BCC BRITISH CHAMBER OF COMMERCE CZECH REPUBLIC

BCC Public Affairs Working Group (PA WG)
Operating Principles

1, Purpose

The British Chamber of Commerce (BCC) proposes the establishment of the Public Affairs Working Group (PA WG).

The purpose of the PA WG is to enable BCC and its members to:

- contribute to the creation of a more efficient business environment for BCC members
- articulate common (sectorial) business interests and positions on relevant legislation and public policy
- communicate positions effectively to public authorities and stakeholders
- strengthen BCC's role as a credible representative of the business community in policy discussions

2, Governance

a. Governance and coherence of the PA WG towards BCC strategy:

Chair of the PA WG - A Chair will be appointed from the BCC Board
The Chair will:

- oversee the strategic direction of the PA WG
- ensure alignment with BCC's overall mission
- report to the BCC Board

Lead of the PA WG - elected from the group participants. Person responsible for driving the agenda of the working group
The Lead will:

- drive the agenda from technical/knowledge perspective
- aggregate members inputs and propose plans/next actions

Functional Sponsor of the PA WG - opportunity for PA professionals/companies from within the BCC members. The sponsor is optional role in a PA WG, which can be monetised as additional BCC resources stream. Functional Sponsor must prove no conflict of interest in the PA WG subject
The Functional Sponsor will:

- contribute with professional expertise
- have opportunity to execute some of the WG actions

b. Governance of the PA WG and its decisions:

- Any BCC member who expresses interest in participating may become part of the PA WG
- During group meetings, BCC members may propose topics they would like the group to discuss.
- After discussion, the group will determine the priorities of the topics

Decision-Making Process (four-round approval) to avoid interest damage of any BCC member or potential member conflict of interest

- Round 1: PA WG Consensus
  - PA WG must reach unanimous agreement on a proposed WG position and subsequent actions plan.
- Round 2: BCC Board Approval
  - BCC Board to approve the position of the PA WG
- Round 3: Formalising Positions with All BCC Members
  - The proposed position will be circulated to all BCC members via dedicated specific email
  - If members provide comments or objections, they will be invited to a follow-up discussion at the PA WG level
  - If no comments are received within the specified timeframe, the PA WG position is considered approved
- Round 4: BCC Board Approval
  - Proposed position will be updated on members comments and final plan approved by BCC Board to ensure consistency with all BCC activities.

c. Review Mechanism

To ensure both inclusiveness and operational efficiency, the PA WG distinguishes between strategic and tactical/operational decision-making:

- **Strategic decisions include:**
  - Overall priorities of the PA WG
  - Strategic plans and work programmes
  - Core policy positions
- These decisions require broad member alignment:
  - BCC members will be given a 10-day period to review and respond to proposed materials
  - Feedback may include comments, objections, or requests for further discussion
  - If no response is received within this period, the proposal will be considered implicitly approved by the non-responding members
  - Where objections are raised, the matter will be discussed within the PA WG and may be revised before proceeding to formal approval

- **Tactical and operational decisions include:**
  - Partial outputs, position papers, and communications
  - implementation materials derived from already approved strategic positions
- To ensure agility and responsiveness:
  - These materials are approved by the BCC Board
  - The Board will review materials per rollam within a 3-day period
  - The same principles apply as for member review:
    - Board members may provide comments or objections
    - If no response is received within the given timeframe, the proposal is considered implicitly approved
    - Where objections are raised, the matter will be reviewed

3, Structure of the PA WG

The PA WG may consist of multiple thematic subgroups, each focused on a specific sector and its legislative framework.

Each subgroup will have:

- A designated leader, ideally a member company active in the relevant policy field
- May have sponsor from PA partners
- Responsibility for preparing discussion materials and facilitating the subgroup's work

4, Topic Proposal Process

If a BCC member wishes to introduce a new policy topic, the following process will apply:

- Member company proposing the topic becomes the leader of the relevant subgroup
- The group leader will be responsible for preparation of:
  - BCC priorities list of the PA WG and subsequent
  - formalisation of strategic plan and its approval by the BCC Board
  - background materials
  - policy analysis
  - proposed discussion points

5, Operating principles

- During PA WG meetings a specific policy topic will be discussed
- The group will work towards forming a common position
- There will be meeting minutes from each WG meeting to ensure transparency and consistency

6, Financing

- Activities related to specific topics or subgroups will generally be financed by the companies proposing the topic (costs associated with the events, admin costs)
- BCC will provide organisational support and coordination where appropriate