

THE GOVERNMENT OF THE CZECH REPUBLIC

Annex

to the Resolution No. 1033
of October 10, 2001

Statute

of the Government Council for Equal Opportunities for Women and Men

Article 1

Opening Provisions

The Government Council for Equal Opportunities for Women and Men (hereinafter referred to as "the Council") is a permanent advisory body of the Government in the area of creating equal opportunities for men and women.

Article 2

Terms of Reference

- (1) The Council draws up proposals aiming at the promotion and achievement of equal opportunities for men and women.
- (2) The Council shall, in particular:
 - a) discuss and recommend to the Government basic policies in implementing equal opportunities for men and women,
 - b) coordinate main directions of ministerial policies in the field of equal opportunities for men and women,
 - c) set the range of priorities for ministerial projects to promote the implementation of equal opportunities for men and women,
 - d) identify current problems of society related to equal opportunities for men and women,
 - e) evaluates the efficiency of the implementation of the principle of equality between men and women.

Article 3

Composition

- (1) The Council shall consist of 23 members: Chair, Vice-chair(s) and other members.
- (2) The Chair shall be nominated and suspended by the Government; this position is, as a rule, held by Vice-chair responsible for social affairs.

(3) The Vice-chair shall be nominated and suspended by the Government; this position is, as a rule, held by Minister or Deputy Minister of Labour & Social Affairs. Members of the Council shall be nominated and suspended by the Chair. Members of the Council listed in Article (4)a) to j) shall be appointed by the Chair on the basis of nominations put forward by respective Ministers; in case the work description of a Ministry related to gender equality issues falls within the responsibility range of Director General instead of Deputy Minister, the respective Director General can be nominated as a member of the Council instead of Deputy Minister.

(4) Members of the Council are

- a) 2 Deputy Ministers of Labour & Social Affairs; should, pursuant to the above provision, the position of Vicechair be held by Deputy Minister of Labour & Social Affairs, this provision shall allow for only one Deputy Minister to be ordinary member,
- b) 2 Deputy Ministers of Interior,
- c) Deputy Minister of Justice,
- d) Deputy Minister of Education, Youth & Sports,
- e) Deputy Minister of Foreign Affairs,
- f) Deputy Minister of Finance,
- g) Deputy Minister of Health,
- h) Deputy Minister of Defence,
- i) Deputy Minister for Regional Development,
- j) Deputy Minister of Agriculture,
- k) Government Commissioner for Human Rights,
- l) Chair of the National Statistical Office or his/her Deputy,
- m) a representative of employers in the Council of Economic & Social Agreement of the Czech Republic,
- n) a representative of trade unions in the Council of Economic & Social Agreement of the Czech Republic,
- o) 5 representatives of the public selected from non-governmental, non-profit organisations active in the area of equal opportunities for men and women,
- p) an expert involved in the area of equal opportunities for men and women.

(5) Members of the Council shall be appointed for a period of four years, that period being identical with the incumbency period of the Government. Should any member be appointed during the incumbency period of a Government, his/her appointment shall be terminated at the end of the incumbency period of that Government. A person can be appointed for an unlimited number of periods.

(6) After a Government's period in office has expired, the Council shall function in its existing composition until a new Council has been appointed.

(7) Membership on the Board shall be terminated automatically

- a) (as for members of the Government) by the date of leaving his/her office,
- b) (as for national administration representatives) by their being relieved from their Civil Service job.

- (8) Membership in the Council is not substitutable, with the exception of deputising in meetings of the Council as stipulated in Article 5 (4) and (5).
- (9) Rules governing the activities of the Council, of its committees and working groups shall apply, to a reasonable extent, to permanent collaborators thereof.

Article 4 Chair of the Council

- (1) Chair of the Council shall account to the Government for the activities of the Council.
- (2) Chair of the Council shall summon the Council sessions and conducts them. Sessions shall be held as needed, but at least three times a year.
- (3) Other responsibilities of the Chair shall include in particular:
 - a) leading the Council operation,
 - b) signing positions, recommendations and other Council documents,
 - c) submitting (to the Government) proposals for suspension of the Vice-chair,
 - d) submitting (to the Council membership) the Plan of Council Activities for their approval, and draft materials for discussion,
 - e) appointing and relieving Chairs and Vice-chairs of committees and working groups,
 - f) deciding upon establishing or dissolution of the Council working groups, upon the composition thereof as well as upon rules of procedure which shall apply to the functioning of any specific working group,
 - g) deciding upon the composition of committees,
 - h) deciding upon whether guests should be invited to participate in the Council sessions,
 - i) giving approval of experts being invited as permanent collaborators of the committees and working groups,
 - j) proposing the size of remuneration for any Council members and experts should such entitlement arise pursuant to Article 10 of this Statute.
- (4) In the absence of the Chair, the Vice-chair shall act as the Chair and conduct the Council sessions. Under justified circumstances, the Chair can empower his/her Vicechair to summon and conduct the Council sessions on a permanent basis; then he/she is so-called Executive Vice-chair.
- (5) If it is justified by the range of the Council activities, the Chair can submit to the Government a proposal to appoint more Vice-chairs. The second Vice-chair of the Council is, as a rule, one of the Council committees' Chairs.

Article 5 Membership

- (1) Members of the Council are required to take part in the Council sessions as well as in meetings or conferences of respective committees and working groups to which they have been assigned (hereinafter referred to as "Council sessions").

- (2) Members are entitled to submit proposals to the Council and participate in its sessions. They have a right to take part in any sessions of the Council's committees and working groups.
- (3) Should a member not be able to take part in a session, he/she is required to submit an advance apology to the Chair (via the Council Secretariat); furthermore, he/she is required to send (at least) an informal written position on individual items of the respective agenda.
- (4) Due to illness or other weighty reasons, a member representing the national administration can send to a respective session another employee of his/her organisation (hereinafter referred to as "substitute"). At the latest, immediately before the respective session has been opened, the substitute shall present his/her empowerment document signed by the represented Council member.
- (5) A substitute may vote only on items explicitly permitted by the person he/she is substituting for.

Article 6 Committees

- (1) The Council shall establish permanent Committees composed of its members as needed. A Committee can invite external collaborators to take part in its work.
- (2) Establishment and dissolution of a Committee shall be decided upon by the Council. Any Committee can be chaired only by a member of the Council. Committees shall be listed in the Council Statute.
- (3) Any Committee shall have its own Statute subject to the approval of the Council. Apart from other provisions, a Committee Statute shall specify whether operations of the respective Committee follow the same rules of procedure as the Council proper or whether the Committee goes by its own rules of procedure.

Article 7 Working Groups

- (1) The Council can, as needed, establish temporary Working Groups. These can be established both within and across the existing Committees.
- (2) Working Groups shall be established and dissolved by the Chair of the Council, as a rule, on the basis of proposals put forward by the Council members. Any Working Group may be chaired only by a Council member. A Working Group can invite external collaborators to take part in its work.
- (3) Working Groups should address specific tasks arising from the overall mission of the Council; they should, in particular, prepare background materials for the sessions of the Council.

Article 8
External Collaboration

- (1) Chair of the Council can seek cooperation from Civil Servants who are not members of the Council and/or from outside specialists (hereinafter referred to as “experts”).
- (2) On an invitation of the Chair, experts can take part in the Council’s sessions ad hoc as guests, dealing with a specific issue, or, they may be invited to work on Committees or Working Groups as permanent collaborators thereof.

Article 9
Secretariat of the Council

- (1) The day-to-day operation of the Council (including Committees and Working Groups thereof) shall be conducted by the Secretariat of the Council (hereinafter referred to as “Secretariat”) which is part of Ministry of Labour & Social Affairs’ organisational structure.
- (2) The Secretariat shall, in particular:
 - a) provide both organisational and administrative support for the activities of the Council,
 - b) collect materials and information necessary for the activities of the Council,
 - c) process relevant materials for Council sessions on the instructions of the Chair,
 - d) update information on the Council and members thereof presented on the Internet.
- (3) The Secretariat shall be headed by its Chief; the Chief of the Secretariat shall conduct its management and be accountable for its operations. The Chief shall be nominated and suspended by the Minister of Labour & Social Affairs.
- (4) As a rule, Chief of the Secretariat serves simultaneously as the Council Secretary; under exceptional circumstances, duties of the Council Secretary can be conducted by one of the Council Members; should that be the case, the following sentence shall not apply to such person. Chief of the Council Secretariat shall participate in the Council sessions in a consultative, non-voting capacity. He/she shall run the Secretariat in accordance with instructions issued by the Council Chair.
- (5) The Secretariat shall regularly update information on the Council as well as on the outputs resulting from its activities, presented on the website of the Office of the Government of the Czech Republic. The information shall also include a listing of all Committees and Working Groups.

Article 10
Operating & Labour Costs

- (1) The Council operating costs shall be covered from the Ministry of Labour & Social Affairs budget. The Council sessions as well as sessions of its Committees and Working Groups are held in the facilities of Ministry of Labour & Social Affairs.

- (2) The Council Members are not entitled to receiving any remuneration related to their Council membership; this membership is a public duty.
- (3) In accordance with the relevant legislation, remuneration shall be awarded to those Council Members and experts, who are employees of neither the national, nor the public administration, for work demonstrably provided; the work can be provided per order (as a service) or under the relevant contract. The orders shall be issued and/or contracts made by the Ministry of Labour & Social Affairs. The size of remuneration shall be proposed by the Chair.
- (4) On a relevant proposition of the Chair, the contract (see the paragraph above) can also allow for the compensation of travel costs, pursuant to Act No.119/1992 Coll. on Travel Expenses as amended.

Article 11 **Rules of procedure**

- (1) Rules of procedure of the Council shall govern the conduct of its sessions and, as a rule, of sessions of its Committees and Working Groups. Rules of procedure as well as its amendments and modifications shall be approved by the Council.
- (2) Should it be justified, Committees of the Council can have their own separate Rules of procedure. Also these Rules of procedure shall be subject to the approval of the Council.
- (3) Discussions in the Working Groups are, as a rule, informal, decisions being taken on the basis of a consensus. If needed, their sessions are conducted pursuant to the Rules of procedure of the Council or, if applicable, pursuant to the Rules of procedure of their parent Committee. When a Working Group is established, Chair of the Council shall decide which Rules of procedure will apply to the respective Group.

Article 12 **Final Provisions**

- (1) Modifications of and amendments to this Statute shall be approved by the Government.
- (2) This Statute shall be made public on the website of Ministry of Labour & Social Affairs as well as on the website of Office of the Government of the Czech Republic. The said websites shall always present the full and currently valid version of the Statute.
- (3) This Statute shall take effect on October 10, 2001.