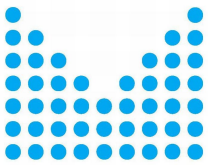
Materiál Ministerstva vnitra



MINISTERSTVO VNITRA
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Obsah

Information on eGovernment project approval

Who is required to seek an opinion from OHA?

public authorities

Public administration bodies request an opinion according to Act No. 365/2000 Coll. in connection with the submission of documentation of programmes, investment plans, projects of designated information systems, launch of a service of a designated information system. The term 'designated information system' is defined in Article 2(u) of Law No 365/2000 Coll., according to which it is a public administration information system that uses or provides services to a so-called reference interface, is linked to such a public administration information system, or is intended to provide a public administration information system service to natural or legal persons with an expected number of users using the so-called guaranteed identity access of at least 5 000 per year.

central administrative authorities including their organisations

According to Government Resolution No. 86 of 27 January 2020, the obligation applies to central administrative authorities, including the expenditure of organisations or legal entities to which the central administrative authority under their control performs the function of a founder or founder or which fall within their competence, and subordinate organisational units of the State. These offices shall submit a request for an opinion to OHA regarding the acquisition or technical evaluation of a designated information system. The obligation to request an OHA opinion is therefore no longer subject to any financial limit.

The obligation to inform the Government of the Czech Republic about ICT plans is imposed for expenditure on the acquisition or technical evaluation of a designated public administration information system or expenditure related to such an information system (i.e. plans for which an OHA opinion is required), as well as for other expenditure in the field of digitisation or ICT with an expected value of performance exceeding EUR 6 million. CZK.

The procedure for assessing ICT spending plans is regulated by the Basic Principles, which are annexed to Government Resolution No. 86 of 27 January 2020.

What should agencies submit to OHA for approval?

Projects subject to Law No. 365/2000, Government Resolution No. 86 of 27 January 2020, or both

Procedure: Depending on the type of project, please submit one of the opinion request forms below, following the relevant guidance document. You can find out the type of form for your project from the signpost. The request is to be made no later than the completion of the tender documents, if any, otherwise before the contract with the contractor is signed.

OHA will issue an opinion within 30 days, or 60 days in justified cases for particularly complicated applications.

If the project is subject to Law No. 365/2000 Coll. and Government Resolution No. 86 of 27 January 2020, it is possible to request an opinion under both of these regulations in a single application. OHA will issue a single opinion on the assessment under these

regulations, but if OHA's opinion under each of these regulations differs, OHA will issue separate opinions on the assessment under each of these regulations.

Proposals for investment documentation for programs containing the acquisition or technical evaluation of designated information systems and investment plans for actions for the acquisition or technical evaluation of designated information systems pursuant to Act No. 365/2000 Coll.

Procedure: Use the same forms and documents that are applicable for approval by the Department of the Treasury under other legislation to send to OHA.

OHA will issue an opinion within 30 days.

Operational documentation of the designated information system prior to the start of service.

Procedure: Each submission of operational documentation must include a cover letter with an electronic signature and the contents of the submission, the operational documentation cover sheet as defined by OHA, the operational documentation itself, and any additional attachments.

OHA will issue an opinion within 30 days, or up to 60 days for particularly complicated applications if warranted.

The main document for the application submission is the applicant's affidavit, which serves as the cover of the operational documentation and must be attached to each submission (in the format

WORD

or

EXCEL

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What forms should authorities use for their projects?

The authorities are obliged to use the forms currently in force, which they will fill in according to the guidelines. The different forms for ICT projects/intents, i.e. type A, B1, B2, B3 and C, will be used depending on the situation described in the table below. In the case of assessment of the operational documentation of the designated information system prior to the commencement of the service, use a single affidavit form which has the other required annexes described in its body.

In the event of non-compliance with eGovernment architectural principles, eGovernment architecture context, eGovernment shared service solution architectural patterns or authority architecture context, an exemption must be requested on a separate form.

Forms version 7 are valid from March 2021, forms version 6.0.4 are only valid until the end of May 2021.

Form type	Form type (if any)	Simple description	Links to version 7 files
Type A		A full form without simplification, used for the purchase of new information systems or their maintenance/development, or to build IT support for a new or significantly changed agenda, part of it or public service of the authority.	Form A Methodological Instruction A

Form type	Form type (if any)	Simple description	Links to version 7 files
Type B	Type B1	Request for OHA's opinion on the framework plan	Form B1 Methodological Instruction B1
	Type B2	Request for OHA's opinion on each partial change of the solution from the B1 framework plan	Form B2 Methodological Guideline B2
	Type B3	Request for OHA's opinion on the planned target architecture of the functional unit from the B1 framework plan containing, among other things, all partial changes according to B2	Form B3 Methodological Instruction B3
Type C		This simplified application template has been prepared for use in cases of an intention to acquire a standardised commodity ICT product (HW, SW or service).	Form C Methodological Instruction C
Exception Request		Complete an exception request **always** if **there is an objective reason** not to be in compliance with the architectural principles of the National VS Architecture, the requirements for compliance of the solution with the context of the Authority's architecture, the requirements for compliance of the solution with the context of the eGovernment architecture, the architectural patterns of the eGovernment shared services solution, etc.	Form Request for Exception Methodological instruction for request for exception
An affidavit of submission of operational documentation		An affidavit of submission of operational documentation of the designated information system for the assessment of compliance with all requirements	Form (docx) Form (xlsx)
Information to the Government		In order to inform the Government according to Government Resolution No. 86 of 27 January 2020, Article II, paragraph 1, letter a) and b), it is necessary to use standardised form of information to the Government	standardised form of information to the Government

The requirements for the diagrams of each architectural layer from the forms table above are available in

PDF

,

Source ArchiMate file

, and

XML format

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How should the authorities complete the project application?

When completing the application form, you must follow the relevant guidance notes. The authority will fill all tables in the form with information about the project being submitted on all four layers of the architecture. For the items marked in red, it is necessary to select the item from the list offered in the form. As OHA is particularly focused on key areas of eGovernment architecture and compliance with national architectural documents, we encourage all offices to monitor the information on this architecture website and strive to

maximize the architectural principles and goals of the Country Information Concept.

Where can the authorities find out more?

OHA does not currently provide any form completion training. However, it is possible to request a preliminary consultation via email oha@mvcr.cz. We are happy to answer any questions you may have about completing the forms or the obligation to seek an OHA opinion.

Before we prepare the updated documents, you can listen to a spoken presentation on the issuance of opinions on ICT projects pursuant to Government Resolution No. 889/2015 of 2 November 2015, which was replaced by Government Resolution No. 86 of 27 January 2020 (part 1 and part 2).

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