

**Committee of Senior Representatives (CSR)  
Thirtieth Meeting  
Riga, Latvia  
17-18 October 2018**



Northern Dimension  
Partnership in Public Health  
and Social Well-being  
[www.ndphs.org](http://www.ndphs.org)

<b>Reference</b>	CSR 30/6/Info 1
<b>Title</b>	Terms of Reference of the CBSS/BSLF Coordination Group on Labour and Employment
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	-
<b>Requested action</b>	For background information



**Referring to the CBSS Labour Ministerial Declaration (Berlin, June 15, 2017) and the CBSS Warsaw Declaration adopted at the Meeting of Deputy Foreign Ministers (June 2016), encouraging synergies in cooperation among CBSS Member States in areas where mutual benefits can be achieved, the CBSS Secretariat and the Baltic Sea Labour Forum (BSLF) taking an initiative to establish informal cooperation platform entitled “CBSS/BSLF Coordination Group on Labour and Employment” (CG) based on voluntary participation of the representatives of the stake holders from the CBSS countries.**

## **Terms of Reference**

### **1. Mission**

The mission of the CG is to:

- foster closer cooperation in the fields of labour and employment for an improvement of the labour market as a crosscutting issue for the Baltic Sea Region’s overall competitiveness and social welfare;
- promote innovative regional cooperation, built on multilevel governance and partnership of diverse stakeholders in terms of inclusive labour market, social innovation and employment across the borders.
- contribute actively towards the advancing of the Long-term priorities of the Council of the Baltic Sea States;

### **2. Objectives and tasks**

The CG will focus on issues of common concern as: the Future of work, new qualifications required and better linkage between education and needs of the labour market, which closely relates to the importance of the life-long learning and the comprehensive labour market forecasting and research, addressing demographic challenges and promoting inclusive labour markets.

- To act as a platform and information hub for mutual learning, communication and exchange of experience and good practices on a regular basis between the key labour market actors in the Baltic Sea Region
- To contribute to the strategic planning and decision making in the field of labour in coherence with the UN Sustainable Development Goals and the Decent Work Agenda of the International Labour Organization, the European Union Strategy for the Baltic Sea Region, as well as national strategies of the CBSS Member States, being complementary and avoiding duplicity

- To strengthen more holistic and comprehensive cross sectoral approach by pooling the joint efforts of the governments, regional and local authorities, the research and academia, social partners and NGOs
- To foster partnerships and better coordination between key actors acting in the field of labour and employment in the BSR countries, avoiding overlapping and generating synergies
  - To distribute the conclusions and recommendations, if appropriate, based on the relevant outcomes of its work and taking account of good practice in the BSR to decision makers in the field of labour and employment

The CG interacts with authorities managing the funds, institutions and structures of relevance to the activities of the CG.

### **3. Membership**

The CG has an added value from its diverse membership with representatives from the BSR' major stakeholders and key actors dealing in the field of labour and employment including but not limited: representatives from the ministries (related to questions of labour, education or social and health care), equivalent government institutions or appointed managing authorities from the CBSS Member States; Baltic Sea Parliamentary Conference; Northern Dimension Partnership in Public Health and Social well-being; EC DG Employment; EU Strategy for Baltic Sea Region Policy Area Education as well as the experts from academic sphere and other relevant organisations in BSR with a competence in this field. The organisations may have the observer status in CG as well if they prefer so.

### **4. Structure**

The Chairmanship format in details is to be decided upon the first meeting of the CG after its establishment. When possible, the rotation in CG should follow accordingly the rotation in CBSS' chairmanship.

The CG focuses in its work accordingly to the areas of cooperation defined as of common concern:

- Migration and Labour mobility;
- Demographic challenges and chances,
- Future work, life-long learning and qualification, Knowledge supply/research/forecasting
- Youth employment;

- inclusive labour market

Each area can have focal points from the side of stakeholders/the CG' members responsible for the topic in the CBSS countries. Additionally, the CG may decide to create thematic/working groups for further policy and project development in selected areas.

The CG adopts annually the Plan of Activities which is to be approved by the CG members.

As a rule, at least one meeting should take place annually under each Presidency, e.g. back-to-back to the Annual BSLF Round table, BSPC or other relevant stakeholders' meetings. Otherwise the CG may communicate by electronic means.

CG communication can be organized in different ways and may include annual meetings, electronic communication, teleconferences and other relevant communication formats.

Invitations to the meeting are sent via email to the CG members good time in advance, 30 days as latest before the meeting takes place.

Each CG meeting is documented in a report in which the decisions taken by the group are recorded. The Chair of CG will present a report to the CBSS CSO at least once every two years.

The decisions in the CG are taken by consensus.

The working language for the CG is English.

## **5. Resources**

The CG will be provided with a permanent secretary function from the CBSS Secretariat by a designated Senior Adviser. Senior Advisor reports on plans for development and delivers all related information to CBSS CSO members and together with the Chairmanship prepares the meetings and drafts the documents.

The CBSS Secretariat will provide the possibility for at least two annual meetings of the CG in the Secretariat premises.

Where adequate, members of the group and the CBSS Secretariat may explore possibilities for external funding when considering initiatives or extra resources provided by interested donors.

Participants in the meetings cover their travel and accommodation expenses, unless additional possibilities for the financial support of the meetings are available.

No membership fees are required.

## **6. Time frame**

The time-frame for the work of the CG is not limited, unless otherwise agreed by the CG members. Its mandate will be reviewed once every 3 years and updated by the CG's members for the further consideration of CBSS CSOs.

## **7. Transparency**

Documents and activities from the work of the CG are available on the website <http://www.cbss.org>