

NATIONAL SECURITY COUNCIL

Annex No. 4
to Resolution No. 40 of the National
Security Council
of 07 December 2023

Rules of Procedure of the Internal Security Committee

Article 1 Introductory Provisions

- (1) The Rules of Procedure of the Internal Security Committee (hereinafter referred to as the “Rules of Procedure”) are the internal rules of the Internal Security Committee (hereinafter referred to as the “Committee”) which govern the meetings of the Committee.
- (2) The Rules of Procedure are adopted in accordance with Article 8 of the Committee's Statutes.

Article 2 Convening of the Committee Meeting

- (1) The Committee meeting is convened by the Chairman of the Committee as required, depending on the meetings of the National Security Council. A motion to convene a Committee meeting may be made in writing to the Chairman of the Committee by any member of the Committee.
- (2) The members of the Committee, and, where appropriate, invited representatives of other administrative authorities and other persons as referred to in Article 6 of the Committee's Statutes, are invited to attend meetings of the Committee by electronic invitation, usually 10 working days in advance.

Article 3 Course of the Committee Meeting

- (1) A Committee meeting is normally chaired by the Chairman of the Committee, who may delegate the chairing to the Executive Vice Chairman of the Committee or to a member of the Committee.
- (2) The Committee normally acts on the basis of written documents prepared in advance and submitted by the members of the Committee and persons referred to in Article 6 of the Committee's documents.

- (3) The Committee discusses the documents in the order of the agenda approved at the beginning of the meeting.
- (4) The discussion of each document normally includes an introduction by the submitter, questions and suggestions from participants in the Committee meeting and the adoption of a resolution on the document under discussion.
- (5) Only persons who hold a certificate or notification in accordance with the applicable law and who present such a certificate or notification prior to the commencement of the Committee meeting may attend a Committee meeting to discuss classified documents.
- (6) The Committee has the capacity to act and to adopt its conclusions if a majority of its members or their representatives, as defined in Article 3, Paragraphs 4 and 5, of the Committee's Statutes, is present.
- (7) The conclusions of the Committee meeting are adopted by a vote of the members of the Committee in the form of a resolution. The adoption of a resolution requires a majority of the votes of all the members of the Committee or their representatives as referred to in Article 3, Paragraphs 4 and 5, of the Committee's Statutes. In the event of an equality of votes, the vote of the person chairing the meeting pursuant to Paragraph 1 is decisive. Resolutions adopted are binding on the members of the Committee and on the heads of the expert working groups set up under Article 4 of the Committee's Statutes.
- (8) The Committee Secretariat prepares written resolutions and minutes of the Committee meetings and sends them to all participants in the meeting and to the Secretariat of the National Security Council, the Secretariat of the Civil Emergency Planning Committee, the Secretariat of the Defence Planning Committee, the Secretariat of the Foreign Security Policy Coordination Committee, the Secretariat of the Intelligence Activity Committee, the Cyber Security Committee and, where appropriate, to other institutions and officials, depending on the nature of the issues discussed.
- (9) The meetings of the Committee are not public.
- (10) It is also possible to participate in the Committee meetings remotely via video-conferencing (teleconferencing), namely in the event that the matters or documents under discussion are not subject to classification pursuant to Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended. A meeting in this format, or a hybrid meeting with on-site and remote participation, will be announced by the Committee Secretariat when the invitation is sent out. The members of the meeting are obliged to inform the Secretariat of the form of their participation at least 2 working days before the meeting.

Article 4 **Silence Procedure**

- (1) In the interval between the meetings of the Committee, when document may not be submitted in the standard way, the Chairman of the Committee may decide to approve the document by silence procedure ("per rollam"), using electronic communication, on the basis of a written request from the submitter of the document. The document to be

discussed by silence procedure is submitted to the Committee Secretariat with the comments of the Committee members settled. The deadline for the communication of comments is 7 working days.

- (2) The document for approval by silence procedure is sent by the Committee Secretariat to all Committee members by email, with information on who is submitting the document and a fixed deadline for comments of 3 working days, unless otherwise specified. The deadline starts to run on the next working day following the receipt of the document. The members of the Committee will send their comments directly to the author and in copy to the Committee Secretariat. If a member fails to respond within the time limit, this shall be deemed to be the acceptance. Upon receipt of the comments, the author is obliged to settle them and send the revised document and brief information on how the comments were settled to the Committee Secretariat, which then distributes the document to all Committee members. The document shall be deemed approved if no member of the Committee disputes the final version within 3 working days of receipt. If the document contains classified information, the deadline for comments under silence procedure is 5 days.
- (3) In the event of a disagreement with a member of the Committee, the document may not be approved by silence procedure and the author will submit the document in question at the next Committee meeting.
- (4) A resolution on the document so approved will have the same force and effect as if it had been adopted at the Committee meeting.
- (5) At the next Committee meeting, the Chairman of the Committee, or a member designated by him/her, shall inform the Committee of all resolutions adopted by silence procedure in the period between the meetings of the Committee.

Article 5

Preparation and Submission of Documents for the Committee Meeting

- (1) The documents for the Committee meeting are submitted to the Committee Secretariat at least 7 working days before the scheduled Committee meeting by email.
- (2) The documents are submitted to the Committee Secretariat in electronic form. The classified documents are not submitted in electronic form unless the nature of its further consideration or distribution so requires.
- (3) The unclassified documents submitted for consideration by the Committee are distributed electronically by the Committee Secretariat to the Committee members and invited persons at least 5 days prior to the Committee meeting.
- (4) The classified documents submitted for consideration by the Committee are distributed by the submitter to Committee members and invited persons at least 5 working days before the Committee meeting.
- (5) The documents are submitted to the Committee Secretariat with the comments of the Committee members settled. In exceptional cases, the Chairman of the Committee may

authorise the submission of the documents for the Committee meeting without addressing comments.

- (6) The requirements of the documents to be submitted and the basic characteristics of their individual parts are set out in the attached specimens.
- (7) If the Committee is presented with a document prepared by persons outside its members or expert working groups, the author of the document will be present during the discussion of the specific item at the Committee meeting.
- (8) When the documents are submitted, an expert with detailed knowledge of the subject matter may be invited to participate in the discussion of a specific agenda item and be able to explain the details of the document under discussion. The participation of such an expert is ensured by the submitter of the document.
- (9) The Chairman of the Committee may, in justified cases, grant exceptions to the rules laid down in Paragraphs 1 to 4. Exemptions under Paragraphs 1 to 3 may be requested by the submitter of the document via the Committee Secretariat from the Chairman of the Committee.

Article 6

Final Provisions

- (1) Amendments and additions to the Rules of Procedure are subject to approval by the National Security Council.
- (2) In matters not covered by these Rules of Procedure, the Rules of Procedure of the National Security Council shall apply *mutatis mutandis*.
- (3) The Rules of Procedure are available to the public on the website and at the seat of the Office of the Government of the Czech Republic.
- (4) These Rules of Procedure will enter into force on the date of approval of the Committee's Statutes by the Government, i.e. 3 January 2024.

Specimen of the arrangement of the document envelope

Header of the submitter

Reference No: *to be issued by the Internal Security Committee*

Place: Prague date:

Copy No.:

Number of sheets:

FOR THE MEETINGS (INFORMATION) OF THE INTERNAL SECURITY COMMITTEE

Re: Document title

Reason for submission of the document:

Content:

*The reason for the
submission of the documents will be stated
here.*

- I. Draft resolution
- II. Submission report
- III. Document title (*also in the version
for the NSC (National Security
Council) if the document is further
intended for the NSC meeting*)
- IV. Results of the comment procedure

Submitted by:

Name, surname
title

Specimen draft resolution of the Internal Security Committee

D R A F T
R E S O L U T I O N

OF THE INTERNAL SECURITY COMMITTEE

dated
(not to be filled in)

No.

regarding (about) (document title)

Internal Security Committee

- I. acknowledges (observes, ascertains, discussed and acknowledged)
1. (own text)
- II. approves (proposes, agrees, appoints, establishes)
(own text)
- III. recommends
(own text)
- IV. repeals (adds, changes)
(own text)

Will be performed by:

Chairman of the Committee, members of the Committee, head of the temporary expert working group of the Internal Security Committee, etc.

For the attention of:

Secretariat of the National Security Council
Secretariat of the Defence Planning Committee
Secretariat of the Civil Emergency Planning Committee
Secretariat of the Intelligence Activity Committee
Secretariat of the Foreign Security Policy Coordination Committee

where appropriate, the heads of the bodies to which the resolution relates, unless they are members of the Committee or of a Committee expert working group, and as required

Chairman of the
Internal Security Committee

Annex No. 3
to the Rules of Procedure of the
Internal Security Committee

Submission report

The text of the submission report will include the reason for the submission of the document, a brief genesis and a list of the tasks that the document aims to address, including an assessment of the financial requirements and the impact of the implementation of the document on the state budget, etc. The recommended length of the submission report is up to one page of text.

Own document (title)

Text of the document: free form, clear, understandable, concise, without unnecessary details. The financial impact of the document is reported as accurately as possible. Detailed specifications that complement the document and relate to its content (tables, graphs, drawings, diagrams, maps, etc.) are usually given in the annexed part of the document.

If the document is further intended for presentation at the meeting of the National Security Council, it is prepared in the version for the meeting of the National Security Council and usually contains:

- envelope of the National Security Council,
- draft resolution of the National Security Council,
- submission report for the National Security Council,
- own written supporting document,
- other components (evaluation of the comment procedure, annexes, etc.).

Results of the comment procedure

The document was referred to the inter-ministerial comment procedure (*referred to the central administrative authority for consideration, etc.*). Fundamental comments were incorporated (*not incorporated due to...*).

The fundamental comments and their settlement, including the reasons for the form of assessment, are set out below:

Ministry

- Recommended for editing.....

Accepted. (comments may be added if appropriate)

- Proposed to be deleted.....

Not accepted. The reason why the comment was not accepted will be stated.

Office

- Recommended to.....

Accepted.

Not accepted. The reason why the comment was not accepted will be stated.