



EUSBSR POLICY AREA 'SPATIAL PLANNING'

RULES OF PROCEDURE FOR STEERING GROUP ON SPATIAL PLANNING

Agreed by VASAB CSPD/BSR and HELCOM-VASAB MSP Working Group via written procedure on 9 June 2022

1. Policy area 'Spatial Planning' (PA) within the EU Strategy for the Baltic Sea Region (EUSBSR) is integrated into existing structures of the VASAB and HELCOM and it has two action fields – land-based and maritime spatial planning (MSP) aiming to increase the territorial cohesion in the Baltic Sea Region.
2. This document identifies the Rules of Procedure for the PA 'Spatial Planning' Steering Group (SG) for land-based spatial planning coordinated by VASAB and maritime spatial planning coordinated jointly by HELCOM and VASAB.

ORGANIZATIONAL SET-UP OF STEERING GROUP

3. The SG of PA Spatial Planning operates within the existing cooperation bodies: VASAB Committee on Spatial Planning and Development of the Baltic Sea Region (CSPD/BSR) for land-based and HELCOM-VASAB MSP Working Group for MSP issues
4. The SG acts according to VASAB CSPD/BSR, HELCOM Rules of Procedure and [Mandate](#) for the joint HELCOM-VASAB MSP WG, applying respective provisions of this Rules of Procedure when acting as a SG and addressing matters related to the PA at meetings and making decisions through written procedure.
5. Composition of the Steering Group:
 - 5.1. SG Members are nominated representatives of EU Member States in VASAB CSPD/BSR and HELCOM-VASAB MSP WG: representatives of the national or regional governments of EUSBSR Member States.
 - 5.2. SG members should come from key ministries or authorities in the relevant field. They should have sufficient capability, mandate and resources to fulfil their tasks as required by the EUSBSR.
 - 5.3. An EUSBSR Member State can choose not to participate in the SG by informing the lead Policy Area Coordinator (PAC) in written form. A Member State can also appoint more than one representative to the SG, if this is necessary due to the structure of the Member State or other similar reasoning. In this case, one of the representatives has to be nominated as the main representative and act as one.
 - 5.4. The SG may also invite representatives of non-EU neighbouring countries to join the group as members or observers, upon decision taken by consensus by the EUSBSR Member States. Furthermore, the SG may also invite representatives of regional, national or other organisations to join the group as members or observers, upon decision taken by consensus by the EUSBSR Member States
6. SG Presidency:
 - 6.1. SG meetings are presided in line with rules of procedures for VASAB CSPD/BSR and HELCOM-VASAB MSP Working Group.



- 6.2. Supports and works in close cooperation with the PAC.
- 6.3. SG meetings are prepared and organized by the SG Presidency, in close cooperation with the respective PAC.
7. The SG make decisions by consensus. However, representatives of non-EU neighbouring countries or organisations cannot block decisions of the EUSBSR Member States but may choose to opt out of specific decisions taken by the SG. The SG Presidency, or the PAC/Lead PAC after approval by the SG Presidency, can initiate a written procedure, which shall have at least 7 working days. In case of issues, which require national coordination, the period can be adapted to those needs.
8. Agenda of the meetings:
 - 8.1. As part of the agenda, the SG shall address topics at the request of its members and respond to the needs of key stakeholders with regard to the implementation of the objectives of the Policy Area.
 - 8.2. The PAC/Lead PAC, after approval by the Chairs/SG Presidency, shall submit the draft agenda for the SG meeting to all SG members together with the documentation of the VASAB CSPD/BSR or HELCOM-VASAB MSP WG meeting documentation respectively. Documents for discussion shall be submitted to all SG members at least 7 working days prior to the SG meeting, unless duly justified circumstances require circulating documents later.
 - 8.3. The final agenda is adopted at the SG meeting as first agenda item.
9. The SG may decide to invite one or several guests to participate in specific meeting.
10. The SG Meetings are arranged as a part VASAB CSPD/BSR and HELCOM-VASAB MSP Working Group meetings. Their frequency and format correspond to meetings of respective groups, but not less frequent than twice a year. Online meetings are encouraged.
11. Reporting:
 - 11.1. Since the SG meetings are parts of VASAB CSPD/BSR and HELCOM-VASAB MSP Working Group meetings, their decisions or outcomes are approved in accordance with rules of procedures for respective groups.
 - 11.2. PACs are responsible for ensuring timely reporting from all SG meetings. Such non-attributable reports should be made available on the EUSBSR website.
12. The Rules of Procedure of the SG are adopted and shall be revised, as appropriate, by decision of the SG.

ROLES, RESPONSIBILITIES AND TASKS OF THE STEERING GROUPS

13. The SG provides strategic guidance to the PA, holds policy discussions and identifies keyways to achieve the EUSBSR Objectives through different means of actions and determine how to best implement the required solutions.
14. The main tasks of the SG are:
 - 14.1. Supporting PACs in fulfilling their tasks, notably by
 - 14.1.1. Guiding the development of the PA in general by policy discussions and by endorsing new objectives, developments and operation formats, including flagships;
 - 14.1.2. Endorsing proposals to update targets, references etc. that do not change the Action Plan substantially, in close dialogue with the EC;
 - 14.1.3. Ensuring linkages to relevant national and regional policy-making;



- 14.2. Monitoring and evaluating the PA, notably by endorsing the Work Plans and annual substantial reports on achievements for the PA, drafted by PACs, and submitting these documents to the NCG for information.
15. In addition to their responsibilities within their group, SG members representing national or regional governments serve as focal points in their respective administrations, where their functions notably include:
 - 15.1. Acting as liaison between the PA and the respective administration, ensuring linkages between macro-regional and national or regional policy processes;
 - 15.2. Raising awareness and ownership of the Objectives, means and achievements of the EUSBSR within their respective administrations and by other relevant stakeholders;
 - 15.3. Cooperating with relevant Managing Authorities in their respective home countries, regarding the operational level;
 - 15.4. Supporting their respective National Coordinator in promoting political commitment to the Strategy as well as in raising national awareness and promoting visibility of the EUSBSR.

POLICY AREA 'SPATIAL PLANNING' COORDINATORS

16. The PACs are the key operational stakeholders of the PA, ensuring the implementation of the Strategy with support and guidance of the SGs. Their tasks include:
 - 16.1. Ensuring a general overview of the PA;
 - 16.2. Managing, coordinating and developing the PA;
 - 16.3. Monitoring and reporting on progress within the PA;
 - 16.4. Ensuring communication and visibility of the PA.
17. VASAB Secretariat is the Lead PAC responsible for coordination among the PACs and for the administration of the PA.
18. The PACs must keep the SG Presidency and the Baltic Strategy Point updated as soon as changes in the composition of the SG membership occur.
19. The PACs are appointed and recalled by the NCG, following a proposal by the SG.
20. The PACs participate in all respective meetings of the SGs, except for those that directly concern decisions regarding their performance and proposals for appointment or recall of PACs or lead PACs.