

Amended version 2007

Guidelines for the Mediterranean Technical Working Group (MTWG)

Purpose

1. The purpose of establishing the Mediterranean Technical Working Group (MTWG) is to facilitate the consideration of an issue or specific item by the Meetings of REMPEC's Focal Points on the basis of a consolidated report prepared by the Secretariat of the MTWG through consultation by correspondence with interested delegations, international organizations and appropriate entities.
2. The MTWG is also a regional forum through which the Contracting Parties can contribute to the relevant work carried out at a global level (e.g. IMO OPRC-HNS Technical Group);

Prerequisites

3. The MTWG should operate under the instructions of and report to the Meetings of REMPEC's Focal Points. The Meetings of REMPEC's Focal Points should decide on the item(s) to be considered by the MTWG and establish a list of priorities of the Group. The MTWG will consider one or more items of work at a time. When allocating an item of work, the Meetings of REMPEC's Focal Points should take into consideration that it would be desirable that the MTWG complete the work in time by the next meeting of REMPEC's Focal Points (i.e. within a two-year period).
4. The Meetings of REMPEC's Focal Points should periodically examine and review these guidelines and make recommendations as appropriate to facilitate the work of the MTWG.

Participation

5. After a Meeting of REMPEC's Focal Points has agreed on the issue to be considered by the MTWG, the profile of expertise of the Group should be considered. Participation is open to all Contracting Parties to the Barcelona Convention, international organizations and appropriate entities which can provide the necessary expertise on a timely basis or which have a particular interest in the issued under consideration. Any Contracting Party, international organization or appropriate entity can join in the work of the MTWG and any contribution should be accepted at any stage of the work of the Group.
6. With a view to facilitating the work carried out by the MTWG, the Contracting Parties to the Barcelona Convention through their national OPRC focal point shall designate the appropriate national entities and/or officials as contact points for each issue dealt by the MTWG.
7. The views expressed by the person/entity nominated by their respective government, during the preparation phase of the work carried out by MTWG, do not prejudice the position of their respective government when reaching the stage of the final decision at the Contracting Parties level.

Method of work

8. REMPEC should act as Secretariat of the MTWG and co-ordinate the work of the Group.
9. The MTWG shall be maintained as a correspondence group.
10. The working language is preferably English. Correspondence and documents would also be accepted in French, however translation made by the Secretariat will only concern the progress report for the Focal Point Meetings.
11. Responsibilities of the Secretariat should include:
 - a) preparation, maintenance and circulation of the list of participants;
 - b) establishment of deadlines for the preparation of draft texts and receipt of comments and proposals thereon from the participants;
 - c) preparation and circulation of the draft texts and comments thereon;

- d) preparation of the progress report on the work carried out by the MTWG for the Meeting of REMPEC's Focal Points;
- e) translation of the report of the work of the MTWG;
- f) dissemination of the report of the work in both languages to the Meetings of REMPEC's Focal Points;
- g) introduction of the above-mentioned report to the Meetings of REMPEC's Focal Points for its consideration and decision as appropriate.

12. Responsibilities of the Contracting Parties should include:

- a) designation of a person/entity with the corresponding expertise for each issue dealt within the MTWG's programme of activities;
- b) active participation in the work of the MTWG;
- c) compliance with the deadline established by the Secretariat;
- d) relaying to other MTWG members copies of comments, proposals, etc. submitted to the Secretariat.

13. Responsibilities of any third party participating in the MTWG activities should include:

- a) active participation in the work of the MTWG;
- b) compliance with the deadline established by the Secretariat;
- c) relaying to other MTWG members copies of comments, proposals, etc. submitted to the Secretariat.

Existence of the MTWG

14. The Meetings of REMPEC's Focal Points should periodically review the necessity for the continued existence of the MTWG and make recommendations accordingly to the Meetings of Contracting Parties to the Barcelona Convention.