



# IASC HANDBOOK

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1 Not included, please see IASC website.

2 Not included, Regional Board disbanded.

3 These were the IASC Projects that were finalized in 2007.

## 1.1 INTRODUCTION

The intention of this handbook is to give IASC officers and others easy access to basic IASC documents. Establishing a new international science organization is a time consuming process. Some trial and error exercises are needed before the best solution is found. As IASC has only existed for 2-3 years, all chapters of this handbook may not have found their final form, but something to refer to is better than nothing.

This first edition may be regarded as a draft and a basis for improvement. This also explains why binding and publication quality are modest.

The handbook has two parts:

Part 1: Basic information about IASC that is of a more permanent character,

Part 2: Information that changes rather frequently, which will be updated at regular intervals.

### *Historical Background*

International multi-disciplinary scientific co-operation in the Arctic has a long and interesting history. The expedition led by Constantine John Phipps in 1775 is traditionally regarded as the first international effort of this kind. The plan was proposed by the French explorer de Bougainville, and the process leading to the finalization of the expedition under the British Royal Society involved scientists and expertise from 4-5 countries.

Renewed interest for international scientific co-operation in the Arctic occurred during the last quarter of the 19th century. Karl Weyprecht, the Austrian co-leader of the German North Polar Expedition of 1872-73, strongly advocated that the earlier nationally competitive geographical exploration expeditions should be replaced by international scientific research carried out according to a plan. Weyprecht made the first strong statements about the need for international co-operation in arctic science, and launched a campaign throughout academies and scientific institutions in Europe. After initial skepticism and resistance, his ideas were endorsed by leading scientific institutions, and led to the creation of the International Polar Commission in 1879, and then to the International Polar Year, 1882-83.

The International Polar Year was one of the greatest steps toward international communication and co-operation in science. Twelve nations sponsored 14 simultaneous polar research expeditions and 39 permanent observatories in 25 countries cooperated in a detailed circumpolar and global research programme. Observations and data taken for a full year according to a rigid co-coordinated schedule, simultaneously hourly and every fifteen seconds at specified times, were reported to a central commission and made available to the whole world. In fact, the first International Polar Year was the first co-coordinated international series of observations.

The Second International Polar Year, 1932-33 marked another coordinated study of high-latitude phenomena. Forty-four nations took part, and greatly enhanced our knowledge of high-latitude physical phenomena. The network of stations was considerably extended, and new technology introduced. Especially the just-developed radiosonde, which made possible upper-air observations that had not been possible during the first International Polar Year.

In 1950 the International Council of Scientific Unions (ICSU) approved a resolution that a Third International Polar Year be organized for 1957-58. As the scientific plan developed it became clear that systematic observations over the whole surface of the Earth were required. In 1952 ICSU decided that the programme should become global, and the name was changed to the International Geophysical Year (IGY). The programme was, however, to give special consideration to the best way of coordinating international scientific activities in polar regions.

At the 1957 meeting of ICSU, when the launching of the IGY showed the need for special international attention to co-operative research in the polar regions, a proposal was made for a Special Committee for Arctic and Antarctic Research (SCAAR). However, for several reasons it was considered to be more practical and useful to proceed with a committee for the Antarctic only, and in 1958 the Special Committee on Antarctic Research (SCAR) was created as a scientific committee of ICSU. The name was later changed to the Scientific Committee on Antarctic Research.

In the years that followed, the political east-west division as a consequence of the Cold War, divided the Arctic into two parts, and international scientific co-operation was mostly developed within these blocks and was thus not truly circumpolar. There were important exceptions to this, as some global organizations under ICSU and UN had an arctic component in their global programme. However, co-operation was confined to well-defined disciplinary areas.

Changes in East-West relations starting around 1985 made a dialogue about the creation of a circumarctic science organization possible. The series of meetings leading to the founding of IASC started in 1986 and ended in 1990 when the Founding Articles were signed. The terms of the Founding Articles are deceptively simple; but agreement to them by national scientific organizations of each arctic country was a milestone. For the first time in history the scientific community had an international organization covering all sciences and all the Arctic. It is also interesting to note that the IASC discussions inspired and opened up several other initiatives building increasing international co-operation in the Arctic.

However, the Founding Articles (included in this handbook, section 1.3) were only a frame. The next challenge was to agree on appropriate science initiatives and the operational rules including a mission and a strategy statement. This process continues, and so it should for any active organization. We have taken only the first steps.

## 1.2 MISSION AND STRATEGY

IASC - The International Arctic Science Committee is a non-governmental international organization to encourage and facilitate cooperation in all aspects of arctic re-search, in all countries engaged in arctic research and in all areas of the arctic region.

The IASC member organizations are national science organizations covering all fields of arctic research. Each national member organization has a mechanism to provide ongoing contact between its Council member and its arctic science community. IASC draws on this structure to identify scientific priorities, members of working groups etc. An international science programme planned or recommended by IASC should be of high priority to arctic or global science.

### *The Mission*

The mission of IASC is to encourage, facilitate and promote basic and applied interdisciplinary research in or concerned with the Arctic at a circumarctic or international level; and to provide scientific advice on arctic issues.

### **The Strategy**

The IASC long-term strategy is to achieve its mission and provide additional value by:

1. Responding to multi-and interdisciplinary science initiatives that are important to the Arctic region as well as to international science. IASC embraces all fields of arctic science and should be well suited to facilitate multi-disciplinary science.
2. Providing a forum in which other arctic science organizations may join in such effort.
3. Providing mechanisms for planning and promoting international circumarctic research, one of which is by establishing IASC Working Groups. Most IASC activities will be pursued by working groups. All working groups will be temporary, will have specified and approved terms of reference and renewable lifetimes. Their progress will be periodically reviewed and reported. IASC will seek to collaborate with other international scientific organizations by forming joint or common working groups.
4. Promoting arctic research through information exchange such as publications, workshops and arctic science conferences.
5. Seeking to ensure that scientific results from the Arctic are safeguarded, are freely exchanged, are made available to those living in the region and are easily accessible for anyone seeking such information.
6. Responding to requests for scientific advice on arctic issues, for example by establishing expert groups. The principal asset of IASC is the scientific and technical expertise represented by the members of the Council and other bodies, and more importantly, by the large number of scientists and administrators to whom IASC has

access through the national committees of its member countries. The members of the Council and Executive Secretary will assure that all IASC activities have the full benefit of that body of expertise.

7. Promoting access to all areas and the sharing of technologies, logistics and other resources.
8. Providing for the freedom and ethical conduct of science. In all its activities, IASC will be guided by concern for people who live in the Arctic and who depend on the region's environment for the safety, health and well-being of arctic residents, and for the material and spiritual resources of the arctic region.

## 1.3 FOUNDING ARTICLES

### **PREAMBLE**

<b>REPRESENTATIVES</b>	of national scientific organizations of the Arctic countries - Canada, Denmark, Finland, Iceland, Norway, Sweden, Union of Soviet Socialist Republics and the United States of America;
<b>RECOGNIZING</b>	the need to encourage and facilitate international consultation and cooperation for scientific research concerned with the Arctic;
<b>RECOGNIZING</b>	the importance of the Arctic in advancing world science;
<b>RECOGNIZING</b>	the special interests of the countries of the Arctic Region;
<b>RECOGNIZING</b>	the important role of, and the need to work closely with, national scientific organizations from countries outside the Arctic regions that have an active and continuing Arctic research programme;
<b>HAVE DECIDED</b>	to establish an International Arctic Science Committee, IASC.

### *A. General Principles*

1. IASC is a non-governmental scientific organization established to encourage and facilitate international consultation and cooperation for scientific research concerned with the Arctic.
2. IASC, in carrying out its activities, will strive for the highest standards of excellence and be guided by the principle of scientific openness.
3. IASC endeavors to cover all subjects and fields of science for the advancement of world science and for the benefit of the Arctic regions.
4. IASC will take into account programmes and activities on Arctic research advanced by other scientific organizations and will cooperate with them whenever appropriate.
5. IASC will not interfere with the scientific activities of any country or group of countries carrying out research in the Arctic, nor commit governments to support or approve programmes or activities.
6. The activities of IASC should be consistent with the regional interests of the Arctic countries.

7. The activities of IASC will in no way affect the rights or obligations of countries under international law with respect to scientific research in areas within their jurisdiction.

## *B. Organization*

The IASC is composed of:

- The Council
- The Regional Board
- Working Groups
- The Arctic Science Conference
- A Secretariat

## *C. The Council*

1. The Council has as its responsibilities, inter alia to:
  - I. Develop policies and guidelines for cooperative scientific research concerned with the Arctic.
  - II. Establish Working Groups, as needed, and determine the terms of reference for and participation in such groups, and
  - III. Endorse plans developed by Working Groups and recommend scientific programmes and projects.
  - IV. Recommend, in cooperation with the appropriate Working Groups, implementation plans for IASC programmes and activities.
  - V. Develop plans and facilitate the coordination of logistics and operations for IASC programmes, projects and activities.
  - VI. Decide on the participation of representatives of national scientific organizations from the non-Arctic countries.
  - VII. Organize Arctic Science Conferences.
2. Participation in the Council will be open to:
  - I. Representatives of the scientific organizations of the eight Arctic countries,
  - II. Representatives of the scientific organizations of any other countries, during such time as those countries are engaged in significant Arctic research.
3. The representatives on the Council are appointed by their relevant national organization to represent the scientific community in their countries.
4. The Council will carry out its functions on the basis of consensus, taking into account the regional interests of the eight Arctic countries. In matters of special regional interest, the eight Arctic countries may pursue cooperative scientific programs or projects directly, or use IASC as a forum.

#### *D. The Regional Board*

1. The Regional Board will consider general regional problems and other questions that affect the common interests of the Arctic countries. The purpose of the Board is to ensure that the activities of IASC are consistent with those interests.
2. The representatives on the Regional Board are appointed by the relevant national organizations of the eight Arctic countries to represent the scientific community in their countries.
3. The Board will normally hold its sessions concurrently with the sessions of the IASC Council.
4. With respect to IASC proposals for cooperative scientific research programmes and projects in Arctic areas within the jurisdiction of the Arctic countries that may affect economic, social, environmental and other major interests of the Arctic countries, actions taken by the IASC Council will take into account the recommendations of the Regional Board.
5. The work of the Regional Board will be carried out on the basis of consensus.

#### *E. Working Groups*

1. Working Groups provide the main fora for the IASC to develop programmes and activities. They are established by the Council to:
  - I. Exchange information,
  - II. Discuss problems, methods and research directions,
  - III. Identify opportunities for cooperation.
2. Working Groups will develop and recommend proposals for programmes, projects and activities to the Council.
3. Working Group participants will be scientists with expertise in the central task of the Group. Each participating country may have one or more members of a Working Group. Working Groups may invite scientists or other experts from any country to assist them in their work, with the Council's approval.

#### *F. The Arctic Science Conference*

1. An Arctic Science Conference will be convened periodically by the IASC to identify key scientific questions and issues. The conference will provide an international forum to:
  - I. Review the current status of Arctic Science,

- II. Provide scientific and technical advice,
  - III. Promote cooperation and links with other national and international organizations, and
  - IV. Increase understanding and support for the work of the IASC.
2. To meet these objectives, the Conference will seek the participation of scientists from the broad international scientific community involved in Arctic research.
  3. The Conference will be organized under guidelines and procedures established by the Council.
  4. The Conference will produce a report and recommendations, which will be reviewed by the Council.

### *G. Secretariat*

1. A Secretariat will be established to serve the organizational needs of the IASC.
2. The Secretariat will be directed by an Executive Secretary responsible to the Council.
3. The host country will provide basic funding for the operation of the IASC Secretariat. Basic funding includes salaries for an Executive Secretary, office help, basic office expenses and some travel funds.
4. The Secretariat will be located in one of the Arctic countries.

### *H. Rules and Procedures*

The Council may establish, as needed, Rules and Procedures to guide their work.

### *I. Review of Founding Articles*

Five years after the entry into effect of the Founding Articles, a meeting will be held to review the activities and the organization of the IASC, and, if necessary, to revise the Founding Articles.

### *J. Entry into Effect of the Founding Articles*

1. The Founding Articles will take effect when endorsed by the representatives of national scientific organizations of the eight Arctic Countries.
2. Endorsement will take the form of signatures by representatives of the national scientific organizations of the Arctic Countries, who have signed below.

## 1.4 THE IASC ORGANIZATION

### *The Council*

The Council is the policy and decision-making body for IASC activities. One representative is selected by each national adhering body to represent the national scientific community. An Executive Committee of the Council is selected to be responsible for IASC matters between Council meetings.

### *The Regional Board*

The Regional Board will consider general regional problems and other questions that affect the common interests of the arctic countries. Its membership includes one representative from each of the eight arctic countries. The purpose of the Regional Board is to ensure that the activities of IASC are consistent with those interests.

### *Working Groups*

Working groups provide the main forums for developing IASC scientific programs and activities. The goal is to establish interdisciplinary working groups to perform specific tasks, rather than disciplinary groups to serve as standing committees.

### *The IASC Secretariat*

The Secretariat shall serve the organizational needs of IASC as defined in its terms of reference. The Secretariat is accountable to the Executive Committee, which provides necessary guidance and decides on its semi-annual work plans.

For further details on establishing, membership, tasks, etc. of these bodies, please refer to Rules and Procedures, 1.6.

## 1.5 THE ROLE OF IASC IN INTERNATIONAL SCIENCE

The Founding Articles of the International Arctic Science Committee (IASC) were signed by representatives of national scientific organizations of the eight arctic countries in August 1990. This Statement elaborates the principles and provisions of the Founding Articles.

### *1. What is IASC?*

The non-governmental International Arctic Science Committee (IASC) was established to encourage and facilitate cooperation in all aspects of arctic research, in all countries engaged in arctic research, and in all areas of the arctic region. It was founded in 1990 by the eight arctic countries (Canada, Denmark, Finland, Iceland, Norway, Russia, Sweden, United States). In 1991, six additional countries (France, Germany, Japan, The Netherlands, Poland, United Kingdom) became members.

The main scientific body of IASC is the IASC Council. To ensure that IASC activities are consistent with regional interests, the IASC Regional Board was established with representation from the eight arctic countries. Working Groups provide the main fora for the IASC to develop programmes and activities. A periodic Arctic Science Conference will serve as a mechanism for reviewing the status of arctic science, for identifying key scientific questions and issues, and for promoting cooperation. The administration of IASC is performed by the Secretariat, which is provided by the Norwegian Government.

### *2. What is Unique about IASC?*

IASC is unique, and thus different from other science organizations concerned with arctic research, as it:

- embraces all fields of arctic science.
- covers all the Arctic and promotes a circumarctic approach.
- is concerned to promote interdisciplinary science.
- provides an opportunity for programs in need of circumarctic coordination and cooperation.
- is a non-governmental scientific organization that links scientific academies, institutes and industrial scientists in each of its member countries.

The scientific communities in IASC member countries are connected with the Council and Regional Board through a single national scientific organization. This provides a sound organizational framework enabling arctic research to be useful in an international political context as well as in the advancement of circumarctic science. It also helps IASC to develop a robust international scientific agenda.

### *3. What is the Scope of IASC?*

Arctic science contributes to an understanding of both the arctic region and the global system. Results of basic and applied research underlie the policies on the development and management of regional natural resources, the protection of the arctic environment,

and the support of arctic residents. The arctic region is influenced by and has a major influence on global systems of climate, weather, ocean circulation, and other environmental processes. IASC is appropriately organized and tasked to facilitate both the study of regional problems and the integration of arctic science with world science.

The main mission of IASC is to:

- encourage, facilitate and promote basic and applied interdisciplinary research in the Arctic; and
- provide scientific advice on arctic issues, particularly issues of concern to arctic residents, including environmental and technological matters.

### *3.1 Arctic Science Planning*

IASC will encourage, facilitate, and promote basic and applied research in the Arctic. Because of its membership and structure, IASC is particularly well-suited to address multidisciplinary problems and to tackle scientific problems of various scales, over time and space.

For example, IASC can:

- encourage new, long-range international programs of regional or global significance which, because of their scope and technological and manpower requirements will require several years of planning;
- facilitate projects that are already planned but would benefit from technical and operational contacts available through IASC, from international consensus, or from linkages with other organizations; and
- promote arctic research through publications, workshops, and the Arctic Science Conference.

### *3.2 Scientific Advice on Arctic Issues*

Other than IASC, there is no international arctic organization covering all scientific disciplines that connects national academies and institutes through an international network with the potential to provide scientific consensus on a wide range of arctic issues. The structure and membership of IASC thus establishes a mechanism to provide scientific advice on issues associated with resource utilization, environmental protection, and community infrastructure, among others. The IASC Council and Regional Board can organize, for example, expert groups to give consideration to new scientific findings, new technologies, and new applications of traditional knowledge of the Arctic.

## *4. What are the General Principles Guiding IASC?*

IASC was founded on the principle of scientific openness, which guides who can become a member, how to propagate a scientific agenda, and how to disseminate results. This means that: any country engaged in significant scientific research in the Arctic can become a member; experts from member countries and non-member countries can participate in IASC Working Groups; cooperation with other scientific organizations is encouraged; data shall be freely exchanged.

The IASC Founding Articles recognize the special interests and needs of arctic countries in evaluating regional issues or problems. IASC activities must be consistent with regional

interests and with international laws and obligations. The IASC Regional Board was established to serve this need.

### *5. How Can IASC Draw from its Structure and Membership to Set an Agenda?*

The establishment and support of IASC Working Groups is a function of the Council upon the recommendation of its members. This ensures that proposals will be vetted through the national scientific organizations. Non-IASC members will send proposals to the IASC Secretariat directly.

A preliminary evaluation of the merits of proposals will be provided by the IASC Executive Committee prior to submission to the IASC Council. The criteria for such evaluation will be whether or not the proposal is for international and interdisciplinary arctic science and has the support of either an IASC member or an IASC Working Group. The Council's and Regional Board's endorsement of the proposal will signal its relevance and priority to the arctic region or global science.

When the Council establishes a Working Group, it will provide terms of reference, suggestions for membership, identify a convener and determine an appropriate term of service for the group

Each IASC Working Group will determine its desired working mode. In certain instances, the Working Group may hold a workshop to help organize its activity. In others, the Working Group may decide that sufficient workshops and meetings have already taken place, and begin organizing the activity or writing a planning document. In all instances, the Working Groups should be able to request funding, preferably from multi-national sources, for support of their activities.

The IASC Secretariat, together with national scientific organizations, should consider the best possible sources to support IASC. National scientific organizations and the respective sources of support for scientific activities in each member country, should determine the specific ways in which they can contribute to IASC activities.

## 1.6 RULES AND PROCEDURES (adopted April, 1992)

### *1. Definitions and Criteria*

- 1.1 Arctic Countries, as referred to in the Founding Articles and other formal documents of IASC, shall be Canada, Denmark/Greenland, Finland, Iceland, Norway, Russia, Sweden, and the United States of America.
- 1.2 Arctic Science as applicable to the International Arctic Science Committee shall refer to systematic and organized enquiry or knowledge in any field or subject within or pertaining to the geographical regions or environmental conditions that are associated with northernmost high latitudes. The southern boundary to which the term Arctic refers, shall not be defined but shall be determined by context. The fields of science and related research shall include all subjects of enquiry to produce new knowledge including the natural sciences, the social and medical sciences, and the applied sciences. It shall include the traditional knowledge of indigenous peoples.
- 1.3 Significant arctic research for the purposes of IASC shall be evidence of arctic science activity as defined above, in at least two major fields of enquiry, with published results in the international refereed science literature over a period of at least five years.
- 1.4 National scientific organization refers to a single national body that reflects the views of the arctic scientific community within a country and which in that capacity designates a representative to the Council. Such a designated national body shall be hereafter termed the Council member in the rules and procedures.

### *2. General provisions*

- 2.1 All reports of IASC shall be made public.
- 2.2 Only Council may modify its Rules and Procedures.
- 2.3 Any Council member may invite observers to participate in its meetings.

### *3. Rules*

#### 3.1. Representation on Council

- I. The Council member in each country shall appoint a person to be that country's representative to the Council. Alternates are acceptable provided notifications are received in advance.

- II. All members shall appoint an identified body or national committee to provide active ongoing contact between the representative to the Council and the arctic scientific community in each respective country. The national committee should include senior scientists (or science administrators) engaged in Arctic research.

### 3.2. Admission or withdrawal of participants in Council

Countries engaged in significant arctic research may apply for membership on IASC Council by submitting an application to the Secretariat at least six months prior to an announced meeting of Council. The application shall include:

- a statement of interest in applying for membership on the IASC Council and of agreement with the provisions of the Founding Articles;
- evidence of significant arctic research;
- a statement naming the appropriate national scientific body to reflect the interests of the arctic and scientific community in the country, and to designate the representative on Council.

3.3 Applications for membership on IASC Council shall be forwarded by the Secretariat to Council members for consideration.

3.4 The decision of Council on any application shall be final. Subsequent applications shall be considered as new applications.

3.5 Any country admitted by this procedure immediately shall become a member of Council.

3.6 Non-arctic members of IASC may demonstrate periodically that they have a continuing arctic research commitment. Failing such demonstration, their membership may lapse.

3.7 Any Council member may withdraw from IASC by giving formal written notice.

#### *The work of Council*

3.8 The Council of IASC shall meet at least once every two years. At each regular meeting of the Council, the time and place of the next meeting should be agreed. Six months in advance of the next meeting, the Secretariat should notify Council members and others concerned in writing of the time, place, and principal agenda items for the Council meeting. Special Council meetings can be called by the President based on a request from any Council member.

3.9 Agenda items to be considered by the Council at its regular meetings shall be proposed by a Council representative or the Chairperson of the Regional Board to the Secretariat at least two months before the meeting. At each regular meeting the Council should review the progress of all its activities.

3.10 The Council may appoint an Executive Committee selected from among its

members. The Executive Committee shall be responsible for IASC matters between Council meetings. Appointment procedure is described in section 4 of this document.

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3.11 Council will define or approve guidelines for each Working Group, covering as appropriate the subject, scope, objectives, size, reporting responsibilities, scheduling and financial or other arrangements. The guidelines may be revised at a meeting of Council.

3.12 Summary minutes, records of decisions, and items for action shall be prepared from each meeting. Drafts are to be circulated to Council members for comments and endorsement before open distribution.

#### *The Regional Board*

3.13 The appropriate body in each Arctic Country shall nominate a representative to the Regional Board, and may designate an alternate.

3.14 The Regional Board shall designate a Chairperson from among its members, for two years in the first instance.

#### *Working Groups*

3.15 Working Groups should be established and disbanded at a meeting of Council. Any member of Council or his or her representative may propose a Working Group. The Council should appoint a Chairperson for each Group. Each member country is invited to nominate a member of each Working Group.

Establishment of Working Groups: The establishment and support of IASC Working Groups is a function of the Council upon the recommendation of its members. Non-IASC members will send proposals to the IASC Secretariat directly.

A preliminary evaluation of the merits of proposals will be provided by the IASC Executive Committee prior to submission to the IASC Council. The criteria for such evaluation will be whether or not the proposal is for international and interdisciplinary arctic science and has the support of either an IASC member or an IASC Working Group. The Council's and Regional Board's endorsement of the proposal will signal its relevance and priority to the arctic region or global science.

When the Council establishes a Working Group, it will:

- provide terms of reference;
- provide suggestions for membership or a procedure for appointing members;
- identify a convener; and
- determine an appropriate term of service for the group.

The following paragraphs concerning working groups are incorporated from The Role of IASC in International Science (1.5, paragraph 5) and Founding Articles (1.3, paragraph E-3). Working Group participants will be scientists with expertise in the central task of the Group. Each participating country may have one or more members of a Working Group. Working Groups may invite scientists or other experts from any country to assist them in their work, with the Council's approval.

Each IASC Working Group will determine its desired working mode. In certain instances, the Working Group may hold a workshop to help organize its activity. In others, the Working Group may decide that sufficient workshops and meetings have already taken place, and begin organizing the activity or writing a planning document. In all instances, the Working Groups should be able to request funding, preferably from multi-national sources, for support of their activities.

#### *IASC Arctic Science Conference*

- 3.16 An Arctic Science Conference may be convened by IASC in one of the member countries. Where feasible, the IASC Arctic Science Conference should be organized to coincide with another international scientific meeting.

#### *Secretariat*

- 3.17 The host country for the Secretariat will be responsible for administrative matters related to employment of an Executive Secretary, according to qualifications jointly agreed upon in the first instance by the host country and the IASC Planning Group, and thereafter by the host country and the Council.
- 3.18 Other Secretariat positions if required may be filled by the host country. If the Secretariat gets any new positions, the Executive Committee should approve the scope of assignments and qualifications needed. Such staff shall be responsible to the Executive Secretary. Additional staff may be provided by member countries, subject to approval by the host Country.
- 3.19 The Executive Secretary shall be responsible in matters of substance and performance to the Council and the Executive Committee and in matters of administration to the employing department of the host country.
- 3.20 The Executive Committee shall review at each regular meeting according to established criteria the activities of the Secretariat.

#### *4. Appointment Procedure*

- 4.1 A President shall be selected by the Council. The President will serve as the chairperson of both the Council and the Executive Committee. A chairperson of the Regional Board shall be chosen by its members.

- 4.2 The Council may appoint an Executive Committee of not more than five members including the President. The Chairperson of the Regional Board and the Executive Secretary serve as ex-officio members of the Executive Committee.
- 4.3 The appointed officers serve for a term of approximately four years, with some limited flexibility due to varying meeting dates. A staggered system of appointment to the Executive Committee is adopted to provide continuity, with two members of the Executive Committee to be replaced every second year. In the event that a designee is replaced by the national scientific organization, then Council shall appoint a new officer to the vacated position.
- 4.4 Proposals on candidates will be accepted from Council members. The Executive Committee may appoint a group to consider the proposals and present recommendations to Council.

## 1.7 FINANCIAL PROVISIONS

### 1.7.1 Expenses

IASC activities entail the following types of expenses, and these expenses are expected to be covered as mentioned under each type:

- **The Secretariat:** to be paid by the host country (as defined in the Founding Articles, see chapter 1.3). As for additional under-secretariats or specialized offices, the same model will apply.
- **Regular Meetings of Council and Regional Board:** National member organizations are expected to pay all these costs directly to their representative(s).
- **Meetings of the Executive Committee and Working Groups:**  
For the Executive Committee, one meeting per year can be covered by the IASC General Fund according to the Rules and Routines for the IASC General Fund (7.1.2, last bullet).  
Meetings of Working Groups can also be covered by the IASC General Fund. However, the Working Group Chairman must apply for meeting expenses before 15 October the preceding year. The Executive Committee will consider such applications during their late autumn meeting, and include those applications agreed upon in their proposed budget.
- **Workshops and other science planning meetings:**  
Proposals should be sent to the Secretariat before 15 October the preceding year. The application should suggest other funding sources than the IASC General Fund. However, the General Fund may be considered as a source for some funding, at the discretion of the Executive Committee. The Executive Committee would normally undertake a preliminary examination of such proposals and leave the final decision to Council. If a decision is urgently needed, the recommendation from the Executive Committee should be circulated to all Council members for comments before any commitment is made.
- **Special Advisory Groups:** IASC Council may appoint such groups to advise on issues at the request of other organizations. All expenses, including a modest fee to the members of the advisory group, should be paid by the organization asking for advice.
- **Representation at Other Meetings:** The IASC President or a person identified by the President may be asked to represent IASC at other meetings. Such representation should normally be agreed upon at Council or Executive Committee meetings. If no other sources are available to cover the travel expenses, these will be met by the General Fund.
- **Publications:** Science plans are occasionally published by IASC. Proposals for publication should reach the Secretariat before 15 October each year.

- Science Programme Implementation: IASC is not expected to be responsible for implementation. This task could be left to cooperation between interested institutes in member countries. If the name of IASC is used (for instance in applications to international or multi-national sources), a copy of such application should be sent to the IASC Secretariat.

### *1.7.2 IASC General Fund*

This fund consists of contributions by member organizations. The General Fund shall only meet common expenses that are not met by a national member organization.

- Members are requested to make annual payments with a choice of two levels: US\$9000 for those conducting major arctic research activity, and US\$7000 for others.  
(However, Iceland will contribute at the same level as their payment to IGBP).
- A Standing Finance Committee (SFC) shall be appointed by Council to advise on budgets and finances. The SFC shall be headed by a member of the Executive Committee and include one or two other members.

#### *Rules and Routines for the IASC General Fund (adopted April, 1993)*

##### A. General

1. The General Fund shall cover only those costs that are not a national responsibility and are not met by national sources.
2. An annual budget shall be worked out by the Executive Committee and endorsed by the Council. Requests for funding should be sent to the Secretariat before 15 October for needs expected the following calendar year.
3. Payment invoices shall be sent out by the Secretariat at the beginning of each year, and members are expected to pay within 15 April.
4. Accounts are kept by the Secretariat and audited by the Norwegian State Auditing Authorities.
5. The General Fund shall not cover secretarial costs, as these are to be met by the host country according to the Founding Articles.

##### B. Use of the General Fund

1. The use of the General Fund is based on the budget drafted by the Executive Committee and endorsed by Council.
2. Requests received after the Executive Committee has held its autumn meeting and that are likely to be met, should be dealt with as follows:
  - Requests over US\$1000 are to be circulated to all Executive Committee members, and can be awarded when three members have agreed in writing.
  - Requests under US\$1000 can be considered by the President. His consent should be given in writing before any payment is made.
  - Any use of the General Fund outside the agreed budget shall be included in a

separate written report to the following Executive Committee meeting and to the annual Council meeting.

### C. Travel expenses

As a major portion of the General Fund will most likely be used to support travelling, a few more specific rules are adopted for this area:

1. A travel claim form with rules for applications shall be provided by the Secretariat, and shall be properly completed by the applicant. Documentation of travel accommodation and travel expenses shall be enclosed.
2. Inexpensive mode of transportation shall be used. Apex and tourist class or equivalent should normally be used. Reimbursement for accommodations and living expenses will be made at a rate not exceeding 80% of the Norwegian State rates. A table of rates can be found on the IASC Travel Claim form.

IASC rates for per diem allowances: The Norwegian State rates are used as a basis as they cover all countries in the world and are updated each year. 80% of the Norwegian State rates is used because there are opportunities for selecting reasonably priced hotels at most IASC meetings, and a meal is often provided by the organizer.

The current IASC rates for accommodation and per diem may be found on the IASC Travel Claim form, which is updated regularly.

### D. Accounting Routines

1. Accounts are to be subdivided into the main categories in the budget. A separate account shall be kept for income (payment of contributions).
2. All invoices and travel claims shall be checked and certified by the Executive Secretary, who will perform this by signing them and assigning sub-accounts to be used.
3. As mentioned in Rule A-4 above, accounts shall be kept by the IASC Secretariat and audited by the Norwegian State Auditing Authorities (Riksrevisjonen), i. e. controlling that proper procedure and practices are used for all transactions.
4. An annual financial report shall be presented by the Executive Secretary to the IASC Council.

## 1.8 RELATION TO OTHER ORGANIZATIONS

IASC has decided to take a responsive mode as to seeking relationships with other organizations. Exceptions to this rule are SCAR and ICSU.

As to ICSU, IASC will in due course apply for associate status with ICSU, noting the general ICSU rule that an associate organization should have been in existence for six years.

IASC is exploring common interests with SCAR, and the two organizations have agreed about reciprocal invitations to attend each others' meetings.

As to a response to any proposals from other organizations, the IASC answer will contain the following elements:

- One of IASC's main activities is to take interdisciplinary science initiatives on a circumarctic basis, and do so in cooperation with existing science organizations provided there is a mutual interest and that a few premises exist (see below).
- As each organization has its own history, goals and character, the relationship or cooperative arrangements should reflect these circumstances.
- In its policy to develop a cooperative scientific network for arctic research, IASC has developed a few general cooperative guidelines:
  - IASC will generally be positive to developing a cooperative relationship.
  - IASC emphasizes that cooperation should be beneficial to both parts, and that any relationship is specific and clearly defined in a written proposal.
  - It is not IASC policy "to lend the IASC name" to any activity. All relationships would have to involve persons appointed by and reporting to IASC on the IASC part of the cooperation.
- IASC has briefly discussed some options for such cooperation. These can be modified, but they may serve as initial models when considering a relationship:
  - Project cooperation, i.e. e. both organizations agree to cooperate on a specific project or programme but with no other relationship.
  - Network cooperation, i.e. e. a special relationship is defined so the cooperative partners cover a field of science or sciences. Within the IASC structure this solution would mean that the other organization would serve as an advisory body to IASC for that field of arctic science, but the organization would continue its usual activities.
  - IASC Working Group, i.e. e. the organization in question may propose to constitute a scientific working group in the IASC structure (for instance to broaden its membership to a circumarctic one, to get some secretarial assistance or for some other reason).