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1. Organisation of legal services in the Ministry of Finance

- About the ministry in general:
 - 1) area of activity;
 - 2) structure;
 - 3) number of servants;
 - 4) area of government
- Legal Department:
 - 1) position in the structure;
 - 2) duties;
 - 3) composition
- Legal department in the past










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- Division of tasks between the Legal Department and other departments
- Harmonisation of legislative drafting
- Administrative acts
- Representation in courts:
 - 1) Categories of disputes;
 - 2) Using the legal aid of a lawyer
- Counselling
- State secured study loan
- Internal training
- Developing the opinion of the ministry










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2. Alternative authorities for solving disputes

- Precedent law
- Challenge proceedings:
 - 1) challenge proceedings in general;
 - 2) adjudication of challenges in tax proceedings
- The Appeal Committee located by the Public Procurement Office
 - 1) purpose;
 - 2) reviewing appeals;
 - 3) unconstitutionality
- Committee for resolution of insurance disputes
 - 1) reviewing disputes;
 - 2) financing










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3. Process of developing draft acts

- The rules and regulations of the government and technical rules
- Approval in E-Law:
 - 1) what is being approved;
 - 2) when does it need to be approved;
 - 3) the procedure for approving;
 - 4) terms;
 - 5) what is assessed in a draft act;
 - 6) the consequences of disapproval;
 - 7) electronic correspondence










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- Procedure rules for developing the policy of the area
 - 1) mandatory stages depend on the category of the draft;
 - 2) approval with the Legal Department;
 - 3) verification form;
 - 4) electronic approval
- The inclusion web
- Consistent legal information system
- The assessment of impacts








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4. Responding to inquiries from persons


- Memoranda and request for explanations:
 - 1) the features of a request for explanations;
 - 2) the obligation to give explanations;
 - 3) terms
- Public information:
 - 1) the obligation of definition and grant of access;
 - 2) the information with limited access ;
 - 3) web page;
 - 4) document registry;
 - 5) request for information

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- Request for information:
 - 1) the manner of a request;
 - 2) registration;
 - 3) terms;
 - 4) fee;
 - 5) who is allowed to respond;
 - 6) vague boundaries





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5. Approval of Draft Acts

- Appointing the person in charge
- Collecting opinions and writing the response letter
- What is assessed in a draft act
- Approval by default

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6. Tax disputes

- Tax Policy Departments
- The duties of a tax authority
- The duties of the Legal Department of the Tax and Customs Board

