



Operating Guidelines for the Emergency Prevention, Preparedness and Response Working Group (EPPR)

Approved by the Working Group on 19 of February 2014 and approved by the Senior Arctic Officials (SAOs) on xxxx.

The activities of the Emergency Prevention, Preparedness and Response (EPPR) Working Group are governed by the Rules of Procedure of the Arctic Council. The following guidelines should be read in conjunction with the Rules of Procedure of the Arctic Council and The Arctic Council Observer Manual for Subsidiary Bodies.

1. Chairperson, Vice-Chairperson, and Secretariat

1.1 – The chairperson and the vice-chairperson shall each serve terms of two years. These terms may be extended by the Working Group. The terms of the chairperson and vice-chairperson shall normally begin after the Ministerial Meeting of the Arctic Council that follows their election. Should the Chair fall vacant, the Vice-Chair shall act as the Chair until a successor is elected

1.2 – The chairperson shall act in a neutral capacity.

1.3 – The duties of the chairperson shall be to preside over the EPPR Working Group meetings and to direct and manage work programs approved by the EPPR Working Group. The chairperson will, take initiatives, put forward proposals to the EPPR Working Group that could promote the efficient execution of its work, and undertake communication on EPPR matters in other fora.

1.4 -The Chairperson will prepare and submit working group reports as required to EPPR members, SAOs, and Ministers.

1.5 –The Arctic Council Secretariat provides administrative secretariat support to EPPR. The chairperson will provide guidance to the Working Group Coordinator at the Arctic Council Secretariat. The chairperson may arrange for additional assistance to support him or her in carrying out the duties of chairperson.

1.6 – The duties of the vice-chairperson are to substitute for the chairperson when the chairperson is not available and to assist the chairperson in his or her duties.

2 Meetings

2.1 – The EPPR Working Group shall meet at least once a year.

2.2 – The responsibility for organization of the meetings shall rotate among the Arctic States and be co-ordinated by the chairperson.

2.3 – An invitation to the meeting with a draft agenda prepared by the chairperson, in consultation with the representative of the country hosting the meeting, shall be submitted to the national representatives, Permanent Participants and the observers of the Arctic Council at least 60 days in advance.

2.4 – Official documents and proposals for the meeting shall be submitted to the chairperson, national representatives, Permanent Participants, and observers of the Arctic Council at least 30 days prior to the meeting at which they are to be considered. Documents of solely informational character shall be submitted at least 14 days prior to the meeting.

2.5 - The number and names of the delegation to any EPPR meeting shall be submitted to the chairperson and the country hosting the meeting at least 14 days prior to the meeting.

3 Decisions

3.1 – A record of decisions taken at an EPPR meeting shall be prepared and agreed upon at the conclusion of the meeting.

3.2 - Decisions may be taken by consensus using written communication.

4 Reports

4.1 – A draft meeting report including the record of decisions shall be distributed to all Arctic States, Permanent Participants and other meeting participants within 30 days of the conclusion of the meeting.

4.2 – Comments on a draft final meeting report shall be submitted to the chairperson within 30 days after issuance.

5 Activities

5.1 – The main objectives and priorities for the work of the EPPR Working Group shall normally be included in the ‘Strategic Plan of Action’, which is approved by the SAOs and subject to a Ministerial Mandate.

5.2 – The projects and activities based on the Strategic Plan of Action and carried out by the EPPR Working Group shall be organized through the “lead country” principle.

5.3 – The chair may invite relevant persons or organizations that can contribute expertise to meetings and/or to take part in project activities unless a country or Permanent Participant objects.

6 Amendments to the operating guidelines

6.1 – The operating guidelines may be amended at any meeting of the EPPR Working Group, subject to approval by the SAOs.