



OPERATING GUIDELINES

for the Protection of the Arctic Marine Environment (PAME) Working Group

The activities of the PAME Working Group are governed by the Arctic Council Rules of Procedure as revised by the Arctic Council at the Eight Arctic Council Ministerial Meeting, Kiruna, Sweden, May 15, 2013. These PAME Operating Guidelines are to be read in conjunction with the Arctic Council Rules of Procedure and the other applicable Arctic Council founding documents.

1. Arctic States

Membership in the PAME Working Group is limited exclusively to the governments of: Canada, Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden and the United States of America (the Arctic States).

2. Permanent Participants

The Aleut International Association, the Arctic Athabaskan Council, the Gwich'in Council International, the Inuit Circumpolar Council, the Russian Association of Indigenous Peoples of the North, and the Saami Council are Permanent Participants in the PAME Working Group.

3. Observers

Non-Arctic States and organizations accredited as observers to the Arctic Council are the only accredited observers to the PAME Working Group.

4. Invited experts

The PAME Chair or the PAME Executive Secretary 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. These persons or organizations do not have Observer status unless so decided in accordance with Arctic Council Rule of Procedure, paragraph 39.

5. Decision making

Each Arctic State and Permanent Participant may be represented by a Head of Delegation (HoD) and such other representatives as each Arctic State and Permanent Participant deems necessary. Decisions of the PAME Working Group are the exclusive right and responsibility of the eight Arctic States with the involvement of the Permanent Participants. All decisions are taken by consensus of the Arctic States.

6. Representation

6.1 Each Arctic State and Permanent Participant assigns one lead delegation representative and any additional representatives as appropriate.

6.2 The names of all representatives on each delegation are to be given to the Executive Secretary at least 14 days prior to the meeting.

7. Chair, Vice-Chair, and Executive Secretary

7.1 In consultation with the SAOs, PAME Arctic State Heads of Delegation are to select a Chair and Vice-Chair, each to serve for a term of 2 years. The term may be extended for a further period of two years if so decided by the PAME Arctic State Heads of Delegation.

7.2 The Chair is to act in a neutral capacity.

7.3 The duties of the Chair are to:

- Preside over PAME meetings and to direct and manage work programs approved by the Working Group.
- Represent the Working Group at other Arctic Council meetings as appropriate, including at Senior Arctic Official and Ministerial meetings , and
- Take initiatives and put forward proposals to the Working Group that support and advance the efficient execution of its work.

7.4 The duties of the Vice-Chair are to assist the Chair in his or her duties and to substitute for the Chair when the Chair is unavailable.

7.5 The duties of the Executive Secretary is detailed in Annex I and is to help co-ordinate and advance PAME's Work Plan, facilitate information exchange, arrange meetings, support reporting on and implementation of projects, and undertake other tasks as assigned by the Working Group. The Executive Secretary is to take his/her directions from the Chair and Vice-Chair(s).

8. Meetings

8.1 Meetings of the PAME Working Group and/or PAME HoDs are to take place on the average twice a year at the call of the PAME Chair.

8.2 PAME Working Group meetings are open to Arctic States, Permanent Participants and Arctic Council Observers

8.3 PAME HoD meetings are open to Arctic States and Permanent Participants. Experts may be invited to participate in the PAME Working Group or PAME HoD meetings (in accordance with section 4 of these operating guidelines).

8.4 The time and place of PAME Working Group and HoDs meetings is, to the extent possible, be decided by the PAME Working Group either at the preceding meetings or by correspondence between the Chair and PAME HoDs.

8.5 The PAME Working Group may convene workshops and conferences as it deems necessary for the performance of its activities/projects.

8.6 The responsibility for hosting and organisation of these meetings shall be rotated among the Arctic States and coordinated by the Chair and the Executive Secretary.

- 8.7 An invitation to the meeting with a draft agenda proposed by the Chair in consultation with the representative of the Host Country should be submitted by the Executive Secretary to those invited to the meetings at least 30 days in advance and shall be approved at the opening of the meeting.

9. Reports

PAME Working Group and HoDs meeting participants are to be allowed a minimum of 14 calendar days to comment on draft meeting minutes, following which the minutes shall be made available to the public.

- 9.1 The records of decisions (RoDs) are to be agreed to at the end of each PAME Working Group meeting. Draft final meeting minutes, including the RoDs, are to be distributed to all Arctic States, Permanent Participants and other meeting participants by the Executive Secretary within 14 calendar days of the conclusion of the meeting.
- 9.2 Comments on draft final meeting minutes are to be submitted to the Chair and Executive Secretary within 14 calendar days after issuance and the final meeting report is to be subject to the approval of participating Arctic States.
- 9.3 The Chair, with the assistance of the Executive Secretary shall prepare and circulate progress reports to the Working Group and to the SAO meetings and Ministerial meetings after approval by the PAME HoDs.

10. Document Management

- 10.1 All documents are to list the title, author, and date, after which the Executive Secretary is to provide a relevant agenda number.
- 10.2 Every effort is to be made to submit papers to the Executive Secretary for circulation at least 30 days prior to the meeting at which they are to be considered.

11. Other

The PAME Executive Secretary regularly receives requests for assistance from other entities, including governmental and non-governmental organizations, institutes, scientists, and others. The PAME Working Group has directed the Executive Secretary when handling such requests to adopt an appropriately flexible and co-operative attitude where requests do not impose a significant burden on the Executive Secretary. This would include requests concerning provision of information that has previously been approved for general distribution by the Working Group. Any major requests or requests that might interfere with the ability of the Executive Secretary to carry out its main task of supporting the PAME Working Group are to be referred to the PAME HoDs for their consideration.

12. Amendment

These Operating Guidelines may be amended subject to approval by the SAOs. Proposals for amendment to the Operating Guidelines should be circulated to PAME Heads of Delegation at least two months before the meeting at which they will be considered.

Annex I - Main Functions of the PAME Executive Secretariat

The principal duties of the PAME Executive Secretary are as follows:

- ✓ Responsible for the PAME International Secretariat, including hiring and supervising staff
- ✓ Maintaining PAME website, and supervising publication of PAME documents
- ✓ Prepare agendas and assists host countries with physical preparations for PAME meetings.
- ✓ Prepare minutes of meetings, participate in other international meetings pertinent to PAME as per instructions from the PAME Chair
- ✓ Drafts status and progress reports to PAME National Representatives and Permanent Participants, SAOs and Ministers.
- ✓ Coordinate implementation of the PAME Work Plan with PAME National Representatives, Permanent Participants, Observers, and other relevant parties
- ✓ Supervise the PAME budget and expenditure of funds allocated to the Secretariat and prepare annual financial reports for the operation of the PAME International Secretariat for the PAME Heads of Delegation
- ✓ Prepare administrative proposals, funding strategies and proposals for the PAME Chair and the PAME Heads of Delegation
- ✓ Prepare briefing papers and presentations for the PAME Chair and the PAME Heads of Delegation as relevant
- ✓ Coordinate with other Arctic Council Working Groups Executive Secretaries and other relevant organizations and interested parties as directed by the PAME Chair and PAME Heads of Delegation
- ✓ Central function for distribution of projects/reports that are done on a Lead-country basis.
- ✓ Collect, maintain and distributes PAME information and oversee the preparations and set-up of PAME documents for printing.