



**Wadden Sea Forum**

**9<sup>th</sup> Meeting**

**Tønder, 30 November-1 December 2006**

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**Agenda Item:** 5  
**Subject:** Rules of Procedure  
**Document Nr.** WSF-9-5-1  
**Date:** 3 November 2006  
**Submitted by:** Steering Committee

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Attached is a proposal for new WSF Rules of Procedure, as elaborated by the Steering Committee meeting of 4 October 2006 (SC-1).  
N.B. Appendix 1 contains the current Rules of Procedure, as adopted by the WSF-1 meeting, 30 August 2002.

**PROPOSAL:** The meeting is invited to adopt the new Rules of Procedure

## **RULES OF PROCEDURE FOR THE WADDEN SEA FORUM (WSF)**

[Draft Version, November 2006]

### **1. Adoption and amendments**

- i. The Rules of Procedure have been adopted by the ninth plenary meeting of the Wadden Sea Forum (WSF-9, Tønder, 30 November-1 December 2006).
- ii. They replace the Rules of Procedure as adopted by WSF-1, 30 August 2002.
- iii. The Rules of Procedure can be amended by the plenary meeting.

### **2. Membership**

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

### **3. Chair**

- i. The WSF chair is taken by Dr. Jörn Klimant, head of administration of the district Dithmarschen, Germany.
- ii. The chair is responsible for chairing the plenary meetings of the WSF and the meetings of the Steering Committee.
- iii. In case the chairperson is prohibited, his duties are taken over by the vice-chairperson.
- iv. The vice-chairpersonship is carried out by the representative of the regional authorities from either Denmark or The Netherlands.

### **4. Plenary WSF meeting**

- i. The WSF plenary meeting consists of the members, described in paragraph 2.
- ii. The WSF plenary meeting is the decisive body all WSF matters.
- iii. Decisions are in principle taken by consensus.
- iv. The WSF plenary meeting will meet at least once per year.
- v. The WSF plenary meeting is chaired by the WSF chairperson.

vi. WSF plenary meetings are open to the public.

## **5. Steering Committee**

i. A Steering Committee (SC), consisting of the chairman, and one representative of each of the sectors represented in the WSF, is responsible for handling all matters arising between plenary meetings.

The members of the SC are listed in Annex 2.

ii. The decisions of the SC are subject to approval by the plenary meeting.

## **6. Secretariat**

i. The Common Wadden Sea Secretariat (CWSS) of the trilateral Wadden Sea cooperation is the secretariat of the WSF.

ii. Responsibilities of the CWSS with respect to the trilateral cooperation and the WSF are laid down in Annex 3.

## **7. Preparation of meetings**

i. The draft agenda will be prepared by the SC and will be distributed to the WSF members by the secretariat 5 weeks before the meeting.

ii. Documents will, in principle, be distributed by the Secretariat 4 weeks before the meeting at the latest.

iii. Material to be discussed at the meeting should be submitted to the Secretariat 5 weeks before the meeting.

iv. Summary Records will be distributed to the members within 2 weeks after the meeting and also placed on the WSF website within 3 weeks after the meeting.

## **8. Working Groups**

i. The WSF plenary meeting installs Working Groups (WGs) for the elaboration of issues.

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

iii. Chairpersons of the WGs are elected by the WG members.

iv. WGs may invite independent experts and observers to contribute to WG meetings.

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

vi. WGs are supported by the Secretariat or member organisations.

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

## **9. External Studies**

- i. The plenary 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.

## **10. Language**

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

## **11. Press contacts**

- i. The chairperson has the mandate to contact the press regarding all WSF matters.
- ii. Press releases about WSF plenary meetings are prepared by the chairman and the secretariat, in consultation with the members of the SC.
- iii. The chairman is the first to inform the press about the outcome of the meeting.
- iv. Thereafter all delegations are free to establish their own press contacts.

## Annex 1

Wadden Sea Forum Members, Deputy Members and Observers		
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Category	Member	Deputy
<b>Chair</b>	Mr. Jörn Klimant Kreis Dithmarschen Stettiner Straße 30 D - 25746 Heide phone +49(0)481-97-1200 fax +49(0)481-97-1499 e-mail: joern.klimant@dithmarschen.de	
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## **Annex 2**

### **WSF Steering Committee**

#### **Chair**

Mr Jörn Klimant

#### **Agriculture**

To be nominated

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#### **Fisheries**

Mr Jaap Holstein EUROPECHE/COGEGA, NL

#### **Industry**

Mr Hans-Werner Rothkopf Wilhelmshavener Wirtschaftsvereinigung, D

#### **Nature**

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Mr Ludwig Salverius Stadt Norderney, D

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## Annex 3

### Terms of Reference

#### Regarding the involvement of the CWSS in the WSF

[Adopted by Senior Officials meeting 30 November 2005]

Referring to § 10 MD the Senior Officials decided

The Senior Officials of the Trilateral Cooperation acknowledge the Wadden Sea Forum (WSF), in which the stakeholders of the Netherlands, Germany and Denmark organize themselves as a non-statutory body, complementary to the Trilateral Cooperation on the Protection of the Wadden Sea, as an important platform for stakeholder participation and involvement in achieving sustainable development of the Wadden Sea Region

They appreciate the willingness of the WSF to continue its work in which also governmental representatives may participate.

They will contribute to the facilitation of the WSF's administrative work under the following conditions:

- the WSF and the trilateral cooperation act within their respective responsibilities;
- the WSF contributes to this facilitation on the same level as the trilateral cooperation;
- the contents of this WSF's administrative work, carried out by the CWSS staff, is done under the responsibility of the WSF chairperson;
- the administrative and legal personnel responsibility for the CWSS staff when doing WSF work, remains with the CWSS secretary.

Under the above conditions, the Senior Officials instruct the CWSS :

- to support the WSF in preparing an application for EU- and/or other funding of activities, in order to implement projects from the Action Plan, as far as these are in line with the vision and objectives of the Wadden Sea Forum
- to facilitate the work of the WSF including:
  - organizational matters,
  - application for subsidies,
  - identification of projects,
  - contribution to the implementation of projects as far as agreed upon between the Trilateral Cooperation and WSF,with a maximum workload of one fte, including overhead, paid for by the Trilateral Cooperation on the Protection of the Wadden Sea.

## **Appendix 1.**

### **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 to the Rules of Procedure.

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 to the Rules of Procedure.

iv. The institution/organization/experts may appoint a deputy. The deputy members are listed in Annex 1 to the Rules of Procedure.

#### **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**

The Common Wadden Sea Secretariat (CWSS), in co-operation with the secretariat of the Inter-regional Wadden Sea Co-operation (IRWC), is the secretariat of the WSF.

#### **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, in principle, be distributed by the Secretariat 4 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.

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 Wadden Sea Forum installs Thematic Groups for the elaboration of issues.

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

iii. The Wadden Sea Forum decides upon the nomination of independent experts as members of the Thematic Groups.

iv. The Wadden Sea Forum elects the chairpersons of the Thematic Groups.

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**

i. For each meeting a draft press release is prepared by the chairman and the secretariat to be endorsed by the meeting.

ii. The chairman is the first to inform the press about the outcome of the meeting.

iii. Thereafter all delegations are free to establish their own press contact.