

Code of Conduct for NWWRAC Meetings

The NWWRAC was asked to set out a Code of Conduct for NWWRAC Meetings, to maximise the efficiency of the meetings and ensure mutual respect of all participants and their limited time at the meetings.

The following is a suggested *Code of Conduct*:

1. All participants should respect the agreed procedures for the submission and circulation of meeting papers, as outlined in the NWWRAC Protocol entitled “*Protocol on the development of advice and circulation of papers by the NWWRAC*”. This protocol indicates that all meeting papers/presentations should be conveyed to the Secretariat at least **3 weeks** before the meeting date. The Secretariat shall, in turn, ensure that translated versions (ES, FR, EN) of all meeting papers/presentations are circulated to members at least **1 week** prior to the meeting date.
2. Intending meeting participants should ensure that they are adequately prepared for the meeting. Participants should thoroughly review the meeting papers and have prepared notes on any questions which they wish to raise during the course of the meeting. Before each meeting, meeting delegates should visit the NWWRAC website to review any relevant documents or information. (eg. minutes of previous meetings, correspondence with the Commission). Members who have missed previous meetings should ensure they are adequately versed on proceedings of the last meeting.
3. Intending participants should notify the Secretariat of their attendance within the deadline indicated by the Secretariat for that particular meeting.
4. Delegates should arrive on time for the meeting, and ensure that they are seated in the appropriate location indicated for them at the meeting (eg. member/ observer/ scientific advisor/ working group chairperson).
5. The participation of any observers, scientific advisors or experts at the meeting should be notified to the Secretariat within the deadline indicated by the Secretariat for that particular meeting.
6. Questions/interventions made during the course of the meeting should be addressed only to the Chairman. Delegates shall respect the authority of the Chairman at all times during the meeting, and his responsibility to adhere to the pre-agreed meeting agenda. Bearing this in mind the Chairman has the right to limit members’ time to speak.
7. Interventions made in a meeting should be short, concise and relevant to the topic being discussed. Points should be made clearly and without excessive use of idioms, to facilitate smooth interpretation at the meeting.
8. Questions/interventions/presentations made during the meeting should be made in the languages of the NWWRAC and where possible the speaker’s mother tongue.
9. Meeting delegates who are permitted, by the Chairman, to speak at the meeting should avoid repetition of any points already arisen in the course of the discussion. Indeed, they should not waste meeting time by repeating discussions or arguments from former meetings. This will enable the meeting to progress without any unnecessary delays.
10. Participants addressing members at an NWWRAC meeting for the first time, should firstly introduce themselves and who they represent.

11. Meeting delegates, in all of their personal endeavours, initiatives and proposals, should remain aware of the key aim of the NWWRAC (ie. To bring together stakeholders from across Europe, to advise the Commission on matters of conservation and sustainable exploitation of fisheries resources under the Common Fisheries Policy in respect of the North Western Waters) and be as supportive as possible in enabling the delegates at the meeting to achieve consensus on issues/opinions as appropriate. The NWWRAC **is not** a lobbying body, and shall not be used as such by members for their individual/organizational / national motivations.
12. Finally, it is important that members target the correct forum for discussions and debate. For example, detailed discussions on technical or local issues should take place in working or focus groups whereas the Executive Committee meetings should focus on strategies, policies and objectives.
13. Members shall not avail of the AOB slot in any meeting to bring up issues that require detailed discussion or decision-making.