

Terms of Reference

for the

Steering Group for the Policy Area 'Culture & Creative Sectors' of the EU Strategy for the Baltic Sea Region

Adopted on June, 16th, 2015

The EU Strategy for the Baltic Sea Region (EUSBSR) was adopted by the European Council in October 2009. Since February 2013 Culture has been one of 17 Priority Areas of the Strategy. With the adoption of the revised EUSBSR Action Plan in June 2015 'Culture & Creative Sectors' ('PA Culture' in the following) is one of now 13 Policy Areas. The Ministry of Culture and National Heritage of the Republic of Poland and the Ministry of Justice, Cultural and European Affairs of Land Schleswig-Holstein act as Policy Area Coordinators (PACs).

1. *Purpose*

The Steering Group has been created to advise and assist Poland and Schleswig-Holstein in their tasks as Policy Area Coordinators in order to ensure that the PA Culture objectives, actions, projects and activities are anchored in the whole region and match the expectations of the relevant BSR cultural stakeholders.

2. *Members*

Representatives of the Cultural Ministries of all BSR states (including Norway, Russia and Iceland) or their subordinated authorities and representatives of BSR organizations with a focus on cultural affairs can become a member of the PA Culture Steering Group. Members are expected to have knowledge on their own country's or organization's cultural policy objectives.

3. *Observers and Guests*

- 3.1. Representatives of the relevant services of the European Commission are entitled to attend the Steering Group meetings.
- 3.2. The leaders of (potential) PA Culture Flagships are entitled to attend the Steering Group meetings.
- 3.3. The Steering Group may assign the status of an observer to further states, organizations and institutions.
- 3.4. The Steering Group may invite third parties as guests to its meetings.

4. *Role of the Steering Group*

- 4.1. The Steering Group provides advice and assistance to the Policy Area Coordinators by serving as a forum for policy discussions on PA Culture actions, projects and activities.
- 4.2. The Steering Group makes recommendations on the assignment of the EUSBSR flagship status for projects implementing the objectives of PA Culture. These recommendations may be new project proposals or substantial modifications of running flagship projects.
- 4.3. The Steering Group may propose new projects to be assigned with the flagship status as well as recommend the withdrawal of the flagship status for projects not exhibiting the expected progress and results.
- 4.4. The Steering Group will be consulted by the Policy Area Coordinators in revisions of the Action Plan.
- 4.5. The Steering Group may recommend actions contributing to the implementation of the PA Culture objectives.
- 4.6. The Steering Group serves as a forum for dialogue between the PA Culture flagships.

5. *Rules and Procedures*

- 5.1. The Steering Group meets at least twice a year, if possible, back-to-back to events relevant to the PA Culture objectives.
- 5.2. The Steering Group is chaired by the Policy Area Coordinators.
- 5.3. The Policy Area Coordinators propose the meeting agenda. Members may propose items for the agenda to the Policy Area Coordinators.
- 5.4. Decisions within the Steering Group are taken among its members on the principle of majority voting, either within the physical meetings or via written procedure. All the Steering Group decisions need the support of the Priority Area Coordinators.
- 5.5. All Steering Group meetings are conducted in English.
- 5.6. Participants of the Steering Group meetings cover their travel and accommodation expenses themselves. Policy Area Coordinators or members hosting a meeting will bear the costs connected with the meetings.