



## Terms of Reference International Steering Group “Tourism Cooperation in the Baltic Sea Region”

*First adopted in Ringsted on 25<sup>th</sup> September 2013  
Update as of 21 September 2016, adopted 19 October 2016 in Pärnu*

### 1. Terms of reference

- 1.1 The Steering Group “Tourism Cooperation in the Baltic Sea Region”, in the following called the “Steering Group”, is created in order to advise and assist the Coordinator of Policy Area Tourism (PA Tourism) in the EU Strategy for the Baltic Sea Region (EUSBSR), with the view to ensure that actions are anchored all over the region.
- 1.2 The objective of this Steering Group is to facilitate the implementation of the Action Plan in PA Tourism through intensified exchange and coordinated action both at the strategic as well as operational level.

### 2. Members and observers

- 2.1 The Steering Group consists of representatives from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden and the European Commission. Other interested Baltic Sea States (in particular Norway and the Russian Federation) can also become members of the Steering Group should they so wish.
- 2.2 Members of the Steering Group either represent a national tourism ministry, a state agency operating in the field of tourism or, in case of the European Commission, the Directorate General responsible for the EU Strategy for the Baltic Sea region. Members may appoint a substitute representative.
- 2.3 Flagship leaders whose flagships are within PA Tourism may be invited to also attend Steering Group meetings.
- 2.4 The Steering Group may invite third parties as guests to its meetings.

### 3. Fields of action

- 3.1 The Steering Group shall provide advice and assistance to the Policy Area Coordinator by serving as a forum of dialogue and discussion regarding the implementation of PA Tourism in the EUSBSR Action Plan and the promotion of tourism cooperation in the Baltic Sea region. The Steering Group may recommend actions pertaining to the implementation of the policy area.
- 3.2 The Steering Group will also operate as a forum of dialogue for flagship projects and other relevant project initiatives. If projects seek (written) support from PA Tourism, PA Tourism shall consult with the Steering Group before making a final decision. Furthermore, decisions concerning the establishment or adjustment of flagships and related issues cannot be solely made by PA Tourism, but require prior consent from the Steering Group. The Steering Group may, within the mandate given to the priorities, initiate projects with particular macro-regional potential.
- 3.3 The Steering Group may establish sub-working structures, such as task forces, to deal with specific tasks having a clear and time-limited mandate.



#### **4. Rules and Procedures**

- 4.1 The Steering Group takes overall political guidance from the EU Strategy for the Baltic Sea Region, its Action Plan and the High Level Group. The Steering Group may also consider policy documents on the Baltic Sea Region from relevant states or organisations.
- 4.2 Decisions within the Steering Group are taken by consensus among members. However, non-EU members are not in the position to block cooperation among EU members in a given field, but may instead choose to opt out of a particular field of cooperation.
- 4.3 The Steering Group is chaired by the Policy Area Coordinator for PA Tourism.
- 4.4 The Chair of the Steering Group prepares the agenda for the meetings. Members may present their proposals for the agenda to the Chair.
- 4.5 Progress reports on the policy area drafted by the Policy Area Coordinator, are circulated to and discussed among members approximately 14 days before submission to the European Commission.
- 4.6 The working language of the Steering Group is English.

#### **5. Meetings and finance**

- 5.1 The Steering Group meets up to three times per year.
- 5.2 Participants may bring interpreters at their own expense.
- 5.3 Venue and organisational costs related to the meeting will be borne by PA Tourism in the frame of their PAC support, unless otherwise decided. However, group members have to cover their respective travel and accommodation expenses.