

# **Appendix VI Administrative Procedures**

## **1. Meetings of the Parties**

The Parties will meet at least every four years or more frequently as decided by the Parties. Responsibility for convening the meeting will alternate between the Parties, in alphabetical order as practical.

## **2. Procedures for modifying the Appendices**

### **2.1 Modifications to Article 5 Appendices**

Modifications to the Appendices referred to in Article 5 of the Agreement will be made in accordance with Article 5. In addition, the Parties will also inform the Arctic Council Emergency Prevention, Preparedness and Response Working Group (EPPR Working Group). The EPPR Working Group will promptly publish all modifications to the appropriate Arctic Council website.

### **2.2 Modifications to Operational Guidelines**

The Parties will fulfil their obligation to further develop and maintain the Operational Guidelines under Article 21 of the Agreement, through the EPPR Working Group.

The EPPR Working Group will undertake an annual update of the national organizations section of the Operational Guidelines in order to maintain administrative accuracy.

Every second year, the EPPR Working Group will undertake a complete review of the Operational Guidelines, taking into consideration lessons learned from the review of oil pollution incident response operations or exercises, training, experience or other new information, including recommendations by the Parties.

In developing and maintaining the Operational Guidelines, the EPPR Working Group will, in accordance with article 21(3) of the Agreement, seek input from relevant stakeholders as appropriate.

The EPPR Working Group will, through the Heads of Delegations, submit the proposed modifications to the competent national authorities of the Parties of the Agreement for adoption. If the EPPR Working Group receives no comments within 60 days after receipt of the proposed modifications, the modifications are considered adopted by all Parties (silence procedure). If no agreement is reached through silence procedure, the EPPR Working Group may choose to submit the proposed modifications to the Meeting of the Parties for consideration.

The EPPR Working Group will post the adopted version of the Operational Guidelines to the appropriate Arctic Council website.

### **2.3 Modifications to other appendices**

Appendices, other than the Operational Guidelines and those referred to in Article 5 of the Agreement, shall be modified in accordance with Article 20(2) of the Agreement.