

GOVERNMENT OF THE CZECH REPUBLIC

Annex
to Government Resolution
No 1323 of 10 December 2001

Statutes of the Government Board for People with Disabilities

Article 1 Introductory provisions

(1) The Government Board for People with Disabilities (hereinafter referred to as 'Board') is a standing coordinating, initiative and advisory body of the Government of the Czech Republic on issues related to the support of people with disabilities.

(2) The Board was set up under Resolution of the Government of the Czech Republic No 151 of 8 May 1991, as amended.

Article 2 Scope

(1) In its activities, the Board shall strive to create equal opportunities for people with disabilities in all areas of the life of society.

(2) In particular, the Board shall:

- a) bring attention to the serious problems of the disabled that are in the competence of several ministries;
- b) formulate opinions and deliver recommendations on materials presented to the Czech Government as regards the disabled;
- c) monitor and help to implement the current National Plan for People with Disabilities;
- d) award the Board's Prize for the best publicist works promoting the problems of disabled persons.

(3) The Board shall cooperate with central state administration authorities and civic associations of disabled persons.

- a) Central state administration authorities shall present the Board with draft measures concerning the problems of the disabled for discussion.
- b) The Board's main advisory body shall be the Czech National Disability Council. The Board shall discuss materials presented by the Czech National Disability Council.
- c) Civic associations of disabled persons shall contribute, through the Board's secretariat, to the preparation and comment procedure of draft legislative measures concerning the disabled.

Article 3
Composition of the Board

- (1) The Board shall be composed of the chairperson, the executive deputy chairperson, four deputy chairpersons and other members.
- (2) The chairperson, executive chairperson and four chairpersons shall constitute the bureau of the Board.
- (3) The chairperson of the Board is the Prime Minister; the executive chairperson is a Government minister appointed by the chairperson; the chairpersons are the Minister for Labour and Social Affairs, the Minister for Education, Youth and Sports and the Minister for Health. The chairperson of the Czech National Disability Council is a deputy chairperson.
- (4) Board members are:
 - a) the Deputy Minister for Transport and Communications, the Deputy Minister for Finance, the Deputy Minister for Culture, the Deputy Minister for Regional Development, and the Deputy Minister for Industry and Trade, in whose competence part of the problems of the disabled at their respective ministries belongs;
 - b) the directors of expert departments specializing in the problems of the disabled at ministries whose ministers are members of the bureau of the Board;
 - c) the four deputy chairpersons of the Czech National Disability Council;
 - d) the chairperson of the Union of Bohemian and Moravian Production Cooperatives as the representative of employers predominantly employing handicapped persons;
 - e) the manager of the Board's secretariat.
- (5) The term of office ends:
 - a) in the case of Government members, when they cease to hold this office;
 - b) in the case of representatives of state administration on their removal from office or on termination of their employment/service relationship;
 - c) in the case of the chairperson and deputy chairpersons of the Czech National Disability Council, on the termination of their office;
 - d) on the removal of the chairperson of the Board.
- (6) Members of the Board may not be represented by other parties.

Article 4
Board chairperson

- (1) The Board's chairperson is accountable to the Government for the Board's activities.
- (2) The Board's chairperson convenes and manages meetings of the Board. Board meetings are held as and when required, at least twice a year.
- (3) In particular, the Board's chairperson shall:
 - a) appoint and remove members of the Board who are not members by virtue of their office;
 - b) sign exceptionally important documents (reports for international institutions, diplomas, etc.) and award the Board's Prize.

(4) In the Board chairperson's absence, or if delegated by the Board chairperson, the executive deputy chairperson of the Board shall represent the chairperson.

Article 5 Executive Deputy Chairperson of the Board

(1) The executive deputy chairperson of the Board shall be accountable to the chairperson of the Board for the Board's activities.

(2) In particular, the executive deputy chairperson shall:

- a) carry out the operative management of the Board's activities;
- b) sign opinions, recommendations and other materials of the Board;
- c) deliver the Board's materials to the Government for discussion;
- d) present members of the Board with the plan of the Board's work for approval and draft materials of the Board for discussion;
- e) appoint and remove the chairpersons and members of specialized sections set up by the Board;
- f) make decisions on whether guests are to be invited to Board meetings;
- g) grant consent for experts to be invited as permanent associates of specialized sections;
- h) propose remuneration for Board members and experts where an entitlement to remuneration arises under Article 10 of these Statutes.

(3) In the absence of the chairperson and executive deputy chairperson of the Board, Board meetings shall be managed by one of the deputy chairpersons.

Article 6 Board members

(1) Board members shall attend Board meetings and the meetings of specialized sections to which they are assigned (hereinafter referred to as 'Board meetings').

(2) Board members shall be entitled to present proposals to the Board. They shall be entitled to attend any meetings of the Board's specialized sections.

(3) If a Board member is unable to attend a meeting, he shall excuse himself in advance to the executive deputy chairperson of the Board (through the Board's secretariat).

(4) In the event of illness or for other reasons meriting special attention, a member representing state administration may send another employee of the same authority (hereinafter referred to as 'representative') to a Board meeting who is not a Board member. The representative shall not be entitled to cast votes.

Article 7 Specialized Sections

(1) The Board may set up temporary and standing specialized sections at the proposal of Board members as and when necessary. Specialized sections do not have their own statutes.

(2) The chairperson (leader) of a specialized section is normally a member of the Board. External associates may be invited to work in a working party.

(3) Specialized sections discuss issues in areas of the Board's competence; in particular, they shall prepare documentation and analyses for meetings of the Board.

Article 8 External cooperation

(1) The Board may seek cooperation from employees of state administration who are not Board members or from external experts (hereinafter referred to as 'experts').

(2) At the invitation of the executive deputy chairperson of the Board, experts may attend meetings of the Board ad hoc as guests in relation to a specific issue, or may contribute to work in specialized sections as permanent associates.

Article 9 Board secretariat

(1) The Board's activities (including the activities of its specialized sections) are arranged by the secretariat of the Board (hereinafter referred to as 'secretariat'), which is an organizational unit of the Office of the Government of the Czech Republic.

(2) In particular, the secretariat shall:

- a) be responsible for the administration and organization of the Board's activities;
- b) gather documentation and information required for the Board's activities;
- c) prepare expert documentation for Board meetings in accordance with instructions issued by the chairperson or executive deputy chairperson of the Board;
- d) ensure the preparation of opinions on proposals presented to the Board; in this case it shall cooperate with state administration authorities and organizations for the disabled;
- e) ensure that comment procedure takes place for legislative measures concerning the disabled;
- f) update information about the Board and its members published on the Internet;
- g) organize the normal agenda of the Board.

(3) The secretariat manager shall be responsible for the fulfilment of the secretariat's tasks and shall manage the secretariat's activities. The secretariat manager shall be appointed and removed at the proposal of the bureau of the Board by the manager of the Office of the Government of the Czech Republic.

(4) The secretariat manager shall manage the secretariat's activities in accordance with the instructions of the executive deputy chairman of the Board.

(5) Another of the members of staff of the Board's secretariat is the Board secretary. The secretary shall attend meetings of the Board. The secretary shall take minutes of meetings.

Article 10
Cost of activities and remuneration

(1) Ordinary costs of Board activities shall be covered from the budget of the Office of the Government of the Czech Republic. Meetings of the Board and its specialized sections shall usually be held in the facilities of the Office.

(2) At the proposal of the executive deputy chairperson of the Board, refunds of travel expenses or remuneration for work done may be granted to an expert who cooperates with the Board or a specialized section thereof. For these refunds and remuneration, the same administration as for members of staff of state administration shall apply.

Article 11
Rules of procedure

(1) The Board's rules of procedure shall regulate the method in which the Board acts and the method in which its specialized sections act. The Board's rules of procedure and amendments thereto shall be subject to the Board's approval.

(2) As a rule, specialized sections act informally and make decisions on a consensual basis. Where necessary, they shall be governed *mutatis mutandis* by the Board's rules of procedure.

Article 12
Final provisions

(1) These Statutes entered into effect on 10 December 2001 pursuant to approval granted by the Government under Resolution No 1323.

(2) Amendments to the Statutes are subject to the Government's approval.

(3) The Statutes are publicly accessible on the website and at the registered office of the Office of the Government of the Czech Republic. The consolidated text of the current Statutes is published on the website.