

Parliamentary Institute

Status and scope of activities

November 2025

Introduction

[The Parliamentary Institute](#) is an **analytical and information unit** of the Chancellery of the National Council of the Slovak Republic. The status of the Parliamentary Institute is defined by Section 144 of *Act No. 350/1996 Coll. of the National Council of the Slovak Republic on the Rules of Procedure of the National Council of the Slovak Republic*, pursuant to which it performs information and educational tasks related to the activities of the National Council of the Slovak Republic (NC SR) and its members. The department also includes the Parliamentary Library and the Parliamentary Archive.

Analytical,
informational, and
educational activities



Parliamentary Library



Parliamentary Archive



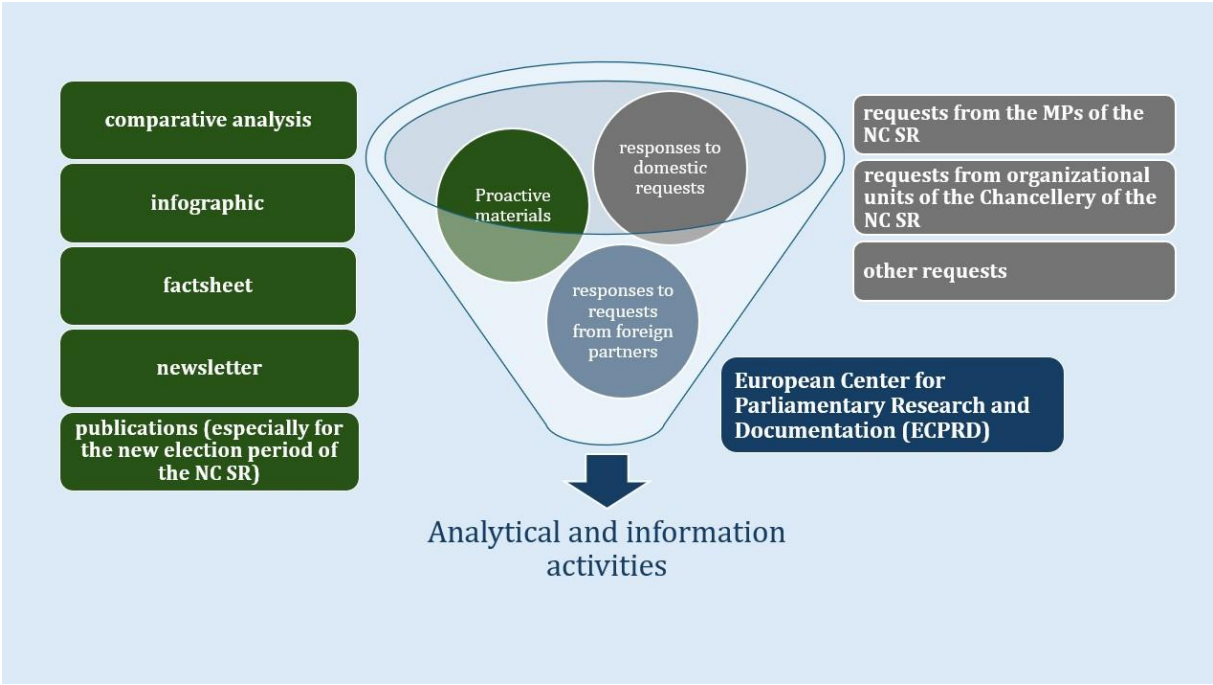
The Parliamentary Institute is located **on the grounds of Bratislava Castle**, in the building near Mikulášska Gate. The Parliamentary Library is located on the Northern Ramparts, and the Parliamentary Archive can be found on the Western Terrace of Bratislava Castle.

In terms of personnel, the Parliamentary Institute currently consists of a department director, a secretariat, and **seven analysts** specializing in various areas of public policy. **The Parliamentary Library** consists of a department head and five employees. **The Parliamentary**

Archive consists of a department head and three employees. In the following section, we will briefly outline the main areas of activity of the **Parliamentary Institute's analysts**.



Analytical and information activities

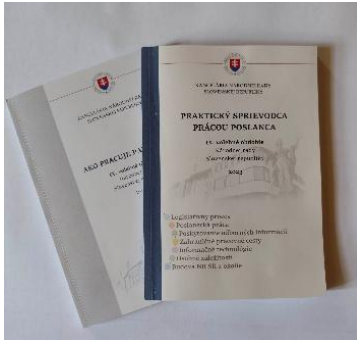


As part of its analytical and information activities, the Parliamentary Institute regularly prepares:

- proactive materials, prepared on the department's own initiative, focusing on current topics discussed in the NC SR and its committees;
- responses to requests from officials, committees, and members of the NC SR;
- responses to requests from other organizational units of the Chancellery of the NC SR;
- responses to requests from foreign parliaments, questionnaires from international organizations and other institutions.

In terms of content, **comparative analyses** predominate, containing comparisons of public policies, instruments, or legal regulations of a particular current issue in selected countries (e.g., regulation of lobbying, reimbursement of medicines, financing of support facilities for schools, family businesses, water and sewage prices, support for cycling, and others). The Parliamentary Institute's materials are available on [the website of the NC SR](#).

Publications



At the beginning of each electoral term, the Parliamentary Institute prepares a handbook entitled [Practical Guide to the Work of a Member of Parliament](#) and a publication entitled [How Parliament Works](#), which are intended primarily for newly elected members of parliament and new parliamentary assistants. The department also compiles the Annual Report of the NC SR and the Chancellery of the NC SR for the past year.

In addition, the Parliamentary Institute occasionally publishes [books](#) in connection with important anniversaries of Slovak statehood, such as The Constitution of the Slovak Republic and its Twenty-Five Years, Jozef M. Hurban – First Speaker of the Slovak National Council, and The Slovak Parliament Through the Ages.

Educational activities

Induction seminars for newly elected members of parliament and their assistants

Internships for university students

Discussions, round tables for the (expert) public



At the beginning of each electoral term, the Parliamentary Institute organizes **induction training seminars for newly elected members of the NC SR and their assistants**. These seminars provide information on the status and competences of the NC SR and its committees,

the competencies of members of parliament, and the functions of the Chancellery of the NC SR, as well as other practical issues related to parliamentary work.

The Parliamentary Institute occasionally organizes round tables or discussions on various topics related to parliamentary proceedings for a wider professional audience. The topics are selected according to the requests of members of parliament and the availability of experts in accordance with the specialization, work plan, and capacities of the department.



- internship for university students lasts from October to May
- applications are due by mid-May
- the selection process is in June
- the internship program is in its 28th year
- we have more than 800 alumni
- alumni receive a certificate of completion

The Parliamentary Institute oversees **internships for university students at the Chancellery of the NC SR**, which aims to link theory with practice and familiarize students with the activities of the NC SR and its Chancellery. In the 27 years since its inception, more than 800 students have completed such an internship. The internship typically lasts from October to May. It is preceded by a selection process, which usually takes place at the beginning of June on the basis of applications submitted by candidates by mid-May. Interns work in various departments of the Chancellery and receive a certificate of completion at the end of their internship. Information about the internship is available on [the website of the NC SR](#).

Interparliamentary cooperation



The NC SR has extensive and long-standing experience in **parliamentary development cooperation**, dating back to 2004. These activities are **professionally overseen by the Parliamentary Institute**, with the practical involvement of members of the NC SR and employees of the Chancellery of the NC SR. It organizes seminars, workshops, and training courses for the parliaments of recipient countries with the aim of strengthening their institutional capacity and assisting in the development of legislative, information, analytical, library, and archival services. These activities are financed by the EU, the National Democratic Institute (NDI) or other development programs.

Between 2004 and 2019, the NC SR, mainly through the Parliamentary Institute, co-organized more than 40 events for MPs and parliamentary staff from the **Western Balkans, Mongolia, Iraq, and Lebanon**. Between September 2017 and December 2019, we successfully implemented an EU twinning project for **the Moldovan Parliament** in consortium with the

Czech and Hungarian parliaments, which included 70 different activities. Since 2019, the Parliamentary Institute and other staff of the Chancellery of the NC SR have participated in various **events**, mainly **online**, for **North Macedonia, Montenegro, Panama, Gambia, Malaysia, the Maldives , and Bhutan**. In addition, we had also been involved in an EU twinning project aimed at strengthening the role of the Parliament of **Bosnia and Herzegovina** and a development project for **the Albanian Parliamentary Institute**.



The latest activities are related to the partnerships of the NC SR within the EU project called „**INTER PARES**.“ The Chancellery of the

NC SR, in particular the Parliamentary Institute, has participated in (online) projects with the parliaments of Panama, Bhutan, Malaysia, the Maldives, and **Uzbekistan** within the framework of INTER PARES. Cooperation with the Parliament of **Benin** has officially launched in the fall of 2025.

Parliamentary Library



The Parliamentary Library is a **separate department of the Parliamentary Institute** and dates back to 1991. Under the Library Act, it has the status of a **special library and is not open to the public**. It provides library and information services to members of the NC SR, their assistants, employees of the Chancellery of the NC SR, selected users (state administration officials, researchers of the Slovak Academy of

Sciences), and university students on site.

The library fulfils its tasks by providing professional services, primarily from its specialized collection focused on law, political science, parliamentarianism and parliamentary documents, EU affairs, economics, social policy, and social sciences. Until mid-2020, it had the right to receive mandatory copies. The entire collection currently contains more than **96,400 library units**.

The online catalogue of the ProfLIB automated library system, introduced in 2008, is available on the website of the NC SR at: <https://kniznica.nrsr.sk>. Here you can also find information about the activities of the Parliamentary Library: library and lending rules, library services, catalogues, research, foreign activities, library projects, and contacts for information sources in the Slovak Republic and abroad.



- The Parliamentary Library **is not** a public library (it serves members of parliament, parliamentary assistants, employees of the Chancellery of the NC SR, and selected users)
- It currently contains more than 96,400 library items.



- Opening hours for the above-mentioned users are Monday to Friday: 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m.



- The Parliamentary Library is located in newly built offices and a reading room **on the Northern Ramparts of Bratislava Castle.**

In addition to standard library services, the Parliamentary Library regularly publishes thematic **research** focused on current topics discussed in NC SR and its committees, as well as overview materials entitled **New Books and Contents of Legal Journals** for members of the NC SR and employees of the Chancellery of the NC SR.

The Parliamentary Library **cooperates with various libraries** and information institutions in Slovakia, selected institutions of the European Union, and foreign parliamentary libraries. Since 1992, it has been a member of the IFLA (International Federation of Library Associations) Section on Library and Research Services for Parliaments.



Other important projects include [the Joint Czech-Slovak Digital Parliamentary Library](#), which is a publicly accessible electronic database containing the full texts of parliamentary documents and stenographic reports from 1848 to the present, and [the Portal of Digital Libraries of the V4 Plus](#), which provides access to the digital parliamentary libraries of the following countries: the Czech Republic, Poland, Hungary, Austria, and Slovakia.

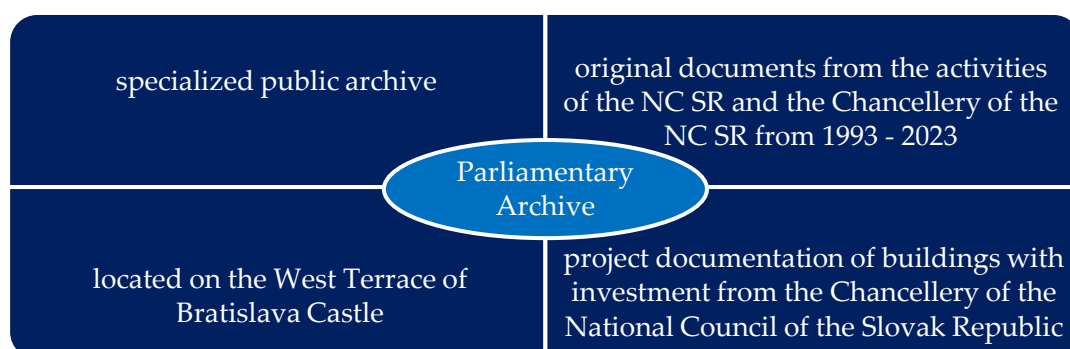
Parliamentary Archive



The Parliamentary Archive is part of the Parliamentary Institute, located **on the West Terrace of Bratislava Castle**. The Parliamentary Archive ensures **the archiving of all materials and documents** that have been delivered to and produced by the NC SR, its committees, and officials of the NC SR, as well as documents delivered to and processed by the Chancellery of the NC SR **since 1993**. In addition, it also archives the project documentation of all buildings invested in by the Chancellery of the NC SR since 1947.

The Parliamentary Archive is classified under *Act No. 395/2002 Coll. on Archives and Registries and on the Amendment of Certain Acts, as amended*, as a **specialized public archive**, and since 2011, it has been a member of the *International Council on Archives (ICA)*.

Processed materials in paper and digital form (if available) are made available by the Parliamentary Archive to the Speaker and Deputy Speakers of the NC SR, the Chairpersons and Deputy Chairpersons of committees, members of parliament and their assistants, employees of the Chancellery of the NC SR, and, **with the consent of the Secretary General of the Chancellery of the NC SR**, to other bodies, institutions, and the public. The Parliamentary Archive monitors the development and application of electronic records and applies the recommendations of the Ministry of the Interior of the Slovak Republic and legal standards to the conditions of the NC SR and its Chancellery.



The Parliamentary Archive also occasionally uses its own archival documents to prepare thematic **exhibitions** in the building of the NC SR, which usually focus on the parliamentary aspect of certain historical events or the activities of important figures in Slovak history (e.g., the establishment of the First Czechoslovak Republic, the Velvet Revolution, Free Elections, Three Decades of the Slovak Republic, Milan Rastislav Štefánik, Alexander Dubček, the building of the NC SR, etc.).



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Printed by: Chancellery of the National Council of the Slovak Republic

Bratislava, July 2025

This material was prepared as an informational brochure for the public and has not been edited for language.