



**PROGRAM FOR THE
PROTECTION OF THE ARCTIC MARINE ENVIRONMENT**

PAME

**Working Group Meeting Report
No: I-2004**

**FEBRUARY 3-6, 2004
Helsinki, Finland**

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Session I: Welcome and Introduction

Session I (1): Adoption of Agenda

The Protection of the Arctic Marine Environment (PAME) Working Group met in Helsinki, Finland, February 3rd and 6th 2004. The list of participants attending the Meeting is in Appendix I.

The Meeting was opened with a warm welcome by the Senior Arctic Official for Finland, Ambassador Erik Ulfstedt. He welcomed the process of developing the Arctic Marine Strategic Plan and noted the importance of developing the strategic plan in close collaboration and coordination with the other working groups of the Arctic Council.

Ambassador Ulfstedt noted in particular two aspects and benefits of developing the strategic plan. Firstly, many of the problems in the Arctic cannot be solved without global actions such as the ones on Climate Change and Persistent Organic Pollutants. When contributing to the global actions and programmes, a coordinated and well-stated Arctic point of view and strategy will be of great value and the Arctic Marine Strategic Plan will serve as a good instrument in this aspect. Secondly, increased shipping, exploration and exploitation of hydrocarbon and mineral resources as well as sustainable utilization of marine resources, industrial activities and tourism bring at the same time opportunities for economic and social development and can pose a threat to the nature of the Arctic. This does call for a more coordinated approach within the Arctic region which will maximize the benefits and minimize the risks for environment and traditional communities and that the special interests of the Indigenous Peoples are taken into consideration.

He wished the meeting success in its work and emphasized that successful implementation of the strategic plan would not only require active involvement of all the working groups of the Arctic Council, but also the participation of governments and agencies outside the Arctic.

Mr. David Egilson, Director of the Environment and Food Agency in Iceland, chaired the Meeting. The Chair expressed its gratitude to the Ministry for the Environment in Finland in arranging the Meeting. He informed the meeting of the new vice-chair of PAME, Mr. Yuri Yu. Aleksandrovskiy, Ministry of Natural Resources in Russia. Mr. Aleksandrovskiy was unfortunately unable to attend this meeting.

A list of documents submitted for consideration at the Meeting is in Appendix II.

The PAME Executive Secretary will send contact information of the new vice-chair of PAME to other PAME representatives.

The Meeting adopted the agenda as presented in Appendix III.

Session I (2): Report from PAME Secretariat

The PAME Secretariat provided a summary of the activities and a budget statement for the period of January 1, 2003 – December 31, 2003 as well as the expected operational expenditures for the calendar year 2003 and total voluntary contributions and expenditures for the period of 1999-2003 (Appendix IV).

No intervention was made on the financial report.

Session I (3): Report from meeting of Chairs of the Working Groups and SAO meeting

The Chair informed the Meeting on the main issues addressed at the meeting of the Chairs of the Arctic Council working groups on 21 October 2003 and the meeting of the SAO's 23-24 October 2003, in Reykjavik, Iceland.

The Chair noted that the update of the Arctic Marine Strategic Plan (AMSP) and the workshop held 20-22 October 2003 was well received.

Session II: PAME Activities

Session II (1): Possible Fact-Sheets

The Chair introduced an example of a possible fact-sheet as part of advancing PAMEs 2002-2004 Work Plan, Objective II. The fact-sheet was prepared by the PAME Executive Secretary for illustrative purposes only, and contains information on "Alternative Sewage Treatment Systems for Small Communities in the Arctic Region".

During discussions the following points were made:

1. PAME fact sheets must be related to the coastal and marine environment
2. Need to define and clarify the intention of fact-sheets vs. guidelines
3. Should be considered in the PAME Work Plan 2004-2006.
4. PAME could consider a background study/overview of the situation.
5. PAME could consider developing highlights/community level information from its guidelines documents. (Popular versions-brochure)

The Meeting agreed that the PAME Secretariat should develop a more detailed "proposal" e.g. what is proposed, target audiences, process etc. and in cooperation with the chair of PAME, further explore ways and means of possible future cooperation with the University of the Arctic both within the context of possible fact-sheets and other work of PAME.

Session II (2): Arctic Waters Oil Transfer Guidelines

Canada as the lead country in developing the Arctic Waters Oil Transfer Guidelines (refer to the PAME Work Plan 2002-2004, Objective III) presented its final version for adoption by the PAME working group followed by submission and approval at the next Ministerial meeting of the Arctic Council in fall 2004.

Norway noted the need to clarify that the Guidelines should only refer to “small scale transfer” and as such should be evident in the title of the Guidelines so as to ensure that ship-to-ship transfer in general is not seen as being encouraged.

U.S. reminded the Meeting of the willingness by the U.S. Coast Guard as indicated at the last PAME meeting to fund the translation of the Guidelines into Russian.

The Guidelines will be made available on the PAME homepage at: www.pame.is when ready.

The Meeting approved the Guidelines subject to a possible change to the title and/or purpose to clarify that the Guidelines are for small scale oil transfers only.

Session II (3) Main outcomes of the AMSP Workshop

Canada provided a summary on the main outcomes of the Arctic Marine Strategic Plan (AMSP) workshop held 20-22 October 2003 in Reykjavik, Iceland. In 2002 at the Arctic Council Ministerial in Inari, Finland, Ministers recognized that existing and emerging activities in the Arctic warrant a more coordinated and integrated strategic approach to address the challenges of the Arctic coastal and marine environment. They agreed to develop a strategic plan for the protection of the Arctic marine environment under the leadership of PAME and the two lead countries of Iceland and Canada.

The Workshop was planned to gather a broad-based contribution and to facilitate the development of the AMSP. Participation at the workshop was by invitation and a balanced range of contributions was sought. Throughout the Workshop, the invited presentations, panel and plenary discussions and workshop discussions all showed a broad agreement on directions to be followed and the key elements for the development of a successful AMSP. The Workshop therefore fulfilled its principle objective of providing a forum for exchanging information and ideas on drivers of change, trends in oceans management, opportunities and challenges and circumpolar responses to Arctic Ocean issues.

The final workshop report is available on the PAME homepage at www.pame.is

Session II (4) Discussions on the 1st draft of the AMSP

The Meeting noted that the 1st draft AMSP as sent out for comments on 19 December 2003 provided a good starting point in further developing the plan. Main concerns raised included that

the draft needed further clarity on organizational aspects and some thought it be too general and needed prioritization of strategic measures. The Meeting was of the agreement that the plan needed to cover the ecosystem approach more in depth.

ICC noted the need to have the documentation available on the workshop and AMSP in plain language as a way to ensure that the Northern communities be properly informed.

Session III: PAME and AMSP

Session III (1) Summary and discussions based on outcomes from AMSP meeting

The key steps and deadlines up to the Ministerial meeting are presented in the table below.

2003	15 November	Distribute outline to WG Chairs and PPs, with a copy to SAOs (DONE)
	19 December	Distribute 1 st draft of AMSP to PAME representatives, WG Chairs and PPs and Observers with a copy to SAOs (DONE)
2004	22 January	Deadline for comments on the 1 st draft of AMSP (DONE)
	3-6 February	PAME meeting in Helsinki, Finland (DONE)
	2 March	Post 2 nd draft on the PAME Homepage: www.pame.is (DONE)
	26 March	Deadline for comments on the 2 nd draft to be sent to the PAME Secretariat at: pame@pame.is
	4 April	Submit draft to SAOs
	4-5 May	SAO meeting, direction - meeting with WG Chairs and PPs
	5-6 May	PAME/AMSP side-meeting to discuss next steps including on SAO direction (details sent out separately)
	June	Need for additional meeting will be based on SAO direction
	Aug./Sep	Final document to SAOs
	17-18 Nov.	AC Ministerial Meeting

Session III (3) PAME Work Plan 2004-2006

The status of the PAME Work Plan 2002-2004 was reviewed and the development of the Work Plan 2004-2006 discussed in particular as it related to the possible actions as derived from the AMSP. The Work Plan 2004-2006 should consist of direct PAME-related activities and overarching activities (e.g. coordination and reporting) as they relate to the implementation of the AMSP.

The Meeting decided that the PAME Secretary and Chair would develop the 1st draft of the PAME Work Plan 2004-2006 prior to the next PAME meeting. Participants are asked to provide input into the work plan by the end of March 2004.

Session III (4) Next PAME Working Group Meeting

The Meeting decided that the next PAME Meeting, focusing on the development of the PAME Work Plan 2004-2006 and the AMSP, be held side-by-side with the next SAO meeting (4-5 May, 2004), starting in the afternoon on 5 May. It was further decided that an AMSP meeting with Arctic Council working group chairs, Permanent Participants and others would be held on 6 May 2004 in Reykjavik, Iceland, to discuss next steps as based on the SAO direction with the aim to revise the 2nd draft AMSP (currently out for comments). Details on timing and location will be sent out separately.

Session III (5) Next SAO Meeting

Report on progress and submit 2nd draft AMSP and compiled comments received on 2nd draft to be presented to the next SAO meeting 4-5 May, 2004.

ANNEX I - LIST OF PARTICIPANTS

PAME/AMSP Working Group Meeting

February 3-6 2004, Helsinki, Finland

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APPENDIX II - LIST OF DOCUMENTS

PAME/AMSP Working Group Meeting

February 3-6 2004, Helsinki, Finland

AGENDA ITEMS	DOCUMENTS
Agenda Item I: Welcome and Introduction	(1) Annotated Agenda (1) Agenda (2) Financial statement and voluntary contributions (3) Report from meeting of Chairs of the Working Groups and SAO meeting
Agenda Item II: PAME Activities	(1) Discuss possible fact-sheets (i.e. sewage and solid waste) (1) Letter from the Chair of PAME (2) Arctic Waters Oil Transfer Guidelines – Canada (2) Letter from the Chair of PAME (3) Main outcomes of the AMSP Workshop – Canada/Iceland (4) Discussions on the 1 st draft AMSP (4) Letter from co-leads 19 th of Dec. 2003
Agenda Item III: PAME and AMSP	(1) PAME Work Plan 2002-2004

APPENDIX III - AGENDA
PAME/AMSP Working Group Meeting
February 3-6 2004, Helsinki, Finland

Health breaks: 10:30-11:00 and 15:00-15:30

TUESDAY, February 03

09:00-09:30, Session I: Welcome and Introduction (PAME Chair)

1. Adoption of agenda
2. Report from Secretariat (expenditures, voluntary contributions, etc.)
3. Report from meeting of Chairs of the Working Groups and SAO meeting

09:30-12:00, Session II: PAME Activities

1. Discuss possible fact-sheets (i.e. Sewage and Solid Waste)
2. Arctic Waters Oil Transfer Guidelines – Canada
3. Main outcomes of the AMSP Workshop – Canada/Iceland
4. Discussions on the 1st draft of the AMSP

FRIDAY, February 06

13:00-16:00, Session III: PAME and AMSP

1. Summary and discussions based on outcomes from previous days
2. Division of labour and next steps
3. PAME Work Plan 2004-2006
4. The next PAME Working Group meeting (timing and place)
5. Reporting to the next SAO Meeting (4-5 May, 2004)

MEETING CONCLUDES

APPENDIX IV – VOLUNTARY CONTRIBUTIONS AND EXPENDITURES

Provided below are operational expenditures and voluntary contributions in support of the PAME Secretariat as follows:

Country Contributions for the years 1999 - 2004 (in USD)						
Country	1999	2000	2001	2002	2003	2004
Canada		\$20.000	\$12.800	\$13.600	\$13.523	
Denmark		\$11.000	\$11.000	\$11.000	\$11.000	\$15.200
Finland		\$9.700	\$12.600	\$6.900	\$7.299	
Iceland	\$142.248 ¹⁾	\$68.194	\$59.866	\$55.341	\$81.926	
Norway		in-kind	in-kind	in-kind	in-kind	
Russia		in-kind	in-kind	in-kind	in-kind	
Sweden		\$17.600	\$17.600	\$17.600	\$17.600	
United States		\$30.000	\$30.000		\$20.000	\$20.000
Total Contributions/year:	\$142.248	\$156.494	\$143.866	\$104.441	\$151.348	\$35.200
Financial Statement for the years 1999-2004 (in ISK)						
	1999	2000	2001	2002	2003	2004 (Projected)
REVENUE						
Contributions	10.000.000 kr.	12.892.497 kr.	11.605.750 kr.	10.771.473 kr.	12.669.258 kr.	14.587.800 kr.
Misc revenue	6.000 kr.	250.635 kr.	85.135 kr.	146.952 kr.	200.000 kr.	150.000 kr.
Sub-total Revenue/year:	10.006.000 kr.	13.143.132 kr.	11.690.885 kr.	10.918.425 kr.	12.869.258 kr.	14.737.800 kr.
Carryforward from previous year:		6.382.201 kr.	6.377.357 kr.	2.080.905 kr.	-1.285.768 kr.	-\$1.023.903
TOTAL	10.006.000 kr.	19.525.333 kr.	18.068.242 kr.	12.999.330 kr.	11.583.490 kr.	13.713.897 kr.
EXPENDITURES:						
Staff	1.103.880 kr.	6.772.930 kr.	7.724.721 kr.	7.696.689 kr.	7.379.010 kr.	7.500.000 kr.
Office	1.859.991 kr.	3.023.210 kr.	3.773.092 kr.	3.150.843 kr.	3.498.688 kr.	4.300.000 kr.
Travel/Meetings	659.928 kr.	3.351.836 kr.	4.489.524 kr.	3.437.566 kr.	1.729.695 kr.	2.300.000 kr.
Total Expenditure/year:	3.623.799 kr.	13.147.976 kr.	15.987.337 kr.	14.285.098 kr.	12.607.393 kr.	14.100.000 kr.
Balance per year:	6.382.201 kr.	-4.844 kr.	-4.296.452 kr.	-3.366.673 kr.	261.865 kr.	637.800 kr.
Closing balance/year:	6.382.201 kr.	6.377.357 kr.	2.080.905 kr.	-1.285.768 kr.	-1.023.903 kr.	-386.103 kr.
Exchange Rate ISK/USD:						
Daily min.		72 kr.	84 kr.	81 kr.	70 kr.	
Daily max.		90 kr.	110 kr.	103 kr.	82 kr.	
Notes:						
1)	Icelandic contribution towards the start-up and operation of the PAME Secretariat in 1999					
2)	Refer to a separate sheet for more details on the expected expenditure for 2004					

Projected Operational Expenditures for 2004			
January - December 2004			
OVERVIEW:			
	TYPE OF EXPENDITURE	IKR	USD
	Staff	7.500.000	91.463
	Operating costs - office	4.300.000	52.439
	Operating costs - travel	2.300.000	28.049
	TOTAL	14.100.000	171.951
BREAKDOWN:			
	TYPE OF EXPENDITURE:	IKR	USD
STAFF	Salary, benefits,taxes,insurance,pension (1 person full time and 1 person 40%)	7.500.000	91.463
	SUBTOTAL	7.500.000	91.463
OFFICE	Service (telephone, fax, e-mail, internet, homepage)	1.200.000	14.634
	Office supplies	600.000	7.317
	Housing (rent, heat, electricity, cleaning)	1.600.000	19.512
	Shipping/Postage/Bank Services	200.000	2.439
	Printing	700.000	8.537
	SUBTOTAL	4.300.000	52.439
TRAVEL	Domestic - airline tickets, taxis,rental cars	600.000	7.317
	International - airline tickets, hotel, per diem, etc.	1.700.000	20.732
	SUBTOTAL	2.300.000	28.049
Calculations are based on the ISK/USD exchange rate of 82 ISK (August 2003)			