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Or. Engl.

**EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW**  
**(VENICE COMMISSION)**

**GUIDELINES FOR THE “CLASSIC” VENICE FORUM**

By virtue of a decision taken at the 13<sup>th</sup> meeting of the Sub-Commission on Constitutional Justice with the Liaison Officers (Brussels, 1997), the Venice Commission established an Internet Forum for discussion. This Forum is open to liaison officers to discuss questions that arise in the participating courts' work and to request information from one another on relevant issues. Usually, the liaison officer from the requesting court sends an e-mail to the Secretariat of the Venice Commission which is, in turn, forwarded to all other liaison officers. The replies are then sent to the requesting liaison officer. This system is called the "classic" (e-mail based) Venice Forum, which is open to all liaison officers of the Joint Council on Constitutional Justice.

In addition, the Venice Commission has set up the Venice Forum Newsgroup, which is also open to courts that co-operate with the Venice Commission on a regional basis (ACCPUF, SAJC, UACCC, CICJ, AACC etc.). The separate user's guide for the Venice Forum can be found in document CDL-JU(2015)003.

Requests made to the classic Venice Forum should follow these guidelines:

### **1. Subject of the requests**

**Requests should relate to the case-law of the participating courts. However, questions relating to the activity of the courts may also be asked (e.g. the procedure before the Court, the budget of the Court, relations with the media).**

Announcements concerning activities of the courts which do not need a reply by the other courts (pending decision, recent decision, appointments) can be posted on the Newsgroup links. Information on the composition of the courts notified to the Secretariat can also be found in the "Constitutional Courts" section of the Commissions' restricted site for liaison officers ([www.venice.coe.int/ju](http://www.venice.coe.int/ju)).

### **2. Preliminary research**

The requesting liaison officer is kindly invited to try to find the answer to the request in the CODICES database before turning to the other liaison officers. The Secretariat of the Commission may be able to assist the liaison officer in this respect.

### **3. Formulation of requests - description of circumstances**

Requests should be formulated clearly and include elements which allow the other liaison officers to put the request into perspective. The Secretariat has been charged by the Joint Council to distribute only questions which are sufficiently clear.

### **4. Languages**

The request should be made in one of the official languages of the Council of Europe (English or French - the majority of the liaison officers use the English language). In order to facilitate the quick circulation of the requests, but also for budgetary reasons, the requests cannot systematically be translated by the Secretariat.

The replies should also be sent in one of the official languages. Usually, the requesting liaison officer finds a solution in order to understand the replies given to him or her in either of the official languages, even if he or she does not understand this language. If this is not the case, the requesting liaison officer should indicate for example to "please send replies only in English" (or French). This may, of course, result in a lower number of replies.

## 5. Deadline

**The request should provide a deadline for replies.** Requests often refer to a particular case that is currently in front of the requesting court. Once the decision has been handed down, replies from other courts are of limited use. Therefore, the other liaison officers should be aware that once the deadline has passed, their research efforts for the preparation of a reply might be in vain. For this reason, it is important for liaison officers to include in their requests an indication of whether replies sent after the given deadline are still useful.

Some requests provide for long deadlines and in case such a deadline exceeds 14 days, the Secretariat will try to send a “reminder” e-mail shortly before the deadline is reached.

**Liaison officers are also invited, where possible, to send the final decisions rendered or the comparative case-file produced with the information obtained through the Venice Forum.** Précis prepared on these decisions should be sent to the Secretariat to be included in the Bulletin on Constitutional Case-Law.

## 6. Sending the request

Requests should be sent to the Secretariat of the Venice Commission, to the following address: [tania.VANDIJK@coe.int](mailto:tania.VANDIJK@coe.int), with the subject "Urgent: Request to the Venice Forum". A copy of the request should be sent to the central mailbox of the Commission [Venice@coe.int](mailto:Venice@coe.int). This will allow other members of the Secretariat of the Commission to handle requests in Tania van Dijk's absence. The request should also indicate the e-mail address of the requesting liaison officer to which replies should be sent.

## 7. Distribution of the request

After having verified the above-mentioned formal elements, the Secretariat will forward the request as soon as possible to the other liaison officers. The Secretariat may add results of its own search in the CODICES database to the request. This will avoid liaison officers from providing the same information.

## 8. Replies

If the answer to a request can be found in CODICES, the responding liaison officer may refer to a précis or full texts contained in the database by indicating the relevant identification number(s).

In order to save time, the reply should be sent directly to the requesting liaison officer's e-mail address indicated in the request. A copy should be sent to the Secretariat of the Commission in Strasbourg. The subject line should indicate the requesting and responding countries, e.g. "Venice Forum - LTU: HUN" for a reply from Hungary to a request from Lithuania.

## 9. Availability of previous requests on the restricted web-site

The replies received are often of a high general interest and may be useful not only to the requesting court, but also to other courts. The Secretariat therefore encourages the liaison officers to consult the restricted web-site, where all previous requests are available (<http://www.venice.coe.int/JU/VeniceForum>).

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The Venice Commission would like to thank all liaison officers from the constitutional courts and equivalent bodies, who have responded to the requests made to the Venice Forum and hopes that this tool will continue to be of great use for the participating courts.