

DIGITÁLNÍ A INFORMAČNÍ AGENTURA_

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Agenda model of public administration

Description of the Public Administration Agenda Model

The Agenda Model is the foundation of the business architecture of public administration and the basis for managing the performance of digital public administration services. All public administration agendas are registered together with their legislative anchor in the Register of Rights and Obligations, including the definition of the OVMs operating in the agendas. In accordance with this registration, OVMs must then carry out their activities and provide their services. The Register of Rights and Obligations also defines the data held in the agencies and the rules for their use by other agencies or by the agency information systems supporting those agencies.

Agenda model of public administration

The basis of the agenda model of public administration performance was created during the implementation of basic registers in public administration. The agenda model defines the scope and activities of the OVS in individual agendas - the sum of all activities in all agendas in which the OVS operates, defines the scope of the OVS. Public administration bodies have all their public administration activities defined by describing their competences in individual agendas.

Public administration agendas

Public administration agendas are not only the legal frameworks for the functioning of public authorities, but also the basic frameworks for the implementation of processes as activities and for the recording and management and use of data within the principle of [interconnected data pool](#).

There is the following general breakdown of what is recorded for an agenda in [RPP](#) and what this generally means:

An agenda is a set of activities defined by law(s) (examples are ID card agenda, state social assistance, driver registration, etc.).

1. The notifier is the OVM, which is in charge of the legislation in question and is therefore obliged to enter the agenda and its data in the Register of Rights and Obligations. The notification includes:
2. Reference data on the agenda
 - the name of the agenda and its numerical code, which are part of the agenda codebook,
 - the numbers and names of the legal regulations and the designation of their provisions on the basis of which the public authority exercises its competence or on the basis of which the private data user is entitled to use data from the basic registers or agency information systems,
 - a list and description of the activities to be carried out in the agenda,
 - lists of activity roles,
 - a list and description of public authority actions to be performed within the agenda at the request of a non-public authority, the identifier of the action, the definition of the entity that may make the request and the form of the action,
 - a list of the public authorities and private data users carrying out the agenda or categories of public authorities and private data users,
 - the name of the notifier of the agenda and its public authority identifier,
 - a list of the public authorities registered to carry out the agenda and their public authority identifier,
 - a list of the data held or generated under other legislation under the agenda; this does not apply to intelligence services,

- a list of the data held in the basic registers made available through the basic registers information system for the execution of the agenda and the extent of authorisation to access these data,
 - a list of the data held in other agency information systems accessible through the reference interface for the execution of the agenda and the extent of authorisation to access these data,
 - the number and title of the legal regulation and the designation of its provisions on the basis of which the public authority or private data user is authorised to use or record data from the basic registers or from the agency information systems,
 - the address of the public authority which performs the act referred to in point (d), expressed by a reference link (territorial element code) to a reference in the territorial identification register, or an indication of the transfer of the performance of the act referred to in point (d) to another public authority.
3. Definition of agency activities and activity roles: As part of the notification, the notifier shall decompose the legislation and build a tree of agenda activities (i.e. agenda progression and interactions, in particular from the perspective of the public administration) and define the activity roles to be performed by each activity.
 4. Agenda scope: The competence of individual public authorities (e.g. a specific ministry, or aggregated groups such as municipalities, regional authorities, etc.) is determined and the activity roles for the performance of each activity are defined. The competences are defined/declared by the notifier and the public authority in question subscribes to these competences and their scope, all within the agenda information systems in the RPP.
 5. Addresses of the OVMs where the activities of the agenda are performed: it creates a factual map of the performance of the given agenda in the territory and each OVM that performs a competence is obliged to assign to its activities the actual address of performance (not the OVM's headquarters).
 6. Agency information systems: the agency information systems that public authorities exercising competence in a given agency use for this competence are defined, and these systems are then also given the authorisations to use the services of the basic registers, and thus to use reference data and data from other agency information systems through the [eGon Service Bus / Shared Service Information System](#).
 7. Exchange (provision and use of data) in the agenda: The notifier determines who is allowed to use and which data from the agenda or, on the contrary, provides it to the agenda from its AIS.
 8. Data in the agenda: All linked and held data, including their contexts and including technical data about them, are reported.
 9. Actions on request: The agenda includes a list and form of actions on request and the identification of who may make such a request
 10. Forms: the reporting obligations of the Agenda include the transmission of electronic forms or links to them to the Home Office.

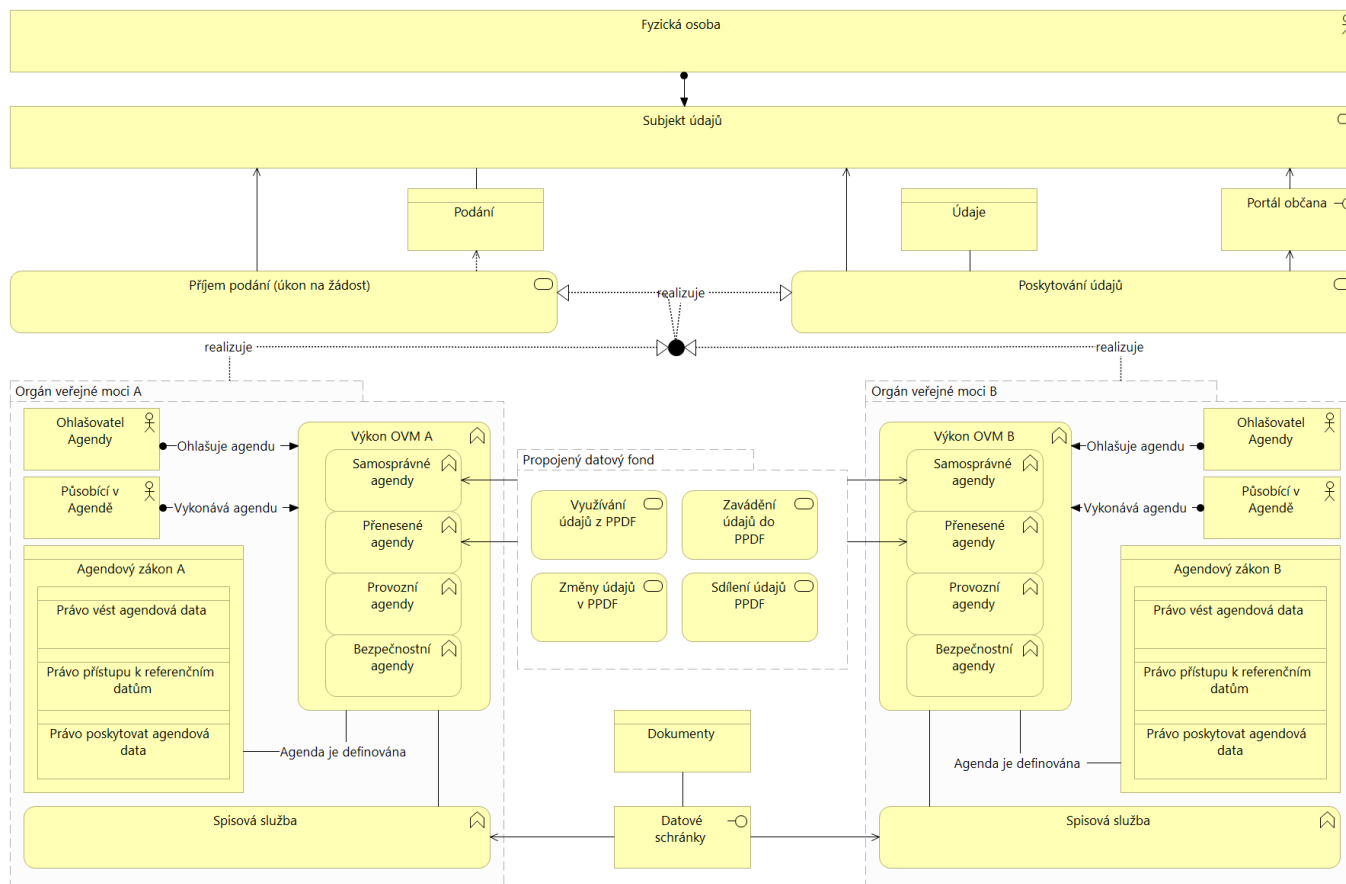
Key roles of OVS in the agenda model

There are the following key roles that are discussed elsewhere within the architecture documents:

Key OVS roles in the public administration agenda model	Role	Description/importance of the main activity
Agenda notifier	OVM, who is responsible for the legislative framework of the agenda and therefore determines the basic parameters of its performance	He is the fiduciary of the legislation; coordinates the performance of the agenda; methodologically manages the performance of the agenda; notifies the agenda in the RPP and its details; determines the scope of the OVM; provides either a centralized AIS or conditions and standards for a decentralized solution; notifies and manages data in the RPP, including data in the registers of OVM and SPUU; in the case of a centralized AIS, provides data through the ISVS reference interface

Key OVS roles in the public administration agenda model	Role	Description/importance of the main activity
public authority operating in the agenda	OVM operating in the agenda. This means that it actually carries out an activity within the given agenda and uses either a centrally provided AIS or its own to do so	Logs in to the competence; carries out the activities entrusted to it by officials in their activity roles; enters data on its competence into the RPP; uses a centralised AIS or manages its own; records and manages data in the agenda; performs data editor functions where appropriate
Private data user	Entity authorised by law to access data in basic registers or AIS and accesses it through an AIS managed by a designated OVM	Uses data as authorised
Administrator of the centralised AIS for the performance of an agenda	OVM which, on the basis of the law, manages the centralised AIS and provides it to OVMs operating in the agenda	Manages the centralised AIS; makes the AIS available to users of operating OVMs; implements the use of reference data from basic registers into the centralised AIS; provides support to users; solves integration links of the AIS with other systems
Administrator of own AIS, if no centralised AIS is available	Individual OVMs that use their own agency IS for agenda support, because no shared centralised solution is available	Manages its own AIS; enters data on its AIS into the RPP; handles links to basic registers; handles links to other ISVS; handles links to its other information systems; manages and maintains the data pool in its AIS
Public authority managing AIS for access by private users	OVM, which by law creates and operates an AIS through which private users can access data from basic registers or other AIS	Manages AIS for the SPU; makes AIS functions available to private users; supervises data use authorization; provides data to private users; handles data complaints from the SPU to data editors

View of the notifier and executor of the agenda



Public Administration Agenda Model Rules

Basic Responsibilities of an Agenda Reporter

According to [Act No. 111/2009 Coll., on the basic registers](#), the agenda notifier is responsible for the proper notification of the agenda and for updates to the agenda, and above all for the accuracy and truthfulness of the data contained in the agenda. If anyone discovers a discrepancy between the reality and the data, they should, as with other reference data, report this to the notifier, who must adjust the agenda to the reality. This applies not only to basic information but also to all other reference and non-reference data such as activities, OVM competences, agenda data, agenda information systems, etc.

The basic obligations of the notifier are:

- Where it is the promoter of legislation, to comply with all principles for legislation, including the principles of Digital Friendly Legislation.
- Report the agenda
- Report any changes to it.
- Report the scope of all OVMs and define the performance of the activities entrusted to them.
- Ensure the use of data from the basic registers and related authorisations for their use to support the execution of the agenda
- Declare the agenda information systems it manages and which are provided to the OVMs operating in the agenda
- Report on data held, used and provided in the agenda
- Issue operating rules for centralised agenda information systems
- Methodically manage the performance of the agenda by the OVM operating in the agenda
- Manage, i.e. report and keep up-to-date, the data in the OVM/SPUU register. In the case of the SPUU, this includes all entities that are obliged by law to be part of the agenda of which the OVM is the notifier. The notifier may appoint another OVM to do these acts.

Basic duties of an OVM operating in the agenda

Within the public administration agenda, only those public authorities that are indicated in the agenda declaration as public authorities exercising competence may carry out public administration activities within the specific activities. This means that, following the application of the principle of reference in the [Register of Rights and Obligations](#), it can be stated that if a public authority which does not have a designated competence carries out a public law activity within the agenda, this is a breach of the law and the agenda declarant must remedy this immediately. This applies not only to the list of public authorities operating, but also to the assignment of their activities. The exercise of an activity is a business connection and is technically called an 'activity role'.

The basic duties of public authorities operating in the agenda are therefore:

- To carry out activities as declared in the agenda
- If the OVM finds a discrepancy between the facts and data in the agenda declaration, it is obliged to require the declarant to correct it.
- If he/she manages an agency information system for the execution of the agenda (not provided centrally), to report this system to RPP as an ISVS.
- If there is a centralized agenda information system, use it.
- Access data in the basic registers and other ISVS only on the basis of the authorisation declared in the agenda.
- Manage only those data that are declared in the agenda.
- Initiate a complaint process with the relevant editor if a discrepancy is found between the reference data in each basic register and the actual data.

[topic area](#), [Agenda Model](#), [Agenda](#), [Agenda Reporting](#)

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