



# **WESTERN PACIFIC NAVAL SYMPOSIUM (WPNS)**

## **BUSINESS CHARTER**

(As updated at the 14th WPNS, April 2014)

### **I. BACKGROUND**

The origins of the WPNS lie in the 1987 International Seapower Symposium where the benefits of free discussion between Chiefs of Navies led to an agreement in the Western Pacific Regional Committee to hold a similar regional meeting. The agreement resulted in the formation of the Western Pacific Naval Symposium (WPNS), which held its first meeting in 1988. By 1998 the original 13 Members had increased to 17 Members and two Observers, and by 2014 to 21 Members and four Observers.

In 2010 the Members re-affirmed the focus and area of interest of the group is the Western Pacific region. Nevertheless the Members agreed to broaden the opportunities for participation in WPNS in recognition of the global nature of maritime security. Consequently, the Chiefs of the WPNS Member Navies agreed at the WPNS meeting in Australia in September 2010 to amend the member and observer status. The Chiefs of Navy also agreed to clarify the WPNS Workshop and Symposium meeting procedures.

### **II. PURPOSE**

The WPNS aims to increase cooperation and the ability to operate together, as well as to build trust and confidence between Navies by providing a framework to enable the discussion of maritime issues of mutual interest, the exchange of information, the practice and demonstration of capabilities, and the exchange of personnel.

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### **III. OBJECTIVES**

There are five primary objectives of the WPNS:

1. To discuss and develop cooperative initiatives, and identify those that merit further development and practice.
2. To explore and develop new ways of enhancing friendship and professional cooperation.
3. To develop Navy-to-Navy relationships at a variety of levels to build confidence and trust for today and the future.
4. To exchange information on a broad range of maritime matters of mutual interest.
5. To ensure lines of communication are established and maintained in order to facilitate continued liaison among delegates outside of Workshops and Symposia.

### **IV. MEMBER AND OBSERVER STATUS**

Applications or nominations for either member or observer status, including requests to move from observer to member status, are to be referred to the WPNS Workshop for consideration. Applications or nominations are to be advised to the Secretariat at least 12 weeks prior to the workshop. The Secretariat will advise them to all WPNS members at least 8 weeks prior to the Workshop. If the Workshop agrees, the application or nomination is to be referred to the next Symposium for approval by principals.

#### **A. Member**

Criteria for member status:

1. The applicant is:
  - a) a Navy of a state with territory in the Western Pacific (defined as the Western Pacific Ocean (west of 180°), the adjoining seas and straits, including west to the Malacca and Singapore Straits and the seas of the Indonesia Archipelago, in accordance with the IHO Special Publication #23, Limits of Oceans and Seas); or
  - b) a Navy of a state with significant strategic interests in the Western Pacific (as defined in subparagraph (a) above), and which borders the Pacific Ocean, and which has demonstrated active participation as an Observer in WPNS for at least five (5) years, defined as:
    - (1) participation as an Observer in all annual Workshops and all biennial Symposium in the last five years preceding the application; and

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(2) situated on the borders of the Pacific Ocean (defined as the Pacific Ocean (North and South), the adjoining seas and straits, including west to the Malacca and Singapore Straits and the seas of the Indonesia Archipelago, in accordance with the IHO Special Publication #23, Limits of Oceans and Seas).

2. The applicant has the capacity to engage with WPNS Navies and contribute constructively to the WPNS; and
3. The applicant's membership is supported by WPNS members.

### **B. Observer**

Criteria for observer status:

1. The applicant is a Navy of a state that has significant strategic interests in the Western Pacific region; and
2. The applicant has the capacity to engage WPNS Navies and contribute constructively to the WPNS; and
3. The applicant's observer status is supported by WPNS members.

### **C. Resignation**

Member or Observer Navies that wish to resign from the WPNS should advise the Secretariat of their intention in writing.

## **V. RESPONSIBILITIES OF MEMBERS AND OBSERVERS**

A. Members of the WPNS shall have the following responsibilities:

1. Nomination of a permanent point of contact and notification of any changes to the Secretariat; and
2. Attendance at Workshops and Symposia, Seminars, Exercises or other Activities with the appropriate personnel; and
3. Presentation of papers and other contributions to the Workshops and Symposia, as appropriate; and
4. Provision of financial contributions, e.g. travel and accommodation expenses for their attendees; and

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5. Hosting a Workshop, Symposium, Seminar, Exercise or other Activity as agreed upon by consensus of members and as described in other sections of this Business Charter.

B. Observers shall have the following responsibilities:

1. Nomination of a permanent point of contact and notification of any changes to the Secretariat; and
2. Attendance at Workshops, Symposia, Seminars, Exercises or other Activities with the appropriate personnel; and
3. Contribute to the discussion (which may include the use of visual material) relating to the promulgated agenda topics at Workshops and Symposia, as appropriate; and
4. At the discretion of the Secretariat, may be invited by the Chairman to make a presentation of papers, if the presentation contributes to and complements the theme of the session and the objectives of the WPNS; and
5. Hosting a Seminar, Exercise or other Activity as agreed upon by consensus of members and as described in other sections of this Business Charter.
6. Provision of financial contributions, e.g. travel and accommodation expenses, for their attendees.

## **VI. CHAIRMANSHIP AND SECRETARIAT**

- A. Before the end of each Symposium, the hosts of the next two Workshops and the next Symposium shall be designated separately, and dates tentatively scheduled.
- B. The host Navy for the Workshop immediately after the Symposium shall designate the Secretariat that would work in close coordination with the Secretariat of the next WPNS Workshop and Symposium.
- C. The Navy designated or scheduled to host the next Symposium will automatically assume the Chairmanship of the immediately preceding Workshop. The host Navy shall designate a Chairman and the Symposium/Workshop Secretariat and advise these details to participating Navies.
- D. The draft agenda for the next Workshop or Symposium will be discussed as part of the standing agenda of the current meeting.
- E. When the WPNS publishes a document for use by the WPNS Navies the Secretariat is to ensure that a sponsor nation is nominated to ensure that the publication is updated, as

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necessary, and reflects current procedures. This responsibility extends to an electronic copy hosted on a website.

### **VII. SEMINARS, EXERCISES AND OTHER ACTIVITIES**

- A. The conduct of WPNS sponsored seminars, exercises and other activities are to be agreed in principle by Symposia members or, if warranted, out of session by consensus agreement. Established WPNS endorsed activities are to be reviewed at each Workshop and Symposium. When endorsing such activities or their continuation, Members should consider rotating hosting arrangements such that they are shared equitably.
- B. On completion of a WPNS seminar, exercise or other activity, the agreed host Navy is to make recommendations to the WPNS on the activity's future continuation or proposed next phase.
- C. Observer nations may be invited to participate in a seminar, exercise or other activity.
- D. Observer nations may from time to time wish to host a specific seminar, exercise or other activity if that is consistent with the WPNS purpose and objectives in Section II and III above.
- E. WPNS Navies may invite a governmental agency belonging to a WPNS country or an inter-governmental agency that at least one of the WPNS countries subscribes to<sup>1</sup>, to participate in WPNS sponsored seminars, exercises or other activities in accordance with Addendum One of the Business Charter.
- F. WPNS Navies may also invite a representative from an extra-regional naval symposium to present topic(s) of interest at a WPNS sponsored seminar or to observe a WPNS organized exercise in accordance with Addendum One of the Business Charter.
- G. On a case by case basis, a WPNS Navy hosting a WPNS seminar, exercise or other activity may also propose to invite a non-governmental organization(s) to participate in a seminar or exercise subject to the conditions in Addendum One of the Business Charter.

### **VIII. SCHEDULES AND CHOICE OF LOCATION**

- A. Workshops shall be held annually, normally in the first half of the calendar year, while the Symposium will be held every second year, normally in the second half of the calendar year. Normally two full working days should be scheduled for Workshop or Symposium work, with optional cultural or professional tours on additional days if desired. Both types of meetings shall be hosted only by a member Navy with territory in the Western Pacific as defined in the membership criteria.

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- B. The choice of the venue, including seminars and exercises, shall be decided by the host Navy. Although a Workshop or Symposium must be hosted by a member with territory in the Western Pacific, this does not preclude such members from proposing to hold these meetings outside of the Western Pacific (such as in Hawaii or Tahiti, for example).

### **IX. MEETING PROCEDURES**

#### **A. Workshop**

1. The workshop shall convene to prepare and discuss the issues relevant to the agenda/topics for subsequent Symposia.
2. The representative(s) to the Workshop shall bring to the meeting their Navy's position on the issues and bring home to their countries the results of the workshop for further consideration and development. The senior national representative to the Workshop is expected to be at the Captain/Colonel or Commander/Lieutenant Colonel level, although each Navy may select the most suitable representative to meet their specific circumstances.
3. The agenda of each annual Workshop will include a review of relevant publications and documents previously approved for WPNS use, an update on those remaining in effect, and a discussion of those that should be added for WPNS use. Results shall be brought forward to the subsequent Symposium.
4. WPNS Navies may invite a governmental agency belonging to a WPNS country or an inter-governmental agency that at least one of the WPNS countries subscribes to, to present a topic(s) of interest at a Workshop in accordance with Addendum One of the Business Charter.
5. WPNS Navies may also invite a representative from an extra regional naval symposium to present topic(s) of interest at a WPNS Workshop in accordance with Addendum One of the Business Charter.
6. On a case-by-case basis, a WPNS Navy hosting a WPNS Workshop may also propose to invite a non-governmental organization subject to the conditions in Addendum One of the Business Charter.
7. A Workshop shall be designated by the year in which it is held (e.g. Workshop 2000).

#### **B. Symposium**

1. The Symposium shall be attended by the Chiefs of Navy or their designated representatives. It is desirable that a representative of the preceding workshop accompany the Chief of Navy, or their representative, at the Symposium.

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2. In these symposia, presentation of the final papers or agreements made in the preceding workshops shall be considered.
3. If the WPNS Navies at the preceding workshops so decide, the WPNS Navies may invite a governmental agency belonging to a WPNS country or an inter-governmental agency that at least one of the WPNS countries subscribes to present a topic(s) of interest at the subsequent Symposium in accordance with Addendum One of the Business Charter.
4. WPNS Navies may also invite a representative from an extra regional naval symposium to present topic(s) of interest at a WPNS Symposium in accordance with Addendum One of the Business Charter.
5. On a case by case basis, a WPNS Navy hosting a WPNS Symposium may also propose to invite a non-governmental organization subject to the conditions in Addendum One of the Business Charter.
6. A Symposium shall be designated by a sequential numeric title (e.g. 12th WPNS Symposium), commencing with the 1st Western Pacific Naval Symposium (WPNS) held in 1988.

### C. WPNS Deliberations

1. Decisions should generally be reached by consensus of the members. However, WPNS decisions are non-binding and adoption of initiatives is voluntary.
2. In the event that consensus cannot be reached on particular initiatives, these initiatives may be further developed and discussed at subsequent WPNS meetings to assess if consensus is achievable.
3. For the WPNS Symposium to achieve a quorum at least two-thirds of Member Navies must be present.
4. In the case of key issues discussed at a Symposium, such as changes to the Business Charter or approval of new Members or Observers, and when it is considered desirable by the Secretariat to determine consensus by a vote, it shall be by “closed” vote. The form used for voting shall provide three options: “In Favor”; “Not in Favor”; and “Abstain”.
5. During WPNS deliberations the term “consensus” shall mean no member objects to adoption of the initiative specifically by voting “Not in Favor”. It is not necessary for 100% of members to agree to each initiative so long as no member objects. A vote to “Abstain” does not constitute an objection and the initiative will progress even with the vote to “Abstain”.
6. If consensus is not achieved by a closed vote and if requested by at least four Member Navies, the issue shall be further discussed in “conclave”– a closed-session of the Member navy

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principals (without recording devices or staff, except translators, and with no record of discussion). The intent of this approach is to generate confidence and trust between the Member Navies and to afford every opportunity to progress issues of contention in a collaborative fashion. Upon completion of the conclave a second closed vote in plenary may be taken.

### **D. Summaries of deliberations and follow-up actions**

The Secretariat is required to produce a summary of deliberations and follow-up actions. This record will, as far as possible, be agreed to during the meeting process.

## **X. USE OF WORKING GROUPS TO ADVANCE WPNS ISSUES BETWEEN WORKSHOPS**

A. Working Groups may be formed, as agreed to by the members at a Workshop, in order to address specific issues or develop proposals throughout the year that cannot be covered in a single annual Workshop. These might include such issues as interoperability, the development of Standard Operating Procedures, or other measures to enhance cooperation during agreed upon activities.

B. These Working Groups will convene and interact either virtually (on-line) or in person, as agreed upon by the members. A member Navy will be designated or volunteer to lead the discussion, as agreed to by the members at a Workshop. Member Navies only, not Observers, may participate on a volunteer basis in these Working Groups.

C. In all cases, the products of such Working Groups will be brought forward to subsequent Workshops for endorsement and, if necessary, to subsequent Symposium for approval.

## **XI. WPNS WEB SITE**

### **A. Location**

The WPNS Web Site will be hosted on the All Partners Access Network

(APAN), operated by the U.S. Pacific Command. This is a voluntary arrangement at no cost to WPNS or its members. The site is located at the following URL: <http://community.apan.org>

### **B. Purpose and Content**

The Web Site will be the collecting point and resource for information on the WPNS and documents produced or adopted by the WPNS. This will include: the history of the WPNS; a summary of the past participation in Workshops, Symposia and other activities; summaries of deliberations at Workshops, Symposia and other activities; administrative information on



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upcoming Workshops, Symposia, Seminars, Exercises and other activities; the Code for Unplanned Encounters at Sea (CUES); the Maritime Information Exchange Directory (MIED); the Business Charter; WPNS Point-of-Contact list (to be updated annually as per Article V Responsibilities of Members and Observers); reports of Seminars, Exercises and other activities; and other documents as discussed periodically at Workshops.

### **C. Web Master and Access**

The U.S. Navy representative to WPNS will serve as the Web Master of the WPNS site on APAN. Each country will appoint an APAN Point of Contact to approve/disapprove portal access for his/her country. The Web Master will be assisted for technical matters by the APAN administrators and will receive guidance on content from Workshops and/or direction from the principals at a Symposium, as required. Access to minutes, Workshop administration, and other documents will be restricted to those personnel approved by each member and observer Navy WPNS Point of Contact. There is no intention to limit access by any military or naval personnel, except as determined by individual Navies in accordance with their national policies. Therefore, in order to improve the usefulness of the web site and to speed up the access approval process, WPNS Navies may provide the Web Master with authority to grant access to all personnel who apply from a pre-approved list of government, military, or Navy e-mail addresses, where such distinctive addresses exist (e.g. “nzdf.mil.nz”, or “navy.mil”, or “pacom.mil”, or “defence.gov.pg”, or “forces.gc.ca”, or “inet.msdf.mod.go.jp”, or “armada.cl”, or “starnet.gov.sg”, “defence.gov.au”, etcetera).

## **XII. LANGUAGE OF WORK**

English normally will be the language of communication between participants at all WPNS events and cooperative activities, including Workshops, Symposia, Seminars, and Exercises.

## **XIII. FINANCIAL RESPONSIBILITIES**

### **A. Members and Observers**

Members and observers are financially responsible for their attendees' travel expenses to and from meetings and exercises and all in-country expenses associated with the WPNS, such as hotel costs, meal allowances, travel and other related costs.

### **B. Hosts**

Host members are financially responsible for the organization of the Workshop/Symposium, seminars or exercises such as venue costs, papers and material costs.

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### **XIV. AMENDMENTS TO BUSINESS CHARTER**

Amendments to the Business Charter may be proposed by any member, and observer nations may make comment; however, the amendment shall only be agreed upon by a consensus of the members.

Membership status as at April 2014 in accordance with this new Business Charter:

Members: Australia, Canada, Chile, France, Indonesia, Japan, Kingdom of Cambodia, Kingdom of Tonga, Malaysia, Negara Brunei Darussalam, New Zealand, Papua New Guinea, People's Republic of China, Peru, Philippines, Republic of Korea, Republic of Singapore, Russian Federation, Socialist Republic of Vietnam, Thailand, and the United States of America.

Observers: Bangladesh, India, Mexico, and Pakistan.

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**1 The CONNEKS conceptual framework was presented by the RSN at the WPNS Workshop 2003 held in Pattaya, Thailand. Subsequently, with the endorsement of the rest of the WPNS members, the USCG and IMO were invited by the RSN to present at the WPNS Workshop 2004, held in Singapore, to demonstrate the CONNEKS concept.**

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# **ADDENDUM ONE WESTERN PACIFIC NAVAL SYMPOSIUM (WPNS) BUSINESS CHARTER**

(As amended at the 12<sup>th</sup> WPNS, September 2010)

## **I. PURPOSE**

“CONnecting Networks for the Enhancement of Knowledge Sharing (CONNEKS)” initiative aims to incorporate Agencies to offer fresh alternative perspectives, and/or springboard new initiatives for maritime security and safety cooperation for the WPNS grouping.

## **II. DEFINITIONS**

### The Agency

The Agency to be invited shall be a governmental agency belonging to a WPNS country, or an inter-governmental agency that at least one of the WPNS countries subscribes to, or a representative of an extra-regional naval symposium. The Agency shall possess expertise that is directly or indirectly of interest to the WPNS.

### Non-Government Organizations

Non-government organizations (NGO) may be invited on a case-by-case basis subject to the conditions stipulated in this Addendum.

### Proposing Navy

The WPNS Navy that proposes to invite an Agency or NGO shall be known as the “Proposing Navy.”

### Hosting Navy

The WPNS Navy that is hosting the Workshop/Symposium/Seminar/Exercise to which the invited Agency or NGO is planned to present/participate, shall be known as the “Hosting Navy.”

## **III. INVITATION AND APPROVAL PROCESS**

a. The Agency or NGO to be invited shall be nominated by a WPNS navy.

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### Agency

- b. The Proposing Navy shall give notification of the invitation plan and the scope of the Agency's presentation/participation to the WPNS Secretariat at the Workshop preceding the Workshop/Symposium/Seminar/Exercise proposed for the presentation.
- c. A representative from an extra-regional naval symposium, who is invited to present papers at a Workshop/Symposium/Seminar or participate in an Exercise as an observer, shall be accorded an observer status in these activities that is separate and distinct from the formally approved WPNS Observer status.
- d. Any objections to the nomination of the Agency shall be registered by the WPNS navy at the WPNS Workshop at which the proposal was made OR to the next Hosting Navy within three months after the WPNS Workshop in which it was proposed. The early advice is necessary to give the Proposing Navy sufficient time to confirm the availability of the invited Agency and to decide whether to carry on with the invitation.
- e. The Agencies, and number of them, to be invited to a Workshop/Symposium/Seminar/Exercise is left to the discretion of the Hosting Navy, taking into consideration the comments and recommendations of the preceding Workshop, giving due consideration to the fulfillment of the objectives of the Workshop/Symposium/Seminar/Exercise.
- f. The invitation of governmental agencies belonging to a non-WPNS country may be reviewed at the request of a member(s) of the WPNS.

### NGO

- g. The Hosting Navy may at its discretion propose the invitation of an NGO(s) to present/participate in a WPNS Workshop/Symposium/Seminar/Exercise. The Hosting Navy in concert with the Proposing Navy will write to all WPNS members informing them of the NGO(s) to be invited, the purpose for its (their) invitation and how the NGO(s) could enhance the event.
- h. If any member disapproves of the proposed invitation of the NGO(s), the member is to state so in a reply signed by the WPNS Delegate to the Hosting Navy in concert with the Proposing Navy within two months of the proposal. This will negate the invitation of the said NGO(s).

## **IV. PRIVILEGES, OBLIGATIONS AND RESTRICTIONS**

- a. The invited Agency shall in general attend the session at which they are presenting, and may participate in other official agenda and proceedings based on the discretion of the Host Navy.

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- b. The invited Agency may be given a token of appreciation from the Hosting Navy on behalf of the WPNS Grouping.
- c. The invited Agency shall be financially responsible for its own travel expenses, including in-country expenses, to present at the WPNS Workshop/Symposium/Seminar/Exercise. However, if the Hosting Navy OR Proposing Navy wishes to, they may, without prior consultation with the rest of the WPNS navies, offer some form of hospitality at its own expense.
- d. The invitation to the Agency to present at a Workshop, Symposium, Seminar or Exercise shall not be a basis for membership or observer status in the WPNS.

## **V. CONFIDENTIALITY**

Any objection by any WPNS navy (or navies) to any proposed Agency shall be treated with strict confidentiality. Any objection shall be recorded as a collective decision by the WPNS navies, and the objectors shall not be singled out.

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