



CHARTER of the B7

Charter approved by B7 Steering Committee: **08 September 2004**

CHARTER of the B7 Islands Network

ARTICLE 1: NAME of ORGANISATION

Full name: B7 Baltic Islands Network

Short-forms: B7

ARTICLE 2: VISION, AIMS, STRATEGY

VISION:

The long-term vision for the islands is:

- the islands find themselves with a richer, smarter and happier population.
- the islands are also more in control of their own destiny than in year 2001.

AIMS: The aims and objectives of the B7 are:

- Learning through exchange of experiences and ideas.
- Developing the Islands through projects, activities and events.
- Lobbying to achieve the vision of the B7 islands.
- Organised to serve the interests of the B7 islanders.

The aims and objectives of the B7 can be adapted by the approval of the Steering Committee as a result of updating the B7 Strategy.

STRATEGY:

- The strategy of the B7 is updated at the request of the B7 Steering Committee.
- The B7 Strategy normally covers a period of 5 years.
- The purpose of a B7 Strategy is to give the co-operation direction and create the framework for the future work of the B7.



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ARTICLE 3: MEMBERSHIP

B7 – PRINCIPLES of MEMBERSHIP

- Each member is a Baltic Sea island.
- Membership of the B7 is decided by the Steering Committee
- The B7 is a partnership of equals.
- Each island believes that the B7 can better serve the interests of its islanders and achieve more as a co-operation than alone.
- Each island contributes to the B7 budget based on population size. The B7 Steering Committee agrees the membership fee to be paid by each member island and any special conditions at the annual conference.
- Each member agrees to work towards fulfilling the visions and achieving the objectives of the B7.

BENEFITS and OPPORTUNITIES of the NETWORK:

- An organisation that can lobby to promote island issues at the national and international level.
- A co-operation to exchange experiences and ideas.
- An organisation that works at the political, public official and grass roots level
- A co-operation to develop interregional programmes and projects.
- A co-operation with an extensive network.
- An Annual Conference that brings together in meetings and plenary sessions the islands' politicians, public officials and members to debate policies, exchange experience and promote the interests of the islands and their citizens.

EXPECTATIONS FROM MEMBERS

- Island representatives appointed to work with the B7 are expected to conduct themselves in a manner that reflects positively on their island and the B7.
- Each island is expected to appoint representatives to the various bodies of the B7 and work with the agreed projects, events, seminars and other activities entered into by the B7, in order to fulfil the vision and achieve the objectives of the B7.

ARTICLE 4: LEGAL STATUS

- This Charter governs the operations of the B7.
- The Charter can be modified by the approval of the B7 Steering Committee.
- The B7 is not registered as a legal entity.
- A member island can, as required, and with the agreement of the B7 Steering Committee, appoint one of the member islands to represent it in a legal capacity.
- Differences in understanding and interpretation of the B7 Charter and Annexes can be decided by a majority vote of the B7 Board or referred to the B7 Steering Committee for a decision.



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ARTICLE 5: ORGANISATION

The B7 has two decision making bodies:

- B7 Steering Committee
- B7 Board

These two bodies are supported by

- Annual Conference
- Chairmanship
- Secretariat
- Workgroups
- Focus Groups
- B7 Facilitator
- Brussels Representation

The duties and responsibilities of the B7 Steering Committee, B7 Board and the Annual Conference are laid out in the following paragraphs.

The following documents outline in detail the duties of the Chairmanship and Secretariat, Facilitator, Brussels Representation plus the budget and accounting practices of the B7 and are to be drawn up, maintained and kept updated by the B7 Board:

"B7 Chairmanship and Secretariat - Annex to B7 Charter"

"B7 Workgroup – Annex to B7 Charter"

"B7 Facilitator – Annex to B7 Charter"

"B7 Brussels Representation – Annex to B7 Charter"

"B7 Budget and Accounting Practice – Annex to B7 Charter"

The B7 Charter is to be made available on the B7 website in the public area and the Annexes to the B7 Charter made available on the B7 Website in the "Members Area".

B7 STEERING COMMITTEE

The B7 Steering Committee is the political body of the B7 and provides the framework and direction of the B7 Co-operation.

The Steering Committee:

- Consists of one politician from each of the member islands.
- Meets at least twice per year as agreed in the annual programme.
- The representative of the island holding the annual rotating chairmanship chairs meetings.
- Members review and approve the B7 Strategy, policies, annual programme and annual budget of the B7.
- Can delegate responsibilities to the B7 Board.



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- Members lobby for the islands in areas of common interest.
- Ensure a civil servant at executive level is appointed from each island to participate as a member of the B7 Board.
- Representation from four islands is needed to make a quorum.
- The B7 Steering Committee can decide on the B7 flag, logo, hymn and other symbols of the B7

B7 BOARD

The B7 Board is the management body of the B7 and manages the work of the B7 within the framework of the B7 Strategy to ensure the effective operation of the B7.

The B7 Board:

- Consists of senior civil servants from each of the member islands.
- Meets as agreed in the annual programme.
- The representative of the island holding the annual rotating chairmanship chairs meetings.
- Manages – plans, leads, organises, monitors, controls, evaluates - the work of the B7 with the representatives from the other member islands.
- Reports on the activities of the B7 to the B7 Steering Committee on a quarterly basis, including an executive summary and statement of accounts.
- Ensures representatives from their islands are appointed to work in the other B7 bodies and work to implement the B7 Strategy and annual programmes of the B7 within the agreed budget.
- Develops and approves the guidelines for the B7 Board, Chairmanship and Secretariat, Workgroups, Facilitator, Brussels Representation, Webmaster and other bodies or representatives of the B7.
- Representation from four islands is needed to make a quorum.

ANNUAL CONFERENCE

The Annual Conference is the focal point of the B7 year. The purpose of the Annual Conference is to convene all the members of the B7 once a year to review the past year and agree the plans for the coming year within the framework of a B7 Strategy. The Annual Conference consists of, as a minimum, a Steering Committee meeting, Board Meeting and open plenary sessions for debate and discussion.

Details relating to the organisation and content of the Annual Conference are to be set out in the document "**B7 Chairmanship and Secretariat** - Annex to B7 Charter"



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ARTICLE 6: FINANCE

- The operations of the B7 are financed by an annual membership fee, which is based on the population of the island.
- At the Annual Conference of the B7, the Steering Committee must approve the annual membership fee for each island.
- At the Annual Conference of the B7, the Steering Committee must approve the annual budget, which cannot be more than the total of the annual membership fee.
- Guideline for the B7 budget must be set out by the B7 Board and approved by the B7 Steering Committee.
- The B7 Steering Committee must approve changes to the budget.
- The B7 cannot take on debt.
- In the event that the B7 is terminated, any money remaining after all commitments are paid, is to be divided between the islands in proportion to the last membership fees paid by each member island.

ARTICLE 7: CO-OPERATION with other ORGANISATIONS

- The B7, within its financial and personnel resources, works with other international organisations to promote the common interests of the B7 islands.
- The Steering Committee of the B7 decides which organisations the B7 co-operates with on a formal basis.
- The member islands of the B7, while representing their own islands can represent the B7 and present policies, documents, positions etc as agreed with the B7 Board.



B7 Chairmanship and Secretariat Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

Guidelines for the Chairmanship and Secretariat

The B7 Board in this document sets out the Guidelines for the Chairmanship and Secretariat, as required by the B7 Charter.

Date approved: 05 May 2004

Date revision approved: None

Article 5 of the B7 Charter states:

The following document "**B7 Chairmanship and Secretariat** - Annex to B7 Charter" is to be drawn up, maintained and kept updated by the B7 Board:

1. GENERAL

The Chairmanship:

- Is appointed for one year.
- Staffs and runs the B7 Secretariat for the chairmanship year in order to provide assistance and service to the Annual Conference, Steering Committee, B7 Board, workgroups and other bodies and representatives of the B7.
- Manages and implements the chairmanship programme agreed at the Annual Conference.
- Is the communications hub for the B7, both internally within the member islands and externally to its co-operation partners.
- Rotates in the following order: Bornholm, Saaremaa, Öland, Hiiumaa, Rügen, Gotland, Åland
- Title is of the form in the following example: The B7 Rügen Chairmanship 2004.
- The island that is next in line to take over the chairmanship is called the chairmanship elect

2. ORGANISE ANNUAL CONFERENCE:

The Annual Conference is the high point of the B7 year.

Participants at Conference:

Participants	Approx Number	Comments
Steering Committee	Approx 14 people	Approx 2 from each island
B7 Board	7 people	Some islands have additional participation
B7 Secretariat	2 people	



B7 Chairmanship and Secretariat Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

B7 Facilitator	1 person
B7 Accountant	1 person
Brussels Representation	1-2 people
Workgroups	7 per WG
Invited guests and speakers	??
Chairmanship Island's Guests	

Duties of Annual Conference:

These are set out under Article 5 of the B7 Charter

Programme for Annual Conference

A typical Annual Conference Programme covers 2 full days and includes:

- B7 Board Meeting
- B7 Steering Committee Meeting
- Workgroup meeting(s)
- Open plenary session
- Dinner for guests arriving early the day before.
- Annual Dinner
- Conference/Seminar on chosen theme
- Local visits

B7 Secretariat to organise:

- Programme for the Conference which must be approved by the B7 Board at least 30 days before the Annual Conference.
- Accommodation.
- Co-ordinate arrival and departure times of participants.
- Collecting and delivering people from point of arrival to hotels and conference venues.
- General assembly room for plenary sessions.
- Meeting rooms for individual meetings.
- Agenda for Annual Conference and B7 Board Meeting to be approved by B7 Board at least 30 days before the Annual Conference.
- Meals for agreed B7 participants and guests.
- Preparing and copying material for guests.
- Sending out invitations, press releases and information.
- Conference hosting activities such as PR system, projectors, refreshments during breaks, information to guests etc.

Costs paid by participants:

- Accommodation.
- Travel to and from Annual Conference island.



B7 Chairmanship and Secretariat
Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

Costs that can be covered by "Annual Conference" budget line in B7 Budget

- Meals
- Costs associated with meetings, e.g. tea, coffee, refreshments, lunches, travel on the island during visit, photocopying material
- Additional staff to prepare event.
- Entertainment.
- Costs of invited guests.
- Dinner evening before meeting
- Formal Annual Conference Dinner
- Visit / Tour of island

3. B7 ANNUAL PROGRAMME

An annual programme together with a calendar is prepared for presentation by the chairmanship elect. It must be approved by the B7 Board not less than 30 days before the Annual Conference. It includes

- B7 Steering Committee (Political level) meetings, 2-3 times per year.
- B7 Board (Public Officials) meetings 4-5 times per year.
- A theme for the programme year.
- Lobby activities.
- Projects
- Conferences and seminars
- Special Events.
- Proposed Meeting Plan

The process of developing the annual programme by the chairmanship elect is best begun no later than August of the prior year particularly if additional funding is to be sought.

Example of meeting schedule:

Date	Event and Venue	B7 Board	Steering Committee	Work Groups
February	First B7 Board meeting of the year	X		
May	Second B7 Board meeting	X		
June	B7 Games			
August	Lobby Event in Brussels B7 Board Meeting B7 Steering Committee Meeting	X	X	
October	Fourth B7 Board meeting	X		
December	Annual Conference	X	X	X



B7 Chairmanship and Secretariat **Annex to B7 Charter**

Approved by B7 Board: date: **05 May 2004**

The Annual Programme, when approved by the Annual Conference is to be put on the website.

The B7 Facilitator assists in the process to ensure continuity.

4. MEETINGS

- Meetings are organised by the B7 Chairmanship and Secretariat
- The Chairperson of the meeting is the representative of the island holding the Chairmanship.
- The Vice Chairperson is the previous years chairperson. In the absence of the Chairperson the Vice Chairperson is responsible.
- A quorum is made up of a minimum of four islands
- Each island appoints one voting member.
- An island not present at the meeting can request another island to represent and vote on its behalf at the meeting by advising the Chairperson before the start of the meeting.
- Islands can participate via telephone or other forms of electronic conferencing.
- Meetings take place as agreed in the annual programme.
- Changes to the meeting plan and extra-ordinary meetings can be agreed by common consent.
- The chairmanship and secretariat are responsible for collating and sending out the programme, agenda, minutes and supplementary material for each meeting.
- Each island has the right to put points on the agenda.
- A programme for the meeting to be sent out at least 30 days prior to the meeting.
- Final Agendas for the meeting to be sent out at least 5 days prior to the meeting.
- Points for inclusion in the agenda must be received by the secretariat at least 8 days before the meeting.
- Agenda points received later than 8 days prior to the meeting date can be added to the agenda point "any other business". There is no obligation to take decisions on points raised under "any other business".
- Minutes of B7 Board and B7 Steering Committee meetings to be checked by the Chairperson and B7 Facilitator and sent out by the chairmanship within 14 days of the meeting.
- Minutes should contain the agenda point, the decisions made at the meetings and a short resume of the discussions. Decisions should be written in a manner that people not attending the meetings can understand the purpose and background for decisions.
- Decisions of meeting should make clear who has to do what, when and where.
- An outline format for the programme, agenda and minutes should be put on the members area of the website by the B7 Facilitator
- Agendas, minutes and supplementary documents are put on the members area of the website.



B7 Chairmanship and Secretariat Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

5. B7 CHAIRMANSHIP and SECRETARIAT

The Chairmanship is represented by the B7 Board member of the Chairmanship island. The Chairmanship is normally assisted by a part time secretariat staff of 1-2.

Specific tasks are:

- In co-operation with the B7 Board, to manage the operations of the B7 including PR and information functions.
- Implement Chairmanship programme.
- The Chairmanship is responsible that decisions taken at meetings are followed-up and ensuring status reports on decisions are given at meetings.
- Organise accommodation, venue, meals and communicate information concerning B7 Board and Steering Committee meetings.
- Co-ordinate travel for meetings, particularly arrival and departure times to ensure the best utilisation of time.
- Act as communications hub for the B7
- Provide input for the B7 website for internal and external users.
- Travel to member islands to promote the B7 Co-operation.
- Represent B7 at key meetings if required.

Costs to be covered within "Secretariat" Budget.

- Secretariat personnel time costs
- Travel and accommodation costs for secretariat and chairmanship.
- Office costs including communication, copying, office facilities.
- General Preparation of chairmanship events unless there is a specific budget line.
- Travel to other islands and selected events to promote and represent B7.

Payment can be made in four equal quarterly tranches. With the agreement of the B7 Board they can be paid in advance.

6. STEERING COMMITTEE MEETINGS.

- The Chairmanship and Secretariat is responsible for organising the programme for the meetings of the B7 Steering Committee. These are done in co-operation with B7 Board whose duty it is to keep their politicians informed.
- The B7 Facilitator will assist with input and information on the status of the political activities plus B7 accounts status reports

Costs paid by participants:

- Accommodation.
- Travel to meeting.

Costs that can be covered by "Other Costs" budget line in B7 Budget

- Meals
- Costs associated with meetings, e.g. tea, coffee, refreshments, lunches,



B7 Chairmanship and Secretariat Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

7. B7 BOARD

The Secretariat is responsible for organising the meetings of the B7 Board. These are done in co-operation with B7 Board.

Costs paid by participants:

- Accommodation.
- Travel to meeting.

Costs that can be covered by "Other Costs" budget line in B7 Budget

- Meals
- Costs associated with meetings, e.g. tea, coffee, refreshments, lunches,

Costs that can be covered by "Travel" budget line in B7 Budget

- 40% of travel and accommodation costs for B7 Board Member from Hiiumaa, Rügen, Saaremaa.
(These costs are to be paid for by the islands and claimed back from the B7 Accountant. The support for travel is to reduce by 5% per year)

8. COMMUNICATION

Communication to members of the B7 Steering Committee, B7 Board and Workgroups is via:

- E-mails,
- Website,
- Newsletters
- Telephone calls
- Web meetings
- Events,
- Visits.
- B7 Meetings.
- Other meetings where B7 members are involved.

It is important that the Secretariat keep alive the communication. (e-mails are not enough)

The Chairmanship can appoint a webmaster to maintain the B7 website or ask another island to do it on its behalf.

The duties and responsibilities of a webmaster are set out by the B7 Facilitator and approved by the B7 Board.

Costs that can be covered by "Website Costs" budget line in B7 Budget

- Fixed payment for the webmasters time to be paid in two equal tranches.
- Website hosting costs.



B7 Chairmanship and Secretariat
Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

9. BUDGET and ACCOUNTING

The budget and accounts are managed from Gotland.

The B7 Chairperson approves that expenditure is in accordance with the budget before payment is made.

The guidelines for the B7 budget, accounting and payment practices are set out in detail in the document called the "B7 Budget and Accounting Practices - Annex to B7 Charter". The document can be adjusted and adapted by agreement of Gotland and approval of the B7 Board.



B7 Workgroups Annex to B7 Charter

Approved date: **29 October 2004**

Guidelines for B7 Workgroups

The B7 Board in this document sets out the Guidelines for the B7 Workgroup, as required by the B7 Charter.

Date approved: 29 October 2004

Date revision approved: None

Article 5 of the B7 Charter states:

The following document "**B7 Workgroup – Annex to B7 Charter**" is to be drawn up, maintained and kept updated by the B7 Board:

1. GENERAL

Workgroups are:

- Working bodies of the B7
- Co-ordinators of their special fields of activities.
- Set up to help the B7 realise the objectives set out in its strategy document and further developed in position papers approved by the B7 board.
- Develop the B7 network throughout the islands by acting as the link between the B7 and grass roots organisations, public institutions, societies, and associations etc of the islands.
- Workgroups can be of a more permanent nature or set up to carry out specific tasks (typically called focus groups)
- WG chairpersons can attend B7 Board meetings at the invitation of the Board. On such occasions they are non-voting members.

2. WORKGROUP ORGANISATION

The B7 Workgroups provide the contact network between the islands and carry out initiatives and projects of common interest to the islands.

- Every island should appoint one person to be a member of the workgroup.
- When issues are decided by a vote, each island has one vote. The chairperson has the casting vote when voting is tied.
- Workgroups can invite other people to participate.



B7 Workgroups **Annex to B7 Charter**

Approved date: **29 October 2004**

- A workgroup will elect one person to be its chairperson. The election is to take place annually, normally at the time of the Annual Conference.
- The working group will formulate and carry out its programme on an annual basis. The programme is agreed, in principle, by the B7 Board at the meeting prior to the Annual Conference and approved at the Annual Conference.
- Workgroups are awarded a budget each year to implement the agreed programme.
- The B7 Board and Steering Committee can assign the workgroup specific tasks
- Each workgroup sets out its objectives and work programme plus current and past activities on the B7 website and in other forms of communication as appropriate.

3. FOCUS GROUPS

- Are ad hoc workgroups set up for a limited duration to investigate and carry out tasks defined by the B7 Board.
- The leader, membership, operation, objectives, tasks and resources of the focus group are laid out in the document setting up the focus group.

4. PROJECTS and EVENTS

Projects:

- The workgroups are encouraged to develop larger projects financed by external donors, within their fields of competence.

Events:

- The workgroups should organise priorities set out in the approved B7 Strategy and subsequent Position Papers and Annual Programme

5. COMMUNICATION.

The workgroup will assist in the promotion of the B7's activities by:

- Updating their webpage(s) on www.b7.org on a regular basis.
- Contributing with minutes/reports of their activities to the B7 Board.
- Contributing to the newsletter



B7 Facilitator Annex to B7 Charter

Approved B7 Board: date: **05 May 2004**

Guidelines for the B7 Facilitator

The B7 Board in this document sets out the Guidelines for the B7 Facilitator, as required by the B7 Charter.

Date approved: 5 May 2004

Date revision approved: None

Article 5 of the B7 Charter states:

The following document "**B7 Facilitator** – Annex to B7 Charter" is to be drawn up, maintained and kept updated by the B7 Board:

1. GENERAL

The B7 Facilitator is:

- Hired by the B7 Board.
- Participates in B7 Board and B7 Steering Committee meetings as a non-voting member.
- Presents an account of the years activities to the Annual Conference and a programme for the coming year.
- Presents a report of activities to B7 Board and Steering Committee meetings.
- Reports to B7 Board on meetings attended and matters of interest via e-mail or other appropriate channels.

2. ASSISTS and SUPPORTS the WORK of the B7 BOARD

- Maintenance of B7 Charter and annexes on behalf of B7 Board.
- Communication and website
- Assists Gotland with the budget and accounts as required.

3. WORKS with the ROTATING CHAIRMANSHIPS to ACHIEVE CONSISTENCY, CONTINUITY and DEVELOPMENT of B7 ACTIONS.

- Advises the chairmanship elect with the preparation of their chairmanship programme and budget.
- If requested, to visit the island to inform of the duties, expectations and preparations for a chairmanship year.
- Facilitate the successful implementation of the annual programme.



B7 Facilitator
Annex to B7 Charter

Approved B7 Board: date: **05 May 2004**

4. WORKS to DEVELOP LARGER PROJECTS.

- Facilitates the preparation of larger projects.

5. SUPPORT the POLITICIANS of the STEERING COMMITTEE with their LOBBY ACTIVITIES.

- The B7 Facilitator, in co-operation with the B7 Board works to develop the political dimension of the B7 Co-operation and support political lobby activities.
- Prepare briefing papers, and pamphlets as agreed and write letters on political issues as agreed.

6. MANAGE the CO-ORDINATION with the BRUSSELS REPRESENTATION.

- Liaises with the B7 Representation in Brussels.

7. SUPPORT B7 WORK with CBSS.

- Works with the CBSS as per the memo of 2 October 2003 agreed at the B7 Board meeting 31 October 2003.

8. FACILITATE PROJECT WORK of the B7.

- Facilitates the project work of the B7 and reports to the B7 Board.

9. CO-ORDINATE the B7 COMMUNICATIONS.

- Newsletter: Produces a Newsletter as agreed from time to time with the B7 Board.
- Website: On behalf of the B7 Board, co-ordinates with Webmaster and B7 members appointed to input material direct to the B7 website to ensure www.b7.org is maintained and developed.
- EU Institutions: Communicates with EU institutions as required by B7 Board and Steering Committee.
- Ensures there is continuity in the material produced by the B7, both in print and electronic form.

10. CO-ORDINATE the PROCESS of DEVELOPING the B7 STRATEGY and POSITION PAPERS.

- At the request of the Steering Committee and B7 Board, facilitates the development of the B7 Strategy.
- Facilitates the development of position papers as required as a further development of the B7 Strategy.

11. TRAVEL to MEMBER ISLANDS to PROMOTE the B7 CO-OPERATION.

- If requested by a member island, assists with the promotion of the B7



B7 Brussels Representation Annex to B7 Charter

Approved by B7 Board: date: **05 May 2004**

Guidelines for the B7 Brussels Representation

The B7 Board in this document sets out the Guidelines for the Brussels Representation, as required by the B7 Charter.

Date approved: 05 May 2004

Date revision approved: None

Article 5 of the B7 Charter states:

The following document "**B7 Brussels Representation – Annex to B7 Charter**" is to be drawn up, maintained and kept updated by the B7 Board:

1. Need for representation in Brussels

- To provide a post box and contact point in Brussels.
- To assist with contact with EU institutions.
- To provide intelligence on matters affecting islands and regional policy
- For assistance when B7 members visit Brussels.

2. Delivery of assistance

- Representation to be covered by an annual contract.

3. Liaison with B7

- B7 Facilitator and Chairperson liaise with Brussels office.



B7 BUDGET and ACCOUNTING PRACTICE

Approved B7 Board: date: **05 May 2004**

B7 BUDGET and ACCOUNTING PRACTICE

The B7 Board in this document approves Guidelines for B7 Budget and Accounting Practice, set out by Gotland as required by the B7 Charter.

Date approved: 05 May 2004

Date revision approved: None

Article 5 of the B7 Charter states:

The following document "**B7 Budget and Accounting Practice – Annex to B7 Charter**" is to be drawn up, maintained and kept updated by the B7 Board:

1. GENERAL

- The B7 Board Member for Gotland will appoint a person to carry out the function of "B7 Accountant"
- The B7 will pay Gotland SEK 30,000 per year to perform this function
- The rules governing accounting practice are those of Gotlandskommun.
- The budget and accounting practice is based on the B7 Co-operation not having a legal status.

2. DEFINITION:

- "Budget" refers to the document outlining income received as membership fees etc and the framework of line items allocating maximum amounts of money that can be spent for specific purposes.
- " B7 Accounts" document sets out the money spent and committed to be spent against each budget line item together with explanations.

3. BUDGET

- The B7 Budget approved by the B7 Steering Committee is a framework budget. Approval to use money should be given by the B7 Board.
- The format for the budget scheme is set out in Excel document "B7 Budget&Accounts Format".
- Minute of B7 Steering Committee or B7 Board meetings approving budgets and changes to budgets must be e-mailed to the B7 Accountant by the B7 Secretariat.



B7 BUDGET and ACCOUNTING PRACTICE

Approved B7 Board: date: **05 May 2004**

4. MEMBERSHIP FEES

- The B7 Accountant will, under normal circumstances, send out an invoice for membership fees during the month of February for payment in the month of March.
- Payment of membership fees should be separated from other forms of payment, refunds and transfers.

5. ACCOUNTS

- Accounts for the B7 Co-operation will be made available for each B7 Steering Committee and B7 Board meeting.
- The Annual Accounts are presented in draft format at the Annual Conference with a final set of accounts completed by 15 March of the following year.

6. ELIGIBLE COSTS

- Guidelines for eligible costs for Chairmanship & Secretariat, Webmaster, Workgroups and Focus Groups, Brussels Representation, Facilitator are laid out in the respective Annexes to the B7 Charter.

7. B7 ACCOUNTING and TRANSACTION PRINCIPLES:

7.1. REPORTING to the B7 STEERING COMMITTEE and BOARD

- The B7 Board Member for Gotland requests the Facilitator to present and communicate the budget and accounting information to the B7 Board and Steering Committee.
- The accounts of the B7 will be forwarded to the Facilitator before each B7 Board meeting. He will add any known expenditure commitments before presenting to the Board.

7.2. CORRESPONDENCE

- E-mails to the B7 Accountant to be copied to the Facilitator and the Board Member for Öland. This is to reduce misunderstanding.

7.3. LANGUAGE

- Accounting documents not written using Swedish or English should be accompanied by a translation.

7.4. PAYMENTS

- When requesting payment the following payee information is required:
 - Amount and currency
 - Receiver and address
 - Bank details with complete address information and Bank Account number.
 - IBAN code
 - Swift code
- Timing of payments will normally be in accordance with the accounting routines of Gotlandskommun.
- Payments will not be made direct to suppliers.
- Advance payments can be made as set out below.
- Payments are made on a "claim back" or "refund" system. Each island must pay for accommodation, meals, travel or other relevant expenses, then claim the money back from the



B7 BUDGET and ACCOUNTING PRACTICE

Approved B7 Board: date: **05 May 2004**

B7 Accountant. A guideline pay scheme is part of the Excel document "B7 Budget&Accounts Format".

- Payments are made on receipt of invoices or requests for payment approved by the B7 Chairperson. These can be submitted in the form of an e-mail with documents forwarded by post.
- The B7 Accountant will ask for an okay from the Chairperson of the Board before payment of invoices that are not regulated by budget, contracts or minutes. (e-mail approval system)

7.5. ADVANCE PAYMENTS

- The following payments are traditionally made quarterly in advance on presentation of an e-mail request:
 - Secretariat Costs
 - Brussels Office Costs
- Payments for Annual Conference, Lobby Events, B7 Projects, Special Events as included in the approved B7 budget can be made prior to the implementation of events with the authorisation of the B7 Chairperson.
- Other advance payments should be approved by the B7 Board.
- The B7 Board member of the island receiving the advanced payment is responsible for ensuring documentation accounting for the use of the money is sent to the B7 Accountant.

7.6. BANK CHARGES

- Payments and transfers to member islands will be made with bank charges paid.
- These charges will be accounted for in budget item "Other costs"

7.7. ACCOUNT BALANCE.

- The B7 Accountant will carry out payments only if the account is in positive balance.

7.8. CARRYING FORWARD BUDGET ITEMS

- If a project or event is not completed within the calendar year, the B7 Board should approve that the funding be carried forward to the next financial year.

8. SPECIAL RULES ADDED BY B7 BOARD & STEERING COMMITTEE

- A travel and accommodation costs subsidy can be paid to Rügen, Hiiumaa and Saaremaa of 40% (as in year 2004) reducing by 5% each year. (Decision of Öland Conference 2002)



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Sweden
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Fax. +49 498 269052
E-mail: B7@gotland.se
www.b7.org

EXAMPLE of a meeting programme and agenda

B7 Board Meeting

Date:	Thursday, 14 – Friday 15 March 2002
Start Time:	Thursday 17.30
Finish Time:	Friday 15.30
Venue for Meeting:	Ölands Folkhögskola Address, tel no: Website (if available)
Accommodation at:	Hotell Skansen, Färjestaden

Participants:

Island	Name	Arrive time	Depart time
Bornholm:	Jörgen Kvist		
Gotland:	Claes Kullberg		
Hiiumaa:	Reet Kokovkin		
Rügen:	Rainer Feit		
Saaremaa	Tarmo Pikner		
Öland:	Jörgen Samuelsson		
Åland:	Olof Erland		
Facilitator	David Hunt		
B7 Secretariat 2004	Nadine Stüdemann		
Invited	Martina Schwinkendorf		

Draft Programme:

Thursday 14

13.00 – 16.30	Informal meeting of B7 Lobby Group
17.00 – 18.30	Visit to Museum of Art
19.30	Meet in lobby of hotel
	Walk to Restaurant Strand for informal dinner.

Friday 14

07.30 – 08.30	Breakfast
08.00 – 12.00	B7 Board Meeting in hotel meeting room
12.00 – 13.00	Lunch in hotel restaurant
13.00 – 15.00	B7 Board Meeting in hotel meeting room
15.30	Departure



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AGENDA FOR B7 BOARD MEETING

Note:

- *Each item should have a short background description of the issues to be raised and supporting documentation.*

§1 Minutes of previous meeting – Chairperson

- corrections to be noted.
- Follow up tasks to either be discussed when point taken up on agenda, dealt with immediately if short or added to any other business for further discussion.

§2 Approval of Agenda - Chairperson

- Additions or corrections to agenda point noted.
- New points added to AOB or relevant agenda point.

§3 News from the islands - roundtable

Each B7 Board member gives a short (approx 3 minutes resume of key events on their island, international events attended and general news of interest)

- Orientation point. Relates to elections, key events etc.

§4 Chairmanship report - Chairperson

Update on the Chairmanship programme advising events carried out, changes and additions to programme and calendar.

- Report can be sent out with agenda
- Implications for budget advised

§5 Accounts status report – Gotland representative or Facilitator

Board advised of changes to the budget.

- Copy of latest accounts to be sent out with agenda or as soon as available.
- Facilitator to add column "committed expenditure"

§6 Facilitators report – Facilitator

Points to cover:

- Activities since last meeting
- Projects.
- CBSS.
- B7 communications.
- B7 Strategy & Position Papers



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§7 Report from Workgroups, Major Projects and Focus Groups

Covers:

- B7 Games Gotland
- WG PTP Report WG Chairperson or B7 Facilitator
- WG E – Environment Conference Facilitator
- Other focus Groups
- Feed back from projects
- New projects

§8 Brussels and Political Lobby Work - Facilitator

Covers:

- Lobby activities
- New information. E.g. Structural Funds developments, new funding programmes, New Neighbourhood

§9 Any Other Business

Next meeting:

The following documents Agenda Documents are required for the meeting:

No.	Title	Date sent
1		
2		
3		



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