

REGULATIONS

On the Secretariat of the Baltic Assembly

1. The present Regulations shall determine the structure, the principles of activities, responsibility and the powers of the Secretariat of the Baltic Assembly.
2. The Regulations on the Secretariat of the Baltic Assembly and any amendments to them shall be approved by the Session of the Baltic Assembly.
3. The headquarters of the Secretariat of the Baltic Assembly (hereinafter, the BA Secretariat) shall be located in Riga, Latvia.

I. Principles of the activities of the Secretariat of the Baltic Assembly

4. The BA Secretariat shall follow the principles of organisational work which, in the course of the execution of the duties and responsibilities of the BA Secretariat, would guarantee:
 - 1) observance of the interests of Baltic Assembly member states, as well as lawful use of the property and funds of the Baltic Assembly;
 - 2) strengthening of the co-operation with other regional, international and inter-parliamentary organisations.
 - 3) ensuring the functioning of structural subunits of the Baltic Assembly;
 - 4) facilitating the continuity of the work of the Baltic Assembly.

II. Structure of the Secretariat of the Baltic Assembly

5. The BA Secretariat shall comprise:
 - 1) the head of the BA Secretariat;
 - 2) secretaries of the national delegations of Latvia, Lithuania and Estonia;
 - 3) the staff of the BA Secretariat.
6. For selecting a candidate for the post of the head of the BA Secretariat, the Presidium of the Baltic Assembly shall hold an open competition. The candidate for the post of the head of the BA Secretariat has to meet the following requirements:
 - 1) to have Latvian, Lithuanian or Estonian citizenship;
 - 2) to have a command of one of the national languages of the Baltic Assembly and at least two foreign languages (English and Russian);
 - 3) to have knowledge in the sphere of organisational work;
 - 4) to have an understanding of the political situation, political processes going on in the member states of the Baltic Assembly and the countries with whose organizations the Baltic Assembly maintains close relations.
7. The person who is the winner of the competition shall be presented to the Session for approval.

8. The head of the BA Secretariat shall be appointed to the post in compliance with the principle of consensus of the national delegations. On the basis of the decision of the Session of the Baltic Assembly, the President of the Baltic Assembly shall conclude an employment contract with the head of the BA Secretariat.

9. The head of the BA Secretariat shall be approved for a four-year term with the right to be appointed for a second term.

10. Employment relationships between the head of the BA Secretariat and the Baltic Assembly shall be governed by the present Regulations, the employment contract, the legal acts in effect in the Republic of Latvia and the job description of the head of the Secretariat of the Baltic Assembly, which is an integral part of the present Regulations.

11. The secretary of the national delegation of a member state of the Baltic Assembly (hereinafter, secretary of the national delegation) shall be appointed to the post and shall be responsible for his/her work in compliance with the legislative acts of the relevant member state of the Baltic Assembly and the present Regulations.

12. National delegations of the Baltic Assembly shall inform the Presidium of the Baltic Assembly and the head of the BA Secretariat about appointment or replacement of their secretaries.

13. The head of the BA Secretariat shall make the list the staff of the BA Secretariat and submit it to the Presidium of the Baltic Assembly for consideration. The list of the staff of the BA Secretariat shall be made by taking into account the planned activities, the set priorities and the existing budget of the Baltic Assembly. The list of the staff of the BA Secretariat shall be approved by the Presidium of the Baltic Assembly.

14. The staff of the BA Secretariat shall be hired and dismissed by the head of the BA Secretariat on the basis of the structure and budget of the BA Secretariat.

15. The staff of the BA Secretariat shall be subordinate to the head of the BA Secretariat. Their employment relationships shall be stipulated by employment contract, job description, the present Regulations, the Statutes of the Baltic Assembly and the legal acts in effect in the Republic of Latvia.

16. The head of the BA Secretariat shall prepare a job description for each member of the staff of the BA Secretariat. The job description shall set forth the duties and rights of each staff member.

III. Tasks of the head of the BA Secretariat

17. The head of the BA Secretariat shall be directly subordinate to the President of the Baltic Assembly.

18. The tasks of the head of the BA Secretariat shall be as follows:

- 1) to manage and organise the work of the Secretariat of the Baltic Assembly and to facilitate inter-parliamentary relationships with the secretariats of other international, regional and parliamentary organisations;

- 2) to set duties for the staff of the Secretariat of the Baltic Assembly in accordance with functions set forth in the Regulations on the Secretariat of the Baltic Assembly and to ensure coordinated and efficient work of the staff in fulfilling their duties;
- 3) to hold meetings with the secretaries of the national delegations and with the staff of the BA Secretariat, as well as with other secretariats of international, regional and parliamentary organisations;
- 4) to collect, summarise and disseminate the information received from international and parliamentary organisations with which the Baltic Assembly has signed agreements or in whose work the Baltic Assembly participates as an organisation, as well as to exchange information and to furnish it to the Presidium of the Baltic Assembly and the secretaries of the national delegations;
- 5) to co-operate and exchange information with the Secretariat of the Baltic Council of Ministers, as well as to furnish the received information to the secretaries of the national delegations of the Baltic States;
- 6) to prepare for publication the documents of the Session and materials on the activities of the Baltic Assembly;
- 7) to perform the duties of secretary at the meeting of the Presidium of the Baltic Assembly and to take minutes of the Presidium meetings;
- 8) to render assistance, if required, to members of the Presidium of the Baltic Assembly during official negotiations with co-operation partners and with organisations in whose work the Baltic Assembly participates;
- 9) to ensure implementation of the information strategy of the Baltic Assembly;
- 10) to compile and keep the archives of the Baltic Assembly (documents, minutes, etc.);
- 11) to approve and sign financial documents (orders, accounts, etc.) as the budgetary funds of the Baltic Assembly and its Secretariat, as well as the powers of the head of the BA Secretariat permit;
- 12) to draw up, together with the Presidium of the Baltic Assembly, an initial draft budget of the Baltic Assembly;
- 13) to insure that book-keeping and its records comply with the requirements and the procedure stipulated in the legal acts of the Republic of Latvia and by the Budget and Audit Committee of the Baltic Assembly;
- 14) to keep and lawfully use the property and funds of the Baltic Assembly;
- 15) to supervise the lawful use of the Baltic Assembly symbols;
- 16) to co-ordinate joint events with partners of the Baltic Assembly.

IV. Tasks of the Secretary of a National Delegation to the Baltic Assembly

19. Tasks of the secretary of a national delegation shall be as follows:

- 1) to prepare, to co-ordinate and to render assistance in solving technical issues for the events of the Baltic Assembly which are held on the territory of the state he/she represents;
- 2) to render assistance to the chairman and deputy chairman of the national delegation in directing the work of the delegation;
- 3) to render assistance to the members of the national delegation by solving technical issues;
- 4) to participate in meetings of the Presidium of the Baltic Assembly and in meetings of the Presidium with its co-operation partners;

- 5) to render assistance, if required, to members of the Presidium of the Baltic Assembly during official negotiations with co-operation partners and with organisations in whose work the Baltic Assembly participates;
- 6) to maintain relations and exchange information with the head of the BA Secretariat;
- 7) to co-ordinate and organise the public information activities of the Baltic Assembly in the state he/she represents;
- 8) to maintain relations and co-operate with senior officials of the Baltic Council of Ministers in the state he/she represents;
- 9) to prepare and take minutes of the joint meetings of the national delegations and foreign delegations;
- 10) to organize, to render assistance in solving technical issues and to take minutes of the official meetings of the committees of the Baltic Assembly during visits in foreign states;
- 11) to organise and prepare the Session of the Baltic Assembly in the state he/she represents and to participate in the work of the national delegation at sessions held in other Baltic States;
- 12) to organise the work of the National Judging Committee of the Baltic Assembly Prizes for Literature, the Arts and Science;
- 13) to render assistance in solving technical and organisational issues in the work of the Joint Judging Committee of the Baltic Assembly Prizes for Literature, the Arts and Science;
- 14) to supervise the lawful use of the Baltic Assembly symbols in the state he/she represents;
- 15) to keep and lawfully use the property and funds of the Baltic Assembly entrusted to him/her.

V. Duties of the staff of the Secretariat of the Baltic Assembly

20. Duties of the staff of the BA Secretariat shall be as follows:

- 1) to adequately fulfil their duties in compliance with their employment contracts and job descriptions;
- 2) to render assistance to other staff members of the BA Secretariat, as well as to the members of the Presidium of the Baltic Assembly, committees and national delegations, whenever the assistance is required;
- 3) to keep and lawfully use the property and funds of the Baltic Assembly entrusted to them.

VI. Final provisions

21. The present Regulations on the Secretariat of the Baltic Assembly shall be an annex to the Statutes of the Baltic Assembly and shall enter into force as of the moment they are approved at the Session of the Baltic Assembly.

22. All amendments or supplements to the present Regulations shall be approved at the Session of the Baltic Assembly.