



BALTIC SEA STATES SUBREGIONAL CO-OPERATION

## Rules of procedure for Brussels Antenna

### Background

Baltic Sea States Subregional Cooperation (BSSSC) has since many years had a Brussels Antenna to support the chairmanship, secretariat and the Board with important information and input from EU-institutions. The Brussels Antenna has also arranged meetings in Brussels with MEPs (Members of the European Parliament), members of CoR (Committee of the Regions) and EU Commission - for the Chairman, the Secretary General, Board members and the whole Board.

The role as Brussels Antenna has been conducted by several different regional offices and persons over the past years. In the BSSSC's Terms of Reference (ToR) the following text can be found under "The bodies of BSSSC – and the Secretariat":

*"BSSSC has a Brussels Antenna, which shall act as a contact point in Brussels and as a collector of and distributor of information in relation to the EU institutions/-policies".*

### BSSSC Rules of procedures for Brussels Antenna

Each Chairmanship should nominate a Brussels Antenna for its period. The Antenna can be the Chair region's office in Brussels, or any other regional office taking on the task on behalf of the BSSSC Chairmanship.

### **The BSSSC Brussels Antenna shall**

- keep track on important policy issues for BSSSC and the Baltic Sea Region - and for regional and local authorities in Europe – and report to the Chairmanship and the Board.
- take part in all Board meetings and inform about issues and processes in Brussels
- alert the Board members on specific issues and relevant meetings/ conferences via e-mail
- help to arrange meetings for BSSSC Chair and Rapporteurs in Brussels – to have dialog and to present BSSSC policy papers and views to the EU-institutions
- assist the secretariat and host regions of annual conferences with contact to EU-institutions with regard to speakers and programme development

- give input to policy papers, resolutions and speeches performed by BSSSC Chair and Rapporteurs
- keep contact to relevant BSR regional offices in Brussels – especially those of the BSSSC Board members

The antenna should in addition consider to

- issue regular newsletters - as a synthesis of the local language newsletters currently produced (monthly, every second month or 4 times a year?)
- explore the option of organising events (official or side-events) during Open Days in cooperation with other BSR organisations and/or offices- as a way of strengthening its visibility and contacts in Brussels