

Strasbourg, 17 October 1997

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**CDL-JU (97) 41**

Or. Engl./fr.

**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**

**MODEL LETTER TO NEW LIAISON OFFICERS**

## **Model letter for new liaison officers**

Dear [...]

I have the honour to refer to the letter by [...] nominating you as liaison officer to the Venice Commission in respect of the [Constitutional Court] of .. ... It is a great pleasure for me to be able to welcome you in this function. I am sure that our co-operation will be most fruitful for both your Court and the Venice Commission as well as for all readers of the Bulletin on Constitutional Case-Law and the users of the CODICES database.

Three times a year, liaison officers send summaries of important decisions - we call them *précis* (singular and plural alike) - in English or French to the Secretariat of the Venice Commission. These *précis* are adapted, formatted and translated into the other language and finally published in the Bulletin on Constitutional Case-Law by the Secretariat. Document CDL-JU (96) 14 containing guidelines on how to draft the *précis* is enclosed. The schedule for the preparation of the *précis* is the following:

- Period from 1 January to 30 April  
Last date for contributions : 31 May  
Publication date : September
- Period from 1 May to 31 August  
Last date for contributions : 30 September  
Publication date : January
- Period from 1 September to 31 December  
Last date for contributions : 31 January  
Publication date : May

The choice of decisions to be published in the Bulletin lies with the liaison officer or with the Court as you prefer. A criterion for selection can be the interest raised by a decision in other countries, which will in most cases be a legal one. Important decisions which have a major political impact in the country can, of course, feature in the Bulletin as well.

[...Name and address]

In addition to the précis, we would be grateful if you could send us the full texts of the summarised decisions in the original language and, if available, their translation into other languages (preferably English or French but also other languages).

A series of Special Bulletins completes the regular Bulletins. The Special Bulletin 1994 contains descriptions of the participating Courts. Since then, we have published in regular issues of the Bulletin similar descriptions with regard to Courts which were not yet participating when this Special Bulletin was edited. If you so wish you could prepare such a text in respect of [the Constitutional Court of ...]. It is, of course, entirely up to you whether you would like to draft such a text.

Another series of Special Bulletins, which we call "Basic Texts", contains the laws governing the work of the participating Courts together with extracts of the constitutions concerning the Courts. [Three] Bulletins in this series have been published so far. A contribution by your Court could be published in one of the future issues.

Finally, a new series of Special Bulletins on 'Leading Cases' will present the most important decisions of participating courts prior to their participation in the Bulletin. These Special Bulletins are to be published country by country over several years.

All the regular and Special Bulletins together with the full texts of the decisions we have received on electronic storage media have been included in our database CODICES which has been published on CD-COM. The CD-ROM will be sent to you under separate cover. [An Internet connection for CODICES is to be established as well]. The 10th meeting of the Sub-Commission on Constitutional Justice with the liaison officers decided to include into CODICES the constitutions of the participating countries. Here, I would like to ask you whether you could send us on diskette or via e-mail the [...] Constitution in the original language and if possible, its translation into other languages.

In order to allow for their inclusion into CODICES, it would be most helpful if you could send all the previously mentioned texts on diskette or via e-mail (see attached the short guide on how to send material via e-mail to the Secretariat).

CODICES contains a list with the names of the liaison officers. If you would like to have your postal and/or e-mail address and fax or telephone numbers included in the database, please fill in the attached form and fax it back to the Secretariat.

If your court publishes its decisions in a printed official collection we would be happy to include this collection in our Centre on Constitutional Justice.

For your information, please find enclosed the report of the last meeting of the Sub-Commission on Constitutional Justice with the liaison officers from Constitutional Courts or equivalent bodies. You will receive under separate cover a complete set of previous Bulletins in English and French together with a full set of our series "Science and Technique of Democracy" in [English, French and some in Russian] as well as the last annual report of the Venice Commission.

I look forward to our future co-operation. I hope to be able meet you at the next session of the Sub-Commission on Constitutional Justice with the liaison officers in [...] on [...]. An invitation to this meeting will be sent to you in due course.

Yours sincerely

Schnutz Rudolf DÜRR  
Secretariat of the Commission

Enc.

- Précis guidelines [CDL-JU (96) 14]
- Sending contributions via e-mail [CDL-JU (96) 16]
- Fax form for release of personal data into CODICES
- Last Meeting Report of the Sub-Commission on Const. Justice [CDL-JU-PV (97) 11]
- Systematic Thesaurus version 9 [CDL-JU (96) 15]
- List of liaison officers
- List of documents available at the Centre on Constitutional Justice [CDL-JU (97) 45]
- CODICES CD-ROM with User's Guide

Under separate cover:

- Series of all previous Bulletins (in English and French + Russian)
- Input Mask with User's Guide
- Full set of "Science and technique of democracy" series (in the working language + Russian if necessary\*\*\*)
- Last annual report of the Venice Commission