

14 April 2008
ACAP Chair

Updated for the ACAP meeting in September 2014
by Finland, US and Norway

**ARCTIC CONTAMINANTS ACTION PROGRAM (ACAP)
WORKING GROUP OF THE ARCTIC COUNCIL
Operating Guidelines
Adopted at the SAO meeting in ----- 20**

1. Introduction

1.1. The Arctic Contaminants Action Program (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 and the other founding documents of the Council.

2. Objectives

2.1. The objective of the ACAP is to prevent adverse effects, reduce and ultimately eliminate pollution of the Arctic Environment. The mandate of the Working Group is defined through decisions of the Arctic Council Ministers.

2.2. The main objectives and priorities for ACAP are documented in the "Arctic Council Action Plan to Eliminate Pollution of the Arctic" (2001) as supplemented by Work Plans approved by Ministers every two years.

3. Representation

3.1. 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. Countries and organizations that have been granted observer status to the AC are also entitled to observer status in the ACAP WG. In addition, the Working Group may invite experts that can contribute to the work of ACAP. Arctic Council's Rules of Procedure and Arctic Council Observer Manual guide the Council's subsidiary bodies in relation to meeting logistics and the role played by observers and experts.

4. Chair, Vice-Chair and Secretariat

4.1. The Chair and Vice Chair shall be selected from among the Working Group Member States in consultation with the SAOs. These officers serve for a period of two years and the term can be extended for a further period of two years if so decided by the ACAP WG. 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.

4.2. The duties of the ACAP Working Group Chair, in coordination with the Vice-Chair(s), shall include:

- a) Convene and preside over the ACAP Working Group meetings
- b) Represent the ACAP WG at other Arctic Council meetings as appropriate including at Senior Arctic Officials' and Ministerial meetings

- c) Take initiatives and put forward proposals to oversee the agreed activities and other functions to ensure the effective operation of the Working Group between the meetings
- d) Provide reports to, and seek approvals from, SAOs as required
- f) Promote the projects and results of the Working Group among internal and external stakeholders and potential partners

4.3. The Arctic Council's Working Group Coordinator provides administrative secretariat support to ACAP. The chairperson will provide guidance to the Working Group Coordinator. The chairperson may arrange for additional assistance to support him or her in carrying out the duties of chairperson. The responsibilities of the Working Group Coordinator include: drafting meeting minutes and reports, distributing relevant materials to the WG such as meeting documents, coordinating WG and its sub-group activities and responses, providing logistical support and arranging Working Group meetings to include remote participation options, managing and keeping current ACAP website, and undertaking other duties assigned by the Chair and/or Working Group.

5. Meetings

5.1. ACAP Working Group meetings should take place no more than twice a year, at least 30 days prior to SAO meetings and use mechanisms to facilitate remote participation for the meetings. Intercessional decisions may be made through written correspondence or other appropriate means (e.g., teleconference, videoconference).

5.2. The ACAP WG 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 and meeting documents shall be sent to the meeting participants 30 days in advance of the meeting, unless otherwise agreed by the ACAP Working Group.

5.3. A record of decisions shall be presented by the ACAP WG Chair at the end of each ACAP Working Group 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 ACAP Chair within 14 days after issuance and the final revised draft report, incorporating the comments received, shall be issued within an additional 14 days for intercessional approval.

6. Reports

6.1. The progress reports and Work Plans shall be adopted by the ACAP Working Group at a regular ACAP meeting or intersessionally. The ACAP Working Group members shall have a minimum of 14 days to comment on the draft progress reports and a minimum of 30 days on work plans. The ACAP WG Chair shall submit progress reports, two-year Work Plan and other relevant information to the SAO.

7. ACAP Project Management

7.1. The ACAP Working Group may establish an Expert Group with one or more chairs to coordinate the projects and activities of a specific work area. ACAP WG shall develop Terms of Reference for each Expert Group to be approved by SAOs, unless such Terms of Reference has been provided by the SAOs to the Working Group.

7.2. Expert Group Chair(s) will submit progress reports from Expert Groups and other relevant documents to the ACAP Chair and the Working Group Coordinator before the WG meeting, unless otherwise agreed by the ACAP Working Group

7.3. The responsibilities of the Expert Group Chair(s) include:

- a) Providing leadership to the Expert Group and ensuring circulation of relevant information;
- b) Submitting reports and information on the progress of projects and activities to the Working Group;
- c) Facilitating Expert Group review of project proposals in a timely manner and building consensus within the Group for approval
- d) Convening regular meetings of the Expert Group in person or by electronic means

7.4. Project Lead(s) may bring forward new project proposals to the Expert Group following the Arctic Council Rules of Procedure and using the ACAP project development guidance¹. The Expert Group chair(s) shall propose new projects for the WG for consideration coordinate review and approval of project proposals developed by the Project Lead(s) and submits the agreed proposals to the ACAP Working Group for approval no later than 30 days before the next ACAP WG meeting, or for intersessional approval. The ACAP WG will put forward information on ACAP approved projects to the SAOs for their consideration.

7.5. Each project under an Expert Group should have its own Project Lead(s) to manage and ensure implementation.

The responsibilities of the Project Lead(s) include:

- a) Developing project proposals and activities for consideration by the Expert Group
- b) Managing the implementation of projects and activities
- c) Informing the Expert Group on milestones, progress, and results in a regular and timely manner for reporting to the Working Group
- d) Creating interim and final project deliverables within each AC Chairmanship cycle
- e) In cooperation with the Expert Group, assure appropriate communication and outreach, and forward project reports, key project findings and recommendations to the ACAP WG

8. Amendment

8.1. Proposals for amendments to the Operating Guidelines should be circulated to the ACAP Working Group representatives at least 30 days before the next scheduled ACAP Working Group meeting. Any amendments will be referred to the SAOs for final approval.

¹e.g. a draft document on ACAP process for developing ACAP Arctic Council approved projects (last version is from November 12, 2012)