

# III. MEETINGS

## 1. INTRODUCTION

1.1 PASOLS meetings offer a rewarding experience for the senior logisticians of member nations, providing guidance on the enhancement of individual nation logistics capabilities and the pursuit of bilateral and multilateral initiatives. The seminars also enable members to further their understanding of fellow member nations, and provide a venue for informal discussions among attending nation delegates. The focus of the meetings is interoperability between member nations at the operational and strategic levels, and the PASOLS Mutual Logistics Support Handbook (MLSH) is the embodiment of this. The MLSH deals with support to coalition operations, to United Nations Operations and Humanitarian Assistance/Disaster Relief, and these activities are addressed at the seminars on a rotating program.

1.2 The seminars are conducted annually, normally in September or October, and are preceded by the PASOLS Planning Group (PPG) meetings held in the March/April timeframe to set the agenda. The Member nations host the seminars in rotation as their resources permit, and the PPG has the task of identifying the locations and dates of future PASOLS and PPG meetings.

1.3 Invitations to the meetings are issued by the PASOLS Secretariat on behalf of the member nations and may include observers as well as the members. Current members and observers are listed in Annex A to *Chapter II Terms of Reference*.

1.4 The seminar consists of an administrative period, lectures and presentations, and a review of outcomes of the conference, to determine future action items.

## 2. SECRETARIAT

2.1 US PACOM J4 is the permanent secretariat for PASOLS and is responsible for the duties set out in *Chapter II Terms of Reference*. With respect to the annual seminar, the Secretariat issues invitations and produces and administers the agenda in consultation with the host nation.

## 3. HOST NATION DUTIES

3.1 The rotational host nation functions are as follows:

- **Pre-meeting coordination.** The host nation assigns an official point of contact to directly liaise with the Secretariat to address all issues to do with PASOLS or the PPG meetings.
- **Transportation.** Coordination and provision of local transportation of PASOLS/PPG attendees to and from airports/arrival points and as required for group events is to be provided by the host nation. Details of the coordinator should be provided in advance to all attendees.

- **Accommodation and Seminar Facilities.** The host nation arranges accommodation for the PASOLS/PPG attendees. The cost of accommodation is met by individual attendees/nations. The host nation provides facilities for the PASOLS plenary sessions and panel discussion rooms as advised by the PPG, break area, hospitality room and administrative office space. All expenses incurred in providing these facilities are the responsibility of the host nation.
- **Administrative Support.** The host nation provides administrative support services for PASOLS including a business centre and audio visual services.
- **Escort/Airport Reception.** Protocol for visiting general officers and senior officials may be rendered at the discretion of the host nation. Host nation escort officers will be assigned to meet general officers and senior visitors on arrival, assist them during their stay, and facilitate their departure. Escort officers are encouraged to show their visitors host nation culture during non-scheduled time.
- **Security Coordination.** The host nation must ensure adequate physical security precautions for the attendees. Information security is generally not required as the seminar information is not classified.
- **Social Coordination.** The host nation coordinates any cultural events to be held during the seminar.
- **Medical Support.** The host nation will arrange medical support for PASOLS attendees. Individual attendees or their respective governments are responsible for expenses incurred for medical treatment.

#### 4. **COMBINED DUTIES**

4.1 **Public Affairs.** PASOLS exposure to the media should be low-key, yet responsive to media enquiries. An initial factual press release about PASOLS and its agenda should be prepared by the host nation in the event the media requests information about PASOLS. All media releases about PASOLS must be coordinated through the Secretariat and have host nation clearance. The Secretariat functions as the single point of contact for all press inquiries about PASOLS and/or interviews of attendees.

4.2 **Communications.** Normally, standard public commercial communication services are used by PASOLS attendees to meet their communications needs during PASOLS. The host nation should ensure local communications support is available for the administrative support centre and will bear all costs in providing such support. The host nation should also facilitate and advise PASOLS attendees of access to any available military communications facilities that may enable them to communicate directly in secure or non secure modes while at PASOLS.

## 5. **GENERAL SCHEDULE.**

5.1 The general schedule of events for the seminar is as follows:

- Short Opening Ceremony, keynote address and photographs.
- An administration period;
- Presentations as required;
- Case study or desk top exercise to develop knowledge and abilities;
- A review of outcomes to be incorporated in the Mutual Logistics Support Handbook; and
- A cultural programme which assists mutual understanding and provides the opportunity for informal discussion of mutual concerns.

5.2 The host nation senior representative welcomes delegates at the opening ceremony, and a senior host nation officer or official is generally invited to make a keynote address. The seminar is chaired jointly by the host nation senior representative and the Secretariat. After the opening and key-note address, the seminar proceeds in accordance with the agenda and presentation schedule set by the PPG at the meeting prior to the seminar and published by the Secretariat prior to the meeting. Participation in any case studies will also be arranged by the PPG to ensure balanced national representation. The host nation, in coordination with the Secretariat, may invite additional personnel from appropriate organisations with a special interest in the proceedings.

## 6. **PASOLS INFORMATION**

6.1 The host nation is responsible for publishing an information booklet that provides detailed administrative information to assist delegates during PASOLS. The host nation assumes all expenses in preparing the booklet which should be distributed to delegates on their arrival at PASOLS.

## 7. **PASOLS FINAL REPORT**

7.1 The PASOLS final report is written, printed and distributed by the Secretariat, but administrative support may be required from the host nation to achieve a timely outcome.

## 8. **MEMENTOS**

8.1 A certificate of participation and photo memento will be provided to delegates and distinguished visitors. The host nation is responsible for provision of the photo mementos in time for presentation on the last day of PASOLS. The Secretariat is responsible for provision of the certificates of participation concurrently with the photo memento. The certificate/photo memento is the only official PASOLS

memento. Other souvenirs/mementos are not required or planned and are discouraged.

## 9. **COORDINATION**

9.1 The host nation and the Secretariat must consult and resolve, through mutual agreement, any issues not covered in this brochure. Regular meetings between the Secretariat and the host nation should be completed in accordance with mutually agreed milestones to ensure timely accomplishment of the necessary tasks.

## **IV. INITIATIVES**

### **1. BACKGROUND**

1.1 Since 1993, PASOLS has considered Initiatives to improve the efficiency or effectiveness of PASOLS member nations' logistics operations. In 2001, Standard Operating Procedures (SOPs) were introduced to formalise 'PASOLS Initiatives' (PIs), to establish a system of introducing and cataloguing the initiatives and to coordinate activities on the initiatives.

1.2 Including some initiatives carrying over from before the introduction of the SOPs a total of 28 PIs had been considered as at the 2006 PASOLS. The 2006 PASOLS, which considered a new way ahead for PASOLS, and introduced a new set of Terms of Reference for consideration, decided to retire the majority of the PIs which had become inactive. Two PIs were retained; #26 Mutual Logistics Support Handbook, and #19 Pacific Area Cataloguing System.

1.3 The 2006 PASOLS agreed that the focus of the annual PASOLS meeting will be on logistics interoperability between Member Nations at the operational and strategic level. This would be achieved by having the principal product of PASOLS as a PASOLS Mutual Logistics Support Handbook (PASOLS MLSH). Major elements covered in the MLSH are Support to coalition operations, support to UN operations and support for Humanitarian Assistance/Disaster Relief. These elements will be addressed by PASOLS on a three year cycle with one of the subsets considered each year.

1.4 While the focus of PASOLS is interoperability and the MLSH, it is possible that new PIs will be introduced from time to time.

1.5 A summary of the previous PIs is available on the PASOLS web site in the PASOLS Information Centre section.

### **2. PASOLS MUTUAL LOGISTICS SUPPORT HANDBOOK**

2.1 The PASOLS MLSH is available to member nations from the PASOLS Web Site. The MLSH is written in three parts; Support to Coalition Operations, Support to Humanitarian Assistance/Disaster Relief Operations, and Support to United Nations Operations. One of these three parts will be considered each year on a rotational basis at PASOLS. Details will be determined by the PPG when the PASOLS agenda is being formulated.

2.2 One of the most important means of gaining expertise and knowledge in mutual logistics support is the evaluation of lessons learned from previous operations. For this reason, member nations are encouraged to provide details of lessons learned from recent operations. These Lessons Learned will be incorporated into the MLSH. The Handbook will also identify links to other relevant information sources such as handbooks, Standard Operating Procedures and websites.

### **3. PACIFIC AREA CATALOGUING SYSTEM (PACS).**

3.1 PACS was introduced in 1994 and the resultant working group has developed into a forum which continues to meet on an annual basis. Considerable success has been achieved in facilitating member nations implement cataloguing systems recognized by NATO.

3.2 Guidance on PACS is provided in the Handbook on Aims, Organisation and Working Procedures issued by PACS on behalf of PASOLS. Further details on PACS activities are available from the PACS Web Site linked from the PASOLS Information Centre section of the PASOLS Web Site.

### **4. PACIFIC AREA COOPERATION – RATIONING (PACRAT)**

4.1 PACRAT involves member nations exchanging information on ration pack composition (including menu and ingredients) for the purpose of increasing the operability between national forces.

### **5. NEW INITIATIVES.**

5.1 Member nations wishing to have new PIs considered at PASOLS should provide details to the PPG. The PPG will then consider the proposal, and, if it is accepted, will include it as an agenda item for the following PASOLS.

### **6. MEMBER NATION LOGISTICS INFORMATION**

6.1 As a complementary action to the MLSH initiative, member nations are encourage to provide details of their particular nation with respect to logistics organization, role and capabilities, agreements and arrangements and bilateral/multilateral relationships. This information will provide important guidance to member nations in implementing procedures for particular operations in any of the categories envisaged. Details will be published on the PASOLS Web Site, under the heading Member Nation Logistics.