



**Terms of Reference
International Steering Committee
“Tourism Policy in the Baltic Sea Region”**

Adopted in Ringsted on 25th September 2013

1. Terms of reference

1.1 The Steering Committee “Tourism Policy in the Baltic Sea Region”, in the following called the “Steering Committee”, is created in order to advise and assist the Coordinator of Priority 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.

2. Members and observers

2.1 The Members of the Steering Committee: 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 are represented in the Steering Committee by a relevant ministry or state agency operating in the field of tourism and the European Commission by a representative of the relevant service. Members shall also appoint substitute representatives.

2.3 Flagship Project Leaders whose flagship projects are within PA Tourism may also attend Steering Committee meetings.

2.4 The Steering Committee may invite third parties as guests to its meetings.

3. Actions by the Steering Committee

3.1 The Steering Committee may provide advice and assistance to the Priority Area Coordinator by serving as a forum for dialogue and discussion regarding the implementation of PA Tourism in the EUSBSR Action Plan and the promotion of tourism cooperation in the whole region. The Steering Committee is to recommend actions pertaining to the implementation of the priority area. The Steering Committee will also operate as a forum for dialogue for flagship projects.

3.2 The Steering Committee may, within the mandate given to the priorities, initiate and implement projects relevant to the enhancement of tourism potential in the Baltic Sea Region and explore their financing with a view to focusing work in areas where it creates most added value.

3.3 The Steering Committee may establish and terminate sub working structures, such as task forces, to deal with specific task having a clear and time-limited mandate.



4. Rules and Procedures

4.1 The Steering Committee takes overall political guidance from the EU Strategy for the Baltic Sea Region, its Action Plan and the High Level Group. The Steering Committee may also consider policy documents on the Baltic Sea Region from relevant states or organisations.

4.2 Decisions within the Steering Committee 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 Committee is chaired by the Priority Area Coordinator for PA Tourism.

4.4 The Chairman of the Steering Committee prepares the agenda for the Committee meetings. Members may present their proposals for the agenda to the Chairman.

4.5 Progress reports on the priority area drafted by the Priority Area Coordinator, are circulated to and discussed among members 14 days before submission to the European Commission.

4.6 All Steering Committee meetings are conducted in English.

5. Meetings and finance

5.1 The Steering Committee holds meetings, as needed.

5.2 Participants may bring interpreters at their own expense.

5.3 The member hosting meetings bears the costs connected with the meeting, unless otherwise decided. Participants in the meetings cover their respective travel and accommodation expenses.