

Guidelines on the procedure to be followed with respect to Consultative Party status

The following Guidelines on notification and procedure with respect to Consultative Party status are to be followed by a Contracting Party to the Antarctic Treaty that considers it is entitled to appoint representatives to the Antarctic Treaty Consultative Meetings (“ATCM”) and by the Consultative Parties with respect to the procedure and evaluation of the request by the ATCM:

- a) The Contracting Party requesting Consultative Party status (CPrCS) should inform the Consultative Parties of its intention to request recognition of Consultative Party status as early as possible prior to the ATCM at which the request is to be considered.
- b) The CPrCS should formally notify the depositary Government and provide the necessary dossier of information no later than 210 days before the ATCM at which its request is to be considered.
- c) The dossier of information should be provided through the depositary Government by the CPrCS in at least one of the four official languages of the ATCM, with an executive summary to be translated into the four Treaty languages by the translation services of the Secretariat of the Antarctic Treaty as soon as received.
- d) The CPrCS is reminded that a Contracting Party which has become a Party to the Antarctic Treaty by accession shall be entitled to appoint representatives to participate in ATCM under paragraph 2 of Article IX of the Antarctic Treaty “during such time as that Contracting Party demonstrates its interest in Antarctica by conducting substantial scientific research activity there, such as the establishment of a scientific station or the despatch of a scientific expedition”, and that these examples are non-exhaustive.
- e) The CPrCS information dossier should include a description of all scientific programmes and activities performed in or on Antarctica during the last ten years. This may include:
 - a list of publications related to Antarctica, including both articles in peer-reviewed scientific journals as well as papers to international bodies;
 - a list of publications with co-authors from different countries;
 - details of citations of relevant papers that scored well in a science citation index;
 - details of data contributed by the CPrCS with emphasis on data cited in publications that score well in a science citation index and on data contributed to Antarctic scientific programmes and databases;
 - creation of data sets that are accessible to the scientific community; and/or
 - examples of research prizes or formal recognition of accomplishments.
- f) The CPrCS should also include all information that points to sustained contributions to science. This may include:
 - ongoing and planned scientific programmes in Antarctica, including involvement in international Antarctic research groups, programmes and organisations;
 - details and status of the necessary environmental impact assessments in respect of intended activities in Antarctica;
 - details of its research facilities and logistics resources existing or planned to support its Antarctic research activities;
 - ratio of science to logistics personnel in summer and winter;
 - long-term scientific objectives and research plans; and/or
 - the nomination of a competent national authority, according to Article 1 of Annex II of Protocol on Environmental Protection to the Antarctic Treaty (“the Protocol”).

- g) The CPrCS should give a description of all the planning, management and execution of its scientific programmes and logistical support activities in Antarctica, in compliance with the Antarctic Treaty and the Protocol. This may include:
- how Antarctic affairs are managed within its government's structures;
 - legislation necessary to ensure compliance with ATCM binding arrangements by the appropriate national institutions;
 - identification of all other governmental and non-governmental institutions involved; and/or
 - investments dedicated to both Antarctic scientific programmes and logistical support activities.
- h) The CPrCS should provide details about its ability and willingness to promote international cooperation in accordance with Article III of the Antarctic Treaty. This may include information on:
- cooperative arrangements or agreements that the Party may have in place with other Antarctic nations to further its Antarctic science programmes;
 - number of scientists from other countries involved in the Antarctic projects (in the field or in laboratories);
 - number of the CPrCS's scientists participating in an expedition in the field organised by another Party;
 - list of joint international projects in which the CPrCS is partner; and/or
 - arrangements made in order to facilitate inspections by any observers designated in accordance with Article VII of the Antarctic Treaty and Article 14 of the Protocol, of its own sites or vessels, or of any logistical support provided.
- i) The CPrCS should note the obligation for Consultative Parties, under Article 22(4) of the Protocol, not to act upon a notification regarding the recognition of Consultative Party status unless the Contracting Party has first ratified, accepted, approved, or acceded to the Protocol, as well as approved all Annexes to the Protocol which have become effective.
- j) The CPrCS should make a declaration of intent to approve the Recommendations and Measures adopted at ATCM and subsequently approved by all the Consultative Parties.
- k) Where a scientific expedition is the sole or primary justification for a request for Consultative Party status, the CPrCS should provide information regarding the degree to which the expedition is self-managed and under its responsibility, using its own assets, those of a service provider, or those of an existing Consultative Party, but organised, financed and headed by the CPrCS.
- l) The CPrCS should note that having its relevant authority become a full member of the Council of Managers of National Antarctic Programs ("COMNAP") will be considered a positive indicator of engagement in Antarctic operational matters in support of science, while having its relevant scientific body being a full member of Scientific Committee on Antarctic Research ("SCAR") and having participated in SCAR related scientific activities will be considered an important indicator of involvement in Antarctic science.
- m) The CPrCS should upload all relevant data to the Electronic Information Exchange System ("EIES") of the Antarctic Treaty Secretariat, including to the "Scientific Information" section.
- n) The CPrCS is encouraged to seek assistance, as appropriate, from other Consultative Parties during the process to achieve Consultative Party status.