

# **NATIONAL SECURITY COUNCIL**

Annex No. 1  
to resolution of the National Security  
Council of 07 December 2023 No. 40, as  
amended by the Resolution  
of 21 October 2025 No. 43

## **Rules of Procedure of the National Security Council**

### **Article 1 Introductory Provisions**

- (1) The Rules of Procedure of the National Security Council (hereinafter referred to as the “Rules of Procedure”) are the internal regulations of the National Security Council (hereinafter referred to as the “NSC”) which governs the NSC activities.
- (2) The Rules of Procedure are issued pursuant to Article 11 of the NSC Statutes.
- (3) As a rule, the NSC acts on the basis of written material submitted in advance. Exceptionally, it acts on the basis of oral information from a NSC member if the matter is intended to inform NSC members of the current security situation or if it is a matter which may not be delayed.

### **Article 2 Preparation of Material for the NSC Meeting and Submission to the NSC**

- (1) The material for the NSC meeting is submitted by NSC members, as well as by members of the Government who are not members of the NSC or by the heads of other central administrative authorities. Material submitted by a non-member of the NSC and discussed by the Intelligence Activity Committee or the Cyber Security Committee is submitted to the NSC meeting by the NSC Chairman, material discussed by the Foreign Security Policy Coordination Committee is submitted by the Minister for Foreign Affairs, material discussed by the Defence Planning Committee is submitted by the Minister for Defence, material discussed by the Internal Security Committee or the Civil Emergency Planning Committee is submitted by the Minister of the Interior and material discussed by the Committee for Anti-Drone Defence, Drone Regulation and Development is submitted by the Minister of Transport. If a non-member of the NSC needs to submit material directly at the NSC meeting, the non-member must request this from the NSC Chairman. In the case of a non-member of the Government, the NSC Chairman shall designate a NSC member to present the material at the NSC meeting.
- (2) Any material to be discussed at the NSC meeting must be submitted for comments to all NSC members and the heads of the central administrative authorities concerned. Unless precluded by applicable legislation (the material does not contain classified information or special facts), the material is submitted for comments via the electronic library of the Office of the Government of the Czech Republic designated for the NSC (hereinafter referred to as “eNSC”). The deadline for communicating comments to the submitter is 7

working days and starts on the working day immediately following the day on which the material was uploaded to the eNSC, unless a longer deadline is set by the submitter of the material for the opinion. An exception to the requirement of the comment procedure, including a shortening of the deadline for comments, may be granted by the NSC Chairman on the basis of a prior written request from the submitter. In the event that material is submitted to the NSC meeting by a non-member of the NSC, the NSC Chairman shall decide on the responsibility for conducting the comment procedure.

- (3) Material which has been discussed in a NSC standing working committee (the Foreign Security Policy Coordination Committee, the Defence Planning Committee, the Internal Security Committee, the Civil Emergency Planning Committee, the Intelligence Activity Committee, the Cyber Security Committee or the Committee for Anti-Drone Defence, Drone Regulation and Development) is not subject to the comment procedure referred to in Paragraph 2. In cases where the draft material sets out tasks concerning non-members of one of the NSC standing working bodies, the submitter of the material must ensure that the draft material is sent to the non-members concerned and that comments are dealt with in advance of the NSC meeting within the deadlines set out in the previous paragraph. Where the material concerns the competence of two or more committees, it is sufficient to discuss it only in the committee to which the matter has been assigned for consideration in the NSC work plan. Material relating to the competence of two or more committees may also be discussed in a joint meeting of the committees concerned (hereinafter referred to as the "Joint Meeting") or in one of them only, by mutual agreement between the chairmen of the committees. The chairman of the Joint Meeting shall be listed in the NSC work plan, with the secretariat of the Joint Meeting being the secretariat of the relevant committee from which the chairman of the Joint Meeting is appointed. The relevant ministers and heads of central administrative authorities shall designate one of their representatives for the Joint Meeting from among the members of the committees concerned by the Joint Meeting. Materials from the Joint Meeting shall be presented at the NSC meeting by the chairman of the Joint Meeting. The statutes and rules of procedure of the committee from which the chairman of the Joint Meeting is appointed shall apply to the Joint Meeting.
- (4) The bodies to which the material is submitted for comments pursuant to Paragraph 2 may mark as essential the comments made by them which they consider to be substantial. If the submitter of the material to be discussed at the NSC meeting fails to comply with the comments so marked (fails to remove the contradiction), they shall become the subject of a contradiction. The submitter of the material to be discussed at the NSC meeting then submits a paper to the NSC meeting, which usually contains specific options aimed at resolving the contradiction. Materials submitted to the NSC meeting under Paragraph 3 are presumed to be presented without contradiction.
- (5) In addition to the material to be discussed at the NSC meeting, NSC members may submit material intended to inform NSC members of an issue that does not require the adoption of a NSC resolution. In such a case, the material does not contain a draft resolution, does not need to be discussed in the comment procedure or in a NSC working body, and is marked "For the information of NSC members".
- (6) Materials for the NSC meeting are submitted according to the NSC work plan or on the basis of a NSC resolution, or on the basis of a request by a NSC member, another member of the Government or the heads of other central administrative authorities sent to the NSC Chairman. In exceptional and particularly urgent cases, the NSC Chairman may authorise material to be submitted directly at the NSC meeting. The inclusion of material submitted outside the NSC work plan is decided by the NSC Chairman on the basis of a prior written request from the submitter.

- (7) The material adapted to the results of the comment procedure and intended to be discussed at the NSC meeting, shall be uploaded by the submitter, after approval (electronic signature) , into the eNSC, together with a covering letter in which the submitter requests the inclusion of the material in the NSC meeting and proposes its inclusion in Part A, Part B or Part C of the agenda of the NSC meeting in accordance with Article 4(3). In the covering letter, the submitter shall also indicate whether he/she recommends inviting other participants to the NSC meeting to discuss the relevant material. The materials must be delivered to the NSC Secretariat at least 5 working days before the scheduled NSC meeting, in exceptional cases no later than 3 working days before the NSC meeting. At least 3 working days before the NSC meeting, the submitter must inform the NSC Chairman of the reasons why he/she is requesting a postponement or why the material on the agenda of the NSC meeting will not be submitted.
- (8) If the material contains classified information or special facts, it shall be submitted only in written form, normally in 16 copies, 2 copies of which must be signed by the submitter(s). The Director of the NSC Secretariat may, in justified cases, specify a different number of copies of the material to be discussed at the NSC meeting. The material shall be distributed to all NSC members and other participants in the NSC meeting, except for the President of the Police, the Director General of the Fire Rescue Service of the Czech Republic, the Chief of the General Staff of the Czech Armed Forces, the Director of the Office for Foreign Relations and Information and the Director of Military Intelligence.

### **Article 3**

#### **Essentials for the NSC Meeting**

- (1) The material to be discussed at the NSC meeting shall include:
- a) an envelope with a front cover description (a specimen is given in Annex 1 to these Rules of Procedure),
  - b) a draft NSC resolution (a specimen is given in Annex 2 to these Rules of Procedure),
  - c) a submission report,
  - d) an actual written material on the matter, provided that, in the case of a simple matter, the actual written material on the matter may be replaced by a submission report setting out the necessary information; the actual written material on the matter may also be replaced by a comprehensive draft of the material for the Government meeting, provided that the material is also intended for the Government meeting,
  - e) the results of the comment procedure,
  - f) the annexes.
- (2) The draft resolution normally contains an approval part, an imposing part and, where appropriate, other parts or only some of these parts. If necessary, the resolution may contain an annex.
- (3) The imposing part of the draft NSC resolution must include the identification of the NSC members, other members of the government and heads of other administrative authorities to whom the NSC imposes the task, the specific task expressed and the deadline by which the task is to be completed. If no deadline is set, the task imposed shall be deemed to be completed within 3 months.
- (4) The material to be discussed at the NSC meeting shall also include an estimate of the financial impact of the proposed measures and the expected consequences for the

security of the Czech Republic. If the conclusions contained in the material imply financial demands on the state budget or other public budgets, the material must indicate the specific financial source from which the financial demands will be covered. If the estimate of the financial impact of the proposed measures or the expected consequences for the security of the Czech Republic are not included in the material, the reasons for not including them shall be given.

- (5) The provisions of Article 2(5) to (8) shall apply *mutatis mutandis* to the submission of material marked "For the information of the NSC members".

#### **Article 4**

##### **NSC Work Plan and Preparation of the NSC Meeting**

- (1) The NSC work plan for the relevant period of the calendar year is prepared by the NSC Secretariat in accordance with the priority tasks in the area of ensuring the security of the Czech Republic, the instructions of the Chairman and Deputy Chairman of the NSC and on the basis of suggestions and documents from NSC members and heads of central administrative authorities. The NSC work plan is submitted at the NSC meeting by the NSC Chairman after prior discussion with the NSC members. Where the NSC work plan or the nature of the matter under discussion implies that the material must be discussed in advance in the relevant NSC standing working committee, the NSC working body shall include the discussion of the material in its work plan so that the material is discussed in that working committee at least five working days before the scheduled NSC meeting.
- (2) The NSC meeting is prepared by the NSC Secretariat in accordance with the NSC work plan and the instructions of the NSC Chairman or, in his/her absence, the NSC Deputy Chairman or a designated NSC member. The agenda, place and time of the NSC meeting shall be determined by the NSC Chairman or NSC Deputy Chairman or a NSC member designated by the NSC Chairman.
- (3) The agenda of the NSC meeting is divided into:
  - a) Part A ("For discussion with debate"), which shall include material of major political and security importance for the Czech Republic, possibly with contradictions, or on which a debate is foreseen,
  - b) Part B ("For discussion without debate"), which shall include material which is not of major importance for the Czech Republic from a political and security point of view and which is submitted at the NSC meeting without contradictions and the draft NSC resolution on its content can be adopted without debate,
  - c) part C ("For the information of NSC members").
- (4) The invitation with the agenda of the NSC meeting is sent out by the NSC Secretariat so that NSC members receive it at least 5 working days before the NSC meeting.

#### **Article 5**

##### **Attendance of Other Persons at NSC Meetings**

- (1) NSC meetings are usually attended by the Director of the National Security Office, the Director of the National Office for Cyber and Information Security, a representative of the Office of the President of the Republic, the President of the Police, the Director General of the Fire Rescue Service of the Czech Republic, the Chief of the General Staff of the

Czech Armed Forces, the Director of the Security Information Service, the Director of the Office for Foreign Relations and Information, the Director of the Military Intelligence Service, the Director of the Financial Analytical Office, the Director of the NSC Secretariat and other NSC Secretariat staff.

- (2) Invited persons may also attend NSC meetings on the basis of a decision of the NSC Chairman.
- (3) If a member of the NSC considers it desirable, in view of the subject under discussion, that certain other persons should attend the NSC meeting, he/she shall seek the consent of the Chairman at the start of the discussion of the relevant item on the agenda of the NSC meeting (see Article 6(2)). Such persons shall attend the NSC meeting only for the duration of the item on the agenda of the NSC meeting to which they have been invited.

## **Article 6**

### **Course of the NSC Meeting**

- (1) NSC meetings are closed to the public.
- (2) The NSC meeting is chaired by its Chairman. In the absence of the NSC Chairman, the NSC Deputy Chairman, or a NSC member designated by the NSC Chairman (hereinafter referred to as the "Chairman"), shall chair the meeting.
- (3) The NSC shall have the capacity to act and adopt conclusions if a majority of its members are present. If, exceptionally, a NSC member is unable to attend the NSC meeting, the authorised representative shall present the opinion of the NSC member represented or provide further information on the matter under discussion, but may not vote on behalf of the NSC member.
- (4) At the beginning of the NSC meeting, the agenda for the NSC meeting, which has been submitted by the NSC Chairman, is approved. On the basis of a proposal by a NSC member, the agenda of the NSC meeting may be supplemented by the discussion of urgent matters and oral information (in such cases, the submitter shall normally submit at least a draft NSC resolution and the matter shall be discussed in accordance with the procedure laid down for Part A of the NSC agenda) or by the material designated "For the information of NSC members". Alternatively, a member of the NSC may propose that material that is included in Part B be moved to Part A, and vice versa. In addition, a NSC member may propose that material which is marked "For the information of NSC members" by the submitter be included in Part A or Part B of the agenda of the NSC meeting. In this case, the Chair of the NSC shall determine whether the material is to be discussed in the comment procedure and shall set a deadline for the submitter to complete the material with the elements referred to in Article 3(1).
- (5) The Chairman shall give the floor to the submitter of the material for each item on the agenda of the NSC meeting. In his/her introduction, he/she shall briefly describe the content of the material and state the reasons for the conclusions proposed in the material. The introductory speech shall be followed by a debate on the item of the agenda of the NSC meeting under discussion. At the end of the debate, the Chairman shall propose conclusions on the item under discussion, including any amendments to the draft NSC resolution submitted. Each speaker at the NSC meeting, if the content of the speech contains classified information, must state at the beginning of his/her speech what level of classification his/her speech will be, within the meaning of Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended.

- (6) The conclusions of the NSC meetings are adopted in the form of resolutions, which are put to the vote by the Chairman. The approval of a majority of all NSC members is required for the adoption of a NSC resolution. In the event of an equality of votes, the Chairman's vote shall decide. In the area of ensuring the security of the Czech Republic, the imposing part of the NSC resolution is binding on the designated members of the Government and heads of other administrative authorities.

#### **Article 7**

##### **Principles for the Closed Session of the NSC Meeting**

- (1) The NSC may decide, on the basis of a proposal by a NSC member, to discuss a specific part of the agenda of the NSC meeting in closed session.
- (2) The NSC shall decide which other persons will attend the closed session, whether an audio recording of the closed session will be made, and the degree of confidentiality of the conclusions reached in the closed session.

#### **Article 8**

##### **Voting by the NSC**

- (1) The NSC votes in public, in Part A of the agenda of the NSC meeting on each agenda item separately and in Part B of the agenda of the NSC meeting on all agenda items included in that Part at the same time.
- (2) During the discussion of individual items of the NSC meeting, a so-called "partial voting" may be taken on the proposals and options put forward; a proposal or option shall be adopted if a majority of all NSC members present vote in favour of it. In the event of an equality of votes, the Chairman's vote shall decide.

#### **Article 9**

##### **NSC Resolutions, Audio and Written Recordings of NSC Meetings**

- (1) The draft final texts of the NSC resolutions are submitted to the NSC members concerned for verification of the correctness of the wording of the conclusions. If a NSC member (or his/her delegate) does not communicate his/her opinion to the NSC Secretariat within 24 hours, he/she shall be deemed to have agreed to the draft NSC resolution. In cases where there is a risk of delay, the correctness of the wording of the NSC resolution shall be concluded directly at the NSC meeting.
- (2) The NSC resolutions are public, unless this is precluded by applicable law.
- (3) The minutes of the NSC meeting shall be recorded in writing and shall include, in particular, the date of the meeting, the items discussed and the conclusions reached, including the voting ratio (for, against, abstentions). If a member leaves the NSC meeting before its conclusion, this shall be stated in the written record. A dissenting opinion of a NSC member(s) shall be entered in the written record at his/her/their request. The Director of the NSC Secretariat shall be responsible for the preparation of the written record and the final texts of the NSC resolutions.
- (4) In cases where a task or a recommendation of the NSC is imposed in the field of ensuring the security of the Czech Republic on the non-members of the NSC, the submitter of the

material for the NSC meeting shall ensure the distribution of the necessary materials for its implementation.

- (5) The written record of the NSC meeting and the NSC resolution shall be submitted by the Director of the NSC Secretariat to the Chairman for signing. Any corrections to the written record shall normally be made at the beginning of the following NSC meeting. The written record and the NSC resolutions shall be sent according to the distribution list established by the Director of the NSC Secretariat, who shall be responsible for their distribution.
- (6) An audio recording of the NSC meeting shall also be made in accordance with Act No. 412/2005 Coll., on the Protection of Classified Information and Security Eligibility, as amended. An audio recording shall not be made of part of the meeting if the NSC decides. The media containing the audio recording shall be archived by the NSC Secretariat. The NSC members, the Head of the Office of the Government of the Czech Republic or persons authorised by them shall have the right to listen to the audio recording. A written request for an audio recording must specify the part of the recording to be heard. Listening to the audio recording and the registration of authorised persons shall be ensured by the NSC Secretariat. No copies of the audio recording may be made; only the NSC Chairman may grant an exception.
- (7) Verbatim transcripts of parts of the course of the NSC meeting shall be made on the written instructions of the NSC Chairman following requests from NSC members.
- (8) After the NSC meeting, the materials are edited by the submitter according to the comments from the NSC meeting and uploaded to the eNSC.
- (9) If the material is withdrawn by the submitter from the agenda of the NSC meeting before or during the NSC meeting, or if its discussion is suspended, the submitter shall also propose a date when the material will be resubmitted to the NSC, or state the reasons why the material will no longer be discussed at the NSC meeting. If the submitter fails to communicate a new date for resubmission, the material shall be deemed to be submitted within 3 months.
- (10) A brief press release is usually issued by the government spokesperson on the course of the NSC meeting.

## **Article 10**

### **Silence Procedure**

- (1) In exceptional and particularly urgent cases, in the period between NSC meetings, when the material cannot reasonably be submitted in the standard way, the NSC Chairman may decide to approve the material by the silence procedure (per rollam) on the basis of a written request from the submitter of the material.
- (2) The unclassified material shall be forwarded to all NSC members for comments via eNSC. It is provided electronically to the heads of the central administrative authorities concerned. The time limit for comments is at least 5 days, starting on the working day immediately following the day on which the material is uploaded to the eNSC. Once comments have been received, the submitter of the material is obliged to deal with them. The material is approved by the silence procedure if no participant in the silent procedure objects to the final version within 5 working days. This period shall start on the working day immediately following the day on which the final version of the material is uploaded to the eNSC.

- (3) The submitter shall forward the classified material to all NSC members for comments. The deadline for comments shall be 5 working days, starting on the working day following receipt of the material. Upon receipt of the comments, the submitter of the material is obliged to settle them and send the revised material in written form to the NSC Secretariat, which will then distribute the material in written form to all NSC members. The material is approved by the silence procedure if no participant in the silent procedure objects to the final version within 5 working days. This time limit shall start on the next working day following receipt of the material.
- (4) In the event of a persistent contradiction, the material may not be approved under the silence procedure and shall be submitted by the submitter at the next NSC meeting in accordance with Article 2(4).
- (5) The NSC resolution on the material approved under the silence procedure shall be submitted by the Director of the NSC Secretariat to the NSC Chairman for signing.

### **Article 11** **Information on NSC Activities**

- (1) The NSC Statutes and the NSC Rules of Procedure are publicly available. The minutes of meetings and extracts from the records of NSC meetings, as approved by the Director of the NSC Secretariat, shall be made public unless they are protected under applicable law.
- (2) Information on the NSC activities requested by citizens on the basis of Act No 106/1999 Coll., on Free Access to Information, as amended, is provided by the NSC Secretariat.
- (3) The NSC Chairman shall submit to the Government a report on NSC activities for the previous calendar year, after approval by the NSC, always by 31 May of the following year.

### **Article 12** **Final Provisions**

- (1) Amendments and additions to the Rules of Procedure are subject to approval by the NSC.
- (2) Resolutions and conclusions of the meetings of the NSC standing working committees are sent to the NSC Secretariat for information.
- (3) Each NSC member, the Director of the National Security Office, the Director of the National Office for Cyber and Information Security, the Director of the Financial Analysis Office and the Director of the Security Information Service shall designate a responsible person to cooperate with the NSC Secretariat who holds a valid natural person certificate under a special legal regulation for at least the CONFIDENTIAL classification level.
- (4) These Rules of Procedure shall enter into force on the date of approval of the NSC Statutes by the Government, i.e. 3 January 2024.



**Specimen envelope layout for material not containing classified information**

Name of the submitter's body  
Ref. No.: .../....of the submitter's body

.....

Place: Prague, date:

Copy No. ....

**For the meeting of the National Security Council**

Re: .....  
(name of the material)

Reason for submission:

Justification for submitting the material  
.....

Content:

- I. Draft resolution (draft record)
- II. Submission report
- III. Title of the material
- IV. Results of the comment procedure
- IV. Annexes

Submitted by: ..... (name)  
..... (function)

**Specimen of a draft resolution of the National Security Council**

Proposal

**RESOLUTION OF THE  
NATIONAL SECURITY COUNCIL**

dated ..... No. ....

on (title of the material) title of the resolution

**National Security Council**

- I. **approves/agrees/acknowledges** – usually the title of the material which is the main subject of the resolution
  1. (text)
  - a) (text),
  - aa) (text),
  - b) (text),
  - ba) (text),
  2. (text);
- II. **establishes/appoints** – in the case of the establishment of a working group or commission;
- III. **repeals/amends/adds** – if a previous resolution of the National Security Council or other document is repealed;
- IV. **imposes** , as a rule, in relation to Points I, II and III of the resolution;
- V. **recommends** , also in relation to Points I, II and III of the resolution.

To be performed by:

A list of all entities to which tasks are directly imposed by the resolution of the National Security Council, or for whose activities some tasks are directly resulting from this resolution, as a rule, this includes members of the National Security Council, members of the Government who are not members of the National Security Council, or heads of administrative offices

For the attention of:

a list of the entities to which a copy of the resolution shall be sent if they are not recipients according to the stable distribution list, or entities whose activities are directly affected by the resolution

Degree, name and surname

Prime Minister and the Chairman of the National Security Council

**Specimen marking of the annexes to a National Security Council resolution**

**NATIONAL SECURITY COUNCIL**

Annex No. ...  
to the resolution of the National  
Security Council dated  
..... No. ...

**Name of the Annex**

Council

**Specimen envelope layout for material containing classified information**

CLASSIFICATION LEVEL

Name of the submitter's body  
Ref. No. of the submitter's body

.....

Place: Prague date:

Copy No. ....

Number of sheets: 25

of which:

the classified part: 3/14 (I., II., III.)

the unclassified part: 1/10 (IV.)

**For the meeting of the National Security Council**

Re: .....  
(name of the material)

Reason for submission:

Justification for submitting the material  
.....

Content:

- I. Draft resolution (draft record)
- II. Submission report
- III. Title of the material
- IV. Results of the comment procedure
- IV. Annexes

Submitted by: ..... (name)  
..... (function)

CLASSIFICATION LEVEL  
1 of 1