

**GUIDELINES FOR WISTA EXECUTIVE COMMITTEE (EXCO) MEMBERS IN MANAGING
THE NWAs IN THEIR REGIONS**

The WISTA International Executive Committee believes that WISTA's objectives are more easily accomplished by more contact between WISTA International and its NWAs, and amongst the NWAs. To help further the objectives of WISTA, certain members of the ExCo have been assigned responsibility for various regions in the world and for liaising with the NWAs in those regions. The following guidelines are for the ExCo members when liaising with the NWAs within their regions. The ExCo member should:

- 1) Obtain primary and secondary contact persons that will respond promptly to emails from ExCo and others. The primary contact person will be the NWA President. A secondary contact person should be designated by the NWA President. If either contact person is on leave or holiday, they should assign another contact person.
- 2) Reach out to all NWAs in your region on at least a quarterly basis to see how things are going, what activities have taken place, and to see if the NWA needs any assistance. Inform each NWA that it is obligated to respond. These contacts can be done individually or as a group.
- 3) Help facilitate interactions amongst the NWAs. This can be done by email, telephone, or possibly through regional meetings.
- 4) Organise online meetings with Regional NWA Presidents at least twice a year, with a specific agenda. The meetings should take place in the months before the WISTA International AGM & Conference and WISTA International's Spring Board Meeting. The purpose of such online meetings will be the following:
 - a) ExCo Regional representative to provide an update on ExCo's activities.
 - b) NWA Presidents to update the meeting participants of actions taken or being taken by the NWA, which promote WISTA's mission and vision and participation in WISTA's wider cooperations.
 - c) Discussion of challenges faced by their NWAs and exchange of ideas/knowledge/experiences on how to address these. Other NWAs may have faced similar situations.
 - d) Discussion of ideas on strengthening the regional cooperation
 - e) NWAs will also be asked ahead of time if they have any specific items they would want to add to that meeting's agenda.

Minutes should be kept from this online meeting and circulated to ExCo and all the regional NWAs.

- 5) Develop an e-mailing list for your region and share it with the NWAs in your region. This will help facilitate regional cooperation and possibly joint events, or gatherings at other regional maritime events.
- 6) Encourage your NWAs to consider hosting the ExCo Spring Board Meeting or an International Conference.
- 7) Encourage your NWAs to think about succession planning and whether they may have members that would be interested in serving on the WISTA International ExCo.
- 8) After each of your quarterly contacts, draft a short summary and share best practices, accomplishments, and ideas with your NWAs and ExCo, all with the goal of improving communications.