



BALTIC SEA STATES SUBREGIONAL CO-OPERATION

## Rules of procedure for BSSSC Rapporteurs

### Background

The BSSSC has since many years appointed Rapporteurs for specific topics among its board members – especially in areas not covered by working groups. The rapporteurs have given oral reports and information in the Board meetings. Some rapporteur tasks have been taken care of by civil servants supporting the board members.

In the BSSSC's Terms of Reference (ToR) the following text can be found under "The bodies of BSSSC – and Working groups and rapporteurs":

*"The Board may also appoint rapporteurs for specific policy areas."*

### Rules of procedures for BSSSC Rapporteurs and ad hoc Rapporteurs

Based on the BSSSC long term strategy and the BSSSC bi-annual work plan prepared by the Chairmanship – the Board will agree on a distribution of responsibilities among its members. Both Board members and civil servants can be given the role as Rapporteur to the Board on specific policy areas and tasks. Ad hoc Rapporteurs and Rapporteurs to relevant Baltic Sea Region (BSR) organisations and programmes may also be appointed.

### **A BSSSC Rapporteur shall**

- follow the topic on European and BSR level and report to the Board at Board meetings
- prepare policy papers on the specific issue – to be discussed at the Board
- take part in lobby meetings and present policy papers to stakeholders in Brussels and in the BSR countries on behalf of the BSSSC Chair
- prepare written reports on the topic – including points/questions for political discussion in the Board meetings. Reports should be sent to the Secretariat in due time before the meeting and distributed to members together with the papers to each Board meeting
- introduce the topic shortly in the Board meeting
- represent BSSSC in working meetings, steering groups and conferences regarding the topic/policy area

- keep contact with the relevant Policy Area Coordinators/Horizontal Actions Coordinators of the EUSBSR (EU Strategy for the Baltic Sea Region)
- secure the flow of relevant information from BSSSC and back to the Board
- contribute to the programme of the annual conferences – take responsibility for preparing and conducting workshops on the topic
- alert the Chairmanship/secretariat and Board members on developments between the meetings – if relevant

To carry out its task - the Political Rapporteurs should be supported by administrative resources/experts from its home region. The Rapporteurs may also be supported by the BSSSC Brussels Antenna.

**An ad hoc Rapporteur shall**

- take part in specific events on behalf of the BSSSC Chair
- sign up as BSSSC in the registration – to be viewed in the participation list
- if possible - give an intervention or take part in panel discussion as a representative of the BSSSC Chair. Support will be given from BSSSC Secretariat and Brussels Antenna.
- submit a written report to the BSSSC Board
- give a short oral feedback at the next Board meeting

**Rapporteurs to other BSR organisations, structures and programmes shall**

- follow the work and – if possible – take part in the board meetings and annual conferences of the organisation
- look for synergies and promote cooperation on specific topics and arrangements/conferences
- secure flow of relevant information from BSSSC and back to BSSSC

*Adopted by the BSSSC Board 16.03.16*