

APECS Handbook

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The APECS Handbook

This document was created by the APECS ExCom 2020/21, reviewed and positively voted by the APECS Council 2020/21.

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Acronyms used in the document

ExCom = APECS Executive Committee

NC = National Committee

Reps = Representatives

PG = Project Group

1. Historical context and organizational structure

Unanimously adopted by the first Association of Polar Early Career Scientists (APECS) Council on 16 June 2008, this section is intended to describe the inception of APECS, membership, and basic organization. These are further elaborated upon under this section.

1.1 Framework of the Association of Polar Early Career Scientists

1.1.1 Name

The Association of Polar Early Career Scientists is the official name of the organization and will herein be referred to as APECS.

1.1.2 APECS and the International Polar Year 2007-2008

APECS grew out of the 4th International Polar Year (IPY-4) 2007-2008. IPY-4 occurred at a time of increasing scientific and public interest in the Polar Regions, centered on global climate change, and through enhanced scientific understanding, media attention, primary and secondary school educational programs, and public literacy campaigns connected with climate change. Research and Educational Outreach activities of IPY-4 sought to improve both our understanding and our communication of all aspects of the Polar Regions and their broader global connections.

Present-day environmental, ecological, social and geopolitical changes in the Polar Regions are expected to continue and become even more pressing. Fully understanding these changes and their global connections and impacts will require innovative, transformative, international and interdisciplinary polar research. The need to stimulate and nurture the next generation of researchers is crucial to achieving these goals. An important objective of the IPY-4 was to ensure a legacy of continued polar research and literacy by encouraging the development of the next generation of researchers and educators with interests in the Polar Regions and the broader Cryosphere. APECS was founded as a response to these needs and as a legacy of the IPY-4 Project 168, the International Youth Steering Committee.

1.1.3 Organization and Objectives

APECS is an international and interdisciplinary organization for early career researchers (undergraduate and graduate students, postdoctoral researchers, early faculty members), educators and others with interests in Polar Regions, Alpine Regions and the wider Cryosphere. Our aims are to stimulate interdisciplinary and international research collaborations, and develop effective future leaders in polar research, education and outreach. We seek to achieve these aims by:

- a. facilitating international and interdisciplinary networking to share ideas and experiences and to develop new research directions and collaborations;
- b. providing opportunities for professional career development;

- c. promoting education and outreach as an integral component of polar research and to stimulate future generations of polar researchers.

1.2 Membership

Eligibility, duties, rights and responsibilities, and composition of all entities referred to below are described in the APECS Rules of Procedure. APECS membership is open to individual members and organizational members (please also see Section 2).

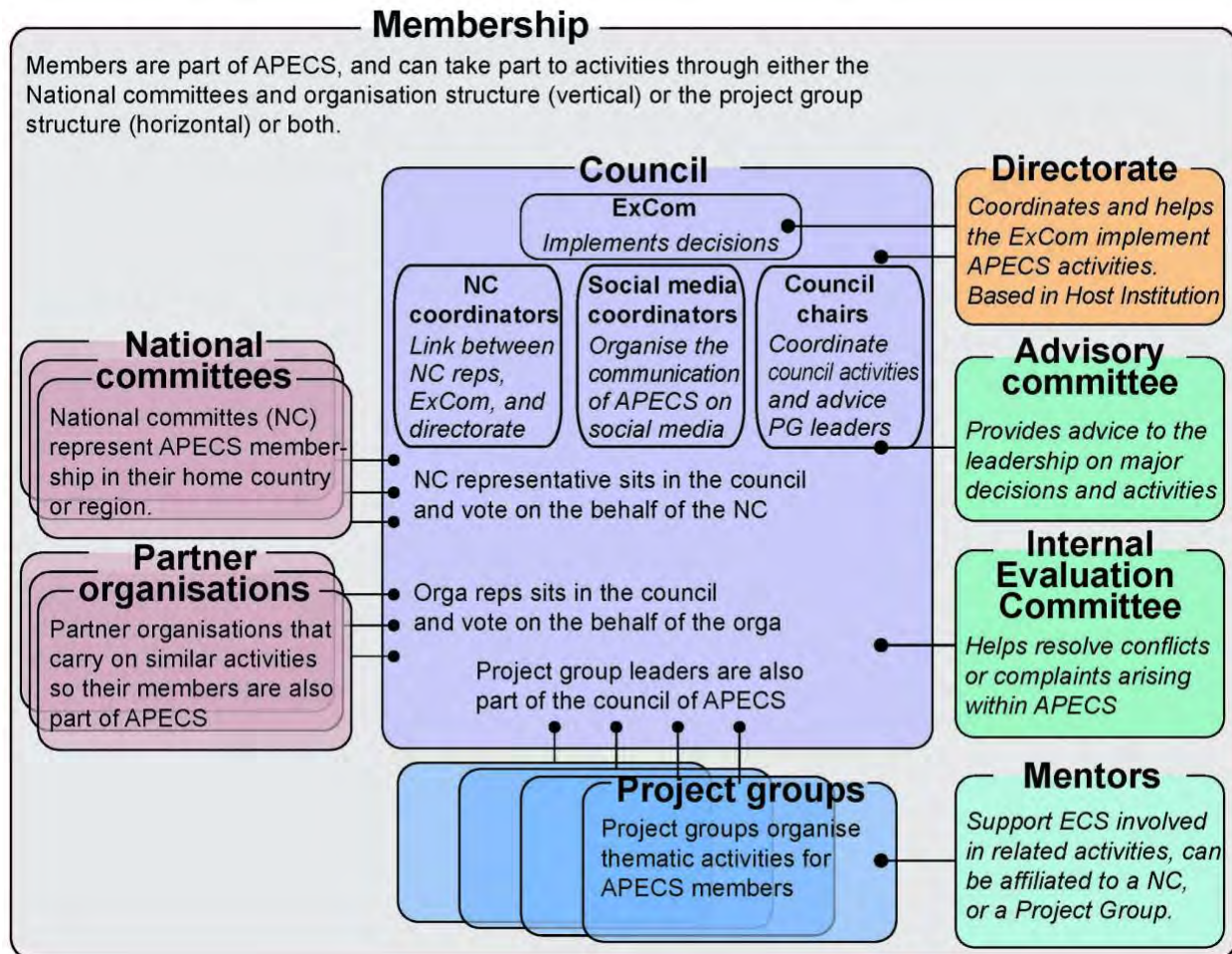


Fig. 1. The Organizational structure of APECS

The APECS organizational structure shall consist of: (1) Membership, (2) National Committees, (3) Project Groups, (4) Partner organizations, a Council, which includes (5) National Committee Coordinators, (6) Council Chairs, (7) Social Media Coordinators, (8) Project Group Leaders, (9) National Committee representatives, (10) Partner organizations representatives and (10) Executive Committee (11a President, 11b Vice President); (12) a Directorate (if funds allow) and support team when possible, (13) an Advisory Committee, (14) an Internal Evaluation Committee, and (15) Mentors. Further Committees or Project Groups can be created as needed.

1.3 Declaration

APECS is an international and interdisciplinary, non-profit organization committed to democratic principles, inclusiveness, non-discrimination and responsible environmental stewardship without political intents.

Adopted by the APECS 2007-2008 Council on 16 June 2008 – by unanimous approval.

2. Membership

Individual membership in APECS is open to students, educators, early career researchers, mentors and others with an interest in APECS' aims and activities related to the Polar Regions, Alpine Regions and the Cryosphere.

Individual members are entitled to:

- a. Participate in APECS activities
- b. Nominate themselves or be nominated for any position within the APECS organizational structure (see Fig. 1).
- c. Propose new APECS activities (See Section 12).

Individual membership is automatic, acknowledged by website registration, and does not require affiliation with a member organization. More information regarding APECS' data protection policies can be found in our Data Policy section.

APECS members may cancel their membership at any time by accessing their APECS membership and mailing list profile on the APECS website and clicking 'Unsubscribe', or by clicking on the 'Unsubscribe' link on the bottom of the APECS monthly newsletter.

The APECS leadership reserves the right to terminate individual membership for reasons of e.g. violating the APECS Code of Conduct (See Appendix 3). Membership termination requires a simple majority vote from the APECS Council with over 50 % of Council members voting.

3. National Committees

3.1 Who they are

3.1.1 A group of APECS members may wish to form an APECS National Committee to better address the needs of early career researchers to effectively plan and carry out activities, and to attract support and funding within their own country and in their own language(s). An APECS National Committee operates exclusively within the borders of one country irrespective of the size of the country (e.g. APECS Belgium or APECS Brazil).

3.1.2 A special case of National Committees are APECS Regional Committees (e.g. APECS Oceania). These may operate across borders to unite a number of different neighbouring countries who speak the same language and who do not have enough members in APECS to form separate National Committees. The creation of a Regional Committee requires special approval from the APECS Executive Committee and will only be approved in justified cases where creating a National Committee is otherwise impossible.

3.1.3 While the APECS leadership strongly encourages the creation of just one National Committee per country, there is generally no limit to how many committees per country can be created. The creation of a second National Committee requires special approval by the APECS Executive Committee and will only be approved in justified cases where no solution can be found to work with one joint committee in the country.

3.1.4 For the purposes of APECS, both National and Regional Committees are referred to as National Committees (NC).

3.1.5 NCs can be named after a country (e.g. APECS Brazil) or a region (e.g. APECS Oceania). If an NC chooses a different name (e.g. Indian Polar Research Network or UK Polar Network), it must be stated clearly within all organizational documents and official communication that it is an APECS NC. It is essential to define and maintain the relationship between the NC and APECS in order to avoid confusion among APECS members and partners.

3.2 Partnership agreements

3.2.1 A National Committee (NC) needs endorsement from the APECS Executive Committee that formalizes and defines the relationship between APECS and the NC, before the NC is recognized as an NC within the APECS network. Endorsement is provided through an agreement between APECS and the NC:

3.2.2 There are 3 levels of endorsement/agreements for NCs within APECS:

Letter of Endorsement (LoE) for emerging NCs who are just starting out, developing their structure and hosting initial activities. These are valid for 6 months at a time and are renewable as many times as the Executive Committee and the NCs leadership see fit.

Letter of Agreement (LoA) for NCs who are well developed (i.e., have a structure, leadership committee, and ongoing activities), but not registered organizations themselves in their own countries and are therefore just committees within APECS. These agreements are valid for 2 years and are renewable.

Memorandum of Understanding (MoU) for NCs who are well developed (i.e., have a structure, elected leadership committee, and ongoing activities), but **registered organizations** themselves in their own countries. As they are technically separate organizations, they are more than just committees within APECS. An MoU must then be signed between the registered NCs and APECS. These agreements are valid for 2 years and are renewable.

3.2.3 As soon as the NC is officially recognized by APECS: APECS will list the NC on its [NC overview website](#); the NC must clearly state on all distributed content (website, documents, social media accounts, emails etc.) that the NC is part of APECS. The APECS logo must be prominently displayed on all NC material in addition to the NC logo.

3.3 Roles and responsibilities

3.3.1 National Projects and Relationships with other National Organizations

3.3.1.1 NCs are strongly encouraged to work on projects that support the goals of APECS within their countries and within their own languages.

3.3.1.2 All NCs are encouraged to work with other national/local level organizations (those which have activities primarily based in the country of the NC) and build relationships with them. Although in many cases the NC may be the point of contact with other national/local organizations, in order to make sure that all APECS members are getting the most from such relationships, annual updates on all NC partnerships have to be submitted to the APECS Executive Committee and Executive Director via the annual report available on the APECS website. These updates will be included in the APECS Annual Report.

3.3.1.3 If a NC wants to formalize a relationship with a national/local-level organization (those which have activities primarily based in the country of the NC), the procedure depends on what status the NC has within the APECS network (Section 3.2.2). Formal discussions are defined as planning activities with a specific desired outcome including, but not limited to, a signed agreement, joint project, or co-organized activity;

- a. If a NC is a committee within APECS but not a legally registered organization within its own country (all NCs having an LoE or LoA with APECS)
 - i. The NC must consult the APECS Executive Committee and Executive Director before entering into negotiations regarding joint projects and activities with national/ local organizations,

- ii. APECS has the right to require that a representative from the APECS Executive Committee and/ or the APECS Executive Director be included in formal discussions,
 - iii. Formal agreements with national/ local organizations will be formally signed with APECS but the NC will be listed as the APECS committee executing the terms of the agreement.
- b. If a NC is a legally registered organization within their country (all NCs having an MoU with APECS)
 - i. The NC will inform the APECS Executive Committee and APECS Executive Director when entering into formal discussions for the first-time (as defined above) with national/local organizations (those which have activities primarily based in the country of the NC).

3.3.1.4 Formal agreements with national/ local organizations will be formally signed by the NC and if they should be endorsed by APECS, APECS should be added as a third co-signatory of the agreement.

3.3.1.5 APECS will involve an NC in discussions, activities or agreements between APECS and national/local organizations in the country of this NC, if they involve or are relevant to this NC and its activities.

3.3.1.6 All agreements have to comply with **APECS goals** as well as Historical context and organizational structure (see Section 1) and also Sections 6-14.

3.3.2 International Projects and Relationships with other International Organizations

3.3.2.1 All NCs that are engaged in working with international organizations/partners (those who have significant activities outside the country of the NC) should coordinate these activities/projects with the APECS leadership. Although in some cases the NC may be the point of contact with an international organization, to make sure that all APECS members are getting the most from such relationships, the APECS Executive Committee and Executive Director are required to be a part of all international level discussions. In addition, if a NC exists in the country where the concerned international organization works, that NC should be informed.

3.3.2.2 If a NC is working on a project that has an international component and involves international organizations/ partners (e.g. a workshop in cooperation with the Scientific Committee on Antarctic Research - SCAR, or the International Arctic Science Committee - IASC), the NC must inform the APECS Executive Committee and Executive Director about the project as soon as planning begins and involve them in discussions where appropriate to ensure that all parties are up to date on international relations. APECS can also help the NC connect with other NCs that might be working on similar projects and communicate with all APECS members to whom the project(s) might be relevant. In addition, this may allow APECS to provide customized advice to NCs if APECS has had previous dealings with that international project partner.

3.3.2.3 In the case of NCs being invited to participate in an international meeting (i.e. a local Arctic Council working group meeting), NCs must inform the APECS Executive Committee and Executive Director before the event. The APECS Executive Committee and Executive Director can then mentor NC meeting participants, as is done for all APECS representatives. Mentoring includes providing advice and sharing of background information about APECS' prior relationship with the organization and sharing information on current APECS projects/plans so that the NC representative is well informed and aware of information that could be useful in discussions when attending meetings.

3.3.2.4 If NCs want to formalize a relationship with an international organization (those which have activities primarily outside the country of the NC) the procedure depends on what status the NC has within the APECS network. Formal discussions are defined as planning activities with a specific desired outcome including, but not limited to, a signed agreement, joint project, or co-organized activity;

- a. If a NC is a committee within APECS but not a legally registered organization within their own country (all NCs having a LoE or LoA with APECS)
 - i. A representative from the APECS Executive Committee and Executive Director are required to be part of all formal discussions regarding joint projects and activities where the NC is the point of contact with international organizations,
 - ii. APECS has sole rights to make and sign agreements with international organizations,
 - iii. NCs are welcomed to be involved in discussions between APECS and international organizations working in the country of the NC.
- b. If a NC is a legally registered organization within its own country (all NCs having an MoU with APECS)
 - i. A representative from the APECS Executive Committee and the APECS Executive Director are required to be part of all formal discussions where the NC is the point of contact with international organizations,
 - ii. APECS must be consulted and added as a third co-signatory to any formal agreements with international organizations,
 - iii. The NC will inform APECS of any discussions between the NC and international partners who are based in the country of the NC.

3.3.2.5 APECS will include a NC in formal discussions with international organizations who are based in or planning activities in the country of this NC. Therefore, the NCs are encouraged to join the communication chain and/or have the opportunity to take part in improving relationships through communication channels.

3.3.3 Encourage the recruitment of new APECS members

3.3.4 Provide regular updates

NCs will regularly update APECS about their activities and submit reports according to the NC reporting policies put in place by APECS. By providing updates to APECS, the larger APECS membership can be informed about NC projects, hopefully inspiring the development of similar projects elsewhere.

3.4 National Committee representatives

3.4.1 Who they are

APECS National Committee (NC) representatives are nominated by their NC leadership via a nomination form, and are approved by the APECS Executive Committee. APECS NC can appoint up to two representatives to the Council.

3.4.2 Roles and responsibilities

3.4.2.1 NCs should actively share information on their organizational activities with APECS members on a regular basis (e.g., through the APECS website, newsletter and social media), as well as distribute APECS information to their organizations' members.

3.4.2.2 NCs should actively contribute to organizing activities and events within their NCs. Such events can be (but are not limited to):

- a. Panel discussions at large conferences
- b. Social gatherings at home institution
- c. Giving APECS presentations at a conference/meeting
- d. Career development workshops
- e. Online events, such as webinars
- f. Outreach events (e.g., during Polar Weeks or Antarctica Day)

3.4.2.3 NCs have to comply with the "Guidelines for APECS National Committees" in [Guidelines for National Committees](#).

3.4.2.4 NCs are required to designate a representative to be part of the Council or a similar committee that has the purpose to connect NCs with each other and APECS leadership.

3.4.2.5 NC representatives should share information with APECS International by using the appropriate reporting forms listed on the [NC overview website](#).

3.4.2.6 NC representatives are invited, but are not required, to contribute to APECS Council Project Groups.

3.4.2.7 NCs should attend at least two of the Council calls organized by the Council Co-Chairs during the term. In addition, NC representatives should participate in at least one of the calls for NC representatives organized by the NC Coordinators during the term.

3.4.2.8 All forms needed by NCs for reporting are accessible on the [APECS website](#).

3.4.3 Powers, who they elect, representation in the Council

NC representatives have one vote per NC, even if the NC has more than one representative on the Council.

3.5 Finances

3.5.1 APECS is not financially responsible for any APECS National Committee (NC), unless otherwise agreed upon for specific events and amounts.

3.5.2 APECS and the NC have no legal or financial obligation to each other, unless agreed in writing and signed by the relevant parties. APECS can provide NCs with in-kind logistical support primarily through its APECS International Directorate Office (e.g. maintenance of mailing lists, project or event advice).

3.5.3 Any financial contribution must be applied for through the standard procedures to the APECS International Directorate Office and Executive Committee. APECS has some very limited financial support that every NC can apply for once per calendar year. Applications are processed on a first-come, first-served basis as long as funds are available. The [guidelines for this funding are found here](#) and the [application form is here](#). We strongly encourage NCs to do additional fundraising for activities/events, as the APECS support can only cover a very small part of the costs in most cases.

3.5.4 APECS will not be financially responsible for NCs or any of their committees, events or activities.

3.6 Duration of mandate

3.6.1 Endorsement of a National Committee (NC) can be revoked by the APECS Executive Committee in justified cases of the NC not complying with APECS' goals, the **APECS Handbook**, the terms of the agreement between APECS international and the NC, or the published [APECS Guidelines for NCs](#).

3.6.2 In such an instance, the APECS Executive Committee will contact the NC explaining the violation and will arrange a meeting with the NC leadership to discuss the issue.

3.6.3 If this is the first violation and APECS had not discussed the issue with the NC before, the NC will be given just a warning and will be asked to resolve the issue within a certain timeline.

3.6.4 If it is not the first violation of this NC or a similar matter had been specifically discussed with the NC in the past and the NC has still done the violation,

- a. APECS reserves the right to take actions such as (depending on the severity of the issue):
 - i. Removing mailing list privileges,
 - ii. Restricting the ability of NCs to associate with APECS,
 - iii. Revoking standing agreements that APECS and the NCs have with each other, and the NC has with Partner Organizations,
 - iv. Informing APECS partners that the NC in question is temporarily/ no longer supported by APECS

3.7 Dissolution

3.7.1 All National Committees (NCs) are required to maintain a continuity document listing all the information regarding their mailing lists, social media, and website, including access information (i.e. login and passwords) that will allow future generations of NCs the ability to continue their work using the infrastructure already in place. This document will be given to the APECS International Directorate Office (info@apecs.is) if the NC leadership is anticipating becoming inactive.

3.7.2 If an NC is inactive for more than one year, APECS will attempt to contact the former leadership. If the former leadership cannot be reached, and new leadership is not available, the NC will officially be dissolved and no longer listed among the NCs of APECS. The NC can be reinstated at a later time by new APECS members if new interest arises.

3.7.3 For NCs who are legally registered within their own countries, the last leadership of the NC will be responsible for legally dissolving the registered organization in their country. APECS is not responsible for this process.

4. Project Groups

4.1 Who they are

4.1.1 A Project Group (PG) is a group of people working together on an idea or a project related to the Polar Regions, Alpine Regions and the wider Cryosphere. A PG may consist of as few as 3 to as many as 30 people working together to achieve a defined objective or goal, usually within a yearlong time frame.

4.1.2 PG members are part of the general APECS membership.

4.2 Roles and responsibilities

4.2.1 Project Groups (PGs) organize and plan APECS activities and/or events. Such activities can be (but are not limited to):

- a. Capacity building activities for early career researchers in the Polar and Alpine Sciences community,
- b. Panel discussions at large conferences,
- c. Social gatherings at home institution,
- d. Giving APECS presentations at a conference/meeting,
- e. Career development workshops,
- f. Online events, such as webinars,
- g. Outreach events (e.g., during Polar Weeks or Antarctica Day),
- h. APECS International Online Conference

4.2.2 All PGs shall maintain regular contact with the Executive Committee and/or International Directorate.

4.2.3 PG members are required to actively engage with the PG. Active engagement will vary depending on the PG. Activity expectations will be established at the start of the term. All PG members, for example, are expected to contribute to the PG Plan, which outlines the plan for their activities, deliverables, and delegation of tasks within the group throughout the term. Based on the PG plan, group members will be expected to carry out certain tasks delegated to them. New tasks/directions may come up throughout the term, and PG members are expected to work collaboratively with each other and the PG Leaders to accommodate new and diverse expectations. PG members are expected to attend online PG meetings. If they are unable to attend a given meeting, due to time zone conflicts or other commitments, they are expected to follow up with the meeting minutes and available recordings, and contribute to tasks defined during the meeting. PG members are expected to respond to communication on a regular basis, responding to emails within 24 – 72 hours (not including weekends and holidays), unless the PG member has indicated that they are unavailable during a certain period of the term.

4.2.4 There is no limit to the number of PGs an APECS member may participate in as a PG member. However, given the expectations on PG members, it is encouraged that APECS members, particularly those new to PG engagement, limit the number of PGs in which they participate, in order to be able to fully meet expectations of engagement. The suggested number is a maximum of two, except for Project Group Leader who is encouraged to participate only in the Project Group they are leading.

4.2.5 PG members are welcome to participate (but are not required) in Council meetings. They are encouraged to contribute to PG reports per PG reporting requirements, though it is ultimately the responsibility of the PG Leaders to submit all PG reports.

4.2.6 PG members are welcome to apply for roles in APECS leadership, including in the Council or the Executive Committee. Indeed, given the term limits on APECS leadership positions, which exist in order to encourage wider and more dynamic engagement, it is encouraged that PG members consider applying for PG Leader positions for the next term in a given group that they have been particularly engaged in during a previous term.

4.3 Applications to Project Groups

4.3.1 Applications to Project Groups (PGs) are solicited annually in calls to the APECS membership at the end of a given term (i.e. September and October). The call for PG members is organized by PG Leaders in collaboration with the Executive Committee.

4.3.2 The selected PG Leaders are charged with selecting which applicants with a transparent criteria list and a number of required group members. PG Leaders are encouraged to select as many applicants to join the group as possible, allowing for the maximum number of APECS members to take part in APECS activities.

4.3.3 In the event that there are significantly more applicants than tasks needed to complete in a given group, applicants will be selected in a way to increase representation (considering factors e.g. career stage, country of origin).

4.3.4 Members who are not accepted to a given PG, but nonetheless are deemed to be potentially active and enthusiastic PG members, will be encouraged to apply to other PG(s).

4.3.5 PG members are not required to have any prior experience with the subject of the PG to which they apply; the only requirements to be accepted to a given group are:

- a. To express an interest in the group,
- b. To agree to meet the minimum requirements of activity within the group, and
- c. To abide by the APECS Code of Conduct.

4.3.6 The Executive Committee oversees the selection process to ensure transparency and equal opportunities and must validate the selection process.

4.3.7 The Executive Committee members are encouraged to delegate this task to PG Leaders, and only reject a PG member-selection for a given group if the Executive Committee and International Directorate are concerned that a selected member may not actively or appropriately engage with the group, based on e.g. their prior removal from the Council for reasons related violating the APECS Code of Conduct or not meeting minimum activity requirements.

4.3.8 The Executive Committee will also intervene in the case that PG Leaders cannot resolve a disagreement regarding which PG members to accept for a given group.

4.3.9 The Executive Committee will support PG Leaders in selecting their group members by answering their questions and concerns during the call and selection process, and keeping up to date a guide for PG Leaders that includes a general rubric for selecting group members, noting that each PG will have different needs from its group members.

4.4 Project Group Leaders

4.4.1 Project Group (PG) Leaders actively contribute to the management of Council PGs that they lead during each term. This includes, but is not limited to, organizing and chairing meetings, delegating tasks, following up on timelines and deliverables, submitting the final report on overall PG activity, recommending inactive PG members for removal, and calling for new PG members when needed from the wider APECS membership.

4.4.2 Most PGs should have more than one PG Leader, both to distribute tasks and responsibilities implicated in leading the group, as well as to ensure the smooth transition of leadership between terms.

4.4.3 PG Leaders represent their PG on the Council. As such, they will vote on behalf of the PG in Council decisions. PG Leaders only get one vote in total on the behalf of the entire PG. The PG Leaders can either cast their vote with a mandate from the PG members, or organize a vote among the PG members (see Section 4.6.1 Decision-making Processes).

4.4.4 PG Leaders should participate in at least 3 Council calls (held every 2 months) during a term. If a PG Leader cannot attend a call due to e.g. time zone differences or prior engagements, an update of activities should be sent to the Council Co-Chairs by email before the call.

4.4.5 PG Leaders organize the selection of new PG members. In the case of large numbers of applicants, they can organize a committee of present members of the PG to assist with the selection.

4.4.6 Selection criteria should be transparent, and as many participants as possible should be allowed to participate in PG activities.

4.4.7 PG Leaders must submit a PG report to the Council Co-Chairs according to the most updated submission scheduled (at the discretion of the Council Co-Chairs and Executive Committee). These reports should be compiled as a group effort of all PG members. It is the responsibility of PG Leaders to engage all group members in report preparation, and see to it that the report is compiled and submitted according to the appropriate deadlines.

4.5 Mentorship

4.5.1 Executive Committee Contact

Each Project Group will be paired with one to two Executive Committee members who will be the Executive Committee Contact for that group. The role of the Executive Committee Contact will be to facilitate communication between the Project Group and the Executive Committee, answer questions, and provide advice on activities and responsibilities. The Executive Committee Contact(s) are part of the Project Group members, and are invited (but not compulsory) to participate in all meetings and activities of the Project Group.

4.5.2 Mentor Project Group members

One or several **APECS Mentors** (see Section 11) can also take part in Project Groups in order to provide advice from a more senior perspective, but also offer the Project Groups with some contacts with relevant persons and organizations in the scientific community.

4.6 Powers, who they elect, representation in the Council

4.6.1 Decision making processes

4.6.1.1 Project Group (PG) Decision making processes should be organized by the PG Leaders, with the help of their Executive Committee Contact if needed.

4.6.1.2 Decisions can be taken during PG meetings using online platforms if a sufficient number of PG members are present. If this is not the case, then an anonymous vote should be organized.

4.7 Formation of new Project Groups

4.7.1 Project Groups (PGs) can be formed either by the Executive Committee or by APECS members (with approval from the Executive Committee) as needed.

4.7.2 A first draft of the PG plan must be submitted to the Executive Committee for approval. Once approved, the recruitment of members can take place, and the PG plan will then be finalized by the entire group.

4.8 Project plans and timeline through the term

Project Groups (PGs) must define a PG plan, including a timeline outlining how they will accomplish their goal(s), during the first months of the term, that is presented to and accepted by the Executive Committee.

4.9 Resignation and removal

4.9.1 Resignation

Project Group (PG) members may resign from a PG at any given time if they are no longer able to continue their engagement with the group.

4.9.2 Removal

4.9.2.1 If a PG member repeatedly fails to meet engagement expectations in a given PG, the PG Leaders should alert the Executive Committee, who will then attempt to communicate with the PG member in order to remediate the misunderstanding regarding expectations.

4.9.2.2 If a PG member remains unresponsive to the Executive Committee’s communications, or continues to fail to meet expectations after having agreed to do so following the Executive Committee’s intervention, the Executive Committee reserves the right to remove the PG member from the PG.

4.9.2.3 Removal from PG participation due to inappropriate behavior results in a 1-year ban from participation in all APECS PGs, while inactivity will only have the removal from the mentioned PG.

4.9.2.4 After 1 year, the APECS member is welcome to re-apply to join PGs if they are able to convince the assessing PG Leaders and the Executive Committee that the inactivity or actions that led to their removal from PG activities will not be repeated.

4.9.2.5 It is ultimately up to the discretion of the Executive Committee to accept a new application from a previously banned PG member.

4.10 Dissolution

4.10.1 The Executive Committee has the right to dissolve PGs due to inactivity or non-compliance with the **APECS Handbook**.

4.10.2 The Executive Committee will consult with the PG Leaders and/or members of the respective PG before action is taken to dissolve the group.

4.10.3 If the PG Leaders or members cannot be reached for a period of 2 consecutive months, the Executive Committee reserves the right to dissolve the group for the duration of the term without further communication.

5. Partner Organizations

5.1 Who they are

5.1.1 Partner Organizations include those organizations with activities related to the Polar and Alpine Regions and the wider Cryosphere, who work with APECS to provide resources for early career researchers. A list of current APECS Partners can be found on the [APECS website](#).

5.1.2 APECS partners are established organizations in their own right, who recognize APECS as an important collaborator in supporting polar early career researchers through outreach and capacity building. Conversely, APECS recognizes the importance of collaborating with organizations with activities related to the Polar and Alpine Regions in order to increase opportunities available to early career researchers.

5.2 Roles and responsibilities

5.2.1 APECS Partners may have varying roles and responsibilities depending on the partnership agreement they have with APECS (see Section 3.2).

5.2.2 Examples of APECS Partner roles and responsibilities include advertising APECS opportunities and announcements through their communication networks, creating and expanding representation of early career researchers within their organizations, and providing opportunities for early career researchers through funding, training, and active collaboration. Conversely, APECS will advertise Partner news through its communication networks, such as the Polar and Alpine Community News section of the [APECS website](#).

5.3 Powers, who they elect, representation in the Council

5.3.1 Partner Organizations may nominate an organizational representative to join the Council. Any given APECS Partner may have a maximum of 1 organizational representative on the Council.

5.3.2 Organizational representatives are tasked with facilitating communication between a given APECS Partner and APECS leadership by submitting regular reports on joint activities, and participating in APECS activities.

5.3.3 Organizational representatives are not required to participate in APECS Project Groups.

5.3.4 While not required, organizational representatives are strongly encouraged to attend APECS Council meetings.

5.4 Partnership agreements

5.4.1 Partner organizations are encouraged to sign a Memorandum of Understanding (MoU) with APECS in order to explicitly detail reciprocal expectations and obligations. These expectations and obligations may vary depending on the partner organization and their relationship with APECS.

5.4.2 Partner organizations are grouped on the [APECS website](#) according to whether or not they have an MoU with APECS; partners with MoUs are listed first.

6. Council

6.1 Who they are

- Project Group Leaders,
- Members of Council leadership (Council Co-Chairs, National Committee Coordinators, and Social Media Coordinators), and of the Executive Committee,
- Representatives from National Committees and Partner Organizations,
- Ex-Officio members with no voting rights

6.2 Application Procedure

6.2.1 Members of the Council must be APECS members.

6.2.2 Project Group (PG) Leaders are self-nominated using an application form available on the APECS website. They are selected by the Executive Committee based on their applications and feedback provided by current PG members' and the Executive Committee contact.

6.2.3 APECS National Committee (NC) and organizational representatives are nominated by their NC/Partner Organization leadership via a nomination form, and are approved by the APECS Executive Committee.

6.2.4 A single person interested in assuming more than one role should apply through both the self-nomination (for either PG Leader, Council leadership position, or both) and the NC and/or Partner Organization nomination processes.

6.3 Council leadership

6.3.1 Council Chairs

6.3.1.1 Three Council Co-Chairs are elected by the outgoing Executive Committee from among candidates who apply to an open call to the APECS membership towards the end of each term.

6.3.1.2 They are responsible for working with all the Council members, particularly Project Group (PG) Leaders.

6.3.1.3 The Council Co-Chairs provide a link between the Council, the Executive Committee, and the International Directorate. They organize the Council meetings during the term, ensure that the activities

of the Council members are carried out (e.g. Council reports, PG reports, etc.), offer support, and encourage collaboration between PGs.

6.3.1.4 All APECS members are eligible to apply for Council Co-Chair positions. Council Co-Chairs are not required to participate in PGs.

6.3.2 National Committee Coordinators

6.3.2.1 Three National Committee (NC) Coordinators are elected by the Council from among candidates who apply to an open call to APECS membership towards the end of each term.

6.3.2.2 They are responsible for working with the NC representatives on the Council.

6.3.2.3 The NC Coordinators provide a link between the NC representatives on the Council, the Executive Committee, and the Executive Director. They maintain communication with NC representatives, and make sure that partnership agreements between NCs and APECS are up-to-date.

6.3.2.4 All APECS members are eligible to run for the NC Coordinator positions. NC Coordinators are not required to participate in PGs.

6.3.3 Social Media Coordinators

6.3.3.1 Social Media Coordinators (up to 4 people) are elected by the Council from among candidates who apply to an open call to APECS membership towards the end of the term if the position needs to be filled.

6.3.3.2 The Social Media Coordinators work with PGs, the NC representatives, the Executive Committee, and the Executive Director, ensuring that the submission of material to post on social media is smooth, clear, and respects the APECS Code of Conduct.

6.3.3.3 All APECS members are eligible to run for the Social Media Coordinator positions. Social Media Coordinators are not required to participate in PGs.

6.3.4 Council ex-officios

6.3.4.1 The Council can have ex-officio members as needed.

6.3.4.2 Ex-officio Council members are nominated by the Executive Committee.

6.3.4.3 APECS members that have served;

- a. a minimum of 2 APECS terms as active Council members, and/or
- b. a minimum of 1 APECS term as an Executive Committee member can be nominated as ex-officio Council members.

6.3.4.4 The primary role of ex-officio Council members is to provide advice and mentorship to the active members of the Council. They can and are encouraged to take Council activities such as PGs, but they do not have voting rights in Council decisions.

6.4 Roles and responsibilities

6.4.1 Council members are part of the APECS leadership and therefore expected to take an active role in APECS to help lead the organization and its activities. By joining the APECS Council, Council members agree to the following tasks and responsibilities:

6.4.2 Council members are strongly encouraged to suggest new projects, directions, and ideas for APECS to the Executive Committee and the Executive Director.

6.4.3 Council members elect the Executive Committee for the coming term in September. All Council members participate in the election process by helping to review the candidates and by voting.

6.4.4 If a long period of absence is part of a Council member's research/education (e.g. exam/study periods, fieldwork) or if periods of low activity due to upcoming commitments are anticipated, Council members have the responsibility to notify the Executive Committee at least 15 days in advance of the period in question.

6.5 Decision making processes

6.5.1 Council decisions require a more than 50 % majority of those who vote. Voting may be via any means of communication set forth by the Executive Committee.

6.5.2 All Council votes shall be by secret ballot, or by any means of communication that ensures anonymity. In order to accommodate geographically dispersed Council members and limited possibilities for physical meetings, Council votes shall remain open for a period of time.

6.5.3 Project Group (PGL) has 1 vote even if the PG has more than one leader. PGL may therefore have one vote (if they are the only leadership entity of the group, or a vote to be shared within the co-leaders. Each Council leadership member (Council Co-Chairs, National Committee (NC) Coordinators, and Social Media Coordinators) has 1 vote. NC and organizational representatives have 1 vote per NC/Partner Organization, even if the NC has more than one representative on the Council. If a PG Leader or member of Council leadership also serves as the representative of a National Committee/Partner Organization, they have one vote as a Project Group or member of Council leadership and a second vote on behalf of their NC/Partner Organization.

6.6 Meetings of the Council

The Council shall meet on a regular basis using any means of communication available. Online meetings of the Council will be organized by the Council Co-chairs every two months. Efforts shall be made by the

Council or the Executive Committee to meet at large scientific meetings, ideally on an annual basis, during which APECS will be able to organize an in-person event.

6.7 Resignation and removal

6.7.1 Resignation

6.7.1.1 Council members may resign prior to the end of their term.

6.7.1.2 In the event that a Council member resigns or will be unable to participate in APECS activities for more than four weeks due to fieldwork, intense research periods, or other personal reasons, then a call for someone to replace them for the period in question or for the rest of the term can be advertised to the APECS membership.

6.7.1.3 Each replacement Council member requires approval by the Executive Committee before being accepted onto the Council.

6.7.2 Removal

6.7.2.1 The Executive Committee may terminate the position of an individual on the Council if the Council member does not fulfil the responsibilities detailed herein or fails to produce a legitimate reason for an extended period of inactivity.

6.7.2.2 In this case, the Council member will receive a first “reminder” from the Council Co-Chairs, Executive Committee or Executive Director. If the Council member continues to be inactive or does not fulfil their responsibilities, their position on the Council may be terminated.

6.7.2.3 In case that Council member is listed as the representative of an APECS National Committee or Partner Organization, the committee/organization will be asked to nominate a suitable replacement.

6.7.2.4 Council members are expected to behave professionally and to be respectful of their fellow APECS members. Violation of this may result in a Council member being asked to step down immediately, or their behavior may be submitted for review by the APECS Internal Evaluation Committee.

6.8 Term limits

6.8.1 Council terms are on a calendar year basis and open for renewal. The Council terms are from 1 October of one year to 30 September of the following year.

6.8.2 Project Group (PG) Leaders may serve up to a maximum of 2 terms as PG Leader of a given PG. The two terms served need not be consecutive. A PG Leader that has served the maximum number of terms for a given PG is welcome to apply to be the PG Leader for a different PG. In order to provide continuity,

it is encouraged that new PG Leaders overlap with old PG Leaders in order to help them become acclimated to the role.

6.8.3 All those in Council leadership positions (Council Co-Chairs, National Committee Coordinators, and Social Media Coordinators) may serve up to a maximum of two terms in their respective Council leadership position. These two terms served need not be consecutive. A member of Council leadership that has served the maximum of two terms for a given role is welcome to apply for any role in which they have not served the maximum number of terms.

6.8.4 The role of Council ex-officios is renewable annually by the Executive Committee with the rest of the Council on 30 September. There is no limit to the number of terms for which a Council ex-officio may be invited to serve on the Council.

6.8.5 Efforts will be made to ensure that the Council provides broad and effective representation of APECS members.

6.8.6 Council members, as APECS members, have the responsibility to respect the APECS Code of Conduct. To ensure the fulfillment of above responsibilities, the Council Co-Chairs, the National Committee Coordinators, the Executive Committee, and the Executive Director will enforce this document.

7. Executive Committee

7.1 Who they are

7.1.1 The Executive Committee consists of five voting members: four Vice-Presidents and one President, and at least one ex-officio with no voting rights.

7.1.2 ExCom Ex-officio members are nominated by the outgoing Executive Committee. Ex-officio members should have served at least 1 term on the Executive Committee. Their appointment requires a majority vote of the outgoing Executive Committee. There is no restriction on the number of ex-officio members an incoming Executive Committee can appoint, though no more than 3 are recommended.

7.1.3 The Council elects the Executive Committee members. Additional elections may be held, if deemed necessary by Council, e.g. in the case of the removal or resignation of an Executive Committee member during the term, in order to maintain a continuum of leadership.

7.1.4 The chair of the Executive Committee is elected among self-nominees from the members of the newly elected Executive Committee at the beginning of their term and is the *APECS President*. Any Executive Committee member is eligible to be President. If more than one 7.1.5 Executive Committee member nominates themselves, a vote amongst the Executive Committee is carried out. All other

members of the Executive Committee are considered Vice-Presidents and carry the responsibilities of any organizational Vice-President.

7.1.5 To run for a position within the Executive Committee, applicants have to fulfill the following eligibility criteria;

- a. Be a member of APECS,
- b. Have prior experience or a coordinating role in:
 - i. the APECS Council (current or past);
 - ii. one of the APECS National Committee leaderships; or
 - iii. an APECS Project Group, workshop or other APECS activity.

7.1.6 Other APECS members can also apply to the Executive Committee, but should consult with the Elections Coordinators and Executive Director before applying.

7.2 Roles and responsibilities

7.2.1 The Executive Committee is mandated to make decisions and implement all APECS directions and activities except those of governance and organizational structure, on which the Council decides. The Executive Committee in cooperation with the APECS Executive Director manages the affairs of APECS, with the guidance of an Advisory Committee and under the supervision of the Council. The role of the Executive Committee is to ensure that the mission and goals of APECS are pursued in a responsible, accountable and transparent manner. The Executive Committee is consulted on the budget for the organization as well as approves and oversees the Executive Director. The Executive Committee also acts as a consultative body for the Executive Director, Council, and the APECS membership at large.

7.2.2 The Executive Committee in cooperation with the Executive Director shall engage in a process that anticipates funding issues with the International Directorate and attempts to seek funding to sustain its capabilities. As such, the Executive Committee needs to bear in mind the long-term survival and strategy of the organization, and should work towards sustaining the mission and core activities of the organization.

7.2.2 The Executive Committee shall be ready to take over the tasks of the International Directorate at any time by adapting its task list and the scale of activities, and needs to be prepared to handle changes in the International Directorate smoothly with sponsoring organizations.

7.2.1 Responsibilities of the Vice President

7.2.1.1 The Vice-President is an official representative of the organization and is responsible to the Council and the APECS membership at large.

7.2.1.2 The Vice-President is responsible for ensuring their participation at regular Executive Committee online meetings.

7.2.1.3 The Vice-President shall make an effort to attend the majority of the APECS Council calls (every 2 months).

7.2.1.4 The Vice-President is encouraged to contribute to the organization of at least one APECS event (e.g., panel discussion, workshop, conference, social events) during their term.

7.2.1.5 The Vice-President is the mentor and Executive Committee point of contact for Project Groups, and works with both the leader(s) of Project Groups and their members.

7.2.1.6 The Vice-President, in cooperation with the Council Co-Chairs, is responsible for keeping the Council informed about APECS activities (e.g. Executive Committee meeting summaries) and developments, as well as for involving and motivating Council members to assume additional responsibilities (e.g. calls for APECS representatives to Partner Organizations).

7.2.1.7 The Vice-President shall vote on decisions that require the approval of the Executive Committee in a timely and responsible manner.

7.2.1.8 The Vice-President is responsible for assisting the Executive Director in decision-making, managerial and administrative duties as required.

7.2.1.9 Vice-Presidents act in lieu of the President as and when necessary, using the title Vice-President.

7.2.2 Additional responsibilities of the President

7.2.2.1 The President has all the responsibilities of the Vice-President.

7.2.2.2 In addition, the President shall coordinate and lead the regular online meetings of the Executive Committee, and lead the preparation of the in-person meeting (when applicable).

7.2.2.3 The President and the Executive Director shall share updates with the overall Executive Committee on a weekly or fortnightly basis.

7.2.2.4 The President shall take the lead in maintaining effective communication within the Executive Committee, between the Executive Director and the Executive Committee, the Council, the Advisory Committee, and the APECS membership at large.

7.2.2.5 The President shall assist the Executive Director in the management of the organization and shall coordinate and oversee the distribution of tasks within the Executive Committee.

7.2.3 Executive Committee ex-officios

7.2.3.1 Executive Committee ex-officio members have no voting rights in the Executive Committee.

7.2.3.2 It is recommended that at least 1 outgoing Executive Committee Member of the previous term makes themselves available as an ex-officio advisor to the upcoming Executive Committee.

7.2.3.3 Executive Committee ex-officio members may take part in all meetings and discussions of the Executive Committee, but are not obliged to participate to the same extent as voting members of the Executive Committee.

7.2.3.4 The primary role of Executive committee ex-officios is to provide advice, solicited or unsolicited, and support the voting members of the Executive Committee.

7.2.3.5 This support may take the form of working with the Executive Committee to carry out their priorities and tasks, among any other number of supportive activities (e.g. organizing meetings, reviewing documents, contacting partners, etc.).

7.3 Decision making process

All Executive Committee decisions are made by vote of Executive Committee members and require a simple majority of those who vote, with at least 3 members voting.

7.4 Meetings of the Executive Committee

7.4.1 The Executive Committee meets via online conference calls every two weeks to coordinate activities, discuss operational and managerial matters, and decide on future APECS initiatives; some flexibility in biweekly meetings is allowed in consideration of the scheduling needs of the various Executive Committee members (e.g. the accommodation of diverse time zones).

7.4.2 If funding is available, an in-person meeting may be organized once during each leadership term.

7.5 Duration of mandate

7.5.1 Terms are for 1 year (1 October of one year to 30 September of the following year), and current Executive Committee members are welcome to reapply for a second term, with the hope that in order to provide continuity, not all Executive members change at each election.

7.5.2 It is expected that, within a given term, the various other commitments of individual Executive Committee members may lead to periods of reduced participation.

7.5.3 Executive Committee members may serve up to a maximum of 2 terms on the Executive Committee.

7.5.4 If an Executive Committee member serves as President during one of these two terms, they may only serve one additional term as a Vice-President.

7.5.5 The two terms served need not be consecutive.

7.5.6 A term is considered served when the Executive Committee member has been present in the role for at least 6 months. For Executive Committee members who have served in the role for less than 6

months (either due to extended leaves of absence, or because they served as a temporary member), their less than 6 month period of service for that term will not be considered towards the 2-year limit.

7.5.7 An Executive Committee member may serve only 1 term as President of the Executive Committee.

7.5.8 In the event that an Executive Committee member is away for extended periods of time (more than 3 weeks) for fieldwork, extensive study periods, exam preparation, parental or sick leave, other reasons, or resign, the Executive Committee can appoint an interim member to fill in as temporary Executive Committee member. The temporary Executive Committee member will receive all voting rights from the Executive Committee member they are filling in for, for the duration of their temporary appointment.

7.5.9 Executive Committee members have the responsibility to respect the APECS Code of Conduct.

8. International Directorate

8.1 Who they are

8.1.1 The APECS International Directorate is the essential coordinating body which has the organization and running of the various APECS activities and programmes.

8.1.2 At the inception of APECS, it was considered advantageous to have a paid Executive Director if such a position can be supported. Ideally, such an Executive Director would be supported through the hosting of an International Directorate by an established institution with similar interests to APECS. In the case where no International Directorate is appointed for any reason, the Executive Committee has to amend this part of the Handbook to create an appropriate structure that could fulfill all the duties of the Directorate.

8.1.3 Ideally, the International Directorate is hosted by an Organizational member on a rotating basis.

8.2 Roles and responsibilities

8.2.1 An APECS International Directorate is responsible for coordination and implementation of APECS activities, membership, communication, and organizational function and integrity, including fundraising, and legal and financial compliance.

8.2.2 The Executive Director is granted freedom to seek new directions, funding, partnerships and activities for APECS which fall within the goals and objectives of the organization. This shall be done in consultation with the Executive Committee. However, all changes in governance and structure require Council approval.

8.2.3 The Executive Director shall represent APECS at meetings of other organizations to which an APECS representative is invited, or may delegate an alternate, such as the President.

8.3 Decision making processes

The job description and appointment of an APECS Executive Director is made in consultation between the organization hosting the International Directorate and the Executive Committee. This consultation process is done by appointed people from ExCom and member(s) from the Host Institute (if there is any Host Institute) to make a decision on the appointment of an Executive Director. In addition to this, the process shall also require the consultation of the Advisory Committee to share the appointment of the Executive Director with the Council.

8.4 Links with the Executive Committee and the Council

8.4.1 The Executive Committee shall be consulted during regular performance reviews within the International Directorate and shall, if deemed necessary, conduct yearly evaluations of the International Directorate.

8.4.2 In the following circumstances, the Executive Committee (in consultation with the Advisory Committee and Organizational members) shall propose a strategy on the dissolution of the Directorate which must be approved by the Council:

- I. the Executive Director resigns or is otherwise removed from office;
- II. the Executive Committee or Council supports a motion of no-confidence in the Executive Director;
- III. loss of financial and/or institutional support for the Executive Director or International Directorate.

9. Advisory Committee

9.1 Who they are

The APECS Advisory Committee are the members of the polar research community that have agreed to serve as members of the Advisory Committee and provide advice to APECS leadership.

9.2 Roles and responsibilities

9.2.1 The role of the Advisory Committee is to serve as a resource for advice regarding activities and actions of APECS leadership. It is understood that engagement of the Advisory Committee will be limited

to major APECS decisions and concerns, and will not regard day-to-day activities or actions of the organization.

9.2.2 Advice of Advisory Committee members may or may not be followed according to the discretion of the Executive Committee.

9.3 Consultation process

All members of the Advisory Committee may be contacted at any time by any member or body of the APECS leadership in order to solicit advice regarding APECS activities and actions.

9.4 Advisory Committee membership

9.4.1 The membership of the Advisory Committee shall include senior scientists, administrators, former members of APECS leadership and other appropriate individuals.

9.4.2 Advisory Committee members do not need to be APECS members.

9.4.3 While there is no limit to the number of members that may serve on the Advisory Committee, a minimum of 5 - 10 members are recommended.

9.4.4 Members should be invited based on factors such as their area of expertise, organizational affiliation, nationality, gender, etc., in the hopes of achieving a representative committee composition.

9.5 Duration of mandate

9.5.1 Advisory Committee members are appointed by invitation from the Executive Committee.

9.5.2 Advisory Committee members are invited to serve indefinitely, but may request to be removed at any time.

9.5.3 Advisory Committee members are regularly contacted to assure their continued interest and capacity to be engaged in the Advisory Committee.

9.6 Resignation and removal

Any Advisory Committee member is welcome to withdraw from their role at any time during the term if they are no longer able to or interested in continuing in the role.

10. Internal Evaluation Committee

10.1 Who they are

Composed of 3 members external to APECS and 1 member from the APECS host institution who are familiar with APECS but are no longer involved.

10.2 Roles and responsibilities

The Internal Evaluation Committee (IEC) is responsible for evaluating potential conflicts or complaints between APECS members or between an APECS member and a partner organization in the framework of a project in which APECS is involved. They:

- a. assess complaint with fairness and without bias -- talking to all parties involved (including Complainant aka Party 1),
- b. prepare a redressal based on assessment in Step 4 (Complaint Steps),
- c. prepare suggested actions report based on the APECS Handbook (i.e. removal from Council/leadership, apology etc.),
- d. review suggested communications from ExCom before sending to respective parties.

10.3 Complaint Steps

10.3.1 Complaint is submitted;

- a. evaluations@apecs.is is the emailing list responsible for receiving complaints. This means that complaints will only be viewable by the members of the IEC which has the members' names visible on the web site. Each year, this list will be tested to ensure that it is working and the right people are receiving the confidential information.
- b. IEC Members are notified of complaints by the system.
- c. IEC offers mediation (with a trained mediator) before moving forward with evaluation (if appropriate) and if it is an optional step for complainant/respondent.

10.3.2 In the event that a mediation does not settle the complaint;

- a. IEC evaluates complaints.
- b. IEC submits a report to ExCom including actions that should be taken. The identities of the parties involved are kept anonymous.
- c. ExCom reviews suggestions and prepares a report to be sent to all parties involved.
- d. IEC reviews communication materials/responses.

- e. The Executive Committee incorporates IEC suggestions and sends out finalized communication materials to the IEC for distribution to appropriate parties in order to preserve anonymity of all parties involved.
- f. The Directorate sends communication materials to parties involved.
- g. The Executive Committee prepares a report of steps 1-9 for posterity.

10.4 Who is invited to become an IEC member

People who are established in their careers who were previously involved with APECS in some way are invited to participate in the IEC. Additionally, one person from the host institution will be invited to participate in order to have representation. Each outgoing IEC member will recommend a few people who could potentially serve as an IEC member next.

10.5 Duration of mandate

10.5.1 Members serve for two terms (for reference on term in APECS runs October - September)

10.5.2 Two members will turnover each term so that;

- a. There is institutional memory if an incident overlaps terms.
- b. Returning members can support new members in a cyclical way.

10.6 Resignation and removal

10.6.1 Any IEC member is welcome to withdraw from their role at any time during the term if they are no longer able to or interested in continuing in the role.

10.6.2 APECS leadership reserves the right to remove IEC members if they do not meet minimum engagement expectations, or violate the APECS Code of Conduct.

10.6.3 If a member resigns or is removed from the IEC, the IEC members will be asked for recommendations for a replacement and the ExCom with the Directorate will choose another member to serve in the interim.

10.7 Rights of complaint parties

- a. A safe and civil environment created by the Internal Evaluations Committee
- b. An unbiased interview
- c. A copy of the statement along with all the evidence and a list of witnesses submitted by the Respondent (aka Party 2)
- d. Keeping their identity confidential throughout the process -- only the IEC will know party identities

- e. Right to appeal once in the event that they are not satisfied with the recommendations/findings of the IEC. If additional appeals are needed, this is beyond the scope that APECS is able to provide, and additional support from the APECS host institution will be needed.

10.8 Confidentiality

It is forbidden for the IEC or any Party involved to share the contents of the complaint, the identity of the parties involved, or any proceedings that follow the complaint submission outside of communication with the IEC, Executive Committee and the Directorate. The only public record that will be available is the report in which all sensitive information is removed. In the case of a confidentiality breach:

Consequences: If a Party breaches the confidentiality of this process, they will be removed from all APECS activities/ mailing lists/ membership without further notice indefinitely.

Exception: Dissemination of information regarding the outcomes of the IEC review without the disclosure of the identity of the Parties or witnesses; i.e. the final report.

10.9 Disclaimer

10.9.1 Retaliation against the Complainant is prohibited and will be subject to removal from all APECS activities/ mailing lists/ membership. The Respondent's name and the reason for their removal will be added to a permanent APECS leadership document updated by the Office, so that the APECS Secretariat will be aware of the Respondent's status for future terms.

10.9.2 APECS is not a legal body that deals with complaints in the legal field and is guided in its own procedures by the current organizational Code of Conduct. We aim to settle any disputes in a fair and friendly manner in order to avoid any escalation.

11. Mentors

11.1 Who they are

APECS Mentors are non-early career scientists who agree to be available as a mentor to early career polar researchers by being listed on the APECS Mentor Database on the APECS website.

11.2 Roles and responsibilities

Mentors are expected to respond to queries from early career researchers who find them on the APECS online Mentor Database. These responses may include networking information (e.g. further mentor contacts), scientific information, or information about funding and training opportunities.

11.3 Links with Project Groups

11.3.1 Project Groups (PGs) may request that a Mentor (or Mentors) joins their PG in order to provide advice and guidance.

11.3.2 If a Mentor joins a PG, they are added to the PG's mailing list and encouraged to participate in PG meetings when possible.

11.3.3 A Mentor may be involved with a PG throughout the term, or for a certain period of the term.

11.3.4 At the end of the term, the incoming PG members may decide to renew the Mentor's participation in the PG for the new term, depending on the needs of the PG.

11.3.5 The Mentor may step back from PG participation at any time if their schedule no longer allows for their continued engagement.

11.3.6 Mentors do not have voting rights within PGs.

11.4 Links with National Committees

11.4.1 National Committees (NCs) may request that a Mentor (or Mentors) joins their NC in order to provide advice and guidance.

11.4.2 If a Mentor joins a NC, they are added to the NC's leadership mailing list and encouraged to participate in NC leadership meetings when possible.

11.4.3 A Mentor may be involved with a NC throughout the term, or for a certain period of the term.

11.4.4 At the end of the term, the incoming NC leadership members may decide to renew the Mentor's participation in the NC for the new term, depending on the needs of the NC.

11.4.5 The Mentor may step back from National NC participation at any time if their schedule no longer allows for their continued engagement.

11.5 Duration of mandate

11.5.1 Mentors may remain as part of the APECS Mentor Database for as long as they are open to receiving and responding to inquiries from early career researchers who find them in the database.

11.5.2 APECS will regularly review the Mentors Database by contacting listed members and requesting that they confirm their continued interest to be listed in the database.

11.6 Resignation and removal

11.6.1 Mentors may resign at any time by contacting info@apecs.is. APECS will then remove their listing from the Mentor Database.

11.6.2 Mentors who do not respond to early career researcher queries within an appropriate timeline (over 2 months) may be subject to removal from the Mentor Database.

11.6.3 Mentors who do not confirm their continued interest to be listed in the Mentor Database during reviews of the Mentor Database will be removed from the Mentor Database.

11.6.4 If a Mentor is found to have violated the APECS Code of Conduct, they are subject to removal from the Mentor Database, and prohibition from future engagement in APECS activities.

12. Proposal for APECS activities

Any APECS member may propose activities that are in accordance with the mission of APECS and for which APECS remain;

- a. the lead organization,
- b. a partner organization, or
- c. represented in other appropriate roles.

Approval must be provided by the International Directorate and/or the Executive Committee.

The Executive Committee must approve any proposal in which APECS is identified as the lead organization and/or recipient of funding.

Letters of support for external proposals may be provided by the International Directorate and/or the Executive Committee upon written request (email) with the relevant information required to assess the proposal.

13. Finances

APECS operates as a non-profit organization. Legal and tax status will be determined in conjunction with partnering organizations which remain to be established and formalized through formal agreements with APECS and amendments to the present document, if necessary.

At times when there is a Directorate hosted at an identified institute, a budget is developed through consultation between the Executive Committee, Executive Director and host institute.

Unless otherwise determined by agreement with an institute hosting the International Directorate, the fiscal year for APECS is from 1 January to 31 December.

APECS' budget for the subsequent three-year period, or defined term of the International Directorate at a host institution, will be drafted annually and its financial report of the preceding year will be available at the end of each financial year.

APECS's finances are managed in two budgets:

- a. the Directorate Budget for the funding from the host institution, and
- b. Operational Budget from additional income, as donations.

The Directorate Budget is mainly used to every expense related to the office operation (e.g. Directorate employee salaries, IT infrastructure, office facilities and supplies, costs of communication platforms and travel expenses) whereas the Operational Budget will be used for APECS activities (e.g. travels funds for early career researchers, variety of awards, NC's or PG activities).

APECS must use these funds in compliance with all relevant requirements and restrictions. These two budgets may require separate auditing and financial management. As necessary, **APECS Handbook** may need to be altered to ensure that these requirements can be met, and in that case, can be done so by approval of the Executive Committee.

13.1 Income and Expenditure

13.1.1 Grants and income sought and/or received by APECS needs to inform the Executive Committee and not contravene Section 5, or the **APECS Code of Conduct** ratified by the Council.

13.1.2 All APECS expenditures of the operational budget must be outlined in the budget approved by the APECS Executive Committee.

13.1.3 The Directorate of APECS may authorize unforeseen expenditure of the operational budget below \$2000 (two thousand US dollars), unforeseen expenditures above this amount require the Executive Committee approval, and the Council is informed through the Council meeting and the annual financial report.

13.1.4 The APECS budget may be modified by majority agreement of the Executive Committee to accept a complete, amended budget.

13.2 Deposits

APECS monies may be deposited in accounts held:

- a. by APECS (belongs to countries' regulations where APECS Directorate is), where such an account has been set up with conditions approved by the Executive Committee,
- b. by an organizational member, through a written agreement between APECS and that member, or
- c. in any other account that is approved by the Executive Committee.

13.3 Overheads

APECS may be subject to overhead costs associated with funding sourced through organizational members. APECS shall seek exemption from such costs whenever possible.

13.4 Audits

13.4.1 APECS accepts the financial auditing requirements of any organization supporting the International Directorate.

13.4.2 Auditing will be undertaken by the auditor of the host institution or other authority.

13.4.3 APECS shall retain and archive all financial documents for at least 10 years.

13.5 Contracts

The Executive Committee may authorize any APECS member to enter into any contract or execute and deliver any instrument in the name of and on behalf of APECS, unless otherwise restricted by law. Such authority may be general or confined to specific instances.

13.6 Loans

No loans shall be contracted on behalf of APECS and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Committee and approved by Council vote pursuant to Section 2.5. Such authority may be general or confined to specific instances.

13.7 Cheques, Drafts and other Payment Orders

The Executive Committee shall determine policy for appointing officers of APECS as approved signatories for cheques, drafts, or other orders for the payment of money, notes, or other pieces of evidence of indebtedness issued in the name of APECS.

13.8 Financial Responsibilities of the Directorate

13.8.1 The International Directorate has the following financial duties and responsibilities;

- a. oversees the compilation and submission of Operational Finance budgets to the Executive Committee for annual approval,
- b. **secures** Operational Finances for APECS,
- c. keeps a full account of all APECS monies,
- d. compiles financial reports at the end of the fiscal year,
- e. submits a financial report for the preceding financial year to the APECS Executive Committee annually.

13.8.2 In the International Directorate absence, the listed above financial duties and responsibilities, may not exist, and therefore an update of the entire Section 13.9 of this Handbook has to be adjusted to serve the constraints and exceptions related to such a situation (i.e. sharing the report with Council and having them vote under appropriate circumstances).

13.9. Financial Accountability

13.9.1 All operating practices will be transparent (e.g. presenting the report as well as the term's budget in the Council meeting/s, available upon request to Council members) and comprehensible to our membership and Advisory Committee.

13.9.2 Financial activities will be accurately described to ensure the financial support received furthers APECS' mission, goals and objectives.

13.9.3 All written agreements will be honored to the best of APECS' ability.

13.9.4 The details of all major financial support, in-kind or otherwise, and the activities for which support has been used will be made available upon request.

13.9.5 APECS will make decisions based on financial abilities as well as guidelines on Environmental and Social Responsibility ratified in accordance with Section 14.2.

13.9.6 APECS is not financially responsible for any APECS National Committee, unless otherwise agreed upon for specific events and amounts (i.e. available funding for APECS Council Project Groups and National Committees up to 350 euros per term)

14. Environmental and Social Responsibility and Non Discrimination

Members of APECS have a deep appreciation for the Polar and Alpine Regions and the wider Cryosphere. We recognize that it is our responsibility and in our interest to make our research accessible and relevant to society, respect and safeguard the environment and cultures of the Polar Regions, be mindful of the implications and consequences of our professional actions, and be fair and ethical in the course of our work.

We here outline the broadest sense of APECS's commitment to Environmental and Social Responsibility and Non-discrimination with regard to APECS's Rules of Procedure. Please refer to the Code of Conduct section of this Handbook for more details.

14.1 Environmental and social responsibilities

14.1.1 APECS will respect the integrity, morality and spirituality of the culture, traditions and relationships of indigenous peoples, traditional societies, and local communities with their worlds, acknowledging traditional territory upon which APECS activities take place.

14.1.2 APECS will promote socially, environmentally and ethically responsible practices within the research community.

14.1.3 APECS has developed environmentally and socially responsible guidelines for accepting donations. These guidelines are attached as Appendix 1. Further guidelines related to APECS practices may be adopted in accordance with Section 2.5.

14.1.4 APECS will not knowingly support research that promotes military conflicts or the production of weapons.

14.2 Non discrimination

14.2.1 APECS will seek to provide equal opportunities to all members regardless of color, creed, cultural mores, differently abled, economic status, gender, national origin, organizational affiliation, race, religion, sexual orientation etc.

14.2.2 APECS will not discriminate against either members or others on the basis of color, creed, cultural mores, differently abled, economic status, gender, national origin, organizational affiliation, race, religion, sexual orientation etc.

15. Updating the APECS Handbook

Amendments to the APECS Handbook require a 2/3 majority of those who vote, with at least 50 % of Council members voting. All other Council decisions require a more than 50 % majority of those who vote. Voting may be via any means of communication set forth by the Executive Committee.

Appendix 1: Guidelines for Donations

Further to the APECS Rules of Procedure, ratified by the APECS Council in May 2008, we are providing herewith guidelines for accepting donations as suggested in 14.2.3. Having a series of donation guidelines are important to guide our decisions and will help reduce the risk of accepting a donation that could have a negative effect on APECS' reputation in the future.

Members of APECS have a deep appreciation for the Polar and Alpine Regions and the wider Cryosphere. We confirm our responsibility and interest in making our research accessible and relevant to society, respecting and safeguarding the environment and cultures of these regions, being mindful of the implications and consequences of our professional actions, and being fair and ethical in the course of our work. These guidelines are broad in their scope and were originally developed in consultation with members of the APECS Advisory Committee and the APECS Norge Board Members. The APECS Directorate should consider any potential donation in consultation with the Executive Committee.

Guidelines:

1. Accepting Donations

In raising funds, we will accurately describe our activities and needs. A donation shall not be accepted if it could compromise the independence of APECS or if it is against APECS Code of Conduct (see Section 14).

The decision whether to accept a donation will be made on a case by case basis, but APECS will not knowingly accept funding or assistance from a company, business, or other legal entity, or an individual that profits from illegal activities or fails to uphold basic human rights within its sphere of influence.

2. Use of Donations

Funds derived from donations accepted by APECS shall be used in accordance with the agreements made with the donors. Some donations (gifts in kind) may be given as goods or services. All donations should further APECS' mission.

3. Agents

Donations sought indirectly, such as through third parties, should be solicited and received in full conformity with our own practices. This will normally be the subject of written agreement between the parties.

4. Transparency

Details of all donations, gifts, grants and other resources from external sources, and their use, will be published in the APECS annual reports and accounts, making plain the evaluation and auditing methods used.

5. Reference

This document was modified from the Scientific Committee on Antarctic Research's Donation Guidelines, a document of our partner organization.

Appendix 2: Social Media guidelines

The guideline is only for **the APECS International Social Media channels**. They do not cover the Social Media channels of the APECS National Committee which might have different rules. It is, however, advised that the APECS National Committee follow the international guidelines. The following guidelines on Social Media were last updated in April 2020.

1. APECS Social Media Objectives

Social Media are powerful communication tools when used effectively. **APECS Social Media accounts** should be used as an extension of the APECS Mission and Strategic Aims in order to;

- a. Maintain a network of polar and alpine researchers across disciplines and national boundaries to meet, share ideas and experiences, as well as develop new research directions and collaborations;
- b. Share opportunities regarding career development in both traditional and emerging professions related to the polar and alpine regions and the cryosphere;
- c. Promote education and outreach activities as integral components of polar and alpine research.

2. The APECS Social Media Coordinators

The APECS Social Media Coordinators who are elected by the Council and approved by **the Executive Committee** ideally for a two-year term. All APECS Council members are eligible to apply for the position(s). Upon being appointed to the position, they are added to the mailing list: social-media@apecs.is.

The Social Media Coordinators will introduce themselves and their strategy for the term to the ExCom and NCs via email at the beginning of each term.

If a Social Media Coordinator is away for a period of time longer than 3 days, they should communicate to the ExCom to arrange for a (temporary) replacement.

If a Social Media Coordinator is absent or inactive for more than 1 month without giving the Executive Committee a reason for their absence or inactivity, they will be removed from their position and their access to Social Media accounts revoked.

3. APECS Social Media Policies

3.1 General Content

It is important to remember that information shared on the APECS Social Media accounts should only be about:

- a. APECS-sponsored events and activities
- b. Results of members' research
- c. Relevant opportunities for early career researchers
- d. **National Committees** activities
- e. New items relevant to polar and alpine research, not limited to but with an emphasis on **APECS partner organizations**

It is also important to remember that APECS is a non-partisan organization (see **APECS Policy on Political Activity**), focused solely on its mandate. Any communication disseminated through official APECS channels should comply with the above policies and must remain apolitical. Our aim is solely to inform people about polar and alpine research, share education and outreach activities related to the polar and alpine regions and share career development opportunities for early career researchers. Thus, political issues and expression of political opinions have to be avoided at all costs (e.g. posting on sovereignty disputes, whaling policy, etc.).

Requests to post on APECS Social Media channels originate from many places, particularly Facebook messages. These requests should be screened for relevance and appropriateness by the Social Media Coordinators before posting. If the Social Media Coordinators are unsure about how a request should be handled, they should contact the ExCom contact for the Social Media Coordinators, who will either make a decision on the matter or request further advice from the rest of the ExCom and the Executive Director.

3.2 Access

APECS International Social Media Accounts are listed on **the APECS website**.

Access to APECS Social Media accounts is centrally managed by the Executive Director and will be made available to the elected Social Media Coordinators at the beginning of their term and for the duration of their position.

In order to ensure that the content posted on the APECS Social Media accounts is in accordance with these guidelines, it is not permitted to share the login details to any other person than those listed in 3.1.2. (See point 3.3.1. for information on how APECS committees and project groups can submit information to be posted via the APECS Social Media channels).

Passwords to the APECS Social Media accounts are changed annually and will only be given out to the Social Media Coordinators and members of the APECS International Directorate Office for the period these are active in their roles. Password changes can only be made by the APECS Executive Director.

A member of the Executive Committee will be appointed to support the Social Media Coordinators. The ExCom contact will ensure there is consistent and frequent posting on the APECS Social Media accounts.

APECS members are not authorized to set up new Social Media accounts on behalf of APECS and/or change the passwords on the communication platforms without the express permission from the APECS Executive Director and APECS Executive Committee. Any extraneous accounts will be removed.

3.3 Posting Content

APECS members, committees and project groups can submit content to be posted [via this form](#) in the APECS Social Media channels. Requests should ideally be submitted with 48 hours notice, and requesters should be cognizant that urgent requests to post during the weekend may not be handled until the weekday.

General Rules for posting content to APECS Social Media

Ensure posting across all platforms is consistent (e.g. Facebook, Twitter, LinkedIn and Instagram with the same post).

APECS News items (e.g. big opportunities and major APECS events, or news about APECS International) should be shared via the APECS Social Media accounts. The order for posting should be: First the news item is posted on the APECS website and afterwards can be shared via the APECS mailing list and Social Media Channels (unless the APECS leadership has a specific reason to change this order for a particular announcement).

For greatest impact, posts on any platform should include:

- a. An image (make sure you have permission from the owner of image/copyright etc). Images posted on Instagram should ideally be a square (1:1) format.
- b. A shortened URL (you can shorten the link here: <https://goo.gl/>)
- c. Language: the main language for posts is English, but we accept other posts if the message is written by native speakers of that language, and the post(s) is appropriate with APECS' goals and these Social Media Guidelines
- d. GIFs and videos are excellent for impact. The Social Media Coordinators should seek opportunities to upload these to Social Media platforms. Always check for copyright details and permission before loading new material online.
- e. Please ensure that posts have correct grammar and proper spelling. If the Social Media Coordinators believe that the text is incorrect, they may correct it or contact you for a clarification.
- f. Try to create an original post for the news you would like to share. Avoid 'sharing' content from others, unless it is strategically appropriate to do so. If you do share posts, ensure you provide some commentary for context on why this shared post is of value to APECS members and followers.

- g. Tag partners and National Committees when possible using their relevant usernames for the platform on which the Social Media is being posted.
- h. A balance of the topics posted, considering content from:
 - i. Different research disciplines, including polar education and outreach news.
 - ii. Different National Committees.
 - iii. Different localities of research, etc.
 - iv. Arctic/Antarctic/Alpine/Cryosphere research.

3.4 Frequency of Posting

- Ideally, one post per day.
- An effort should be made to post across different time zones to ensure visibility.
- Use the scheduling tool on Facebook and on [Tweetdeck](#) to time content release. Unfortunately, Instagram and LinkedIn lack a scheduling feature at the time of writing.
- Such scheduling tools are good for time management of the Social Media Coordinator role, with an hour of your time every week or so devoted to scheduling content, instead of frequent times during the week.
- Also, paying for the tools to facilitate such [Hootsuite](#) can be considered, for example, to allow multiple platforms for scheduling the paying version

3.5 Removal of Posts and authorized person(s)

If a member of the APECS ExCom or Social Media Coordinators deems another member's post inappropriate, too frequent, or in breach of any of the policies mentioned, the post may be removed. Be courteous when removing a post, and inform the other member why it has happened. It may be something they don't know about – and that's okay! The post can easily be re-posted if there's been a misunderstanding. We're all friends, albeit remotely.

If a Social Media Coordinator ignores guidelines and warnings about inappropriate behaviour, the Executive Committee may remove them from their position and revoke their access to accounts.

3.6 Messages, Spam and Abuse

- Many messages are sent to APECS via social media. The Social Media Coordinators should regularly check that all messages are responded to in a prompt manner by switching on notifications for messages. They can check with the Executive Committee and Executive Director if they are unsure about how to answer a message.
- Spam messages should be reported immediately and blocked.
- Posts should always be monitored for abuse and spam, with comments deleted and blocked if necessary.

3.7 Visual Standards

Official logos should be used on cover pages and icons.

Appendix 3: Code of Conduct

The APECS Code of Conduct was developed during the 2017-2018 APECS term by the Executive Committee, the Council and Members of the APECS National Committee leadership.

The code of conduct was approved unanimously by the members of [the APECS 2017-2018 Executive Committee](#) and [2017-2018 Council](#) on 20 September 2018.

The Code of Conduct takes effect immediately.

APECS' goals include creating opportunities for the development of innovative, international, and interdisciplinary collaborations among current early career polar researchers as well as recruiting, retaining and promoting the next generation of polar enthusiasts.

APECS recognises the value of voluntary contributions members make to APECS and partner organizations, and seeks to support APECS members to thrive in their professional endeavors regardless of age, appearance, career status, disability, economic class, ethnicity, gender identity, nationality, race, religion, sex, sexual orientation, or physical status (listed alphabetically).

This Code of Conduct applies to all APECS Members and sets minimum expectations for personal and professional behavior. More stringent requirements imposed by third parties (e.g. employing organizations, vessel/station management) remain fully in effect. It helps ensure that all APECS Members can contribute to activities in a safe environment.

1. Conflicts of Interest

The APECS leadership (Executive Committee, Council members, APECS International Directorate staff) and APECS National Committee leaderships are frequently required to make decisions for APECS and its members, including but not limited to: voting on new procedures and directions for APECS; deciding on new projects; voting for winners in an APECS-organized contest; deciding on awards offered by APECS; and reviewing applications for the many international opportunities with our partners.

A conflict of interest is understood to be a) any situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity; or b) a situation in which a person has a close relationship with, or is a close colleague of, a person that a decision is made about (e.g. in a review process).

Any potential conflicts of interest should be declared as soon as they arise and solutions to avoid them found with the APECS Executive Committee or the chair of the committee that is making the decision. Involvement in the APECS leadership does not disadvantage any Member, or preclude them from applying for opportunities offered by APECS.

If you believe you have a conflict of interest, you should contact the relevant group leader or chair, who will ultimately decide whether the supposed conflict of interest precludes your participation in the relevant activity.

The summary below of potential conflicts of interest and other circumstances that may raise questions about impartiality should be used as a guide when assessing if potential conflicts of interest exist;

- a. You have a conflict of interest when ...
 - You are directly involved in any of the submissions
- b. You have an institutional conflict with an applicant when you ...
 - Hold a position, such as professor, adjunct, visiting scientist, consultant or similar within a given department or institution
 - Are serving on advisory bodies or a similar body of the applicant's institution (current or past activity within the past 5 years)
- c. You have a financial conflict with a proposal when you ...
 - Hold a fiduciary position (Officer, Governing Board, Council, or Trustee...) in one of the institutions applying for funding
 - Gain direct or indirect benefits if the proposal is accepted
- d. You have an individual conflict with a proposal which involves a ...
 - Relative, spouse or family member, or someone with which you have personal relationships or conflicts
 - Current business or professional partner
 - Former employer (within one year)
 - Person with whom you were involved in ongoing or recently concluded professional appointment proceedings
 - Present or past PhD advisor/student
 - Person with whom you had close scientific collaboration within the past three years (e.g. preparation of an application, publication or exploitation of results, co-publication of articles, etc.),
 - Person with whom you are in direct scientific competition or competition with personal projects or plans
- e. You may also have a conflict with a proposal involving ...
 - A person living in your household or their employer
 - Your parent's employer (except solely receipt of honoraria)
 - "Catch All"
- f. "Catch All"
 - Any other circumstances where your impartiality could be questioned. Use the "Reasonable Person Test" to ask: "would a reasonable person with all the relevant facts question your impartiality?" and "can you reasonably defend your action?"

An APECS member deemed to have a conflict of interest with respect to participation in a given activity will be excluded from discussions relating to the decision making process until after the public

announcement of results. Members may continue to serve in other Project Groups and APECS activities where the conflict of interest is not relevant throughout this time.

2. Discrimination

APECS does not tolerate any form of discrimination within the organization and its activities. APECS rejects discrimination by any means, based on factors including but not limited to: ethnic or national origin, race, religion, citizenship, language, political or other opinion, sex, gender identity, sexual orientation, disability, physical appearance, age, or economic class.

Discrimination is any unequal or unfair treatment in professional opportunities, education, benefits, evaluation, and employment (such as hiring, termination, promotion, compensation) as well as retaliation and various types of harassment. Discriminatory practices can be explicit or implicit, intentional or unconscious.

All APECS members are to be treated with respect and consideration, valuing a diversity of views, opinions, and cultures. APECS is a diverse network with many cultures and languages represented. Members may not be communicating with other members in their primary language. Certain expressions can be understood differently in other cultures. Any communication should be open and demonstrate respect for others; critique should be aimed at ideas rather than individuals.

3. Harassment

APECS is committed to providing a safe, productive, and welcoming environment for all members. Any instance of harassment within the organization and its activities will not be tolerated, and can result in APECS Membership being revoked.

Harassment is a type of discrimination that consists of acts that are unwanted, unwelcome, demeaning, abusive, threatening, or offensive. Harassment commonly takes the form of a single intense and severe act, or of multiple persistent or pervasive acts. Examples of behaviour that constitute harassment include, but are not limited to: any form of degrading comments, verbal or otherwise, related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin; the inappropriate use of nudity and/or sexual images; threats; unwanted touching or other hostile acts; the circulation of written or graphic material that denigrates an individual or a group; as well as minimizing or intentionally taking actions to reduce the the credibility of a harassment victim.

Acts of harassment are often underreported and minimized. APECS is committed to creating a safe environment where victims of, and witnesses to, harassment feel empowered to report on such activity. For this reason, a system has been put in place in which anyone who feels that they have been subject or witness to harassment has multiple reporting mechanisms to choose from, depending on their preference. The email address reporting@apecs.is, which is directed to the Secretariat, can be used at any time to report incidents of harassment. A further option for Council members is to reach out to their

Executive Committee contact. All members of the Executive Committee accept the responsibility to receive reports of harassment and deal with them in a responsive, respectful, and effective manner.

4. Political Activity

Political activity is defined as activity relating to the government or the public affairs of a country. APECS defines itself as a non-partisan organization. APECS does not support or oppose any given party, candidate, campaign, or policy, and must remain impartial in all such affairs. APECS supports the use of evidence-based policy suggestions, based on the best available objective evidence from research, rather than subjective values or ideologically-driven viewpoints.

For more details on what is considered to constitute political activity for APECS, please refer to the [Political Activity Statement](#).

5. Consequences of violating the Code of Conduct

All violations of the Code of Conduct will be addressed by the APECS leadership, and penalties relative to the infraction will be considered on a case-by-case basis. Penalties can include:

- Membership revocation
- Removal from the APECS Mailing List
- Ineligibility for grants administered by APECS
- Ineligibility for opportunities advertised and administered through APECS
- Ineligibility to attend APECS International or National Committee organized events

Appendix 4: Policy on Political Activities

The APECS Policy on Political Activity was developed during the 2017-2018 APECS term by the Executive Committee, the Council and Members of the APECS National Committee leaderships.

The policy was approved unanimously by the members of [the APECS 2017-2018 Executive Committee](#) and [2017-2018 Council](#) on 20 September 2018.

The policy takes effect immediately.

1. Definitions

Association of Polar Early Career Scientists (APECS): Throughout this document “APECS” refers to the various Councils, committees (including National Committees), members and representatives comprising the Association of Polar Early Career Scientists.

Political or Political Activity: Relating to the government or the public affairs of a country

Non-partisan: Does not support or oppose any given party, candidate, campaign, or policy

Impartial: Content should not favour one party or position over another

Evidence-based policy: Policy created based on the best available objective evidence from research, instead of subjective values or ideologically-driven viewpoints

The Association of Polar Early Career Scientists (APECS) is an international and interdisciplinary organization for early-career scientists with interests in the Polar and Alpine Regions and the wider cryosphere. The stated mandate of APECS is to promote and create opportunities for the next generation of polar researchers. Specific goals of APECS include:

- Creating an international network of polar researchers across disciplines to share ideas and experiences, and develop new research directions and collaborations
- Providing opportunities for career development for both traditional and alternative polar and cryospheric professions
- Promoting education and outreach as an integral component of polar research, in order to stimulate future generations of polar researchers

In carrying out these goals, APECS is actively involved in many aspects of polar research at the global scale and routinely shares materials, news, or event announcements (e.g. webinars, presentations). APECS is a non-partisan organization, meaning that APECS does not advocate for any particular political party or their mandate, candidate, law or legal outcome, and APECS does not express opinions about the governance of any country or region. APECS recognizes the right of its members to individually express their views and opinions on any subject. However, APECS does not condone or accept any such partisan opinions being expressed on behalf of APECS as an organization.

Although APECS is a non-partisan organization, this does not mean that APECS avoids contact with government organizations. APECS works with government, intergovernmental, regional and international organizations whose goals and missions align with the APECS mandate to create opportunities for polar early-career researchers. For example, APECS often works with these organizations to provide fellowship opportunities for early-career researchers to sit on committees and working groups or to provide funding for early-career researchers to attend conferences. Similarly, APECS is able to work with these agencies by providing facts to policy makers, so that they are able to engage in evidence-based policy development. Both such examples allow APECS to work with these organizations to achieve its mandate, while remaining non-partisan.

APECS representatives often attend and participate in events, meetings, conferences, or panel discussions where there are officials of these organizations present. Those representing APECS must remain non-partisan, and provide evidence and/or scientific information, and evidence-based policy recommendations when requested (this does not apply to members when they are acting as a private

individual, and if members clearly state that they are voicing their own personal opinion- see Directive 4 below for details). If an individual or a National Committee is unsure whether an activity is political in nature, feel free to contact the Executive Committee at any time (please see Directive 5 below for details).

APECS is introducing the directives below in order to ensure APECS remains non-partisan as an organization. Failure to follow these directives may result in APECS membership being revoked for up to four years, depending on the severity of the issue, which will be decided by the APECS Executive Committee (ExCom). Each situation will be handled on a case-by-case basis, where details will be reviewed by the ExCom and Executive Director. The individual(s) involved in the issue will be contacted by the ExCom prior to any decision being made (to explain the process/situation, to get clarification on the issue, or to ask/answer any questions), and the final decision will be voted on by the ExCom (5 voting members, majority vote). Once a decision is made the individual(s) will be contacted by the APECS President. Individuals who have membership revoked are:

- Ineligible for opportunities advertised and administered through APECS
- Ineligible to organize or attend APECS International or National Committee events
- Removed from the APECS mailing list

2. Summary of this policy

1. National Committees which are registered as organizations in their home countries must abide by the rules and regulations of the country in which they are based, in addition to the APECS Policy on Political Activity.
2. The views and actions of various organizations that APECS works with, (see [the list of organizations](#)) are their own and do not necessarily reflect the views of APECS.
3. As an international organization APECS does not advocate for any particular political parties, candidates, laws, or legal outcomes; participate in, attempt to influence, or intervene in any initiative with a political focus (e.g. lobbying, political advocacy); or endorse candidates running for office, parties, or bills.
4. APECS encourages members to exercise their civic right to express their political opinions. However, any member who engages in politically partisan activity must do so in his or her own personal capacity, and not on behalf of APECS. If a member engages in partisan activity they must;
 - a. do so without mention of APECS, either overtly or implicitly
 - b. not do so at APECS functions or through using APECS logos, publications, websites, or other communication channels.
5. If an APECS member or committee is unsure whether their APECS activities or content may be partisan in nature, they should consult with the APECS Executive Committee (excom@apecs.is) as

early as possible, and seek permission to proceed before the activity is made public. For any APECS activity, the Executive Committee reserves the right to make a case-by-case decision.¹

6. It is the responsibility of any APECS member or committee planning APECS activities to ensure that the activities are within the APECS mandate, and do not violate the APECS Policy on Political Activity.
7. APECS is permitted to receive grants of any capacity from any non-partisan funding source, as long as APECS activities remain focused on the APECS mandate and goals, remain non-partisan, and do not advocate for or against the funding sources' political agenda. See donation guidelines for further details.
8. Under certain conditions APECS representatives may share content with APECS members from a politically engaged organization. However, this may only occur if the content being shared is non-partisan, and the content represents a valuable resource to early-career researchers. For example, a webinar presentation about "Science and Social Media" may be published by an organization that also engages in government lobbying efforts. The content of this webinar is non-partisan, and the information presented may help early-career scientists promote their research. Therefore, APECS may decide to share this content with its members.

Appendix 5: Data Policy

Privacy Policy (Valid from 25 May 2018)

1. Membership Registration System and Mailing List

1. APECS Office uses MailChimp for the membership registration and to send you the APECS newsletter and announcements. Please see mailchimp.com/legal/privacy for more information.
2. In the membership registration form, APECS Office collects the following information: name, email address, affiliation, country of residence/birth, gender, career status, position, employment sector, highest degree completed, how you heard about APECS, research interests, research discipline and regional focus. You can view the information APECS Office has stored about you at any time by clicking the "Update your APECS Profile" link at the bottom of each email APECS Office sent out.
3. What the information you provide in our membership registration form is used for;

¹ Certain political activities may be permissible if they are in pursuit of the APECS mandate and goals, and they do not display a preference for or opposition to any political party, cause, or candidate. APECS requires those intending to participate or organize these activities to notify the APECS Executive Committee as early as possible before doing so.

- a. Sending you the APECS newsletter and targeted APECS announcements relevant to our members.
 - b. Understanding the demography of the APECS membership in order to improve APECS services for its members. APECS Office does not use your personal information for this, only general anonymised statistics such as the country spread of our membership, gender composition, career status composition, spread of research disciplines and regional focus of our members.
 - c. In addition to the main APECS mailing list, your email address is added to a country specific mailing list based on the “country of residence” information you provide. The country mailing list is used by APECS Office to distribute country-specific information to its members (e.g. an event that is only relevant to members in one country) and by the APECS National Committee of your country to distribute information about their activities. APECS Office is using both Mailchimp and Google Groups for these country mailing lists.
 - d. Only the APECS International Directorate Office has access to the data on all the APECS mailing lists. The office reserves the right to share the data in anonymous form (without names or email addresses) with selected members of the APECS leadership for specific projects where statistical information about the membership composition is needed (e.g. for the APECS annual report). In such instances any personal information that could identify a member (names and email addresses) will be removed and the person receiving the data will be required to sign an agreement to only use the data for the assigned task, to not share the data with any third party and to delete the data upon completion of the project.
4. You can update your information in our Membership Profile or unsubscribe at any time by accessing the links at the bottom of any APECS Office’s emails sent through MailChimp. Alternatively you can contact info@apecs.is.
 - a. Unsubscribing will delete all your details and end your APECS membership. Your email address will then also be removed from your country-specific mailing list.
 - b. Subscribers are responsible for ensuring their personal information is accurate and updated.
5. MailChimp allows APECS Office to track subscriber activity including whether or not you open the email, how many times, and which links in the email you click on. Collecting this information helps us understand the key interests of our members in order to make our activities, resources, and our newsletters and announcements as relevant as possible. APECS will only use this data in an anonymised form for general statistics about our membership and for planning the direction of our upcoming activities and projects. Only the APECS International Directorate Office has access to this data. The office reserves the right to share the data in anonymous form (without names or email addresses) with selected members of the APECS leadership for specific projects where statistical information about our use of APECS’ communication systems is needed (e.g. for an APECS organizational review). In such instances any personal information that could identify a member (names and email addresses) will be removed and the person receiving the data will be

required to sign an agreement to only use the data for the assigned task, to not share the data with any third party and to delete the data upon completion of the project.

2. Website and Cookies

1. The APECS website is hosted by Arctic Portal in Iceland.
2. To improve your experience on our site, we use 'cookies'. Cookies are an industry standard and most major websites use them. A cookie is a small text file that our site may place on your computer as a tool to remember your preferences. You may refuse the use of cookies by selecting the appropriate settings on your browser.
3. We use Google Analytics, a service which uses cookies and transmits website traffic data to Google servers in the United States. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. We use reports provided by Google Analytics to help us understand website traffic and webpage usages. Please refer to Google Analytics' [policies](#) for more information. Only the APECS International Directorate Office has access to this data. The office reserves the right to share the data in anonymous form with selected members of the APECS leadership for specific projects where statistical information about our website use is needed (e.g. for an APECS organizational review). In such instances any personal information that could identify a member (names, email addresses, IP addresses) will be removed and the person receiving the data will be required to sign an agreement to only use the data for the assigned task, to not share the data with any third party and to delete the data upon completion of the project.
4. To opt out, please visit the [Google Analytics opt-out page](#) and install the add-on for your browser.

3. Social Media

1. Two clicks for more data protection: In order to protect our users' privacy and data, we use the tried-and-tested two-click process, also known as the Shariff solution, for sharing content in social networks. The use of this process means that our websites are delivered with inactive buttons that do not transfer any data to social networks. Users can nonetheless manually activate the buttons, thereby creating a connection to their preferred network (first click). The second step involves the user then giving their recommendation (second click). Activating one of the buttons in the first step therefore means that the user consents to transmit data to the social network concerned for this one page and for the requested service.
2. Social Media Usage: APECS is active on Facebook, Twitter, Vimeo, LinkedIn and Instagram and we use the Analytics features which come standard with these platforms to collect basic information on our users.
 - a. Facebook:
 - i. We have integrated components of Facebook on some of our web pages. Facebook is a social network.
 - ii. A social network is a social meeting place on the Internet, an online community that generally enables users to communicate with one another and to interact in a virtual space. Among other things, Facebook enables the users of its social

network to create private profiles, upload photos and build a network by means of friend requests.

- iii. Facebook is operated by Facebook, Inc., 1 Hacker Way, Menlo Park, CA 94025, USA. If you live outside the USA or Canada, the controller for the processing of personal data is Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland.
 - iv. Each time you access one of the individual pages of the website operated by us as the controller and on which a Facebook component is integrated, the browser of your IT system is automatically prompted by the Facebook component to download an image of the Facebook component from Facebook. An overview of all Facebook plug-ins can be found at https://developers.facebook.com/docs/plugins/?locale=de_DE. In the course of this technical procedure, Facebook receives information about which specific pages of our website you have visited.
 - v. If you are logged into Facebook at the same time, Facebook recognises which specific sub-page of our website you visit every time you access our website, for the entire duration of your visit. This information is collected by the Facebook component and assigned to your Facebook account by Facebook.
 - vi. Facebook will in each case be notified via the Facebook component that you have visited our website, provided you are simultaneously logged into Facebook when accessing our website; this takes place irrespective of whether you click the Facebook component or not. If you do not agree to such transmission of information to Facebook, you can prevent it by logging out of your Facebook account prior to accessing our website.
 - vii. Facebook's data policy, which can be retrieved from <https://de-de.facebook.com/about/privacy/>, provides information about the collection, processing and use of personal data by Facebook. It also explains the settings Facebook offers to protect your privacy. In addition, a number of applications are available that make it possible to prevent the transfer of data to Facebook. You can use such applications to prevent your data being transferred to Facebook.
- b. Twitter:
- i. Data protection regulations on the use of Twitter: We have integrated components of Twitter on some of our web pages. Twitter is a multilingual, publicly accessible micro-blogging service where users can publish and share so-called tweets, i.e. short messages limited to 280 characters. These short messages can be accessed by anyone, i.e. also by individuals not registered with Twitter. Twitter makes it possible to address a broader audience via hashtags, links or retweets.
 - ii. Twitter is operated by Twitter, Inc., 1355 Market Street, Suite 900, San Francisco, CA 94103, USA.

- iii. Each time you access one of the individual web pages operated by us as the controller and on which a Twitter component is integrated, the browser of your IT system is automatically prompted by the Twitter component to download an image of the Twitter component from Twitter.
Please see <https://help.twitter.com/de/using-twitter/embed-twitter-feed> for more information on the Twitter timeline.
 - iv. If you are logged into Twitter at the same time, Twitter recognises - with each visit of our website on which the Twitter component is used - which specific sub-page of our website you visit. This information is collected by the Twitter component and assigned to your Twitter account by Twitter.
 - v. Twitter will in each case be notified via the Twitter component that you have visited our website, provided you are simultaneously logged into Twitter when accessing our website; this takes place irrespective of whether you click the Twitter component or not. If you do not agree to such transmission of information to Twitter, you can prevent it by logging out of your Twitter account prior to accessing our website.
 - vi. Please see <https://twitter.com/privacy?lang=de> for the applicable data privacy policy of Twitter.
 - c. Instagram:
 - i. This is owned and operated by Facebook Products. Please see Section 2.a. for full information.
 - d. Vimeo:
 - i. We have integrated components of Vimeo on some of our web pages. Vimeo is a public video sharing platform where anyone can like, comment on or share a video.
 - ii. Vimeo is operated by Vimeo, Inc. 555 West 18th Street New York, New York 10011 USA.
 - iii. Vimeo automatically collects certain types of data when you use their services, regardless of whether you have an account. This data includes your IP address, technical information about your device (e.g., browser type, operating system, basic device information), the web page you visited or search query you entered before reaching Vimeo, and your activities. Vimeo may track your activities using cookies and similar technologies.
 - iv. Vimeo has certified to the U.S. Department of Commerce that it adheres to the Privacy Shield Principles. To learn more about the Privacy Shield program, and to view Vimeo's certification, please visit <https://www.privacyshield.gov>.
3. Information collected via social media is subject to the processing rights of the platform on which it is collected and by following the APECS profiles on these platforms, you agree to their terms. Please refer to the platform specific policies ([Twitter](#), [LinkedIn](#), [Facebook](#) and [Instagram](#)) for details.

4. Comments and interaction with APECS social media platforms are in the public domain so your information (username, comments) will not be private.

4. Photographs

The APECS website uses photographs taken at APECS-affiliated events around the world as well as other photographs provided by our members for special activities such as photography competitions.

1. The organizers of APECS events take photographs at APECS events that will be published on the APECS website. They will inform participants at the beginning of the event about this. Should you not wish to be included in any of the photographs, please promptly contact the organizers so that they can ensure your request is followed (e.g. by designating a portion of the room that will not be photographed where you can sit in, or by not including you in a group shot of the participants).
2. Photographs submitted to APECS photograph competitions and other special activities and that will be published on the APECS website and social media profiles, have to follow the regulations defined for each of those activities. To ensure compliance with privacy regulations, people who are clearly identifiable in photographs have to give their explicit consent that APECS can publish their image, before these photographs will be placed in the public domain.

5. Application materials

APECS frequently works with its partners within the Polar research community to create international opportunities for its members to e.g. join committees/ meetings of these partners or participate in their projects. Members applying for these opportunities have to provide their CV, a statement of interest and other information relevant to the advertised opportunity in order that APECS and its partners can select the most suitable candidate.

1. Personal information sent to us (e.g. CVs) will be deleted after the application process is completed. Anonymised information (such as number of total applicants, country and gender spread) will be kept to help us evaluate the impact of, and improve, these opportunities.
2. Application materials and associated documentation will be collected by the APECS International Directorate and shared with:
 - a. Reviewers for the sole purpose of determining eligibility and suitability of applicants, and for making selection decisions.
 - b. The APECS partner provides the opportunity and who then makes the final decision on which applicant(s) to accept.
 - c. All parties receiving the data will be required to sign an agreement to only use the data for the assigned task, to not share the data with any third party and to delete the data upon completion of the review process.

6. Disclosing your information

1. We will not pass on your data including membership registration details, information from applications or other material that was sent by you to APECS and which is not in the public domain to other websites or companies, and we will not share your information with any other organizations for marketing, market research or commercial purposes.
2. We may pass on your personal information if we have a legal obligation to do so (e.g. in criminal cases).

7. Your rights

You have the right to find out what information we hold about you at any time, and ask us not to use any of the information we collect. Contact info@apecs.is.