1. **Opening of the meeting**
The Chair, Andrew Thomson, EU, opened the meeting and welcomed the delegates.

All Contracting Parties were represented.

2. **Adoption of the agenda and appointment of rapporteur**
The agenda was adopted, in the form that had been circulated before the meeting.

The Secretary was appointed as rapporteur.

3. **Consideration of individual points in the Working Group’s Terms of Reference**
   1. A common approach to the conduct of negotiations taking into account international principles and guidelines as well as good practices
   2. Rules on the duration, termination and opting out of coastal State arrangements; and a negotiation process in the event that the arrangement ceases to function
   3. The process to be followed in the case of negotiating a new arrangement, e.g. the developing of a report of the parties on the recent trends in the spatial distribution of the stock(s) and associated catches
   4. A model arrangement, including management options
   5. Practical arrangements on the organisation of the coastal State negotiations, including inter alia, location; timing and duration; and the possible role of the NEAFC secretariat to the negotiations
   6. Rules of procedure to address inter alia, agenda, appointment and role of chairperson(s); use of media; and presence of observers

All sub-items under this agenda item were discussed in detail at the meetings of the Working Group, in March, May and September.

4. **Formulation of proposals to the 2016 Annual Meeting**
Following the discussions under agenda item 3, it was agreed to forward to the NEAFC Commission a draft document which reflect the discussions.

The document is draft Guidelines for Coastal State Consultations in the North East Atlantic. There was agreement on several elements regarding the document, but some issues remain unresolved. The document therefore contains square brackets and further work on it will be necessary before it can be adopted.
The document is Annex 1 to this report.

Work was also undertaken to formulate a Model Framework Arrangement. It was agreed that this work should be finalised in the light of the outcome of discussions on the Guidelines.

It was agreed to propose to the NEAFC Commission that the Working Group be given a mandate to continue its work in 2017, under the existing Terms of Reference as set out in document AM 2015-81, unless the outstanding items can be settled at the 2016 NEAFC Annual Meeting.

5. Any other business
No issues were raised under this agenda item.

6. Arrangements for possible additional meetings of the Working Group
It was agreed that the Working Group would not meet again before the 2016 NEAFC Annual Meeting.

7. Report of the meeting
The report of the meeting was adopted on 23 September 2016.

8. Closing of the meeting
The Chair thanked all the participants for a fruitful meeting and wished everyone a safe journey home.