

Operating Guidelines for the *ad hoc* ACAP Steering Committee

Adopted at the SAO meeting in Espoo, Finland, November 6-7, 2001,

1. The *ad hoc* ACAP Steering Committee (the Committee) is a subsidiary body of the Arctic Council (AC) and as such operates under the Rules of Procedures for the AC.
2. The mandate of the Committee is defined through decisions of the Arctic Council Ministers.
3. The main objectives and priorities for ACAP are documented in the “Arctic Council Action Plan to Eliminate Pollution of the Arctic”; they may be supplemented by special requests from Ministers, and SAOs within existing mandates, concerning specific work items.”
4. Each Arctic State and Permanent Participant may assign one lead representative and other representatives, as appropriate, to the Committee.

In addition, the Committee may invite other countries and/or organisations that can directly contribute to the work of ACAP to meetings and/or as parties in projects.

5. The Committee shall assign one or more co-ordinators for each project. To the extent possible, co-ordinating responsibility shall be evenly distributed between the Arctic States. AC bodies may also accept co-ordinating responsibility for projects consistent with their mandates. The responsibilities of the co-ordinator(s) include:
 - furthering the development of the project;
 - facilitating secretarial support;
 - reporting to ACAP meetings on the progress of the project.

When appropriate, an *ad hoc* project steering group shall be established, inviting representatives of donors and parties who actively contribute to the project (incl. expert participation). The project co-ordinator will be responsible for inviting steering group members to the project meetings.

6. The duties of the Chair of the ACAP Steering Committee shall be to:
 - a) preside over the meetings;
 - b) carry out any duties entrusted upon the Chair by the Committee;
 - c) facilitate information exchange (receive from and distribute information to the representatives; e.g., meeting reports and other documents from ACAP meetings, other relevant documents addressed to ACAP);
 - d) oversee the activities between the meetings;
 - e) promote co-ordination among ACAP projects and those relevant to ACAP projects in other international organisations under the guidance of the Steering Committee;
 - f) promote/take initiatives and put forward proposals to the Committee for the effective functioning of ACAP and achievement of its goals;
 - g) seek assistance for the implementation of ACAP projects from relevant international organisations under the guidance of the Steering Committee;
 - h) arrange Committee meetings.

7. An invitation to ACAP meetings with a draft agenda proposed by the Chair should be submitted to those invited to the meetings at least 30 days in advance.
8. 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 chair within 30 days after issuance and the final report shall be subject to the approval of participating Arctic States.
9. The Chair shall prepare and circulate progress reports to the SAO meetings and Ministerial meetings. The Committee's representatives shall be allowed to comment on draft reports, following which the report shall be made available to the public.
10. Proposals for amendments to the Operating Guidelines should be circulated to representatives at least two months before the meeting, which will act upon the proposal. Any such amendments will be referred to the SAOs for approval.