

Statute

CZ 10 Project Steering Committee The Norwegian Financial Mechanism 2009-2014

TITLE I

Introductory provisions

1. The Ministry of Finance of the Czech Republic and the Ministry of Foreign Affairs of Norway signed the Programme agreement on 24 June 2014 to implement the project CZ 10 — Capacity building and institutional cooperation between beneficiary state and Norwegian public institutions, local and regional authorities. The total amount of the grant is EUR 1 760 000 for the period 1 September 2014-30 April 2016. Total eligible expenditure of the project is EUR 1 760 000. The project promoter and main beneficiary of the project is Financial Analytical Unit of the Ministry of Finance of the Czech Republic (hereafter "FAU"). Project partner of FAU is the Council of Europe. FAU signed with the Council of Europe the Partnership agreement on 26 August 2014.

TITLE II

Article 1

Statute of the Steering Committee

1. Statute of the Steering Committee (hereafter "the SC") of the project entitled Pre-defined Project to strengthen anti-corruption and anti-money laundering systems in the Czech Republic (hereafter "the project") regulates the creation and scope of SC, its composition, rights and obligations of the members and termination of the SC.
2. SC approves statute at its first meeting.
3. SC is established for a period necessary for the implementation of activities and the closure of all procedural requirements of the project.

Article 2

The scope of the Steering Committee

1. MC oversees the coordination and fulfilment of project activities and coordinates the work of the project team.
2. SC supervises the schedule for the various phases of the project.
3. SC determinates the plan and schedule of activities within each phase of the project and monitors its application.
4. SC oversees the performance of objectives and monitoring indicators of the project.
5. SC solves Bilateral fund measures B and discuss Complementary actions that have to be approved by the Program operator of CZ 10.

6. SC approves the interim project reports and the final project report, together with the interim financial reports.
7. SC solves conflicts and non-standard situation in collaboration with the project manager and, where appropriate, other members of the project team.

Article 3

The composition of the Steering Committee

1. SC members are nominated representatives of the following institutions:
 - a) Financial Analytical Unit of the Ministry of Finance of the Czech Republic
 - b) Unit for Uncovering Corruption and Financial Crime of the Police of the Czech Republic
 - c) Office of the Government
 - d) Ministry of Interior
 - e) Ministry of Justice
 - f) Council of Europe
2. The representatives of the following institutions will be invited to SC meetings as observers:
 - a) Ministry of Foreign Affairs of Norway
 - b) The Norwegian Embassy in Prague
 - c) Programme operator (Ministry of Finance)
3. Chairman of the SC shall be appointed and dismissed by the statutory representative of the final beneficiary of the project.
4. SC may invite other persons at the meetings. SC may decide on extension of another member, who may also be an external expert.
5. The termination of the employment relationship with the institution that the member represents causes the termination of its membership in SC. This institution shall without delay inform about this fact the Chairman and shall appoint a new representative.
6. Members of the SC may terminate their membership by a written notice to the Chairman.
7. Membership in the SC is honorary. FAU does not cover members of SC or staff or invited guests travel or other compensation related to the participation in the SC meetings.

Article 4

Rights and obligations of members of the Steering Committee

1. Members have obligation to participate in the SC.
2. Members of the SC are obliged to communicate to each other the relevant facts relating to the project, that they learnt about during exercising their activities.

3. Member of the SC shall determine in case of absence its representative at the SC meeting. This representative has the same rights and obligations as a member of the SC.
4. The members of the SC follow the instructions of the Chairman at the SC meeting. This obligation does not apply to making decisions in the SC.

Article 5
Steering Committee meeting

1. SC shall meet as necessary, but at least twice a year.
2. The SC meeting shall be convened and chaired by the Chairman, which also proposes the agenda. Except in case of urgency, the SC meeting shall be convened at least 10 days before the meeting via e-mail and at least 5 days before the meeting the agenda is circulated via e-mail. In case of absence of the Chairman SC meeting is conducted by a member designated in advance by the Chairman.
3. Chairman shall be responsible for ensuring that the SC will not adopt an opinion which could cause that the individual steps in the project implementation contradict each other and/or are contrary to the interests of the final beneficiary. He is also responsible for adequate external presentation of opinions adopted by SC.
4. Members provide supporting documents for negotiations, each according to their field of activity, on the basis of the current agenda sent by the Chairman. These documents shall be sent to the other members of the SC at least three days before the meeting.
5. Each meeting will conclude by setting out tasks and responsibilities of the members of the SC and project team for a further period.
6. Procedure of the meeting of the SC is stipulated in detail in Rules of Procedure of SC.

Article 7
The dissolution of the Steering Committee

1. SC is dissolved automatically after approval of the final report by the Norway financial mechanism and/or the Ministry of Foreign Affairs of Norway.

TITLE III
Final provisions

1. The changes of this statute can be made only by the SC.
2. This statute comes into force on 18 September 2014.