

RULES OF PROCEDURE OF THE GOVERNMENT ANTI-CORRUPTION COMMITTEE

Adopted by Government Resolution No. 618 of 17. August 2011

Rules of Procedure of the Government Anti-Corruption Committee

Article 1 Introductory Provisions

(1) The Rules of Procedure of the Government Anti-Corruption Committee (hereinafter only the “Committee”) are an internal regulation of the Committee that regulates the Committee’s meetings.

(2) The Rules of Procedure are issued according to Article 6., Paragraph 1, of the Committee’s Statute.

Article 2 Preparation and calling of a Committee meeting

(1) Committee meetings take place according to the meeting schedule, ordinarily once a month. The schedule is approved by the Committee’s chairperson.

(2) Committee’s meetings are called by the chairperson, who issues an invitation, which includes specifications of the place, date, time and program of the meeting.

(3) The Committee’s meetings are called using an electronic invitation, which shall be prepared and sent in such a manner, as to ensure that the Committee members receive it at least 5 days prior to the meeting. Documents, which are to be discussed at the meeting, are sent as attachment to the invitation, unless they have been delivered to the Committee members before. Any member can present documents to the Committee through the chairperson.

(4) Extraordinary meetings must always be called at the behest of the Committee’s chairperson or if any member sends a written meeting request to the chairperson. In such a case the meeting must be called at the earliest suitable date, however not later than 10 days since the delivery of the request. The documents to be discussed can be then presented directly at the Committee meeting.

(5) Invitations to Committee meetings are always delivered to the Committee members, executive secretary of the Committee and representatives of the party who presents materials for discussion. At the chairperson’s request members of the Committee’s advisory body and other guests can be invited as well.

(6) During the Committee’s discussions the discussed materials are presented by a representative of the presenting party.

Article 3

Course of Committee meetings

(1) Organizational support for the Committee meetings is provided by a department of the Office of the Government of the Czech Republic, whose agenda includes the coordination of anti-corruption activities (hereinafter the "Department").

(2) The Committee meetings are directed by the chairperson or any other appointed Committee member.

(3) The Committee is competent to discuss and adopt conclusions, if there is more than half of all its members present. Conclusions are adopted by vote.

(4) The Committee meetings are not public.

(5) Brief written minutes are always prepared from a Committee meeting. An audio recording can also be made. The Department is responsible for the creation of the minutes, which are then signed by the Committee's chairperson or the appointed Committee member.

(6) The written minutes must include the date and time of the meeting, discussed topics and their brief conclusions, including the vote ratio with specification of the votes of individual members (voted for, against or abstained).

(7) Attached to the minutes is also the attendance sheet. If any member of the Committee left the meeting before its end, it has to be noted in the record.

(8) The minutes from the Committee's meeting are then sent in electronic form to the Committee members and other persons, who are specified ad hoc in the minutes. The minutes are also presented on the website of the Office of the Government of the Czech Republic (hereinafter the "Office"). The distribution of the minutes and their publication on the website is a responsibility of the Department.

Article 4

Committee voting

(1) The voting is public (by acclamation).

(2) The voting record must include the vote ratio with specification of the votes of individual members (voted for, against or abstained). Different opinion of a member is included at his or her request.

(3) A conclusion is adopted, if more than half of all Committee members vote for it.

Article 5
Meetings of the advisory body and working commission

Meetings of the advisory body and working commission adhere adequately to the Rules of Procedure of the Committee.

Article 6
Procedure of discussion of the presented material

(1) The Department processes a draft opinion to the material presented to the Committee.

(2) The Committee in its reasoned opinion recommends the following to the Government of the Czech Republic:

- a) to accept the material as it was presented,
- b) not to accept the material as it was presented and return it to the presenting party for additional adjustments with regard to the corruption risk, or
- c) to reject the material as it was presented due to the corruption risk.

Article 7
Exception from evaluation of corruption risks (CIA)

Following a request from a member of the government or other central authority he Committee chairman can state for individual reasoned cases, that they wouldn't be subjected to the evaluation of corruption risks (CIA), if the material doesn't include substantial issues or its discussion in a government meeting is urgent.

Article 8
Concluding Provisions

(1) These Rules of Procedure of the Committee become effective on the day of its approval by the Government of the Czech Republic.

(2) Amendments to the Rules of Procedure are approved by the Government.

(3) These Rules of Procedure are available to the public at the Office of the Government of the Czech Republic and on its website. The full version of the valid Rules of Procedure is always published on the website.