

ARCTIC COUNCIL INDIGENOUS PEOPLES' SECRETARIAT

PROCEDURAL GUIDELINES

In accordance with Article 8 of the "Declaration on the Establishment of the Arctic Council", Rule 33 of the "Arctic Council Rules of Procedure" and the "Terms of Reference of the Arctic Council Secretariat", the Board of the Arctic Council Indigenous Peoples' Secretariat hereby adopts the following Procedural Guidelines:

Definitions

1. In these IPS Guidelines:

"Permanent Participants" means the **Indigenous Peoples'** organisations referred to in Article 2 of the Declaration on the Establishment of the Arctic Council as well as any other organisation granted Permanent Participant status in accordance with the Arctic Council Rules of Procedure;

"Arctic States" means the Members of the Arctic Council, i.e. Canada, the Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden and the United States of America;

"IPS" means the Arctic Council Indigenous Peoples' Secretariat.

"ACS" means the Arctic Council Secretariat.

Application

2. Meetings and other activities of the IPS will be governed by these Procedural Guidelines.

The Board

3. The functions of the IPS will be governed by a Board and in accordance with the ACS Terms of Reference, Staff Rules and Financial Rules.

4. The Board is responsible for managing and directing the affairs of the IPS in accordance with the ACS Terms of Reference and these Guidelines.

5. The number of the Board members shall be nine and will consist of
 - a) an authorised representative from each of the six Permanent Participants,
 - b) a representative from the following Arctic States: 1) the current chair of the Arctic Council, 2) the incoming Chair of the Arctic Council, and, 3) the host country of the ACS.
 - c) The Director of the ACS shall also participate in the Board of the IPS as an ex-officio member.
6. Board meetings will be held at least once a year in person and at such other times by teleconference or on such locations as may be agreed upon by the Board members. Board meetings will be held in Tromsø, unless the Board agrees otherwise. Meetings can be held outside of Norway.
7. Four members of the Board will constitute a quorum for purposes of holding a Board meeting, where of which at least three members are representatives of Permanent Participant organizations.
8. Decisions of the Board will be by consensus. In the event that a Board meeting is held without the attendance of all its members, decisions may be taken by a consensus of all Board members present, subject to any objection in writing by absent Board members within thirty calendar days after receiving a report containing the decision. Decisions may be taken by written communications, including electronical communications.
9. Unless the Board decides otherwise, discussions or decisions at Board meetings will not occur on any matter which has not been included as an item in an agenda adopted in accordance with these IPS Guidelines.
10. During the discussion of any matter, a Board member may rise to a point of order and the point of order will be decided immediately by the Chair of the Board in accordance with these IPS Guidelines.
11. English shall be the working language of the Board at meetings and in correspondence. If deemed necessary by the Board, the agenda and other documents intended to be considered by the Board will be made available in Russian and Russian interpretation will be provided at Board meetings.

Administrative issues

12. Administrative control of the funding of the IPS shall be carried out in accordance with the requirements of the ACS as set out in the ACS Financial Rules. The Board shall approve all IPS operating budgets within the constraints set by the funding agencies and the objectives of the Arctic Council. Any applications for individual

project grants relating to the functions of the IPS and budgets for such projects shall require the approval of the Board.

13. A biennial work plan and the budget shall be approved by the Board and amended as necessary. These shall be included in separate sections of the the work plan and the budget of the ACS.
14. The IPS may be supported through specific donations in accordance with the Financial Rules of the ACS. The Board of IPS should commit to and oversee the implementation of a long-range fundraising strategy for IPS.
15. The Board may establish an Executive Committee from among its members comprised of the Chair, the Director of the ACS and two or more persons to oversee and direct the work of the IPS in accordance with work plans and budgets approved by the Board. The Executive Committee will report to the full Board and will act within the parameters of detailed terms of reference and instructions given by the Board to the Committee.

IPS staff

16. The terms and conditions for employment of staff to the IPS shall be in accordance with the ACS Terms of Reference, Staff Rules and Financial Rules as well as these Procedural Guidelines.
17. The IPS shall be headed by a Professional staff member designated as Executive Secretary. The Director of the ACS appoints the Executive Secretary with the approval of the Board. Appointment of other IPS staff shall be done by the Director of the ACS with the approval of the Chair of the Board of the IPS.
18. Termination of the appointment contract with or dismissal of a staff member designated to the IPS may only be executed after consultation with the Board of the IPS or its Chair.
19. The staff of the IPS should consist of people with a working knowledge of Arctic affairs. Employment should also be based on professional qualifications and life experiences with special emphasis given to those having knowledge and understanding of Arctic indigenous peoples and cultures. It is preferred that the staff of IPS have knowledge in at least one Arctic indigenous language.
20. It will also be possible for the Permanent Participants to make available to the IPS their own staff to assist in special projects. All costs for this must be provided by the Permanent Participant organization providing staff.

The Chair of the Board

21. The Chair shall be from one of the Permanent Participants. The Chair will preside over the Board of the IPS from the conclusion of one biennial Ministerial meeting of the Arctic Council until the conclusion of the next biennial Ministerial meeting of the Arctic Council.
22. The Chair shall rotate between the organizations in the order that they became Permanent Participants. The order of joining is:
 - Saami Council
 - Inuit Circumpolar Council
 - Russian Association of Indigenous Peoples of the North
 - Aleut International Association
 - Gwich'in Council International
 - Arctic Athabaskan Council
23. A Permanent Participant organization may defer its turn as Chair to the next organization in line on the understanding that it will assume the position at the next Ministerial meeting of the Arctic Council.
24. The Permanent Participants may also designate a member of the Board as vice-chair and the vice-chair will preside in the absence of the Chair.
25. With the assistance of the Executive Secretary, the Chair will coordinate the agenda and other arrangements for meetings of the Board.
26. The Chair or other designated officials may undertake communications on IPS matters as may be agreed to in advance by the Board.
27. The Chair will propose a date and the location for a Board meeting at least thirty days in calendar advance of the proposed date.
28. The Chair, in consultation with the Board members, will circulate a draft agenda at least twenty calendar days prior to the date of a Board meeting. Board members may propose supplementary agenda items by notifying the Chair no later than ten calendar days prior to a Board meeting. A final agenda will be adopted by a decision of the Board at the meeting.
29. The Chair, with the consent of the Board, may invite any person or organization that can contribute expertise and is able to contribute to the work of IPS to participate in Board meetings.
30. The Chair may release minutes, communications and documents of the meeting after obtaining approval from the Board members.

31. The Chair shall be responsible for on-going operations of the IPS and be responsible for notifying Board members of any significant developments that occur without unreasonable delay. The Chair shall be in regular contact with the Executive Secretary and the Director of the ACS regarding the implementation of the work plan, the budget and other relevant issues. The Chair shall also visit the IPS office in Tromsø as required to meet with staff and give guidance.

The Executive Secretary

32. With guidance from and under the direction of the Chair and the Director of the ACS, the Executive Secretary is responsible for managing and coordinating the day-to-day operations of the IPS and its staff in accordance with the work plans and budgets approved by the Board, the Terms of Reference of the ACS and these Procedural Guidelines.

33. The Executive Secretary, in coordination with the Director of the ACS, shall:

- a) coordinate the development and execution of work plans and other tasks;
- b) coordinate the development of budgets and funding proposals;
- c) coordinate regular reporting and accounting to the Chair, the Executive Committee and the Board on work plans, budget and expenditure matters, and funding matters and IPS activities generally;
- d) coordinate the preparation of reports, recommendations, and other documents for review or decision by the Chair, the Executive Committee or the Board;
- e) monitor, direct or undertake IPS activities in accordance with the decisions of the Board as directed by the Chair, the Executive Committee or the Board;
- f) disseminate correspondence and information to the Permanent Participants and other Board members as appropriate;
- g) coordinate or carry out IPS communications;
- h) manage and direct other IPS staff;
- i) arrange interpretation or translation into Russian or other languages, as may be required from time to time, and;
- j) coordinate or carry out such other matters as directed by the Chair, the Executive Committee or the Board.

34. The Executive Secretary will act as the secretary to record minutes and decisions at Board meetings.

35. The Executive Secretary may refer matters to the Board for decision.

Amendment

36. These IPS Guidelines may be amended by a decision of the Board.

37. In a timely manner after its adoption, the procedures established by these guidelines will be assessed by the Board of the IPS and the ACS and the report and its recommendations are to be forwarded to the appropriate entities.