

II TERMS OF REFERENCE

1. PURPOSE

1.1 These terms of reference delineate the name, mission, vision, participation, organization, functions and responsibilities for a regional logistics forum.

2. NAME

2.1 Pacific Area Senior Officer Logistics Seminar (PASOLS).

3. MISSION

3.1 To provide a non-political forum for participating nations to share experiences, exchange information, and foster cooperation and interoperability on logistics support and related subjects.

4. VISION

4.1 Enhanced national and multi-national logistics capability and interoperability through the sharing of information.

5. ORGANIZATION/FUNCTIONS/RESPONSIBILITIES

PASOLS Meetings

5.1 The annual gathering of PASOLS Members and Observers will be referred to as PASOLS.

5.1.1 PASOLS will consist of senior logisticians from defense departments and/or joint/service staffs and/or national security services of participants.

5.1.2 The host nation is to appoint a chairperson for the meeting.

Management

5.2 Management of PASOLS activities will be by a staff level working group representing all member nations known as the PASOLS Planning Group (PPG) Guidance and direction to the PPG for the ensuing year will be provided by the Heads of Delegation (HOD) during the annual PASOLS meeting.

5.2.1 The PPG will consist of a representative from each member nation appointed by its senior delegate and will meet annually, normally in March/April.

5.2.2 The PPG will be responsible for:

5.2.1.1 Preparation of the agenda for the next PASOLS, including development of any case studies/exercises required;

5.2.1.2 Identifying locations/dates of future PASOLS and PPG meetings;

5.2.1.3 Proposing amendments to these Terms of Reference; and

5.4.1.4 Presenting PPG recommendations to the membership of PASOLS.

5.2.3 Member nations should ensure continuity of their PPG representative to the maximum extent possible (i.e. send the same individual to as many successive PPG meetings as possible).

Administration

5.3 Administration will be carried out by a Secretariat within the US Pacific Command J4 office. The Secretariat is responsible for:

5.3.1 Providing administrative support to PASOLS, the PPG, and, if requested, the chairperson;

5.3.2 Coordinating PASOLS activities as required;

5.3.3 Maintaining a communications channel for and between member nations;

5.3.4 Publishing reports and bulletins as necessary; and

5.3.5 Providing all new members with introductory informational material which will assist their integration into the organization.

5.4 The Secretariat will assist the Host Nation with administrative support to PASOLS meetings.

6. CONDUCT OF MEETINGS

PASOLS

6.1 The focus of the annual PASOLS meeting is to be on logistics interoperability between Member Nations at the operational and strategic level.

6.2 The principal output of PASOLS is to be an evolving and current PASOLS Mutual Logistics Support Handbook (PASOLS MLSH). Major elements to be covered in the MLSH are Support to coalition operations, support to UN operations and support for Humanitarian Assistance/Disaster Relief. These elements are to be addressed by PASOLS, on a three year cycle, with the intention of incorporating new material which is of value to members.

6.3 The PASOLS meeting will consist of the following major activities:

- 6.3.1 An administrative period;
- 6.3.2 Lectures from knowledgeable members on topics being reviewed by the meeting;
- 6.3.3 A case study or desk top exercise which will develop members' knowledge and abilities in the topic areas;
- 6.3.4 Presentations on current trends in logistics if applicable; and
- 6.3.5 A review of outcomes of the conference, to determine future action items.

PPG

6.4 The annual PPG planning meeting in March/April each year will last approximately three days, and will prepare the detailed arrangements and content for the next PASOLS Meeting, as well as conducting any administrative business required. It is to be treated as a working meeting, with limited cultural and ceremonial input.

6.5 The PPG will report to the annual PASOLS meeting.

7. PARTICIPATION

7.1 Participation in PASOLS, as a "member" or "observer" is limited to nations/territories/international (not for profit) organizations within the U.S. Pacific Command area of responsibility (USPACOM AOR).

7.2 Members:

7.2.1 Membership in PASOLS is limited to independent nations within the USPACOM AOR.

7.2.2 Member nations are to be:

7.2.2.1 Committed to achievement of the PASOLS Vision;

7.2.2.2 Willing to be actively involved in initiating or participating in cooperative logistics efforts; and

7.2.2.3 Willing to host PASOLS and PPG meetings on a rotational basis as their resources permit.

7.2.3 Membership entitles nations to:

7.2.3.1 Receive special reports of services generated through PASOLS;

7.2.3.2 Engage in cooperative logistics efforts under the auspices and with the full support of other member nations; and

7.2.3.3 Provide a voting and working member of the PPG.

7.2.4 A nation desiring to become a PASOLS member shall submit a written request to the PASOLS Secretariat. The Secretariat will seek concurrence of Member Nations. Approval of new members will require a unanimous vote of PASOLS Members.

7.2.5 Members will be signatories to these Terms of Reference.

7.2.6 Current member nations are listed at Annex A to this Chapter.

7.3 Observers:

7.3.1 An Observer is any invited nation/territory/international (not for profit) organization which attends a PASOLS, or a nation seeking to assess the value of PASOLS with a view to applying for membership.

7.3.2 Nomination of a nation for observer status can be initiated by either a PASOLS member or at the request of an eligible Nation/Territory/International (not for profit) Organization.

7.3.3 The Secretariat will advise member nations of the results of any new Observer proposal prior to the annual PASOLS and, as required, invite the new Observer to the next PASOLS.

7.3.4 Current observers are listed at Annex A to this Chapter.

8. **COMMUNICATION/PUBLICATIONS**

8.1 PASOLS Web Site: The principal means of communication and repository of PASOLS products is to be the PASOLS Web Site (www.pasols.org) which will be maintained by a PASOLS member nation appointed for a three year period.

8.2 The PASOLS Web site will contain at least the following:

8.2.1 Aims and objectives of PASOLS;

8.2.2 Details of PASOLS Members, Points of Contact, Terms of Reference, etc;

8.2.3 The PASOLS Mutual Logistics Support Handbook (PASOLS MLSH) and lessons learned;

8.2.4 Member Nation Logistics information; and

8.2.5 A PASOLS information centre containing copies of, or links to, research material and general information of direct interest to PASOLS members.

8.3 PASOLS Brochure. The PASOLS Brochure will be updated and published biannually (in odd numbered years) by the Secretariat and posted on the web site

Annex A, PASOLS Member Nations

ANNEX A TO PASOLS TOR

PASOLS MEMBER NATIONS

The countries listed below became member nations of the Pacific Area Senior Officer Logistics Seminar (PASOLS) on the indicated date by means of their duly appointed representatives affixing their signatures to the following statement:

“The signature(s) below constitute acceptance, by the respective nation, of the Pacific Area Senior Officer Logistics Seminar (PASOLS) Terms of Reference as of the date indicated.”

COUNTRY	DATE OF MEMBERSHIP
Commonwealth of Australia	4 June 1984
People's Republic of Bangladesh	4 June 1984
Republic of Korea	4 June 1984
New Zealand	4 June 1984
Independent State of Papua New Guinea	4 June 1984
Republic of the Philippines	4 June 1984
Republic of Singapore	4 June 1984
Democratic Socialist Republic of Sri Lanka	4 June 1984
Kingdom of Thailand	4 June 1984
United States of America	4 June 1984
Canada	25 February 1989
Kingdom of Tonga	25 February 1989
Solomon Islands	14 April 1991
Republic of the Fiji Islands	27 April 1992
Republic of Kiribati	29 March 1993
Malaysia	29 March 1993
Brunei Darussalam	19 September 1994
Mongolia	19 September 1994
People's Republic of China	18 September 1995
Japan	18 September 1995
Republic of Indonesia	21 September 1998
Republic of Maldives	21 September 1998
Republic of Vanuatu	20 September 1999
Republic of Madagascar	25 September 2000
Republic of India	2 September 2002

PASOLS OBSERVERS

Cambodia	Comoros
Laos	Mauritius
Nepal	Russia
Samoa	Vietnam