

DECISION

On Amendments to the Regulations on the Secretariat of the Baltic Assembly

The Baltic Assembly decided to make the following amendments to the Regulations on the Secretariat of the Baltic Assembly:

1. To introduce numbering in the Regulations on the Secretariat of the Baltic Assembly.
2. To amend Point 2 and to set it forth to read as follows:
“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. To add the following Sub-points 3 and 4 to Point 3:
 “3) ensuring the functioning of structural subunits of the Baltic Assembly;
 4) facilitating the continuity of the work of the Baltic Assembly.”
4. To delete in the heading of Section II the words “of the apparatus”.
5. To amend the introductory part of Point 5 and to set it forth to read as follows:
“The BA Secretariat shall comprise:”.
6. To replace in Sub-point 1 of Point 5 and throughout the entire text of the Regulations the words “the BA Secretary” with the words “the head of the BA Secretariat”.
7. To delete throughout the entire text of the Regulations the words “of the apparatus”.
8. To replace in Point 8 the words “the chairman of the Presidium” with the words “the President”.
9. To amend Point 9 and to set it forth to read as follows:
“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. To replace in Point 10 the words “the legal acts of the Baltic Assembly member states” with the words “the job description of the head of the Secretariat of the Baltic Assembly, which is an integral part of the present Regulations.”
11. To amend Point 17 and to set it forth to read as follows:
“The head of the BA Secretariat shall be directly subordinate to the President of the Baltic Assembly.”

12. In Point 18:

- to amend Sub-point 1 and to set it forth to read 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;”;
- to add a new Sub-point 2 to read as follows:
 - “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;”;
- to add to Sub-point 3 the following text:
 - “as well as with other secretariats of international, regional and parliamentary organisations;”;
- to add to Sub-point 7 the words “and to take minutes of the Presidium meetings;”;
- to add new Sub-points 8 and 9 to read as follows:
 - “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;”.

13. In Point 19:

- to replace in Sub-point 1 the words “to provide technical services” with the words “to render assistance in solving technical issues”;
- to replace in Sub-point 2 the words “the head and deputy head” with the words “the chairman and deputy chairman”;
- to amend Sub-point 3 and to set it forth to read as follows:
 - “3) to render assistance to the members of the national delegation by solving technical issues;”;
- to replace in Sub-point 4 the words “its meetings” with the words “meetings of the Presidium”;
- to replace in Sub-point 10 the words “to provide technical services” with the words “to render assistance in solving technical issues”;
- to introduce a new Sub-point 13 to read as follows:
 - “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 delete the former heading and the entire text of the section “Responsibilities of the Secretary of the National Delegation of the Presiding State”.

15. To delete in Section V the words “of the apparatus”.

Riga, December 19, 2004