

# **Terms of Reference**

## **for the China-Nordic Arctic Research Center**

*(Adopted by the Assembly of CNARC Member Institutes, 8 June 2016)*

The China-Nordic Arctic Research Center (CNARC) is an international consortium initiated by the Polar Research Institute of China (PRIC) in collaboration with respective institutes in the Nordic countries and China to promote and facilitate China-Nordic cooperation for Arctic research.

### **1. Aim**

CNARC provides a platform for academic cooperation with the following aims:

- To increase awareness, understanding and knowledge of the Arctic and its global impacts.
- To promote cooperation for sustainable development of the Nordic Arctic and coherent development of China in a global context.

### **2. Membership**

CNARC is open to participation from Chinese and Nordic institutes with capacities to influence and coordinate Arctic research.

Decision of admission of new members shall be made by consensus of the Executive Committee.

Each member institute shall be willing to provide necessary resources to facilitate CNARC sponsored fellows and have representation at the annual CNARC symposium.

### **3. Research themes and activities**

Research themes may include:

- Arctic climate change and its impacts
- Arctic resources, shipping and economic cooperation
- Arctic policy and legal studies

CNARC member institutes are encouraged to engage in the following activities:

- Carrying out joint research projects in accordance with the research themes outlined above.
- Developing Arctic research networks and frontiers by providing opportunities for scientists affiliated with Chinese and Nordic institutions to conduct Arctic research through fellowships and internships.
- Convening regularly the China-Nordic Arctic Cooperation Symposium and other workshops, such as roundtables and cultural events.
- Facilitating information sharing and cultural exchange between China and Nordic Countries in Arctic context.

#### **4. Fellowships and Internships**

In accordance with research priorities, CNARC will offer fellowships for scholars at Nordic and Chinese institutes to conduct collaborative research within CNARC network for a period of one to six months.

Upon recommendation from the Assembly of member institutes, CNARC may offer scholarships and internships to postgraduate students and young scholars. Preference will be given to academic exchange between Chinese and Nordic institutes.

#### **5. Symposia and meetings**

CNARC shall meet on a yearly basis in form of China-Nordic Arctic Cooperation Symposium on a predetermined topic with regards to the Arctic research.

Member institutes shall take turns to host the Symposium, rotating annually between Chinese and Nordic member institutes.

CNARC can also host workshops, such as roundtables and cultural events, independently or jointly with other organizations.

#### **6. Organization**

##### *Composition*

The CNARC is composed of:

- Executive Committee
- Director
- Assembly of Member Institutes
- Secretariat

### *Executive Committee*

The Executive Committee operates as a board of directors and supervises CNARC's activities. The Executive Committee consists of authorized representatives of the original CNARC founding members and operates according to the objectives and priorities of CNARC.

The Executive Committee makes decisions based on consensus. The Executive Committee makes decisions of admission of new members. The Executive Committee may establish Sub-Committees and working groups as needed, e.g. when recommending candidates for fellowships.

The Executive Committee has two chairs, one chairman nominated by PRIC and accepted by the Executive Committee and one Nordic co-chair. The Committee meets as needed, at least once a year normally on occasion of the annual China-Nordic Arctic Cooperation Symposium.

The Executive Committee decides on location of symposia based on proposals.

### *Director*

The Director is nominated by PRIC and accepted by the Executive Committee. The Director shall work in a neutral capacity and serve terms of two years.

The Director shall have responsibilities, to manage work programs approved, and to take initiatives and put forward proposals in order to ensure the efficient execution of CNARC's work.

The Executive Committee may elect vice-director(s) by consensus. The role of Vice-Director(s) is to provide assistance to the Director.

### *Assembly of Member Institutes*

The Assembly consists of authorized representatives of all CNARC member institutes and shall recommend to the Executive Committee on direction of collaborative research priorities and projects; including fellowship, symposia and CNARC operation.

### *Secretariat*

The Secretariat shall be located at the PRIC, in Shanghai and consist of a staff in charge of communication and coordination with Chinese and Nordic member institutes respectively.

The duties of the Secretariat are to help coordinate work programs, facilitate information exchange, outreach and maintain a website, prepare annual report of CNARC, circulate CNARC newsletters, administer the fellowship and internship programs and coordinate symposia in cooperation with respective host institutes, as well as undertake other duties assigned by the director.

The secretariat shall make day-to-day decisions for CNARC's normal daily operations and coordination.

Member institutes may contribute to Secretariat's activities by in-kind support for specific tasks and projects.

## **7. Budget**

PRIC shall provide a budget covering fellowships, scholarships, and the Secretariat's operation and personnel.

The host institute of the Symposium shall provide necessary budget for local costs in relation to the Symposium.

Additional funding to CNARC's activities is encouraged.

## **8. Amendments**

Amendments to these terms of reference shall be agreed upon by the Executive Committee.