

Rules of Procedure of the Expert Committee on Pension Reform

Article 1 Introductory Provisions

The Rules of Procedure of the Expert Committee on Pension Reform (hereinafter referred to as the "Expert Committee") shall lay down rules for the meetings of the Expert Committee, including the procedure in the preparation of the meetings of the Expert Committee.

Article 2 Convening and Course of Meetings of the Expert Committee

(1) The Secretariat of the Expert Committee (hereinafter referred to as the "Secretariat") shall convene the meetings of the Expert Committee in accordance with the decision of the Expert Committee of the last meeting.

(2) The Secretariat shall convene meetings of the Expert Committee electronically, so that the members receive the message with the invitation no later than 3 working days prior to the date of the meeting. The invitation shall contain the agenda of the meeting and, if necessary, materials intended for discussion (unless delivered to the members earlier) shall be added.

(3) The meetings of the Expert Committee shall be chaired by the Chairman, or a designated permanent member of the Expert Committee during the period of absence of the Chairman.

(4) Members of the Expert Committee may, if they are unable to attend the meeting in person, send their temporary alternates to the meeting, of whom the given member of the Expert Committee shall inform the Secretariat without undue delay after receiving the invitation to the next meeting of the Expert Committee.

(5) Meetings of the Expert Committee shall be attended by members, or their alternates, as well as authorised staff of the Secretariat of the Expert Committee, the Department of Advisors to the Minister of Labour and Social Affairs (MoLSA) and the Press Department of the MoLSA.

(6) Meetings shall also be attended by nominated representatives of the Ministry of Labour and Social Affairs and the Ministry of Finance. Their task shall be to ensure smooth communication and cooperation with the relevant professional bodies of both ministries. Meetings shall also be attended by a nominated representative of the Czech Social Security Administration and of the Office of the Ombudsman, and a representative of the Czech National Bank as an observer.

(7) Meetings may be attended at anytime by the Minister of Labour and Social Affairs and the Minister of Finance.

(8) Representatives of the Government Office or other state administration bodies, or addressed external experts under Article 6 of the Statue may also be invited to meetings, if the issue discussed concerns their competence and cooperation is required. Invited representatives shall be obliged to maintain confidentiality about the facts they have become acquainted with in connection with attending the meeting.

(9) At the suggestion of a member of the Expert Committee governing the meeting, by majority the Committee shall be able to establish the maximum length of discussion papers. The maximum length of papers must be approved before the commencement of the meeting or relevant item of the agenda.

(10) The Chairman of the Expert Committee may on the proposal of another member of the Expert Committee in a situation, where the discussion contribution significantly deviates factually from the discussed topic, remove the discussor from the floor, provided majority consensus is established on the matter. The discussor who has been removed from the floor shall have the right to attach the full contribution in writing to the meeting minutes.

(11) If necessary, members of the Expert Committee shall be able to invite other persons to meetings, whose participation is deemed necessary and beneficial. The attendance of these persons shall be subject to the approval of the Chairman of the Expert Committee.

(12) Permanent members of the Expert Committee have the right to decide on its proposals. The proposal is adopted by their simple majority. If the proposal is not adopted unanimously, it is part of such a decision, a list of names of the permanent members, who oppose the proposal or abstain. They have the right to have the reasons for their objections to the majority opinion recorded.

(13) In exceptional and justified urgent cases, before starting the discussion of the relevant item, the Chairman of the Expert Committee can ask for approval of electronic distance voting (sending a draft resolution asking for expressing agreement, disagreement or abstention from each of the permanent members of the Expert Committee). This form of vote will only be approved by the majority of the permanent members. Such a voting must be implemented within five working days after a given session. It is valid provided at least two-thirds of the permanent members will take part in it.

(14) The Secretariat shall take minutes of each meeting summarising the course of the meeting, basic points and tasks for the next meeting, an attendance list of members, the date of the next meeting and other relevant information necessary for the smooth functioning of the Expert Committee. A member of the Expert Committee may file an objection against the minutes within 3 working days of receipt of the minutes. The minutes, against which no objections are filed, shall be deemed approved. If fundamental objections are raised, they shall be decided upon in the next regular meeting of the Expert Committee.

Article 3

External Cooperation

(1) In accordance with Article 6 of the Statute of the Expert Committee, the Chairman may seek the cooperation of representatives of departments of the MoLSA and Ministry of Finance or Government Office on the basis of needs arising from discussions and meetings of the Expert Commission.

(2) Requirements for cooperation with the MoLSA and MF, arising from the minutes, shall be provided by the representatives of both ministries present at the meeting and they shall also be responsible for forwarding the processed materials to the Secretariat. The Chairman shall address the Government Office through the Secretariat of the Expert Committee with any requirements whatsoever.

(3) Requirements for cooperation shall take on the form of a specific inquiry, containing a description of the resolved issues, parameters for calculations and simulations, the required form of output and the deadline of the required delivery of output.

Article 4

Publicity and Transparency

(1) Expert Committee meetings are not directly accessible to the public.

(2) Meeting minutes and records associated with the activities of the Expert Committee shall be published in accordance with the Mandate of the Expert Committee immediately after the approval thereof. Other materials shall be published no later than the second day after the discussion thereof.

(3) For the purpose of publicity and transparency, specialised web pages are created on the website of the Ministry of Labour and Social Affairs, where all relevant materials are published.

(4) The Chairman of the Expert Committee shall be responsible for communication concerning the activities and outputs of the Expert Committee in relation to the media and public. The Chairman shall work together with the Secretariat of the Expert Committee in this agenda and with the Press Department of MoLSA.

(5) Individual members of the Expert Committee may communicate in relation to the media and the public themselves or for the institution they represent in the Commission, individually.

Article 5

Transitional and Final Provisions

The Rules of Procedure shall come into force on the date of signature of the Minister of Labour and Social Affairs.