

## **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  
Revised by the Council through written procedure in April 2009.**

1. The Council of the Baltic Sea States (CBSS) established a permanent international secretariat (Secretariat) in 1998 and refers to this Secretariat in the organisation's Terms of Reference.
2. The mandate of the Secretariat is as follows:
  - to provide technical, organisational and analytical support to the CBSS Presidency, the CBSS Committee of Senior Officials (CSO) and the CBSS expert groups and other structures, as decided by the CSO;
  - to ensure continuity and coordination 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 on approval of the CSO;
  - to assist, in accordance with CSO decisions, relevant structures, such as expert groups, in initiating, developing and implementing regionally important, strategic projects in line with the agreed CBSS long-term priorities and involving as many CBSS Members as possible, and to explore the financing of these projects.
3. The division of tasks and responsibilities between each Presidency and the Secretariat is detailed in an agreement between them.
4. The Secretariat is headed by a Director General, who is appointed by the Members of the Council by consensus. The Director General is the chief of staff, responsible for co-ordinating the work of the Secretariat. The Director General works out an appropriate staff substructure. The Director General reports to the CSO through the Presidency.
5. The Secretariat may include Specialised Units as decided by the CSO. The Director General supervises the work of the units to ensure accordance with the Secretariat rules and to monitor consistency with the agreed CBSS long-term priorities, whereas the substantive work of these bodies is decided by their respective governing bodies.
6. The Director General is assisted by a Deputy Director General. The Deputy Director General, the Senior Advisers and other professional staff shall be nominated, appointed and prolonged by the Director General, 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 all staff to the Specialised Units shall be made by the Director General on the suggestion from, and with the consent of, their respective governing bodies.
7. Acceptance of seconded personnel is subject to the approval of the CSO.
8. Contracts for internationally recruited staff shall, as a general rule, be offered for a period of four years, with the possibility of prolongation for up to two years. Contracts for locally recruited staff shall be offered in conformity with the labour regulations of the Host Country. All employment contracts for the CBSS Secretariat and the Specialised Units shall observe the terms of the Host Country Agreement.
9. The initial six months of employment for all staff under the Director General are to be considered as a period of probation, at the expiry of which the contract may be terminated by the Director General in case of unsatisfactory performance, subject to the approval of the Presidency.

10. Detailed staff rules and regulations are set out in the Personnel Handbook of the Secretariat, which is approved by the Director General and available upon request to CSO members.
11. The system of classification and salaries shall be established on an internationally competitive level on the proposal of the Director General, according to established practice in international organisations and subject to approval of the CSO.
12. The working language of the Secretariat is English.
13. The Director General is responsible to the CSO in financial matters. The Director General may delegate certain duties within the Secretariat, as he/she deems necessary to secure proper and effective administration.
14. Detailed regulations on financial matters are set out in the Financial Rules of the Secretariat, as approved by the CSO.
15. Contributions from the Member States are paid according to the following scale:
 

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| Denmark   | 12 % |
| Estonia   | 4 %  |
| Finland   | 12 % |
| Germany   | 12 % |
| Iceland   | 4 %  |
| Latvia    | 4 %  |
| Lithuania | 4 %  |
| Norway    | 12 % |
| Poland    | 12 % |
| Russia    | 12 % |
| Sweden    | 12 % |
16. The financial year of the Secretariat is the calendar year.
17. The Director General is responsible for preparing a draft budget for the Secretariat. The draft budget is submitted by the Director to the CSO for approval.
18. The Host Government provides the premises of the Secretariat free of charge under the Agreement on the Privileges and Immunities of the Secretariat (Host Country Agreement). The privileges and immunities of the Secretariat and its staff members are set out in this Agreement.
19. The Secretariat is subject to auditing by the State Auditor of the Host Country.
20. 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.
21. The mechanism for settling disputes between the Secretariat and the Host Government is set out in the Host Country Agreement.
22. These Terms of Reference enter into force as of 30 April 2009. The CSO may decide on transitory measures for staff whose contracts expire in 2009.