**Arctic SDI Governance**

**Terms of Reference for the Board, Execute Board, National Contact Points and the Lead Countries**

**Introduction**

The Arctic SDI Governance consist of

* the Board,
* the Executive Board,
* the National Contact Points,
* the Lead Countries

**Objective**

The objective of the Arctic SDI Governance is to build and operate Arctic SDI based on the principles of accountability, effectiveness and flexibility.

**The Arctic SDI Board**

The decision-making body of the Arctic SDI cooperation is the Arctic SDI Board.

The Board formulates the vision, goals and strategy for the development of the Arctic SDI, organizes the affiliation with the Arctic Council and prepares the necessary Implementing Arrangements. The Board also identifies the tasks of the cooperation, organizes the work and provides the necessary resources, governance and competences to support the implementation of decisions.

The Board consist of one Director General / deputy Director General from each of the MOU signatories which countries are members of the Arctic Council.

The Chair of the Arctic SDI Board rotates every second year following the cycle of the Arctic Council chairmanship. The Chair is the board-member representing the National Mapping Agency from the same country that holds the Chair of the Arctic Council. The cycle of the Chair of the Arctic SDI Board begins 1 February of the year where the chair of the Arctic Council changes in May.

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| 1 Feb – 31 Jan | **Chair** | Previous Chair | Future Chair |
| 2014 2015 | **Canada** | Iceland | USA |
| 2015 2017 | **USA** | Canada | Finland |
| 2017 2019 | **Finland** | USA | Iceland |
| 2019 2021 | **Iceland** | Finland | Russia |
| 2021 2023 | **Russia** | Iceland | Norway |
| 2023 2025 | **Norway** | Russia | Denmark |
| 2025 2027 | **Denmark** | Norway | Sweden |
| 2027 2029 | **Sweden** | Denmark | Canada |

The Board shall meet no less than once a year. The board otherwise decides the frequency of meetings as appropriate.

The chair shall notify the board members of the date, venue and provisional agenda at least 4 month before the meeting is due to commence and at the same time set the deadline for submission of proposals or documents for discussion from the Board Members. The Board can decide on general procedures for the preparations and the conduct of board meetings as well as specific procedures for one specific board meeting. Being an equal cooperation between national agencies all decisions are made in consensus.

An Implementing Arrangement can mandate the Board to make decisions following special rules of procedures.

The board can invite observers to attend the board meetings and to make presentations as well as answer questions under specific agenda items.

**The Executive Board**

The Board Executives consist of the previous Chair, the current Chair and the future Chair of the Board.

The Executive Board assists the Chair of the Board as a consultation body on decisions that need to be taken between Board Meetings. The Board Executives can:

* be mandated by the Board to make decisions and launch actions concerning specific items between the board meetings,
* convene an extraordinary Board Meeting including the necessary preparatory meetings
* ask the board to take decisions through written procedure

**Arctic SDI National Contact Point**

To prepare board-meetings and thus promote efficient corporation each Board Member appoints representative(s) from their institution to serve as the Arctic SDI National Contact Point.

The national contact points also act as a point of liaison between their Board Member, the Arctic SDI fora and working groups and the National Mapping Institutions involved in the corporation. The national contact points communicate Board decisions as appropriate, and influence successfully delivery.

Thus the NCP’s prepare the board meetings by proposing items to the agenda and by clarifying issues and differences in opinions in relation to meeting documents and draft decisions presented either by a Lead Country or a NCP.

The NPC’s meet prior to the board meetings no later than 2 weeks before the final deadline for submitting documents and proposals to the Board. The meeting are chaired by the NCP representing the Chair of the Board.

Lead Country representatives that are not also serving as NCP’s attends the meeting of the NCP’s to facilitate the preparation of a Board Meeting.

The NCP are responsible for briefing the Board Member they represent on matters of relevance and serves as the point of contact of the participating institutions for questions raised by Board Members or by the Lead Countries of the Arctic SDI Working Groups. The NCP are responsible for briefing the Board Member they represent on basis of information on an updated Arctic SDI Web Site or briefing notes produced by the Lead Countries.

**Working groups, lead countries, support countries and coordination of activities and processes**

Activities will be organized in working groups or otherwise as decided by the Board.

When establishing a working group the Board nominates a *Lead Country* and *support* countries.

The activities will be performed by lead countries joined by support countries unless otherwise agreed in Implementing Arrangements. This includes both administrative and technical activities and operations as well as development and strategic activities.

A Lead Country has the responsibility for the operation and progress of the activity. The tasks within the activities can be divided between the Lead Country and the support countries and managed through meetings, web meetings and mail.

The lead countries refer to the Board. This includes the responsibility to report and submit documents and draft decisions to the Board, including compliance with deadlines and reflecting on the opinions expressed by the national contact points in the process of preparing the Board Meeting.

The necessary cross cutting coordination of activities and working group processes are performed by the lead countries through mail, web meetings and joint working group meetings thus facilitating the overall progress of the activities and contribution to the preparation of board meetings.

**Transparency and interaction**

The work of the activity working groups will be performed in an open and transparent manner and meetings as well as documentation will be open to all representatives from the signatories of the Memorandum of Understanding.

The Lead Country has the responsibility to coordinate and communicate any necessary cross cutting issues concerning operations and planning of processes with the lead countries of the other Arctic SDI working groups.

**Resources**

The Arctic SDI activities are based upon voluntary cooperation between the National Mapping Agencies.