

Arctic Shipping Best Practice Information Forum

Methods of Operation

(Approved at PAME I-2018, 14 February 2018)

General

1. These Methods of Operation are adopted by the Arctic States in consultation with the Permanent Participants pursuant to paragraph 25 of the Arctic Shipping Best Practice Information Forum Terms of Reference approved by the Arctic Council's Working Group on the Protection of the Arctic Marine Environment on 1 February 2017 ("Terms of Reference").
2. These Methods of Operation are intended to guide Forum meetings and facilitate the work of the Forum in achieving its objectives as set forth in paragraphs 15 and 16 of the Terms of Reference.

Definitions

3. For the purposes of these Methods of Operation,

"Arctic States" mean the Members of the Arctic Council, namely Canada, the Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden, and the United States of America;

"Chair" means the Arctic State which chairs the Arctic Council during the particular period in question.

"Decision" means a decision as referenced in paragraph 19 of the Terms of Reference.

"Forum" means the Arctic Shipping Best Practice Information Forum established by the Terms of Reference.

"Forum Meeting" means the annual meeting of the Forum described in paragraph 17 of the Terms of Reference.

"Forum participant" means all Arctic States, Permanent Participants, and Arctic Council Observers as well as any person or organization that meets the criteria set forth in Paragraph 18 of the Forum's Terms of Reference as determined by the Chair in consultation with the PAME Shipping Expert Group Co-Chairs and the Secretariat.

"Observer" means an entity described in Article 3 of the Declaration on the Establishment of the Arctic Council (Ottawa, Canada, 1996), which has been granted observer status in accordance with the Arctic Council's Rules of Procedure.

“PAME” means the Arctic Council’s Working Group on the Protection of the Arctic Marine Environment.

“PAME Shipping Expert Group” means the standing sub-group of the Arctic Council’s PAME Working Group that focuses on shipping-related issues within PAME’s mandate as set forth in Annex 3 of the Arctic Council Working Group Common Operating Guidelines (Dec. 2016).

“PAME Shipping Expert Group Co-Chairs” refers to the representatives of the Arctic States who lead the PAME Shipping Expert Group.

“Permanent Participants” means the organizations referred to in Article 2 of the Declaration on the Establishment of the Arctic Council (Ottawa, Canada, 1996), as well as any other organization granted Permanent Participant status in accordance with the Arctic Council’s Rules of Procedure.

“Secretariat” means the PAME Secretariat located in Akureyri, Iceland.

“Terms of Reference” means the Arctic Shipping Best Practice Information Forum Terms of Reference approved by PAME on 1 February 2017, as amended.

Membership

4. All Arctic States, Permanent Participants and Arctic Council Observers are Forum participants.
5. Any person or organization that meets the criteria described in paragraph 18 of the Terms of Reference is eligible to become a Forum participant.
6. Participation in the Forum by a person or entity other than an Arctic State, Permanent Participant or Arctic Council Observer may be offered only by written invitation of the PAME Secretariat in consultation with the Forum Chair and the PAME Shipping Expert Group Co-Chairs to a person or entity that meets the criteria set forth in paragraph 18 of the Forum’s Terms of Reference.
7. The Chair, in consultation with the PAME Shipping Expert Group Co-Chairs and the Secretariat, may set reasonable limits on the total number of Forum participants and the size of participant delegations to ensure that the Forum is able to efficiently and effectively achieve the objectives set forth in the Terms of Reference.
8. Participation in the Forum by a person or entity other than an Arctic State, Permanent Participant or Arctic Council Observer may be withdrawn by the Forum Chair if the Forum Chair determines that the Forum participant no longer meets the criteria set forth in paragraph 18 of the Terms of Reference.

Forum Meetings

9. Forum Meetings shall take place annually under PAME's auspices.
10. The Chair shall preside at Forum Meetings with support from the PAME Shipping Group Co-Chairs.
11. The PAME Shipping Group Co-Chairs and the Secretariat are to assist the Chair in carrying out his/her responsibilities at Forum Meetings.
12. The Chair may designate a representative of an Arctic State to serve as Vice-Chair who may preside at a Forum Meeting in the absence of the Chair.
13. The Chair shall propose a date and location for the annual Forum Meeting at least three (3) months in advance of the proposed date.
14. The Chair with the assistance of the PAME Shipping Expert Group Co-Chairs and the Secretariat shall circulate a draft agenda at least 60 days in advance of the annual Forum Meeting.
15. Any participant may propose items for inclusion on the agenda of a Forum Meeting.
16. Any Forum participant may speak at a Forum Meeting.
17. Any Forum participant may make a written submission to the Forum.
18. Forum Meetings are open to Forum participants and invited experts only.
19. All Forum Meetings are to be held under the Chatham House Rule.
20. One or more Forum participants may volunteer to provide a venue for a Meeting and offer such other assistance as may be necessary to facilitate the work of the Forum in achieving its objectives.
21. The Chair, with the assistance of the PAME Shipping Group Co-Chairs and the PAME Secretariat, shall submit a summary of each Meeting and a record of all decisions taken to the next scheduled PAME meeting.

Decisions

22. Any decision taken by the Arctic States in consultation with the Permanent Participants under paragraphs 15 and 16 of the Terms of Reference at a Forum Meeting is to be by consensus of those States present.

23. Any Forum participant may propose to the Chair that the Arctic States in consultation with the Permanent Participants take a decision at a Forum Meeting under paragraphs 15 or 16 of the Terms of Reference.
24. Decisions under paragraphs 15 or 16 of the Terms of Reference by the Arctic States may be taken intersessionally.
25. A written record of any decisions taken by the Arctic States at a Forum Meeting or intersessionally shall be documented by the Secretariat and subsequently made available to Forum participants.

Delegations

26. Each Forum participant shall provide a single point of contact, including title/affiliation, phone number and email address, to the Secretariat.
27. Each Forum participant shall timely notify the Secretariat whenever the point of contact changes.
28. The PAME Secretariat shall maintain a current list of Forum participant points of contact and post them to the Forum's Web portal.
29. Forum participants are to bear any costs associated with their participation in a Forum Meeting.

Experts

30. The Chair in consultation with the PAME Shipping Expert Group Co-Chairs may invite any person or organization that can contribute expertise and is able to contribute to the work of the Forum to make a written submission to the Forum and/or to participate in a specific Forum Meeting.
31. Costs associated with the attendance of experts at Forum meetings shall not be borne by the Forum.

Public Outreach and Communication

32. No Forum participant other than the Chair may purport to represent the Forum in any other fora, process or setting, or purport to speak on behalf of the Forum unless otherwise decided in advance by the Arctic States.

33. Unless otherwise decided by the Chair, all documents and other written materials generated by the Forum to achieve its objectives, including its final meeting agendas and records of decision, may be made publicly available by any participant.

Languages

34. English shall be the working language of the Forum.
35. Any participant may speak in a language other than English at a Forum meeting provided that interpretation into English is provided and any cost is borne by the participant.

Modification

36. These Methods of Operation may be revised by a decision of the Arctic States in consultation with the Permanent Participants.