

Euroregion Baltic
Executive Board Meeting
Online
10th December 2014



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| Title | Final Minutes |
| Submitted by | SM, International Permanent Secretariat |
| Summary / Note | This document provides final minutes of the ERB Executive Board online meeting which took place on 10th December 2014. |
| Requested action | Signing |

Participants: ERB Executive Board:

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| Mr Vytautas Grubliauskas | ERB President, President of Association Klaipėda Region |
| Mr Roland Gustbée | Member of ERB Executive Board, Chair of the Board of Regional Council of södra Småland |
| Ms Akko Karlsson | Member of ERB Executive Board, Member of the Board of the Regional Council in Kalmar County |
| Mr Maciej Lisicki | Deputy Member of ERB Executive Board, Vice-Chair of the Association of Polish Communes Euroregion Baltic |
| Mr Robert Olesen | Member of ERB Executive Board, Regional Council in Södra Småland |
| Mr Per Ole Petersen | Member of ERB Executive Board, Member of the Council of Regional Municipality of Bornholm |

Participants: ERB Secretariats

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| Mr Niels Chresten Andersen | ERB Secretariat, Regional Municipality of Bornholm |
| Mr Simonas Gentvilas | Adviser to Mayor of Klaipėda |
| Mr Sebastian Magier | ERB International Permanent Secretariat |
| Ms Therese Magnusson | ERB Secretariat, Regional Council of södra Småland |
| Mr Jan Martinsson | ERB Secretariat, Regional Council of Kalmar County |
| Ms Romualda Naruszewicz | ERB Secretariat, Association of Polish Communes Euroregion Baltic |
| Mr Valdas Pučkorius | ERB Secretariat, Director of the Secretariat of Association Klaipėda Region |
| Ms Magdalena Skłucka | ERB Secretariat, Department of Economic Development, Office of the Marshal of Pomorskie Region |

Ms Krystyna Wróblewska

ERB Secretariat, Deputy Director for International Cooperation, Department of Economic Development, Office of the Marshal of Pomorskie Region

Mr Piotr Zwolak

ERB Secretariat, Office of the Marshal of Warmińsko-Mazurskie Region

1. **Opening & Welcome**

President of Euroregion Baltic, Mr Vytautas Grubliauskas welcomed the participants and opened the meeting of the ERB Executive Board.

As this was the last meeting of the ERB Executive Board in 2014, Mr Vytautas Grubliauskas took the opportunity to wish all ERB stakeholders Merry Christmas and the best of luck in the New Year 2015.

2. **Adoption of the agenda**

President of Euroregion Baltic, Mr Vytautas Grubliauskas, presented the agenda.

Decision:

ERB Executive Board members approved the agenda.

3. **Approval of the Terms of Reference for the ERB Task Force: Project Facilitation**

Leader of the Task Force, Mr Niels Chresten Andersen presented the draft Terms of Reference of the Task Force Project Facilitation and detailed its scope of activities (see the attachment: ToR_SB2014_2020_for approval.doc).

Following the discussion at the previous Board meeting on 29th October 2014 the member organisations agreed that in order to better involve the ERB in facilitation and implementation of future projects within cross-border cooperation programmes and other financial instruments available to the ERB members, a new Task Force on Project Facilitation should be established within the organisation.

Further discussions on the setup of the Task Force and its Terms of Reference took place during the working meeting of ERB Secretariats. The process was coordinated by Mr Niels Chresten Andersen, Regional Municipality of Bornholm, who drafted the ToR of the Task Force and is leading its work, with Mr Sebastian Magier, ERB International Secretariat providing necessary assistance. All ERB partners were invited to participate in the work of the Task Force which is expected to work till the end of May 2016. So far all member organisations, except for the Kaliningrad Region and the ERB Youth Board are actively involved in the work of the TF.

The Task Force will focus mainly on the South Baltic Programme, but other instruments such as the Baltic Sea Region Programme etc. will also be taken into account. As far as the BSR Programme is concerned, the first call for proposals has already started and would last till 2nd February 2015. A new two-stage application process was introduced in the programme to optimise the results.

As to the outputs, the Task Force was collecting project ideas from the member organisations with the original deadline extended till 12th December 2014. Once the project ideas have been collected, the TF will start the assessment

procedure to select the best ideas which then will be submitted to the ERB Executive Board at its meeting on 12-13th February 2015.

Mr Chresten Andersen underlined the fact that the Task Force is to facilitate projects and not take over the process of their preparation. The Task Force would focus predominantly on supporting partner search, consultations and other activities facilitating projects at their early stages.

Discussion:

Thanking for introducing this point of agenda, Mr Vytautas Grubliauskas informed the Executive Board than on 15th December 2014 Mr Valdas Pučkorius would leave his position of the Managing Director of the Klaipeda Association. He will however be replaced by Mr Simonas Gentvilas who currently works as an adviser to the Mayor of Klaipeda. Mr Gentvilas is familiar with the ERB cooperation. He had a chance to participate in the ERB Youth Board project and also last year he attended the ERB Executive Board meeting in Klaipeda.

This would also mean that Mr Simonas Gentvilas would replace Mr Valdas Pučkorius at the ERB Regional Secretariat in Klaipeda and will take over responsibilities as the member of the ERB Task Force for Project Facilitation.

Members of the ERB Executive Board took note of the information wishing Valdas all the best in his new line of work, and congratulating Mr Simonas Gentvilas on his new position as the Managing Director of the Klaipeda Association.

Decision:

Following the discussion, the ERB Executive Board approved the Terms of Reference of the ERB Task Force: Project Facilitation.

4. Extension of employment for the Head of ERB International Permanent Secretariat

Head of IPS, Mr Sebastian Magier elaborated on the process of labour contract extension.

Following the discussions during its previous meeting on 29th October 2014 concerning the results of the transfer of ERB International Secretariat to Poland, the ERB Executive Board decided to extend the employment of the current Head of the ERB International Permanent Secretariat, Mr Sebastian Magier. His initial employment was based on a fixed-term employment contract agreed by the Board at the meeting in Växjö on 16th June 2014 as a probationary contract lasting 7 months between 1st July and 31st January 2014. However, during the meeting in Gdańsk, the Board decided that the employment should be extended in order to facilitate continuous and uninterrupted work of the Secretariat. The extension of the labour contract was also consulted with the Chair of the Foundation for Supporting and Promotion of Entrepreneurship in Warmia-Mazury, who offered her support in providing the best possible solution fulfilling the Board's decision.

In order to be able to formally implement the extension, the ERB Executive Board received for approval the draft of the new employment contract for unspecified (indefinite) period of time from 1st February 2015 including other legally required arrangements pertaining to Mr Magier's employment at the Foundation

(see the attachment:

Employment_contract_SMagier_unspecified_time_Feb2015.pdf).

The draft contract was already signed by the Foundation's Chair. If approved by the ERB Executive Board, the contract would also be signed by the Head of

IPS, and countersigned by the President of Euroregion Baltic, Mr Vytautas Grubliauskas.

Decision:

The ERB Executive Board unanimously approved the submitted draft labour contract for Mr Sebastian Magier, and authorised him to sign it.

5. **Location of the ERB Executive Board meeting on 12-13th Feb 2015**

Head of IPS, Mr Sebastian Magier introduced this item of the agenda by presenting the summary of the process so far.

At its previous meeting in Gdańsk on 29th October 2014, the ERB Executive Board decided that the first 2015 meeting would be held on 12-13th February 2015. As no place for the meeting was proposed during the discussion, the Executive Board decided to postpone the decision on the place of the meeting and wait for possible proposals from the ERB member organisations.

During the follow-up discussions on the working level, a preliminary proposal was received from the Association of Polish Communes Euroregion Baltic to organise the meeting in Elbląg, Poland. This was due to the fact that the Association had not had a chance to organise a Board meeting since 2007. Moreover, this opportunity could be used to better engage the Association's stakeholders from the local in the current work of the ERB and advance the work of the Task Force for Project Facilitation.

Discussion:

Vice-Chair of the Association of Polish Communes Euroregion Baltic, Mr Maciej Lisicki confirmed that the Association would host the event and officially invited the members of the ERB Executive Board to come to Elbląg for the meeting of the Board on 12-13th February 2015.

Mr Krystyna Wróblewska, Deputy Director for International Cooperation, Department of Economic Development, Office of the Marshal of Pomorskie Region apologised for Mr Wiesław Byczkowski's absence from the meeting and confirmed that Mr Byczkowski would continue his work as the Deputy Marshal of the Pomorskie Region and was therefore ready to assume the post of the President of Euroregion Baltic next year.

Mr Roland Gustbée, the current Chair of the Board of Regional Council of södra Småland, said that from 2015 the organisation would change the name to Region Kronoberg and in the new term he would be responsible for other matters related to health care. Thanking the participants for joint work for the ERB, he said that it would be his last meeting as the member of the ERB Executive Board.

Mr Maciej Lisicki also stated that as of new year he would no longer serve as the Deputy Mayor of Gdańsk and the Vice-Chair of the Association of Polish Communes Euroregion Baltic. He took this opportunity to thank the participants for many years of joint cooperation within the ERB.

Mr Vytautas Grubliauskas thanked both members of the ERB Executive Board for their contribution to the development of cooperation within the ERB and wished them good luck in their new responsibilities. He also personally thanked Mr Valdas Pučkorius for very professional support offered to him during his term as the President of ERB.

Decision:

Following the discussion, the ERB Executive Board reconfirmed the date of the upcoming ERB Executive Board meeting i.e. 12-13th February 2014 and accepted the invitation of the Association of the Polish Communes Euroregion Baltic to host this event in Elbląg, Poland.

6. Closing

President of Euroregion Baltic, Mr Vytautas Grubliauskas closed the meeting of the ERB Executive Board once again wishing all participants Merry Christmas and Happy New Year 2015.