



Guidelines for Relationships with Outside Bodies

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The following guidelines direct internal procedures of the Arctic Council as its subsidiary bodies¹ relate to outside bodies². These guidelines should be followed in accordance with the Arctic Council Rules of Procedure and the Arctic Council Communications and Outreach Guidelines.

Formal Relationships with Outside Bodies

As provided for in Rule 39 of the Arctic Council Rules of Procedure, where the Arctic Council, or the Arctic States participating on a Working Group, Task Force or other subsidiary body agree, the Chair of the body may invite any person or organization that can contribute expertise and is able to contribute to the work of that body to participate in specific meetings.

Although Rule 39 is intended to bring in necessary expertise on a meeting-by-meeting basis, Arctic Council subsidiary bodies have longer term needs for obtaining expertise and broader reasons to establish and maintain collaborative relationships with outside bodies.

As subsidiary bodies collaborate with outside bodies to bring new expertise and capacity to the Arctic Council in a more formal, regular, or sustained basis, or as subsidiary bodies contribute to work in outside bodies, the Chair of the subsidiary body should:

- Notify the Senior Arctic Officials (SAOs) of any such relationships under consideration in a timely manner and provide the SAOs with an opportunity to offer guidance as appropriate;
- Present such relationships under consideration, and any associated documents, to the SAOs for approval, including the following information:
 - Objective
 - Scope of the relationship
 - Duration
 - Parties
 - Funding arrangements

¹ The subsidiary bodies of the Arctic Council are: 1) Working Groups; 2) Task Forces; 3) Expert Groups; 4) such other subsidiary bodies the Arctic Council may create.

² “Outside Bodies” refers to any association, organization, forum, corporation, or government that is not the Arctic Council and is not an Observer to the Arctic Council.

- POCs, and;
- Provide relevant information and documents associated with such relationships that have received SAO approval to the Arctic Council Secretariat (ACS) in a timely manner for centralized record keeping purposes.

The ACS, with the support of the Chair of the Senior Arctic Officials and Chairs of subsidiary bodies, should:

- Maintain an up-to-date record of all approved relationships with outside bodies and an up-to-date list of the related outside bodies' points of contact, and;
- Maintain up-to-date links to the website of these organizations, where appropriate, on the Arctic Council website.