

**DESCRIPTION OF VERIFICATION OF STATEMENTS OF SUPPORT  
SUBMITTED BY THE ORGANISERS OF THE REGISTERED EUROPEAN UNION  
CITIZENS' INITIATIVE TO THE CENTRAL ELECTORAL COMMISSION**

**I. GENERAL PROVISIONS**

1. This description of verification of statements of support (hereinafter – the description) submitted by the organisers of the registered European Union citizens' initiative to the Central Electoral Commission (hereinafter – the Commission) regulates the procedure of verification of statements of support submitted by the organisers of the initiative to the Central Electoral Commission.

2. The main concepts are used within the meaning of the European Parliament and the Council in the Regulation (EU) No 211/2011 (16 February 2011) on Citizens' Initiatives (OL 2011 L 65, p. 1) (hereinafter – the Regulation) and in the change and complements of the 2, 3 articles Republic of Lithuania Law on the Central Electoral Commission (2012, Nr. 39-1922) (hereinafter – the Law).

**Version of point 2 as of 26 June 2013:**

2. The main concepts are used within the meaning of the European Parliament and the Council in the Regulation (EU) No 211/2011 (16 February 2011) on Citizens' Initiatives (OL 2011 L 65, p. 1) and in the change and complements of the 2, 3 articles Republic of Lithuania Law on the Central Electoral Commission (2012, Nr. 39-1922).

3. Statements of support can be collected in a paper form or electronically.

4. In order to be eligible to support a proposed citizens' initiative, signatories shall be citizens of the Union and shall be of the age to be entitled to vote in elections to the European Parliament.

5. Those who signed a proposed citizens' initiative must submit personal data requested in Regulation's III annex part B.

6. The organisers collect statements of support in the form of The Statements of Support, prepared according to the form provided in Regulation's III Annex part B.

**Version of point 6 as of 26 June 2013:**

6. The form of the statements of support requested in the 4th point, is not mandatory for the Organisers. The Organisers can use any form of the statement of support, which complies with requirements set out in Regulation's III annex part B.

7. The organisers submit the statements of support in a paper form or (and) electronically to the Commission to verify and approve it. The Commission adopts:

7.1. the original of statements of support in a paper form, which are formed into files of paper documents, which are prepared according to these requirements:

**Version of point 7.1. as of 26 June 2013:**

7.1. the original of statements of support in a paper form, which are recommended to be formed into files of paper documents, which are prepared according to these recommended requirements:

7.1.1. the statements of support shall be numerated in the right corner;

**Version of point 7.1.1. as of 26 June 2013:**

7.1.1. the statements of support are numerated in the right corner;

7.1.2. while numerating the pages, the file's number and the number of a line shall be entered in a file;

7.1.3. for every file the description of the file is completed, and is attached in the beginning of the file (Annex I);

7.1.4. the description of each file, submitted to the Commission, is completed (Annex II);

7.1.5. name, surname and a name of the initiative of the organisers (representatives) of the European citizens' initiative shall be laid down on the title page of the file;

**Version of point 7.1.5. as of 26 June 2013:**

7.1.5. name, surname and a name of the initiative of the organisers (representatives) of the European citizens' initiative are laid down on the title page of the file;

7.1.6. the paper documents are kept in binders or folders without metallic holders;

7.2. data of electronic statements of support, collected from organisers' online system of statements of support, in XML format. These statements of support are given to the Commission in a way that insures data protection in the electronic medium. In the electronic file the name and the full text of the European citizens' initiative must be laid down.

**Version of point 7.2. as of 26 June 2013:**

7.2. data of electronic statements of support, collected from organisers' online system of statements of support. It is recommended to submit the data in XML format. These statements of support are given to the Commission in a way that insures data protection in the

electronic medium. In the electronic file the name and the full text of the European citizens' initiative must be laid down.

7.3. statements of support, which coincide with the paper statement, signed electronically using an advanced electronic signature, within the meaning of Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures (8), shall be treated in the same way as statements of support in paper form. Name of the European citizens' initiative and its full text in the electronic file shall be laid down. These statements of support are forwarded in a way which keeps the data safe, in the electronic medium.

**Version of point 7.3. as of 26 June 2013:**

7.3. statements of support, which coincide with the paper statement, signed electronically using an advanced electronic signature, within the meaning of Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures (8), shall be treated in the same way as statements of support in paper form. It is recommended to lay down the name of the European citizens' initiative and its full text in the electronic file. These statements of support are forwarded in a way which keeps the data safe, in the electronic medium.

8. Using an advanced electronic signature, the organisers separate the statements of support from the statements which were signed electronically, also from those collected using an online system of collecting statements of support.

9. Organisers submit the statements of support to the Commission, which were signed by persons who have a Republic of Lithuania personal identification number.

10. Statements of support can be given to the Commission personally in the Commission's office building on Gynėjų street 8, Vilnius.

## **II. PRINCIPLES OF VERIFICATION OF STATEMENTS OF SUPPORT**

11. The Commission makes decisions regarding the adoption of statements of support to verify it and set up a working group for verification of statements of support (hereinafter – the working group), which verifies the statements of support and prepare a motivated conclusion for a Commission.

12. The Commission gives the statements of support in paper form or electronically to the working to group to verify it in person.

13. The person who has verification duty can be a member of the Commission, public servants of the secretariat, an employee or another person.

14. The person who has verification duty, to whom was assigned the file with statements of support, must sign a pledge to keep personal data a secret.

15. The person who has verification duty is not allowed to:

15.1. give the file with statements of support to the third parties;

15.2. make copies, notes of the statements of support;

15.3. write down personal data from the statements of support;

16. The person who has verification duty, must fairly and carefully check the assigned files with statements of support.

### **III. PRINCIPLES OF VERIFICATION OF STATEMENTS OF SUPPORT IN A PAPER FORM**

17. Verification of statements of support is carried out in two stages:

17.1. the expertise of handwriting of statements of support;

17.2. verification of personal data of persons who signed statements of support;

18. A handwriting expert, who has a document proving his qualification and has concluded a contract with the Commission, visually checks if there are no signatures “made with one hand”, also looks for entries, in which some fragments are written in different handwritings, a different writing instrument and it could mean that the such data was added later. Personal data set out in the statements of support are verified according to the procedure in part VI of the description.

19. Selection methods of personal data of statements of support:

19.1. having scanned and identified the statements of support, giving the data to Centre of Registers under the Ministry of Interior of the Republic of Lithuania or

19.2. using a method of random sampling, give the collected statements of support, which data is entered into electronic data file, to Centre of Registers under the Ministry of Interior of the Republic of Lithuania.

#### **Version of point 19 as of 12 October 2017:**

19. Selection methods of personal data of statements of support:

19.1. having scanned and identified the statements of support, giving the data to the public enterprise Centre of Registers or

19.2. using a method of random sampling, give the collected statements of support via information and communication technologies, which data is entered into electronic data file, to the public enterprise Centre of Registers.

#### **IV. VISUAL VERIFICATION OF STATEMENTS OF SUPPORT IN A PAPER FORM**

20. The person, who verifies the entries of statements of support visually, must check if the entries meet these requirements:

20.1. if all the data in the form of statements of support is written and signed by the signer themselves;

20.2. if the person due to physical incapacity or a disability cannot write down their data and sign, by their request it is done by the other person. In such case the person collecting the statements of support cannot be the signer. This fact has to be labelled as an appropriate entry in the statement of support and verified by the person collecting statements of support.

21. Before beginning the verification of entries in a statement of support, the person must check if the statement of support is done in the right form. The person who has verification duty while verifying the entries of statements of support checks:

21.1. if all the entry lines in every entry are completed;

21.2. if there are no entries made “with one hand”;

21.3. if there are no signatures for other person;

21.4. if the number of indicated signatures coincides with the actual number;

#### **V. VERIFICATION OF ELECTRONICAL STATEMENTS OF SUPPORT**

22. In the online system of collecting statements of support, collected data of statements of support is given to the Centre of Registers under the Ministry of the Interior of the Republic of Lithuania via information and communication technologies in accordance with the VI part of the description.

##### **Version of point 22 as of 26 June 2013:**

22. In the online system of collecting statements of support, collected data of statements of support (in .xml or .xls format) is given to the Centre of Registers under the

Ministry of the Interior of the Republic of Lithuania via information and communication technologies in accordance with the VI part of the description.

**Version of point 22 as of 12 October 2017:**

22. In the online system of collecting statements of support, collected data of statements of support is given to the Centre of Registers via information and communication technologies in accordance with the VI part of the description.

**VI. VERIFICATION OF PERSONAL DATA,  
LISTED IN THE STATEMENTS OF SUPPORT**

23. Data, listed in the statements of support, is given to the Centre of Registers under the Ministry of the Interior of the Republic of Lithuania, which checks if the listed personal data in the statements of support coincides the citizens register data of the Republic of Lithuania.

**Version of point 23 as of 12 October 2017:**

23. Data, listed in the statements of support, is given to the public enterprise Centre of Registers, which checks if the listed personal data in the statements of support coincides the citizens register data of the Republic of Lithuania.

24. Through the adequate data collectors it is identified if the data, listed in the statements of support, are in accordance with these requirements of legal acts:

24.1. if they are 18 years of age;

**Version of point 24.1. as of 26 June 2013:**

24.1. if they are of the age to be entitled to vote in elections to the European Parliament;

24.2. if the laid down personal data is correct;

24.3. if the person is a citizen of the European Member State;

24.4. if there are no duplicates;

24.5. if the person possesses legal capacity;

25. The working group verifies the description of the electronical random sampling of personal data in statements of support.

**VII. VERIFICATION PRINCIPLES OF ELECTRONICALLY SIGNED  
STATEMENTS OF SUPPORT**

26. Statements of support, which are electronically signed using an advanced electronic signature, must be verified:

26.1. according to the Law of Director of the Communications Regulatory Authority of Republic of Lithuania (Nr. 1V-409) 19 April 2011 “On the confirmation of requirements of the electronic signature verification procedure.”;

26.2. using the software for formation and verification of electronic signature, which complies with the Requirements, confirmed by the government of the Republic of Lithuania, on the certification service providers of qualified certificates, the Requirements

27. Electronic signature must be provided by the accredited certification service providers and (or) which are under the supervision of European Union Member State, included in the Trusted Services List.

28. Statements of support, which are electronically signed using an advanced electronic signature, must be submitted in ADOC format.

29. Verification of personal data in the statements of support, which are signed electronically using an advanced electronic signature:

29.1. signatures are checked automatically, and the results of verification are registered in the electronic file, which using the information and communication technologies are given to the Centre of Registers under the Ministry of the Interior of the Republic of Lithuania or

29.2. using a method of random sampling to pick electronic statements of support, and enter their data into the electronic file, which using the information and communication technologies are given to the Centre of Registers under the Ministry of the Interior of the Republic of Lithuania. The personal data listed in the statements of support is verified in accordance with part VI of the Description.

**Version of point 29 as of 12 October 2017:**

29. Verification of personal data in the statements of support, which are signed electronically using an advanced electronic signature:

29.1. signatures are checked automatically, and the results of verification are registered in the electronic file, which using the information and communication technologies are given to the public enterprise Centre of Registers or

29.2. using a method of random sampling to pick electronic statements of support, and enter their data into the electronic file, which using the information and communication

technologies are given to the public enterprise Centre of Registers. The personal data listed in the statements of support is verified in accordance with part VI of the Description.

### **VIII. FINAL PROVISIONS**

30. The working group, mentioned in the 11<sup>th</sup> point of the description, prepares a motivated conclusion on the number of statements of support for a Commission.

31. In 3 months after the request to verify the number of valid statements of support, the Commission carries out verification and issues a document, which confirms the number of submitted valid statements of support.

32. After verification of statements of support, the Commission, in accordance with legal acts, issues a certificate according to the provided form of the Regulation's VI annex, which confirms the number of submitted valid statements of support from the Republic of Lithuania.

33. The Commission, while checking statements of support, does not require verification of a signature's authenticity.

34. The certificate, mentioned in the point 33, is issued for free.

35. The organisers, according to the Regulation's 3<sup>rd</sup> part of article 12, shall ensure that personal data collected for a citizen's initiative are not used for any purpose other than the one indicated on the support for that initiative, and shall destroy all statements of support received for that initiative and the copies.

36. Responsibility for infringement of the legal acts, committed while collecting statements of support, is provided in the legal acts of the Republic of Lithuania.

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### DESCRIPTION OF FILES WITH STATEMENTS OF SUPPORT

File Number	The number of the European Union citizens' signatures	The number of signatures for other persons	Observations	
			by the organiser of the European Union citizens' initiative or by the representative	by the authorized representative of the central electoral commission of the Republic of Lithuania
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In total:				

Submitted by:  
An organiser or representative of the  
initiative group

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(full name)*

Adopted by:  
A member of the central  
electoral commission

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(full name)*

\_\_\_\_\_

*(date)*

## DESCRIPTION OF A FILE WITH STATEMENTS OF SUPPORT

### File No

Page number of the statement of support in the file	Number of citizens' signatures	The number of signatures of signers for other persons	Observation regarding the number of entries in the statement of support	
			From the person who collected the signatures	From the Republic of Lithuania Central Electoral Commission member
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100.				
In total:				

Submitted by:

\_\_\_\_\_  
*(duties)*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(full name)*

Adopted by:  
 A member of the central  
 electoral commission

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(full name)*

\_\_\_\_\_  
*(date)*