

# TRILATERAL WADDEN SEA FORUM (WSF)

FIRST MEETING

LEEUWARDEN, THE NETHERLANDS

30 AUGUST 2002

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**Agenda Item:** 3  
**Subject:** Draft Rules of Procedure  
**Document Nr.** WSF01-1-3.1  
**Date:** 20 August 2002  
**Submitted by:** Preparatory Committee

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Attached are draft Rules of Procedure for the Wadden Sea Forum, as elaborated by the Preparatory Committee at its meeting of 30 January 2002.

**PROPOSAL:** **The meeting is invited to endorse, respectively amend and endorse the attached proposal**

## **Draft Rules of Procedure for the Wadden Sea Forum**

### **0. Adoption and amendments**

The Rules of Procedure will be adopted at the first plenary meeting of the Wadden Sea Forum (WSF).

The Rules of Procedure can be amended by the plenary meeting.

### **1. Membership**

- i. The institutions/organizations listed in Annex 1 will mandate one representative as member of the Forum. The members are listed in Annex 1.
- ii. Members should represent their institution/organization and have a mandate to negotiate on behalf of their institution/organization
- iii. The independent expert members of the WSF are listed in Annex 1.
- iv. The institution/organization/experts may appoint a deputy. The deputy members are listed in Annex 1.

### **2. Chair**

The Wadden Sea Forum is chaired by Mr. Nijpels, the queens commissioner of the Province of Friesland (NL). The chair is responsible for chairing the plenary meetings of the WSF and the meetings of the Executive Board.

### **3. Vice-Chair**

Two vice-chairpersons will be appointed at the first plenary session of the WSF.

### **4. Executive Board**

An Executive Board, consisting of the chairman, the vice-chairpersons and the secretary is responsible for handling all matters arising between plenary meetings. The decisions of the Executive Board are subject to approval by the plenary meeting.

### **5. Secretariat**

P.M.<sup>1</sup>

### **6. Preparation of meetings**

- i. The draft agenda will be prepared by the Executive Board and will be distributed to the members by the Secretariat 6 weeks before the meeting.
- ii. Documents will be distributed by the Secretariat 2 weeks before the meeting at the latest.
- iii. Material to be discussed at the meeting should be submitted to the Secretariat 3 weeks before the meeting.

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<sup>1</sup> According to §5 of the Terms of Reference "The Forum will be facilitated by the CWSS in cooperation with the IRWC, provided external funding, if necessary, can be found."

iv. Summary Records will be distributed to the members within 2 weeks after the meeting and also placed on the WSF website within 2 weeks after the meeting.

## **7. Thematic Groups**

i. The meeting installs Thematic Groups for the elaboration of issues. The maximum number of Thematic Groups is four.

ii. The members of the Thematic Groups are nominated by the organizations/institutions listed in Annex 1.

iii. The meeting decides upon the nomination of independent experts as members of the Thematic Groups.

iv. The members of the Thematic Groups elect a chairperson from their midst.

v. For reasons of functionality, the maximum number of participants in the Thematic Groups, excluding chairperson and secretariat, is 12.

vi. Thematic Groups are supported by the Secretariat.

vii. All activities of Thematic Groups are subject to approval by the WSF, either in advance or in retrospect.

## **8. External Studies**

i. The meeting may initiate external studies into specific thematic issues, to be carried out by independent consultants.

ii. The choice and number of studies is limited by the available budget.

## **9. Language**

The language in the Forum, the subgroups and the external studies, including all documentation, is English.

## **10. Press contacts**

P.M.