

Rules of procedure for approval of new NDPHS Associated Expert Groups

Adopted at the 11th Meeting of the NDPHS CSR
in Warsaw, Poland, on 27-28 March 2007

In accordance with the *Declaration concerning the establishment of a NDPHS* adopted in Oslo on 27 October 2003, "In case a relevant expert group or network already exists within the Northern Dimension area, the CSR may invite that group or network to function also as an expert group under this Partnership, in accordance with its original mandate and the objectives of the Partnership."

I. When the CSR decides to invite a relevant expert group or network to function also as an NDPHS Associated Expert Group, the following procedure will be adhered to:

1. The CSR Chairman will send a letter of invitation to the respective expert group or network explaining the reasons for the CSR to invite it to function under the NDPHS and what such a function involves. This letter will also be forwarded to the CSR Contact Persons for information.
2. After the CSR Chairman receives response to his/her letter, the Head of the NDPHS Secretariat will forward it to the CSR Contact Persons for information (together with the CSR Chair's remarks, if the latter wishes so).

II. When a relevant expert group or network, which already exists within the Northern Dimension area, would like to function also as an expert group under the NDPHS, it will be invited to adhere to the following procedure:

1. The expert group or network will submit its letter of application, through the NDPHS Secretariat, to the NDPHS Committee of Senior Representatives (CSR). At least the following will be validated in the letter:
 - A long-term commitment to promoting sustainable development in the Northern Dimension area through improving human health and social well-being;
 - A competence relevant to the NDPHS;
 - That it is actively working in the Northern Dimension area as well as is willing, able, and pledges to substantially contribute toward the objectives and aims of the *Declaration concerning the establishment of a NDPHS*;
 - That it opens its network for participation of the NDPHS Partners and invites them to take part on equal footing with its own members in its meetings, projects and other activities of relevance to the NDPHS;
 - Its international character;
 - That it is authorized by its founding agreement to represent and speak for its members through its representatives.

2. If the application meets the above criteria, the Head of the NDPHS Secretariat will, in agreement with the CSR Chair, forward the application to the forthcoming CSR Meeting for decision.

3. If the application does not meet the above criteria, the Head of the Secretariat will, on behalf of the CSR Chair, inform the applicant about any possible requested revisions. After any necessary revisions are made by the applicant and the revised application is accepted by the CSR Chair, the Head of the Secretariat will forward the application to the forthcoming CSR Meeting for decision.

4. The CSR Chair will invite the applicant to attend the said CSR Meeting to enable the applicant to more broadly introduce ideas for its participation in and contribution to the NDPHS before the CSR takes decision.

5. Notwithstanding the above, in order to expedite the decision-making process, the CSR Chair may decide that the Head of the NDPHS Secretariat will forward the application to the CSR for decision through a written (silent) procedure.

6. The Head of Secretariat will, on behalf of the CSR Chair, inform the applicant expert group or network in writing about the decision taken by the CSR.

These rules of procedure will be amended by the CSR when deemed necessary.