

GOVERNMENT OF THE CZECH REPUBLIC

Consolidated text in accordance with the Government Resolution
No. 373 of 24 May 2010

Statute of the Government Council for the Information Society

Article 1

Introductory provisions

- (1) The Government Council for the Information Society (hereinafter referred to as "Council") is an expert advisory body of the government for the information society area.
- (2) The Council is set up pursuant the Government Resolution No. 293 of 28 March 2007 and its activities are governed by this Statute.

Article 2

Competences of the Council

- (1) In its activities, the Council shall provide the government with knowledge basis for its decisions in the conceptual issues of the information society development so that better coordination of the departmental and nationwide projects would be reached.
- (2) In particular, the Council shall:
 - a. discuss materials related to the sphere of the information society submitted, to the implementation of information and communication technologies and to the electronization of the public administration which are presented to the Government, and may give its opinion on them,
 - b. draw up drafts of long-term and medium-term strategies, analyses, outlooks and trends of information society development,
 - c. assess new information and news on the situation of the information society
 - d. carry out other tasks assigned by the Government.
- (3) In carrying out its task, the Council shall cooperate with central administrative authorities and institutions involved in the area of information and communication technologies and the e-Government development.
- (4) Annually by 31 March the Council shall submit to the Government a report on its activities and if necessary it shall give its recommendation and reports on the situation of the information society.

Article 3

Composition of the Council

- (1) The Council shall be composed of members of the Steering Committee of the Council and other members of the Council, representatives of central bodies of the state administration, the Association of Regions of the Czech Republic and the Association of Towns and Villages of the Czech Republic, an the Secretary of the Council (Art 6, par 2). The Council shall consist at the most of 29 members.
- (2) The Chairman of the Council, the Steering Committee of the Council and the Council Secretary shall be organs of the Council.

- (3) Membership in the Council shall not constitute the contract on employment in the Czech Republic.

Article 4

Chairperson of the Council

- (1) The chairperson of the Council shall be the Prime Minister of the Czech Republic.
- (2) In particular, the chairperson shall:
- a. manage sessions of the Steering Committee and sessions of the Council,
 - b. submit materials approved by the Council to the Government,
 - c. assign tasks to Council's working groups, the establishment of which approve the Steering Committee of the Council,
 - d. inform the Government on results of extraordinary sessions summoned on request of the Government,
 - e. sign standpoints, recommendations and other materials of the Council.
- (3) The Chairperson of the Council shall be in case of absence represented by the Minister of Interior, the Minister of Finance, the Minister of Industry and Trade, the Minister and the Chairperson of Government Legislative Council, the Minister of Education, Youth and Sports in the aforesaid order.

Article 5

Steering Committee of the Council

- (1) The Council's activities shall be managed by the Steering Committee headed by the Prime Minister; the other members of the Steering Committee shall be the Minister of Interior, the Minister of Finance, the Minister of Industry and Trade, the Minister and the Chairperson of Government Legislative Council, and the Minister of Education, Youth and Sports.
- (2) Member of the Steering Committee cannot become the Secretary of the Council or his/her deputy.
- (3) In particular, the Steering Committee shall:
- a. manage the Council's activities,
 - b. submit to the Government nominations for Council member candidates,
 - c. submit to the Government approved proposals for amendments of the Statute,
 - d. approve establishment or dissolution of Council's working groups,
 - e. on the recommendation of the Chairperson of a working group, appoint its members,
 - f. on the recommendation of the Secretary of the Council, approve remuneration for Council members and invited experts
 - g. set up the strategic orientation of activities of the Council as a basis for framing plans of Council's activities.
- (4) Sessions of the Steering Committee shall be held according to requirements.

Article 6

Secretary of the Council

- (1) The Secretary of the Council shall be appointed by the Government on the recommendation of the Chairperson of the Council.
- (2) Secretary of the Council shall be a member of the Council and in his/her capacity shall be responsible to the Steering Committee of the Council.
- (3) In particular, the Secretary of the Council shall:
 - a. summon sessions of the Council or extraordinary sessions of the Council,
 - b. manage activities of the Council's secretariat and shall be responsible for carrying out of its tasks,
 - c. present for approval of the Council the Council's activities plan framed in accordance with the strategic orientation of the Council approved by the Steering Committee, recommendations and requirements of members of the Council, and for discussion drafts of materials of the Council,
 - d. propose the agenda of the Council's sessions,
 - e. upon the Council's resolutions, appoint and remove the chairperson and vice chairpersons of Council's working groups,
 - f. upon the resolution of the Council, establish and dissolve working groups of the Council, shall decide on their compositions and in case of need shall propose according to which Rules of Procedure they shall be governed,
 - g. upon the resolution of the Council, invite guests for Council's sessions,
 - h. upon the resolution of the Council grant consent for experts to be invited as collaborators of working groups,
 - i. approve working trips of members of the Council, with the exception of members of the Steering Committee, related to the membership in the Council,
 - j. propose, in the cooperation with the Steering Committee, remuneration for Council members. He may propose travel expenses compensation and remuneration for invited experts.

Article 7 Members of the Council

- (1) Members of the Council, with the exception of members of the Steering Committee and the Secretary of the Council shall be appointed and removed by the Government upon the recommendation of the Council's Steering Committee.
- (2) The term of office of the Council's members shall be four years.
- (3) A Council member who is concurrently a member of the Government may nominate his/her deputy to represent him/her. Such a deputy has right to vote.
- (4) If a Council members unable to attend a Council's session he/she shall excuse himself/herself in writing to the Council's Secretary. He /she shall also send at least informal written statement on the items of the session agenda.
- (5) In the event of illness or other reasons meriting special attention, a Council member representing a state administration authority may send another employee of the same authority ("hereinafter referred to as "representative") to a Council session. The representative must, before the start of the Council session, submit a written authorisation signed by a represented Council member.
- (6) A representative may vote only if the represented member explicitly authorised him/her to vote on the individual items of the session agenda.

- (7) Council members:
- a. shall be obliged to attend Council sessions and sessions of working groups to which they are appointed, actively participate in the activities of the Council and fulfil tasks resulting from resolutions adopted by the Council,
 - b. shall be entitled to present proposals to the Council and attend meetings of the Council's working groups,
 - c. shall be obliged to present their opinions of the documents for the Council's sessions at the latest at the Council's session in the course of which they are debated,
 - d. shall have right to present their proposals and requirements concerning the plan of Council's activities which are in compliance with the strategic orientation of the Council's activities approved by the Steering Committee of the Council,
 - e. shall have right to propose amendments of the Council's session agenda, establishment or dissolution of a working group, invitation of experts or guests.
- (8) Membership in the Council shall terminate:
- a. in case of a member of the Steering Committee of the Council in the event of termination of holding an office in the Government,
 - b. in case of an appointed member of the Council at the expiration of the term of office,
 - c. in case of a representative of the Association of Regions of the Czech Republic on disengaging from the function by the Government upon the proposal of the Association of Regions of the Czech Republic,
 - d. in case of a representative of the Association of Towns and Villages of the Czech Republic on disengaging from the function by the Government upon the proposal of the Association of Towns and Villages,
 - e. in case of a representative of a central body of the state administration, which is not headed by a minister, on his/her disengagement by the Government upon the proposal of the Steering Committee
 - f. on resignation
 - g. in the event of death.

Article 8

Working Groups of the Council

- (1) The Council shall establish working groups according to need.
- (2) Activities of a working group shall be managed by its chairperson who must be a member of the Council.
- (3) External collaborators may be invited to participate in working group activities.
- (4) In particular, working groups shall:
 - a. fulfil tasks assigned by the Council, Steering Committee, Chairperson of the Council and by the Secretary of the Council,
 - b. prepare documentation for sessions of the Steering Committee of the Council or for sessions of the Council and present to the Steering Committee of the Council or to the Council draft resolutions related to the particular topics,
 - c. cooperate with the relevant bodies of the state administration, interest groups and professional public in the area of information society,
 - d. for sessions of the Council, prepare proposals for partial or systemic measures in such fields of the state policy which concern the information society,

- e. inform the Council on their activities and submit to the Council proposals for measures,
 - f. submit their statutes to the approval of the Steering Committee of the Council.
- (5) In fulfilling its tasks, a chairperson of the working group shall cooperate with the secretariat of the Council.

Article 9 **Invited Experts**

- (1) For solution of particular issues, the Council may request cooperation from physical persons who are not members of the Council and who are experts for the particular area – so-called invited experts. The invited experts may be invited to participate in the session of the Council, session of a working group or they may be asked for elaboration of a written standpoint.

Article 10 **Council Secretariat**

- (1) The Council's activities, including the activities of its working groups) are administered and organized by the Council Secretariat which is an organizational unit of the Office of the Government.
- (2) In particular, the Council Secretariat shall:
- a. gather documentation required for the Council's activities,
 - b. monitor and assess fulfilment of conclusions of the Council's sessions,
 - c. in cooperation with members of the Council, draw up plan of Council's activities
 - d. assess the minutes of the Council's sessions,
 - e. file documents relating to the Council's activities (files of resolutions, minutes of sessions and such like)
 - f. publish information on the Council's activities
 - g. organize sessions of the Council
 - h. coordinate activities of working groups of the Council.
- (3) Activities of the Council Secretariat which are not regulated by this Statute shall be governed by the Rules of Internal Governance of the Office of the Government of the Czech Republic.

Article 11 **Sessions of the Council**

- (1) Sessions of the Council shall be as a rule held once in three months, at a minimum once in six months. The particular date shall be determined by the Chairperson of the Council at least one month prior to Council's session.
- (2) An extraordinary session of the Council shall be summoned by the Secretary of the Council on request of the Government, Chairperson of the Council, Steering Committee

of the Council or at least two third of Council's members so that it could be held within two weeks after the submission of the request.

- (3) The Council shall be obliged to debate on its session materials presented at least one week prior to the session of the Council. The Chairperson of the Council, on the proposal of the Council Secretary, shall decide on the debate on the materials presented after this deadline.

Article 12

Rules of Procedure

- (1) The Rules of Procedure shall regulate the methods of which the Council acts and as a rule methods in which working groups act. The Rules of Procedure, its amendments and supplements shall be subject to the approval of the Steering Committee of the Council.
- (2) As a rule, working groups meet informally and decide on a consensual basis. Where necessary they shall be governed mutatis mutandis by the Rules of Procedure of the Council.
- (3) In justified case, the working groups may have independent Rules of Procedure. Such Rules of Procedure are subject to the approval of the Steering Committee of the Council.

Article 13

Cost of Activities and Remuneration

- (1) Costs of Council's activities shall be covered from the budget of the Office of the Government. Session of the Council shall usually be held in the facilities of the Office of the Government.
- (2) Members of the Council shall be entitled to coverage of travel expenses connected with the holding the office in compliance with the effective legal rules.
- (3) Members of the Council shall not be entitled to remuneration for holding their office. However, the remuneration shall be granted, in compliance with effective legal rules, to those members of the Council who are not employees of the state or public administration for work they provably carry out on order (as a service) or on the basis of an agreement to work outside the scope of employment.
- (4) Following the suggestion of the Council Secretary, the Steering Committee may grant compensations of travel expenses or remuneration for work done also to an invited expert who cooperates with the Council. The same administrative routine as for members of the Council shall be applicable to these compensations.

Article 14

Final Provisions

- (1) The Statute entered into effect on 24 May 2010 pursuant to the approval granted by the Government under the Resolution No. 343 of 24 May 2010.
- (2) Amendments and supplements to the Statute are subject to the Government's approval.

(3) This Statute is publicly accessible on the websites of the Office of the Government. On the website there is always published the consolidated text of the current Statute.

Consolidated text of the Statute of the Government Council for the Information Society as amended in compliance with the Government Resolution No. 373 of 24 May 2010.

Ing. Jan Fischer, CSc., in his own hand
Prime Minister and
Chairman of the Government Council for the Information Society