



PM

WORK GROUP DIRECTIVES

**To:** To the Baltic Sea Commission Executive Committee Members and BSC Regions

**From:** CPMR Baltic Sea Commission Secretariat, Anne Ståhl Mousa  
Executive Secretary, CPMR Baltic Sea Commission, Tel. +46 498 263444, Mobile +46 70 540 88 58, Fax. +46 498 205120, E-mail: [anne\\_stahlmousa@msn.com](mailto:anne_stahlmousa@msn.com), [www.crpm.org](http://www.crpm.org)

**Date:** 2007-05-13  
To be amended before May 31, 2007, and decided on Executive Committee Meeting June 14<sup>th</sup> and General Assembly at 15<sup>th</sup> of June in Bodö

**Subject:** Work group directives

---

At the Executive Committee meeting in Murcia, October 24-25<sup>th</sup> 2006, there was a discussion concerning how Baltic Sea Commission thematic work groups should be set up and work.

At the executive meeting in Porvoo the question of work group directives was raised.

Finally question of how BSC work group organise their work was renewed in connection with the joint BSC - NSC presidia- and work group meeting at Kastrup.

This PM is a secretariat suggestion as to how Baltic Sea Commission thematic work group directives could be formulated. The suggestion is building on the Murcia decisions and the thematic work group directives of the North Sea Commission.

A handwritten signature in black ink, appearing to read 'Anne Ståhl Mousa'.

Anne Ståhl Mousa  
Executive Secretary  
CPMR Baltic Sea Commission

# CPMRs Baltic Sea Commission Work Group Directives

## CPMR Baltic Sea Commission work groups

At the Murcia Executive Committee (EC) meeting it was noticed that, as the resources of the organisation is limited, the BSC should focused on a few thematic work groups at the time.

- Any region may put forward, to the Executive Committee via the BSC Secretariat, a suggestion for a work group topic.
- Which thematic work groups that should to be set up are decided by the EC.
- The thematic group report back to the EC and deliver their final report to the EC and the General Assembly (GA).
- The thematic work group should narrow its focus in order to have the recourses to deliver high value result.
- In order not to make thematic groups become institutionalised work groups should limit their scope of ambition to one year deliveries that could be delivered and evaluated by the regions at the GA. If motivated, a continuation is to be seen as a new decision for a 'new' work group.

## Economy

Participating regions pay all their costs themselves including cost for documentation, seminars etc. There is no money set aside within the Baltic Sea Commission for thematic work group activities but the Executive Secretary will lend support, time permitting.

## Thematic work group participants

The thematic work group should, in general, have a **politician as Chairman** (and also a Vice-Chairman) - he or she should preferably be elected by and from the Executive Committee - *according to the same model as in the North Sea Commission*. This is to secure contact with the Executive Committee and also to secure a better political dialogue when presenting issues e.g. to national and international politicians (National ministries, EU, CPMR etc.).

*On a direct question, at the Murcia executive committee meeting, it was made clear that anyone may join a thematic work group if the Chairman of the work group invites him/her.*

A thematic work group may develop sub-groups and project groups to work on specific matters; however these must be presented to and approved by the Executive Committee.

The day-to-day work like organising meetings, producing agendas and minutes from meetings, preparation of papers for political decisions etc. should be lead by a "**Work Group Co-ordinator**" who also will take part in external meetings when needed.

**Meetings of more technical character** within the working group could be lead by the co-ordinator, and the co-ordinator should also represent the working group in external meetings of more technical character.

### **Work group responsibilities**

All thematic work groups are the Baltic Sea Commissions 'experts' in their field of topic and should thus help the presidium and executive secretary to provide answers, prepare amendments and needed reports were applicable.

The thematic work group should start by **producing a Work Plan**, which is sent via the Executive Secretary to the Executive Committee and the General Assembly for approval.

#### The Work Plan should state:

- Who are chairman, vice chairman and co-ordinator? Other members.
- The aim of the thematic group for the coming year - preferably defined as clear deliveries.
- A time plan.
- Prepare and send out an invitation to participants through the secretariat.
- All thematic groups should keep close contact with the other thematic groups within the BSC and CPMR and its Commissions or other Baltic Sea organisation to benefit from co-operation and avoid doubling work.

#### Work group 'day-to-day' work:

- The thematic group should keep the Executive Secretary continuously informed of its activities.
- Keep and share a list of WG contact (e-mail, telephone).
- Continuously provide the secretariat with material regarding the work group to be shared via the Baltic Sea Commission web.
- At request provide the executive secretary with summaries for the Executive Committee meetings and a report for the annual General Assembly.
- All members of the thematic group take on responsibility for a limited number of issues, assisting the Chair and Vice-Chairs and the Co-ordinator.
- The Co-ordinator, in close liaison with the Chair and Vice-Chairs, and in consultation with all members, set the agenda for the meetings. Papers for the meetings are prepared by members, and by the Co-ordinator.

### **Joint thematic work groups (*with other organisations*)**

The Baltic Sea Commission is a small organisation and thus have to overcome the limited resources by actively seek **co-operation** with other organisations and to make **joint papers**.

The joint thematic work group is established when the work group chair and the BSC Presidium believe the individual BSC thematic groups could benefit from an exchange with one or more organisations.

A thematic work group acting in **co-operation** with other organisations shall be formed by a BSC Executive Committee member who has a BSC co-ordinator to aid him or her in accordance with what's said above. Together the Chairman and the co-ordinator make-out the nucleus of the group together with the correspondent participate in another organisation(s).