



29 January 1998
No. DK-98/73

Group: Council of the Baltic Sea States
Agenda item: written procedure

**Establishment of a CBSS Secretariat
Proposal by the Presidency**

Establishment of a CBSS Secretariat.

The Governments of the Council of the Baltic Sea States decide to establish a permanent international secretariat of the CBSS and they agree on the following elements in this report:

1. Aims and functions of the secretariat:

a. The main function of the secretariat is to provide technical assistance to the CBSS presidency.

Technical assistance shall i.a. include

- under the guidance of the presidency assistance in the preparation of:
 - the CBSS Ministerial Sessions, and Heads of Government meetings, and
 - other meetings within the CBSS at officials or experts level,
- support to the presidency for the implementation of decisions made above mentioned meetings and sessions.

It shall also - in the context of an information policy to be decided upon - provide support to the efforts of the presidency to increase public awareness of the significance and activities of the CBSS, increase the visibility of the Baltic Sea States co-operation, support the Council Presidency in its role as spokesman and inform, under the guidance of the presidency. the public, media and other bodies in this region about the Council's activities.

Furthermore, it shall assist the troika in ensuring continuity between rotating presidencies.

b. In particular, the secretariat shall

- carry out tasks under the guidance of the presidency, including maintaining continuous contact with the working groups of the Council, creating links between the Council and other government and non-government institutions active in cross-border co-operation in the Baltic Sea area, and if necessary co-ordinating with expert bodies,
- Support the CSO and its working groups in transmitting information on projects of all kinds (economics, transport, environment, infrastructure, justice and home affairs); to this end the secretariat shall maintain close contact with all government, intergovernmental and NGO actors in the region.
- in the context of an information policy, the secretariat shall serve as a focal point of information, including the preparation of the CBSS newsletter, preparing and maintaining an archive of CBSS documents and other documentation on co-operation in the Baltic Sea area and creating greater transparency by distributing i.a. information material relevant to the work of the CBSS and other institutions and formations active in Baltic Sea Region co-operation.

2. Review clause:

Five years after the secretariat has taken up its duties, the CSO shall examine the need for its continued activity, and report its findings to the first coming Council meeting.

3. Structure of the secretariat:

The head will be nominated by the Council members through consensus (title: Head or Director of the Secretariat for the CBSS). Under the guidance of the presidency I the Head of secretariat determines and co-ordinates the work of the secretariat, he/she reports to the CSO through the presidency.

The Head of secretariat is assisted by three staff members.

All staff members will be nominated on the basis of merits in a manner which takes account of geographical balance and of the principle of rotation.

The Head of secretariat establishes an appropriate (modest) administrative substructure.

Acceptance of seconded personal is subject to approval of the CSO and on condition that the sending Government or sponsoring institution contributes to the overhead costs (travel, communication etc.).

Contracts for all staff, professional and technical, shall be offered for a period of up to three years with possibility of prolongation.

Classification and salaries shall be established according to practice in international organisations such as The Council of Europe.

4. Seat of the secretariat.

The seat of the secretariat shall be Stockholm.

5. Working language.

The working language of the secretariat will be English.

6. Establishment of the budget of the secretariat.

The first budget of the secretariat shall be kept within a yearly limit of 2 MIO. DEM.

The Head of secretariat submits a draft budget for the following year to the chairman of the CSO. CSO considers the draft and decides upon the budget before the end of the year. Financial regulations shall be those of the host country.

State auditor of host country is responsible for auditing. State auditor of other member countries shall have access to accounts.

Premises will be provided by the host country free of charge. Costs, other than rent, are covered by the budget.

7. Financing of the secretariat.

Contributions by member countries are paid according to the following scale:

Denmark	12%
Estonia	4%
Finland	12%
Germany	12%
Iceland	4%
Latvia	4%
Lithuania	4%
Norway	12%
Poland	12%
Russia	12%
Sweden	12%

8. Legal status:

The secretariat shall have such legal capacity as is necessary for the exercise of its functions. In particular it shall possess the capacity to contract, to acquire and dispose of movable and immovable property, and to institute and participate in legal proceedings.

9. Start of operation.

The secretariat shall start operations no later than 1 April 1998.