

**UNION OF THE BALTIC CITIES**  
**86<sup>TH</sup> MEETING OF THE EXECUTIVE BOARD (ON-LINE)**  
**28 October 2020**

**Proposal of regulation 4.12**

**Commissions**

The activities of the Commissions cover the most important fields of interest to member cities. Commissions activities include *inter alia* projects, meetings, seminars, exchange programmes, events, publications, etc. The Commissions have their own budgets with various sources of income eg. contributions from: the city hosting the Commission's secretariat, UBC budget, sponsors etc.

Commissions report to the Executive Board and to the General Conference. The UBC Commissions are established by the General Conference. The Executive Board carries out regularly an evaluation of the work of the UBC Commissions. The amount of financial support to UBC Commissions will be based on this evaluation.

- 4.1 All member cities are entitled to participate in the work of UBC Commissions.
- 4.2 Each Commission have at least one annual meeting open to all member cities.
- 4.3 The annual meeting of the Commission is to:
  - elect chairperson and vice-chairperson of the Commission for a period of not more than two years,
  - discuss and adopt the action plan and the budget of the Commission for the coming year.
- 4.4 The chairpersons represent the Union in questions related to their sectors. Major issues should be approved by the Executive Board.
- 4.5 Each Commission may establish its own secretariat.
- 4.6 City representatives to the Commission are to be appointed by respective member cities.
- 4.7 Resources should be budgeted only for activities of the Commissions. The following activities should be given priority for use of resources: projects, meetings, seminars, events, publications. Resources should be used to secure a broad representation of cities in the work of the commissions.
- 4.8 Commissions should provide consultation, advice and initiative to attract financial sources for the projects selected by annual meetings of the Commissions.
- 4.9 The Commissions are authorised to sign agreements on behalf of the Commissions only.
- 4.10 The city hosting the Commission's secretariat is responsible for all legal and formal matters related to this secretariat.
- 4.11 Commissions are advised to consult the dates of seminars and meetings with each other to avoid the situation when the meetings are held on the same days.
- 4.12 **Commissions and other bodies apply for funding from external sources ie. EU programmes etc. The Presidium approves each application before it has been submitted.**