

Baltic Council of Ministers

Regulations for the Committees of Senior Officials and Task Forces

Article 1

Committees of Senior Officials are working bodies of the Baltic Council of Ministers within a certain area of co-operation .

Task Forces are working bodies of the Baltic Council of Ministers established for carrying out a specific task in the areas not covered by the Committees of Senior Officials.

In their work the Committees of Senior Officials and Task Forces act in accordance with the Terms of Reference of the Baltic Council of Ministers adopted on 13 June 1994 and subsequently revised as well as with these Regulations.

Article 2

A Committee of Senior Officials or a Task Force consists of one senior official from each country and a sufficient number of experts.

Within the framework of the Committees of Senior Officials, pertinent subcommittees or working groups can be formed.

Article 3

The chairmanship of a Committee or Task Force is exercised by the representative of the country holding the chairmanship of the Baltic Council of Ministers.

Article 4

Meetings shall be convened following the instructions of the Prime Ministers Council, the Co-operation Council, other ministers, or at the request of any senior official of the Committee of Senior Officials or Task Force.

Article 5

Within their area of co-operation the Committee of Senior Officials shall:

5.1. submit proposals for the priorities of Baltic co-operation and for the annual action plan of the Baltic Council of Ministers;

5.2. submit proposals for the agenda of the Prime Ministers' Council and the Co-operation Council;

5.3. prepare proposals of agreements for co-operation between Estonia, Latvia and Lithuania;

5.4. implement the decisions taken by the Prime Ministers' Council and the Co-operation Council and carry out other assignments delegated to the Committee of Senior Officials by the Prime Ministers' Council, the Co-operation Council or other ministers;

5.5. prepare drafts for the report of the Chairman of the Co-operation Council to the Baltic Assembly;

5.6. submit proposals to the Co-operation Council on the recommendations of the Baltic Assembly to the Baltic Council of Ministers;

Article 6

A Committee of Senior Officials shall draft its annual action plan and present it to the Co-operation Council for consideration no later than one month before the Cooperation Council meeting takes place. The annual action plan is drafted by the incoming chairmanship.

A Committee of Senior Officials shall draft its report about its activities during previous year and present it to the Co-operation Council for consideration no later than one month before the Cooperation Council meeting takes place. The report is drafted by the country holding the chairmanship.

Article 7

The Committees of Senior Officials co-operate with the relevant Committees of the Baltic Assembly when preparing proposals for the priorities of Baltic co-operation, and preparing recommendations and documents in their areas of cooperation.

Article 8

Task Forces are established by the Prime Ministers' Council on its own initiative or following a proposal of other Ministers in coordination with the Cooperation Council.

The Prime Ministers' Council determines specific task to be performed by the Task Force in definite time frame.

Task Forces are dissolved by the Prime Ministers' Council upon completion of their tasks.

Task Forces shall report on the implementation of the tasks to the Prime Ministers' Council.

Task Force shall inform the Cooperation Council and the Secretariat about its activities on regular basis, as appropriate.

Article 9

Documents and proposals of the Committees of Senior Officials or Task Forces are communicated to the Prime Ministers' Council and Co-operation Council through the Secretariat

Article 10

Agenda and drafts of the documents concerning the meetings of the Committees of Senior Officials or Task Forces are prepared and distributed by the country holding the chairmanship, unless otherwise agreed.

Article 11

The Committees of Senior Officials or Task Forces within their area of responsibility shall have the power of decision when authorised representatives from Estonia, Latvia and Lithuania are present.

Each country has one vote in the Committee of Senior Officials or Task Force. Decisions of the Committee of Senior Officials or Task Force shall be taken by consensus.

If agreement is not reached, the matter shall be submitted to the Co-operation Council on the request of any country.

Article 12

Documents and minutes of the meetings of the Committee of Senior Officials or Task Force shall be entered in a register kept by the country holding the chairmanship.

The minutes shall be approved by silent procedure.

Article 13

The list of the Committees of Senior Officials is presented in the Annex 1.

Article 14

These Regulations may be amended by the Prime Ministers' Council.

Article 15

These Regulation enter into force on 1 January 2005.

Annex 1

Baltic Council of Ministers Committees of Senior Officials

Committee on Defence

Committee on Energy

Committee on Environment

Committee on Home Affairs

Committee on Transport and Communications