



Annual Report from the Chairman of the Committee of Senior Officials
The 13th Year of the Council's Activity 2004-2005

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Committee of Senior Officials (CSO), 13th Year of the Council's Activity

During the period of the Polish Presidency of the CBSS (22 June 2004 – 30 June 2005), the Committee of Senior Officials has conducted its work according to the Council's directions, as outlined in particular in the Copenhagen Declaration, the Communiqué from the 12th Ministerial Session, and in line with the political guidance from the 5th Baltic Sea States Summit.

The CSO held nine meetings in the following cities: Gdańsk, Warsaw, Olsztyn, Gdynia and Szczecin (in Poland) and Malmö, Brussels, Kaliningrad and Copenhagen. Ambassador-at-large Mr. Józef Wiejacz of the Polish Foreign Ministry chaired the meetings.¹ The decision to hold some of the CSO meetings in the cities in northern Poland took into account the possibility to acquaint the CSO with the participation of these centres in regional activities and to further encourage them in their efforts.

Following the enlargements of the European Union and NATO in the year 2004 - which were historical events in the Baltic Sea region and contributed to the fundamental goals of CBSS such as the enhancement of stability, security and prosperity in the region - the Polish Presidency in the CBSS has looked to the new opportunities and challenges. CBSS, in close cooperation with all actors in Baltic Sea cooperation, continued to act as the forum for defining the interests of the region, as well as co-ordinating and promoting various activities.

The CSO promoted and guided the discussion on the future of regional cooperation, especially concerning the adaptation of structures in the Baltic Sea region to the new international environment. The guiding principle in these discussions was the efficient use of resources, avoidance of overlapping and reprioritisation of tasks according to new challenges and in the interest of all partners. In general, this goal has been achieved, but further efforts are needed especially in the case of some working groups. The increased importance of social partners in regional cooperation was also supported.

The following priority areas and issues were deliberated by the CSO during the Polish Presidency:

Cross-border and transnational cooperation

Special attention was devoted to the promotion of cooperation along the new eastern external EU border, especially in preventing the rise of new dividing lines along this border. During the meetings in Gdańsk, Malmö, Olsztyn and Kaliningrad, the CSO discussed various aspects of cross-border and transnational activities on the basis of information received from the regional and local authorities. During the CSO meeting in Brussels, the European Neighbourhood and Partnership Instrument and the Neighbourhood Programmes were discussed. Further strengthening of cooperation and contacts with the European Commission also merited attention.

¹ A list of the CSO meetings with summaries of the main topics is annexed below as attachment no.1.

The CSO worked closely with the Nordic Council of Ministers on the issue of cross-border cooperation. It decided to support a joint CBSS and NCM project, called Baltic Euroregional Network, the aim of which would be to develop institutional capacity of euroregions along the eastern external border in the Baltic Sea region.

The WGEC and CSO have resumed their work on the idea of creating an open-ended ad-hoc working group on border-crossings and customs issues in the Baltic Sea region. The CSO has recommended that the national customs authorities consider the possibility of setting up such a group. The CSO and WGEC members had the possibility to become acquainted with the work of Polish and Russian border authorities at the Bezledy-Bagratiouovsk border point.

The CSO also encouraged all relevant non-governmental structures (UBC, BSSSC, CPMR BSC, NGO Forum, etc.) to consider ways of developing cross-border and transnational activities in the new post-EU enlargement situation.

Protection of the Baltic Sea area environment

Protection of the environment continued to be a common concern of all CBSS Members. The Polish Presidency and the CSO were involved in some topical aspects of the protection of the environment.

The promotion of maritime safety, especially as it relates to the transport of oil and combating oil spills, received high attention. During the meeting in Gdańsk, the CSO received information about combating oil spills in the southern part of the Baltic Sea. The Polish Presidency was represented at the meeting of the Committee for Environment, Agriculture and Local and Regional Affairs of the Parliamentary Assembly of the Council of Europe (in part devoted to combating oil spills in the Baltic Sea region) and the conference "Erica, Prestige, Baltic Carrier – Is maritime safety under control? The example of the Baltic Sea Region", which took place in Brussels.

During the CSO meetings in Malmö and Warsaw the CSO discussed the activities of the Baltic Agenda 21 and the International Baltic Sea Fisheries Commission.

Economic cooperation

The promotion of trade and investments and the development of infrastructure (energy and transport) remained high on the CBSS agenda. The CSO and the WGEC held a joint meeting in Kaliningrad - with the participation of the representatives of regional authorities - with a view to further developing economic relations between the Baltic Sea countries and Kaliningrad Oblast.

In an attempt to improve the perception of the Baltic Sea region as an area attractive for investments, and making it one of the most competitive areas in Europe, the CSO promoted the Northern eDimension. The WGEC organised a seminar devoted to combating corruption and resumed its work on the ad-hoc open-ended working group on border-crossings and customs issues in the Baltic Sea region.

The CSO continued to monitor cooperation in the field of energy (BASREC) and supported the development of cooperation between CBSS and NCM in the field of transport (the ad-hoc Working Group on Transport).

The CSO followed with interest the EU-Russia dialogue, with the aim of discerning the positive results (the adoption of the road maps for the 4 Common Spaces). This was viewed as an important part of developing regional cooperation, especially in the field of economy.

The CSO, in accordance with its possibilities, supported other forms of economic cooperation initiated in the region by the Baltic Development Forum, Business Advisory Council, BCCA and other structures.

Social integration

The CSO supported and promoted various activities and structures enhancing social integration. Notable events in this respect were the annual meeting of CBSS Ombudsmen in Warsaw (devoted to family issues), the 5th NGO Forum in Gdynia, cultural exchanges, exhibitions and programmes (conducted by Ars Baltica, Probaltica, UBC and others).

The CSO monitored the activities of the EuroFaculty in Riga, Tartu and Vilnius, as well as progress in Kaliningrad (a special visit of the CSO at the Kaliningrad State University in April). The CSO also discussed the possibility of setting up a EuroFaculty in Pskov.

Enhancing security of citizens

The integration process created new opportunities to increase the security of citizens by improving networks and contacts of the respective authorities. The CSO monitored and promoted the activities of the Task Force on Organised Crime (not only in the region, but also in a broader context - with the Central European Initiative and the Adriatic-Ionian Initiative), the protection of children's rights ("Children at risk", meeting of the ministers responsible for children's issues, seminar of the CBSS Ombudsmen) and the Northern Dimension Partnership in Public Health and Social Wellbeing.

In September the Polish CBSS Presidency and the Finnish Committee for European Security jointly organised a high level conference in Gdańsk, which was devoted to non-military security cooperation in the Baltic Sea region after EU enlargement.

On several occasions, the CSO held discussions on the activities of the Working Group on Nuclear and Radiation Safety, stressing the importance of continued cooperation in this area and the participation of all CBSS Members.

The revision of the CBSS Terms of Reference, initiated during the Estonian Chairmanship, was finalised. Additionally, discussion on reforms in the intergovernmental structures continued. Close cooperation with the European Commission was also maintained, in view of the broad support for the continued involvement of the EU in Baltic Sea regional cooperation.

The Polish Presidency promoted the exchange of information with other regional groupings, not only with the northern "sisters" (Nordic Council of Ministers, Barents Euro-Arctic Council and Arctic Council), but also with the Central European Initiative and the Adriatic-Ionian Initiative.

The Polish Presidency further intensified cooperation with CBSS Observer States, the representatives of which were invited to the CSO meeting in December. The observers have actively participated in or supported certain CBSS activities and they have been invited to the Ministerial Session in Szczecin.

The Polish Presidency promoted the strengthening of cooperation with neighbouring areas such as Ukraine and Belarus (especially with local authorities and NGOs). They were invited to take part in activities which included: the conference on non-military security in Gdańsk, the seminar of Ombudsmen in Warsaw and the 5th NGO Forum in Gdynia. Belarus has been also invited to participate in some activities of the Task Force on Combating Crime. The CBSS Secretariat informed the representatives of Belarus about various aspects of regional cooperation.

The CBSS continued its involvement in the Northern Dimension (Senior Officials Meeting in Brussels). The CSO started the discussion on the future of the Northern Dimension after 2006, supporting a new approach to this policy.

The Polish Presidency continued to cooperate closely with the Baltic Sea Parliamentary Conference. The Deputy CBSS Chairman informed the BSPC in Bergen about CBSS activities and in January met the BSPC Standing Committee. The CSO discussed the possibility of signing a Memorandum of Understanding with the BSPC.

Attachment N° 1 to the Annual Report of the CSO

CSO meetings during the Polish Presidency, 2004-2005

The Council of Senior Officials (CSO) held a total of nine meetings during the Polish Presidency 2004-2005 with the following main topics:

9-10 September 2004, in Gdansk: Subregional and cross-border cooperation, i.a. activities of the Union of the Baltic Cities (UBC) Gdansk Secretariat; Review and follow-up of the 5th Baltic Sea States Summit meeting; Polish CBSS Presidency programme; Approval of CSO, WGDI and WGNRS 2004-05 activity plans; Review and follow-up of the 13th Baltic Sea Parliamentary Conference; Approval of the 2nd phase of the EuroFaculty Kaliningrad project.

22 October 2004, in Malmö: Subregional and cross-border cooperation, i.a. priorities of the new chair (Region Skåne) of the Baltic Sea States Subregional Cooperation (BSSSC); Review and follow-up of the 5th Baltic Sea States Summit meeting; Sustainable Development in the CBSS, i.a. priorities of the new chair of the Baltic 21 Senior Officials Group; Review and follow-up of the Senior Officials meeting on the EU Northern Dimension; Cooperation with the Nordic Council of Ministers (NCM).

9-10 December 2004, in Warsaw: Cooperation with CBSS Observer States; Revision of CBSS Terms of Reference; Approval of WGEC 2004-05 activity plan; Approval of joint pilot project with the NCM on cross-border cooperation (Baltic Euroregional Network); Future of International Baltic Sea Fisheries Commission; Future of Baltic Sea Region Energy Cooperation (BASREC); Future of ad-hoc Working Group on Transport; Report of the expert fact-finding mission on the proposed EuroFaculty Pskov.

3-4 February 2005, in Brussels: Implementation of the 2nd Northern Dimension Action Plan; EU-Russia relations; European Neighbourhood Policy; European Neighbourhood and Partnership Instrument; Revision of CBSS Terms of Reference; Approval of new CBSS Information Strategy; proposal for a EuroFaculty Pskov.

5 April 2005, in Olsztyn: Cross-border cooperation, i.a. activities of the Warminko-Mazurskie Voievodship; Creation of ad-hoc WG on Customs and Border-Crossings; Task Force on Organised Crime report; Revision of CBSS Terms of Reference; Preparation of the 13th Ministerial Session of the Council; Secretariat 2004 audit report; Secretariat 2006 Budget proposal; Secretariat staff recruitment.

6 April 2005, *Special Joint Session with the WGEC in Kaliningrad:* EU-Russia relations and Kaliningrad; Common Baltic Information Space; EuroFaculty Kaliningrad.

11-12 May 2005, in Gdynia: Secretariat Revised Financial Rules; Secretariat staff recruitment, i.a. approval of candidate for Director; Secretariat 2006 Budget; Preparation of the 13th Ministerial Session of the Council, i.a., approval of the revised draft agenda and negotiation of the draft communiqué text; cooperation with the Baltic Sea NGO Forum.

31 May 2005, in Copenhagen: Preparation of the 13th Ministerial Session of the Council, i.a. negotiation of the draft communiqué text and approval of the CSO annual report and the mid-term review on follow-up of the 5th Baltic Sea States Summit; Presentation and approval of Director's proposal on Secretariat staff recruitment.

9 June 2005, in Szczecin: Last-minute preparation of the 13th Ministerial Session of the Council; Approval of new financial rules for the Secretariat.

Attachment N° 2 to the Annual Report of the CSO

Participation by the CBSS and CSO Chairman in meetings and conferences related to Baltic Sea Regional cooperation during the Polish Presidency, 2004-2005

1. Activities on behalf of the CBSS Chairman

- State Secretary, Mr. A.D. Rotfeld presented information on CBSS activities during the 13th Baltic Sea Parliamentary Conference, 29-31 August 2004 in Bergen.
- Under-secretary of State, Mr. S. Najar, presented a statement during the high-level conference on “EU enlargement, Poland and the EU’s New Neighbours”, 10-12 September in Gdansk.
- State Secretary, Mr. A.D. Rotfeld represented CBSS during the 12th OSCE Ministerial Council, 9-10 December in Sofia.
- Under-secretary of State, Mr. S. Najar, met the BSPC Standing Committee, 17 January 2005 in Warsaw, for a discussion on CBSS priorities and main current issues of regional cooperation.

2. Activities of the CSO Chairman.

The CSO chairman, or his deputy, represented the CSO or CBSS at the following events:

- 13th Baltic Sea Parliamentary Conference in Bergen on 29-31 August 2004
- 5th Symposium of Baltic Sea Coleopterologists in Szklana Huta (Poland) on 8-11 September 2004.
- High-level conference on “EU enlargement, Poland and the EU’s New Neighbours”, 10-12 September in Gdansk.
- Meeting of the Committee of Senior Representatives of the Northern Dimension Partnership on Public Health and Social Well-Being, 20-21 September in Copenhagen.
- Ars Baltica Forum, 23-25 September in Gdansk.
- 41st Meeting of the Executive Board of the Union of the Baltic Cities (UBC), 15-17 October in Riga.
- Northern Dimension Senior Officials Meeting, 21 October in Brussels.
- 12th Annual Conference of the Baltic Sea States Subregional Cooperation, 21-23 October in Malmö.
- 4th Coordination meeting of Heads of Baltic Sea regional organisations, 23 October in Malmö.
- Nordic Council annual meeting, 1-3 November in Stockholm.
- Meeting of the Committee for Environment, Agriculture and Local and Regional Affairs of the Parliamentary Assembly of the Council of Europe (in the part devoted to combating oil spills in the Baltic Sea region), 4 November in Paris.
- WGEC seminar on corruption, 16 November in Warsaw.
- 4th Annual Seminar of the CBSS Ombudsmen, 17-19 November in Warsaw.
- International Conference on “The Baltic Sea Region – Perspectives 2010”, 23 November in Brussels.

- Conference on “The Enlarged EU and Her Eastern Neighbours”, 26 November in Warsaw.
- Senior Officials Meeting of the ad-Hoc Working Group on Transport and the Nordic Council of Ministers Transport Senior Officials Group, 12 January 2005 in Warsaw.
- Senior Officials Meeting of the CBSS with the Adriatic Ionian Initiative, the Barents Euro-Arctic Council and the Central European Initiative, 14 January in Warsaw (the CSO was also represented by: Iceland as member of troika, Sweden and Finland).
- Meeting of the BSPC Standing Committee with the CBSS Chair, 17 January in Warsaw.
- Baltic Metropolises Conference on “Baltic Metropolises – Major Poles of Innovation,” 10-11 February in Berlin.
- Conference “Erica, Prestige, Baltic Carrier – Is maritime safety under control? The example of the Baltic Sea Region”, 16 March in Brussels.
- Meeting of the CBSS Ministers of children and family affairs, 9-10 May in Oslo.
- 5th NGO Forum, 12-13 May in Gdynia.
- Annual meeting of the Chairs of the Senior Officials committees of the CBSS and NCM, 17 May in Warsaw.
- Annual “4+1” meeting of the Chairs of the senior officials committees of the Arctic Council, Barents Euroarctic Council, CBSS and NCM, with the Commission, 24 May in Stavanger.

3. Participation of other members of the CSO, including the Troika, on behalf of the CSO Chairmen, in regional events

- Annual Conference of the Northern Dimension Partnership on Health and Social Wellbeing, 14 December in Tallinn (Estonia as member of troika).
- Annual Conference of the Baltic Sea Seven Islands (B7) Cooperation Network, 7-8 December in Rügen, Germany.
- CPMR Baltic Sea Commission Conference on “Democratic Role of the Regions”, 24-25 February in Riga (Estonia as member of troika).
- Committee of Senior Representatives (CSR) Northern Dimension Partnership in Public Health and Social Wellbeing, in Vilnius on 14-15 April (Sweden).

Attachment N° 3 to the Annual Report of the CSO

1) Participation by representatives of CBSS structures and working bodies at CSO meetings during the Polish Presidency 2004-2005:

- Ars Baltica Secretariat
- Baltic 21 Senior Officials Group (BA-21 SOG)
- Baltic Sea Region Energy Cooperation (BASREC)
- Business Advisory Council (BAC)
- Expert Group on EuroFaculty Kaliningrad (EF-K)
- Task Force on Communicable Disease Control (TF-CDC)
- Task Force on Organised Crime (TF-OC)
- Working Group on Child Co-operation (WGCC)
- Working Group on Democratic Institutions (WGDI)
- Working Group on Economic Co-operation (WGEC)
- Working Group on Nuclear and Radiation Safety (WGNRS)
- Working Group on Transport (WGT)

2) Participation by observers, special participants, strategic partners and other invited guests at CSO meetings during the Polish Presidency 2004-2005:

a. Observers:

- France
- Italy
- Netherlands
- Slovakia
- Ukraine
- United Kingdom
- United States of America

b. Special Participants:

- Baltic Sea States Subregional Cooperation (BSSSC)
- Union of the Baltic Cities (UBC)

c. Strategic Partners:

- Baltic Sea NGO Forum
- Baltic Sea Trade Union Network (BASTUN)
- VASAB 2010

d. Invited Guests:

- Barents Euro-Arctic Council (BEAC)
- International Baltic Sea Fisheries Commission (IBSFC)
- International Organisation for Knowledge Economy and Enterprise Development (IKED)
- Nordic Council of Ministers (NCM)

Annex 1: Working Group on Economic Cooperation (WGEC)

2004-2005 Annual Report of the Working Group on Economic Cooperation

Foreword

The WGEC under the Polish Chairmanship continued addressing outstanding issues of the regional economic cooperation with reference to the Bergen (2000) and Moscow (2002) Action Plans. It followed up the Tallinn Ministerial Declaration (April 2004) and the Conclusions from the V Baltic Sea Summit in Laulasmaa (June 2004). Priority was given to the issues of investment promotion, business cooperation with the Kaliningrad region, and support to SME's. Some progress was achieved in such areas as reducing time for border-crossing of goods, and the fight against corruption. Cooperation with such key regional organisations, as the Nordic Council of Ministers and Baltic Development Forum, as well as with several CBSS structures was fruitful.

One of the crucial tasks and challenges for the Presidency was to start assessing the impact of the EU enlargement on the regional economy and on the relations between the CBSS EU members and non-member-states in terms of trade, investment and business development. Preliminary findings of the Working Group on that account were submitted to the XIII CBSS Ministerial session and could serve as basis for the continuation of this work under the Icelandic Chairmanship.

1) Promotion of entrepreneurship

- WGEC held a separate meeting on 6 April in Kaliningrad with representatives of the business community and entrepreneurs of the Kaliningrad Region, such as Baltic Business Club, Chamber of Commerce and Industry, Union of Industrialists and Entrepreneurs, Representatives of the Kaliningrad Administration. The businessmen shared their experience and expressed their optimism and concerns in regard to future economic development of the KO in light of the EU enlargement. The issue will be followed up under Icelandic Chairmanship.
- WGEC attended the NCM expert meeting on SME's and innovation, held on 25 May 2005 in Copenhagen. This meeting should be considered as the first step towards the CBSS-NCM cooperation in this field. The interaction will continue.
- The SME information gateway www.balticmarket.org was maintained and periodically updated by the German Ministry of Economics and Labour.

2) Investment promotion in Baltic Sea Region

- A draft Road Map providing actions to establish a perception of an "Investment Area Baltic Sea" based on competitive, stable, transparent and predictable investment conditions was compiled and thoroughly discussed. The work will continue under the Icelandic Chairmanship with the aim to finalise it at the most earliest occasion. The exchange of national reports on actions to improve investment conditions will continue.

- A report by the World Bank on a Baltic Sea regional profile in “doing business” indicators was produced with some important conclusions to follow in the future. The costs for the report were covered from the CBSS budget.
- WGEC discussed a possibility of establishing a common/regional financial institution (or a project development facility). Deliberations on an expert level were proposed to discuss such a need in order not to overlap or duplicate financing by the existing IFI’s. The consideration will continue under Icelandic Chairmanship with the Russian side as a lead party.
- The Chair and Secretariat initiated contacts with the organisers of the 7th BDF Summit to be held in Stockholm in the fall. Two potential inputs that CBSS could feature at the Summit within the context of the BDF-VINNOVA Baltic Sea Initiative 2010 were outlined: the RM on investments and the Baltic Sea Common Information Space (improving information exchange on business conditions and opportunity). Contacts will continue.

3) Improvement of border crossing conditions for goods and travelling

- WGEC took a decision, approved by the CBSS CSO, to agree on the creation of an open-ended ad-hoc working group on border-crossing and customs issues, based on outlines proposed by Finland, Sweden and Poland. It was understood that the working group in fulfilling its mandate should cooperate closely with WGEC.
- The exchange of best practices with the NCM on facilitating the people-to-people exchanges, as well as with the BEAC-CBSS Customs-Liaison Committee continued.

4) Fight against corruption

- An international seminar on “Licenses and permissions as well as public procurements as areas endangered by corruption” was held in Warsaw on 16 November 2004. The Polish Presidency in CBSS, the Polish Ministries of Justice and Administration and Internal Affairs, as well as such organisations as OECD, CBSS Task Force of Organised Crime, and the BATORY Foundation participated.
- Based on inputs from all member-states, the text/content of the Survey on Administrative Regulations on Corruption related to Trade and Investment was finalised. The work on the Survey will continue with the view to produce a practical manual on corruption in CBSS member-states, as part of the efforts to raise public awareness of corruption. The exchange of national notifications on changes in the anti-corruption legislation will continue.

5) Addressing North-West Russia

- A CBSS CSO-WGEC special joint session was held in Kaliningrad on 6 April 2005 at the invitation of the Regional Administration on the occasion of the 750th Anniversary of Kaliningrad/Königsberg. The Head of the Regional Administration/Governor V. Egorov, EU Commission, Secretary-General of NCM, BAC, BASTUN, as well as the Head of the Expert group on the Euro-Faculty project in Kaliningrad State University attended. The goal of the session was to assess the current economic situation in the Oblast, to

exchange views on challenges and opportunities, and to discuss new ways of interaction between business networks of the Oblast and EU countries. The joint session was followed by a WGEC meeting with representatives of the local business community and entrepreneurs (see section 1). Such exchanges will continue.

- Representatives of Kaliningrad Regional Administration were invited to the WGEC meeting in Sopot/Gdansk on 9-10 September 2004.
- The Chair and Secretariat undertook a preparatory mission to Kaliningrad on 21-23 January 2005 to discuss outlines for the CSO-WGEC joint session.
- BAC made a special trip to Kaliningrad on 23-25 March 2005 with the view to establish contacts with the local business community and prepare a separate meeting with WGEC (see above).

6) Co-ordinated activities on economy-related issues

- There was a regular exchange of information on economy-related issues with such intergovernmental Baltic Sea region organisations as the Nordic Council of Ministers, and Barents Euro-Arctic Council.
- Cooperation and exchange of experience and best practices with such CBSS structures and working bodies, as TFOC, BASREC, Baltic 21, ad-hoc Working Group on Transport, BAC, as well as with the CBSS Strategic Partners - BCCA, BASTUN, BDF was intensified.

7) Other issues

- WGEC held several “vision discussions” on the future role of CBSS/WGEC and its niche in the regional economic cooperation, as well as on possible consolidation of economy-related activities in CBSS. The discussions were useful to help draw some preliminary conclusions on the impact of the EU enlargement and to outline some recommendations for the future.
- The topic of the impact of the EU enlargement on sub-regional cooperation was introduced by Marshal of the Pomeranian Voivodship, Mr. Jan Kozłowski and Director of the Pomeranian Chamber for SME’s Mr. Włodzimierz Szordykowski in Sopot on 9-10 September 2004, as well by Mr. Jacek Piechota Minister for Economic Affairs and Labour of Poland, Mr Zygmunt Meyer Marshal of West Pomeranian Voivodship and Mr Stanisław Wziątek West Pomeranian Governor, in Szczecin on 30-31 May 2005.
- An exchange of experiences with the NCM on removing cross-border barriers to free movement between Nordic countries (on the basis of the Poul Schlüter Report) was held on 21 February 2005 in Warsaw.
- The WGEC has prepared an input to the final document of the XIII CBSS Ministerial session in Szczecin, as well as to the Interim report of the follow-up to the V Baltic Sea Summit in Laulasmaa.

Conclusions

- The WGEC findings indicate that the regional economic cooperation remains essential also in the future. Importantly, it will increasingly draw on the elements of the EU-Russia Common Economic Space, as well as on the future membership of the Russian Federation in the WTO, to continuously contribute to strengthening the competitiveness of the region. This context provides the CBSS/WGEC to complement the EU-Russia cooperation and add synergy and value-added. Further assessments on this account will be made in due course and would be laid as basis for recommendations on continued strengthening of economic co-operation sought by the Heads of Governments in 2006.
- CBSS has to seek synergy-oriented involvement in such large and inclusive processes as the Baltic Sea Initiative 2010 and Baltic Development Forum, as well as contribute to the development of the future EU Northern Dimension policy, with the view of increasing the visibility of the Organisation.
- A deeper involvement of the European Commission in the WGEC would carry a significant value for the work of the Group. Other challenging factor for the Working Group would be to ensure full commitment of the member-states to the development of the Road Map on Investments, and to readjust the economic agenda to the new political and economic realities, under the Icelandic Chairmanship in 2005-06.

Attachment N° 1 to the Annual Report of the WGEC

WGEC meetings during the Polish Presidency, 2004-2005

- **9-10 September 2004, Gdansk/Sopot**
 - Annual programme of work
 - Future work of WGEC
 - Investment promotion
 - Addressing NW Russia (Kaliningrad)
 - Impact of EU enlargement on sub-regional cooperation
- **15 November 2004, Warsaw**
 - Cooperation with CBSS a-h Working Group on Transport
 - Cooperation with Baltic 21
 - Border-crossing for goods
 - Fight against corruption (cooperation with TFOC)
 - Proposal on project development fund
 - Investment promotion
- **21-22 February 2005, Warsaw**
 - Cooperation with NCM (barriers to free movement)
 - Cooperation with BASREC
 - Investment promotion (Road Map)
 - Vision discussion on future activities
 - Border-crossing for goods
 - Survey on Corruption
- **5 April 2005, Olsztyn**
 - Investment promotion (Road Map)
 - Contacts with World Bank
 - Input to the CBSS XIII Ministerial session
 - Input to 7th BDF Summit
 - Survey on Corruption
- **6 April 2005, Kaliningrad** (jointly with the CSO), as well as with the business community of Kaliningrad Region)
 - Impact of EU enlargement of economic situation in Kaliningrad
 - Cooperation with NCM
 - EU assistance programmes;
 - Baltic Sea Common Information Space
 - Euro-Faculty project in KSU
- **6 April 2005, Kaliningrad** (separate session with the business community of Kaliningrad Region)
 - Challenges and opportunities for economic development of the Oblast from business perspective
- **30-31 May 2005, Szczecin**
 - Annual report
 - Programme of Icelandic Chairmanship
 - Investment promotion
 - Survey on Corruption
 - Input to 7th BDF Summit
 - Common financial institution (follow up)
 - Expert meeting on SME and innovation with NCM

Attachment N° 2 to the Annual Report of the WGEC

Useful documents produced for the meetings

- BAC proposal on the outlines of the Road Map on Investments
- BAC proposal on the concept “Investment Area Baltic Sea”
- Comparative Analysis on “strong” and “weak” sides of the regional economy including each of the separate CBSS member-state’s economy
- Idea of establishing a common financial institution in the Baltic Sea region
- Possible forms of a regional financial institution
- Implications of the Russia’s accession to WTO for CBSS economic agenda
- Compendium, Seminar on “Licenses and permissions as well as public procurements as areas endangered by the corruption” held in Warsaw on 16 November 2004
- Overview of the legal framework for FDI protection in the Baltic Sea region
- Table indicating the economic profile of different CBSS working bodies
- Report on the Chair’s preparatory visit to Kaliningrad on 21-23 January 2005
- Report by BAC to CSO and WGEC regarding a business support group for Kaliningrad after a fact-finding mission to Kaliningrad on 23-25 March 2005
- Working Paper on the Baltic Sea Common Information Space
- Draft Road Map on actions aimed at achieving competitive, stable, transparent and predictable investment conditions in CBSS member-states
- Finalised Survey on administrative regulations and practices in CBSS member-states on corruption related to trade and investment
- “Economic part” of the final document of the XIII CBSS ministerial session in Szczecin, 9-10 June 2005
- Input to the Interim report on the follow-up to the V Baltic Sea Summit in Laulasmaa (*The World Bank BSR profile in “doing business” indicators 2005*)

Attachment N° 3 to the Annual Report of the WGEC

Presentations by the guests at WGEC meetings and events

- **9-10 September 2004, Gdansk/Sopot**
 - **Mr. Jan KOZŁOWSKI**, Marshal of the Pomeranian Voivodship
 - **Mr. Vitaly ZHDANOV**, Administration of Kaliningrad Region,
 - **Mr. Włodzimierz SZORDYKOWSKI**, Director Pomeranian Chamber for SME's
 - **Mr. Cezary JAKUBOWSKI**, Deputy Mayor of the City of Sopot

- **15 November 2004, Warsaw**
 - **Mr. Krzysztof KUMANOWSKI**, Chairman CBSS ad-hoc Working Group on Transport
 - **Mr. Adam GALCZYNSKI**, Chairman Baltic 21 SOG
 - **Mr. Sven SJÖGREN**, Chairman of the Baltic 21 Industry Sector Task Force
 - **Mr. Jerzy SZYMAŃSKI**, Prosecutor from Organised Crime Bureau, CBSS TFOC
 - **Mr. Mirosław F. ZIELINSKI** - *Undersecretary of State (Conference on Anticorruption – 16.11.2004)*

- **21-22 February 2005, Warsaw**
 - **Mr. Bolesław REY**, Chairman of the BASREC Group of Senior Officials (GSEO)
 - **Mrs. Dorthe Elise SVIN**, Senior Adviser on International Affairs, Secretariat of Nordic Council of Ministers
 - **Mrs. Naomi Pagh ABUDI** a project-coordinator on Nordic Cross-border Mobility, and Assistant to Mr. P.Schlüter, NCM Secretariat
 - **Ms Krystyna GURBIEL**, *Undersecretary of state (evening reception on 21.02.2005)*

- **6 April 2005, Kaliningrad** (CSO-WGEC Special Joint Session)
 - Admiral **Vladimir G. EGOROV**, Head of the Regional Administration/Governor of Kaliningrad Oblast
 - **Mr. Per UNCKEL**, Secretary-General of the Nordic Council of Ministers
 - **Mr. Vitaly ZHDANOV**, Administration of Kaliningrad Region,

- **6 April 2005, Kaliningrad** (separate session with the business community of Kaliningrad Region)
 - **Mr. Vitaly ZHDANOV**, Head of the Principal Department on Economic Development and Trade, Administration of Kaliningrad Oblast;
 - **Ms. Mila PETROVA**, the Kaliningrad Union of Industrialists and Entrepreneurs
 - **Mr. Igor V. TSARKOV**, President, the Kaliningrad Chamber of Commerce & Industry
 - **Mr. Sergey N. LUTAREVICH**, President, the Baltic Business Club
 - **Mr. Alexander S. BOGDANOV**, Deputy Head of the Principal Department on Economic Development and Trade, Administration of Kaliningrad Oblast, Entrepreneurship and Interregional cooperation
 - **Ms. Olga P. SAKHARILENKO**, Consultant, Principal Department on Economic Development and Trade, Administration of Kaliningrad Oblast

- **30-31 May 2005, Szczecin**
 - **Mr. Jacek PIECHOTA**, the Polish Minister of Economy and Labour
 - **Mr. Stanisław WZIĄTEK**, Governor of the West Pomerania Voivodship
 - **Mr. Zygmunt MEYER**, Marshal of the West Pomeranian Voivodship
 - **Mr. Mirosław CZESNY**, Deputy Mayor of the City of Szczecin
 - **Mr. Dariusz WIĘCASZEK**, President of the Northern Chamber of Commerce

Annex 2: Working Group on Democratic Institutions (WGDI)

2004-2005 Annual Report of the Working Group on Democratic Institutions

Development of Democratic Institutions and Human Rights in the Baltic Sea Region

I. Introduction

The Member States of the Council of the Baltic Sea States recognise that a well-functioning democracy depends on continuous promotion of democratic values and principles, as well as on development and strengthening of democratic institutions. One of the main objectives of the CBSS is to provide a framework for common efforts aimed at promoting democratic development in the region. For this purpose the Council established its Working Group on Democratic Institutions (WGDI) in 1992.

The WGDI, working in close coordination with the CBSS Committee of Senior Officials (CSO), ensures the continuous political and organisational support in the preparation of conferences, workshops and seminars for regional exchange of experience and best practices in the field of democracy and human rights.

In order to avoid duplication of activities and to ensure synergy of efforts, the Working Group cooperates closely with other working structures within the Baltic Sea region. Many important components of the WGDI work are its expert activities, which include conferences, seminars, and workshops.

II. WGDI agenda and activities during the Estonian Chairmanship 2004-2005

The Chairmanship of the WGDI rotates on an annual basis. From 2004-2005 the Working Group was chaired by Estonia. During this Chairmanship the WGDI held three meetings: 1 November 2004 in Tallinn; 14 March 2005 in Joensuu, Finland; and 26 April 2005 in Tallinn. Two seminars were arranged: one on Prison Conditions in the CBSS Member States held in Tartu, Estonia on 2 November 2004 and another on Good Administration, from the Legal Protection Point of View held in Joensuu, Finland on 15 March 2005. During the Estonian Chairmanship the WGDI also focused on issues including:

- Civil society, non-governmental organisations and citizens participation
- Pre-trial detention
- Equal opportunities, incl. gender equality
- National Human Rights Institutions

Civil society, non-governmental organisations and citizens participation

Civil society is an important intermediary between the state and the citizens, and is thus an essential and necessary part of any democratic society.

The Baltic Sea NGO Forum Consultative Committee on 31 May 2004 applied for the status of special participant in the CBSS. The issue was discussed at the Gdansk CSO meeting on 9-10 September 2004, but a decision was postponed as consensus within the CSO could not be reached. At the same meeting, the CSO gave its assent

to the Estonian proposal to engage the NGO Forum, as appropriate, in the work of the WGDI. It has, however, been the case that during the Estonian Chairmanship the participation of the NGO representatives in the WGDI activities has been hampered. This was mainly due to financial reasons.

A representative of the Network took part in the WGDI meeting on 1 November 2004 in Tallinn and two representatives participated in the seminar on prison conditions in Tartu on the following day. At the meeting on 14 March 2005 the Working Group discussed a paper on the preparations of the 5th Baltic Sea NGO forum prepared by the organising NGOs. The Forum was also discussed at the 26 April 2005 meeting. [Moreover, the Chairperson of the WGDI gave a presentation at the Forum on the 12 May 2005 where she introduced the Working Group and analysed possible forms of further cooperation between the CBSS/WGDI and the NGOs of the Baltic Sea Region.]

In addition, the CBSS Secretariat maintains close contact with the Baltic Sea NGO Consultative Committee. The need to strengthen the financial independence of the NGO Forum and the need to clarify the formal relations between the CBSS and the NGO Forum have been the most frequently raised issues.

BSPC report on NGO legislation in the countries of the Baltic Sea Region

At its meeting on 14 March 2005, the WGDI was given a presentation of the Baltic Sea Parliamentary Conference (BSPC) report on NGO legislation in the Baltic Sea Region. The speaker noted that among the recommendations of the report, special importance should be placed on ensuring that NGOs have access to information and appropriate financing mechanisms. As the BSPC does not have a permanent structure, the WGDI could consider undertaking a regular update of this report. In addition, the Working Group could also serve as a forum for the discussion of recommendations, and could also consider highlighting these issues to governments. The WGDI welcomed the BSPC report and took note of its findings as well as of the speaker's suggestion to follow up the report.

Estonian experience in involving the civic society

On 14 March 2004 the WGDI had a presentation on the Estonian experience in involving the civic society in governmental decision-making. The speaker highlighted the Estonian Civil Society Development Concept as well as an activity plan for implementing the concept for the years 2004-06. Also, the main principles for best practises of civic society involvement were introduced. The presentation thereafter focused on the online deliberation system named TOM (Estonian abbreviation) or, "Today I Decide", which has proven to be an effective tool in engaging civic society in the policy-making process in Estonia. The Working Group underlined the importance of involving civil society in this process and also highlighted the usefulness of such electronic means of discussion, where appropriate.

Prison conditions and pre-trial detention

Prison conditions in the CBSS Member States

On 2 November 2004 a seminar on prison conditions in the CBSS Member States was held in Tartu, Estonia. The seminar, which convened around 30 experts in the field, included presentations on a broad number of issues such as the international and European monitoring mechanisms, issues relating to children in prison, ongoing prison reforms in the region, training of prison personnel and on medical care in prisons. The seminar concluded that one of the best safeguards against the ill-treatment of prisoners is to allow regular visits within each prison establishment by independent bodies which possess the authority, i.a. to hear and, if necessary, take action in response to complaints from prisoners. Further, it was agreed upon that regional co-operation and the exchange of experiences is essential for the effective implementation of prison reforms.

Pre-trial detention

The WGDI maintains close contact with the Working Group on Pre-trial Detention (WG-PTD) in the Baltic Sea region. The working group, originally set up under the auspices of the CBSS Commissioner, continues its work after the closure of the Commissioner's office, thanks to contributions from the Norwegian Ministry of Justice and the Police. The WG-PTD reports to the WGDI.

At the WGDI meeting on 1 November 2004, the Chairperson of the WG-PTD reported on the work of the WG-PTD. Pre-trial detention remains a problematic issue in all CBSS member States. The Nordic countries have been referred to as enforcing isolation periods far too frequently and for too long a period of time. Also, in other CBSS Member States, there are far too many minors in pre-trial detention. The WG-PTD is planning to continue its activities in 2005. The WGDI endorsed the work of the WG-PTD and agreed to continue cooperating with the WG-PTD.

Good Administration

Seminar on Good Administration from the Legal Protection Point of View

On 15 March 2005 the WGDI organised a seminar on Good Administration - from the Legal Protection Point of View in Joensuu, Finland. The WGDI expressed its gratitude for organisational and financial support from the Finnish Government and the University of Joensuu. The seminar, which gathered more than 30 participants, focused on legal protection within the context of good administration. A well-functioning administration is a characteristic of a democratic system. During the 1990s the administrative systems of several of the Baltic Sea States have undergone extensive changes. The seminar shed light on some of these changes, and accordingly, provided many examples of good practises. Also, both the EU and Council of Europe's impact on domestic standards for good administration was assessed.

Equal opportunities, incl. gender equality

Also, the issue of gender equality was discussed by the WGDI during 2004-2005. At its meeting on 1 November 2004, a representative of the Estonian Ministry of Social Affairs gave a presentation about efforts within Estonia to promote gender equality.

Potential co-operation with the Nordic Council of Ministers

Furthermore, at the same meeting, a representative of the Nordic Council of Ministers (NCM) gave a presentation on the NCM's activities in the field of gender equality. The working group considered various opportunities for cooperation with NCM in this respect.

National Human Rights Institutions

The important role of National Human Rights Institutions was highlighted at the WGDI meeting on 26 April 2005, where a speaker from the Office of the Council of Europe Commissioner for Human Rights gave a very informative presentation. National Human Rights Institutions, established according to the Paris Principles, are functioning as important intermediaries between civil society and government officials, and in this capacity, can assist both parties to respect and to act in accordance with the international human rights movement. In addition, the speaker highlighted the work of the Commissioner, noting some examples of recent achievements, such as the assistance being provided to establish Ombudsman institutions in some of federal bodies within the Russian Federation. In the following the debate, the Members of the Working Group discussed and compared the tasks and structures of the institutions responsible for the protection of human rights in the Member States.

Trafficking in human beings

The WGDI continued to monitor the situation concerning trafficking in human beings in the Baltic Sea region in 2004-2005. During its meeting on 15 March 2005, the Working Group was issued a presentation by the Estonian representative of the Nordic-Baltic Task Force against Trafficking in Human Beings. Trafficking in human beings, especially women and children, is a global phenomenon, and for this reason it is important to cooperate on both the national and international level. Therefore, cooperation between authorities and NGOs is also of utmost importance. The question of trafficking has been addressed by various international organisations and regional working groups. The WGDI welcomed the work of the Nordic-Baltic Task Force against Trafficking in Human Beings, while the speaker underlined that there is a need for organisational awareness about the anti-trafficking efforts underway.

Study-tours of the WGDI

As an integral part of its work, the WGDI frequently included study-tours in connection with its meetings and seminars. The study-tours have several purposes. First of all, they provide a good opportunity for the WGDI members and national experts to get a first-hand impression of the situation in a particular field in one of the Member States. Secondly, experience demonstrates that openness and tours by international experts to, for example, prisons, promotes adherence to international conventions.

Tartu Prison

During the study-tour to Tartu Prison on 2 November 2004, the Working Group was met by the Director of the prison and subsequently allowed access to most parts of the prison. This tour also provided the Working Group with an opportunity to talk to prison inmates. The participants greatly appreciated this experience, which was made possible by the Estonian authorities.

Joensuu City Administration

As a part of the seminar on Good Administration on 15 March 2005, the Working Group visited the Joensuu City Administration. They were provided with an overview of the Joensuu city and the surrounding region, as well as with an introduction to the structure and activities of the City Administration.

Estonian Chancellor of Justice (ombudsman)

On 26 April the Working Group took part in a study-tour to the office of the Estonian Chancellor of Justice. The Chancellor gave an overview of the tasks and responsibilities of his institution. In subsequent discussions, issues such as the role of the Chancellor of Justice in the Estonian society and the importance of ensuring sufficient financial resources for the Chancellor were raised.

Liaison with the Ombudsmen in the region

As suggested by the Working Group, the WGDI Chairperson attended the fourth meeting of ombudsman institutions in the Baltic Sea region in Warsaw in November 2004. This meeting focused on the theme "The Ombudsman and Contemporary Pathologies of the Family". The role of the ombudsman institutions as related to dysfunctional families, children in institutions, the social well-being of families, and issues relating to Roma and refugee children were discussed. Additionally, the forms of control that ombudsman institutions could exercise in the abovementioned fields – in terms of either direct or indirect control – were discussed.

The Working Group recommends that the participation of the Chairperson in the meetings of the ombudsman institutions should continue.

Cooperation with others

The WGDI receives invitations to attend meetings, seminars or conferences arranged by other organisations, the topics of which fall within the terms of reference of the WGDI. During the Estonian Chairmanship, the WGDI was invited to attend the following events:

- Baltic Sea Parliamentary Conference (BSPC) – the (former) WGDI Secretary attended the 13th Baltic Sea Parliamentary Conference in Bergen, Norway, on 29-31 August 2004.
- Council of Europe – upon invitation the WGDI Secretary attended a conference on "The Future of Democracy in Europe" organised by the Council of Europe in Barcelona, on 17-19 November 2004
- Conference of Peripheral Maritime Regions of Europe – Baltic Sea Commission conference on the Democratic Role of the Regions held on 24-25 February 2005 in Riga, Latvia – the WGDI Chairperson attended the conference, which gathered representatives of 27 regions of the Baltic Sea

Area in order to discuss regionalisation, the future role of the regions and the instruments created for the regions supporting their development in the Baltic Sea Area.

- NGO Forum – [the WGDI Chairperson and the WGDI Secretary attended the 5th Baltic Sea NGO Forum in Gdynia, Poland on 12-13 May 2005.]

III. Future Activities of the Working Group

The promotion of democracy, the rule of law, human rights and the fostering of civil society will remain a focus of the CBSS. The WGDI will continue its work aimed at achieving these goals. Cooperation with other regional and international institutions will be crucial in carrying out this task and in avoiding the duplication of efforts.

Scope of future activities

Within its Terms of Reference, the WGDI will focus on a selected number of issues, for instance citizens' participation in democratic society at all levels, the involvement of civil society in the Baltic Sea region, prison conditions and the development of good administration. Gender equality shall, as appropriate, be addressed as a cross cutting aspect of the activities.

Structure and working methods

The WGDI arranges its activities according to an activity-plan, which is discussed by the WGDI and CSO Chairpersons at the beginning of each Chairmanship and later endorsed at the first CSO meeting. The activity-plan envisages the expected outcome of the WGDI activities. In order to maximise the results of the meetings of the WGDI, the Members should ensure continuity in, and the expertise of, their representatives participating in the Working Group.

The work of the WGDI is assisted by expert meetings, seminars and conferences, conclusions and recommendations from which are then transmitted to the WGDI. The activities organised under the guidance of the Working Group would considerably profit from the participation of experts of all Member States.

The CBSS Secretariat provides support to the WGDI, follows up on its decisions and keeps the Working Group informed about the progress which is made. In order to adapt to the needs and interests of the Member States, the WGDI will continue to discuss its future role, the scope of activities and working methods.

Annex 3: Working Group on Nuclear and Radiation Safety (WGNRS)

2004-2005 Annual Report of the Working Group on Nuclear and Radiation Safety

During the reporting period (5th Baltic Sea States Summit, Laulasmaa, Estonia, 21 June 2004, until 13th CBSS Ministerial Session, Szczecin, Poland, 9-10 June 2005), the WGNRS continued its activities and even introduced new topics into its work. Since the WGNRS meeting in Tallinn, Estonia on 23-24 October 2003, and until 2006, the WGNRS has been chaired by Germany.

I. Meetings

Since the 5th BSS Summit in Laulasmaa in 2004, two WGNRS meetings were held. The first of these was on 11-12 November 2004 and took place in the German MFA in Berlin. The second was on 17-18 March 2005 and was located at the Polish National Atomic Energy Agency in Warsaw. The Berlin meeting was hosted by the German Federal Office for Radiation Protection, the Warsaw meeting by the Polish National Atomic Energy Agency. At the Warsaw meeting, the WGNRS was welcomed by the Polish CSO Chairman H.E. Ambassador Wiejacz.

The broad interest in the activities of WGNRS was underlined by the participation of observers such as Slovakia, Ukraine and the USA and the International Atomic Energy Agency (IAEA) (guest speaker for illicit trafficking). The Working Group welcomed the fact that a new Russian member has been nominated after a longer period of absence. Also, a new Latvian WGNRS member was welcomed at the abovementioned Warsaw meeting.

II. WGNRS Activities

In order to strengthen radiation safety in the Baltic Sea Area, the WGNRS placed a special emphasis on co-operation in a variety of different fields. Particularly, the Group addressed problems in radiological and nuclear emergency preparedness, the handling and control of radioactive sources, potential terrorist attacks and illicit trafficking of nuclear materials. Concrete projects concern environmental monitoring and the exchange of monitoring data, rapid exchange of information, as well as mutual assistance. Additionally, national reports on major nuclear and radiation safety issues in the CBSS member states are presented and discussed in each meeting.

Environmental Monitoring

Principles on External Dose Rate Measurements

The WGNRS Expert Group on External Dose Rate Measurements developed 12 design principles for environmental monitoring stations, to harmonise the measurement technique and the data transfer. The WGNRS appreciated the work of the Expert Group and encouraged the members to continue their efforts to harmonise the measurement systems within the Baltic Sea States, taking into account EU and IAEA requirements.

Radionuclides Measurements in Air

The WGNRS agreed to exchange the results from radionuclides measurements in the air, in addition to the results from the external dose rates. These measurements

are most important in terms of detecting the early phases of an accident and in evaluating the radiological situation. An expert group provided a first draft on technical aspects of measurements and data exchange, which is presently being discussed. The WGNRS considered how to include air monitoring data exchange. Two possibilities are favoured:

- a declaration stating that the existing agreement also covers air monitoring or
- a non-legally binding procedure

A final decision has not yet been reached, while the WGNRS plans to adopt a final solution by the time of the 13th CBSS Ministerial Meeting.

Data exchange

In order to allow for the stabilisation of data exchange, a prototype of a central server for the exchange of monitoring data has been established in Freiburg, Germany. It provides the Member States with a rapid overview on the actual radiological situation within the region. As some non-CBSS members declared their interest in the environmental monitoring results, it is now being considered as to whether or not WGNRS should extend its agreement on data exchange to CBSS observer countries.

Routine and Emergency Monitoring Programmes

The necessity of harmonising the routine and emergency monitoring Programmes in the Baltic Sea States was discussed. The WGNRS agreed to focus some efforts on the emergency monitoring programmes, but not introduce the issue of monitoring procedures into the discussion.

Regional Agreement on Assistance

All member states declared their willingness to support each other in the case of an accident. The WGNRS also continues to discuss whether there is a need for a formal regional agreement on mutual assistance, even though other bilateral and international agreements (IAEA) are already in place.

WGNRS agreed to consider a system for rapid notification in the case of an accident involving nuclear facilities in the Baltic Sea region.

Harmonisation of Intervention Levels within the CBSS Member States

Different levels of intervention among the Baltic Sea states can pose a challenge to implementing a harmonised response in the case of widespread contamination of radioactive substances in the environment. The Working Group agreed to consider this problem, and to begin with, also agreed that a chart which focuses on dose limits for three countermeasures will be compiled (evacuation, iodine prophylactics, sheltering). Once this first step is taken, the Working Group will decide how it should continue this effort.

Handling and Control of Strong Radioactive Sources; Illicit Trafficking

With respect to misuse and illicit trafficking of strong radioactive sources, the question was raised as to whether or not these sources are being properly handled and protected in the Member States. Thus, the WGNRS reviewed the common practises in the Baltic Sea States. In those states which provided a report, the results

indicated that the situation is more or less similar and that the handling and administrative control of radioactive sources is well regulated. The sources in question have to pass a licensing procedure, while the specific type of source and its use is also registered. Overall, regular controls are being implemented.

A guest speaker from the IAEA, Office of Nuclear Safety, Department of Nuclear Safety and Security, informed the WGNRS on the IAEA activities with regard to illicit trafficking and reported to the Agency. The WGNRS will continue to observe the situation, and is of the opinion that it might be useful to establish contacts with the Task Force on Organised Crime (TF-OC) with the aim of information exchange.

Information Exchange between Civil and Military Authorities

A review indicated that the military use of radioactive sources is explicitly regulated by the civil laws (no special military legislation) in the reporting states. This finding is not particularly surprising, as the scope of the use of radioactivity in military and civil services is about the same (sources for medical treatments, calibration etc.), with the exception of exercises. Consequently, the civil authorities are well informed about the use of radioactive sources and the radiation protection measures undertaken by the military authorities.

Exercises

Poland organised a CBSS Communication Exercise in October 2004, and the results were indeed encouraging. It was agreed that Latvia will manage the next exercise in the autumn of 2005.

Further, the CBSS Member States were encouraged to participate in international exercises (esp. CONVEX 3 (IAEA), INEX 3 (NEA)) and were asked to communicate with each other about upcoming national exercises in their countries.

III. Other

At the beginning of each meeting, National Progress Reports issued by the member countries were presented on nuclear and radiation safety activities. Additionally, the latest achievements in these areas were announced. Members commented on and discussed issues in the reports that were of common interest. All the National Progress Reports as well as other (meeting) documents are available for all WGNRS members at the CBSS WGNRS Extranet.

The CBSS WGNRS Extranet was used more intensively as a forum for the exchange of information between the WGNRS members themselves, as well as between the Secretariat and the WGNRS members. Due to the personnel rotation within the CBSS Secretariat, a new Secretary to the WGNRS was appointed on 13 September 2004.

Annex 4: Secretariat of the Council of the Baltic Sea States

2004-2005 Annual Report of the Secretariat of the Council of the Baltic Sea States

A. Overall activities of the Secretariat

During the period of 2004-2005, the work of the Council of the Baltic Sea States (CBSS) Secretariat has continued under the guidance of the Council of Senior Officials (CSO) and the other governing bodies. A milestone was achieved on 21 June 2004, when the CBSS Ministers' Deputies, at their meeting in Laulasmaa, Estonia, agreed upon the first Terms of Reference for the Secretariat. Furthermore, the Information and Communication Strategy for the CBSS was established during this period.

While the budget for 2004 followed a zero growth principle for the third consecutive year, a more substantive surplus was achieved, as compared to the surplus from the previous year. For the most part, this was due to consistent efforts by the Secretariat to use resources efficiently, in addition to gains derived from currency exchange rates.

The personnel of the Secretariat have undergone some major changes. Firstly, two Senior Advisors were replaced. Secondly, the overall administrative efficiency and effectiveness of the Secretariat required greater attention due to the new challenges associated with the Secretariat's administrative services. These challenges stem from the fact that the Secretariat now contains 16 employees, 12 different nationalities, 4 CBSS units and 5 separate budgets, which must be coordinated under a single administrative umbrella. Thus, the services of the small administrative team - headed by a new post of a full-time Administrative Officer - are not only shared by all CBSS units, but also with a new Secretariat of the Northern Dimension Partnership on Public Health and Social Wellbeing (which is co-located at the CBSS Secretariat). Furthermore, the diverse composition of the team has required that the Secretariat manage a wider range of tasks – such as accounting and legal counselling – which were previously outsourced. Ultimately, these developments have increased effectiveness and cost-efficiency within the CBSS Secretariat.

B. CBSS Structures and Working Bodies serviced by the Secretariat

B1. Committee of Senior Officials (CSO)

The Secretariat has continued to provide technical and administrative support to the CSO Chairman and the CSO as a whole in the performance of their duties. Nine meetings of the CSO were serviced by the Secretariat. The Secretariat also provided support for the CSO Chairman in the preparation and execution of several other meetings, *i.a.*: the 4th annual Coordination meeting of heads of Baltic Sea regional organisations and the 3rd annual consultation with the Chairman of the NCM Nordic Cooperation Committee. The Secretariat continued to perform a liaison function for the CBSS Presidency in contacts with a wide range of actors, including CBSS member-states and the European Commission. In line with the Secretariat Terms of

Reference and in accord with other relevant CBSS documents, the Secretariat also served as a focal point for all CBSS structures and working bodies, CBSS special participants and strategic partners as well as with the CBSS observer states and relevant international organisations such as the UN, the OSCE and the Council of Europe. In concordance with the Presidency, the Secretariat has continued to develop and improve the implementation of the CBSS Information Strategy, primarily via the CBSS website and the CBSS official newsletter *Baltinfo* and via participation in various seminars and conferences as well as via contacts with relevant media and academic communities. On the basis of a Secretariat proposal, the CSO approved a new Information and Communication Strategy for the CBSS on 4 February 2005.

B2. Working Group on Economic Co-operation (WGEC)

Under the Polish Chairmanship, the Secretariat provided technical assistance to five regular meetings of the Working Group on Economic Co-operation (WGEC). These meetings took place on the following dates and in the following locations: Sopot, 9-10 September 2004; Warsaw, 15 November 2004; Warsaw, 21-22 February 2005; Olsztyn 5 April 2005; and Szczecin, 30-31 May 2005. In addition, the Secretariat provided assistance to the CSO – WGEC Special Joint Session in Kaliningrad, as well as to the WGEC meeting with the local business community of the Kaliningrad Region on 6 April 2005 in Kaliningrad. (Secretary: Senior Adviser Philipp Saprykin)

Together with the WGEC Chair, the Secretariat organised a trip to Kaliningrad from 19 - 21 January 2005, to facilitate preparations for two meetings. These meetings included the CSO-WGEC special session and the WGEC meeting with the local business community of Kaliningrad. The Secretariat contributed a number of analytical/background working papers and relevant reports to the WGEC meetings (referred to in the WGEC annual report). The Secretariat also contributed a draft of the Road Map on investments and continued upgrading the Survey on Administrative Regulations on Corruption in CBSS member-states. Useful contacts were established with the World Bank, which led to the production of a special World Bank study. This study examined the Baltic Sea Region's profile in terms of World Bank indicators for "doing business" in the Baltic Sea region in the year 2005.

The Secretariat continued to network with development-oriented organisations, such as BAC, BCCA, BASTUN, Baltic 21, BASREC, and the CBSS/BEAC Customs-Liaison Committee. This was also the case with cooperation between the Secretariat and the BDF, within the framework of the Baltic Sea Initiative 2010 and the preparations to the 7th BDF Summit in Stockholm.

B3. Working Group on Democratic Institutions (WGDI)

Throughout the course of the Estonian Chairmanship of the Working Group on Democratic Institutions (WGDI), the Secretariat provided technical assistance to the WGDI and its Chairperson. This assistance included the provision of support during meetings, assistance in the exchange of ideas regarding agendas, the preparation of draft minutes, and the coordination of WGDI seminars.

During the Estonian Chairmanship, three WGDI meetings were held. The first took place on 1 November 2004 in Tallinn, the second was held on 14 February 2005 in Joensuu, Finland, and the third took place on 26 April 2005 in Tallinn. In addition, two WGDI seminars were held. The first seminar was about Prison Conditions in the

CBSS Member States, and was held in Tartu, Estonia on 2 November 2004. The second seminar concerned Good Administration from the Legal Protection Point of View, and took place in Joensuu, Finland on 15 March 2005. As a fundamental part of its mission, the WGDI frequently included study-tours in connection with its meetings and seminars. During the Estonian Chairmanship, three study-tours were conducted in connection with the above mentioned meetings and seminars. These tours included the Tartu Prison, the Joensuu City Administration and the Estonian Chancellor of Justice (Ombudsman).

The WGDI Secretary also assisted the WGDI Chairperson by attending and subsequently reporting on relevant meetings. During the course of 2004-2005, these meetings included the following:

- The (former) WGDI Secretary attended the 13th Baltic Sea Parliamentary Conference in Bergen, Norway, on 29-31 August 2004.
- Upon invitation, the WGDI Secretary attended a conference on “The Future of Democracy in Europe” organised by the Council of Europe in Barcelona, on 17-19 November 2004.

The WGDI Secretary moderated a workshop on the 5th Baltic Sea NGO Forum in Gdynia, Poland on 12-13 May 2005. (WGDI Secretary, Senior Advisor Bjarke W. Bøtcher)

B4. Working Group on Nuclear Radiation Safety (WGNRS)

During the Polish CBSS Chairmanship, the Secretariat provided full technical assistance to two regular meetings of the Working Group on Nuclear Radiation Safety (WGNRS). The first of these was in Berlin and took place from 11-12 November 2004, while the second was in Warsaw and took place from 17-18 March 2005. In addition, the Secretariat also provided assistance to two meetings of the Preparatory Group, which included Germany (WGNRS Chairmanship 2003-2006), Sweden and Finland (CBSS Secretariat, 8 October 2004; Swedish Radiation Protection Authority, Stockholm, 11 February 2005).

The involvement of the Secretariat in WGNRS activities increased during the period of 2004 – 2005. Due to this increase, the Secretariat now provides WGNRS with technical assistance in the preparation and compilation of papers. Some of the Secretariat’s contributions include the following: “Comparative Table on Handling and Control of High-activity Sealed Radioactive Sources in the Baltic Sea Region”; and “Intervention Levels within the CBSS Member States”. Further, the role of the WGNRS Extranet as forum for exchange of information between the WGNRS members – in terms of the WGNRS meetings and activities, as well as activities outside of the WGNRS – has been strengthened.

In addition, the Secretariat was engaged in addressing Russian non-participation in at least previous five WGNRS meetings (since February 2003). Meanwhile, as it turned out, the official WGNRS member had changed and the latter could be identified with the support of the Russian CSO member. The Secretariat is again in direct contact with the Russian WGNRS member’s deputy.

At the invitation of the Swedish Radiation Protection Authority, the Secretariat participated in the seminar “12 Years of Co-operation in the Field of Radiation

Protection.” This seminar was organised within the context of Swedish-Baltic cooperation and took place on 18 November 2004 in Stockholm.

B5. Group of Senior Energy Officials (BASREC-GSEO) & Energy Unit²

This period saw the main activities for the work plan for the period 2003-2005. BASREC’s five working groups, gas, electricity, bioenergy, energy efficiency and climate change worked actively to realise their goals. The secretariat drove this process on proactively in the first half of the year, for the two working groups which had not really taken up their functions seriously at that stage – electricity and energy efficiency, and to a more modest degree for gas. The secretariat diminished its activity for the working groups in the second half of the year, to allow the presidencies of the working groups to take up the responsibility of managing the groups, as recommended by the GSEO in Göteborg. This corresponded to an increase in work in another domain, in order to prepare and develop on regional issues (see below).

Discussions on future style of work for BASREC were held in Berlin (June). As a result, for the first time, a new type of meeting, on “regional issues” was held in Warsaw on September 15. This has been followed up by discussion papers on two regional issues, “security of supply” and “regional markets” authored by the secretariat, issued on 26 October. The Secretariat supported the creation of Polish Presidency priorities. The Secretariat supported the debates on future work and new options for organisation.

Contacts with other organisations, Energy Charter, IEA, EBRD and EIB were upheld. The secretariat and Presidency visited the IEA in May – a full report was given at the GSEO in Berlin. Energy Charter meetings were attended in Brussels. Close contact was held with foreign ministries of the region and the European Commission, to ensure that Northern Dimension policy and discussions on the future of the CBSS suitably reflected BASREC positions. BASREC supported and chaired a session at the Baltic Development Forum on regional energy.

The concrete actions during the contract period concerned included the support for the GSEO meetings in St Petersburg (March), Berlin (June), Warsaw (September) and Tallinn (December). Two BASREC conferences took place during 2004. The first, in St Petersburg in March, was supported by the secretariat, in particular as regards invitations to Russian participants and registration to the conference. Some support has been given to the ongoing process of producing a proceedings document. The second conference took place in Tallinn on 30 November and 1 December. This political conference had broad attendance and gave key messages for further BASREC work. The Secretariat was largely responsible for the programme and for the marketing of the event. Reports are in preparation.

Events at the European Parliament were prepared, attended and presentations given; February 10 (at the Baltic Club) and November 16 (at the European Energy Forum). The Nordic/Baltic/Benelux parliamentary conference on Energy in Oslo was attended and a presentation given. In general, contacts with Brussels and parliamentary institutions were substantially strengthened. Contacts were subsequently upheld, to maintain high political interest in BASREC and regional energy policy.

² The report of the Group of Senior Energy Officials (BASREC-GSEO) & Energy Unit covers the 2004 calendar year.

Following the St Petersburg conference a small group led by the secretariat worked to create and lobby a project in energy efficiency. Regrettably, this project could not be submitted, as co-financing from the states could not be assured. The earlier Project Team activity was continued, to look into and actively seek funding for BASREC projects from a number of sources, including NCM and EU funds. Visits were made to Brussels in this context, in particular information days for research and energy programmes.

Tentative attempts to build a link to the economic working group under CBSS have been made, early in the year and now such a move is again in preparation.

The Secretariat continued disseminating publications and other information resulting from the BASREC2002 project, developing the web-site in collaboration with the Presidency, undertaking the financial and substantial reporting of the work done, and planning for a revision of the budgetary and substantial framework plans for BASREC's future activity period of 2006-2008.

The BASREC secretariat followed the CBSS review process closely and has been in continual discussion on the implementation of the recommendations. In particular, the budgetary implications of new staffing and structures at the secretariat have been the subject of intense discussion.

B6. Baltic 21 Network & Baltic 21 Unit

During mid-2004 to mid-2005, Baltic 21 focused its efforts on the implementation of its new strategy, which was outlined in its report to the Prime Ministers at their summit in Laulasmaa, Estonia. This new strategy was formally adopted as the **Baltic 21 Strategy Guidelines** by the Senior Officials Group in October 2004. As decided by the SOG and the SOG Bureau, the Baltic 21 Secretariat (an administrative unit of the CBSS Secretariat) has been assisting the SOG Bureau and the entire Baltic 21 network in advancing this demanding task, and developing further modalities for the implementation of the Baltic 21 Strategy Guidelines.

The actions undertaken by the Secretariat to foster the implementation of **Strategy Guideline #1** (support the CBSS and its processes in the pursuit of sustainable development) included, but were not limited to the following: The Secretariat conducted a survey of relevant bodies and processes within the CBSS and developed a more detailed proposal suggesting that Baltic 21 efforts be focused on cooperation with the CBSS Working Group on Economic Cooperation and BASREC. Further, it conducted a screening of cross-sectoral trends and policies, and proposed priority areas that could subsequently be worked on by Baltic 21. Finally, the Secretariat started initial planning for a research symposium, as well as promoted efforts to encourage an establishment of a Baltic Sea Region Sustainable Development Research Network. Both of these efforts were aimed at strengthening the scientific base necessary for the implementation of this guideline.

The actions undertaken by the Secretariat to further the implementation of **Strategy Guideline #2** (strengthened involvement in cross-sectoral work, and work towards achieving the agreed goals and visions) included, but were not limited to the following: The Secretariat organized, *inter alia*, the 11th Lead Party and Responsible Actor Meeting which focused on developing joint cross-sectoral activities. Further, to improve and promote cross-sectoral work within Baltic 21, it finalized, under the SOG

Bureau guidance, an annual reporting procedure for the Baltic 21 Sectors and Joint Actions. This annual reporting procedure was subsequently adopted by the SOG in May 2005.

The actions undertaken by the Secretariat to foster the implementation of **Strategy Guideline #3** (Lighthouse Projects designed to demonstrate sustainable development in action) included, but were not limited to the following: The Secretariat finalized, under the SOG Bureau's guidance, the Baltic 21 Lighthouse Projects criteria. These criteria were subsequently adopted by the SOG in May 2005. It issued a call for Lighthouse Project proposals, inviting the Sectors and Joint Actions to submit their Lighthouse Projects proposals or project ideas, and organized / assisted in the organization of meetings to discuss project ideas. As decided by the SOG Bureau, the Secretariat made an international tender and employed a consultant to assist the Baltic 21 network in Lighthouse Project development.

The total refurbishing of the **Baltic 21 website**, initiated at the end of 2003, has been completed. The website provides information about the Baltic 21 network activities as well as general information material on Baltic 21 processes, including, but is not limited to Baltic 21 publications (some of them are translated into most of the Baltic Sea Region languages). A complete record of Baltic 21 meeting documents, as well as web-based versions of the Baltic 21 periodic reports are also included. The website also features a recently developed Baltic Sea Region Sustainable Development news service as well as discussion forums.

During the above-mentioned period of time, the Secretariat produced two issues of the **Baltic 21 Newsletter** featuring, *inter alia*, articles from top-level politicians and other prominent figures from the Baltic Sea Region. It also produced an updated and extended version of its **CD-ROM** featuring publications and information material.

Further, the Secretariat participated in and contributed to a number of meetings (both within the Baltic 21 network and outside it). Approximately 50 documents, particularly related to the Strategy Guidelines, have been developed by the Secretariat to help facilitate decision-making within Baltic 21.

The Secretariat also delivered **presentations and speeches at several international events** and distributed several e-news to ca. 7.000 e-mail-addressees, which are included in its distribution list.

The Baltic 21 Unit continued to provide **technical and administrative support** to the Baltic 21 SOG Chairman, the SOG and the SOG Bureau. A number of administration and finance-related actions have been undertaken by the Secretariat, such as the following: (i) development of revised *Financial Rules of the Baltic 21 Unit at the CBSS Secretariat*, (ii) preparation (with assistance from the CBSS administration) of the statement of accounts for FY 2004 and development of the revised budget for FY 2005, in addition to the budget for FY 2006. (All of those papers have subsequently been adopted by the SOG in May 2005).

B7. Working Group for Co-operation on Children at Risk (WGCC) & Children's Unit³

During the past year, the Working Group for Cooperation on Children at Risk (WGCC), chaired by Finland, was under the guidance of Senior Advisor Anne Hujala. The WGCC met twice during the year, first in Berlin in October 2004 and later in Warsaw in March 2005.

The Berlin 2004 meeting of the WGCC was unique, as it was the first time that the WGCC met together with the National Coordinators. The meeting was the result of discussions both within the group of National Coordinators and within the WGCC, in response to the question of how to increase the information flow between the two groups. As the cooperation has developed, greater emphasis has been placed on the role of the National Coordinators. Supporting the National Coordinators and increasing the contacts between the WGCC and the National Coordinators is becoming need of greater importance.

The Warsaw 2005 meeting of the WGCC, hosted by the Polish Ministry for National Education and Sports, included presentations about three different issues, each of which were relevant to regional-wide processes. Specifically, Polish work on unaccompanied and trafficked children - carried out by the organisation "Nobody's Children" - was introduced. In this case, a particular emphasis was placed on the information campaign directed toward border police. The Polish research team presented some of the results from the Polish section of the Baltic Sea Regional Study on Adolescent Sexuality. The "Nobody's Children" foundation also presented their study on how children behave on the Internet.

The Norwegian Ministry for Children and Family Affairs, in cooperation with the Children's Unit, organised a ministerial meeting on the regional cooperation concerning children at risk (Ministerial Meeting from 9 – 10 May 2005). Additionally, the Norwegian Minister for Children and Family Affairs, Ms Laila Dåvøy, invited her colleagues and national delegations to a meeting which concerned Baltic Sea regional efforts to protect children at risk. The meeting was held at the Grand Hotel in Oslo and was followed by a reception at Oslo's City Hall. All ministers were present or sent representatives, with the exception of the Russian minister. During the meeting, the distinguished participants listened to presentations about various aspects of regional cooperation aimed at protecting children at risk.

Regarding the Programme on Unaccompanied and Trafficked Children, two expert meetings were organised. The first was about "Identification, Age Assessment, and Disappearances and Family Tracing" and took place in Helsinki, Finland. The second concerned "Building Competence and Capacity on Care, Rehabilitation and Reintegration of Children and Young Persons Victims of Trafficking," and was held in Kiev, Ukraine.

Further, the Children's Unit cooperated with the Council of Europe in the organisation of the Yokohama Review meeting, and was also invited to provide input to a UN study on violence against children.

³ For a more elaborate description of the activities of the WGCC and the Children's Unit, please refer to the "2004-2005 Annual report of the WGCC".

C. CBSS Structures and Working Bodies served on an ad-hoc basis or liaised with by the Secretariat

Lead Country function for Civil Security – EUROBALTIC Civil Protection

The Secretariat is in direct contact with the Swedish Rescue Services Agency as Lead Partner of the EUROBALTIC project and actively follows EUROBALTIC activities. Furthermore, the Secretariat participated in relevant seminars and meetings as e.g. the STETE seminar “*EU Enlargement, Poland and the New Neighbours – Focus on Early Warning and Civic Security*” (Gdansk, 10-12 September 2004) and the EUROBALTIC Oil Spill Tabletop Exercise “*Prestige-Accident on the archipelago of Stockholm*” (Botkyrka, 2 December 2004). At the III Meeting of CBSS Civil Protection Directors General (Vilnius, 15-17 September 2004), the Secretariat gave a review of CBSS activities in the field of civil protection.

Lead Country function for EuroFaculty Kaliningrad

Throughout 2004-2005, the Secretariat strengthened its assistance to the work of the CBSS Expert Group on EuroFaculty Kaliningrad, which monitors the implementation of the EuroFaculty project at Kaliningrad State University. During the reporting period, the Secretariat attended 4 meetings of the expert group held in Warsaw on 20 October 2004, in Kaliningrad on 24-25 February 2005, in Kaliningrad on 6-8 April and in Copenhagen on 3 May 2005. The Secretariat provided secretarial assistance at these meetings and undertook the preparation of draft minutes from the meetings. In addition, on several occasions the Secretariat assisted with information collection and other tasks on behalf of the Lead Country. (Senior Advisor Bjarke W. Bøtcher)

On 28 April 2005, the Secretariat visited the Russian Ministry of Education and Science (MinEDUS) to discuss issues of the Euro-Faculty project. The two sides exchanged views and updated each other on the activities underway. The meeting was also useful in clarifying some issues related to difficulties in communication between the leadership of the Expert Group on Euro-Faculty in the Kaliningrad State University (KSU) and the MinEDUS, as well as to touch upon the extension of the Euro-Faculty project to Pskov. (Director H. Halinen & Senior Adviser P. Saprykin)

Senior Officials on Information Society (SOIS)

The Secretariat provided technical assistance to two regular SOIS meetings: Tallinn, 01 October 2004 and Riga – under the Estonian Chairmanship, and 11 April 2005 – under the Danish Chairmanship. Among others, in 2004 Secretariat assisted the Chair in preparing the SOIS position on the participation of the European Commission in the work of NeDAP/SOIS, following up this issue in 2005. In 2005, as part of the CBSS-NCM-EU Commission “partner” arrangements, Secretariat put into operation the SOIS Extranet, which was introduced in Riga on 11 April. Secretariat drafted for the Danish Chairmanship in SOIS the NeDAP/SOIS work programme 2005, as well as prepared the SOIS draft inputs to the XIII CBSS Ministerial session in Szczecin. (Secretary to SOIS: Senior Advisor Mr. Philipp Saprykin)

On 28 April 2005 in Moscow the Secretariat held a meeting with the Russian representatives in SOIS to refresh contacts and update on the current activities. Such a visit was necessary due to consequences of the reform in the Russian civil service,

which led to a shift of the personnel dealing with CBSS matters in the Russian Federal Agencies (Director of Secretariat H. Halinen and Senior Adviser P. Saprykin).

Baltic Sea Monitoring Group on Heritage Cooperation

The Secretariat attended the 2nd Baltic Sea Cultural Heritage Forum in Helsinki, which took place from 9-11 June 2005. (Senior Advisor Bjarke W. Bøtcher)

Business Advisory Council (BAC)

The Secretariat maintained regular contacts with BAC (Chaired by the Stockholm Chamber of Commerce) and coordinated multiple facets of the WGEC's activities. Joint efforts with the BAC - in the context of the Road Map on investments, as well as in connection to the aforementioned WGEC session with the local business community of Kaliningrad - were of particular value.

Ad-Hoc Working Group on Transport

The Secretariat continued to liaise with the WGT Chairman, and upon his invitation, attended the CBSS – NCM preparatory meeting on Transport. The Secretariat drafted conclusions from this meeting, which took place on 12 January 2005 in Warsaw. The Secretariat also attended the INTERREG III B Thematic Workshop on Transport & ICT on 8 December 2004 in Lübeck, and subsequently prepared a report on the results of this meeting. The Secretariat continued liaising with relevant working structures on transport of NCM, CPMR-BSC. (Senior Advisor Philipp Saprykin)

Task Force on Organised Crime (TF-OC)

The Secretariat participated in the Task Force on Organised Crime (TF-OC) meeting in Copenhagen from 2-3 November 2004. This occasion marked the handing over of the Task Force's Chairmanship from Denmark to Finland. Notably, the Secretariat participated in this meeting with the aim of establishing, from the very beginning, close contacts with the TF-OC Secretariat. The TF-OC Head of Secretariat participated in the CSO meeting on 5 April 2005 in Olsztyn and gave a presentation on the following topics: the TF-OC activities; and the CSO Troika Meeting with Representatives of the Regional Organisations All, BEAC-and, CEI, which took place in Warsaw on 14 January 2005. In addition, the TF-OC participated, on behalf of the CBSS, in the 4th Special Meeting of the United Nations Counter Terrorism Committee (UNCTC) with International, Regional and Sub-regional Organizations in Almaty, Kazakhstan from 26-28 January 2005.

D. Special Participants, Partners and other organisations & meetings to which the Secretariat made contributions

CBSS Special Participants:

Baltic Sea Parliamentary Conference (BSPC)

The CBSS Secretariat attended the 13th Baltic Sea Parliamentary Conference in Bergen, which took place from 29-31 August 2004 (Former Senior Advisor Gry Tina Tinde). Throughout 2004-2005, the Secretariat maintained and enhanced its relations

with the BSPC, especially in terms of information sharing. (Senior Advisor Bjarke W. Bøtcher)

The Secretariat participated in the 6 December 2004 workshop in Kiel, Germany, which explored the “Further Development of the Parliamentary Dimension of the Baltic Sea Region Co-operation.” In this capacity, the Secretariat and gave a speech entitled “BSPC as Parliamentary Dimension of the CBSS – Possible Forms and Contents of Co-operation”. (Senior Advisor Philipp Schwartz)

On 15 April 2005, the BSPC Standing Committee Secretary Level held a preparatory meeting at Strömsborg, at which Deputy Director Alar Olljum was invited to give a presentation on current CBSS affairs. Senior Advisor Bjarke W. Bøtcher also attended the meeting. Later, on 25 April 2005, the Chairman of the BSPC visited the CBSS Secretariat to discuss ongoing cooperation between the BSPC and the CBSS. (Secretariat Director Hannu Halinen, Secretariat Deputy Director Alar Olljum, and Senior Advisor Bjarke W. Bøtcher)

Baltic Sea Seven Islands Cooperation Network (B7 Islands)

The Secretariat participated in the B7 Annual Conference on the island of Rügen on 7-8 December 2004 and drafted the speech “B7 and CBSS – Future perspectives and Tasks” for the German CSO member. In addition, B7 became involved in the BEN project, albeit indirectly, via the island of Hiiumaa. In this way, Hiiumaa, together with the Secretariat, took responsibility for a seminar on “Public Relations and Information Strategy in a CBC Region” within the BEN project.

Baltic Sea States Subregional Cooperation (BSSSC)

The Secretariat participated in the 12th BSSSC Conference in Malmö on 21-23 October 2004. In this capacity, the Secretariat was invited by BCCA to be a keynote speaker in Workshop 1 “Economy and Business”. On behalf of the WGEC Chairman, the Secretariat introduced the work programme in the economic field.

On 18 February 2005, the Secretariat met with both the BSSSC Chairman and Secretariat (at the location of the CBSS Secretariat) to exchange views on relevant activities, as well as to discuss future cooperation between CBSS and BSSSC.

CPMR - Baltic Sea Commission

The Secretariat met in Lübeck on 8 December 2004 with Mr. Per Strømhaug, Chairman of the CPMR-BSC Transport Working Group, to review the activities underway, as well as to discuss the CPMR-BSC initiative on “Intermodality and Interoperability in the Baltic Sea Area”. In addition, views were exchanged on the potential role of the CBSS in tackling transport and infrastructure problems in the Baltic Sea Region.

The Secretariat also participated in the CPMR-BSC conference on the “Democratic Role of the Regions” in Riga on 24-25 February 2004 (CBSS Presidency represented by the Estonian CSO member as Troika member), and will address the 10th CPMR-BSC General Conference on 27 May 2005 in Naantali, Finland.

Union of the Baltic Cities (UBC)

The Secretariat continued to network with the Union of Baltic Cities, while the Chairman of the UBC participated in the 4th Coordination Meeting of Heads of the Baltic Sea regional organisations on 23 October 2004 in Malmö, Sweden.

CBSS Strategic Partners:

Baltic Development Forum (BDF)

The Secretariat actively contributed to the preparations of the 7th BDF Summit in Stockholm and took the lead in the development of the concept of the Baltic Sea Common Information Space (BCIS) within the framework of the Baltic Sea Initiative 2010 (BSI). To this end, the Secretariat formed the Task Force on the BCIS (together with CBSS, BAC and Swedish VINNOVA), which is responsible for the creation of the Working Document on the BCIS. The Secretariat participated in three BSI meetings, which included the following: the Timmendorfen Strand meeting on 18-19 November 2004; the Malmö meeting on 24-25 February 2005; and the Gdansk meeting on 8-9 June 2005. Additionally, the Secretariat organised a meeting of the Task Force in Helsinki on 12 April 2005, which was hosted jointly by the City of Helsinki/Baltic Metropolises and TEKES. (Director H. Halinen, Senior Adviser P. Saprykin and Communication Officer D. de Schaetzen)

Baltic Sea Chambers of Commerce Association (BCCA)

In terms of economic cooperation, the Secretariat continued to develop its contacts with the BCCA. On 29 September 2004, the Secretariat was invited to Turku to attend the Second BCCA Economic Forum. The Secretariat presented current WGEC activities, and reported on CBSS-NCM efforts to launch a pilot project in the field of cross-border cooperation. On 22 October 2004 the Secretariat was invited by BCCA to be a key note speaker at the 12th BSSSC Annual Conference Workshop on "Economy and Business". During this workshop, and on behalf of the WGEC Chairman, the Secretariat introduced a programme of work in the economic field. (Senior Adviser P. Saprykin)

Baltic Sea NGO Forum

The Secretariat continued its contacts with the Baltic Sea NGO Forum Consultative Committee, contacts which included the provision of advice on planning of and fundraising for the Forum. In spring of 2005, the Secretariat was informed that the Polish organisers of the V Baltic Sea NGO Forum were facing serious financial difficulties, and subsequently, the Forum was in danger of being cancelled. The CBSS Secretariat Director proposed to the CSO that a portion of the Secretariat's budget surplus from the previous year (EUR 20.000) be used to cover costs of the NGO Forum. This proposal was adopted in a revised form by the CSO and enabled the 5th Baltic Sea NGO to take place in Gdynia, Poland from 12-13 May 2005. In addition to its financial contribution, the Secretariat moderated a workshop on regional and local development at the NGO Forum. (Senior Advisor Bjarke W. Bøtcher)

Other organisations and meetings:

Coordination Meetings of the Heads of the Baltic Sea regional organisations

The Secretariat provided technical assistance to the CBSS Presidency in organising the 4th Coordination Meeting of Heads of the Baltic Sea regional organisations on 23 October 2004 in Malmö, in conjunction with the 12th BSSSC Annual Conference (cf. below 2. BSSSC). As agreed during the coordination meeting chaired by the Polish CSO Chairman, the Secretariat compiled – apart from drafting the meeting's minutes – an overview of “Baltic Sea Regional Organisations – Working Groups”. This overview was based on the information provided by the participating Baltic Sea regional organisations.

At present, the structure of future Coordination Meetings is under consideration and on 25 May 2005, a meeting of the CBSS with BDF, B7, CPMR-BSC and UBC will take place in Malmö to discuss the future cooperation and coordination of Baltic Sea regional organisations

Prosecutors General in the Baltic Sea Region

The Secretariat participated in the 9th Meeting of the Prosecutors General in the Baltic Sea Region on 30 September - 1 October in Copenhagen, and in this capacity, gave a presentation on the CBSS. According to the Chairman's conclusions (point 9), *“it could be considered to approach the Council of the Baltic Sea States' Committee of Senior Officials (CBSS CSO) with a view to explore the opportunities for organisational support from the CBSS Secretariat for the continued cooperation among the Prosecutors General in the Baltic Sea Region”*. The Secretariat made an effort to touch basis with the potential host of the upcoming 10th Meeting of the Prosecutors General, but experienced difficulties in doing so, as the location of the next meeting was unclear.

Northern Dimension Partnership in Public Health and Social Well-being

As the Northern Dimension Partnership Secretariat is co-located within the CBSS Secretariat (as of 1 September 2004) the interaction between both Secretariats has intensified. On the other hand, the close proximity of the Secretariats also led to decreased participation of the CBSS Secretariat personnel in the ND Partnership meetings and seminars, since information sharing between both Secretariats is already commonplace.

The ND Partnership Secretariat regularly reports either to its liaison in the CBSS Secretariat or to the CBSS Secretariat during regular Staff meetings. Apart from the general networking and information sharing, the CBSS Secretariat provided comments on the draft Terms of Reference for the ND Partnership Secretariat.

Eastern European Business Forum

New contacts were established between the Secretariat and the EEBF, such as in the case of the SPRINGFELLOW Company, which is responsible for preparing the upcoming Eastern European Business Forum (to be held in Stockholm from 13-14 October 2005). The CBSS was presented with an offer to cooperate with EEBF in organising this event. (Senior Adviser P. Saprykin)

Nordic Council of Ministers (NCM)

Coordination on NeDAP/SOIS matters continued, especially in regard to common actions to secure a full-fledged participation by the EU Commission in the NeDAP/SOIS. The two organisations agreed to continue their efforts to keep the Commission on board, since its link to NeDAP has considerably weakened after the change in personnel in some of the Commission's units. It has also been agreed that this issue shall be kept under control, while both the NCM and the Secretariat with update each other, as appropriate. (Director H. Halinen & Senior Adviser P. Saprykin)

New contacts were established in the fields of economy and transport. NCM experts were invited to the WGEC meeting in Warsaw in February 2005 to exchange their experiences and best practices in addressing barriers to a free movement. The NCM Secretary General was also invited to address the CSO-WGEC Special Joint Session in Kaliningrad on 6 April 2005. The Secretariat attended the CBSS – NCM preparatory meeting on Transport on 12 January 2005 in Warsaw, while it was also invited to the NCM Expert meeting on Innovation and SME's in the Northern Dimension region, held on 25 May 2005 in Copenhagen. (Senior Advisor P. Saprykin)

The Northern Dimension and the European Neighbourhood Policy

The Secretariat actively follows the discussion and the developments of the Northern Dimension and the European Neighbourhood Policies as they relate to the European and the Baltic Sea regional levels. In this way, the Secretariat participated in relevant meetings, such as in the 3rd BSSSC ND Mini-Seminar “Northern Dimension and Baltic Sea Region regional co-operation” in Malmö on 22 October 2004 and the CSO meeting in Brussels on 3 February 2005. The latter CSO meeting included speakers from the EC DG RELEX on ENP, ENPI, EU-Russia relations, special ND initiatives, ND Environmental Partnership, and DG SANCO on the ND Partnership in Public Health and Social Well-being.

CBC (CBSS-NCM Joint pilot project “Baltic Euroregional Network”)

Apart from participating in relevant meetings and seminars (e.g. the BSR INTERREG III B Steering Committee Task Force meeting, Berlin, 5 October 2004; Seminar “Transnational Co-operation Instruments of the EU in the Baltic Sea Region 2007-2013” organized by the Swedish Ministry of Industry, Employment and Communications, Stockholm, 24 November 2004), a joint CBSS-NCM pilot project was developed. The project application “Baltic Euroregional Network” (BEN) was submitted to the 7th BSR INTERREG III B call. In preparing the project application, the Secretariat participated in the following: regular meetings with NCM representatives including the Secretary General; a meeting of the BEN-project's participants to discuss and finalize the project (Vilnius, 20 January 2005); and in an Individual Project Consultation with the BSR INTERREG III B Joint Secretariat in Rostock (together with the NCM Secretariat and the NCM Office in Lithuania, 8 February 2005). Regarding the latter project consultation, the final decision by the BSR INTERREG III B authorities is still pending

Euroregions

The scope of the Secretariat's cooperation with Euroregions focused on the joint CBSS-NCM pilot project "Baltic Euroregional Network" (BEN). In addition, the Secretariat met on 1 November 2004 with Mrs. Katri-Liis Lepik (Manager Euroregion Office, Euregio Helsinki-Tallinn) for an information sharing session.

Council of Europe

On 14 April 2005 the Secretariat visited selected representatives from the Council of Europe (CoE) representatives in Strasbourg with the view to firstly, inform the CoE, its structures and representatives of member countries on the CBSS and its current activities; and secondly, to identify areas of common interest and convergence with a view of possible cooperation in the future. (Secretariat Director Hannu Halinen)

As mentioned in the section about the WGDI, the Secretariat attended a conference on "The Future of Democracy in Europe," which was organised by the Council of Europe in Barcelona on 17-19 November 2004. The Secretariat gave a brief presentation on the work of the WGDI, while recommendations from the CBSS Commissioner on Democratic Development were also issued. Additionally, the Secretariat prepared a report on this conference for the WGDI. (Senior Advisor Bjarke W. Bøtcher)

E. Information and Communication Strategy, Baltinfo and Web pages

On the basis of the 1998 document "*Issues related to the Information Strategy of the CBSS*" and aiming at implementing the recommendations included in the "*5-Year Review of the CBSS Secretariat - Final Report*" (produced in March 2004 by the independent consultant Arthur D. Little, as well as other recommendations from CBSS Senior Officials), the Secretariat prepared the "*Information and Communication Strategy for the CBSS*" in December 2004. It was adopted by the Committee of Senior Officials at their meeting in Brussels on 3-4 February 2005.

D. I. The CBSS information Brochure

The Secretariat has updated the information brochure that was produced in October 2003 "*Council of the Baltic Sea States – Innovative Cooperation for a Dynamic Region*". It will be available by end of August 2005.

D. II. The CBSS newsletter BALTINFO

The Baltinfo newsletter is one of the main informational tools of the CBSS. During the reporting period, the Secretariat produced 7 issues (including September 2004 and June 2005). Baltinfo, having an average length of 10 pages, was circulated to approximately 1.000 subscribers, with an additional 500-800 issues distributed each month at various conferences, seminars and other events. The newsletter is also distributed in electronic form to about 800 registered internet users. This electronic version of the newsletter is posted on the CBSS website www.cbss.st and on the Baltic Sea Region Portal website www.balticsea.net.

Baltinfo aims to provide its readers with relevant information about Baltic Sea cooperation, while the newsletter editors aim to also highlight all major Baltic Sea

Cooperation Forums on a regular basis. The editors also welcome proposals for articles or other forms of input from among its many readers.

A new section to Baltinfo was introduced in Baltinfo no. 70, which was an “opinion” or editorial section for articles written by independent scholars or experts on topics relevant to Baltic Sea Cooperation. However, the Secretariat is careful to note that the opinions expressed in these editorials should not be interpreted as necessarily representing the views of the CBSS. The series of opinion editorials in Baltinfo continued during the spring of 2005.

D. III. The CBSS Websites en Extranets

The Secretariat continued to update the CBSS official websites, as well as to supervise the content of the Baltic Sea Region Portal www.balticsea.net and Extranets. In April 2005, the Senior Officials on Information Society (SOIS) Extranet was launched being thus becoming the fifth CBSS Extranet.

D. IV. Lectures, Conferences and Seminars

Within the framework of the implementation of the Information Strategy, and in accordance with the mandate, the Secretariat’s staff members delivered lectures at a number of meetings and conferences.

During the past year, the Secretariat hosted various meetings, conferences and seminars for foreign visitors and organisations. One of the highlights of the season was the Secretariat’s seminar on 11 November 2004 on “*Germany and the Baltic Sea Region after EU enlargement*,” featuring German Ambassador to Sweden Busso von Alvensleben; Mr. Stefan Musiolik, State Chancellery of Schleswig-Holstein; and Mr. Jan Henrik Nilsson, Lector at the University of Lund.

D. V. Public Queries and Year Books

The Secretariat continued to disseminate information about the CBSS and its activities, in response to requests from academics, officials from member state ministries and agencies etc. The Secretariat also provided information to European, American and international yearbooks and encyclopaedias.

F. Administrative Issues

Staff

The following staff members have completed their assignment at the Secretariat during the past year⁴:

Secretary: **Claire Nyström** (*employed from 1 September 1998 until 15 August 2004*)
Senior Advisor: **Rasa Kairiene** (*employed from 15 September 2001 until 16 August 2004*)
Senior Advisor: **Gry Tina Tinde** (*employed from 15 January 2003 until 18 October 2004*)
Senior Advisor of the Children’s Unit: **Eva Ekmebag** (*on a 2-year secondment from the Swedish Foreign Ministry from 22 April 2003 until 31 May 2005*)

⁴ The staff members are listed in chronological order of employment.

The following staff members are presently employed at the CBSS Secretariat ⁴:

Deputy Director of the Secretariat: **Alar Olljum** (*employed from 1 September 2001*)
Senior Advisor of the Baltic 21 Unit: **Lars Westermark** (*employed from 12 November 2001*)
Senior Advisor/Head of the Children's Unit: **Lars Lööf** (*employed from 12 June 2002*)
Head of the Baltic 21 Unit: **Marek Maciejowski** (*employed from 1 July 2002*)
Director of the Secretariat: **Hannu Halinen** (*employed from 15 September 2002*)
Senior Advisor: **Philipp Saprykin** (*employed from 16 September 2002*)
Head of Energy Unit: **Janis Folkmanis** (*employed from 22 April 2003*)
Secretary/Assistant: **Ligia Broström** (*employed from 7 July 2003*)
Senior Advisor: **Philipp Schwartz** (*employed from 13 September 2004*)
Head of Administration: **Gertrude Opira** (*employed from 15 September 2004*)
Senior Advisor: **Bjarke Bøtcher** (*employed from 17 October 2004*)

The following staff members were hired locally on a temporary basis at the Secretariat during the past year⁴:

Communication Officer **Didrik de Schaetzen** (*from 1 July 2004 until 31 December 2004 and from 1 January 2005 until 31 December 2005*)

Secretary/Receptionist: **Sophie Levasseur** (*from 1 September 2004 until 31 December 2004; from 1 January 2005 until 31 May 2005 and from 1 June 2005 to 31 December 2005*)

Accounting and Budget

The budget of the Secretariat for the financial year 2005 was adopted by the CSO at its meeting in Laulasmaa on 20 June 2004, with the total spending potential of € 850.000. The financial accounts for the year 2004 were finalised in February 2005 and audited by the Swedish National Audit Office in March 2005. The Audit Report was submitted to the Secretariat on 30 March 2005, while the CSO took note of the report at its meeting in Olsztyn on 5 April 2005

The budget for the energy unit BASREC for the year 2005 was approved and the contract signed by the Nordic Council of Ministers on 11 March 2005.

The budget for the Baltic 21 Unit for the year 2005 was adopted at the SOG meeting held in Stockholm on October 7-8 2004, with the total spending potential of €408.665. In addition to this sum, Sweden agreed to provide a special host country contribution. The Budget for the Children's Unit for the year 2005 was approved at the WGCC meeting in Berlin on October 15 2004. The scale for contributions was calculated according to the regular contribution scale utilized by the CBSS

Financial Contributions

By the time of the closing of financial accounts for 2004, all CBSS member states had paid their contributions to the CBSS Secretariat in full.

In 2004, the Nordic Council of Ministers provided funding for BASREC activities, which included funding for the energy unit of the Secretariat.

As regards the primary budget of the Baltic 21 Unit, during 2004 all countries paid their contributions, with the exception of the Russian Federation. Additionally, Sweden made a host country contribution of SEK 715,000. As regards voluntary contributions, Sweden and the European Commission financially supported the Baltic 21 priority project "Public awareness and monitoring of the Baltic 21 process" – Sweden contributed SEK 798,247 for 2002 and 2003, the EC € 100,000 for the period May 2002 through December 2003, and the final instalment of € 40,000 was received in 2004. Furthermore, Germany contributed SEK 89,950 and Finland SEK 91,015 to support the work of the ad hoc Baltic 21 Working Group on Policy and Strategy. Finally, Sweden transferred, at the end of 2003, the amount of SEK 200,000 and in 2004 the amount of SEK 100,000, as a voluntary contribution to support the continued implementation of the Baltic 21 priority project "Public awareness and monitoring of the Baltic 21 process" during 2004.

In accordance with the decision taken by the CSO at the inclusion of the Children's Unit in the secretariat of the CBSS, contributions to the budget of the Children's Unit are voluntary. During 2004 all countries except for Latvia and Russia contributed to the budget. The Swedish government contributed up until 31 December 2004 in terms of covering the cost of renting the actual premises of the Secretariat and with the overhead costs shared by all units and the Secretariat. After 1 January 2005 all overhead costs shall be covered by the Children's Unit budget and from the contributions made by the member states. The Swedish government contributes with the rent for the premises.

Co-location with the Northern Dimension Partnership in Public Health and Social Wellbeing (NDPHS)

From September 2004, the Northern Dimension in Public Health and Social Wellbeing is co-located within the CBSS Secretariat. The NDPHS constitutes a separate Secretariat. The co-location of both Secretariats allows them to share overhead as well as administrative functions and costs. The NDPHS has two employees as follow:

Director of the Secretariat: **Lars Blad** (from 1 November 2004)
Senior Advisor: **Jurate Sabliene** (from 1 September 2004)

CBSS Secretariat internship programme

During the Polish Presidency of the CBSS, the Secretariat hosted eight interns:

Ms. **Hanna Gross**, from Germany, worked from August to November 2004. During her internship, Ms. Gross assisted the staff in the organisation of the Secretariat Seminar held on 11 November 2004 "*Germany and the Baltic Sea Region after EU enlargement.*".

Mr. **Piotr Kucharski**, from Poland, worked from November 2004 to January 2005. He assisted Senior Advisor Saprykin on the following economic issues: idea of establishing a common financial institution in the Baltic Sea region; possible forms of a regional financial institution; implications of Russia's accession to WTO for the CBSS economic agenda; overview of the legal framework for FDI protection in the region; draft Road Map on actions aimed at achieving competitive, stable, transparent and predictable investment conditions in CBSS member-states.

Mr. **Jan Strobel**, from Sweden, worked from December 2004 to February 2005. During his internship within the Baltic 21 Unit of the Secretariat, Mr. Strobel conducted a study submitted to the Baltic 21 SOG reviewing regional trends and policies impacting the sustainability of the region. He wrote an article in the Baltic 21 Newsletter and assisted the Baltic 21 Unit in obtaining articles for this newsletter.

Ms. **Annika Thiele**, from Germany, worked from February to March 2005. During her internship Ms. Thiele wrote an article "Renewable Energy in the EU: Targets, Potential and Obstacles" in the Baltic 21 Newsletter.

Ms. **Katharina Götze**, from Germany, worked from March to April 2005. She assisted Senior Advisor Bjarke in managing the Baltinfo Subscription list and created an electronic database of all the previous Baltinfo Articles. Ms. Götze also assisted the Baltic 21 Unit with preparing a report regarding the EU Commission grant towards Baltic 21.

Ms. **Jurgita Kornijenko**, from Lithuania, worked from 1 April to 30 June, 2005. Ms. Kornijenko assisted the Children's Unit in preparing the documents and organising the expert meeting on "Building Competence and Capacity on Care, Rehabilitation and Reintegration of Children and Young Persons Victims of Trafficking", that took place on 26-27 April 2005 in Kiev. She also produced a report of the expert meeting.

Mr. **Niklas Schmidt**, from Sweden, worked from April to June 2005. During his stay at the Secretariat he mostly assisted the Senior Advisor servicing the Working group of Economic Cooperation. Mr. Schmidt also wrote a report studying the prospects for future cooperation between the CBSS and Ukraine and Belarus.

Ms. **Asha Davis**, from the USA, worked from May to July 2005. During this time, she assisted the Baltic 21 Unit in arranging a research symposium on sustainable development in cooperation with the Baltic University. Additionally, she assisted with the preparation and editing of numerous Baltic 21 and CBSS reports, official documents, and Baltinfo No. 73.