



Administrative Manual of the Barents Euro-Arctic Council

Cooperation in the Barents Euro-Arctic Region is anchored under the two political organs: the Barents Euro-Arctic Council (BEAC) and the Barents Regional Council (BRC) in accordance with the Kirkenes Declaration of January 11th 1993. According to the Kirkenes Declaration, the objective of the work of the BEAC is to contribute to stability and progress and promote sustainable development in key areas of cooperation in the Barents Euro-Arctic region.

The Council recognizes the right of the Working Group of Indigenous Peoples to participate at all levels of Barents cooperation and affirms the commitment of the four Barents region countries to provide financial support to this end.

The BEAC Chairmanship and the BRC Chairmanship rotate every two years. The BEAC acts through its Committee of Senior Officials (CSO) between the Ministerial Meetings, and the BRC through its Regional Committee (RC) between the BRC meetings. The International Barents Secretariat provides technical and organizational support to the CSO and RC.

1. Organizational matters

a. BEAC Members

The Members of the BEAC are: Denmark, Finland, Iceland, Norway, Russia, Sweden and the European Union.

b. BEAC Observers

The Observers of the BEAC are: Canada, France, Germany, Italy, Japan, Netherlands, Poland, United Kingdom and the United States of America. The Observers are regularly invited to the BEAC Foreign Ministers' Meetings. They can also be invited to other Barents meetings and activities as seen appropriate by the Chair of the respective meeting or activity. New observers are accepted to the BEAC by a consensus decision made by the members of the BEAC CSO.

c. Rotation of Chairs

The BEAC Chairmanship rotates every two years between Finland, Norway, Russia and Sweden. The principle of the BEAC and the BRC should be that the same country should not hold the Chairs at both national/federal and regional levels at the same time. To avoid double chairmanship, the rotation can be switched.

d. Types of Groups under the BEAC CSO

There can be three types of subsidiary bodies under the CSO. They can be either national or joint bodies consisting of national and regional representatives.

Working Groups

BEAC Working Groups are appointed on a permanent basis and mandated by the CSO. The Working Groups should strive to align their chairmanship rotation with the chairmanship rotation at the national level. The practical work of the Working Groups is steered by the Operating Guidelines given by the CSO. The Working Groups report to the CSO.

- Task Forces

BEAC Task Forces can be established for specific issues or actions to be undertaken during a limited period of time. Task Forces are established by the CSO or by a Working Group.

- Networks

Networks can be established by the CSO or by a Working Group. The practical work of the Networks is steered by the Operating Guidelines given by the CSO.

e. The International Barents Secretariat (IBS)

The International Barents Secretariat (IBS) for the Cooperation in the Barents Euro-Arctic Region was established in Kirkenes, Norway on 15 November 2007. The aim of the IBS is to make the Barents cooperation more coherent and efficient. The IBS shall provide administrative and organizational support to the BEAC and the BRC Chairmanships and to their subsidiary bodies in accordance with the “Terms of Reference of the IBS”. The organization and administration of the IBS is explained in further detail in the “Financial and Staff Rules of the IBS”.

2. Decision-making

All decisions of the BEAC and its subsidiary bodies shall be taken by a consensus of all the members. If a CSO meeting is held without the attendance of all member states, decisions may be taken by a consensus of all the member states present. If the decision concerns a member state that is not present at the meeting, the decision is subject to any objection in writing by the absent member state within 30 days after receiving a report containing the decision.

3. Administrative matters

a. Annual reports

The chair of each subsidiary body prepares an annual report each year and transmits it to the IBS by December 31 at the latest. Recommended size of the report is 1-2 pages. The reports should describe the activities, which have been undertaken during the past calendar year. The focus should be on the issues discussed, the results achieved as well as possible challenges encountered by the group. The report should also include the work planned for the new calendar year.

b. Biannual chairmanship reports

The Chair of the BEAC CSO prepares a concise report at the end of the BEAC chairmanship period. The biannual chairmanship report should describe the main activities undertaken during the chairmanship period, the issues discussed and the results achieved.

4. External Communication and Data Management

External Communication

The aim of the External Communication of the BEAC and the BRC with the support of the IBS is to provide increased visibility of the Barents Cooperation and the Barents region to key target audiences. The purpose, Key Messages etc. is explained in further details in the External Communication Strategy.

The website www.barentscooperation.org

The main aim of the BEAC website is two-fold:

- To provide general information on the Barents Region and to serve as the “public face” of the cooperation including presentations of the Barents related programs, projects/success stories and contact information and links to other relevant websites.
- To serve as a joint information point for the BEAC and BRC cooperation including documents, archives and publications. The documents of the subsidiary bodies, such as the meeting agendas, minutes and the annual progress reports with the plans for a new calendar year should be published on the barentscooperation.org website.

The responsibility and costs for running the websites lies with the IBS. The tasks of the IBS in the area of information may be out-sourced to a contractor chosen by CSO in consultation with the RC.

The CSO documents, such as the CSO meeting agendas and minutes are available online on a protected page under the barentscooperation.org website. These documents are meant for internal use of the CSO and thus made available only upon authorization. The IBS provides the CSO members with the username and password for the page.

5. Financing

Financing of Participation in Scheduled Meetings of the CSO and its subsidiary bodies.

The main principle is that the country chairing the meeting, or if agreed the country hosting the meeting, will provide visa support and bear the costs directly connected to holding the meeting. The participants will cover the expenses for travel and stay and of their respective delegations.

This includes:

- Travel costs – covered by the participant.
- Accommodation – covered by the participant.
- Meeting costs – covered by the chair.
- Meals – covered by the country chairing the meeting if working luncheon/dinner, otherwise not.

Interpretation – the country chairing the meeting decides on the needs for interpretation and covers such expenses. If the Chair does not find interpretation necessary but one of the participants would like to use interpretation, that participant is responsible for arranging interpretation at their own expense.

Local transports (e.g. to and from the airport and the meeting venue) – is covered by the country chairing the meeting if so stated in the meeting invitation. Otherwise not.

This Administrative Manual of the Barents Euro-Arctic Council was adopted by the CSO on 4 October 2018 and is replacing the Manuals of 17 June 2008 and 2 October 2003.