



RULES OF PROCEDURE

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. 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 one representative each as member of the WSF. They may also appoint one deputy member each.
- 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 an observer and deputy observer each. The WSF may invite observers from other organisations/institutions to attend its meetings.

3. Chair

- i. The WSF chair will be elected by the members of the Wadden Sea Forum.
- ii. The chair is responsible for chairing the plenary meetings of the WSF and the meetings of the Steering Committee.
- iii. Two vice-chairs will be elected from within the Steering Committee
- iv. In case the chairperson is prohibited, his duties are taken over by one of the vice-chairs.
- v. The terms of office of the chair and the vice-chairs will 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 chairman and one representative of each of the sectors represented in the WSF, is responsible for handling all matters arising between plenary meetings.
- 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-provides the secretariat of the WSF.
- ii. Responsibilities of the CWSS with respect to the trilateral cooperation and the WSF are laid down in Annex 1.

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 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 3 weeks after the meeting.

8. Working Groups

- i. The WSF plenary meeting may install Working Groups (WGs) for the elaboration of issues.
- ii. The members of the WGs are nominated by the members of the WSF.
- 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, experts, observers and secretariat, is 12.
- vi. WGs are supported by the Secretariat and/or member organisations.
- vii. All activities of WGs are subject to approval by the WSF, either in advance or in retrospect.

9. External Studies

The plenary meeting 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 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.