

# **Conservation of Arctic Flora and Fauna (CAFF)**

## **Operating Guidelines**

The activities of CAFF are governed by the Rules of Procedure of the Arctic Council. References to the Rules of Procedure herein are to the Rules of Procedure (ROP) of the Arctic Council.

### **I. Management of CAFF**

A. The CAFF Working Group consists of CAFF National Representatives, Permanent Participants' Representatives, Arctic Council Observers, and Experts invited to CAFF meetings.

B. The CAFF National Representatives and Permanent Participants' Representatives constitute the Management Board (Board) of CAFF.

C. A CAFF Chair and Vice-Chair shall be selected among the CAFF National Representatives on a 2-year rotational basis, corresponding to the Arctic Council's inter-ministerial period.

D. The CAFF International Secretariat is the body through which the work of CAFF is coordinated and administrated. The Secretariat executes decisions made by the CAFF Board, provides administrative and advisory function to the Arctic countries, and has overall responsibility to ensure that the Work Plan implementation is well-coordinated and timely.

### **II. Role of CAFF International Secretariat**

A. The CAFF International Secretariat works for and takes direction from the Chair.

B. The Executive Secretary attends SAO, Ministerial, Working Group Meetings (WGM), Management Board Meetings (MBM) and other meetings as requested and required to assist the Chair.

C. The Secretariat develops a comprehensive and timely budget and work plan for Secretariat resources, including a time allocation budget for the Secretary and staff. The *draft* budget is to be prepared in writing by December 1 of each year for the following year. All known contracts, contractors, etc., will be identified in the budget.

D. The budget will be approved by the CAFF National Representatives as soon as possible within the start of the budget year.

E. Small changes to the budget will be approved by Chair and Vice-Chair. Large changes by the Management Board.

F. Advance notice of changes in the budget will be given to the Chair, Vice-Chair, and the National Representatives.

### **III. Role and Management of CAFF Meetings**

A. Meetings of CAFF will normally take place in either of two formats: (1) CAFF Working Group (WG) Meetings; and (2) CAFF Management Board Meetings (MBM).

B. CAFF WG Meetings will be held biennially (before Arctic Council Ministerial Meetings). They will be working sessions, designed to discuss long-term program work, present information for use in developing and recommending a CAFF Work Plan and other actions by CAFF, and to develop final proposals of CAFF for presentation to Senior Arctic Officials and to the Ministers of the Arctic Council.

C. CAFF Management Board Meetings may be held in conjunction with CAFF WG Meetings or at other appropriate times. CAFF Management Board Meetings will focus on the ongoing work of CAFF, including exercising financial and administrative oversight of the CAFF International Secretariat and CAFF projects. The CAFF National Representatives may hold closed sessions when handling financial, budget and administrative issues.

D. The Chair of CAFF, or a designee accepted by the Meeting, shall preside over all CAFF Meetings.

E. Invitation and annotated draft agenda shall be prepared by the Chair and Secretariat and circulated to National Representatives, Permanent Participants Representatives and AC Observers at least 60 days in advance of each CAFF Meeting.

F. Experts may be invited to Meetings in accordance with ROP Rules 39 and 40.

G. Comments on draft agendas are due back to the Secretariat 30 days prior to a meeting, for incorporation into a revised draft agenda.

H. The revised draft agenda will be considered for adoption, revised as necessary, and adopted at the start of each Meeting.

I. Before conclusion of a WG Meeting, a draft of the proposed Work Plan for the upcoming period shall be completed with input from all participants. The Work Plan will result from specific action items identified during WG and/or Board Meetings and outline specific goals and activities to be conducted under CAFF for that period. Work Plan projects and activities must relate to the objectives of the CAFF Strategic Plan. The CAFF Work Plan will not be fixed for the inter-ministerial period, but may change according to new opportunities and priorities. Both participants at the CAFF WG and Management Board meetings can amend the CAFF Work Plan.

### **IV. Subgroups**

CAFF may establish informal subgroups and committees when necessary to advance CAFF objectives. Groups will be established and authorized by consensus of the National Representatives. Experts from outside the CAFF WG may be invited as needed to facilitate Group activities, as long as there is consensus among country members of the Group.

A. Groups will work during the intra-sessional period, and prepare their results and

presentations well in time for the CAFF WG.

B. The activities of Groups will be evaluated at the CAFF WG meetings. When products are completed, Groups normally will be disbanded. If there is an ongoing need for a Group to continue its activities, recommendations to continue a group may be made during WG and/or Board Meetings. Continuation and membership of the Group must be authorized by consensus of the National Representatives.

## **V. Activities and Projects**

An Arctic State or Permanent Participant may make proposals for cooperative activities and projects. All proposed activities and projects must relate to the objectives of the CAFF Strategic Plan. For a proposal to be submitted to CAFF, it must be placed on a meeting agenda in accordance with the rules defined above. Proposals for activities and projects should address the elements outlined below:

## **VI. Proposal Review and Approval**

A. Proposals must have an Executive Summary, not to exceed two pages.

B. Authors must include the structural elements listed in Appendix 1 in their detailed proposals for cooperative activities.

C. Written proposals must be received and circulated by the Secretariat at least 60 days prior to the Meeting at which they are to be considered. If consensus among the CAFF National Representatives, issues tabled later than this may also be considered.

D. Proposal review.

1. Secretariat review will ensure that a proposal is structurally complete; including a project sponsor(s) from at least one Arctic State, an Executive Summary, and containing the recommended structural elements. This review may involve discussions with the sponsor and/or a redrafting of the proposal. If it is incomplete, the proposal may be returned to the authors and may not be circulated.
2. Complete proposals will be reviewed by the National Representatives and Permanent Participants. National reviews will ensure that proposed projects are consistent with national priorities and policies and that the countries are able to commit the resources required to deliver their component of the project (if required). Permanent Participant reviews will ensure that the projects are consistent with their traditional and cultural needs, values, and objectives for CAFF and, if appropriate, to confirm or define their direct participation in the project.
3. Concerns and questions about specific proposals should be conveyed directly to the proposal's authors/sponsors prior to the Meeting.

E. Formal acceptance of a project will consist of two steps that could occur simultaneously or at consecutive Meetings. This process involves: 1) endorsement and/or 2) approval.

1. Endorsement of a proposal would involve "approval-in-principle" in recognition that the proposal met a majority of the criteria and there was consensus at a Meeting that the project was worth pursuing.

2. Approval of a proposal would follow its endorsement, and acknowledge that the required resources were committed to the project.

## **VII. Meeting Document Management**

A. Documents will be designated and identified according to each meeting and agenda item, e.g., CAFF WGVIII/1-1; or CAFF BMI-01/1-1 (CAFF Board Meeting No I, 2001/agenda item 1 - document 1), and continue sequentially. All papers must list title, type of document (progress report, discussion paper, etc.) country, date, and relevant agenda item.

B. Progress reports summarizing the status of each active project will be tabled at WG Meetings. There are two types of Progress Reports: (1) progress on activities and projects identified in the CAFF Work Plan; and (2) progress by National Representatives and Permanent Participants.

C. Presented as standardized written reports, Progress Reports will be tabled and referred to as needed under the relevant agenda items.

D. Other than proposals for new projects, documents received by the Secretariat 30 days prior to a CAFF WG Meeting will be duplicated and distributed to a designated mailing list in advance of the Meeting. Documents of solely informational character shall be submitted at least 14 days prior to the meeting. There is no guarantee that later submissions will be considered at a Meeting.

E. A document distribution policy, outlined in the CAFF Communications Strategy, will guide the Secretariat in distributing the various CAFF meeting documents through appropriate mailing lists.

F. A list of documents tabled at each CAFF Meeting shall be compiled and distributed at that Meeting.

## **VIII. Reporting**

A. A draft Report of the CAFF WG Meeting will be prepared by rapporteurs and the Secretariat during the Meeting, for distribution prior to the Meeting's conclusion.

B. The Report will focus on discussions of agenda items and include a summary of all agreements achieved at the meeting; describe the past year's progress on the current CAFF Work Plan; record the consideration/discussion of issues and tasks raised by ministers and SAOs; record the consideration/discussion of issues not previously identified as matters of common concern; provide background and rationale for proposals; and recommend action/advice to Ministers and/or SAOs, particularly regarding the proposed future year's CAFF Work Plan.

C. The proposed Work Plan will be appended to the Meeting Report and will identify the activities to be conducted by CAFF in the following period.

D. CAFF Reports must be agreed to by all the Arctic States.

E. All CAFF products will be produced and distributed in accordance with the CAFF Communications Strategy.

## Appendix 1

### Elements Required in Detailed Proposals for CAFF Cooperative Activities

**Title:** A concise, one sentence description of the project.

**Rationale:** A summary of how the project relates to CAFF program priorities.

**Objectives:** A statement of what is to be achieved.

**Study Area:** Briefly describe the geographic focus of the proposed project. Use appropriately scaled maps where possible.

**Project Design:** Describe the proposed project including the scope, methods, and other information which will ensure that the proposed project is fully understood.

**Relevance to Indigenous Peoples:** Describe how the proposed project relates to the traditional and cultural needs, values, and practices of indigenous peoples within the project's scope.

**Other Related Projects:** If appropriate, briefly describe the relationship to related ongoing efforts by other organizations and how the present project would add to or complement those efforts.

**Schedule:** Indicate the dates for beginning and completing each phase of the project and the project's duration.

**Anticipated Outputs:** Identify the expected results and/or products.

**Application of Results:** Describe how the results will assist CAFF to fulfill its mandate.

**Literature Cited:** As appropriate.

**Personnel:** Briefly describe the role of the person(s) involved in the project.

**Partners:** Identify any cooperating agencies or organizations.

**Budget:** Indicate: (1) the resources that the proponent has committed to the project; (2) the resources that other agencies have committed to the project; and/or (3) the resources that are required to complete the project. Resources should be denominated in U.S. dollars.