

# DIGITÁLNÍ A INFORMAČNÍ AGENTURA\_

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# Public administration policy model



The description of the architecture of the Czech Office and of the Czech public administration after the various layers of architecture and the incorporation of the requirements in the information concept and architecture of the Authority is described in [Architektura úřadu v kontextu veřejné správy a jejích vrstvách architektury](#).

The rules for the different shared services, functional units and thematic areas are described in the [Způsoby využívání sdílených služeb, funkčních celků a tematických oblastí jednotlivými úřady](#).

## general description of the agenda model

The agenda is based on the business architecture of the public administration and the basis for managing the performance of digital public administration services. All public administration agendas are inscribed together with the legislative anchor in the Rights and Obligations Register, including the definition of OVM in the agendas of the administration. In accordance with that authorisation, OVM must then carry out its activities and provide its services. The Register of Rights and Obligations shall further define the data in the agendas maintained and the rules for their use by other agendas, or agendas for supporting the information systems, respectively.

## Public administration performance model

The basis of the public administration agency's performance model was created in the implementation of the basic registers in the public administration. The policy model defines the scope and activities of the OVS in the individual agendas — a summary of all activities in all of the activities of the OVS, in which the OVs are active; defines the scope of the OVS. Public authorities have all their public activities defined by describing the remit of the individual agendas.

## governance agenda

The governance agenda is not only a legal framework for the functioning of public authorities, but also a basic framework for the realisation of processes such as activities and for the recording, management and use of data within the interconnected data fund principle.

There is the following general breakdown of what is listed in the RPP and [what](#) it means in general terms:

**The Agenda is a set of activities defined by law or by law (example: agenda of citizens' cards, state social assistance, driver's records, etc.)**

1. The declarant is an OVM, who is the body responsible for the legislation and therefore has an obligation to enter it in the Register of rights and obligations. The notification shall include the following:
  1. Agenda reference
    - the name of the agenda and its code number that are part of the agenda code list;
    - the numbers and titles of the legislation and indications of the provisions thereof on the basis of which the public authority is to exercise its competence or on the basis of which a private data

- user is empowered to use data from basic registers or information systems;
  - a list and description of the activities to be carried out on the agenda,
  - enumeration of professional roles;
  - a list and description of the actions of the public authorities performed on the agenda at the request of an entity which is not a public authority, an act identifier, a definition of the entity that may apply and the form of the transaction;
  - a list of public authorities and data users of the data that carry out the agenda, or their categories,
  - the name of the reporting officer and its identifier of the public authority;
  - a list of the public authorities which have been registered for the execution of the agenda and their identifier of the public authority;
  - a list of the data to be kept or set up under other legislation under the agenda; this does not apply to intelligence services,
  - a list of the data kept in the basic registers made available by means of the system's information system for the performance of the agenda and the extent of the authorisation to access such data,
  - a list of the data kept in other information systems made available through the reference interface for the performance of the file and the extent of the authorisation to access the data,
  - the number and title of the legislation and the terms of its provisions under which the public authority or the private user of the data is entitled to use the data from the basic registers or from the agency information systems, or to register them,
  - the address of the place of work of the public authority which carries out the act referred to in point (d) by reference (territorial element code) to the reference in the territorial identity register, or an indication of the transfer of the performance of the act referred to in point (d) to another public authority.
2. Definition of agency activities and activity roles: In the context of reporting by the declarant, the reporting agent shall implement the legislation and set up the tree of the agendas (i.e. the process of the agenda and the interactions in particular from the point of view of the public administration) and determine what kind of activity activities will be carried out.
  3. Scope of the agenda: The remit of the individual public authorities (to be needed by a specific ministry, or of an aggregate group such as municipalities, regional authorities, etc.) is defined and there is a KAU for the performance of the individual activities. The scope of competence is established/reported by the declarant and the authority is consulted on the scope and extent of the tasks, all within the framework information systems of the RPP.
  4. Addresses of the OVM workplaces where the work of the agenda is pursued: It shall provide a factual map of the performance of the agenda in the territory and each OVM, which shall be responsible for assigning the actual enforcement address (not the registered office of the OVM) to its activities.
  5. Information systems: There are established information systems used by the public authorities that are competent to use the agenda to use the services of the basic registries, making use of reference data and data from other agency information systems through the Information System for Shared Services. [The RPP](#) is a meta-information system defining the data model of public administration, authorisation and rules for storage, use and publication of data.
  6. Exchange (provision and use of data) in the Agenda: The declarant determines who is allowed to use the agenda or provides the data on the agenda.
  7. Data on the agenda: All data exchanged and recorded shall be reported, including and including the specifications thereof.
  8. Actions on request: The agenda includes a list and a form of actions at the request and the determination of who may submit such an application.
  9. Forms: the sending of electronic forms or references to them to the Ministry of Interior is part of the reporting obligations.

## The key role of the OVS in the agency model

The following key roles, also referred to elsewhere in the architecture of architectural documents, exist:

The key role of the OVS in the public administration agenda	Roles	Description/Significance of the main activity
Reporting officer	OVM, which is responsible for the legislative framework of the Agenda and therefore determines the basic parameters of its performance.	Is the body of legislation; coordinate the execution of the agenda; methodologically guide the execution of the agenda; it announces the agenda in the RPP and its details; specifies the scope of the OVM; provide either centralised AIS, or the conditions and standards for decentralised solutions; it shall report and manage the data in the MAPP, including the data in the registers of OVM and SPUU; in the case of centralised AIS, the data are provided via the reference interface of the ISVS.
Public authority on the agenda	OVM, which operates on the agenda. This means that it effectively exercises an activity under the agenda, using either centrally provided AIS or its own.	It is the responsibility of the applicant; shall carry out the activities assigned to it by the officials in their activities role; record his/her data in the MAPP; it uses a centralised AIS or manages its own; register and maintain data on the agenda; performs the function of data editor, if any
Private data user	An entity authorised by law to have access to and access to data in the basic registers or the AISI through an AIS operated for this purpose OVM	Uses the data specified in the authorisation
Manager of central AIS for the execution of the agenda	OVM, which, under the Act, manages the centralised AIS and provides it with an OVM operating on the agenda	Manage the centralised AIS; made available to AIS users for the service of AIS; implement the use of reference data from the basic registers to centralised AIS; provide support to users; addresses the integration links of AIS with other systems
Manager of AIS, if centralised AIS is not available	Individual OVM making use of its own IT system to support the agenda because there is no shared centralised solution	Manage its own AIS; record its AIS data to the RPP; address the links to the basic registers; addresses the links with other ISVS; addresses links to other information systems; manages and maintains the data fund in its AISu
Public authority managing AIS for access by private users	OVM which, by virtue of the law, is created and operated by AIS, through which private users can access data from the core registry or other AISs.	Manages AIS for the SPÚ; it makes the designation of the AISU available to private users; supervising the power to use the data; provide data to private users; ensures the implementation of data complaints from the SPÚ to data editors

## point of view of the reporting agent and executor of the agenda



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