

## **OPERATING GUIDELINES for the Sustainable Development Working Group**

adopted by the Sustainable Development Working Group on April 5<sup>th</sup> 2001 pending approval by the Senior Arctic Officials (SAOs).

The activities of the Sustainable Development Working Group are governed by the Rules of Procedure of the Arctic Council. In undertaking its work, the Sustainable Development Working Group will also adhere to the Arctic Council Terms of Reference for the Sustainable Development Program, the Sustainable Development Framework Document, and other policies and directions provided by the Arctic Council Ministers.

The following guidelines should be read in conjunction with the Rules of Procedure of the Arctic Council.

### **1. Representation**

- 1.1 The number of members and names of the delegation to any Sustainable Development Working Group meeting shall be given to the secretariat of the working group, and the country hosting the meeting normally at least 14 days prior to the meeting.

### **2 Chairperson, Vice-Chairperson, and Secretariat**

- 2.1 The chairperson shall normally be from the Host Country of the Arctic Council.
- 2.2 The chairperson and the vice-chairperson shall each serve terms of two years. Their terms shall normally begin after the Ministerial Meeting of the Arctic Council that follows their election.
- 2.3 The chairperson shall act in a neutral capacity.
- 2.4 The duties of the chairperson shall be to preside over the Sustainable Development Working Group meetings and to direct and manage work programs approved by the Sustainable Development Working Group, and to take initiatives and put forward proposals to the Sustainable Development Working Group that could promote the efficient execution of its work.
- 2.5 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.
- 2.6 The home country of the chairperson shall normally provide the secretariat support, unless the working group agrees on other arrangements.
- 2.7 The duties of the secretariat are to help co-ordinate the work program, facilitate information exchange, arrange meetings of the working group, support reporting on and implementation of the program, and undertake other duties assigned by the Sustainable Development Working Group.

### **3 Meetings**

- 3.1 The Sustainable Development Working Group shall normally meet at least once a year.
- 3.2 The home country of the chairperson is responsible for the organization of the meetings. The organization of the meetings shall be coordinated by the chairperson and the secretariat of the working group.
- 3.3 An invitation to the meeting with a draft agenda prepared by the chairperson shall be submitted by the secretariat of the working group to the national representatives, Permanent Participants and Observers of the Arctic Council at least 60 days prior to the meeting. The invitation to those national representatives, Permanent Participants and Observers who are in need of a visa to participate in the working group meetings should be submitted in a form required for visa application.
- 3.4 Official documents and proposals for the meeting shall be submitted to the 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 informative character shall be submitted at least 14 days prior to the meeting.

### **4 Reports**

- 4.1 A draft meeting report shall be distributed to all Arctic States, Permanent Participants and other meeting participants by the secretariat of the working group within 30 days of the conclusion of the meeting.
- 4.2 Comments on the draft meeting report shall be submitted to the chairperson and the secretariat of the working group within 30 days after distribution and the final meeting report shall be subject to approval.

### **5 Activities**

- 5.1 The main objectives and priorities for the work of the Sustainable Development Working Group shall be in line with the Sustainable Development Framework Document and the Arctic Council Terms of Reference for a Sustainable Development Program, and other objectives and priorities established by the SAOs and Ministers.
- 5.2 The projects and activities carried out by the Sustainable Development Working Group shall be organised through the "lead country" or "lead party" principle.

### **6 Amendments to the operating guidelines**

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