



## **Guidelines for CBSS participation in projects**

*Adopted by the CBSS Committee of Senior Officials on 26 January 2011*

### **A. Overarching principles for CBSS project oriented work**

The Secretariat under its Director General as well as Expert Groups and other bodies having their own separate funding are empowered to fundraise and to initiate, prepare and implement projects under the following principles:

- Projects shall be anchored within the five long-term priorities of the Council and the *Vilnius Declaration – A Vision for the Baltic Sea Region by 2020*.
- The CBSS shall have a clearly defined role in a project and be of added value to the project.
- Projects with CBSS participation should be of regional interest.
- The CBSS will encourage third parties to participate in its projects and participate in third party projects.

### **B. Procedure**

- The Secretariat will ensure that regular information is provided to the CSO on project initiation, preparation and implementation.
- Project development will be a standing agenda item for each CSO meeting. The agenda will be accompanied by an annex on project development.
- The CSO will receive full information on the implementation of a given project upon request, but not less than twice, halfway through and at the end.

### **C. Funding**

- In addition to external sources, the CBSS Secretariat's own project facilitation budget line should be appropriately funded and utilised.
- Upon decision by the Director General, CBSS Secretariat staff work hours can be used as cash contribution for co-financing as applicable.

### **D. Dissemination of project results**

- How the results of a project could best be disseminated should be considered and planned already at the stage of project preparation.
- Upon completion of a project, the Secretariat will submit a proposal to the CSO on ways to disseminate the results of the project.