

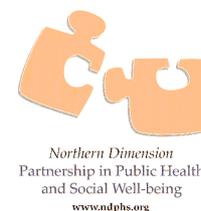


**NDPHS Strategy Working Group
First Meeting
Stockholm, Sweden
21 January 2009**

Reference	SWG 1/3/Info 5
Title	Collection of rules in the NDPHS
Submitted by	Chair Country and Secretariat
Summary / Note	This collection of rules established in the NDPHS takes into account decisions taken during CSR meetings as well as other relevant documents. This document is not a comprehensive one as documents may be added to it at a later stage.
Requested action	For reference

- Annex 1: Oslo Declaration
- Annex 2: Terms of Reference of the Secretariat
- Annex 3: Guidelines for the NDPHS appropriations account
- Annex 4: Budget and financing model of the Secretariat
- Annex 5: Excerpt from the CSR 14 Minutes- changes in the NDPHS overall budget
- Annex 6: NDPHS Information and Communication Strategy
- Annex 7: Rules of procedure for approval of new NDPHS Partners and Participants
- Annex 8: Rules of procedure for approval of new NDPHS Associated Expert Groups
- Annex 9: Background on the Associated Partner status

Reference	Annex 1
Title	Oslo Declaration
Summary / Note	Adopted at the Ministerial Meeting in Oslo on 27 October 2003



DECLARATION

**CONCERNING THE ESTABLISHMENT OF A
NORTHERN DIMENSION
PARTNERSHIP IN PUBLIC HEALTH AND SOCIAL WELLBEING**

Adopted at the Ministerial Meeting in Oslo on 27 October 2003

Ministers of Health and Social Affairs and other High Representatives of the founding partners; Canada, Denmark, Estonia, Finland, France, Germany, Iceland, Latvia, Lithuania, the Netherlands¹, Norway, Poland, the Russian Federation, Spain¹, Sweden, the European Commission, the World Health Organisation, the Barents Euro Arctic Council, the Council of the Baltic Sea States, the International Labour Organisation, the International Organisation for Migration, the Nordic Council of Ministers and the Joint United Nations Programme on HIV/AIDS met in Oslo on 27 October 2003 and agreed to establish a Northern Dimension Partnership in Public Health and Social Wellbeing.

In so doing, they in particular referred to:

The Northern Dimension Forum held in Joensuu, Finland, in September 2002;

The content of and experience from existing international co-operation and programmes in the field of health and social services, such as co-operation within the Arctic Council (AC), the Barents Euro-Arctic Council (BEAC), the Council of the Baltic Sea States (CBSS), the European Union, the Nordic Council of Ministers (NCM), the World Health Organisation (WHO), etc. as well as bilateral co-operation.

The United Nations Millennium Declaration and its Development Goals as stipulated at the Millennium Summit in New York in 2000.

The Declaration adopted at the Meeting of Heads of Government in Kirkenes, Norway in January 2003 to mark the tenth anniversary of the Barents Euro-Arctic co-operation;

The policy bases that exist in the Northern Dimension partner countries for strengthening their public health and social wellbeing programmes.

¹ The Netherlands has conveyed its intention not to participate in the Partnership, regretting any misunderstandings that have arisen on its position. Spain has decided to withdraw as Partner.

The objectives of the European Union Northern Dimension Action Plan 2004-2006 endorsed by the European Council at its meeting on 16-17 October 2003, in the field of public health and social well-being, and to the objectives of other partners in the partnership.

The EU Action Programme for Public Health 2003-2008 and the EU Action Programme to combat social exclusion 2002 - 2006

1. Objectives of the Partnership

The overall objective of the Partnership is to promote sustainable development in the Northern Dimension area through improving human health and social wellbeing. The Partnership aims at contributing to intensified co-operation in social and health development and assist Partners and Participants in improving their capacity to set priorities in health and social wellbeing, as well as to enhance co-ordination of international activities within the Northern Dimension area. The activities by Partners and Participants in a Partnership should contribute to greater political and administrative coherence in the area, narrowing of social and economic differences, and to a general improvement of the quality of life and of the demographic situation.

2. Composition of the Partnership

The Partnership constitutes a voluntary and targeted form of co-ordination and co-operation aimed at achieving the stated objectives. Eligible partners will be the Founding partners, EU Member States and Northern Dimension Partner Countries, the European Commission and other relevant EU Institutions, regional co-operation bodies, international organisations and financing institutions. Eligible participants are interested sub-national administrative entities in the Northern Dimension area. Other countries or organisations associated with the Northern Dimension may become Partners or Participants of the Partnership in accordance with national legislation or statutes and through a procedure to be established by the Committee of Senior Representatives.

Other interested parties, such as relevant non-governmental organisations and private sector entities may participate in the funding and/or implementation of activities within the framework of the Partnership and may be invited to Partnership meetings in the capacity of observers or guests.

The Partnership does not constitute a legal person under international law. The Partnership should not infringe on the sovereign rights and procedures of the Partners and Participants.

3. Role and operation of the Partnership

The Partnership will build on, enhance and support existing national and international activities within its scope. In addition the Partnership will promote efforts addressing needs that are not yet covered by existing activities. The Partnership will promote existing health and social affairs co-operation and networking within the frameworks of the Council of Baltic Sea States, the Barents Euro-Arctic Council, the Nordic Council of Ministers, the World Health Organisation or other bodies.

Experiences from existing co-operation will be collected, shared and made use of throughout the Northern Dimension area by the Partnership mechanisms. The activities by Partners and Participants in the Partnership may take different forms, depending on the scope of the task, available administrative and financial resources, and other factors. The Partners and Participants will explore various relevant models, such as the establishment of "consortia" among interested

professional and/or financial parties for the implementation of specific tasks aimed at fulfilling the objectives of the Partnership.

Relevant regional and local authorities within the Northern Dimension area should be encouraged to play a crucial role in the implementation of activities by Partners and Participants within the framework of the Partnership. Their direct involvement in all stages and at all levels of the co-operation procedures under the Partnership should be ensured.

4. Priorities and strategies of the Partnership

The Partnership shall focus on two priority areas for improved co-operation and co-ordination. One of these priority areas is the prevention of major public health problems. At present, they include communicable diseases, such as HIV/AIDS and tuberculosis, use of illicit drugs, cardiovascular diseases and consequences of socially distressing conditions. The other priority area is promotion of healthy and socially rewarding lifestyles. The focus shall be on determinants of health and social wellbeing, including sexual behaviour, use of alcohol, smoking, use of illicit drugs, social and work environment and social skills.

The main groups, whose health and social wellbeing is the main target, are children and young people. The Partners recognise, however, that in the health and social wellbeing of children and the young, the society and communities, parents and other adults, play an important role and that actions targeting parents and other adults can be crucial to the health and wellbeing of children and young people.

Gender and children's perspectives shall be mainstreamed in all efforts within a Partnership. Other cross-cutting themes to be taken into account by the Partners are: equity and social inclusion, interaction between health and social sectors, people with disabilities and indigenous people and other vulnerable groups with special needs.

One of the main approaches of a Partnership shall be to support reorientation and efficiency of the health and social care systems. In social care, especially community based and preventive social services are to be enhanced. In health care, the focus should be on a strong primary health care (as defined in the Alma Ata Declaration). Horizontal, rather than disease-specific vertical programmes should be encouraged. Besides health and social care systems, Partners shall aim to address the broader society and to increase recognition of social and health concerns.

The Partnership will promote co-operation and internationally co-ordinated action in order to fulfil specific objectives within the following two priority areas:

4.1 Reduction of major communicable diseases and prevention of life-style related non-communicable diseases

The main focus shall be on HIV/AIDS, tuberculosis, sexually transmitted infections and antibiotics resistance. On non-communicable disease special attention shall be paid to the determinants of cardiovascular diseases, including excessive use of alcohol and smoking. Attention shall be paid to the WHO framework convention on tobacco control. Preventive actions by health and social services, in co-operation with other sectors, are to be strengthened, including actions against the illicit use of drugs.

Main orientation of the Partnership in this field:

1. Enhancing intersectoral collaboration at relevant levels of administration, e.g. health, social services, education and other authorities, NGOs, private sector, etc.

2. Strengthening of co-operation in health surveillance of both communicable and non-communicable diseases and their determinants
3. Strengthening of preventive health and social services of individuals, health services and social services such as:
 - counselling, information and education
 - alternatives to institutional care for children, etc.
 - training and education in public health and in social care
 - peer education programmes among youth
4. Continuing efforts to reform social and health systems.

4.2 Enhancement and promotion of healthy and socially rewarding lifestyles

The main focus shall be on healthy nutrition, physical activity, smoke free environment, alcohol and drug free leisure time activities, safe sexual behaviour and supportive social and work environment and constructive social skills. Children and young people shall be the main target groups.

Main orientation of the Partnership in this field:

1. Building of public policies to enhance health and social wellbeing in relevant sectors, at all levels of society.
2. Creation of supportive physical and social environments to protect and promote health and social wellbeing, and to enable people to make healthy and socially sound choices. Such activities may include a wide variety of activities and actors, e.g. promotion of healthy nutritional habits, starting youth centres, promoting sports, peer education programmes, etc.
3. Continuation of reorientation of health systems and social care systems. Activities should focus on health promotion and primary health care and preventive social services. They should also include efforts to raise health and social issues higher on the political agenda and decision-making.
4. Empowerment and mobilisation of people and communities to take action to enhance their health and social wellbeing, with a special focus on children and young people.
5. Development of basic skills of individuals related to health and social life.

5. Structure of the Partnership

In order to promote an enhanced co-operation within the objectives set for the Partnership, the following mechanisms will be established:

5.1 Partnership Annual Conference (PAC)

The Partnership Annual Conference (PAC) will constitute the highest co-operation structure of the Partnership. The PAC will meet every year and alternate between the Ministerial level and the level of Senior Officials so that Ministers and other designated high representatives will meet

every second year². The PAC will review progress under the Partnership, carry it forward and provide coherence and co-ordination for achieving its objectives, and at ministerial level provide guidance.

Main tasks:

- formulate the overall policy orientation of the Partnership
- decide on possible joint activities to be carried out within the framework of the Partnership and approve Work Programmes and other proposals aimed at improved co-ordination and policy coherence among Partners.
- ensure an efficient exchange of information, including the use of relevant databases
- recommend measures that facilitate improved co-ordination of projects and programmes carried out in the Northern Dimension area.
- explore possible synergies and ensure a better and more efficient division of labour and responsibilities between Partners and Participants
- facilitate networking, promote international contacts to stimulate professional discussions, exchange of competence and experience, sharing of best practices and information
- ensure political support and continued commitment among Partners and Participants
- facilitate funding opportunities for activities in support of the Partnership objectives

The PAC will elect a Chair and a co-chair among its member-governments to lead the Partnership for a period of two years. The proceedings of the PAC will be based on the principle of consensus. The Chair will in accordance with established international practice issue "Conclusions by the Chair". Decisions are not binding for the Partners beyond the expression of agreement or intent.

5.2 Committee of Senior Representatives

The Committee of Senior Representatives (CSR) will be the regular co-ordination mechanism of the Partnership, meeting when required. The CSR will consist of senior representatives appointed by each Partner and will be chaired by a senior representative of the Partnership Chair for the duration of its tenure. The CSR will prepare documents and proposals for the PAC, ensure appropriate fulfilment of decisions and recommendations of the PAC, and adequate follow-up.

Main tasks:

- prepare and ensure follow-up of the PAC, including preparation and monitoring of possible joint activities within the framework of Partnership Work Programmes.
- decide on procedural matters pertaining to the functioning of the Partnership and its mechanisms.
- decide, as appropriate, on financial matters relating to the functioning of the Partnership and its mechanisms
- decide on the establishment and mandates of expert groups (or task forces) as well as of roundtables allowing for a wider participation (civil society, private sector etc.) in discussions on particular subjects of relevance to the Partnership
- perform other tasks assigned to it by the PAC.

Partnership secretarial function

A Partnership secretarial function will, when considered necessary by the CSR, be established in order to provide administrative and other support to the CSR. The secretariat will function under the direction of the CSR Chair. The secretariat will assist the CSR to prepare the Partnership Annual Conference and the meetings of the CSR. It could also be assigned to provide support to

² During the establishment phase the PAC might be held at ministerial level every year if so is considered necessary.

Partnership expert groups. Furthermore, the secretariat could by the CSR be assigned tasks pertaining to project preparation and implementation, as well as the establishment and maintenance of databases required for enhanced co-ordination and co-operation.

Expenses for the operation of the secretariat will, according to an agreement among partners prior to its establishment, be financed jointly by Partners in accordance with a procedure to be established by the CSR. The secretariat may be supplemented by national personnel secondments or other in-kind contributions.

5.3 Expert Groups

In order to carry out its tasks, the Committee of Senior Representatives may establish expert groups, consisting of experts from interested Partners and Participants and other international experts, as appropriate. Under the guidance of the CSR such expert groups may have an advisory role and/or provide professional input to the preparation and implementation of joint activities carried out within the framework of the Partnership, including Work Programmes. The expert groups may facilitate professional exchanges, increase co-ordination among Partners and Participants and monitor joint activities within their area of expertise. Within its mandate, as given by the CSR, an expert group will organise its own work.

In case a relevant expert group or network already exists within the Northern Dimension area, the CSR may invite that group or network to function also as an expert group under this Partnership, in accordance with its original mandate and the objectives of the Partnership.

5.4 Partnership co-ordination/Focal point

Partners undertake to ensure, in accordance with individual requirements and practices, appropriate national/internal co-ordination of its participation in the sectors covered by the Partnership.

Partners and Participants in the Partnership will establish and maintain a focal point for regular contacts with the CSR Chair. Partners and Participants undertake to contribute information in due time on their own activities in pursuit of the objectives and priorities of the Partnership, in an accessible format and updated on a regular and timely basis.

6. Financing of Partnership activities

Partners recognise that in order to meet the objectives established by this Partnership, it is necessary to ensure adequate funding of activities implemented in the framework of the Partnership. Based on, and further developing in a co-ordinated manner, the multitude of activities relevant to the good functioning of the Partnership, it is agreed that different forms of financing can be sought for activities within the framework of the Partnership:

- National financing
- Bilateral financing
- Multilateral financing, for instance through contributions towards specific project lists.
- Multilateral financing through a voluntary Partnership fund, to be managed as a separate account by an international financing institution (IFI). The CSR is to consider and make recommendations on the possible establishment of such a fund to the PAC in 2004.

The Partnership should, in particular, seek to mobilise funding for activities from International Financing Institutions and the private sector, in addition to Partner financing or other public sector financing. Recipients of funding may be a Partner, any regional or local administrative entity of a Partner, non-governmental organisations or other entities interested in and capable of implementing programmes, projects or other activities within the framework of the Partnership. Each donor makes decisions on funding or other contributions and on control and audit in accordance with his own legal and administrative requirements.

7. Future development of the Partnership

The partnership provides a framework for enhanced co-operation on issues relevant to the fulfilment of its stated objectives. The Partnership is an evolving process. Based on the experience gained during an initial period, the possible further development of the Partnership will be considered by the Partners before the end of 2005. The CSR will make recommendations to the PAC on those structural or operational changes it considers necessary in order to develop the full potential of the Partnership. An overall review and evaluation of the Partnership will be carried out in 2008, in accordance with a procedure to be established by the CSR.

Reference	Annex 2
Title	Terms of Reference of the Secretariat
Summary / Note	The Terms of Reference of the Secretariat are part of the procedure to authorize a legal capacity to the NDPHS Secretariat

AGREEMENT

ON THE ESTABLISHMENT OF THE SECRETARIAT OF

THE NORTHERN DIMENSION PARTNERSHIP IN PUBLIC HEALTH AND SOCIAL WELL-BEING

By signing this agreement the signatory states have agreed to establish an international secretariat for the Northern Dimension Partnership in Public Health and Social Well-being, to function on basis of the following Terms of Reference:

Terms of Reference for the Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being

1. Aims and Functions of the Secretariat

a. The main function of the Secretariat is to provide administrative, analytical and other support to the Committee of Senior Representatives (CSR). The Secretariat shall function under direction of the CSR Chair.

The Secretariat shall provide assistance to the CSR, i.a. in the preparation and follow up of:

- the Partnership Annual Conference, and
- the meetings of the CSR.

In addition, the CSR may assign the Secretariat

- to provide support to Partnership Expert Groups, and
- tasks pertaining to project preparation and implementation, as well as establishing and maintaining databases required for enhanced co-ordination and co-operation.

Furthermore, it shall assist the Chair and Co-chair in ensuring continuity between rotating Chairmanships.

b. In particular, the Secretariat shall

- carry out tasks under the direction of the CSR Chair, including maintaining continuous contact with the Expert Groups, networks and other structures of the

Partnership, and creating links between the Partnership and other government, non-government and private institutions, including financing institutions, active in cross-border co-operation in the Northern Dimension Area in the field of public health and social well-being;

- support the CSR and its Expert and other Partnership groups in transmitting information on international projects and programmes in the field of public health and social well-being; to this end the Secretariat shall maintain close contact with all relevant government, intergovernmental, private and NGO actors in the region;

- the Secretariat shall serve as a focal point of information, including preparing and maintaining an archive of Partnership documents and other documentation on co-operation in the Northern Dimension Area and creating greater transparency through various co-ordination tools, i.a. the use of a web-site and a database.

2. Review clause

An evaluation of the Secretariat shall be undertaken by the CSR in connection with the overall review and evaluation of the Partnership, as foreseen in section 7 of the Declaration concerning the establishment of a Northern Dimension Partnership in Public Health and Social Wellbeing of 27 October 2003.

3. Structure of the Secretariat

The Head of Secretariat shall be appointed by the Partners of the Partnership through consensus. The CSR Chair is authorized to sign the employment contract with the Head of Secretariat on behalf of the Partners.

Under the direction of the CSR Chair, the Head of Secretariat determines and co-ordinates the work of the Secretariat. He/she reports to the CSR.

The Secretariat shall be of moderate size.

Other staff members shall be nominated to the CSR by the Head of Secretariat and their employment is subject to approval by the CSR.

The Head of Secretariat and other staff members shall be appointed on the basis of merits in a manner which takes account of geographical balance, gender and of the principle of rotation.

Acceptance of seconded personnel is subject to approval of the CSR.

Contracts for all staff shall be offered for a period of up to five years, with the possibility of prolongation for one year. Staff members can re-apply once for their own position. Prolongation excludes renewed application.

Detailed staff rules and regulations are to be set out in a Personnel Handbook of the Secretariat.

The system of classification and salaries shall be established on an internationally competitive level on the proposal of the Head of Secretariat, according to established practice in international organisations in the Northern Dimension Area and subject to approval of the CSR.

4. Seat of the Secretariat

The seat of the Secretariat shall be Stockholm, Sweden.

5. Working language

The working language of the Secretariat is English. The Secretariat should have communication abilities in Russian.

6. Financial matters, financing of the Secretariat

The Head of Secretariat is responsible to the CSR in financial matters. The Head of Secretariat shall take all measures he/she deems necessary to secure proper and effective administration.

Detailed regulations on the financial matters shall be set out in the Financial Rules of the Secretariat, as approved by the CSR.

Yearly contributions to the Secretariat are paid in accordance with the financing model agreed on by the CSR on December 13, 2004. The agreement is to be revised if needed in case of changes as regards Partner states or other financial sponsors.

The financial year of the Secretariat is the calendar year.

The Head of Secretariat is responsible for preparing a draft budget for the Secretariat. The draft budget is submitted by the Head of Secretariat to the CSR for approval.

The Head of Secretariat shall every budget year draft an activity report and a financial report to be reviewed by the CSR.

Premises shall be provided by the Swedish Government free of charge. The Secretariat shall be audited by an independent Auditor appointed by the CSR.

7. Legal Status of the Secretariat

The Secretariat shall have the legal capacity necessary for the exercise of its functions. In particular it shall possess the capacity to contract, to acquire and dispose of movable and immovable property, and to institute and participate in legal proceedings.

8. Authoritative languages

These Terms of Reference have been established in English.

* * *

The agreement enters into force upon signing

Other state partners of the Partnership may accede to the agreement through an exchange of letters with participating partners.

A withdrawal from the Partnership in Public Health and Social Well-being shall consequently result in a withdrawal from the Terms of Reference. Participating Partners are to agree on a period of notice for such a withdrawal.

Signatures:

Reference	Annex 3
Title	Guidelines for the NDPHS appropriations account
Summary / Note	Agreed at CSR meeting in Helsinki on 5 October 2005



Northern Dimension
Partnership in Public Health
and Social Well-being
www.ndphs.org

Guidelines – NDPHS appropriations account

Agreed at CSR meeting in Helsinki on 5 October 2005

Purpose

The appropriations account will welcome contributions from Partners and Participants, and from other interested parties. Until otherwise decided by the CSR, it will be used for financing projects in support of the continued development of the Partnership, such as meetings, conferences and pilot projects.

Custody of deposit

The deposits of the appropriations account shall be kept in Handelsbanken, Stockholm.

Use of funds

The Head of the Secretariat shall normally propose the use of the funds to the CSR Chair. A joint decision by these is required for the use of the funds. Decisions in this respect are to be in writing. Transaction is thereafter made, in accordance with each individual decision, by the economic department of the NDPHS/CBSS Secretariat. Transactions will be reviewed by the CSR at its immediate following meeting.

A CSR decision, normally at the initiative of the Chair, and recorded in the minutes, can also serve as initiation of a transaction from the account.

Financial administration

The Head of the Secretariat shall maintain such accounts as are necessary and shall prepare financial accounts as required by the donors.

The financial regulations shall be those of the Secretariat host country.

The financial accounts shall be presented in EURO. The accounts may be kept in such currency or currencies as the Head of Secretariat may deem necessary

Internal control

The Head of the Secretariat is responsible for the internal control. The internal financial control shall provide for an effective examination and/or review of financial transactions in order to ensure an efficient/effective use of the resources of the appropriations account.

External Audit

The external auditing of the accounts of the appropriations account shall be carried out in conjunction with the overall auditing of the accounts of the Secretariat.

Reference	Annex 4
Title	Budget and financing model of the Secretariat
Summary / Note	This document is an excerpt from the CSR 4 Meeting minutes, 13 December 2004, Tallinn, Estonia

Agenda item 5.

Budget and financing model of the Secretariat

Against the background of the recent loss of two Partner countries the Chairman presented the proposed changes in the budget and financing model (Apps. 3 and 4). A slightly increased percentage on each Partner was proposed for the joint financing.

Denmark supported the Chair's proposal, on condition that all the Partners in solidarity pay their share.

Estonia foresaw some difficulties because of the size of the sum and proposed a possibility to pay half the sum in the beginning of the year and the other half later on. Russia informed that the country has no possibility to pay its share of the budget for the Secretariat costs for the year 2005. Furthermore, France explained that at present it had no legal planning for covering the French share of the budget for 2005. Iceland informed that problems still existed (but later informed the Chair of its acceptance of the proposed budget and financing model.)

Lithuania and Latvia expressed support to the Presidency's proposal, emphasizing that the proposal means a larger share to each of the partner countries. Germany supported the Presidency's proposal, at the same time expressing concern over the developments.

A discussion followed concerning the possibility of finding other ways for contributing, making it possible for every country to contribute its share of the budget for the Secretariat. Russia explained that it would be able to contribute its share through technical support, for example as regards translations and travels of experts, which were included in the proposed budget. Also France expressed a readiness for finding other means of contributing its share. This solution was accepted.

The Chairman concluded that an agreement had been reached concerning

- the budget to be shared by all Partner countries (200 000 €)
- the financing model: 3,6% of the budget to be borne by Estonia, Iceland, Latvia and Lithuania, and 9,5% to be borne by Canada, Denmark, Finland, France, Germany, Norway, Poland, the Russian Federation and Sweden.

Finally, the Chairman informed Partners that invoices concerning the fee would be sent out to Partners as soon as possible.

Reference	Annex 5
Title	Changes in the NDPHS overall budget composition
Summary / Note	This document is an excerpt from the Excerpt from the CSR 14 Minutes, 23-24 September 2008, Bad Neuenahr, Germany

9.3 NDPHS budget for FY 2009

The Secretariat introduced the proposed NDPHS budget for FY 2009 (cf. document CSR 14/9.3/1). The CSR 13 had asked the Secretariat to propose a NDPHS budget for FY 2009 that would include both project and core contributions for discussion during CSR 14. CSR 13 hoped that by including these two types of contributions into the budget, it would be possible for the Associated Partners to make their contributions on a project basis. The Secretariat also proposed that in case the Secretariat would gain its legal capacity in 2009, there would be a possibility to revise the budget, if need be.

The Secretariat informed that the proposed budget also included coverage of costs for maintenance of the website, database and project pipeline. The annual contributions to the NDPHS budget were now to be covered by 10 Partner countries, plus Canada. On top of these, project based contributions were foreseen from France and Germany. In consequence the annual contributions increased because the number of the contributing countries had been reduced. For instance Denmark now had to cover 11.4 % of the shares while before the percentage was 9.4%.

The Chair suggested to no longer call the NDPHS budget a main budget but an overall budget, as project related work, which would hopefully be financed by France and Germany was also a part of the NDPHS main activities. The idea behind this mixed budget was to give all countries a chance to contribute to the NDPHS main activities, being the running of the Secretariat and project-related work.

Denmark entered the same reservation as last year. If the contributions from Partners did not arrive in the financial year 2009, Denmark would also not pay. However for the year 2009, Denmark made it clear that the set condition was valid for both NDPHS Partner and Associated Partner countries.

Germany welcomed the possibility of having its possible NDPHS project-based contributions for 2009 acknowledged as a part of the overall NDPHS activities.

Denmark stated that if France was not able to pay on a project basis in 2009, the CSR would need to figure out what status a Partner that was not contributing should be given. And as the status of being an Associated Partner was in urgent need to be reviewed, the CSR may want to consider introducing an observer status instead.

Following Denmark's request to compare the total proposed budget for 2009 with the total budget adopted for 2008, the Secretariat informed that the total proposed budget for 2009 was more than 10,000 EUR less than the total adopted budget for 2008 (which amounted to 328,199 EUR) and that this reduced amount already included the additional expenses for the maintenance and development of the database and project pipeline, which was not included in the budget for 2008.

The Chair reaffirmed that the budget might need revision if France did not even consider paying on a project basis for 2009 and that in this case, NDPHS activities would need to be reconsidered. She stressed that it was unacceptable that Partners made decisions at the expense of the

Secretariat, who -at this point in time- was working hard but whose financial resources were now close to zero, thus risking that the Secretariat was no longer being financially operational.

Sweden reassured that the Chair and the Secretariat together had made a wise proposal. As they had taken away the countries that were not contributing to the activities of the Secretariat, the key of distribution had changed and that this fact needed to be acknowledged by all Partner countries. Sweden welcomed the idea of having a possibility for project based expenditure, so that the Associated Partners could finally contribute to concrete projects, which can provide added value to the whole Partnership. Hence, Sweden supported the proposed budget, but under the condition that the budget should be adopted as final, without any foreseen possibility to revise it in case the legal capacity comes into place.

Poland supported Sweden and added that this change of percentage had been already announced during the CSR 13 meeting in Brussels by the Secretariat.

Referring to the last sentence of the Swedish intervention, the Secretariat explained that the possibility for budget revision was proposed in case a situation arose which was strictly beyond the control of the Secretariat.

Denmark agreed to the budget under the condition that the French contribution was deleted.

The CBSS, hosting the NDPHS Secretariat in the premises of the CBSS in Stockholm, noted that the NDPHS budget included overhead costs, which were shared with the CBSS and invited the Chair to discuss these joint expenses together with the CBSS administration and the NDPHS Secretariat, if need be.

The Chair thanked the CBSS for their offer and also invited Sweden as the host country of the CBSS to also take part in these discussions, in case they became necessary.

The Meeting **agreed** on the proposed budget with the condition that France was excluded from the budget and that the note of adjusting the budget in case the legal capacity would be gained in 2009 was deleted. The adopted budget is attached as Annex 1.

Reference	Annex 6
Title	NDPHS Information and Communication Strategy
Summary / Note	Adopted at the 7th Meeting of the NDPHS CSR, 17 November 2005, Stockholm, Sweden



Northern Dimension
Partnership in Public Health
and Social Well-being
www.ndphs.org

Information and Communication Strategy for the Northern Dimension Partnership in Public Health and Social Well-being

Adopted by the Committee of Senior Representatives
In Stockholm 17 November, 2005

The Secretariat
Northern Dimension Partnership in Public Health and Social Wellbeing
Strömsborg, P.O. Box 2010
S-103 11 Stockholm
Tel: +46 8 440 19 20/ Ext. 935 or 937
Fax: +46 8 440 19 44
www.ndphs.org

Introduction

This (draft) document has been prepared by the Secretariat of the Northern Dimension Partnership in Public Health and Social Wellbeing (hereafter NDPHS or Partnership) in 2005 and aims at creation of information and communication policy guidelines for NDPHS. It has been adopted by the NDPHS Committee of Senior Representatives (hereafter CSR) at their meeting in Stockholm on 17 November, 2005.

The website management and database creation bring questions concerning accessibility and other matters that need to be agreed on. Furthermore, the work programme for 2005 provides information on activities to be developed in order to make the Partnership better known. The Partnership's task as a coordinating and promoting body gives information and communication a strategic role.

The following should be seen as a basis, for further development in accordance with Partners' comments and contributions. The following elements have been preliminarily identified.

I. Background and some developments to date

Northern Dimension Partnership in Public Health and Social Wellbeing was founded in Oslo 27 October 2003. The permanent international Secretariat of NDPHS started its activities 1st September 2004 and from the very beginning has been aware of the importance of information and communication policy within the NDPHS. The NDPHS webpage was started in autumn 2004 and later on the NDPHS Secretariat with the support from the Chair of CSR decided to prepare these guidelines as a helpful document/tool for the providing of better exchange and other information activities within the Partnership.

At the moment all the information among the partners and other interested bodies is shared via email or through the webpage mostly. Thanks to good cooperation with CBSS Secretariat there is a possibility to, from time to time, spread some information about the Partnership through their newsletter "Baltinfo". The everyday life proved that even in a small organisation it is necessary to have some strategy on information policy: what information should be spread, to whom, how to reach all the interested parties etc.

As was mentioned, the Secretariat primarily uses two information tools - website and email - in spreading information about past, on-going and planned activities and events, but there is a belief that things can be improved.

II. The goal and objectives of Information and Communication strategy

This strategy includes both **information**, that is the flow of facts and figures, and **communication**, which is the presentation of objective information, in a form of key messages adapted to particular target audiences.

The main purpose/mission of the Information and Communication Strategy is to help the Partnership to reaching its goals/objectives as stated in the Declaration where the main vision of the Partnership is expressed as sustainable development in the Northern Dimension area through improving human health and social wellbeing.

To achieve this goal, the following information and communication objectives could be identified:

- 1. Make the work and achievements of the Partnership better known to the target groups*
- 2. Provide up-to-date, adequate information about the Partnership and other related to cooperation activities*
- 3. Provide user friendly access to the public of all non-restricted documentation produced in the framework of the Partnership.*

III. Identification of the Target groups (audiences)

1. Partners, Partnership Structures and related Working Bodies, networks etc.

2. Other eligible Partners such as other EU Member States, relevant EU institutions, regional co-operation bodies, international organisations and financing institutions. Furthermore - eligible participants, i.e. sub-national administrative entities in the Northern Dimension Area.
3. Other interested parties, such as relevant NGOs and private sector entities.
4. Libraries & documentation centres, Research Institutes and Academic sector
5. General Public (via Mass Media and journalists)

This last target group should be mostly handled by the Chair and Vice-Chair of the Partnership with the assistance of the Secretariat. A basic contact list of NDPHS partners and focal points should be elaborated.

On a regular basis, the Secretariat answers information requests from representatives of the media and other interested parts. In doing so, the Secretariat provides background factual information about the Partnership and its activities, referring questions of a more political nature to the Chair. The Secretariat answers written requests from international Yearbooks and encyclopaedias to provide updated texts of their entries about the Partnership. In the future, the Secretariat should have a more proactive attitude by mapping the interested third parties and international organisations and improving the communications between them and the NDPHS.

IV. Channels of Communication, Information instruments

1. The Partnership website and the database

The NDPHS website (www.ndphs.org) is the organisation's main Internet presence. The website contains historical documentation about the history of the Partnership, an introduction to the NDPHS structure, descriptions of the various working bodies, partners, observers and other participants, news, calendars and some documentation. The Partnership Data base is under construction now but there is a heritage from the CBSS Task Force for CDC to preserve.

2. The NDPHS Extranets.

This section of the website could provide restricted access to the members of the CSR and working Expert Groups to agendas, minutes, working plans and other documentation related to the working bodies. All formal communications of the Chairmen to their working Expert Groups could be also archived on the Extranet. This tool has a lot of development potential and can suit the needs of the Expert groups, etc.

3. Other NDPHS Publications (Brochure etc.)

NDPHS can use other instruments like publishing brochures and articles. In order to guarantee a visual coherence between publications of the NDPHS, all documents produced by the Secretariat should be presented in the same format. There is a need to create Documents formatting rules. These rules later on could be distributed to the staff members of the Secretariat and among the partners.

4. Presentations by the Secretariat and the Chairs (Governmental and CSR level)

The NDPHS representation at relevant events in the region is an important vehicle of the strategy of the Partnership and every participant to one of the meetings should bring sufficient documentation material (e.g. the Oslo declaration and the latest documents describing Partnership activities). An important tool for Partnership officials presenting the organisation could be the PowerPoint template of the NDPHS developed by and available upon request at the Secretariat.

V. Organisation and implementation

The successful implementation of the strategy will require the active involvement of the NDPHS Chairmanship and Secretariat as well as the active participation of every CSR member who has a particular role as an information multiplier. To ensure that information is reaching the

members of the Partnership, the CSR members have to inform the Secretariat about any changes in the NDPHS Structure and working groups providing the necessary details, like contact person, address, etc.

The Secretariat is responsible for the implementation of the Information and Communication Strategy for the NDPHS. The division of labour between the staff members should be reviewed on a yearly basis and preferably included into job description.

The Secretariat after consultation with the Chairmanship could produce report or include a part into annual report on this issue to the CSR.

VI. Summarizing Conclusions

The Partnership is among the youngest organisations in the region and has a large number of members/partners. It is therefore well fit to play a leading role in coordinating various efforts aimed at providing information support to regional cooperation in the field of public health and social wellbeing.

The Partnership and its Secretariat can serve as the focal point for disseminating information between and about regional players and thus bring them closer together. But, regardless of human, financial and technological investments to be made in upgrading the NDPHS information tools maintained by the Secretariat, the key to success in raising the visibility and profile of the NDPHS co-operation lies primarily with all the Partners and their united will to achieve the common goals.

Reference	Annex 7
Title	Rules of procedure for approval of new NDPHS Partners and Participants
Summary / Note	Adopted at the 11th Meeting of the NDPHS CSR in Warsaw, Poland, on 27-28 March 2007

Rules of procedure for approval of new NDPHS Partners and Participants

Adopted at the 11th Meeting of the NDPHS CSR
in Warsaw, Poland, on 27-28 March 2007

In accordance with the *Declaration concerning the establishment of a NDPHS* adopted in Oslo on 27 October 2003, NDPHS eligible Partners are “the Founding Partners, EU Member States and Northern Dimension Partner Countries, the European Commission and other relevant EU Institutions, regional co-operation bodies, international organisations and financing institutions. Eligible participants are interested sub-national administrative entities in the Northern Dimension area. Other countries or organisations associated with the Northern Dimension may become Partners or Participants of the Partnership in accordance with national legislation or statutes and through a procedure to be established by the Committee of Senior Representatives.”

Countries and international organizations, which meet the corresponding conditions spelled out above, and are willing, able, and pledge to substantially contribute toward the objectives and aims of the *Declaration concerning the establishment of a NDPHS* through participation in the NDPHS meetings, projects and other activities, are welcome to apply for a Partner or a Participant status with the NDPHS. When applying, the following procedure will be adhered to:

1. The applicant country or organization will submit its letter of application, through the NDPHS Secretariat, to the NDPHS Committee of Senior Representatives (CSR).

If the applicant is an international organization, it will additionally provide information explicitly validating the following:

- A long-term commitment to promoting sustainable development in the Northern Dimension area through improving human health and social well-being;
- A competence relevant to the NDPHS;
- Its international character (an organization will be deemed international in its character if it has members, branches or affiliated bodies in at least five countries);
- That it is authorized by its founding agreement to represent and speak for its members through its representatives.

2. If the application meets the above criteria, the Head of the NDPHS Secretariat will, in agreement with the CSR Chair, forward the application to the forthcoming CSR Meeting for decision.

3. If the application does not meet the above criteria, the Head of the Secretariat will, on behalf of the CSR Chair, inform the applicant about any possible requested revisions. After any necessary revisions are made by the applicant and the revised application is accepted by the CSR Chair, the Head of the Secretariat will forward the application to the forthcoming CSR Meeting for decision.

4. The CSR Chair will invite the applicant country or organization to attend the said CSR Meeting to enable the applicant to more broadly introduce ideas for its participation in and contribution to the NDPHS before the CSR takes decision.

5. Notwithstanding the above, in order to expedite the decision-making process, the CSR Chair may decide that the Head of the NDPHS Secretariat will forward the application to the CSR for decision through a written (silent) procedure.

6. The Head of Secretariat will, on behalf of the CSR Chair, inform the applicant in writing about the decision taken by the CSR.

These rules of procedure will be amended by the CSR when deemed necessary.

Reference	Annex 8
Title	Rules of procedure for approval of new NDPHS Associated Expert Groups
Summary / Note	Adopted at the 11 th Meeting of the NDPHS CSR in Warsaw, Poland, on 27-28 March 2007

Rules of procedure for approval of new NDPHS Associated Expert Groups

Adopted at the 11th Meeting of the NDPHS CSR
in Warsaw, Poland, on 27-28 March 2007

In accordance with the *Declaration concerning the establishment of a NDPHS* adopted in Oslo on 27 October 2003, "In case a relevant expert group or network already exists within the Northern Dimension area, the CSR may invite that group or network to function also as an expert group under this Partnership, in accordance with its original mandate and the objectives of the Partnership."

I. When the CSR decides to invite a relevant expert group or network to function also as an NDPHS Associated Expert Group, the following procedure will be adhered to:

1. The CSR Chairman will send a letter of invitation to the respective expert group or network explaining the reasons for the CSR to invite it to function under the NDPHS and what such a function involves. This letter will also be forwarded to the CSR Contact Persons for information.

2. After the CSR Chairman receives response to his/her letter, the Head of the NDPHS Secretariat will forward it to the CSR Contact Persons for information (together with the CSR Chair's remarks, if the latter wishes so).

II. When a relevant expert group or network, which already exists within the Northern Dimension area, would like to function also as an expert group under the NDPHS, it will be invited to adhere to the following procedure:

1. The expert group or network will submit its letter of application, through the NDPHS Secretariat, to the NDPHS Committee of Senior Representatives (CSR). At least the following will be validated in the letter:

- A long-term commitment to promoting sustainable development in the Northern Dimension area through improving human health and social well-being;
- A competence relevant to the NDPHS;
- That it is actively working in the Northern Dimension area as well as is willing, able, and pledges to substantially contribute toward the objectives and aims of the *Declaration concerning the establishment of a NDPHS*;
- That it opens its network for participation of the NDPHS Partners and invites them to take part on equal footing with its own members in its meetings, projects and other activities of relevance to the NDPHS;
- Its international character;

- That it is authorized by its founding agreement to represent and speak for its members through its representatives.

2. If the application meets the above criteria, the Head of the NDPHS Secretariat will, in agreement with the CSR Chair, forward the application to the forthcoming CSR Meeting for decision.

3. If the application does not meet the above criteria, the Head of the Secretariat will, on behalf of the CSR Chair, inform the applicant about any possible requested revisions. After any necessary revisions are made by the applicant and the revised application is accepted by the CSR Chair, the Head of the Secretariat will forward the application to the forthcoming CSR Meeting for decision.

4. The CSR Chair will invite the applicant to attend the said CSR Meeting to enable the applicant to more broadly introduce ideas for its participation in and contribution to the NDPHS before the CSR takes decision.

5. Notwithstanding the above, in order to expedite the decision-making process, the CSR Chair may decide that the Head of the NDPHS Secretariat will forward the application to the CSR for decision through a written (silent) procedure.

6. The Head of Secretariat will, on behalf of the CSR Chair, inform the applicant expert group or network in writing about the decision taken by the CSR.

These rules of procedure will be amended by the CSR when deemed necessary.

Reference	Annex 9
Title	Background on the Associated Partner status
Summary / Note	This document includes an notes on the CSR 6 Extra Meeting in Helsinki, Finland, 4-5 October, 2005 and the Minutes of Silent Procedure concerning Legal Capacity for the functioning of the Secretariat of the Partnership in Public Health and Social Well-being, which followed the CSR 6



Partnership in Public Health
and Social Well-being

3 October 2005

CSR Extra Meeting in Helsinki, Finland, 4-5 October, 2005

Agenda item 5. Legal capacity to the Secretariat

Background

In April 2005 the Chair initiated a process aiming at authorising legal capacity to the Partnership Secretariat. The first step was to reach an agreement of the CSR on the Terms of Reference for the Secretariat. Through a silent procedure within the CSR all Partners except Germany agreed on the Terms of Reference (please find enclosed the minutes from the silent procedure).

On 1st July 2005 Germany informed the Chair that it was not in a position to actively take part in a decision to authorise legal capacity to the Secretariat. Germany considered that such an authorisation would mean that “something similar to an international organisation is to be established”, which is in opposition to German policies. However, Germany has underlined that it does not want to stand in the way of an authorisation of legal capacity if other Partners wish to do so.

In its contacts with the Chair, Germany has underlined its commitment to the Partnership and its intention to do its best to continue contributing to the Secretariat and to finance projects. However, it is not possible for Germany formally to give a long-term commitment for contributions to the Secretariat.

The agreement of all Partners is required in order to authorise legal capacity to the Secretariat. No other Partner has opposed to authorising the Partnership Secretariat legal capacity and the Chair considers it most urgent to bring this process to a conclusion as soon as possible.

Chair's proposal

After consulting Germany and the Co-Chair, the Chair would like to present the following proposal:

1. Germany leaves the Partnership as a Partner. Instead, on the wish of Germany, Germany assumes the status of Associated Partner, denoting a close relationship with the Partnership.
2. Germany has expressed its readiness do its best to contribute its fee to the budget, from year to year, on a project basis. In the light of this expression of intention, the Chair does not today see any reason to propose a change of the agreement of 13 December 2004, concerning the financing model and division of costs. If and when such a situation should arise, the agreement is to be changed, according to the draft Terms of Reference.

In the cases when Germany expresses its intention to contribute to the Secretariat according to the agreed cost sharing formula the Chair proposes that Germany should have the right to be consulted concerning the budget.

3. The draft terms of reference of the Secretariat should be amended. The list of Partners and the cost sharing formula in Paragraph 6 have to be deleted and replaced by a reference to the relevant CSR meeting in Tallinn on 13 December 2004 when an agreement was made concerning the sharing of costs for the Secretariat. This has to be done in a new silent procedure involving all Partners.

4. The new status of Germany should be valid immediately following the decision in order for the Chair to start a new silent procedure concerning the amended Terms of Reference.

The CSR is invited

- to take note of Germany's change of status into an Associate Partner
- to grant Germany the right to be consulted concerning the budget when Germany expresses its intention to contribute its fee to the Secretariat



**Ministry of Health and Social
Affairs
Sweden**

Memorandum

3 October 2005

**Minutes of Silent Procedure concerning Legal Capacity for the
functioning of the Secretariat of the Partnership in Public Health and
Social Well-being**

At the initiative of the Chair, a silent procedure was initiated on 20 April 2005, expiring on 4 May, 2005, as the first step in a procedure aiming at authorising legal capacity to the Secretariat of the Partnership in Public Health and Social Well-being. Through this procedure the CSR was invited to agree to draft Terms of Reference to the Secretariat.

1. On 2nd May the Council of Baltic Sea States (CBSS) Permanent Secretariat proposed the following:

“Compared to the CBSS Secretariat, a rather short timeline for the first evaluation of the ND Partnership Secretariat is foreseen in **2. Review clause**. The CBSS Secretariat underwent its first evaluation only 5 years after its establishment. In addition, it might be useful to make this provision more specific by saying what is to be reviewed.

In the provisions on **3. Structure of the Secretariat**, the use of the word “appointed” in subsection 5 might be misleading as to the “other staff members” (who are nominated by the Head of the Secretariat and approved by the CSR).

With regard to **4. Seat of the Secretariat**, a general reference to the sharing of overhead as well as administrative functions and costs between the ND Partnership Secretariat and the CBSS Secretariat could be considered: “The seat of (CBSS). *The co-location allows both Secretariats to share overhead as well as administrative functions and costs.*”

In a telephone conversation between the Chair and the Head of CBSS Secretariat, Ambassador Hannu Halinen, it was agreed that it was not necessary to amend the text of the draft Terms of

Reference. Instead, these comments should be reported in the Minutes of the Silent Procedure, to function as an explanation of the Terms of Reference.

2. On 4 May Germany interrupted the silent procedure, asking for more time to study the draft Terms of Reference.

On 1 July Germany informed the Chair that it could not accept authorising legal capacity to the Secretariat. The reason was that Germany understood the statements in the letters concerning the establishment of the Secretariat to be such that an institution similar to an international organisation was to be established. Furthermore, the division of costs of the Secretariat was determined.

The Chair's conclusion is that no consensus has been achieved and that a new process of authorising legal capacity to the Secretariat has to be initiated.