# Guide for PIRT Working Groups

This Guide provides information for new Working Groups to be established under PIRT. It also includes key criteria to be considered when establishing a Working Group.

1. **Purpose**

The purpose of the new working group should be linked to the objectives of the Framework for Nature Conservation and Protected Areas in the Pacific islands region 2014-2020 including the Principles for Nature Conservation and the Code of Conduct.

1. **Mandate**

The new working group should be aligned to the mandate of PIRT.

1. **Core functions**

Define what the core functions of the new working group are, its key priority focal areas and services to be provided.

1. **Membership criteria and commitments**

Provide clear guidance on the membership criteria for the new working group.

1. **Structure and roles**

Define the structure of the new working group including key roles and responsibilities.

1. **Communication and reporting**

Describe communication modalities amongst members of the new working group and with the PIRT Chair and Secretariat. Also include reporting arrangements to the PIRT Meetings.

1. **Work Plans**

Provide an indicative work plan for the new working group which should include timelines and key responsible people

The information above should be completed and submitted to the Chair of PIRT ([taholo.kami@iucn.org](mailto:taholo.kami@iucn.org)) and copied to the PIRT Secretariat. ([pirtsecretariat@sprep.org](mailto:pirtsecretariat@sprep.org)).