

**STANDING ORDERS
OF THE COUNCIL OF ECONOMIC AND SOCIAL AGREEMENT OF THE CR
(RHSD CR)**

**Article 1
Purpose of the RHSD CR Standing Orders**

In connection with the valid Statutes of the Council of Economic and Social Agreement of the CR (hereinafter the "RHSD CR") the Standing Orders shall regulate:

- Plenary Sessions
- Presidium meetings
- meetings of the Working Teams and Groups

**Article 2
Meetings of the RHSD CR Plenary Session**

- (1) The Plenary Session of the RHSD CR shall be convened by the Presidium of the RHSD CR and chaired by the Chairperson of the RHSD CR. In case of the absence of the Chairperson the meeting of the Plenary Session of the RHSD CR shall be chaired by one of the Vice Chairpersons.
- (2) The meetings of the Plenary Session of the RHSD CR shall be held usually once in two months, according to adopted work plan. The meeting of the Plenary Session shall be convened at least one week before the session. In extraordinary cases the Chairperson of the RHSD CR shall convene on the proposal of at least four members of each delegation - in ten days time as the latest - a special session.
- (3) The agenda and date of the meeting of the Plenary Session of the RHSD CR shall be proposed by the Presidium of the RHSD CR. They shall be subjected to the final approval before the actual session of this body.

On the agenda shall be especially:

- information from the meeting of the Presidium of the RHSD CR,
 - individual items of the agenda of the meeting,
 - positions and recommendations of Working Teams and Groups,
 - check of the minutes of the last session,
 - draft agenda of the next session.
- (4) Background papers for the meetings of the Plenary Session of the RHSD CR shall be usually submitted in writing.

- (5) Plenary Session of the RHSD CR shall hold its debates if at least four members of each delegation are present. A full member of the RHSD CR may be substituted only in extraordinary cases. The substitute shall have the same powers as the full member he/she is substituting and shall be on a position level of the substituted. The respective delegation shall submit the authorisation of substitution to the Chairperson before the opening of the session as latest.
- (6) The meetings of the Plenary Session of the RHSD CR shall not be public unless the Plenary Session of the RHSD CR decides otherwise. The composition of the Plenary Session of the RHSD CR and representation of all three delegations shall be regulated by Annex 3 to the Statutes of the RHSD CR. Each delegation may invite to the Plenary Session of the RHSD CR to each item on the agenda two experts at maximum. Meeting of the Plenary Session of the RHSD CR shall be also attended by the Executive Secretary of the RHSD CR and by one representative of the secretariat of social partners. The conclusions of the meeting shall be published jointly by authorised representatives of all three delegations at a press conference after the session of the RHSD CR, unless agreed otherwise.
- (7) Minutes shall be made of the meetings of Plenary Session of the RHSD CR. They shall especially contain the agreed conclusions, or differing positions of the delegations to the individual items of agenda. Before the end of the meeting the participants shall approve the conclusions to individual items.

Article 3

Meeting of the Presidium of the RHSD CR

- (1) The Presidium of the RHSD CR shall be convened and chaired by the Chairperson of the RHSD CR. In case of the absence of the Chairperson the meeting of the Presidium of the RHSD CR shall be convened and chaired by one of the Vice Chairpersons.
- (2) The Presidium of the RHSD CR shall hold its meetings once a month, at least fourteen days before the Plenary Session of the RHSD CR. The Chairperson shall also convene the Presidium of the RHSD CR if asked by both Vice Chairpersons. If a situation threatening social peace occurs, the Chairperson of the RHSD CR shall, after previously consulting the Vice Chairpersons, convene an extraordinary meeting of the Presidium of the RHSD CR. Meetings of the Presidium of the RHSD CR shall be also attended by the Executive Secretary of the RHSD CR and by one representative of the secretariat of social partners.
- (3) The Presidium of the RHSD CR shall hold the debates if the representatives of all three delegations are present. A full member of the Presidium of the RHSD CR may be substituted only in extraordinary cases. The substitute shall have the same powers as the full member he/she is substituting. The respective delegation shall submit the authorisation of substitution to the Chairperson before the opening of the session as latest.

- (4) The meetings of the Presidium of the RHSD CR shall not be public unless the Presidium of the RHSD CR decides otherwise. The composition of the Presidium of the RHSD CR and representation of the social partners shall be regulated by Annex 3 to the Statutes of the RHSD CR. The conclusions of the meeting shall be published jointly by authorised representatives of all three delegations usually at a press conference.
- (5) Minutes shall be made of the meetings of the Presidium of the RHSD CR. Before the end of the meeting the participants shall approve the conclusions to individual items.

Article 4

Procedure of Discussion on the Submitted Documents of the RHSD CR

- (1) The Plenary Session, Presidium and Working Teams and Groups of the RHSD CR shall discuss documents based on their approved agendas and other documents of an essential importance on the basis of the agreement of all three delegation in the sense of Article 2 and Article 4 of the Statutes of the RHSD CR.
- (2) Delegations or Working Teams and Groups shall work out their own written positions to the documents. At the Plenary Session of the RHSD CR they shall assess them briefly.
- (3) Individual delegations shall inform on the conclusions of the debates the respective state, employers' and trade union bodies.
- (4) The governmental delegation shall inform the Government of the CR on the positions of the employers and trade unions applied at the bodies of the RHSD CR.

Article 5

Considering of the Documents in the Working Teams and Groups of the RHSD CR

- (1) Working Teams and Groups of the RHSD CR shall be convened by their heads. They shall always inform the Secretariat of the RHSD CR on the date and contents of the meetings.
- (2) The Working Team for Tripartity and Organisational Matters shall recommend to the Presidium of the RHSD CR the agenda of the Plenary Session of the RHSD CR after discussing the respective background papers in the Working Teams and Groups.
- (3) The head of the Team and Group shall work out the minutes of the meeting of the Working Team or Group which shall be sent through the Secretariat of the RHSD CR to the participants and to the Presidium of the RHSD CR.

(4) The necessary parts of the minutes of the Working Team or Group shall be:

- name of the Working Team and Group,
- date and place of the meeting,
- title of the discussed document,
- list of other discussed documents,
- characteristics of decisive problems,
- conclusions of the meeting containing agreed positions of all delegations to individual items or differing positions with a short reasoning
- signature of the head of the Working Team or Group
- list of participants.

Before the end of the meeting the participants shall approve the conclusions of the meeting.

Article 6

Submitting Documents to the RHSD CR Bodies

(1) The submitting entity shall be responsible for submitting a document on the date agreed between the Secretariat of the RHSD CR and the submitting entity in connection with the agendas of individual bodies of the RHSD CR in necessary number of copies. The documents shall be submitted to the Secretariat of the RHSD CR in the following way:

Document for discussion to be discussed by the experts in a Working Team or Group of the RHSD CR and then at the Plenary Session of the RHSD CR. It shall be submitted in 45 copies (ten of them for the Working Team or Group) four weeks before the Plenary Session of the RHSD CR as latest.

Document for information for full members of the RHSD CR without previous discussing by the experts in Working Teams and Groups of the RHSD CR. It shall be submitted in 35 copies one week before the Plenary Session of the RHSD CR as latest.

Article 7

Final Provisions

(1) The Standing Orders of the RHSD CR were agreed by all three delegations of the Presidium of the Council for the Dialogue of Social Partners of the CR at its session on 24th July 1997 and this document was adopted by the Plenary Session of the

Council of Economic and Social Agreement of the CR on 13th November 1997 and entered into force by this date.

- (2) Changes and amendments to the Standing Orders of the RHSD CR were adopted by the Presidium of the RHSD CR at its session on 22nd August 2000 and their validity was confirmed by the RHSD CR Plenary Session held on 12th September 2000.