

Baltic Sea Labour Forum (BSLF)

Rules of Procedure¹



**BALTIC SEA
LABOUR FORUM**
Working together
through Social
Dialogue

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1. Objectives

The Baltic Sea Labour Forum (BSLF) is a platform for exchange of experience and communication between the key labour market actors in the Baltic Sea Region (BSR). The Forum is aiming at promoting social dialogue, tripartite structures and cooperation as crucial elements of sustainable economic growth and social development in the Baltic Sea Region. The BSLF was established in November 2011 in Hamburg during the final conference of the Baltic Sea Labour Network project.

The members of the forum perceive to have a responsibility to be actively influencing the development of the labour market in the BSR through development of the transnational tripartite social dialogue. The forum shall foster networking capabilities and the exchange of experience between the social partners and political institutions in the BSR in order to find joint solutions to commonly identified challenges. The BSLF is aiming at influencing policy- and decision-making in the field of labour market policies, e.g. by issuing joint opinions and recommendations. The Annual Round Table will be one main activity of the Forum.

2. Participation

All interested employers and trade union associations from the BSR are invited to participate in the BSLF.

Organizations which are interested in the BSLF membership have to express their interest to the BSLF Secretariat which will consider the application. The Enlarged Steering Committee will formally recognize new members.



3. Decision-making

Decision-making in the BSLF bodies is made by consensus among the members present in a given meeting. Abstentions do not disrupt consensus.

4. Chairmanship

The Chairmanship of the BSLF changes every year and will be shared by the correspondent social partners from one BSR country.

Beside the Annual Round Table the chairmen will be also heading the Enlarged Steering Committee meetings.

The Chairmanship runs from the closure of the Annual Round Table until the closure of the following Annual Round Table.

The Chairmanship by country will have the same order like the CBSS Presidencies but will be half a year ahead.

5. Annual Round Table

The Round Table is the annual open main event of the BSLF, involving a wide range of stakeholders from social partners and others. The Enlarged Steering Committee will be participating as well as potential BSLF members, politicians, decision-makers and external experts.

The Round table will be organised by the BSLF Secretariat once a year in late fall (Oct/Nov). The Facilitator team as well as the Steering Committee will support the BSLF Secretariat.

It shall focus on one or a few main themes each year which will be defined in a work programme. The Round table will agree during the meeting on the work programme for the next year.

The Round Table is aiming at raising awareness and visibility of topical issues within the BSLF remit, by adopting a joint resolution for dissemination to social partners and decision-makers. The focuses of the resolution will be also defined by the work programme.

6. Enlarged Steering Committee

The Enlarged Steering Committee is the highest strategical decision-making body of the BSLF. The meeting of this group should be supplemented with a conference of representatives from the Information Centres for commuters in the BSR.

It comprises of one representative each of the BSLF member organizations and observers. External experts can also be invited, depending on the issues on the agenda.

The main objectives and tasks of the Enlarged Steering Committee are identifying and discussing topical issues within the BSLF remit, deciding on BSLF administrative matters (such as Rules of Procedure, Work Programme, budget, organization, working groups, etc), deciding on themes and layout of the Round table and others.

The Enlarged Steering Committee meeting will be organised once a year in early fall (Aug/Sept), prior to the RT.



7. Steering Committee

The Steering Committee is the administrative board of the BSLF.

It comprises of four representatives appointed by the trade union, four representatives appointed by the employer's organizations, one representative of CBSS and one representative of BSPC. The members of the Steering Committee can designate deputies. External experts can be invited to the Steering Committee meetings.

The main objectives and tasks of the Steering Committee are preparing the Enlarged Steering Committee meetings and the Round Table, monitoring the progress and results of the BSLF, supervising and guiding the work of the BSLF Secretariat and others.

The Steering Committee shall meet twice a year in spring and in late fall after the Round Table.

8. Facilitator Team

The Facilitator Team is a support function to the BSLF Secretariat and the BSLF as a whole.

It consists of staff level representatives from social partners, CBSS and BSPC. External experts can be invited to meetings.

The main task of the Facilitator Team is to serve as a reference panel and provide support and advice to the BSLF Secretariat.

The Facilitator Team meets as appropriate, typically 2-3 times a year prior to the Enlarged Steering Committee and Steering Committee meetings.

9. Observers

The BSLF welcomes the interest in its work and is therefore inviting interested institutions and networks from around the BSR to apply for an observer status in the BSLF.

Observers must acknowledge the objectives and principles of the BSLF.

Observing institutions will be invited to participate in the Annual Round Table.

Organizations which are interested in a BSLF observer status have to express their interest to the BSLF Secretariat which will consider the application. The Enlarged Steering Committee will formally decide on the Observer status of a network or institution. The Enlarged Steering Committee has also the right to review and, if deemed appropriate, annul the Observer status.

10. Secretariat

The BSLF Secretariat is responsible for the day-to-day operation of the BSLF, the maintenance of the network between BSLF members, as well as networking with other stakeholders within the area of labour market issues.

The BSLF Secretariat is responsible for preparing documents, studies and other background material for BSLF and its members.



The meetings of the Steering Committee and Enlarged Steering Committee as well as the Round Table and other open activities are prepared and administered by the BSLF Secretariat.

Furthermore the tasks of the BSLF Secretariat are applying for funding and preparing project applications, preparing budgets, managing bookkeeping and producing financial reports, maintaining the BSLF website and providing external information services and others.

The BSLF Secretariat is located at the premises of the CBSS Secretariat in Stockholm for an initial period. As long as CBSS is hosting the BSLF secretariat, the CBSS Communication department is responsible for the strategic communication of BSLF matters. Consequently, Communication team members are invited as observers to BSLF meetings at all levels.

11. Joint Financing Mechanism

During the year 2012 funding possibilities will be developed. They will involve BSLF activities which are described in the rules of procedures as well as additional activities in connection with the BSLF work programme.

