

# DRAFT OPERATING GUIDELINES for the Protection of the Arctic Marine Environment (PAME) Working Group.

2001

## Protection of the Arctic Marine Environment (PAME)

Arctic Council Secretariat

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## **DRAFT OPERATING GUIDELINES**

### **for the Protection of the Arctic Marine Environment (PAME) Working Group**

The activities of the Protection of the Arctic Marine Environment 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.

#### **1. Representation**

- 1.1 Each Arctic State and Permanent Participant assigns one lead representative respectively and other representatives each Arctic State and Permanent Participant thinks appropriate.
- 1.2 The number and names of the representatives shall be given to the Secretariat at least 14 days prior to the meeting.

#### **2. Chair, Vice-Chair, and Secretariat**

- 2.1 In consultation with the SAOs, the Working Group shall select a Chair and Vice-Chair. The period for these positions will be 2 years.
- 2.2 The Chair shall act in a neutral capacity.
- 2.3 The duties of the Chair shall be to preside over PAME meetings and to direct and manage work programs approved by the Working Group, and to take initiatives and put forward proposals to the Working Group that could provide the efficient execution of its work.
- 2.4 The duties of the Vice-Chair are to substitute for the Chair when the Chair is not available and to also assist the Chair in his or her duties.
- 2.5 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 Working Group.

#### **3 Meetings**

- 3.1 The responsibility for organisation of these meetings shall be rotated among the Arctic States and co-ordinated by the Chair and Secretariat.
- 3.2 An invitation to the meeting with a draft agenda proposed by the Chair in consultation with the representative of the Host Country should be submitted by the Secretariat to those invited to the meetings at least 30 days in advance.

#### **4 Reports**

- 4.1 A draft final meeting report including the record of decisions shall be distributed to all Arctic States, Permanent representatives and other meeting participants by the Secretariat within 30 days of the conclusion of the meeting.

4.2 Comments on a draft final meeting report shall be submitted to the Chair and Secretariat within 30 days after issuance and the final meeting report shall be subject to the approval of participating Arctic States.

## **5 Document Management**

5.1 All documents shall list the title, author, and date, after which the Secretariat shall provide a relevant agenda number.

5.2 Every effort shall be made to submit papers to the Secretariat for circulation at least 30 days prior to the meeting at which they are to be considered.