have the right to request issuing one-day passes and sample passes (press cards) that grant access to the buildings of the Seimas (the main floor of the Seimas Plenary Sittings Hall) shall be presented to the Pass Office of the VPD by the Secretary General of the Seimas or a person authorised by him.

III. PROCEDURE FOR ISSUING ONE-DAY PASSES GRANTING ACCESS TO THE BUILDINGS OF THE SEIMAS

14. One-day passes granting access to the buildings of the Seimas shall be issued upon written applications submitted by the Members of the Seimas, the Secretary General of the Seimas, the Deputy Secretary General of the Seimas, heads of independent units of the Office of the Seimas, the Head of the Public Relations Unit of the Communications Department of the Office of the Seimas and heads of the state enterprises and establishments located in the buildings of the Seimas.

15. One-day passes granting access to the main floor of the Seimas Plenary Sittings Hall shall be issued to persons who were invited to participate in the sitting of the Seimas upon request of the Secretary General of the Seimas or the Deputy Secretary General of the Seimas or the Head of the Secretariat of the Seimas sittings.

16. One-day passes granting access to the main floor of the Seimas Plenary Sittings Hall (electronic cards) shall be issued on the days when the sittings of the Seimas are held.

17. By way of exception, the Secretary General of the Seimas or the Deputy Secretary General of the Seimas may apply for issuance of passes granting access to the buildings of the Seimas valid for up to 30 days. In such case, the Pass Office of the VPD shall issue passes for each day separately.

18. Foreign diplomats accredited to the Republic of Lithuania shall address the International Relations Department of the Office of the Seimas concerning a one-day pass granting access to the buildings of the Seimas.

19. One-day passes to journalists shall be issued in accordance with the Description of the Procedure of Accreditation of Media Representatives to the Office of the Seimas of the Republic of Lithuania.

20. Individual visitors who want to take part in a guided tour and to watch a sitting of the Seimas shall apply to the Public Relations Unit of the Communications Department of the Office of the Seimas.

IV. PROCEDURE FOR ISSUING PERMANENT PASSES

21. The Secretary General of the Seimas shall issue permanent passes granting access to the buildings of the Seimas.

22. Permanent passes granting access to the buildings of the Seimas shall be issued to not more than three assistants working on voluntary basis and chosen by a Member of the Seimas for the duration of the term of office of the Member of the Seimas. Before the expiry of the term of office of the Member of the Seimas, such pass shall be declared invalid on the recommendation of the Member of the Seimas.

23. Permanent passes to journalists shall be issued in accordance with the Description of the Procedure of Accreditation of Media Representatives to the Office of the Seimas of the Republic of Lithuania approved by the Board of the Seimas.

V. CHECKS AT THE ENTRANCE TO THE BUILDINGS OF THE SEIMAS

24. Firearms and other weapons, special means (gas sprays, handcuffs, etc.), explosives, explosive and other incapacitating and poisonous substances shall be prohibited in the buildings of the Seimas. The persons legally carrying a firearm or any other weapon or special means shall leave them in a safe-box located in Building III of the Seimas.

25. Personal things and luggage belonging to a person who wants to enter the buildings of the Seimas shall be checked at the Security Post. The person who refuses to show his personal things shall not be allowed to enter the buildings of the Seimas. It shall be reported about the case to the Secretary General of the Seimas and the relevant authorities.

26. Personal things and luggage belonging to Members of the Seimas, the Secretary General of the Seimas, the Deputy Secretary General of the Seimas, heads of

independent units of the Office of the Seimas and the persons who enjoy diplomatic immunity as well as judges and justices shall not be checked at the entrance to the buildings of the Seimas.

VI. REQUIREMENTS SET FORTH FOR THE PERSONS VISITING THE BUILDINGS THE SEIMAS

27. The persons visiting the buildings of the Seimas must:

27.1. have a pass or an accreditation card valid in the buildings of the Seimas pinned to or hung visibly on their clothes ;

27.2. wear the neat clothes appropriate for the official office environment;

27.3. if holding a one-day pass, stay in the buildings of the Seimas only during the validity of this pass (7 am until 9 pm);

27.4. not make noise;

27.5. not simulate events or situations;

27.6. participants of a guided tour must be accompanied by a civil servant or employee of the Public Relations Division of the Communications Department of the Office of the Seimas, a Member of the Seimas or an assistant of a Member of the Seimas leading the tour group;

27.7. when entering the Seimas Plenary Sittings Hall during a sitting, switch off their mobile telephones; switch their mobile telephones to a silent mode in other halls of the buildings of the Seimas during meetings;

27.8. smoke only in the places designated for smoking;

27.9. avoid other actions diminishing the honour and prestige of the Seimas;

27.10. comply with demands of officers of the VIP Security Department, the civil servants and employees of the Office of the Seimas responsible for maintaining the order in the buildings of the Seimas.

28. Journalists shall also be subject to the requirements set forth in the Description of the Procedure of Accreditation of Media Representatives to the Office of the Seimas of the Republic of Lithuania as approved by the Board of the Seimas.

29. A person who breaches the procedure of visiting the buildings of the Seimas shall be warned. An officer of the VIP Security Department shall report the committed breaches to the person who has invited the visitor to the Seimas and to the Secretary General of the Seimas.

30. A person who breaches the established procedure may be subject to restriction of the issuance of passes and the sanctions provided for in other legal acts.

Appendix 2
to Decision No 1881
of the Board of the Seimas of the Republic of Lithuania
of 24 October 2007

REGULATION ON THE INTERNAL ORDER OF THE SEIMAS PLENARY SITTINGS HALL

I. GENERAL PROVISIONS

1. These rules of procedure shall establish a procedure for entering and staying in the Seimas Plenary Sittings Hall and a scheme of functional zones of the Seimas Plenary Sittings Hall.

2. The security of the Seimas Plenary Sittings Hall and control of the pass system shall be the responsibility of the VIP Security Department under the Ministry of the Interior (hereinafter referred to as the “VIP Security Department”).

3. The proper preparation of the Seimas Plenary Sittings Hall for a Seimas sitting and required provision during the Seimas sitting shall be the responsibility of civil servants and employees of the Secretariat of Plenary Sittings of the Office of the Seimas (hereinafter referred to as the “Secretariat of Plenary Sittings”), the Department of Information Technologies and Telecommunications and the General Affairs Department.

II. FUNCTIONAL ZONES OF THE SEIMAS PLENARY SITTINGS HALL

4. The work zone, the observation zone and the rest zone shall be identified in the Seimas Plenary Sittings Hall.

5. The work zone shall consist of the main floor of the Seimas Plenary Sittings Hall and premises for technicians and interpreters. The main floor shall comprise the main rostrum, the rostrum of a person presiding over a sitting, Sector I, Sector II, Sector III.

6. In Sector I, places shall be reserved for the President of the Republic, the Prime Minister and ministers.

7. In Sector II, places shall be reserves for the persons invited to participate in a Seimas sitting, the Secretary General of the Seimas, Deputy Secretary General of the Seimas for Legislation, the Chancellor of the Government, the Head of the Office of the President of the Republic, representatives of the President of the Republic and the Government at the Seimas, civil servants and employees of the Secretariat of Plenary Sittings.

8. Sector III shall consist of seats of Members of the Seimas.

9. The observation zone shall comprise balconies 1 and 2 of the Seimas Plenary Sittings Hall, with the exception of the premises for technicians and interpreters, which are located in balcony 2 of the Seimas Plenary Sittings Hall. The persons having the right to enter the buildings of the Seimas shall be allowed to stay in the balconies.

10. The rest zone shall be divided into smaller zones located around the main floor of the Seimas Plenary Sittings Hall. The rest zone shall be intended for the persons having the right to enter the main floor of the Seimas Plenary Sittings Hall during a Seimas sitting.

III. PROCEDURE FOR ENTERING THE SEIMAS PLENARY SITTINGS HALL ON DAYS OTHER THAN DAYS OF SEIMAS SITTINGS

11. On days other than days of Seimas sittings, the doors of the Seimas Plenary Sittings Hall must be electronically locked.

12. Entry to the Seimas Plenary Sittings Hall on days other than days of Seimas sittings shall be subject to permission of a chief specialist of the Building Protection Division of the VIP Security Department or the Secretary General of the Seimas. Civil servants and employees of the Secretariat of Plenary Sittings, the Department of Information Technologies and Telecommunications, the General Affairs Department whose duty is preparation of the Seimas Plenary Sittings Hall for sittings and provision during the sittings shall not be under the obligation to obtain permission of the chief specialist of the Building Protection Division of the VIP Security Department to enter the Seimas Plenary Sittings Hall.

13. During visits, an officer of the VIP Security Department shall watch and oversee the order in the main floor of the Seimas Plenary Sittings Hall. The presence of the officer of the VIP Security Department shall not be obligatory at the time of performance of technical maintenance or cleaning works.

**IV. PROCEDURE FOR ENTERING THE SEIMAS PLENARY
SITTINGS HALL PRIOR TO THE BEGINNING OF A SEIMAS SITTING
AND DURING A SEIMAS SITTING**

14. The responsible civil servants and employees of the Office of the Seimas shall check, not later than an hour prior to the beginning of a Seimas sitting, whether the Seimas Plenary Sittings Hall has been properly prepared for the Seimas sitting (whether it has been cleaned, whether the furniture has been put in the proper order, whether the electronic system of discussion and voting, computer network, television system and another equipment functions properly).

15. The control of entry to the Seimas Plenary Sittings Hall prior to and during a sitting shall be exercised by officers of the VIP Security Department. They shall perform a visual check of the electronic card of each person entering the Seimas Plenary Sittings Hall and shall suggest a person to affix it to an appropriate scanning device.

16. Persons shall enter the Seimas Plenary Sittings Hall, walk therein and sit down according to the scheme of functional zones of the Seimas Plenary Sittings Hall. A civil servant or employee of the Secretariat of Plenary Sittings who oversees the order in the Seimas Plenary Sittings Hall shall lead the arriving persons to the seats reserved for them.

17. During a Seimas sitting, the following persons may stay in the main floor of the Seimas Plenary Sittings Hall:

17.1. in Sector I, the President of the Republic, the Prime Minister, members of the Government;

17.2. in Sector II, the persons invited to participate in the Seimas sitting, the Secretary General of the Seimas, the Deputy Secretary General of the Seimas for Legislation, the Chancellor of the Government, the Head of the Office of the President of the Republic, representatives of the President of the Republic and the Government at the Seimas, civil servants and employees of the Secretariat of Plenary Sittings;

17.3. in Sector III, Members of the Seimas, members of the Government, the Secretary General of the Seimas, the Deputy Secretary General of the Seimas for Legislation, civil servants and employees of the Secretariat of Plenary Sittings.

18. During a Seimas sitting, a Seimas photographer, a photographer of the President of the Republic, the Prime Minister and a Seimas cameraman may enter and perform his functions (assignments) in Sector III of the main floor of the Seimas Plenary

Sittings Hall. During a Seimas sitting, the specialists in charge of maintaining the hall's equipment may stay in all sectors of the main floor.

19. Civil servants and employees of the Office of the Seimas, participants of guided tours, accredited journalists shall observe a sitting of the Seimas in balcony 1 of the Seimas Plenary Sittings Hall. The guided tours must be accompanied by civil servants or employees of the Public Relations Division of the Communications Department of the Office of the Seimas, a Member of the Seimas or an assistant of the Member of the Seimas.

20. Participants of the guided tours organised by the Public Relations Division of the Communications Department of the Office of the Seimas (a group of not more than 35 people) shall be allowed to enter balcony 1 of the Seimas Plenary Sittings Hall during open sittings of the Seimas. Only one group of participants of a guided tour may stay at a time in the balcony of the Seimas Plenary Sittings Hall.

21. The civil servants and employees of the Office of the Seimas wishing to hand documents over to a Member of the Seimas shall refer by phone to a civil servant or employee of the Secretariat of Plenary Sittings overseeing the order in the Seimas Plenary Sittings Hall. The documents shall be handed over only at the door of the southern entrance to the main floor of the Seimas Plenary Sittings Hall.

22. A person presiding over a Seimas sitting may warn the persons disturbing the Seimas sitting and request them to leave the Seimas Plenary Sittings Hall. The persons who breach the regulation on the internal order of the Seimas Plenary Sittings Hall shall also be warned by a civil servant or employee overseeing the order in the main floor of the Seimas Plenary Sittings Hall, who shall report the committed breaches to the Secretary General of the Seimas. A person who breaches the regulation on the internal order of the Seimas Plenary Sittings Hall may be subject to restriction of the right to enter the Seimas Plenary Sittings Hall and the sanctions provided for in other legal acts.

23. A civil servant or employee of the Secretariat of Plenary Sittings overseeing the order in the main floor of the Seimas Plenary Sittings Hall shall report the breaches committed by accredited journalists in the Seimas Plenary Sittings Hall to the Public Relations Division of the Communications Department of the Office of the Seimas.

V. PROCEDURE FOR ENTERING THE SEIMAS PLENARY SITTINGS HALL DURING A CLOSED SITTING OF THE SEIMAS

24. Where a closed sitting of the Seimas is held, only Members of the Seimas, the persons specially invited to this sitting and, where necessary, the civil servants and employees of the Office of the Seimas authorised to handle classified information shall be allowed to enter the Seimas Plenary Sitings Hall.

25. 30 minutes prior to the beginning of a closed sitting of the Seimas, officers of the VIP Security Department shall check the Seimas Plenary Sitings Hall (no accidental persons and items must remain in the balconies) and shall lock the balconies.

26. Control of entry to the main floor of the Seimas Plenary Sitings Hall prior to and during a closed sitting of the Seimas shall be exercised by officers of the VIP Security Department.

Appendix 3
to Decision No 1881
of the Board of the Seimas of the Republic of Lithuania
of 24 October 2007

**DESCRIPTION OF THE PROCEDURE OF ACCREDITATION OF
MEDIA REPRESENTATIVES TO
THE OFFICE OF THE SEIMAS OF THE REPUBLIC OF LITHUANIA**

I. GENERAL PROVISIONS

1. The description of the procedure of accreditation of media representatives to the Office of the Seimas of the Republic of Lithuania (hereinafter referred to as “the Description”) shall lay down the procedure of accreditation to the Office of the Seimas of the Republic of Lithuania (hereinafter referred to as “the Office of the Seimas) of media representatives (hereinafter referred to as “journalists”) registered in accordance with the procedure laid down by law of the Republic of Lithuania, as well as organisation of their work in the buildings of the Seimas.

2. The Description has been drawn up in compliance with the Law on Provision of Information to the Public, the Law on the Right to Receive Information from State and Municipal Institutions and Establishments, the Law on VIP Protection and other legal acts regulating the provision of public information.

3. Media bodies shall have the right to accredit their journalists to the Office of the Seimas only pursuant to this Description.

II. GRANTING OF ACCREDITATION

4. Lithuanian journalists and foreign media representatives accredited to the Ministry of Foreign Affairs (hereinafter referred to as “foreign journalists”) may be accredited to the Office of the Seimas.

5. Journalists shall be accredited by the Public Relations Unit of the Communications Department of the Office of the Seimas (hereinafter referred to as “the Public Relations Unit”). Accreditation shall be granted to the journalists who continually and systematically prepare information to the public about the activities of the Seimas as an institution.

6. A journalist whose assignment is to continually provide information about the activities of the Seimas as an institution to the media body he represents and seeks to be accredited to the Office of the Seimas must fill in an established accreditation form (Appendix 1 to the Description), to submit to the Public Relations Unit a digital photograph of himself, which meets the requirements for photographs designated for personal documents, laid down by the Minister of the Interior (Order No 1V-340 of 24 August 2006 amending Order No 569 of the Minister of the Interior of 6 December 2002 on the Approval of the Requirements for Photographs for Personal Documents, Official Gazette, 2006, No 93-3657) and the written verification of the head of the media body the journalist represents that the person who has submitted the application for accreditation actually represents this media body.

7. The accreditation form must specify the type of the media body a journalist represents, the name, address, e-mail address, telephone and fax numbers of the media body he represents, the full name, personal number, professional duties, workplace, address, e-mail address, telephone and fax numbers, type of activities of the person for whom accreditation to the Office of the Seimas is requested and his purpose of arrival at the building of the Seimas.

8. The Public Relations Unit shall grant accreditation to a journalist and issue a long-term pass (Appendix 2 to the Description) not later than within 10 working days from the submission of the documents specified in paragraph 6 of this Description. A long-term

pass shall be issued for a period of 12 months, but not longer than until the next January 1st.

9. A journalist who has lost a long-term pass must inform the Public Relations Unit about this not later than within 2 working days from the day he learnt about the loss of the pass. After the receipt of the document confirmed by the head of the media body, a new long-term pass shall be issued to the journalist within the time limit referred to in paragraph 8 of this Description.

10. The journalists who are not granted accreditation to the Office of the Seimas in accordance with the procedure laid down in paragraphs 5–8 of this Description may, after having presented in advance to the Public Relations Unit a reasoned request confirmed by the head of the media body, receive one-day pass for journalists. In this case the Public Relations Unit shall submit a request to the Pass Office of the VIP Protection Department under the Ministry of the Interior (hereinafter referred to as “the VPD”) according to which a one-day pass shall be issued to the journalist (Appendix 3 of the Description).

11. Representatives of the permanent media bodies registered in accordance with the procedure laid down by law of the Republic of Lithuania may enter the Seimas and receive the information provided to journalists by presenting a press card bearing a photograph. In this case:

11.1. the head of the media body must submit to the Public Relations Unit a sample of the press card used by his establishment, confirmed by the signature and accompanied by the covering letter;

11.2. after having produced the press card of the approved sample, issued by the media body, a journalist shall be issued at the Pass Office of the VPD a one-day pass to enter the buildings of the Seimas.

12. Journalists who have got a one-day pass shall enjoy the same right and duties as the accredited journalists.

13. By signing an accreditation form or receiving a one-day pass provided for in paragraphs 10 and 11 of this Description a journalist shall undertake to observe the Law on Provision of Information to the Public, the Code of Ethics of Journalists and Publishers, the Rules of Procedure of the Seimas laid down in the Statute of the Seimas and the Regulation on the Internal Order in the Buildings of the Seimas, the procedure of functioning of the passes system of the Office of the Seimas, this Description, and confirm his consent to security vetting of the data provided by him, which is conducted by the state institutions entitled to do this.

14. When special accreditation is established for events and visits, which take place at the premises of the Office of the Seimas, the media bodies shall be informed about this in advance.

15. Upon presentation of an accreditation card issued by the Ministry of Foreign Affairs, a foreign journalist shall have the right to enjoy all the rights granted to the journalists accredited to the Office of the Seimas and adequately perform all the duties imposed on the journalists accredited to the Office of the Seimas. The Public Relations Unit shall be entitled to check the accreditation card produced by a foreign journalist against the list of the accredited foreign journalists, submitted by the Ministry of Foreign Affairs.

16. In the cases where foreign journalists arrive at the Seimas on the occasion of a specific event (e.g. meetings between parliamentary delegations, visits of parliamentary delegations), the Public Relations Unit shall take a decision on accreditation or issuing of one-day passes by taking into consideration a letter of mediation to admit journalists, issued by the respective state's representation to the Republic of Lithuania, or a request to accredit journalists, issued in advance by the head of the respective foreign media body.

III. ORGANIZATION OF WORK

17. When staying in the buildings of the Seimas, journalists must wear visibly a long-term pass or a one-day pass issued at the Pass Office of the VPD.

18. Journalists shall have the right to make use of the premises designed especially for the journalists, to receive in accordance with the procedure laid down by the Law on Provision of Information to the Public the information and documents distributed by the Public Relations, to make use free of charge of audio and video material broadcast by the Department of Information Technologies and Telecommunications of the Office of the Seimas, as well as to obtain necessary recordings.

19. Journalists may observe, film and make photos of the sittings of the Seimas from the first balcony of the Seimas Plenary Sittings Hall.

20. Journalists may observe meetings of the Seimas Committees, Commissions, parliamentary groups (with the exception of closed meetings), which take place in the Seimas), upon notification of the chairman of a Seimas Committee, Commission, parliamentary group respectively, and meetings of the Seimas political groups – upon having received the consent of the elder of a political group.

21. Accredited journalists who wish to conduct an interview with the Speaker of the Seimas or his comments shall coordinate in advance the time and subject of the interview with the spokesperson of the Speaker of the Seimas or the Secretariat of the Speaker of the Seimas.

22. Information about the activities of the Office of the Seimas and its subdivisions shall be supplied to the accredited journalists by the Secretary General of the Seimas, Deputy Secretary General of the Seimas, the director of the Communications Department of the Seimas, the head of the Public Relations Unit or any other head of an appropriate subdivision of the Seimas, authorised by the Speaker of the Seimas.

IV. TERMINATION OF ACCREDITATION

23. Accreditation may be terminated or one-day pass may be withdrawn for the journalists who do not adhere to the Law on Provision of Information to the Public, the Code of Ethics of Journalists and Publishers, this Description, the Regulation on the Internal Order in the Buildings of the Seimas, the procedure of functioning of the pass system of the Office of the Seimas.

24. Accreditation shall be terminated upon the expiry of employment relations of a media body and a journalist; the media body must inform the Public Relations Unit about this fact. Accreditation may be also terminated on the initiative of the media body, when the media body ceases to exist.

25. On the recommendation of the Public Relations Unit, the Secretary general of the Seimas shall take a decision on the termination of accreditation or withdrawal of a one-day pass. The decision on the termination of accreditation may be appealed against to the Board of the Seimas within 15 days from the taking of the decision.

26. If a foreign journalist does not comply with to the requirements referred to in paragraph 23 of this Description, the Public Relations Unit shall notify the Ministry of Foreign Affairs about this.

27. The media body whose journalist's accreditation has been terminated shall have the right to accredit another journalist. In this case a decision concerning the accreditation of a journalist shall be taken within 5 working days from the submission of an application with the Public Relations Unit. A journalist whose accreditation has been terminated on the grounds laid down in paragraph 23 of this Description may not be

nominated for accreditation earlier than one year after the taking of the decision to terminate the accreditation.

V. FINAL PROVISIONS

28. The Public Relations Unit and the staff members of the VPD shall ensure the compliance with the procedure for accrediting media representatives to the Office of the Seimas, laid down in this Description.

29. This Description shall be announced in the webpage of the Seimas:
<http://www.lrs.lt>.

Annex 1 to the Description
of the Procedure of Accreditation of Media Representatives
to the Office of the Seimas of the Republic of Lithuania

**PUBLIC RELATIONS UNIT
OF THE COMMUNICATIONS DEPARTMENT
OF THE OFFICE OF THE SEIMAS**

ACCREDITATION FORM

<i>Name</i> of the media body – an establishment requesting accreditation of its representative	
<i>Address</i> of the establishment requesting accreditation	
<i>Telephone and fax numbers</i> of the establishment requesting accreditation	
<i>Full name</i> of the person whose accreditation is requested	
<i>Personal number</i> of the person whose accreditation is requested	
<i>Professional duties</i> of the person whose	

accreditation is requested	
<i>Address</i> of the person whose accreditation is requested	
<i>Telephone and fax numbers</i> of the person whose accreditation is requested	
<i>E-mail address</i> of the person whose accreditation is requested	

I hereby undertake to adhere to the Law on Provision of Information to the Public, the Code of Ethics of Journalists and Publishers, the Rules of Procedure of the Seimas laid down in the Statute of the Seimas and the Regulation on the Internal Order in the Buildings of the Seimas, the procedure of functioning of the passes system of the Office of the Seimas, the Description of the Procedure of Accreditation of Media Representatives to the Office of the Seimas of the Republic of Lithuania, and give my consent to security vetting of the data provided by me.

_____ (*signature* of a person for whom accreditation is requested)

APPLICATION FOR ACCREDITATION

<p>I hereby request accreditation to the Office of the Seimas of the Republic of Lithuania of the person indicated in the Accreditation Form</p> <p>Type of professional activities of the person whose accreditation is requested: Assignment in the Seimas of the person whose accreditation is requested: <div style="text-align: center;"> Head of the media body (full name, stamp, signature, date) </div> </p>

Long-term pass issued:	Expiry date:
Head of the Public Relations Unit:	