

NATIONAL SECURITY COUNCIL

Annex No. 2
to Resolution No. 40 of the National
Security Council
of 07 December 2023

Rules of Procedure of the Foreign Security Policy Coordination Committee

Article 1 Introductory Provisions

- (1) The Rules of Procedure of the Foreign Security Policy Coordination Committee (hereinafter referred to as the "Rules of Procedure") are binding internal rules of the Foreign Security Policy Coordination 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 members, or invited representatives of the central administrative authorities and other experts depending on the issue under discussion, are invited to the Committee meeting by written invitation (sent electronically).
- (2) A motion to convene an extraordinary meeting may be made in writing to the Chairman by any member of the Committee, and the Chairman of the Committee shall convene the Committee at the earliest convenient time, but not later than 7 days.

Article 3 Course of the Committee Meeting

- (1) The Committee meeting is chaired by its Chairman. In his/her absence, the meeting is chaired by the Executive Vice Chairman of the Committee or by another representative of the Ministry of Foreign Affairs designated by the Chairman of the Committee. The representative of the Ministry of Foreign Affairs in charge of the Committee meeting has all the rights and duties of the Chairman of the Committee.
- (2) The Committee has the capacity to act and to adopt conclusions if a majority of its

members or their authorised representatives is present.

- (3) The conclusions of the Committee meeting are adopted by the members by voting in the form of a resolution. The approval of a majority of the members of the Committee present or their duly authorised representatives is required for the adoption of a resolution. In the event of a tie, the Chairman's vote shall decide. If both the Chairman and the Executive Vice Chairman of the Committee are present, only the Chairman of the Committee votes on behalf of the Ministry of Foreign Affairs.
- (4) The meetings of the Committee are closed to the public and are governed by these Rules of Procedure.
- (5) The persons holding a certificate at the appropriate classification level and scope may participate in the discussion of individual items at the Committee meeting. A copy of the member's (or alternate's) certificate will be supplied by the relevant ministry or other administrative authority, together with the member's (alternate's) letter of nomination or notification of change of the member (alternate). If the member (alternate) is not a holder of the certificate at the time of sending these documents, the relevant ministry or office will supply a copy of the certificate as soon as it is received by the member (alternate).
- (6) 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 period between the meetings of the Committee, the Committee may take decisions by silence procedure (per rollam) using electronic communication.
- (2) The author will send the document to the Committee Secretariat with a request for approval by silence procedure. Documents for approval by silence procedure are distributed by the Committee Secretariat to all Committee members with a fixed deadline of 3 working days, unless otherwise specified,

and with information on who is submitting the document.
- (3) The members of the Committee send any 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, send the revised document and brief information on how the comments were

settled to the Committee Secretariat, which then distributes the documents to all Committee members.

- (4) The document shall be deemed approved if no member of the Committee objects to the final version. In the event of disagreement by any member of the Committee, the document will be submitted by the author at the next Committee meeting.
- (5) A resolution on the document so approved will have the same validity as if it had been adopted at the Committee meeting. At the next Committee meeting, the Chairman or his/her authorised member shall inform the Committee of all resolutions adopted “per rollam” in the period between regular 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) 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. 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.