

Terms of Reference of the Secretariat of the CBSS (21 June 2004)

## TERMS OF REFERENCE OF THE SECRETARIAT OF THE COUNCIL OF THE BALTIC SEA STATES

Adopted by the  
CBSS Ministers' Deputies at their meeting  
in Laulasmaa, Estonia on 21 June 2004

1.  
The Council of the Baltic Sea States (CBSS) established a permanent international secretariat (Secretariat) in 1998.
2.  
The mandate of the Secretariat is as follows:
  - \*  
to provide technical, organisational and analytical support to the CBSS chair, the Committee of Senior Officials (CSO) and the CBSS working groups and structures, i.a. task forces, as decided by the CSO;
  - \*  
to ensure continuity and enhanced co-ordination of CBSS work, to implement the CBSS information strategy, to act as a focal point of information on regional co-operation within the Baltic Sea Region (BSR) on approval of the CSO.
3.  
The division of labour between the Chairmanship and the Secretariat is detailed in the respective guidelines as approved by the CSO.
4.  
The director of the Secretariat (Director) is nominated by the members of the Council by consensus. The Director is the chief of staff and chief administrative officer, responsible for co-ordination of the work of the Secretariat. The Director works out an appropriate staff substructure. The Director reports to the CSO through the Chairmanship.
5.  
The Secretariat may include specialised units as decided by the CSO. As regards these specialised units, the Director coordinates in coherence with the respective chairmanships governing the substantive work of the units.
6.  
The Director is assisted by senior advisors and other professional staff, all of whom shall be nominated by the Director, subject to the approval of the CSO, on the basis of merits while taking account of the criteria of geographical and gender balance and of the principle of rotation. Appointment of senior advisors to the specialised units should be made by the Director on the suggestion from, and in consensus with, the governing bodies of these.
7.  
Acceptance of seconded personnel is subject to the approval of the CSO.
8.  
Contracts for all staff, professional and administrative, shall be offered for a period of up to three years, with the possibility of prolongation for one year. Staff members can re-apply once for their own position. Prolongation excludes renewed application.
9.  
Detailed staff rules and regulations are set out in the Personnel Handbook of the Secretariat.
- 10.

The system of classification and salaries shall be established on an internationally competitive level on the proposal of the Director, according to established practice in international organisations and subject to approval of the CSO.

11.

The working language of the Secretariat is English.

12.

The Director is responsible to the CSO in financial matters. The Director may delegate certain duties, as he/she deems necessary to secure proper and effective administration.

13.

Detailed regulations on the financial matters are set out in the Financial Rules of the Secretariat, as approved by the CSO.

14.

Contributions from the member states 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 %

15.

The financial year of the Secretariat is the calendar year.

16.

The Director is responsible for preparing a draft budget for the Secretariat. The draft budget is submitted by the Director to the CSO for approval.

17.

The Swedish Government provides the premises of the Secretariat free of charge under the Agreement on the Privileges and Immunities of the Secretariat (Host-Party Agreement). The privileges and immunities of the Secretariat and its staff members are set out in the Host-Party Agreement.

18.

The Secretariat is subject to auditing by the State Auditor of Sweden.

19.

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.

20.

The mechanism for settling disputes between the Secretariat and the Swedish Government is set out in the Host-Party Agreement.