**Arctic SDI**

**Secretariat for the Chair of the Arctic SDI Board**

**Terms of Reference**

**Introduction**

The Arctic SDI Board has decided to establish the Secretariat for the Chair of the Board.

**Objective**

The Secretariat for the Chair of the Board is responsible for

* logistics and practicalities in relation to Board Meeting
* preparation of the preliminary agenda, the annotated agenda and the documents for Board Meetings in cooperation with the National Contact Points and the Lead Countries
* convene and chair National Contact Points Meetings
* record minutes of Board Meetings and follow up
* general assistance to the Chair of the Board
* stewardship of the Memorandum of Understanding

**Organization and general obligations**

The institution holding the Chair of the Board is the *Lead Country* for the Secretariat for the Chair of the Board. *Support Countries* are Denmark, Norway and Sweden.

The Lead Country has the responsibility for the operation and progress of the activities assigned to the Secretariat. The tasks within the activities can be divided between the Lead Country and the Support Countries. The Lead Country is responsible for the planning of meetings, web meetings, correspondence and communication.

The Lead Country refers 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 and respecting the schedule for the preparation of Board Meetings.

For daily and urgent matters the Secretariat can also refer to the Executive Board.

**The preparation of Board Meetings**

The Secretariat is responsible for the preparation process of the Board Meetings, which are held no less than once a year.

No later than 4 month before the Board Meeting is due to commence the Secretariat on behalf of the Chair notifies the Board Members, the National Contact Points and the Lead Countries of

* the date, venue and provisional agenda of the Board Meeting
* the deadline for submission of proposals or documents to be included in the agenda for the Board Meeting
* the date, venue and provisional agenda of the National Contact Point Meeting
* the secretariat will work with countries who may host Board or National Contact Point Meetings

The Secretariat

* chairs the meeting of the National Contact Points and records the decisions taken at the meeting
* records the minutes of the Board Meeting focusing on decisions and how to follow up
* manage the consultation process of the minutes of the Board Meeting and activate the necessary follow up activities by informing the National Contact Points and the Lead Countries
* co-operate closely with the Lead Country for the Communication Working Group on issues concerning developing key messages and strategic information as well as decisions concerning Arctic SDI representation at international conferences and meetings.

**Activity plan**

The work in the Secretariat is described in a dynamic Activity Plan which will be available at the Arctic SDI Web Site.

**Transparency and interaction**

The work will be performed in an open and transparent manner and meetings as well as documentation will be open to representatives from all 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.