

## GUIDELINES

*for the*

### POLICY FOR CONSULTATIVE STATUS AND ACCREDITATION BETWEEN THE PACIFIC ISLANDS FORUM AND PACIFIC REGIONAL NON STATE ACTORS

*15 February, 2007*

#### **Background**

This document has been developed by the Consultative Status Committee (CSC) to assist in operationalising the Policy for Consultative Status and Accreditation between the Pacific Islands Forum (PIF) and Pacific Regional Non State Actors (PRNSAs). Issues raised by PIF Members during the development of the Policy form the basis of this Guidelines. Revision to this Guidelines will be at the discretion of the CSC for the purpose of maintaining the spirit of the Policy.

1. **PIF Members ability to have confidential discussion without PRNSA presence.**  
PIF Members will be able to reserve the right to meet independently of PRNSAs.
2. **Facilitation of PRNSAs attendance at PIF meetings.**
  - Clause 14 –PRNSAs contribution may be facilitated through cost sharing or administrative assistance.
  - Clause 15(2) –PRNSAs observership may be facilitated through administrative assistance, however PRNSA is expected to fund own attendance.
3. **Established presence (clause 3).**
  - To be decided on a case by case, country by country basis, at the discretion of the CSC guided by the criteria spelt out in clause 3 and particularly clause 8.
  - The CSC may also come up with various criteria as they see fit.
4. **PRNSA member in the Consultative Status Committee (clause 5).**
  - PRNSAs with consultative status will appoint their representative to the CSC.
  - In the first year this position will default to the Secretariat for the Pacific Regional NGO (PRNGO), after which time PRNSAs with consultative status can then select their member.
5. **Accredited PRNSA representative at PIFS meeting.**
  - While the Policy generally speaks to a single accredited PRNSA representative to any PIF meeting, the CSC acknowledges that PIF meetings may cover a range of agenda items that will be of interest to a variety of PRNSAs due to their wide ranging mandates.
  - The CSC has therefore agreed to allow accredited PRNSAs a seat at PIF meetings.
  - PRNSAs with consultative status will decide amongst themselves, which of the accredited PRNSAs will be their single representative to occupy this seat for each agenda item.

6. **Process for suggesting an additional agenda item (clause 17b).**
  - Timing will be based on existing practice.
  - Application to be sent electronically and include a half page summary of main points, required action, contact details to access full document.
  - If the Secretary General approves, he will forward the application to the members for their endorsement.
  
7. **Calling for applications from PRNSAs.**
  - Call for applications for consultative status will be made, in January each year.
  - Applications are due at the end of May and September of each year and applicants advised of results by the end of July and November respectively.
  - Call for applications will be made via available regional IT networks to reach as many regional PRNSAs as possible (clause 24).
  
8. **Definition of close involvement in economic and social life (clause 7).**
  - As outlined in clauses 3(4) and 8(a-h).
  
9. **Membership of Consultative Status Committee (clause 5).**
  - Membership of CSC will comprise the past, present, future Forum Chair, plus a representative of PIFS (core members) and is open to other Forum members plus an agreed PRNSA member.
  - Term of members will be from the end of one Forum Meeting to the next, as future Forum host/Chair will indicate their interest at each PIF Retreat.
  
10. **Terms of Reference of the Consultative Status Committee.**
  - Assess and decide:
    - applications for consultative status (granting, suspension and withdrawal) (clause 5 & 10).
    - applications for accreditation to PIF meetings (clause 15).
    - on behalf of PIF Members the PIFS Secretary General's recommendation for an additional agenda item (clause 17b).
    - on behalf of PIF Members endorse the release of Ministerial and Official-level meeting provisional agenda to PRNSAs with consultative status (clause 17a).
  
11. **Terms of Reference of PIFS/Secretary General.**
  - Preliminary evaluation of requests from PRNSAs seeking consultative status (clause 11) and forwarding all complete applications to the CSC.
  - Inform PRNSAs of CSC decisions on applications (clause 10).
  - Publish and disseminate PIF meetings and updated list of PRNSAs with consultative and accreditation status (clause 16).
  - Process applications from PRNSAs for an additional agenda item, and forwarding to the CSC for endorsement.
  - Seek approval from PIF Members through the CSC for the release of Ministerial and Official-level meeting provisional agenda to PRNSAs with consultative status (clause 17a).