

Policy Area Health Steering Group
Seventh Meeting
11-12 May 2026
Tallinn, Estonia

Reference	SG 7/2
Title	Draft Terms of Reference for the BSR Mental Health Platform Project Steering Group
Submitted by	NDPHS Secretariat/PA Health Coordinator/BSR Mental Health Platform Lead Partner
Requested action	For review

Terms of Reference
Project Steering Group BSR Mental Health Platform

1. Background and project overview

The Baltic Sea Mental Health Platform is a 3-year collaborative project (July 2025 to June 2028) co-funded by the European Union through the Interreg Baltic Sea Region Programme 2021-2027. The project brings together five Partner organisations and 14 Associated Partners, and consolidates outcomes from 13 EU projects.

The BSR Mental Health platform is recognised as an **Operation of Strategic Importance (OSI)**, strengthening cross-sector cooperation to promote mental health and well-being through non-clinical community-based approaches across the region.

2. Purpose and Objectives

The Steering Group is established to:

- Provide strategic direction and oversight for the overall delivery of the project
- Ensure the project achieves its stated objectives within the agreed timeline and budget
- Review progress against the platform's work plan and deliverables
- Offer input on the direction and quality of platform outputs
- Ensure compliance with EU funding regulations, grant agreement conditions, and ethical requirements.
- Facilitate knowledge exchange and integration of advisory expertise into project activities

- Champion the project externally and support the dissemination and exploitation of results
- Discuss challenges, risks, and opportunities as they arise during implementation

The Steering Group shall be chaired by the Lead Partner.

3. Composition

3.1. Core Members (Project partners)

Core membership is composed of up to two representatives from each project partner organisation. Core members bear collective responsibility for the governance of the project.

3.2. Advisory Members

Advisory members are experts and key stakeholders related to mental health in the Baltic Sea Region. Members may include representatives of pan-Baltic organisations, other international organisations, and national networks of cities and regions. Other relevant stakeholders may be invited to join as the platform's work develops.

Advisory Members are invited to contribute expert knowledge and an external perspective.

The SG may also offer the possibility for members of the Interreg Baltic Sea Region Programme Monitoring Committee to join as observers.

4. Roles and Responsibilities

4.1. Lead Partner (NDPHS Secretariat)

The NDPHS Secretariat administers the SG, including preparing agendas, circulating documentation, and producing meeting notes. Agendas and documents are circulated in advance of each meeting, and notes are shared afterwards.

4.2. Core Members

- Review and provide timely input on documents circulated in advance of meetings
- Ensure accurate information from their work package or activities is communicated to the SG
- Support the implementation of advice received by the SG within their project activities

4.3. Advisory Members

- Attend Steering Group meetings and contribute expert input to discussions at least twice annually
- Guide the project's strategic plan, ethical considerations, and scientific validity.
- Support the translation of project findings into policy or practice recommendations
- Promote the project within their professional networks, where appropriate

5. Meetings

The Steering Group will convene every three months. Meetings can occur in person, via video conference, or through a hybrid format. When possible, at least one meeting each year should be held in person to foster relationship-building within the partnership. The project will cover the travel expenses of SG members.

6. Exchange with the PA Health Steering Group

The SG maintains a regular exchange with the PA Health Steering Group, sharing updates on platform progress and relevant developments, and drawing on PA Health SG perspectives to keep the platform's work anchored in the wider EUSBSR context.

7. Timeframe

The PSG is established for the duration of the BSR Mental Health Platform, with the possibility of continuing beyond the project period should members wish to sustain the exchange.