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Emergency Prevention, Preparedness and Response (EPPR)

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OPERATING GUIDELINES
for the Emergency Prevention, Preparedness and Response Working Group (EPPR)

adopted by the Working Group on February 22nd 2001 and approved by the Senior Arctic Officials (SAOs) on June XX 2001.

The activities of the Emergency Prevention, Preparedness and Response (EPPR) Working Group are governed by the Rules of Procedure of the Arctic Council. The following guidelines should be read in conjunction with the Rules of Procedure of the Arctic Council.

1. Representation

1.1 The number and names of the delegation to any EPPR meeting shall be given to the secretariat of the working group and the country hosting the meeting at least 14 days prior to the meeting.

2 Chairperson, Vice-Chairperson, and Secretariat

2.1 The chairperson and the vice-chairperson shall each serve terms of two years. These terms may be extended by the Working Group. The terms of the chairperson and vice-chairperson shall normally begin after the Ministerial Meeting of the Arctic Council that follows their election.

2.2 The chairperson shall act in a neutral capacity.

2.3 The duties of the chairperson shall be to preside over the EPPR Working Group meetings and to direct and manage work programs approved by the EPPR Working Group, and to take initiatives and put forward proposals to the EPPR Working Group that could promote the efficient execution of its work.

2.4 The duties of the vice-chairperson are to substitute for the chairperson when the chairperson is not available and to assist the chairperson in his or her duties.

2.5 The home country of the chairperson normally provides secretariat support, or the Working Group may agree on other arrangements.

2.6 The duties of the secretariat are to help co-ordinate the work program, facilitate information exchange, arrange meetings, support reporting on and implementation of the program, and undertake tasks assigned by the EPPR Working Group.

3 Meetings

3.1 The EPPR Working Group shall meet at least once a year.

3.2 The responsibility for organization of the meetings shall rotate among the Arctic States and be co-ordinated by the chairperson and secretariat of the working group.
3.3 An invitation to the meeting with a draft agenda prepared by the chairperson, in consultation with the representative of the country hosting the meeting, shall be submitted by the secretariat of the working group to the national representatives, Permanent Participants and the observers of the Arctic Council at least 60 days in advance.

3.4 Official documents and proposals for the meeting shall be submitted to the national representatives, Permanent Participants and observers of the Arctic Council at least 30 days prior to the meeting at which they are to be considered. Documents of solely informational character shall be submitted at least 14 days prior to the meeting.

4 Decisions

4.1 A record of decisions shall be prepared and agreed upon at the conclusion of the meeting.

5 Reports

5.1 A draft meeting report including the record of decisions shall be distributed to all Arctic States, Permanent Participants and other meeting participants by the secretariat of the working group within 30 days of the conclusion of the meeting.

5.2 Comments on a draft final meeting report shall be submitted to the chairperson and secretariat of the working group within 30 days after issuance.

6 Activities

6.1 The main objectives and priorities for the work of the EPPR Working Group shall normally be included in the 'Strategic Plan of Action', which is approved by the SAOs and subject to a Ministerial Mandate. The work plan part of the 'Strategic Plan of Action' is updated periodically.

6.2 The projects and activities based on the Strategic Plan of Action and carried out by the EPPR Working Group shall be organised through the "lead country" principle.

7 Amendments to the operating guidelines

7.1 The operating guidelines may be amended at any meeting of the EPPR Working Group, subject to approval by the SAOs.