

## Set-up of programming bodies (state 29 March 2012)

*The following institutional set-up for the programming phase of the Baltic Sea Region Programme 2014-2020 was approved by the Joint Programming Committee at its first meeting on 29 March 2012.*

As main decision making body during the programming a **Joint Programming Committee (JPC)** has been set-up comprising members and observers from 11 countries (8 EU Member States: DE, DK, EE, FI, LT, LV, PL, SE, plus the 3 Non-Member States BY, NO, and RU).

Furthermore it is recommended to organise **Task Force meetings** of a smaller group of JPC members for more thorough discussion of particular topics and draft programme texts. For a wider participation of relevant stakeholders a **Reference Group** should be set up. Additionally, **National Reference Groups** are proposed to involve a wider group of national, regional and local stakeholders.

In the following chapter proposals for mandates, tasks, composition and working methods of the different programming bodies are presented in more detail.

### 1. Joint Programming Committee (JPC)

#### Mandate

Main decision making body during the programming phase.

#### Tasks

The JPC takes decisions on...

- ...mandates, tasks and composition of bodies involved in programming;
- ...work plans for the programming phase;
- ...structure (table of content), draft texts and versions of the programme document;
- ...final programme document and submission to the Commission;
- ...negotiation positions/mandates with the Commission.

#### Composition

- Three representatives nominated by each national delegation;
- Current programme's JTS/MA staff responsible for producing draft texts;
- Participation of advisors, experts, observers (e.g. Commission).

#### Working method

Apart from the specific mandate, tasks, composition and working method defined in this documents the Rules of Procedures of the Monitoring Committee for the Baltic Sea Region Programme 2007 – 2013 apply respectively (See attached MC Rules of Procedure from 14 February 2008).

Rotating national chairmanship based on MC chairmanship of the Baltic Sea Region Programme 2007-2013 (2012: Latvia, 2013: Estonia, 2014: Poland);



JTS/MA of the current programme acts as secretary of the JPC;

Meetings will be held on demand based on proposals from JTS/MA and JPC chairmanship.

In well justified cases supporting documents can be sent latest one week before the JPC meeting to the members of the JPC.

## **2. Programming Task Force**

### **Mandate + Task**

To discuss particular topics and draft texts for the programme document. Consolidated drafts will be proposed to the JPC for approval.

### **Composition + Working method**

Comparably to the current's programme 'Task Force Programme Strategy' the composition of the Programming Task Force would be flexible. Depending on the focus of the meeting, national delegations send 1-2 representatives to the meetings to allow for a thorough working-style discussion.

Staff from the current programme's JTS/MA and - upon need - external experts will act as writers and will produce the proposals and draft texts for the discussion at the meetings of the Programming Task Force.

Meetings will be held on demand. To reduce the number of meetings also written consultation and commenting procedures will be used.

Lists of national contacts persons on specific issues (content, financial control) will be set up.

## **3. Reference Group**

### **Mandate**

To make sure that the programme will be based on a wide public consultation process involving relevant stakeholders from the region.

### **Tasks**

Defines needs and expectations towards the new programme from the programme's target group at the beginning of the programming process.

Provides comments and suggestions to draft version(s) of the programme.

### **Composition**

- National Contact Points, Priority Area Coordinators and Horizontal Action Leaders of the EU Strategy for the Baltic Sea Region
- Organisations with transnational and pan-Baltic relevance having thematic links to the topics covered in the programme
- Composition to be proposed by MA/JTS and national JPC delegations.



### **Working method**

At the beginning of the programming process the Reference Group will be asked to provide written input based on a questionnaire.

When the first complete draft of the programme is agreed by the JPC a consultation process will be launched.

In addition, web-based commenting on draft programme version(s) will be organised.

### **4. National reference groups**

It is recommended to JPC members to set up national reference groups and to arrange national seminars and conferences in their countries to inform and involve relevant national and regional actors in the programming process. Composition, tasks and working methods will have to be defined at national level according to national structures and practices.

