

NATIONAL SECURITY COUNCIL

Annex No. 5
to Resolution No. 40 of the National
Security Council
of 07 December 2023

Rules of Procedure of the Civil Emergency Planning Committee

Article 1 Introductory Provisions

- (1) The Rules of Procedure of the Civil Emergency Planning Committee (hereinafter referred to as the "Rules of Procedure") are the internal rules of the Civil Emergency Planning 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

The members of the Committee, as referred to in Article 3, Paragraph 3 of the Committee's documents, and, where appropriate, invited representatives of central administrative authorities and other experts, depending on the issue under discussion, are invited to attend the Committee's meetings by written invitation.

Article 3 Course of the Committee Meeting

- (1) The Committee meeting is chaired by its Chairman. In his/her absence, the Executive Vice Chairman of the Committee or designated member of the Committee chairs the meeting.
- (2) The Committee has the capacity to act and to adopt conclusions if a majority of its members is present.
- (3) 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. Remote

attendance at the Committee meeting must be notified in advance to the Committee Secretariat.

- (4) The conclusions of the Committee meeting are adopted in the form of resolutions, which are put to the vote by the Chairman of the Committee meeting. The approval of a majority of all members of the Committee is required for the adoption of a resolution.
- (5) The meetings of the Committee are closed to the public and are governed by these Rules of Procedure.

Article 4 Silence Procedure

- (1) In exceptional and justified cases, in the period between the meetings of the Committee, when the documents cannot be presented in the standard way, the Committee may take decisions by silence procedure (per rollam).
- (2) The document in question will be forwarded by its author to the Committee Secretariat with a request for approval by silence procedure. As soon as it is received, the Committee secretariat distributes the document to all Committee members for comments. The deadline for the communication of comments is 7 working days, as a rule. The members of the Committee send comments directly to the author of the document and in copy to the Committee Secretariat. If a member of the Committee fails to respond within the time limit, this shall be deemed to be the acceptance. After receiving comments, the author of the document is obliged to settle them. The document with the marked modifications, together with a table on the result of the settlement of the comments, will be sent by the author to the Committee Secretariat, which will then distribute the modified document to the members of the Committee. The document shall be deemed to be approved by silence procedure if no Committee member objects the final version within three working days of its distribution by the Committee Secretariat.
- (3) In the event of a persistent discrepancy, the document cannot be approved under silence procedure and the author will submit it to the next Committee meeting.
- (4) At the next Committee meeting, the Chairman shall inform the members of the Committee

of all resolutions adopted under silence procedure in the period between the meetings of the Committee.

Article 5 Final Provisions

- (1) Amendments and additions to the Rules of Procedure are subject to approval by the National Security Council.

- (2) If the Rules of Procedure of the Committee do not regulate certain matters, the Committee may also be governed by the Rules of Procedure of the National Security Council.
- (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. The full text of the Rules of Procedure in force is always be published on the website.
- (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.