Reimbursements Procedures for members attending non-NWWRAC meetings

The NWWRAC has been asked to send representatives to a number of Non-RAC meetings, such as meetings of ICES, ACFM, STECF etc. These meetings are important to the functioning of the NWWRAC, but they can also be longer and more expensive to attend than the NWWRAC meetings and the organisations running these meetings often cannot reimburse NWWRAC members to attend. The following is the proposed protocol for those who represent the NWWRAC at these meetings:

1. The Secretariat will issue a general notification or invitation to a non-NWWRAC meeting indicating the number of NWWRAC members that have been invited to attend.

2. Where possible, a maximum of three members will be reimbursed by the NWWRAC to attend these meetings. A maximum of two fisheries sector representatives will be permitted in the delegation.

3. NWWRAC members wishing to attend the non-NWWRAC meeting on behalf of the NWWRAC must indicate their intention to the Secretariat within the indicated response deadline.

4. If more than the indicated number of members express an interest in attending the meeting, the NWWRAC Chairman shall choose which member(s) shall attend.

5. Costs of travel and accommodation costs for a **maximum of two nights** will be paid to those attending the meeting on behalf of the NWWRAC

6. Normal NWWRAC Reimbursement procedures will apply.

7. Those attending on behalf of the NWWRAC will be expected to submit a short report to the NWWRAC. **Reimbursement will not be paid without receipt of this report.**

8. **Where more than one RAC member attends a non-RAC meeting, members will be asked to submit one report which has been produced jointly by all RAC attendees.**

9. Where no NWWRAC member is proposed, an appropriate NWWRAC observer may be selected to attend as deemed appropriate to that meeting. The selected observer will not represent the NWWRAC or it's opinions at the meeting, but simply observe the proceedings as relevant to the NWWRAC activities, and submit a report to the NWWRAC members following the meeting.

10. NWWRAC members who attend non-NWWRAC meetings in the name of the NWWRAC should remain mindful that their interventions should represent the interests of ALL NWWRAC members, and not only their national or organisational interests.