

## **Operating Guidelines for AMAP Working Group**

The Arctic Monitoring and Assessment Programme (AMAP) is carried out by the AMAP working group (AMAP WG) under the Arctic Council (AC) and as such operates under the Rules of Procedure that exist for the AC. These guidelines should be read in conjunction with the Rules of Procedure of the Arctic Council”.

1. The main objectives and priorities for the work of AMAP are documented in the 'AMAP Strategic Plan'; they may be supplemented by special requests from Ministers and SAOs concerning specific work items.
2. The AMAP WG comprises representatives of the Arctic States and Permanent Participants that are members of the AC. Countries and organizations that have been granted observer status to the AC are also entitled to observer status in the AMAP WG.

In addition to the provisions for Observers contained in Rules 36-38 and Annex II of the rules of Procedure for the AC, AMAP has a special category of 'Observers to the AMAP process' who shall be invited to AMAP meetings. These 'AMAP Observers' are normally countries or organizations that can directly contribute to the work of AMAP. AMAP WG shall decide to grant 'AMAP Observers' status on the basis of nominations and applications submitted to the AMAP WG prior to its meetings.

Accreditation shall apply for two years, and thereafter must be renewed by a decision of the AMAP WG. During any two-year period, 'AMAP Observer' status may be withdrawn by a decision of the AMAP WG, for observers other than those with Observer status under the AC. At least once a year, AMAP shall provide a list to the SAOs of all accredited AMAP Observers. AC Observers shall continue to be invited to AMAP meetings according to AC Rules of Procedure.

Apart from those AMAP Observers who also have AC Observer status, accreditation of 'AMAP Observer' status does not imply observer status to the AC or any of its bodies other than AMAP.

3. Each Arctic Country and Permanent Participant (as defined under the Rules of the AC) may nominate one Delegate to the AMAP WG. These Delegates may be assisted by national experts as considered appropriate.
6. ”In consultation with SAOs, the AMAP WG shall select the Chair and Vice Chair of the AMAP WG.” Should the Chair fall vacant, the 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 both positions, the term can be extended for a further period of two years if so decided by the AMAP WG.
7. The AMAP WG shall appoint its Executive Secretary for a period of three years; this period can be extended upon the discretion of the AMAP WG.

8. The AMAP WG Board is composed of the AMAP Chair, Vice-Chair and the Executive Secretary.
9. The duties of the Chair shall be to:
  - preside over the meetings;
  - carry out any duties entrusted upon the Chair by the AMAP WG.

The Chair and Vice-Chair may decide on a division of labour for carrying out the tasks of the Chair, as appropriate.

10. The Executive Secretary shall:
  - take his/her directions from the Chair and Vice-Chair.
  - despatch all communications addressed to or emanating from the AMAP WG;
  - be responsible to the AMAP WG for the administration of the Secretariat, and shall perform any other tasks that may be entrusted upon the Executive Secretary by the AMAP WG, or the Chair;
  - be charged with receiving and distributing to the Delegates all the reports and other documents of the AMAP WG meetings and the Workshops;
  - with the approval of the Chair, promote co-ordination among AMAP monitoring and research activities and those relevant to AMAP in other international organizations.
11. The Chair, working through the AMAP Board, shall :
  - promote initiatives and formulate proposals for the effective functioning of the WG and achievement of its goal;
  - oversee the WG activities between the sessions;
  - carry out particular duties entrusted to it by the WG;
  - give final approval to documents for external publication;
  - ensure appropriate co-operation with organizations involved in monitoring.
12. The AMAP WG may:
  - convene workshops and conferences as it may deem necessary for the performance of tasks which it shall determine;
  - where it so decides, seek expert advice from competent scientific authorities or international organizations.
13. Meetings of the AMAP WG shall take place at least once a year on being convened by the Chair. The time and place of such meetings shall, to the extent possible, be decided by the AMAP WG either at the preceding meetings or by correspondence between Chair and the Arctic States Delegates.
14. The Secretary shall, in agreement with the Chair, and unless otherwise agreed by the AMAP WG, circulate a proposed draft agenda at least two months before the meeting, giving the WG a chance to present comments. The draft agenda shall be sent to the Delegates at least one month before the meeting.
15. The Chair, with the assistance of the Executive Secretary shall prepare and circulate progress reports to the WG and to the SAO meetings and Ministerial meetings. The

AMAP WG Delegates shall be allowed a minimum of 14 days to comment on the draft report, following which the report shall be made available to the public.

16. The AMAP Secretariat regularly receive requests for assistance from other parties, including governmental and non-governmental organizations, institutes, scientists, etc. In handling such requests, the AMAP WG have directed the Secretariat to adopt an appropriately flexible and co-operative attitude where requests do not impose a significant workload on the Secretariat. This would include requests concerning provision of information that has previously been approved for general distribution by the WG. Any major requests or requests that might interfere with the ability of the Secretariat to carry out its main task of supporting AMAP programme and the AMAP WG should be referred to the AMAP WG/Board for their consideration.
17. The Operating Guidelines may be amended at any meeting of the AMAP WG subject to approval by the SAOs. Proposals for amendment to the Operating Guidelines should be circulated to assigned Delegates at least two months before the meeting, which will act upon the proposal.