

**ARCTIC CONTAMINANTS ACTION PROGRAM (ACAP)
WORKING GROUP OF THE ARCTIC COUNCIL**

**Operating Guidelines
Adopted at the SAO meeting in ----- 2008**

1. The ACAP Working Group (WG) is a subsidiary body of the Arctic Council (AC) and as such operates under and is subject to the Rules of Procedures for the AC
2. The mandate of the Working Group is defined through decisions of the Arctic Council Ministers
3. The main objectives and priorities for ACAP are documented in the “*Arctic Council Action Plan to Eliminate Pollution of the Arctic*” as supplemented by Work Plans approved by Ministers every two years
4. Each Arctic State and Permanent Participant may assign one lead representative, as the head of delegation, and other representatives, as appropriate, to the Working Group. In addition, the Working Group may invite other countries and/or organizations that can directly contribute to the work of ACAP, subject to the Arctic Councils Rules of Procedure regarding observers
5. In consultation with SAOs, the ACAP Working Group shall select the Chair and Vice Chair(s). The Chair shall act in a neutral capacity. Should the Chair fall vacant, a Vice Chair shall act as the Chair until a successor is elected. The Chair and Vice Chair shall serve for a period of two years. For these positions, the term can be extended for a further period of two years if so decided by the ACAP WG
6. Secretariat support shall be provided by the country represented by the Chair, unless the ACAP Working Group has agreed otherwise. The responsibilities of the Secretariat are to support the Chair and the activities of the Working Group, distribute to the WG all communications addressed to or sent from the ACAP WG including reports and meeting documents, facilitate information exchange, arrange meetings, manage the ACAP website, and undertake other duties assigned by the Chair and/or Working Group
7. New project proposals should be developed according to Annex 1 of the Arctic Council Rules of Procedure and ACAP Project Development Guidelines, and should be submitted to the ACAP Working Group no later than 60 days before the next ACAP WG meeting
8. The Working Group shall assign one or more project leads for each project. A Project Steering Group (PSG) shall be formed to implement the project. The PSG can, in concurrence with the ACAP Working Group, decide to invite representatives of donors and parties who will actively contribute to the project

9. The responsibilities of the project leader(s) include:
 - furthering the development of the project; including funding;
 - providing leadership to the PSG;
 - facilitating secretariat support;
 - reporting to ACAP WG meetings on the progress of the project.
10. The duties of the Working Group Chair, in coordination with the Vice-Chair(s), shall include:
 - a) convene and preside over the ACAP Working Group meetings
 - b) carry out any duties entrusted upon the Chair by the Working Group
 - c) facilitate information exchange
 - d) oversee the activities between the meetings
 - e) provide reports to, and seek approvals from, SAOs as required
 - f) promote coordination among ACAP projects, and those relevant to ACAP projects in other international organizations, under the guidance of the Working Group
 - g) promote/take initiatives and put forward proposals to the Working Group for the effective functioning of ACAP and achievement of its goals
 - h) seek assistance for the implementation of ACAP projects, from relevant international organizations, under the guidance of the ACAP Working Group
11. ACAP Working Group meetings should take place no more than twice a year, at least 45 days prior to SAO meetings. Intercessional decisions may be made through written correspondence or other appropriate means (e.g., teleconference, videoconference)
12. The Chair shall circulate to national representatives of the Arctic States, Permanent Participants, observers, and invited experts a formal invitation to the meeting and a draft agenda at least 60 days in advance of the ACAP Working Group meeting. All proposals for the agenda shall clearly specify the need for decision, if any. A final draft agenda shall be sent to the meeting participants 30 days in advance of the meeting, unless otherwise agreed by the ACAP Working Group
13. Progress reports from PSGs, and all other relevant documents for the agenda shall be circulated to the ACAP Working Group at least 30 days before the WG meeting, unless otherwise agreed by the ACAP Working Group
14. A record of decisions shall be orally presented by the Chair at the end of each meeting. A draft meeting report, including the record of decisions, shall be distributed to the meeting participants within 30 days of the conclusion of the meeting. Comments on the draft meeting report shall be submitted to the Chair within 30 days after issuance and the final revised draft report, incorporating the comments received, shall be issued within an additional 30 days
15. The Chair shall prepare and submit progress reports to the SAO and Ministers. The Chair shall also prepare and submit the proposed two-year Work Plans for the Ministerial meetings. The ACAP Working Group shall have a minimum of 14 days to comment on the draft progress reports and work plans prior to submittal to the SAOs

14 April 2008
ACAP Chair

16. Proposals for amendments to the Operating Guidelines should be circulated to the ACAP Working Group representatives at least 60 days before the next scheduled ACAP Working Group meeting. Any amendments will be referred to the SAOs for final approval