

RULES OF PROCEDURE
REVISION MAY 2010
ADOPTED BY WSF-16, 20 MAY 2010

1. Adoption and amendments

- i. The Rules of Procedure have been adopted by the Plenary Meeting of the Wadden Sea Forum, WSF-16 in May 2010.
- ii. They replace the Rules of Procedure as adopted by WSF-9, 30 November 2006.
- iii. The Rules of Procedure can be amended by the plenary meeting.

2. Membership

- i. Organisations/institutions in the sectors "agriculture", "tourism and recreation", "nature and environment protection", "fishery", "industry and harbours", "energy", "regional government" and "local government" in Denmark, Schleswig-Holstein, Niedersachsen and The Netherlands will mandate representatives each as member of the WSF. They may also appoint deputies. The WSF plenary can on case-by-case basis appoint new members, including organisations as members.
- ii. Members should represent their institution/organization and have a mandate to negotiate on behalf of their institution/organization
- iii. Members are expected to consult the sectors in which their organisations/institutions belong on WSF-related issues.
- iv. National governments of the Wadden Sea states and Wadden Sea advisory boards may appoint observers. The WSF may invite observers from other organisations/institutions to attend its meetings.

3. Chair

- i. The WSF chair and vice-chair will be elected by the members of the Wadden Sea Forum. Normally, the chair is appointed from the local/regional authorities.
- ii. The chair is responsible for chairing the plenary meetings of the WSF and the meetings of the Steering Committee.
- iv. In case the chairperson is prohibited, his/her duties are taken over by the vice-chair.
- v. The terms of office of the chair and the vice-chair should coincide with the period between the trilateral governmental Wadden Sea conferences.

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 concerning all WSF matters.
- iii. Decisions are in principle taken by consensus.
- iv. The WSF will meet at least once per year in plenary session.
- v. WSF plenary meetings are open to the public.

5. Steering Committee

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

6. Secretariat

- i. The WSF secretariat reports directly to the WSF chair.
- ii. The WSF secretariat is hosted by the CWSS and financed as laid down in the MoU.

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 be normally distributed by the secretariat 4 weeks before the meeting.
- 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 4 weeks after the meeting.

8. Working Groups

- i. The WSF plenary meeting may install Working Groups (WGs) for the elaboration of issues.
- ii. In principle all WGs are open for membership by all WSF members and their deputies.
- 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. WGs are supported by the Secretariat and/or member organisations.
- vi. WGs report to the WSF plenary.

9. Work plan and external studies

- i. The work plan and the overall budget have to be adopted by the plenary. The SC has the mandate to manage the practical implementation.
- ii. The plenary meeting or the SC may initiate external studies into specific thematic issues, to be carried out by independent consultants.

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 chair and the secretariat, in consultation with the members of the SC.
- iii. The chair 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.