

Arctic Council Secretariat

Senior Arctic Officials Report to Ministers

Kiruna, Sweden, 15 May 2013



Introduction

The Arctic is changing rapidly. These changes are a source of both challenges and opportunities. Climate change affects not only the environment but all Arctic inhabitants, and especially the traditional way of life and cultures of the indigenous peoples. At the same time, the business community's growing interest in the region may create opportunities for more economically advantageous living conditions. The highest priority of the Swedish chairmanship has been to promote economic, social and environmental sustainability throughout the work of the Arctic Council during these past two years.

The Arctic Council has six working groups, several task forces and a number of other subsidiary bodies, all advancing Arctic Council objectives and priorities. Under the Swedish chairmanship, these groups have successfully implemented projects and activities in areas including sustainable development, biodiversity, reduction of emissions and research. In utilising the knowledge and results of scientific research, as well as the traditional knowledge of the Arctic indigenous peoples, the Arctic Council has managed to successfully undertake a large number of activities, all of which will contribute to the continuation and consolidation of the Council's agenda.

Efforts have been devoted to strengthening the institutional framework of the Arctic Council. The establishment of a standing secretariat in Tromsø, Norway, in January 2013 is the most important achievement. Several other steps have also been taken. By improving internal and external communications and procedures, the Arctic Council has been able to act more coherently and effectively. Since 2011, the Arctic States have adopted two legally binding agreements negotiated under the auspices of the Arctic Council. The Council has also focused on undertaking projects that deliver concrete outcomes in the region. Sound science informs good policy decisions. These decisions will increasingly be implemented and followed up to a greater extent than previously. Continued emphasis on implementation and follow-up of Arctic Council decisions should remain a key focus.

During the Swedish chairmanship, communications and transparency have been important aspects of the Arctic Council's work. The adoption of the Arctic Council Communication Strategy has created a framework for communicating the Council's work and progress to the public. A new website, which also has a mobile version, has successfully improved outreach. The Arctic Council is and continues to be the primary forum for Arctic cooperation.

Since Sweden took over as chair of the Arctic Council at the 2011 Ministerial meeting in Nuuk, several high-level meetings have been held.

- A Deputy Foreign Ministers meeting was held in Stockholm on 15 May 2012.
- The Senior Arctic Officials and Permanent Participants held four regular meetings: in Luleå on 8–9 November 2011, in Stockholm on 27–29 March 2012, in Haparanda on 12–14 November 2012 and in Stockholm on 19–21 March 2013.
- Informal meetings of the Senior Arctic Officials and Permanent Participants were held in connection with all regular meetings; two additional meetings were held in Tromsø on 21–23 January 2013 and in Stockholm on 23–24 April 2013.
- Preparatory Senior Arctic Official meetings were held in Copenhagen on 3 October 2012, in Reykjavik on 8–9 January 2013 and in Svolvær on 27 February–1 March 2013.
- The Swedish chairmanship met with working group Chairs and Executive Secretaries in Stockholm on 26–27 September 2011, in Stockholm on 27–29 March 2012 and in Haparanda on 13 November 2012.
- A meeting was held with the Council of Baltic Sea States, Barents Euro-Arctic Council and the Nordic Council of Ministers in Stockholm on 29 March 2012 hosted by the Council of Baltic Sea States.
- Sweden arranged a meeting of Arctic Environment Ministers in Jukkasjärvi on 5–6 February 2013.
- The Swedish Chairmanship arranged a meeting with accredited observers and ad hoc observers in Stockholm on 6 November 2012.

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A. Summary report

ARCTIC CONTAMINANTS ACTION PROGRAM (ACAP)

ACAP has developed recommendations on the reduction of dioxin and furan emissions from industrial sources in Russia, as well as successfully completed a project to safely store 7,000 tons of obsolete pesticides in Russia. ACAP's short-lived climate forcer contaminants project steering group was formed in March 2011. This group has several projects in various stages of implementation. Projects of special importance are those aimed at reducing black carbon emissions, including black carbon from residential wood combustion and diesel engines. Furthermore, ACAP has five projects targeting mercury reduction within the industry and mining sector in various stages of development. Overall, ACAP has concentrated a majority of its projects in Russia. ACAP has seven project steering committees overseeing the implementation of activities and projects.

Forthcoming activities in 2013-2015 are 18 individual projects, including projects to reduce various pollutants, waste management, clean technology and energy efficiency. ACAP's scientific work also supports the objectives of a number of international activities and multilateral agreements, such as the Barents Euro-Arctic Council, the Minamata Convention on Mercury and the Stockholm Convention on Persistent Organic Pollutants.

ARCTIC MONITORING AND ASSESSMENT PROGRAM (AMAP)

The main achievements of AMAP in the 2011-2013 work plan have been the completion of a scientific report on the acidification of the Arctic Ocean – the Arctic Ocean Acidification Assessment; the evaluation of the use of Unmanned Aircraft Systems for scientific purposes in the Arctic region; developed plans for and implemented Phase 1 of the Adaptation Actions for a Changing Arctic – part C, in which priority was given to improvement of predictive capability regarding the impact of climate change and other relevant drivers of change in the Arctic; and the implementation of the AMAP communication strategy. Moreover, AMAP has followed up the Snow, Water, Ice, and Permafrost in the Arctic report and published its overview report.

AMAP will continue to coordinate monitoring and research activities and provide information on relevant issues over 2013-2015. Assessments of climate change and pollution, update scientific assessment work on short-lived climate forcers, defining safety guidelines for Unmanned Aircraft

Systems and the development and implementation of Sustaining Arctic Observing Networks remain high on the agenda. Furthermore, AMAP will continue its cross-cutting cooperation with other working groups in nine different activities and projects and continue to support at least ten international and intergovernmental initiatives such as UNEP's global report on mercury and the EU Framework Programme 7 project ArcRisk. AMAP will also continue to develop its communication and outreach plan, which includes a redesigned website and production of outreach materials, such as films and fact sheets.

CONSERVATION OF THE ARCTIC FLORA AND FAUNA (CAFF)

During 2011–2013, CAFF completed the Arctic Biodiversity Assessment, which provides the first description of the current state of Arctic ecosystems and biodiversity. It creates a baseline for use in global and regional assessments of biodiversity and provides a platform to inform and guide future Arctic Council work.

Under the 2013–2015 Canadian chairmanship, CAFF will prepare an implementation plan for the recommendations of the Arctic Biodiversity Assessment. Through the Circumpolar Biodiversity Monitoring Program, CAFF conducts long-term biodiversity monitoring, data management and reporting, including gathering and rescuing existing data. The Circumpolar Biodiversity Monitoring Program will continue the implementation of completed monitoring plans, finish plans in progress, expand networks and continue the development of indicators, indices and biodiversity report cards. CAFF has a broad range of expert groups (including the Circumpolar Seabird expert group and the Circumpolar Flora expert group) who conduct research, provide technical expertise to CAFF projects, and prepare databases, assessments and conservation strategies for particular threatened species and ecosystems. CAFF will also continue development of the Arctic Biodiversity Data Service, which facilitates access to data and information on Arctic biodiversity. A dynamic Communications Strategy forms the basis of CAFF's overall communication activities.

EMERGENCY PREVENTION, PREPAREDNESS AND RESPONSE (EPPR)

In the current work plan, EPPR has concentrated on two projects: Recommended Practices for the Prevention of Oil Pollution in the Arctic and the Task Force on Marine Oil Pollution Preparedness and Response. The first project concerns oil spill prevention and EPPR's support of the Task Force has been through the development of a set of operational guidelines to be attached to the

Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic. EPPR also conducted an emergency response exercise in June 2012 and an international consequence management training course in October 2012, both of which addressed issues related to responding to a release of radiological material.

For 2013–2015, EPPR will continue and develop 14 projects and activities that aim to improve prevention measures, emergency preparedness, response capabilities and information sharing. EPPR will also devise a communication plan.

PROTECTION OF THE ARCTIC MARINE ENVIRONMENT (PAME)

During the 2011–2013 chairmanship the major accomplishments of PAME have been the Arctic Ocean Review report, a follow-up of the Arctic Marine Shipping Assessment and the Ecosystem approach to management project. PAME has also initiated a report and possible guidelines on Health, Safety and Environmental Management Systems for Offshore Arctic Oil and Gas, which will be finalised in the second half of 2013 or early 2014.

For 2013–2015, PAME plans to follow-up on the Arctic Marine Shipping Assessment recommendations through nine projects and initiatives. These include identifying opportunities for PAME to engage with international organisations such as providing relevant information to the International Maritime Organisation, as needed, to support its efforts to develop the Polar Code, strengthening passenger ship safety, monitoring and addressing shipping's impact on marine mammals and updating the Arctic ship traffic data. Moreover, PAME will engage in 14 other individual projects and activities such as a follow-up on the Arctic Offshore Oil and Gas Guidelines, a follow-up on the relevant recommendations from the Arctic Ocean Review, a revision of the Arctic Marine Strategic Plan and continued work on an Ecosystem Approach to Management. Moreover, PAME proposes to explore the development of a framework of networks of Arctic Marine Protected Areas. PAME will also develop a communication plan.

SUSTAINABLE DEVELOPMENT WORKING GROUP (SDWG)

In 2011–2013 the SDWG has been involved in a total of 17 projects covering six thematic areas including health, socioeconomic issues and adaptation to climate change, energy and communities, management of natural resources, culture and language. SDWG has identified ten projects that have been particularly successful under the Swedish chairmanship. These include: Arctic Social Indicators,

Arctic Marine Aviation Transportation Infrastructure Initiative, Corporate Social Responsibility and Sustainable Business in the Arctic, Adaptation Actions for a Changing Arctic, Electronic Memory of the Arctic and the Arctic Human Health Initiative.

In 2013–2015, the SDWG will continue working on four projects from the previous work plan and engage in four new individual projects, including on gender and equity, and food and water security. Furthermore, the SDWG will work to promote the integration of traditional and local knowledge into the work of the Council, adaptation to change and the development of mental wellness promotion strategies.

AGREEMENT ON MARINE OIL POLLUTION PREPAREDNESS AND RESPONSE IN THE ARCTIC

At the Arctic Council Ministerial meeting in 2011 the Council decided to establish a Task Force with a mandate to develop an international instrument on Arctic marine oil pollution preparedness and response. The Council also called for the EPPR and other relevant working groups to develop recommendations and/or best practices in the prevention of marine oil pollution. The Task Force concluded its work by elaborating the Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic. The Agreement is the second legally binding instrument negotiated under the auspices of the Arctic Council. The signature of the Agreement in Kiruna reaffirms the commitment of those States to enhance their cooperation in addressing emerging issues in the Arctic region.

TASK FORCE FOR INSTITUTIONAL ISSUES (TFII)

The main objective of the TFII was to implement the Nuuk Ministerial decision to provide the necessary legal framework to establish the Arctic Council Secretariat in Tromsø, Norway. It included developing the terms of reference, staff rules, financial rules, roles and responsibilities of the director, budgets, and initial work plans of the Secretariat (attached as annexes 3-7). The TFII was involved in drafting the Host Country Agreement between Norway and the Secretariat, culminating in its signing in Tromsø in January 2013. The Secretariat became operational in February 2013. The TFII has also drafted revised Arctic Council Rules of Procedure, which was adopted by Ministers in Kiruna in May 2013 (attached as annex 1). Senior Arctic Officials also requested the TFII to draft the Observer manual to clarify the roles of observers in working groups and other subsidiary bodies.

The Observer manual was adopted by Senior Arctic Officials (attached as annex 2).

TASK FORCE ON SHORT-LIVED CLIMATE FORCERS (SLCF)

The SLCF Task Force has focused its work on black carbon and methane, and has touched upon the connection between methane and tropospheric ozone. The Task Force delivered its first technical report and set of recommendations to the Arctic Council in 2011, focused mainly on black carbon. The Task Force will submit a final short report for policymakers to the Ministerial meeting in Kiruna in May 2013. The report will be supported by a technical report that will be released later in 2013. The 2013 summary report “Recommendations to Reduce Black Carbon and Methane Emissions to Slow Arctic Climate Change” will include key messages about the significance of black carbon and methane emissions from Arctic States, an update on black carbon recommendations from 2011 and key mitigation opportunities for methane based on recent analyses. It will also present various opportunities for the Arctic Council to make further progress on SLCF objectives, including engaging with other forums and observer states. The Task Force has cooperated closely with AMAP to capture the appropriate scientific context for its recommendations and to shape future AMAP research direction, and has also helped inform priorities for ACAP project activities.

EXPERT GROUP ON ECOSYSTEM-BASED MANAGEMENT (EBM)

The EBM expert group has developed four background documents and a final report addressing the group’s recommendations, which include a policy commitment, a definition of EBM in the Arctic, a set of principles for EBM in the Arctic, and a set of high-priority activities for coordinating and improving the EBM work of the Arctic Council. Examples include the need to develop an overarching EBM goal for the Arctic Council, implement international EBM initiatives, and ensure coordination and reporting for EBM activities of the Arctic Council and its working groups.

ARCTIC RESILIENCE REPORT (ARR)

The ARR was approved by Arctic Council Senior Arctic Officials as a project in November 2011. An interim report will be presented at the Arctic Council Ministerial meeting in Kiruna in May 2013, containing an evaluation of the current knowledge of thresholds in Arctic social-ecological systems. The expert group will continue to conduct analyses and the ARR plans to host expert workshops in 2013 and 2014. A final report will be presented in 2015.

ADAPTATION ACTIONS FOR A CHANGING ARCTIC (AACA)

At the Arctic Council Deputy Ministers meeting in Stockholm in May 2012, the AACA was adopted as an Arctic Council project. The AACA has three components: a) a synthesis of existing climate change adaptation reports led by SDWG; b) a compilation of existing adaptation efforts oriented to identifying practical solutions led by Arctic Council representatives; and c) work to develop integrated frameworks/models to improve climate change predictions and other relevant drivers of change in the Arctic led by AMAP.

COMMUNICATION STRATEGY FOR THE ARCTIC COUNCIL

A communication strategy for the Arctic Council was adopted by Senior Arctic Officials in 2012 (attached as Annex 8). Since then, a permanent Contact Group on Communication has met four times. The group has identified its own role in respect to Arctic Council communications material. The group has also developed an internal newsletter, which since July 2012 has been published quarterly. Additionally, the group has discussed compiling a contact list of media representatives, an Arctic Council outreach material database and individual communication strategies for the working groups.

PROJECT SUPPORT INSTRUMENT (PSI)

The PSI is a financing instrument for prioritised Arctic Council projects. In 2011–2013, two preparatory PSI committee meetings were held to develop possible key project criteria. For 2013–2015, the largest amount of resource allocation, about 40 per cent, is expected to be for projects on integrated hazardous waste management and persistent organic pollutants. Budget allocation for mitigation of mercury and short-lived climate pollutants is expected to be 25 and 20 per cent respectively.

B. Arctic Council Working Groups: Report on their achievements in 2011–2013 and work plans for 2013–2015

1. ARCTIC CONTAMINANTS ACTION PROGRAM (ACAP)

Mandate

The objective of ACAP is to prevent adverse effects, reduce and ultimately eliminate Arctic environmental pollution. ACAP should complement existing arrangements, including legal arrangements, structures and mechanisms under the Arctic Council, such as the Regional plan of action for the protection of the Arctic marine environment from land-based activities; allow for actions on a wide range of pollution prevention issues and corresponding remediation measures; and include the identification of cooperative activities for implementation.

Response to Arctic Council priorities

ACAP has implemented the work plan for 2011–2013 addressing the appropriate elements in the 2011 Nuuk Declaration. Ministers endorsed the establishment of an ACAP short-lived climate forcer contaminants project steering group to undertake circumpolar demonstration projects to reduce black carbon and other emissions of short-lived climate forcers, and encouraged countries to reduce emissions and enhance the implementation of international conventions and protocols. Several practical emission reduction projects are currently under development in ACAP, in particular on the reduction of mercury emissions and short-lived climate forcers to support global actions. ACAP is also implementing projects on emission reduction measures of obsolete pesticides and dioxins and furans in the Arctic. These projects also provide capacity building to assist countries in implementing the Stockholm Convention on Persistent Organic Pollutants and the Minamata Convention on Mercury.

Main achievements in 2011–2013

The Short-Lived Climate Forcers and Contaminants Project Steering Group (SLCF PSG) officially started in March 2011 with a kick-off meeting on the margins of an ACAP meeting in Washington DC. The SLCFC PSG has two approved projects and several other project proposals in various stages of development and review. One project is on reduction of black carbon emissions from residential wood combustion led by Finland and Norway. The second project on the reduction of black carbon from diesel sources in the Russian Arctic Program, was launched by the United States Environmental

Protection Agency (EPA). Several SLCP projects are under preparation under the Nordic Environment Finance Corporation (NEFCO), subject to project criteria and owner/stakeholder engagement. The projects will be prepared for relevant financing. Sweden has established a SLCP Trust Fund with NEFCO, which is expected to fund projects that reduce SLCP emissions, including black carbon. Projects identified by ACAP projects steering group on SLCP will be prioritised.

The US EPA has held the workshop on diesel emissions, pollution mitigation, and clean and alternative technologies in the Arctic in Moscow on two consecutive days (6 and 7 October 2011). The technical steering group for the project has been established and held its first meeting in January 2013, and the emission inventory methodology is being developed. EPA has made available USD 1 million to the fund manager of the Project Support Instrument (PSI), NEFCO, for diesel black carbon-related projects in Russia.

The ACAP activities on mercury were revitalised at a meeting of mercury experts in March 2011. Senior Arctic Officials approved the Terms of Reference for ACAP mercury activities. In 2011–2013 the ACAP mercury experts have continued to share information among members about their respective activities related to mercury and ongoing work under the UNEP Global Mercury Partnership. There are currently five mercury reduction project ideas at various stages of development to become ACAP projects, including: a non-ferrous metals/zinc smelter mercury reduction project; a phase II coal-fired power plant sorbent technology project; a mercury reduction project in industrial gold mining; mercury management information gathering and review in artisanal and small scale gold mining; and coordination on mercury-containing waste issues with the ACAP Integrated Hazardous Waste Management PSG.

The ACAP project on dioxins and furans examined during the 2011–2012 phase III includes a prototype demonstration of emission reduction measures at one of the potential objects identified in phase II of the project, the Vorkutinskiy Cement Plant. The PSG prepared a Terms of Reference for a feasibility study, funded by NEFCO and completed in 2012, recommending implementation of emission reduction actions combined with already planned reconstructions of the cement plant. ACAP has published technical reports to contribute to dioxin/furan emission reduction and implementation of the Stockholm Convention in Russia.

The ACAP project on obsolete pesticides in Northern Russia has completed its activities on

inventory and safe storage of obsolete pesticides waste in twelve Russian regions, directly impacting the Arctic. ACAP has worked on this problem since 2001 and by 2012 approximately 7,000 tons of obsolete pesticides were collected and placed under reasonable storage conditions, vastly reducing the risk of contaminants spreading to the environment. The final report, including lessons learned, will be finalised by the Arctic Council in 2013. In 2011–2012 pesticides were repackaged in Krasnoyarsk Krai and Kamchatka. The project steering group also closely followed initiatives to develop environmentally sound pesticide destruction capacity in Russia, prepared an outreach fact sheet in Russian and a road map for the authorities to undertake similar activities in other regions.

Implementation and follow-up

ACAP will identify solutions to reduce sources and emissions of contaminants in the Arctic, demonstrate their effectiveness through demonstration projects and present recommendations for stakeholders to reduce contaminants in the Arctic. ACAP's experience in obsolete pesticides management has been shared through a Russian consultant in non-Arctic regions (Rostov, Moldova, Kyrgyzstan, Armenia and Kazakhstan). ACAP has also established a group to address the contamination of the indigenous communities in the Arctic. ACAP has published technical reports on its website as part of efforts to enhance transparency and knowledge-sharing.

Work plan 2013–2015

ACAP addresses Arctic pollution sources, as identified by AMAP. It acts as a support mechanism to encourage national actions to reduce emissions and other releases of pollutants in the Arctic. Cooperative actions make an important and significant contribution to the overall international effort to reduce environmental damage on a global level. ACAP will develop concrete project proposals according to this mandate for approval as Arctic Council projects, taking into account the needs of indigenous populations in the Arctic. The projects identified in this work plan are those that have already been approved by ACAP as well as projects that are under development for future ACAP review and possible approval. Additional project proposals may be developed within the scope of this work plan. Implementation of the projects is subject to the availability of funds. ACAP advances approved projects and funding, including from the PSI and other funding sources.

List of individual projects and activities

ACAP Short-Lived Climate Forcers and Contaminants: A project on reductions of SLCF and contaminants/pollutants affecting the Arctic region will be undertaken. The range of projects will

include problem scoping, and source identification via emission inventories, and analysis of instruments, measures and strategies to reduce emissions. Projects may address black carbon reduction from diesel emissions, wood stoves, wildfires, agricultural burning, industry, heating and power sectors, and build on current work by Arctic partners. A report to ministers is anticipated in 2015.

Diesel black carbon reductions in the Arctic 2011–2015: The project aims to assess primary sources of black carbon in the Russian Arctic; develop a targeted baseline emission inventory for black carbon from diesel sources in key areas; implement targeted, on-the-ground demonstration projects for reducing black carbon from diesel; and establish policy recommendations and financing options for reducing black carbon diesel sources. Co-leads are the United States, Russia and NEFCO.

Reduction of black carbon emissions from residential wood combustion in the Arctic: The objective is to contribute to reducing emissions of black carbon from residential wood combustion in the Arctic for which funds have already been allocated. The project will compile information on black carbon emissions along with abatement instruments and measures. Phase 1: Desk study on emissions and measures for reduction of black carbon from residential wood combustion and development of recommendations. Phase 2: Undertake selected pilot projects to demonstrate the effect of the recommendations. Co-leads are Norway and Finland.

SLCP projects: The projects will aim to reduce SLCP emissions in the Northern regions of Russia. Most of them are expected to cover energy efficiency and cleaner production, fuel switching, management of waste, including end-of-life equipment, and replacement or upgrading of diesel-powered stations in off-grid locations. The projects will seek cooperation with the Swedish NEFCO SLCF Trust Fund. Co-leads are Sweden, Norway, Russia and NEFCO.

ACAP Mercury: The PSG will undertake projects to reduce mercury emissions affecting the Arctic region. The projects are based on the Terms of Reference of the Mercury PSG adopted by Senior Arctic Officials in 2012.

Non-ferrous/Zinc Smelter Mercury Reduction: The project aims to appropriately identify, further develop and apply pollution reduction technologies to a selected pilot non-ferrous/zinc smelter including related monitoring. Co-leads: the United States, Russia and NEFCO.

Phase II Coal-Fired Power Plant Sorbent Technology: This project demonstrates the mercury emission removal efficiencies of standard activated carbon and brominated carbon injection when used at power plants equipped with an electrostatic precipitator. The project also investigates the stability of the ash and sorbent residues and leaching potential of metals (mercury, selenium and arsenic) collected in the ash. The PSG will develop a proposal for a project focusing on disseminating and replicating results of this demonstration. The PSG may also develop project proposals for approval on mercury management in industrial gold mining, information gathering in artisanal and small-scale gold mining, and coordination on mercury-containing waste issues with the Integrated Hazardous Waste Management Strategy PSG. Co-leads are the United States and Russia.

Environmentally sound management of obsolete pesticides in Russia: The PSG aims to reduce releases from obsolete pesticides storages affecting the Arctic region. The PSG may also develop a demonstration project on remediation of Persistent Organic Pollutants (POPs) and mercury contaminated soil in a region directly impacting the Arctic. Project proposals will be developed and presented to ACAP for approval.

Phase III: Demonstration of environmentally sound destruction of obsolete pesticides: The PSG will work with Russian experts and the Ministry of Natural Resources and Ecology to assess technologies for environmentally sound destruction of obsolete pesticides in Russia, when such capacity becomes available. Pending the approval of technologies, the project will demonstrate destruction of 100 tons of obsolete pesticides in the Arctic in an environmentally sound manner. The project will seek synergies with the Polychlorinated Biphenyl (PCB) destruction project for management of PCBs in transformers in Russia. A report on the progress and possible results from the assessment and demonstration project is anticipated at the Arctic Council meeting in 2015. Co-leads are Finland and Russia.

ACAP dioxin/furan: The PSG will undertake projects to reduce dioxin and furan emissions affecting the Arctic region. The PSG will continue to cooperate with Russian industries and promote implementation of control technologies for reduction and elimination of dioxin and furan releases at point sources including pulp and paper mills, metal industries, cement kilns and waste incineration plants in the Russian Arctic. Coordination with the work on the Barents environmental hot spots is important as well as with Russia's activities aiming at adaptation to the requirements under relevant

international conventions. A report summarising the results from the work in 2013–2015 is anticipated for the Arctic Council Ministerial meeting in 2015.

Reduction/Elimination of Emissions of Dioxins and Furans in Russia with focus on the Arctic and Northern regions – phase III: Vorkutinskiy cement plant reduction of dioxins and dust emissions and a Cleaner Production training program. PSG will also consider broadening the inventory for further dioxin/furan sources in the Russian Arctic and continue to identify other pilots for phase III and also consider additional phase II activities. Phase III demonstration projects can be considered and implemented as part of the Integrated Hazardous Waste Management Strategy. Sweden leads the project.

Integrated Hazardous Waste Management Strategy (IHWMS): The PSG aims to facilitate the development of Regional Integrated Hazardous Waste Management Strategies for Northern Regions in Russia to reduce the negative impact of hazardous wastes on the environment. The work will be based on the Terms of Reference of IHWMS PSG adopted by Senior Arctic Officials in 2010. A report to the Arctic Council Ministerial meeting is anticipated in 2015.

Regional integrated hazardous waste management strategy pilot: Develop an IHWMS focusing on the 1–2 Northern pilot regions of Russia that will address disposition and destruction of collected contaminants, mercury-containing wastes, brominated flame retardants containing waste, POPs including PCBs, dioxins and furans, perfluorinated chemicals, obsolete pesticides, etc. Russia leads the project.

Indigenous Peoples Contaminants Action Program (IPCAP): The PSG aims to identify important local sources of contamination in indigenous communities and propose projects to reduce indigenous communities' exposure to contaminants in remote areas of the Arctic. The work is based on the Terms of Reference of IPCAP PSG adopted by Senior Arctic Officials in 2010.

Baseline study on contaminant issues in indigenous communities to identify priorities: In the first phase, the project will conduct a baseline study to identify the most important sources of contamination in selected indigenous communities and facilitate projects to reduce exposure to contaminants. Based on the results, further pilot project proposals will be developed. Co-leads are Russia, Sweden and Aleut International Association (AIA).

PCB: The PSG will undertake projects to reduce emissions of PCB affecting the Arctic region.

Phase III: Demonstration of management and destruction of 250 tons of PCB in transformers: This project is currently awaiting permits. The PCB project work plan and associated tasks will be updated once the PSI is operational. It is anticipated that the PCB project will strive to liaise with IHWMS and the demonstration project on obsolete pesticide to achieve synergies. Co-leads are Russia, the United States and NEFCO.

Potential new work areas: ACAP will consider possibilities to contribute to the follow-up of the AMAP Oil and Gas Assessment Recommendations focusing on filling information gaps regarding contamination caused by oil and gas activities on land and prevention in Arctic waters. Relevant issues for ACAP could include work on releases from oil and gas operations, data on waste disposal and contamination, as well as information on effective technologies and methods for dealing with large spills on land (remediation). The importance of preventing the contamination caused by mining activities is increasing in the Arctic regions. Pollution prevention in the use of chemicals in mining could be relevant for ACAP.

Cross-cutting projects and activities

ACAP will cooperate with other working groups, in particular PAME and AMAP, to exchange information on contamination in the Arctic and progress in making reductions. ACAP will also contribute to Adaptation Actions for a Changing Arctic (AACA) where feasible under its mandate. ACAP will continue cooperation with NEFCO to finance and facilitate implementation of ACAP projects and mobilise the PSI.

Support for international activities

The work of ACAP has connections to several multilateral environmental agreements, and other international processes and activities:

- SLCF: the Arctic Black Carbon Initiative, Global Methane Initiative, Climate and Clean Air Coalition and the Montreal Protocol.
- Mercury: Contribute to the objectives of the Minamata Convention and coordinate with related work underway in the UNEP Global Mercury Partnership.
- POPs: Contribute to the implementation of international Conventions (Stockholm, Basel,

UNECE/CLRTAP) by continuing demonstrating practical solutions to reduce releases of POPs in the environment.

- Continue cooperation with Permanent Participants.
- Continue cooperation with other working groups and observers, notably the Barents Euro-Arctic Council and NEFCO to address hot spots in the Arctic.

Communication and outreach

ACAP will enhance outreach and promote solutions to reduce the contamination of the Arctic environment demonstrated in ACAP projects, among Arctic States, and relevant international organisations and financial institutions. ACAP will implement the Arctic Council Communications and Outreach Strategy adopted in 2012 and regularly update its website.

Administration

ACAP is chaired by Finland and Sweden is vice-chair (2012–2014). Currently the chairmanship country also provides the secretariat services. ACAP has requested secretariat support from the Arctic Council Secretariat and provided a list of functions that could be provided. The meetings hosted on a rotating basis between the active states. The administration costs of ACAP consist of salary and travel costs of the chair and Secretariat. The PSGs hold their own meetings as necessary.

2. ARCTIC MONITORING AND ASSESSMENT PROGRAM (AMAP)

Mandate

To monitor and assess the status of the Arctic region with respect to pollution and climate change by documenting the levels and trends, pathways and processes, and effects on ecosystems and humans, and to propose actions to reduce associated threats for consideration by governments. AMAP produces sound science-based, policy-relevant assessments and public outreach products to inform policy and decision-making processes.

Response to Arctic Council priorities

Human Dimension and Priority on Arctic Health and Human Well-being: The AMAP human health assessment group has continued its work on issues related to climate change impacts and the dietary exposure of Arctic populations to environmental contaminants and their health effects and the best means to provide communication of such risks to exposed groups. AMAP's human health group worked with SDWG's human health expert group on food security issues in the Arctic.

Short-Lived Climate Forcers (SLCFs): AMAP has added tropospheric ozone and methane to the issues being addressed by two AMAP expert groups on SLCFs, one on black carbon and ozone and the other on methane. The work under the AMAP SLCF expert groups has been coordinated with and provided technical input to the Arctic Council SLCF Task Force.

Mercury: The Arctic Council has continued to support UNEP mercury activities through joint UNEP/AMAP expert group contributions to update the UNEP Global Mercury Assessment which was delivered to UNEP's Governing Council meeting in February 2013. The Arctic Council has previously called for urgent global action to reduce mercury emissions and impacts on the Arctic. Arctic States have shown leadership in these international efforts in the UNEP mercury negotiation process through release of the AMAP Mercury Assessment report and film and through Swedish interventions on behalf of the Arctic Council. These actions led to the adoption on 19 January 2013 of a global agreement, the Minamata Convention, to reduce mercury emissions and releases.

Science and Monitoring: Sustaining Arctic Observing Networks (SAON) is co-sponsored by the Arctic Council (coordinated through AMAP) and the International Arctic Science Committee (IASC). The SAON vision is that users should have access to free, open and high quality data that will realise pan-

Arctic and global value-added services and provide societal benefits. To achieve that vision, SAON's goal is to enhance Arctic-wide observing activities by facilitating partnerships and synergies among existing building blocks, and to promote sharing and synthesis of data and information. AMAP has continued to represent the Arctic Council and provide Secretariat support to the SAON initiative. Senior Arctic Officials shall provide the Chair of the SAON Board.

Main achievements in 2011–2013

Arctic Ocean Acidification Assessment (AOA): The AOA is the result of three years of work by an AMAP expert group assessing the most recent information on ocean acidification in the Arctic region and its possible consequences. A short executive summary for policy-makers containing the main findings of the assessment and policy-relevant recommendations was presented to the Arctic Council Ministerial meeting in May 2013, together with an electronic version of the full science report and films presenting the results. A scientific conference on AOA was held in Bergen, Norway, on 6–8 May 2013 and a layman's overview report will be released.

Unmanned Aircraft Systems (UAS): Over the last 4–5 years an AMAP expert group has evaluated the scientific use and operation of UAS within the Arctic region. All Arctic States have recognised the potential use of UAS for scientific purposes and the need to establish regulations that ensure safe operations and allow cross-border flights of UAS. A report has been prepared by the expert group, which also includes representatives of national civilian aviation authorities.

Adaptation Actions for a Changing Arctic – part c (AACAc): The purpose of the AACAc project is to develop integrated regional reports on the combined effects of change, with emphasis on improved predictive capability. The AACAc will deliver three integrated regional reports produced in close consultation with stakeholders (Northern communities, local governments, indigenous peoples' organisations, industry, etc). The focus will be on producing information to assist local decision-makers and stakeholders in three pilot regions in developing adaptation tools and strategies to better deal with climate change and other pertinent environmental stressors. Other key products include improved regional climate modelling, future socio-economic scenarios and the identification of key regional stressors and drivers that contribute to cumulative impacts. An implementation plan has been developed and initial activities have been undertaken.

Climate scenarios are the backbone of the AACA-c project. In October 2012 a climate scenario workshop was held in Seattle, United States, to discuss short-term and long-term projections and scenarios for climate change in the Arctic. A second workshop, held on 22–24 April 2013 in St Petersburg broadened the work done at the Seattle workshop on projections on increased temperature and ice-melting to include consequences for terrestrial and marine ecosystems, biodiversity, human health, transport, socio-economic adaptations, etc. The outcome of the workshop will set the framework for future action.

Three geographical areas have been proposed for regional implementation activities: 1) Barents and adjacent coastal and land areas; 2) Bering Sea/Chukchi Sea/Beaufort Sea and adjacent coastal and land areas; and 3) David Strait/Baffin Bay and adjacent coastal and land areas. Finally, based on inputs received from Arctic States, the following have been identified as priority sectors in the implementation work:

- industrialisation/mining/energy;
- transportation and shipping;
- tourism;
- fisheries;
- integrity of ecosystem services; and
- water and food availability and quality.

AMAP will coordinate with other Arctic Council working groups and international science organisations in carrying out this work.

Implementation and follow-up

Snow Water Ice and Permafrost in the Arctic (SWIPA): SWIPA is AMAP's coordinated assessment of climate change and its effects on snow, water, ice and permafrost that underlines the speed of change in the Arctic cryosphere and its cascading effects on Arctic ecosystems and living conditions. The speed and extent of change and effects of climate change are exacerbated by other changes within the Arctic, reinforcing calls for improved predictive capability at all levels in the Arctic systems as a basis for adaptation and sustainable development (see AACA-c above). AMAP has conducted additional SWIPA-communications and outreach activities including the production of a short summary for use in education (in English and translated into Danish, Greenlandic and Japanese) and the SWIPA Overview report. SWIPA results have been communicated to the United Nations

Framework Convention on Climate Change (UNFCCC) and are being used in the preparation of the next Intergovernmental Panel on Climate Change (IPCC) assessment.

Contributions to the work of other Arctic Council working groups: AMAP has contributed to the work of the Ecosystem Based Management (EBM) Task Force and the PAME EBM-group; led the production of the Arctic Marine Pollution chapter of the PAME-led Arctic Ocean Review; prepared parts of the AMSA IIc report; and contributed to the development of the CAFF-led CBMP.

Contributions to work under other international fora: Results provided under AMAP have been presented at several international meetings and conferences.

AMAP assessment follow-up: AMAP has conducted a review of the follow-up work resulting from past assessments, including a detailed review of the follow-up of the 2007 Oil and Gas Assessment (OGA) recommendations at the national level and by Arctic Council working groups and other bodies. This work has contributed to the implementation of part a) and b) of the AACA project.

Work plan 2013–2015

List of individual projects and activities

Trends and Effects Monitoring Program: AMAP will carry out its monitoring and assessment implementation plan in accordance with the approved AMAP Strategic Framework for 2010+.

Arctic monitoring and research activities: As part of its ongoing work, AMAP will continue to coordinate, based largely on national programs, to provide the information necessary for assessment of relevant issues such as:

- spatial and temporal trends in levels of contaminants in Arctic ecosystems including humans;
- biological/ecological effects of contaminants and associated trends, including human health effects;
- climate change, including ocean acidification, SLCFs and cryosphere;
- effects of climate variability and change;
- improved predictive capacity through increased observations, research and understanding of processes governing changes in the Arctic;
- human and ecosystem health effects; and

- combined effects of contaminants, climate change and other stressors, including effects on humans.

AMAP will continue to coordinate and deal with new activities to ensure appropriate data reporting and archiving, including reporting of data to AMAP Thematic Data Centres. AMAP will cooperate with international partners and arrange workshops to improve monitoring capability, including the use of remote sensing.

Ongoing and planned assessments

Adaptation Actions for a Changing Arctic – part C: Work will continue on Arctic-focused climate and integrated environmental frameworks/models that can improve predictions of climate change and other relevant drivers of Arctic change in order to improve predictions and inform the development and implementation of adaptation actions by Arctic States and Permanent Participants. An interim report will be presented in 2015, other products are anticipated during 2015–2017, and final integrated reports will be produced in 2017. The main work in phases 2 and 3 will be organised around workshops starting in mid-2013, with follow-up in 2014, with experts, indigenous and local peoples, governments and stakeholders, focusing on the selected regions and prioritised sectors. These will clarify the basis for adaptation strategies to meet user needs and analyse consequences that may occur in relation to combined effects on ecosystems and socio-economic development. Information for relevant sectors will be compiled and evaluated, and integrated regional reports and other products will be prepared to improve predictive capability of the consequences of climate change and other relevant drivers of change.

SLCF Expert Group: AMAP will update its assessment to include scientific data and information on black carbon, methane and tropospheric ozone from sources inside and outside the Arctic. Updated scientific assessment reports will be presented at the Ministerial meeting in 2015 and the work will be well coordinated with the new Task Force for Action on Black Carbon and Methane.

Human Dimension and Priority on Arctic Health and Human Well-being: The human health assessment group will continue to work with SDWG's human health expert group on issues of joint concern and plans to produce an update to the 2009 AMAP Human Health Report in time for release at the Ministerial meeting in 2015.

Unmanned Aircraft Systems (UAS) Expert Group: AMAP will continue its work on safety guidelines and demonstrate the use of UAS in cross-jurisdictional environmental monitoring.

Other: As part of its ongoing work, AMAP will determine the need for follow-up activities and products in relation to its previous work and develop plans for such activities as needed. Follow-up activities and products may be undertaken for the Oil and Gas Assessment (OGA), SWIPA, AOA, and mercury assessments. Other AMAP-relevant issues, such as POPs, radioactivity, human health, contaminant transport and fate, will be updated. AMAP will continue to evaluate emerging issues of concern related to pollution and climate change and their effects on Arctic ecosystems and human populations.

Cross-cutting projects and activities

Food and Water Security project: The AMAP Human Health Assessment Group and the SDWG Arctic Human Health Expert Group are jointly developing this project for review and consideration by Senior Arctic Officials.

Arctic Marine Strategic Plan: AMAP will contribute to an update of the 2004 plan with PAME.

Arctic Ocean Review: AMAP will contribute to any potential follow-up related to pollution and climate change issues with PAME.

AACA part c: AMAP is leading the work on this part, which will be developed in collaboration with other relevant Arctic Council working groups and international science organisations.

Ecosystem-Based Management Initiative: AMAP will continue to implement this initiative, as appropriate with other relevant Arctic Council working groups.

Circumpolar Biodiversity Monitoring Plan: AMAP will continue to cooperate with CAFF in the further development of this plan to ensure consistency with the AMAP monitoring guidelines and plans, and on follow-up on the Arctic Biodiversity Assessment.

SAON: AMAP will contribute to the implementation of the SAON and continue to co-lead its development on behalf of the Arctic Council, together with the IASC. The AMAP Secretariat,

together with the IASC Secretariat, will continue to provide secretariat support.

Support for international activities

AMAP's science results and information: As part of its continuing work AMAP will participate in relevant international meetings and symposia to communicate its ongoing activities as needed.

United Nations Environment Programme (UNEP) Chemicals: AMAP will continue to cooperate with UNEP on its activities related to UNEP's global mercury agreement, the Minamata Convention.

Stockholm Convention Conference of Parties 7 (COP 7): AMAP will present data products and intends to collaborate with the Stockholm Convention Secretariat in preparation for the Stockholm Convention's Second Global Monitoring Plan report due in 2015. Activities connected with the Stockholm Convention will be undertaken, including follow-up of the joint UNEP/AMAP technical report on climate change and POPs: predicting the impacts. AMAP will also take into account the possible need to provide Arctic information products in connection with, e.g. effectiveness and efficiency reviews of the international agreements under UNEP and the United Nations Economic Convention for Europe (UNECE), as well as information for the inclusion of new chemicals in existing conventions.

UNFCCC IPCC and the SWIPA assessment results: The results of the SWIPA 2011 assessment will continue to be delivered to the IPCC for use in its Fifth Assessment Report on Climate Change to be prepared in 2013/2014.

Combined Effects of Contaminants and Climate Change: The AMAP Secretariat will continue its leading role in this project, in cooperation with AMAP experts, and funded by the Nordic Council of Ministers and the Nordic countries. Phase 2 of the project is due to be completed by 2013. AMAP will also continue its work on ArcRisk, funded by the EU's Seventh Framework Programme and Arctic States. ArcRisk will be completed at the Arctic Frontiers Conference to be held in January 2014. Also, AMAP's climate expert group and the human health assessment group will participate in the further development and implementation of special projects in Russia, including the project on the Lena and other Russian Arctic rivers under the GEF-Russian Federation Partnership, and follow-up on the Persistent Toxic Substances project.

Communication and outreach

AMAP will further develop and implement its Communications and Outreach Plan in compliance with the Arctic Council's Communications and Outreach Strategy. AMAP will implement follow-up communication and outreach activities in accordance with the Arctic Council's Communications and Outreach Guidelines, associated with its assessments and activities: AOA, SWIPA, OGA, mercury, radioactivity, SLCFs, POPs, human health and SAON, through the production and dissemination of films, translated reports, fact sheets, website information, educational materials and other outreach products. AMAP will continue to contribute relevant programme-related scientific input to the Arctic Report Card, and co-lead, together with the United States National Oceanic and Atmospheric Administration and CAFF, its production.

Administration

The AMAP Secretariat was established in 1991 and is located in Oslo, Norway. The Secretariat is funded by the Norwegian government with support from the other Arctic States and has employees in the Netherlands, Denmark and Russia. There are seven annual full-time positions in the Secretariat: four in Oslo, one in Rotterdam, two in Copenhagen and 1/4th in Moscow. One position is allocated to assist SAON. AMAP has been chaired by Canada for the last four years (2009-2013). Denmark will take over the chairmanship in May 2013. AMAP works in close relationship with internationally recognised scientists to produce high-level science reports. In 2012, the AMAP Executive Secretary Lars-Otto Reiersen, was awarded the prestigious SETAC Rachel Carson Award for his more than 20 years of contribution to understanding the Arctic environment.

3. CONSERVATION OF THE ARCTIC FLORA AND FAUNA (CAFF)

Mandate

CAFF's mandate is to address the conservation of Arctic biodiversity, and to communicate its findings to the governments and residents of the Arctic, helping to promote practices which ensure the sustainability of the Arctic's living resources. It does so through various monitoring, assessments and expert group activities. The results of CAFF projects are intended to bridge the science/policy gap to suggest options for actions appropriate at the circumpolar level based on sound evidence from both scientific and traditional knowledge.

Response to Arctic Council priorities

The common priorities agreed under the Norwegian, Danish and Swedish chairmanship period (2007–2013) concern climate change, integrated resource management, the International Polar Year, indigenous peoples, local living conditions, management issues and biodiversity. These priorities are integral to CAFF's objectives and mandate.

Main achievements in 2011-2013

A total of 68 projects and activities were ongoing within CAFF. CAFF's Arctic Biodiversity Assessment (ABA) and Circumpolar Biodiversity Monitoring Program (CBMP) were two key contributions towards understanding the impacts of climate change and other stressors on biodiversity and the sustainable use of the Arctic's living resources. The ABA provides the first description of the current state of Arctic ecosystems and biodiversity; creates a baseline for use in global and regional assessments of biodiversity; provides a basis to inform and guide future Arctic Council work, provides up-to-date scientific knowledge; identifies gaps in the data record, identifies key mechanisms driving change; and produces scientific and policy recommendations. The CBMP will coordinate and feed harmonised and integrated biodiversity monitoring information into Arctic Council processes. These activities will create a dynamic process in which information remains up-to-date, relevant and easily accessible to scientists, decision-makers and Arctic residents.

Between 2011 and 2013 CAFF has continued to develop the suite of products from the ABA project, including: 1) a full scientific report; 2) a synthesis report; 3) a summary report for policy-makers; and 4) a TEK compendium, for release in 2013. In addition, communications materials and plans for an

Arctic Biodiversity Symposium have been put in place. The CBMP has also convened three expert monitoring groups to develop and integrate long-term monitoring plans for marine, freshwater and terrestrial Arctic ecosystems. The freshwater and marine plans have already been approved and released during 2011–2013 with the terrestrial plan also scheduled for release in 2013. CAFF has been active in developing the Arctic Biodiversity Data Service (ABDS), a coordinated web-based data management system that accesses, integrates, displays and analyses biodiversity data gathered from all CAFF projects and activities.

CAFF's Arctic Species Trend Index released a key findings report and two reports that provide a detailed analysis of marine ecosystems and spatial and temporal analysis at an International Polar Year (IPY) media event. CAFF, through its CBMP, is an active contributor and reviewer of major international biodiversity efforts, including those across Europe and North America. CAFF expert groups continued to develop their projects, which will be integrated into the ABDS system, including the Circumboreal Vegetation Map, the International Arctic Vegetation Database, the Arctic Plant Portal, the Red List for Arctic Vascular Plants, the Seabird Information Network, the Circumpolar Seabird Monitoring Plan, and the Circumpolar Murre Conservation Strategy. CAFF has also updated its entire website and made progress on various activities geared towards the targeted audiences identified in the new CAFF Communications Strategy.

Implementation and follow-up

During the in-coming chairmanship period, CAFF will continue to prepare an implementation plan for the ABA policy recommendations and actions. CAFF has already begun to develop the implementation and follow-up for the first deliverable of the ABA, the Arctic Biodiversity Trends 2010: Selected Indicators of Change report, released in May 2010. At the Conference of the Parties to the Convention on Biological Diversity in 2010 (COP10), CAFF hosted a well-attended side event focusing on the key findings of the report. CAFF received significant recognition of the importance of its activities and the COP10 invited CAFF to provide relevant information and assessments of Arctic biodiversity, in particular information generated through the CBMP. Based on the COP10 decision, CAFF provided a report for the United Nations Convention on Biological Diversity (CBD) Subsidiary Body on Scientific Technical and Technological Advice for consideration at its meeting in 2011. CAFF's report was welcomed with continued collaboration and utilisation of CAFF's monitoring and assessment information in the CBD processes. CAFF contributed to the Global Biodiversity Outlook, which featured for the first time special text pertaining to Arctic biodiversity. The CBMP's Marine,

Freshwater and Terrestrial Steering Groups are underway, implementing long-term monitoring, data management and reporting activities, including gathering and rescuing existing data. The ABDS will serve as the main tool to house the information arising from these activities and is being populated as information arises.

Work plan for 2013–2015

List of projects and activities

Monitoring: The CBMP is an international network of scientists, government agencies, indigenous organisations and conservation groups working together to harmonise efforts to monitor the living resources of the Arctic. It is an ongoing CAFF program that will continue into the 2013–2015 period. CBMP is the biodiversity component of the SAON and the official Arctic Biodiversity Observation Network of the Global Earth Observations Biodiversity Observation Network. The CBMP activities are structured around the major Arctic ecosystems: marine, freshwater, terrestrial and coastal. In the 2013–2015 period, CBMP will continue implementation of completed monitoring plans and finish plans that are in progress. Emphasis will continue to be placed on data management, capacity building, reporting, coordination and integration of Arctic monitoring, communication, education and outreach. Canada has provided the overall leadership for CBMP over the past eight years. In 2013 that leadership will pass to Greenland/Denmark and the United States, with Canada playing an advisory role during the transition. As in the past, sub-components of CBMP, such as development and implementation of ecosystem-based monitoring plans will continue to be led by different countries, including Canada, Greenland/Denmark, Norway, the United States and Sweden.

Assessments: CAFF has completed a major assessment of Arctic biodiversity (ABA). The ABA consists of five components: 1) Arctic Biodiversity Trends 2010 – selected indicators of change, completed in 2010 as an Arctic Council contribution to the 2010 global target to reduce the rate of biodiversity loss; 2) Technical Report, which details the status and trends of Arctic ecosystems and species; 3) Synthesis report; 4) Compendium of traditional ecological knowledge, which considers biodiversity from an indigenous perspective; and 5) Summary for policy-makers which summarises the main findings and provides recommendations for action. In 2013–2015 CAFF will include preparation of an implementation plan for the ABA recommendations and early actions to address priority recommendations. CAFF has also completed the report *Life Linked to Ice: A guide to sea-ice-associated biodiversity in this time of rapid change*. This report is a response to recommendations from Arctic Council projects (especially the ABA and SWIPA) and focuses on the consequences for

biodiversity in view of the dramatic changes occurring to sea ice. It is intended as a briefing and reference document for policy-makers concerned with adaptive management and setting priorities for research, monitoring, and conservation actions in the context of changing sea ice.

Conservation strategies: CAFF has a broad range of expert groups who conduct a wide range of monitoring and analysis of flora and fauna that contribute to the effectiveness of CAFF's monitoring, assessment and strategy activities. CAFF produces circumpolar strategies to conserve particular threatened species and ecosystems. In 2013–2015 CAFF expects to continue working on and further developing a number of these strategies, including; Biodiversity, traditional nature use and climate change in the Russian Arctic: assessment and adaptation strategy development; Circumpolar Eider Conservation Strategy and Action plan; International Murre Conservation Strategy and Action Plan; International Ivory Gull Conservation Strategy; and the Nomadic Reindeer herding project.

Data management: Most CAFF projects produce data in various forms, scales and formats. Consolidating this large and diverse amount of disaggregated data across all Arctic sub-regions and biomes is being accomplished through development of the Arctic Biodiversity Data Service (www.abds.is). The ABDS is an online, interoperable and circumpolar data management system that will access, integrate, analyse and display biodiversity information for scientists, practitioners, managers, policy-makers and others working to understand, conserve and manage the Arctic's wildlife and ecosystems. It will provide a dynamic source for up-to-date Arctic biodiversity information and emerging trends, and serve as a focal point and common platform for all CAFF programs and projects. This system will allow for the combination of geo-referenced data at various spatial, temporal, and taxonomic scales (e.g., populations, regions, nations, circumpolar, biomes, and habitats) allowing users to explore relationships and factors driving change. All information within the ABDS will be in the public domain.

Polar Year data policies: CAFF expects to continue developing the AABDS in partnership with all Arctic States. Additional data management projects for 2013–2015 are expected to include the International Arctic Vegetation Database, Arctic Spatial Data Infrastructure, Circumpolar Boreal Vegetation Map and an Inventory for Traditional Ecological Knowledge.

Cross-cutting projects and activities

Cross-cutting issues that require the involvement of more Arctic Council bodies have been increasing in scope and number. Over the past two years, CAFF has been engaged in several projects either in partnership with or led by other working groups or task forces. CAFF expects to continue this cross-cutting work over the next two years, contributing where appropriate to action items from the AMSA, Arctic Marine Strategic Plan (AMSP), AOR, EBM, AACA and the Arctic Resilience Report (ARR).

Support for international activities

To create synergies, avoid duplication of efforts and promote Arctic biodiversity conservation outside the Arctic, CAFF cooperates with a broad range of international conventions, agreements and organisations. CAFF expects to continue existing collaborations and develop new ones where working together is mutually beneficial. Current cooperative arrangements have been established or are under development with the CBD, Convention on Migratory Species, Convention on Wetlands (Ramsar), the Agreement on the Conservation of African-Eurasian Migratory Waterbirds and the Partnership for the East Asian-Australasian Flyway.

Other partners include the Nordic Council of Ministers, the Conference of the Parliamentarians of the Arctic Region, SAON, the Association of Polar Early Career Scientists, the European Union, the European Environmental Agency (EEA), the Global Earth Observation Biodiversity Observation Network and System of Systems, the International Association for Vegetation Science, the IASC, the National Oceanic and Atmospheric Administration, the Polar Bear Specialist Group, the International Union for the Conservation of Nature, the United Nations Educational, the Scientific and Cultural Organisation (UNESCO), the United Nations Environment Programme Global Resource Information Database, the United Nations Environment Programme World Conservation Monitoring Centre, the United Nations Environment Programme Biodiversity Indicators Partnership, the World Wildlife Fund, the Wetlands International and the Zoological Society of London.

Communication and outreach

CAFF is delivering consistent CAFF-wide organisational communication activities and platforms according to the CAFF Communications Strategy, including the CAFF website and publication series. CAFF further develops necessary project-related communications that support priority monitoring, assessment, expert group and Arctic Council activities. Such activities include the development of brochures, posters, promotional material, films, websites and presentations. CAFF participates in

relevant international symposia, meetings and other appropriate fora to communicate CAFF's results and ongoing activities. CAFF continues to develop priority activities of partners, such as Arctic Council communication activities and the Arctic Report Cards.

Administration

The CAFF International Secretariat is located in Akureyri, Iceland. The Secretariat has five staff: one executive secretary, one executive assistant; one data manager; one project officer and one communications officer. Russia has held the chair in 2011–2013. At the Kiruna Ministerial meeting, Canada will take over the chair and Norway will become vice-chair. CAFF has held four management board meetings under the Russian chairmanship. CAFF was founded in 1992 via the Arctic Environmental Protection Strategy (AEPS). A ministerial agreement (1997) provides the framework for country contributions to the operation of the CAFF Secretariat.

4. EMERGENCY PREVENTION, PREPAREDNESS AND RESPONSE (EPPR)

Mandate

The mandate of EPPR is to deal with prevention, preparedness and response to environmental emergencies in the Arctic. EPPR is not an operational response organisation. Members of the working group exchange information on best practices and conduct projects to include development of guidance and risk assessment methodologies, response exercises and training. The EPPR work plan, updated at each meeting, is refined biennially through ministerial declarations and is further shaped by guidance from Senior Arctic Officials. The goal of the EPPR is to contribute to the protection of the Arctic environment from the threat or impact that may result from an accidental release of pollutants (i.e. oil, chemicals and radiation).

Response to Arctic Council priorities

EPPR has focused on two projects for the 2013 Arctic Council Ministerial meeting. The first project is Recommended Practices for the Prevention of Oil Pollution in the Arctic (RP3) which addresses the Nuuk Declaration mandate given to EPPR regarding oil spill prevention. The second, in response to a request from Senior Arctic Officials in March 2012, supports the Task Force on Marine Oil Pollution Preparedness and Response by developing operational guidelines to be appended to the Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic. In addition, EPPR has undertaken activities and developed projects aimed at improving Arctic States' capabilities to prevent, prepare for and respond to emergencies involving petroleum, radiological materials and hazardous noxious substances.

Main achievements in 2011–2013

RP3: EPPR conducted two workshops to develop the RP3: in Oslo, Norway, in October 2011 and in Keflavik, Iceland, in June 2012. The first workshop successfully brought together experts to develop the key elements of focus for the RP3 report and to chart a path forward. The workshop benefitted from broad participation from all Arctic States and included representatives from different authorities, industries and observers. The second workshop was convened to further develop the report and shape the conclusions. This workshop was held in cooperation with PAME and breakout sessions included PAME's Health, Safety and Environment project participants. The RP3 report was revised based on workshop results and circulated for further comment. The third draft report was submitted to the Arctic Council for review in September 2012 and EPPR discussed the final draft report at their October 2012 meeting. The RP3 report was revised based on the feedback from the

Arctic Council review and EPPR comments. The draft report was presented to Senior Arctic Officials at the Haparanda meeting in November 2012. EPPR issued two products under the RP3 project: a full technical report and a high-level overview document containing recommendations to ministers.

Arctic Marine Oil Pollution Preparedness and Response Agreement: In March 2012, the Senior Arctic Officials requested EPPR to develop operational guidelines for the Agreement, addressing coordination and cooperation in response operations and notification as a priority. EPPR drafted guidelines and discussed them in depth at the October 2012 EPPR meeting. Best practices from other international bilateral and multilateral agreements have been an important input to the draft text. The second draft was submitted to the Task Force for consideration during their meeting in Reykjavik in October 2012. Based on discussions at the Task Force meeting, it was decided that EPPR would develop a complete set of operational guidelines rather than just priority chapters. A workshop was held in Canada in January 2013 where the guidelines were discussed, completed and prepared for submission to the Task Force. Canada and Norway have been the co-leads of the project.

Consequence Management Training: EPPR conducted an international consequence management training course in October 2012 to address the complex issues related to responding to a release of radiological material. This new course, hosted by Denmark, was well received and EPPR plans to conduct additional training courses during the next chairmanship period.

Implementation and follow-up

Based on the information and findings in the RP3 technical report, EPPR has identified potential draft prevention initiatives that will contribute to safer operations and increase knowledge of Arctic risks and possible mitigation measures. EPPR conducted a radiological emergency response exercise at a radioactive waste management site in Saida Bay, Russia, in July 2012. EPPR's experience in conducting radiological emergency exercises has been valuable in verifying emergency response capabilities and identifying issues and gaps to be addressed for further action. EPPR's next radiological exercise will be a full-scale exercise in Russia, scheduled to take place in mid-2014.

Work plan for 2013–2015

List of projects and activities

Arctic Rescue: The focus of the project is to elaborate best practices, recommendations and key

elements of the emergency risks assessment system and the system for improving safety of potentially hazardous facilities. One of the elements is the establishment of complex Search and Rescue Centres in Russian Arctic regions along the Northern Sea Route. The overall goal is international promotion of advanced national experience and improvement of emergency preparedness through exchange of information. A series of conferences has been held under this project. The next conference, Emergencies, Preparedness and Response in the Arctic Including Oil Pollution Issues, will be held in the Naryan-Mar, Nenets Autonomous Okrug, Russia, on 20–23 August 2013. The conference will focus on implementation of the Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic. Russia leads this project.

Development of Safety Systems in Implementation of Economic and Infrastructural Projects: The overall goal is the improvement of industrial and environmental safety related to economic and infrastructural projects (primarily development of hydrocarbons on the Arctic continental shelf and hydrocarbons transportation). In 2012, demonstration drills were conducted to practise emergency delivery of rescue forces and equipment to the emergency situation zone in the Arctic. As part of the drill, the Agency for Support and Coordination of Russian Participation in International Humanitarian Operations (EMERCOM) aviation based in Norilsk deployed to the exercise venue on 23–24 August 2012. The project is co-led by Russia and Norway.

IMO Arctic region chapter: In Situ Burn (ISB): The background is to contribute to the IMO Arctic region Chapter on ISB of Oil Spills on Water and Broken and Solid Ice Conditions. The overall goal is to improve emergency preparedness and response capacities. The main activity is to develop text to include in the IMO Guidelines. The timeline is to have the final text by July 2013. Canada leads the project with the United States and Norway as co-leads.

Arctic Region Oil Spill Response Resource and Logistics Guide: The background for the project is to develop a guide and a GIS tool for oil spill response resource and logistics. The overall goal is to improve emergency preparedness. The project is ongoing and a workshop was held in February 2013 in Canada. The United States leads the project and Canada co-leads.

Arctic Guide for Emergency Prevention Preparedness and Response: The background and rationale is to develop a guide which includes revised environmental risk matrices. The overall goal is information sharing and improvement of prevention and emergency preparedness measures. The

main activity is to update the Arctic Guide. The report is to be finalised in June 2013. The United States leads the project.

RP3: develop recommendations: The overall goal is to improve prevention measures. A technical and summary report including recommendations will be submitted to the 2013 Arctic Council Ministerial meeting. Recommendations contained in the report will be carefully considered and projects within EPPR's mandate will be developed through 2013–2015 for consideration by Senior Arctic Officials. The number of participants is seventy. Canada and Norway co-lead the project.

Radiation Emergency Training and Exercises: The overall goal is to improve emergency preparedness and response capabilities. In October 2012, EPPR conducted an International Consequence Management Training Course, hosted by Denmark. To validate preparedness and identify potential gaps in capabilities, EPPR conducts radiological emergency exercises. In June 2012, EPPR conducted an emergency response exercise in Russia and the Sayda-Bay branch of the Northwest Centre on Radioactive Waste Management. EPPR's next radiological exercise will be a full-scale exercise in Russia scheduled for mid-2014. The project is co-led by the United States and Russia.

Emergency Rescue Team Technical Support: The overall goal is to improve emergency preparedness and improve technical capabilities. The project will be completed in 2013. The project is co-led by the United States and Russia.

Community Radiation Information: The aim is to improve public communications (e.g. information sharing) and prevention measures, emergency preparedness and response capabilities. The project will be completed in 2013 and is co-led by the United States and Russia.

Technical Analysis Capabilities for Radiological Emergency Response: The aim is to improve technical analysis and to improve emergency preparedness and response capabilities. The project is co-led by the United States and Russia.

Technical Crisis Centre Support to the EMERCOM: The aim is to develop Technical Crisis Centre support to the EMERCOM crisis situation management centre phase II. The project will be completed in 2013. The project is co-led by the United States and Russia.

Arctic Automated Mutual Assistance Vessel Rescue Network (AAMverNet): The aim is to follow up the AAMverNet 2011 fact sheet and the 2012 Notice to Mariners. The overall goal is to improve emergency preparedness. The main activity will be to test and evaluate AAMverNet in 2013. The project is co-led by the United States and Canada.

Operational Safety and Health of Arctic Oil Spill Response Workers: The main activity is to develop a guide for occupational safety and health of Arctic oil spill response workers and produce a report. The overall goal is to improve information sharing, prevention measures, emergency preparedness and response capabilities. A draft report will be presented in 2013 and the project will be finalised in 2014. The project is led by the United States.

Agreement on Cooperation on Marine Oil Pollution Preparedness and Response

Operational Guidelines: EPPR is responsible for maintaining and updating the operational guidelines for the Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic.

Cross-cutting projects and activities

The EPPR chairmanship is responsible for projects, cooperation and information sharing with the other working groups. EPPR is contributing to several projects conducted by other Arctic Council working groups. Projects developed to address the RP3 recommendations will likely be cross-cutting where input and/or leadership from AMAP, CAFF and PAME will be of importance.

Support for international activities

EPPR supports the ongoing IMO work by developing text for the chapter entitled In Situ Burn of Oil Spills on Water and Broken and Solid Ice Conditions. The IMO Protocol on Preparedness, Response and Cooperation to Pollution Incidents by Hazardous and Noxious Substances Technical group has drafted a guide entitled Oil-Spill Response in Ice and Snow. EPPR has been asked to finalise this guide. Further clarification is needed before EPPR can accept this work in addition to its work plan.

Communication and outreach

EPPR has recently launched a new website. All outcomes from projects, reports, guidelines and presentations are posted on the website. EPPR is working on a communication plan that will be discussed at its June 2013 meeting.

Administration

EPPR held meetings in both 2011 and 2012. In addition, EPPR took part in workshops and exercises and contributed to meetings of other Arctic Council working groups and initiatives. EPPR has neither a budget nor a permanent secretariat. Norway has been responsible for the chairmanship and its secretariat duties and associated costs since the last Arctic Council Ministerial meeting in 2011.

5. PROTECTION OF THE ARCTIC MARINE ENVIRONMENT (PAME)

Mandate

PAME's mandate is to address policy and other measures related to the protection of the Arctic marine and coastal environment from both land and sea-based activities. These measures include coordinated strategic actions, programs, assessments and guidelines, complementing existing international arrangements.

Response to Arctic Council priorities

PAME works in accordance with specific references from the 2011 Nuuk Declaration and based on priorities identified by the Arctic Council. Its work over the last two years has proceeded in accordance with relevant actions identified in the Arctic Marine Strategic Plan (AMSP 2004) and as identified in PAME's biennial work plans as approved by the Arctic Council, including implementation of follow-up on actions of the Arctic Marine Shipping Assessment (AMSA) and other assessments of the Arctic Council.

Main achievements in 2011–2013

Follow-up of the Arctic Marine Shipping Assessment Report of 2009 (AMSA): PAME has a designated shipping expert group composed of national representatives, Permanent Participants, IMO experts and other shipping experts in an effort to address in more detail the AMSA follow-up recommendations. PAME has provided work related to recommendations I(A) – Linking to Other International Organisations; I(B) – IMO Measures for Arctic Shipping, and; I(D) – Strengthening Passenger Ship Safety in Arctic Waters. Progress has been achieved by monitoring and, as necessary or appropriate, reporting on developments with respect to Arctic initiatives, including best practices, actions or activities of other international organisations including support for the work at IMO on developing a Polar Code.

Use and Carriage of Heavy Fuel Oil in the Arctic (HFO) Phase II Project, II(D) – Specially Designated Marine Area project: This work focuses on protection of areas in the high seas portion of the Arctic. Efforts have also been made in relation to III(A) – Addressing the Infrastructure Deficit; and III(B) – Arctic Marine Traffic Systems to enhance maritime domain awareness for safety and environmental protection purposes through fostering the sharing of vessel traffic and monitoring data.

Arctic Ocean Review (AOR): The overall objective of the AOR is to provide guidance to the Arctic Council on strengthening governance in the Arctic through a cooperative, coordinated and integrated approach to the management of the Arctic marine environment. The AOR was developed through extensive consultations with other Arctic Council working groups, Permanent Participants, observers and other experts through sharing of work in progress and the convening of three expert workshops to support the development of the report. Workshop summary reports have been prepared to record the range of views discussed, including those that may be outside the AOR Terms of Reference, but could be further considered for future work by the Arctic Council. The AOR went through intergovernmental review process among the Arctic States and Permanent Participants through weekly teleconferences in November 2012 and April 2013.

Ecosystem Approach to Management project (EA): PAME continued to advance work towards implementation of the ecosystem approach to assessment and management by taking into account the previous work on Large Marine Ecosystems (LMEs) and the summary of Observed Best Practices for Ecosystem-Based Ocean Management and work of the EBM Expert Group. One workshop was held in 2012 and focused on integrated assessment of the conditions of LMEs in the Arctic. PAME representatives have also participated in the work of the EBM Expert Group to ensure synergies with EA. PAME approved the revisions to the map of 18 Arctic LMEs and supporting text on the boundary issues.

Health, Safety and Environmental Management Systems for Offshore Oil and Gas Operations (HSE): The failure of HSE Management System elements was a contributing factor in the Deepwater Horizon disaster and other major accidents. The project started in March 2012 with a compilation of HSE Management Systems used by Arctic States and included in the Arctic Offshore Oil and Gas Guidelines of 2009. Selected common elements were examined in an Arctic context. Two expert workshops were held to gather information on its project development. The HSE Management Systems Workshop in June 2012 was coordinated with the EPPR/RP3 workshop. A Safety Culture workshop was held in September 2012 to explore common root causes of major industrial systems failure accidents.

Arctic Oil and Gas Management, Regulation and Enforcement Web-Based Information Resource project (MRE): The website will provide indexed access to specific information on national websites related to management, regulation and enforcement of Arctic offshore oil

and gas activities. The website will include background documents from the HSE project and workshop reports. It will be launched in May 2013 and periodically updated.

Implementation and follow-up

Revise the Arctic Marine Strategic Plan of 2004 (AMSP): Several specific PAME activities have aimed to implement the AMSP 2004 and the Arctic Climate Impact Assessment (ACIA). AMAP, CAFF, EPPR and SDWG have responded to the status of the AMSP strategic actions which show that all strategic actions have been completed or are progressing according to plan and are expected to conclude within the next work plan period. Based on this, PAME, in cooperation with other Arctic Council working groups, will initiate a consultative process to revise the AMSP 2004. According to plan, a new AMSP will be produced for adoption by the Arctic Council in 2015.

Arctic Ocean Review (AOR): The AOR is a direct follow-up to the AMSP, which recommends “periodically review of the status and adequacy of international/regional agreements and standards that apply in the Arctic marine environment, and new scientific knowledge of emerging substances of concern...”. In addition, the AMSP suggests that states regularly consider commitments by the global community to sustainable development and protection of marine biodiversity and the marine environment through application of the ecosystem approach and integrated coastal and ocean management. PAME will initiate a process to follow-up on the AOR during 2013–2015 and implement the relevant recommendations, as directed by the Senior Arctic Officials.

Follow-up of the Arctic Marine Shipping Assessment of 2009 (AMSA): PAME continues to follow up on the recommendations from the AMSA 2009 report and has prepared an AMSA 2011–2013 progress report reflecting the status and progress on all 17 recommendations promoting safety and environmental awareness of current and future Arctic shipping activity at national, Arctic, regional, and international levels, as relevant. The report highlights the significant progress being made in implementing these recommendations.

Ecosystem Approach to Management (EA): PAME continues to advance the work towards implementation of the ecosystem approach to assessment and management (see above).

Follow up on the Arctic Council Oil and Gas Overview Report and the Arctic Offshore Oil and Gas Guidelines of 2009 (AOOGG):

- *Health, Safety and Environmental Management Systems for Arctic Offshore Oil and Gas Operations (HSE)*: The project team is summarising findings from the HSE and Safety Culture workshops, Deepwater Horizon investigations, regulatory systems reviews and assessment of management systems in the Arctic. Recommendations will be developed based on these findings and a draft report is anticipated late 2013 or early 2014.
- *Arctic Oil and Gas Management, Regulation and Enforcement Web-Based Information Resource (MRE Project)*: The web resources will be periodically updated.

Work plan for 2013–2015

List of individual projects

AMSA I(A) – Linking with International Organisations: PAME will continue to monitor and, as appropriate, identify opportunities to engage with international organisations such as the IMO, International Standard Organisation (ISO), International Association of Lighthouse Authorities (IALA), World Meteorological Association (WMO) and Arctic Regional Hydrographic Commission to advance implementation of the AMSA recommendations. The United States leads the project.

AMSA I(B) – IMO Measures for Arctic Shipping: The IMO works on developing a mandatory Polar Code for 2014. PAME, at the direction of Senior Arctic Officials, will support the work by promoting intensified collaboration among Arctic States within the IMO. Phase II of the project on Heavy Fuel Oil (HFO) in the Arctic is led by Norway, Russia and the United States and includes the following parts:

- *Part 1: Vessel traffic in the Arctic* – PAME will obtain and analyse a dataset for the most recently available 12 months of vessel activity in the Arctic and prepare a characterisation of the vessel traffic activity levels and HFO use carriage patterns.
- *Part 2: Gap analysis of existing regulatory requirements*: The working group will prepare a gap analysis to highlight opportunities and gaps in the existing regulatory requirements for use and carriage of HFO by ships in the Arctic, based on the overview of existing regulatory requirements contained in the HFO Phase I Report.
- *Part 3: Risk analysis on present and projected use of HFO in the Arctic*: PAME will finalise the HFO Phase II report, including its recommendations, by 1 November 2013.

AMSA I(D) – Strengthen Passenger Ship Safety in Arctic Waters: PAME will continue to monitor and support IMO initiatives to strengthen passenger ship safety and work with the passenger ship

industry and other stakeholders in the identification and improvement of best practices. Co-leads are Canada, Denmark and the United States.

AMSA II(A) Survey of Arctic Indigenous Marine Use: PAME will solicit regular progress reports from Arctic States, Permanent Participants and others as relevant, including the AIA project on building marine based subsistence mapping capacity in Arctic coastal communities. PAME also encourages Arctic States to share relevant information or methodologies with AIA and others as appropriate. The project is led by the PAME Chair and the PAME Secretariat.

AMSA II (D) – Specially Designated Arctic Marine Areas: PAME has retained a consultant to assist in developing recommendations on areas within the high seas of the Arctic Ocean that may merit consideration by Arctic States as possible proposals for protective measures in IMO. The consultant's final report is to be presented in November 2013. PAME will also convene a workshop in June 2013 to coordinate and advance this project, based on the final AMSA II(C) report and the work plan for AMSA II(D). Co-leads are Canada, Finland, Norway, the United States and Russia.

AMSA II (G) – Address Impacts on Marine Mammals: PAME will collaborate with other Arctic Council working groups to monitor and provide support to work undertaken by other international and bodies such as IMO and the International Whaling Commission (IWC) regarding the impact of shipping on marine mammals. Co-leads are PAME and the United States.

AMSA II(H) – Reduce Air Emissions: PAME will monitor and support IMO's work related to black carbon, in particular as it relates to the Arctic and explore synergies for supporting other Arctic Council efforts on black carbon. PAME also encourages continued scientific research related to black carbon emissions including a technical definition of black carbon and appropriate measurement methods and control measures. Co-leads are Finland, Norway, Russia and the United States.

AMSA III(A) - Address the Infrastructure Deficit: PAME will continue to monitor and support initiatives for strengthening Arctic marine infrastructure, including with respect to the AMATII project. Co-leads are Russia and the United States.

AMSA III(B) - Arctic Marine Traffic Systems: Build on its work related to vessel traffic monitoring and tracking: PAME will explore how Arctic States can enhance the ability to collect and share such

information, including in cooperation with other regional bodies, and how such information could be used to support PAME's work related to conservation and sustainable development. Enhanced and ongoing understanding of vessel traffic could be shared with others and/or used to develop recommendations for consideration by Arctic States for new vessel traffic measures, location and pre-positioning of SAR resources, and approaches for addressing impacts of shipping on marine and coastal resources and communities. Co-leads are Russia and the United States.

Develop a sustainable tourism initiative: PAME will reach out to SDWG, AMAP and CAFF to explore the development of a sustainable tourism initiative. Potential elements could include: collecting and assessing existing information regarding trends in Arctic tourism; collecting and assessing existing information on adverse and beneficial environmental, social, and cultural impacts of Arctic tourism; an inventory of existing laws, codes, policies, guidelines and best practices pertaining to sustainable Arctic tourism and based on an evaluation of the inventory, identifying fundamental principles of sustainable Arctic tourism, publicising principles and encouraging their adoption and/or implementation by key Arctic actors; and if/as appropriate, developing or encouraging the development of more specific code or best practices of sustainable Arctic tourism, tailored to specific regions, communities, destinations, ecosystems or industries. Co-leads are Canada and the United States.

Update the Arctic ship traffic data: PAME will explore opportunities for updating the Arctic ship traffic data contained in the AMSA report for use in studies, assessments, trend analyses and the development of recommendations that enhance Arctic marine safety and support protection of Arctic peoples and their environment. Co-leads are all Arctic States.

AMSA implementation progress report: PAME will continue to provide biennial AMSA implementation progress reports for submission to the Arctic Council meetings (e.g. 2013 and 2015). Co-leads are Canada, Finland and the United States.

Health, Safety and Environmental Management Systems for Arctic Offshore and Gas Operations (HSE): Ongoing project as per the agreed timeline. To be finalised for submission and approval in late 2013 or early 2014. The United States leads the project.

Arctic Oil and Gas Management, Regulation and Enforcement Web-Based Information Resource (MRE): The project updates the MRE web-based information annually two weeks prior to the PAME winter/spring meetings. It includes information regarding existing national liability and compensation regimes. The project is led by PAME.

AOR follow-up on relevant recommendations: Activities to be added based on the findings of the AOR and as agreed by Senior Arctic Officials in 2013. This will be done by creating a matrix of activities intended to address the recommendations. Co-leads are Canada, Norway and the United States.

Revision of the Arctic Council Arctic Marine Strategic Plan (AMSP) of 2004: PAME will take into account relevant deliverables agreed at the 2013 Arctic Council Ministerial meeting for inclusion into a new AMSP. PAME will host a scoping workshop in June 2013. The revised AMSP will be presented for the Arctic Council Ministerial meeting in 2015. Co-leads are Canada, Iceland, Norway and the United States.

Ecosystem Approach to Management: PAME will continue work on integrated assessment and comparing cases and reviewing existing methodologies. To resolve data issues, PAME will continue to work from the third EA workshop in June 2013 at two levels: LMEs and pan-Arctic. PAME will compile information on higher level objectives and species management objectives and review methodology for setting ecological quality objectives. PAME will consider the use of identified areas of heightened ecological significance in relation to EA for the Arctic LMEs. PAME planning tools include mapping of human uses and habitats in LMEs in relation to integrated assessments and other tools for EA and exploring the feasibility of developing pilot projects to demonstrate outcomes from other EA activities. Co-leads are Norway, the United States and Canada (TBC).

Framework for an Arctic Marine Protected Areas (MPA) network: PAME will form an MPA expert group to explore the development of a framework for an Arctic marine protected areas network, for consideration by PAME. Co-leads are Norway, the United States and Canada (TBC).

Follow-up of the Arctic Biodiversity Assessment (ABA): PAME will consider the ABA recommendations of relevance to PAMEs mandate. PAME leads the project.

Adaptation Actions for a Changing Arctic (AACA) part C: PAME plans to provide input to the AACA-c in line with the project plan. AMAP leads this work.

Information outreach and efforts to increase cooperation and collaboration with international/regional organisations: PAME will liaise and exchange information with relevant organisations and programs (e.g. UNEP Regional Seas Programme), regions and other regional programs.

Build capacity and engagement of indigenous communities and other Arctic inhabitants: PAME will develop a communication plan in line with the Arctic Council's communication strategy approved in May 2012. The chair and secretariat of PAME leads the project.

Cross-cutting projects and activities

PAME continues to actively communicate with other Arctic Council working groups on the need to collaborate on related projects to ensure synergies. AMAP, CAFF, EPPR and SDWG have participated at PAME's meetings.

EPPR has provided an update on relevant AMSA follow-up including AMSA II(F) – Oil Spill Prevention as it relates to updates on the recommended practices for Arctic oil spill prevention project (RP3) and on AMSA III (C) – Circumpolar Environmental Response Capacity Safety Systems in Implementation of Economic and Infrastructural Projects. Furthermore, the PAME Oil and Gas contact group has collaborated with the EPPR on the RP3 project and the HSE project to ensure synergies with both efforts.

AMAP, CAFF and SDWG have worked on the AMSA follow-up for recommendations II(C) on Areas of Heightened Ecological and Cultural Significance. Representatives from all working groups were invited to participate in the two AOR workshops during the Phase II process (September 2011–September 2012) in an effort to enable all working groups to provide input.

AMAP, CAFF and SDWG engaged in marine-related issues have been invited to participate in the PAME-led Ecosystem Approach (EA) expert group and will jointly work on the planning of its spring 2013 workshop. PAME has been actively involved in the work of the EBM Expert Group to ensure synergies with PAME's work on this issue.

PAME seeks contributions from other Arctic Council working groups engaged in marine-related issues on a new AMSP as per PAME's work plan for 2013–2015. Such a consultative process will start with a scoping workshop with relevant experts.

Support for international activities

Since the approval of the AMSA 2009 Report, PAME has invited expert organisations to meetings as a mean of outreach and information sharing of relevance to the AMSA follow-up activities. These include:

- *AMSA I(D) - Strengthening Passenger Ship Safety in Arctic Waters*: presentation on Best Practices for Arctic Cruise Tourism by Cruise Lines International Associations.
- *AMSA I(D) - Strengthening Passenger Ship Safety in Arctic Waters*.
- *Presentation on Environmentally friendly, safe and responsible expedition cruise tourism in the Arctic*: practices and industry standards by Association of Arctic Expedition Cruise Operators (AECO).
- *Presentation on how members address voyage planning (including possible contingencies) and coordinate with each other and with shore-based administrations*: by Arctic Expedition Cruise Operations (AECO).
- *AMSA I(B) and I(D) - IMO Polar Code and initiatives to improve Arctic passenger ship safety*: presentation by the shipping insurance industry on factors that go into setting insurance premiums for Arctic cruises by International Group of P&I Clubs.
- *AMSA III (B) - Arctic Marine Traffic Systems*: presentation on Automated Identification System (AIS), Long Range Identification and Tracking of ships (LRIT) and/or similar ones that may be deployed by Arctic States by Satellite Based Monitoring Service, European Maritime Safety Agency.
- *AMSA II(D) - Specially Designated Arctic Marine Areas*: presentation on Satellite AIS Capabilities in the Arctic by ExactEarth, Automatic Identification System.
- *AMSA III (B)*: to AMSA including their initiatives and views regarding IMO's Polar Code, areas of heightened ecological and cultural significance, invasive species, oil spill prevention, ship strikes, underwater noise, air emissions and marine traffic awareness systems by Baltic and International Maritime Council's (BIMCO).

Communication and outreach

The PAME Secretariat leads PAME's overall communications activities. PAME develops necessary project-related communications, including brochures, promotional materials, websites and presentations. PAME participates in relevant international symposia, meetings and other appropriate fora to communicate its activities. PAME's work plan includes information outreach and efforts to increase cooperation and collaboration with international and regional organisations to include the liaising and exchange of information with relevant organisations and programs (e.g. UNEP Regional Seas Program), and other regional programs. PAME will develop a communication plan in line with the Arctic Council's communication. PAME's website serves as the main outreach and communication tool (www.pame.is).

Administration

The PAME International Secretariat is located in Akureyri, Iceland. The Secretariat has three staff: one executive secretary, one executive assistant and one project officer. Both Iceland and the United States have chaired PAME in 2011–2013. At the Kiruna Ministerial Iceland will take over the chairmanship and the United States will become vice-chair. PAME has held four working group meetings, two AOR expert workshops, one ecosystem approach workshop, one health safety and environmental management systems workshop and one safety culture expert workshop during the Swedish chairmanship of the Arctic Council. PAME was founded in 1993 via the Arctic Environmental Protection Strategy (AEPS). A ministerial agreement from 1997 provides the framework for state contributions to the operation of the PAME Secretariat. PAME cooperates closely with CAFF to share fixed secretariat overhead costs.

6. SUSTAINABLE DEVELOPMENT WORKING GROUP (SDWG)

Mandate

The goal of the Sustainable Development program of the Arctic Council is to propose and adopt steps to be taken by the Arctic States to advance sustainable development in the Arctic. It includes opportunities to protect and enhance the environment and the economies, culture and health of indigenous peoples and Arctic communities. The guiding tenet running throughout the work of the SDWG is to pursue initiatives that provide practical knowledge and contribute to building the capacity of indigenous peoples and Arctic communities to respond to the challenges and benefit from the opportunities emerging in the Arctic region.

Response to Arctic Council priorities

Since the Nuuk declaration, the SDWG has made strides in fulfilling its human dimension mandate. Particularly worth mentioning are the completed Arctic Social Indicators II report and the work of the forthcoming Arctic Human Development Report II, which will conclude in 2014. An important development is the establishment of an expert group on Social, Economic and Cultural (SEC) issues, which will be an asset for the entire Arctic Council. The aim is to respond to the demand related to these issues, increase SDWG's capacity and deliver appropriate and relevant information on human dimension priorities.

Main achievements in 2011–2013

The SDWG has worked on a total of 17 projects. Moreover, there are a large number of cross-cutting projects, i.e. projects that are led by other Arctic Council working groups, but where important human dimension input is required. The main achievements during the Swedish chairmanship include:

Arctic Social Indicators II: The project tests, validates and refines the indicators across the Arctic. The project is led by Iceland.

Arctic Maritime Aviation Transportation Infrastructure Initiative (AMATII): Provides an inventory of marine and aviation transportation infrastructure. The project is co-led by Iceland and the United States.

Social Economic and Cultural Expert Group: The expert group will enhance the SDWG's institutional capacity and is led by Canada.

Arctic Marine Shipping Assessment Recommendation IIc: Identifies areas of heightened cultural significance that would be affected by increased shipping traffic in the Arctic. The project is led by Norway.

Adaptation Actions for a Changing Arctic part a): Examines the Arctic Council working groups' assessments and recommendations over the last ten years that inform adaptation options and actions for Arctic States. In addition, the Arctic Council requested the working groups to review assessments and recommendations over the past ten years and for SDWG to prepare the Adaptation Actions to a Changing Arctic (a) synthesis report to inform adaptation options and actions for the Arctic States. The project is led by SDWG.

Corporate Social Responsibility and Sustainable Business in the Arctic: Information tool that will be included on the SDWG website. Initiated and led by Sweden.

Arctic Human Health Expert Group (AHHEG): Led Circumpolar Health Systems Review, Arctic Human Health Initiative (AHHI) comprehensive summary report of activities 2007–2013, and the ongoing efforts of AHHEG to increase awareness and visibility of the health concerns of Arctic people in the fields of health research, expansion of health and outreach education networks.

Cross-cutting projects: The SDWG has engaged in and provided input to the Arctic Ocean Review Phase II (AOR-II), the Arctic Resilience Report (ARR) and the Arctic Council's Ecosystem-Based Management (EBM) approach.

Implementation and follow-up

Unlike other Arctic Council working groups, initially the SDWG carried out its mandate based on specific projects approved by Arctic Council Ministers, rather than in accordance with a broad program mandate. At the Salekhard Ministerial meeting in 2006, the Council amended this approach, giving Senior Arctic Officials an open-ended mandate to approve SDWG projects intersessionally, as consistent with the overall work and priorities of the Arctic Council. The SDWG planning and project development will benefit from the SDWG project proposal template and its

evaluation criteria, as well as the implementation of the Social, Economic and Cultural Expert Group (SEC). These instruments support the institutional capacity to identify and implement a strategic planning approach to the human dimension activities of the Arctic Council and respond by providing human dimension input into cross-cutting activities.

Work plan for 2013–2015

Consistent with the overall work and priorities of the Arctic Council, the SDWG will undertake projects and activities endorsed by delegations and approved by Senior Arctic Officials. There has been a recent shift from single, narrowly focused projects to larger, cross-cutting activities involving a number of working groups.

List of individual projects (continuing into the 2013–2015 period)

Arctic Human Development Report II (AHDR-II): This project will provide a second assessment and synthesis report on the state of human development in the Arctic. The AHDR-II will contribute to increased knowledge and understanding of the consequences and interplay of physical and social global change processes for human living conditions and adaptability in the Arctic. The work is scheduled for completion in 2014, ten years after the first report. Co-leads are Iceland, Canada and Denmark/Greenland.

Assessing, Monitoring and Promoting Arctic Indigenous Languages: This initiative is a comprehensive program of research, communications, networking, advocacy and action. Its stated objectives are to: reinforce the importance of indigenous languages; assess the state of Arctic indigenous languages; lead and facilitate inter-regional, international, and intergovernmental activities in support of languages; and enhance language exchange and youth engagement. This project will be a deliverable for the Arctic Council Ministerial meeting in 2015. Co-leads are Canada, the United States and Denmark/Greenland.

A Circumpolar-Wide Inuit Response to the AMSA: ICC's objectives for this project are twofold: 1) to communicate AMSA findings to Inuit and seek their guidance on moving AMSA forward, and 2) to expand its earlier survey on Inuit use of sea and sea ice. The expanded survey will assess how current use of sea and sea-ice is impacted by Arctic shipping and compares with earlier land use studies. This will be a deliverable for the 2015 Ministerial. Co-leads are the Inuit Circumpolar Council (ICC), Canada and the United States.

Electronic Memory of the Arctic (EMA): The EMA project is designed to accumulate and represent to the full extent various virtual resources they relate to investigation, operation and development of the Arctic. EMA electronic information resources from libraries, museums and archives of the Arctic Council as well as an expert blog on the EMA portal will allow the expert community to discuss issues on the history of geographical discoveries and exploration of the North, industry, geology, nature, indigenous cultures and literature of the circumpolar world, artistic heritage and ethnography. Progress can be seen on the EMA website: www.emaproject.com. Co-lead by Russia and Norway.

Reindeer Herding and Youth (EALLIN): The main goal of the EALLIN project is to maintain and further develop sustainable reindeer husbandry in the Arctic, while working towards a vision of creating a better life for circumpolar reindeer herders. The project will continue to promote knowledge building and experience exchange in and between local reindeer herding societies in the Arctic, with the emphasis on youth. The project activities have been very successful and will continue into the 2013–2014 period. This project will be a deliverable for the Arctic Council Ministerial meeting in 2015. Russia leads the project and is supported by Norway.

List of individual projects (under development for the 2013–2015 period)

Gender and Equity in the Arctic – conference and network: This project will build on the 2002 conference (Taking Wing) on gender equality and women in the Arctic. Specific outcomes will include a conference on gender equality and the creation of a cooperation network of stakeholders. Iceland leads the project.

Food and Water Security: This initiative, under the auspices of the SDWG and AMAP health experts, has produced the report entitled Food and Water Security Indicators in an Arctic Health Context. Additional work to assess the food and water security situation in the Arctic is being considered as a combined SDWG and AMAP project proposal.

Traditional and Local Knowledge: Canada has requested the SDWG, in collaboration with all working groups, to develop recommendations to integrate traditional and local knowledge into the work of the Council.

Promoting Mental Wellness in Northern Circumpolar Communities: The project builds on previous

efforts of the Arctic Council to promote mental health in Arctic communities, including the recommendations from the SDWG Hope and Resilience Seminar (2009). The objective of this initiative is to promote further research to improve and develop mental wellness promotion strategies and suicide prevention interventions. This will be a deliverable for the Arctic Council Ministerial meeting in 2015. The project is co-led by Canada and the United States.

Facilitating Adaptation to Climate Change: This project will build on the results of parts a) and b) of the AACA initiative by facilitating the ongoing exchange and dissemination of information.

Cross-cutting projects and activities

Arctic Resilience Report (ARR): There is a human dimension chapter in the ARR. The SDWG is closely following the development of this chapter and the lead author reports to the SDWG on a regular basis.

Ecosystem-Based Management (EBM): The integrated work, including sharing of information on approaches and experiences with integrated analyses and efforts to consider both traditional and scientific knowledge, will be complex. SDWG must evaluate the capacity and feasibility of potential projects. The SDWG participation will be an increasingly essential element in EBM-led Arctic Council activities.

Arctic Ocean Review (AOR): The AOR follow-up and implementation will necessitate ongoing SDWG participation.

Other cross-cutting projects: Over the coming two years, there remains the possibility of additional cross-cutting activities identified by another working group which will need to be considered by the SDWG for possible undertaking.

CSR and Sustainable Business in the Arctic: Sustainable economic development is essential for the Arctic. Sweden, through the SDWG, intends to initiate a discussion with the private sector on how business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies in the Arctic. The project will draw on existing CSR frameworks such as the UN Global Compact, the Extractive Industries Transparency Initiative and the OECD Guidelines for Multinational Enterprises.

Communication and outreach

The SDWG has adopted a communication strategy and will work to implement it. There will be a new SDWG website but other print and outreach material will need to be developed. During the Swedish chairmanship, the SDWG Chair established a SDWG profile on social media (Twitter) for SDWG activities.

Administration

The SDWG has arranged a number of meetings during the Swedish chairmanship, which has also conducted informal dialogues, one with indigenous peoples and the other with Arctic businesses. The SDWG Secretariat is funded and hosted by Canada with support from Finland. The budget covers Secretariat services for the SDWG. During the Swedish chairmanship, considerable effort was focused on the Secretariat structure and operational procedures, including document archiving, a reference numbering system, and a new website.

C. Task Forces and Other Subsidiary Bodies: Report on achievements in 2011–2013 and work plans for 2013–2015

1. AGREEMENT ON MARINE OIL POLLUTION PREPAREDNESS AND RESPONSE IN THE ARCTIC

Mandate

At the 2011 Ministerial meeting in Nuuk, the Arctic Council decided to establish a Task Force with a mandate to develop an international instrument on Arctic marine oil pollution preparedness and response. The Arctic Council also called for the Emergency Prevention, Preparedness and Response (EPPR) and other relevant working groups to develop recommendations and/or best practices in the prevention of marine oil pollution. The Task Force, co-chaired by Ambassador Anton Vasiliev of the Russian Federation, Ambassador David Balton of the United States, and Ambassador Karsten Klepsvik of Norway, met five times: in Oslo (October 2011), in St. Petersburg (December 2011), in Girdwood, Alaska (March 2012), in Helsinki (June 2012), and in Reykjavik (October 2012).

Response to Arctic Council priorities

The Task Force concluded its work by elaborating the Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic. The Agreement is the second legally binding instrument negotiated under the auspices of the Arctic Council. The signature of the Agreement in Kiruna reaffirms the commitment of those states to enhance their cooperation in addressing emerging issues in the Arctic region. EPPR was directed to develop, maintain, and update operational guidelines to facilitate the cooperation, coordination, and mutual assistance envisaged under the Agreement.

The negotiation of the Agreement proceeded in a highly collaborative spirit, with all governments committed to a positive outcome. The objective of the Agreement is to strengthen cooperation, coordination and mutual assistance among the Parties on oil pollution preparedness and response in the Arctic in order to protect the marine environment from pollution by oil. The Agreement commits Parties to provide appropriate assistance in the event of an oil pollution incident in the Arctic region and to take other steps to prepare for and respond to such an incident.

Implementation and follow-up

Following signature of the Agreement in Kiruna, each Arctic Council Member will undertake the necessary internal procedures required for its entry into force. Norway will serve as Depositary for the Agreement, which will enter into force 30 days after the Depositary has received notification from all eight Members that they have completed their respective internal procedures.

2. TASK FORCE ON ARCTIC MARINE OIL POLLUTION PREVENTION (TFOPP) – New 2013–2015

Due to the increasing accessibility of Arctic waters, shipping and resource development activity is expected to increase in the coming decades. Arctic States have recognised the importance of taking a balanced approach to economic and social development while protecting the fragile Arctic environment. During the past two years, Arctic States and the Council's working groups have worked on measures aimed at effective oil pollution prevention practices and oil spill preparedness and response.

There is growing interest among the Arctic States to pursue further work on oil pollution prevention and thus a need to explore how best the Arctic Council can help to advance oil pollution prevention in the Arctic. An important first step is to identify effective actions in furtherance of oil pollution prevention that could be appropriately undertaken by Arctic States. Although much work has been done in identifying best practices, there is important and challenging work to be done in identifying how, in practical terms, Arctic States can further such practices and other measures.

Senior Arctic Officials recommend that Ministers mandate a Task Force to develop an Arctic Council Action Plan on Arctic marine oil pollution prevention, and related cooperative arrangements, as appropriate, and to present the outcomes of its work and any recommendations for further action at the next Arctic Council Ministerial meeting in 2015.

The composition and terms of reference for the Task Force are as follows:

Name: Task Force on Arctic Marine Oil Pollution Prevention (TFOPP).

Members: Representatives from the Arctic States and Permanent Participants.

Experts: A select and representative group of relevant experts to be invited will be agreed among the Arctic States.

Co-chairs: Russia and Norway

Main objective: To identify how best the Arctic Council can contribute to marine oil pollution prevention in the Arctic, to recommend a concrete plan of action, and, as appropriate, to develop cooperative arrangements to implement the Action Plan. Informed by prior technical work, including

the RP3 report of EPPR, and with input from relevant invited experts, the TFOPP should consider the following questions:

- what kinds of measures and actions would further oil pollution prevention in the Arctic;
- which of these measures can be advanced by the Arctic Council; and
- how Arctic States could accomplish these measures and actions (e.g., what would be needed for each Arctic State to take such measures).

Based on this analysis, the TFOPP will develop an Arctic Council Action Plan for Oil Pollution Prevention which should describe in detail:

- recommended measures and actions to further oil pollution prevention in the Arctic; and
- a step-by-step plan for implementing these recommendations.

Timeline:

- The first meeting should take place in autumn 2013.
- The TFOPP should complete the Action Plan in time for the next Arctic Council Ministerial meeting in 2015.
- The TFOPP should look for opportunities for feasible near-term actions, and may develop cooperative arrangements if practicable.
- Given the nature of the issues under consideration and the number of parties involved, the Task Force's mandate could be renewed by Arctic States in 2015 for the period 2015–2017.

Senior Arctic Officials (SAOs) guidance: Direction is set out in the Kiruna Declaration to establish the Task Force. The Task Force reports to Senior Arctic Officials. SAOs may request periodic updates on progress and may request relevant working groups to contribute to the work of the TFOPP as appropriate.

Resources and budget: Meeting costs will normally be financed by the host country. Travel costs and accommodation of national delegations from Arctic States, Permanent Participants and of invited experts will be covered by the participants themselves. The TFOPP will strive to maximise its use of electronic and other means to conduct its business.

3. TASK FORCE FOR INSTITUTIONAL ISSUES (TFII)

Mandate

As set out in Draft Terms of Reference in SAO Report to Ministers of 2011 (page 56).

Response to Arctic Council priorities

The TFII has provided recommendations to SAOs on all necessary issues related to the establishment of the Arctic Council Secretariat in order for the Secretariat to be fully operational at the beginning of the Canadian chairmanship of the Arctic Council by 2013. The TFII also provided recommendations on consequential revisions of the Arctic Council Rules of Procedure in order to implement the decisions to strengthen the Arctic Council as set out in the SAO report.

Main achievements in 2011–2013

1. The necessary consequential revisions of the Arctic Council Rules of Procedure have been drafted. The revised Rules of Procedure was adopted by Arctic Council Ministers in Kiruna, 15 May 2013.
2. The administrative framework for the Secretariat has been developed. The Terms of Reference were adopted by Arctic Council Deputy Ministers in May 2012.
3. The TFII has engaged with the Host Country on the legal relationship between the Host Country and the Secretariat, including the extension of appropriate privileges and immunities and review of any corresponding Host Country Agreement. The Host Country Agreement was signed in Tromsø on 21 January 2013.
4. An indicative budget for 2013 was prepared and adopted by Arctic Council Deputy Ministers in May 2012. The budget for 2014–2015 will be approved by Senior Arctic Officials later in the second half of 2013.
5. The preparation of financial and HR/personnel issues, including the merit criteria for the senior staff and other core policies that should be in place at the time of establishment of the Secretariat, have been arranged. Financial rules, Staff rules and Roles and Responsibilities of the Director were

adopted by the Arctic Council Deputy Foreign Ministers in Stockholm May 2012.

6. Elements for a first work plan of the Secretariat have been handed over by the TFII to the incoming Director of the Secretariat. The work plan for 2013 has been adopted by Senior Arctic Officials and the work plan for 2014–2015 is to be adopted by Senior Arctic Officials later in 2013.

7. Text for the Ministerial Declaration in Stockholm, May 2013, has been proposed by the TFII.

8. The TFII has also developed an Observer manual which was adopted by Senior Arctic Officials.

Implementation and follow-up

The achievements are being implemented through and guided by the Kiruna Declaration. The work of the Task Force is concluded and will cease.

4. TASK FORCE ON SHORT-LIVED CLIMATE FORCERS (SLCF)

Mandate

The Task Force on SLCF was established by the Arctic Council in 2009. In the declaration it was decided “...to identify existing and new measures to reduce emissions of these forcings and recommend further immediate actions that can be taken and to report on progress”. In response, the Task Force on SLCF delivered its first technical report and a summary for policymakers for the Arctic Council Ministerial meeting in 2011 focusing on black carbon. The Nuuk Declaration in 2011 requested the Task Force and AMAP’s expert group “...to continue their work by focusing on methane and tropospheric ozone, as well as further black carbon work where necessary and provide a report to the next Arctic Council Ministerial meeting in 2013”.

Response to Arctic Council priorities

Regarding the impact of the Task Force’s first report in 2011 within Arctic States, there are at least two examples of follow-up efforts recommended by the Task Force: increased attention devoted to the development and sharing of black carbon emissions inventories; and new research on black carbon emissions from gas flaring. The 2011 reports have been referenced in other significant works on SLCF (e.g. United States EPA’s Report to Congress on Black Carbon in 2012 and bounding the role of black carbon in the climate system in 2013). The pioneering role of the Arctic Council in raising worldwide awareness of SLCF has been recognised internationally with the recent creation of the Climate and Clean Air Coalition (CCAC). For the Arctic Council Ministerial meeting in 2013, the Task Force is producing both a short summary for policy-makers with recommendations and a supporting technical document which will be released later in 2013. The supporting technical report will contain information on methane and black carbon current emissions, future projections, a catalogue of relevant international forums, key national actions, identification of additional mitigation opportunities, and a discussion on the potential health and climate benefits of additional mitigation. The short summary for policy-makers will update the black carbon recommendations of 2011, present key opportunities for methane, and present a menu of options for both individual Arctic States and for the Arctic Council to advance the objectives of reducing SLCFs.

Main achievements in 2011–2013

The Task Force on SLCF has addressed both black carbon and methane, which has helped define policy options for Arctic States to address emissions of these pollutants. It has also provided

guidance to the Arctic Council and its working groups, mainly AMAP and ACAP, to move forward on SLCF objectives. In addition, the work of the Task Force has helped establish the Arctic Council as a significant forum for these issues.

Implementation and follow-up

The Task Force has formulated recommendations for policy-makers in the Arctic States on action to reduce SLCFs and its mandate will cease.

5. TASK FORCE FOR ACTION ON BLACK CARBON AND METHANE (TFBCM) – New 2013–2015

There is increasing awareness that addressing Short-Lived Climate Pollutants (SLCP) offers the opportunity for substantial health benefits for Northerners as well as near-term climate benefits.

Addressing SLCP is a priority for the Arctic Council and work has been proceeding under the Arctic Council to investigate opportunities for reducing emissions of black carbon, methane and tropospheric ozone in order to protect climate and public health. Under the Tromsø Declaration (April 2009), the Arctic Ministers established a Task Force on Short-Lived Climate Forcers (SLCF). The Task Force was initially asked to focus on black carbon, and it delivered its recommendations for mitigation in 2011. It received a mandate for further work under the Nuuk Declaration (May 2011) and has now completed its work on black carbon and methane, delivering its recommendations in May 2013. In addition, AMAP has provided scientific reviews on the impacts of these SLCPs, and ACAP has also done work in the area.

SAOs have considered the appropriateness of moving forward on SLCP to bolster efforts to achieve substantial SLCP emissions reductions and encourage information sharing and recommend that the Ministers establish a Task Force to develop arrangements on actions to achieve enhanced reductions of black carbon and, in some cases, methane emissions in the Arctic, and report at the next Arctic Council Ministerial meeting in 2015.

The Terms of Reference of the Task Force are as follows:

Name: Task Force for Action on Black Carbon and Methane (TFBCM)

Structure and composition: The Task Force will consist of representatives from the Arctic States and Permanent Participants. The Task Force should be administratively supported by the Arctic Council Secretariat. Experts from relevant Arctic Council working groups, (AMAP, ACAP, etc.), as well as from academia, international, or other organisations, may be invited to provide advice and guidance to the Task Force, as required. The TFBCM will have two or three co-chairs from among the countries' nominees for representatives.

Timeline: The first meeting will take place shortly after the 2013 Arctic Council Ministerial meeting. Recommendations will be reported to the Arctic Council Ministerial meeting in 2015.

Tasks: The Task Force could consider the following:

- Discussion, identification, and consideration of further coordinated efforts on science or other work that could be required and consideration of findings from current scientific work.
- Discussion/consideration of a common vision for emissions reductions and consideration of benchmarks or targets.
- Discussion/consideration of development of national action plans or mitigation strategies shared with Arctic States and ideas for what could be included as part of these plans or strategies.
- National emission inventories of black carbon and how such efforts would relate to and possibly leverage similar emission inventory efforts under LRTAP.
- Identification and sharing and promoting information and best practices (such as those related to mitigation and technologies) available for relevant pollution sources in the Arctic States and the polar region.
- Promotion of collaborative measures with the private sector.
- Discussion/consideration of recommendations from the current SLCF TF.
- Other forums: The Task Force should propose ways in which the Arctic States could engage in appropriate fora and initiatives to achieve black carbon reductions that benefit the Arctic climate.
- An international cooperative arrangement.
- Other areas, as deemed appropriate by the Task Force.

SAO guidance: The Task Force should provide regular updates to SAOs and seek guidance as needed.

Resources and budget: Meetings are hosted on a voluntary basis, and meeting costs are financed by the host country. Other member states may propose hosting meetings. Travel costs and accommodation will be covered by participating delegations.

6. EXPERT GROUP ON ECOSYSTEM-BASED MANAGEMENT (EBM)

Mandate

At the Arctic Council Ministerial meeting in Nuuk, the Council established an expert group on Arctic Ecosystem-Based Management (EBM) "to recommend further activities in this field for possible consideration by the SAOs before the end of the Swedish chairmanship". The expert group, co-chaired by representatives from Iceland, Sweden and the United States, was composed of government experts from Arctic States and representatives from the Arctic Council's Permanent Participants, working groups and accredited observers. The EBM expert group was tasked with fostering a common understanding of EBM and EBM principles across the Arctic Council and providing guidelines or recommendations for advancing EBM in the coastal, marine, and terrestrial ecosystems of the Arctic. It also called for recommendations for further Arctic Council activities related to EBM to be delivered for approval by the 2013 Arctic Council Ministerial meeting.

Response to Arctic Council priorities

The expert group met three times in three countries: Washington DC (October 2011), Gothenburg (April 2012), and Tromsø (October 2012) and produced four intersessional background documents and a final report for the SAOs. The intersessional background documents informed the final report, which provides a set of recommendations including (a) a policy commitment; (b) a definition of EBM in the Arctic; (c) a set of principles tailored to EBM in the Arctic; and (d) a set of high-priority activities that will advance EBM in the Arctic Council.

In addition to adopting the policy commitment to EBM and the definition and principles of EBM relevant for its work in the Arctic, the expert group recommended that the Arctic Council urge its members and working groups to address the 12 high-priority future activities contained in the report. Examples include the need to develop an overarching EBM goal for the Arctic Council, implement international EBM initiatives, and identify a lead to assure coordination and reporting for EBM activities of the Arctic Council and its working groups across all ecosystems of the Arctic.

Main achievements in 2011–2013

The EBM report from the expert group to SAOs/Ministers included a policy statement, final EBM

definition and principles, recommendations and the following background documents that were generated intersessionally and informed the final report:

- definition and principles for EBM in the Arctic;
- knowledge and process needs for EBM in the Arctic;
- advancing EBM in the work of the Arctic Council; and
- prior and ongoing EBM activities of the Arctic Council.

7. ARCTIC RESILIENCE REPORT (ARR)

Mandate

As set out in the approved implementation plan, the ARR analyses the resilience of linked human and environmental systems in the Arctic. It aims to achieve the following:

- identify the potential for shocks and large shifts in ecosystems services that affect human wellbeing in the Arctic;
- analyse how different drivers of change interact in ways that affect the ability of ecosystems and human populations to withstand shocks, adapt or transform; and
- evaluate strategies for adaptation and transformation in the face of rapid change.

Response to Arctic Council priorities

Based on the request of SAOs in May 2011 to “review the need of an integrated assessment of multiple drivers of Arctic change, including an Arctic Resilience Report,” scoping activities were carried out in autumn 2011 that resulted in a proposal from Sweden for the SAO meeting in November 2011. The SAOs approved the Arctic Resilience Report (ARR) as an Arctic Council project. During spring 2012, a Project Steering Committee (PSC) was created with representation from the Arctic States, Permanent Participants, working groups and organisations with which the ARR has formal collaboration. The PSC has appointed an Assessment Integration Team that is responsible for the scientific content of the ARR interim and final reports. Following directions from the SAO meeting in November 2011, special efforts have been made to include traditional knowledge as an integrated part of the ARR.

Main achievements in 2011-2013

The main achievement was the production of an interim report elaborating the approach for a resilience assessment at a circumpolar scale that characterises the response of linked social and ecological to changes happening locally and globally in a way that can inform decision-making. It also identifies linkages to other Arctic Council processes. Addressing the first aim of the ARR, the report reviews knowledge about change in Arctic social-ecological systems, focusing on the abrupt thresholds and amplifying feedbacks that can affect ecosystem services. It also provides a literature review regarding capacities for adaptation and transformation in the Arctic and presents four pilot case studies aimed at better understanding the applicability of the methodology in specific contexts. The interim report sets the stage for addressing the second and third aims of the ARR in

the second phase of the project. Other activities include a major workshop held in Kautokeino, Norway, which focused on traditional knowledge and resilience, and initial planning for an undergraduate course on Arctic resilience as part of the project's capacity-building activities.

Implementation and follow-up

Following the implementation plan, the ARR will focus in its second phase (2013–2015) on preparing a final project report for the Arctic Council Ministerial meeting in May 2015. In addition to necessary updates of the initial assessment of the risks of crossing social-ecological thresholds, the final report will focus on how thresholds and rapid Arctic change affect the capacity for adaptation and transformation, with specific attention to cross-scale interactions. It will also include analyses of the role of governance and policy decisions in this respect. The ARR will continue to engage with a wide range of experts from different knowledge traditions and host workshops that foster dialogue. Major workshops are planned for autumn 2013 and 2014. The 2013 workshop will focus on building the necessary cross-disciplinary understanding of adaptive and transformative capacity in both ecosystems and society in the face of a rapidly changing environment. The 2014 workshop will focus specifically on analysing implications of ARR insights translating them for policy, governance and management. Further case studies will be developed.

In the second phase, the ARR will seek additional collaboration with other Arctic Council activities, including the AACA, AHDR-II, and the follow-up of EBM, the Arctic Biodiversity Assessment, the assessment on Arctic Ocean Acidification, and the Arctic Ocean Review. Food and water security has also been identified as an area where further collaboration with ongoing Arctic Council activities will be beneficial. The ARR will also continue with capacity-building activities, including an undergraduate course on Arctic resilience in collaboration with the University of the Arctic to start in autumn 2013.

8. ADAPTATION ACTIONS FOR A CHANGING ARCTIC (AACA) PART B

The AACA part B was co-led by Canada and Russia and focused on surveying and characterising climate change adaptation actions, projects and tools that are currently being developed or that have been completed since 2008, at national, regional, and local levels within or relevant to the Arctic regions. AACA part B mainly involved collecting information on adaptation-related activities carried out in jurisdictions falling within the national boundaries of Arctic States. The information collected was synthesised and analysed in a final report submitted to Senior Arctic Officials on 23–25 April 2013 and provided an overview of these adaptation activities as well as insights into success factors and challenges that are being encountered. The report also contained considerations for the future work of the Arctic Council.

In the report, adaptation activities fell into five main categories: planning and decision-support tools; awareness-raising; monitoring and provision of data; training; and mainstreaming. By far, most of the activities were characterised as adaptation-enabling and included the development of community adaptation plans, hazard and vulnerability assessments and maps, communications products, monitoring information, and training resources. The report highlighted that successful adaptation is dependent on effective partnerships and the integration of traditional and local knowledge. A common theme of the report was the need for more opportunities to share information and experience related to adaptation. Information from this report will feed into the adaptation work of the Arctic Council, including the AACA part C being undertaken by AMAP.

9. TASK FORCE TO FACILITATE THE CREATION OF A CIRCUMPOLAR BUSINESS FORUM – New 2013–2015

The business community is increasingly looking to the circumpolar region to build stronger and more diversified commercial relationships and take advantage of new opportunities that will create prosperity for Northern peoples and communities. As the level of business activity amplifies within the region, industry is looking for ways to engage directly with key governance forums. In addition, several areas of work undertaken by the Council would benefit from a more direct linkage with the private sector.

Building on the work of the Council to date, including that related to corporate social responsibility, Senior Arctic Officials recommend that Ministers mandate a Task Force to facilitate the creation of a Circumpolar Business Forum (CBF) which would provide a mechanism to allow business and industry to engage with the Arctic States and Permanent Participants. The CBF would provide a venue for businesses, industries and indigenous enterprises to advance Arctic-oriented interests, share best practices, forge partnerships and engage in deeper cooperation. The initial focus for the CBF will be on responsible resource development.

The Terms of Reference of the Task Force are as follows:

Name: Task Force to facilitate the creation of a Circumpolar Business Forum

Main objective: To advance circumpolar business development by creating a Circumpolar Business Forum (CBF) to bring circumpolar business perspectives to the work of the Arctic Council, providing value to Arctic States and Permanent Participants. The CBF will focus initially on responsible resource development, and would provide a venue for industries, and indigenous businesses operating in the Arctic to advance Arctic-oriented business interests, share best practices, forge partnerships, and engage in deeper cooperation.

Chair and co-leads: Canada to serve as chair with Iceland, Finland and Russia co-leading.

Members: Representatives from the Arctic States and Permanent Participants.

Invited experts: Each Task Force member may suggest representatives from industry working in the Arctic and related to the area of discussion to participate in the meetings as invited experts.

Timeline: The Task Force will first meet shortly after the Arctic Council Ministerial meeting in May 2013 and a report related to the CBF will be submitted to SAOs no later than at the end of 2013. It is intended that the CBF be launched in February 2014.

Tasks:

- drafting terms of reference for the CBF including objectives, governance structure, funding, secretariat support, etc.;
- consider criteria for members for the CBF;
- design the proper link between the AC and the CBF;
- confirmation of the initial work thematic for the CBF (e.g. resource development during Canada's chairmanship); and
- consider initial areas of focus for the CBF that could include tools to support the work of the CBF.

Resources and budget: Meetings are hosted on a voluntary basis and meeting costs are covered by the host. Participation costs will be borne by members directly. The Task Force will strive to accomplish as much of its work as possible through electronic means (e.g. emails, teleconference, and video-conference) and only meet when necessary.

SAO guidance: The Task Force should provide updates to SAOs and seek guidance as appropriate.

10. PROJECT SUPPORT INSTRUMENT (PSI)

Mandate

The PSI is a financing instrument for the purpose of mobilising and channelling financing for prioritised Arctic Council projects. The Fourth Ministerial meeting of the Arctic Council in Reykjavik 2004, inter alia: “Emphasized the need for reinforcing efforts to finance circumpolar cooperation, supported the Project Support Instrument (PSI) concept as a mechanism to enhance the process of identifying, mobilizing and transferring financing for specific priority Arctic Council projects...”.

Response to Arctic Council priorities

The PSI strengthens the Arctic Council and its work on environment protection including climate change (SLCP) and actions in support of the implementation of the Persistent Organic Pollutants (POPs) and Heavy metals protocol on Long-Range Transboundary Air Pollution (LRTAP).

Main achievements in 2011–2013

Mobilisation of the PSI: On 7 June 2012, the United States joined the PSI. PSI contributors and pledgers also include Finland, Iceland, the Nordic Environment Finance Corporation (NEFCO), Norway, Russia, the Saami Parliament and Sweden. Two Preparatory PSI Committee (PPCOM) meetings were held to enable an informal exchange of views with the PSI Contributors and discuss strategic matters including possible key project criteria enabling projects to be financed from when the PSI becomes operational. The Russian Ministry of Natural Resources and Environment (MNRE) announced on 12 November 2012 that the Russian Execution Agency (REA) for the PSI projects in Russia had been selected to be the JSC VTB Bank. The above developments will allow signing of the contract between NEFCO, MNRE and REA and enable the entry into force of NEFCO’s Cooperation Agreement with Russia. Once NEFCO has received the Russian contributions, it will proceed to make the PSI operational. The PSI pledges, deposits and allocations now stand at EUR 15.9 million, compared with the original target of EUR 3 million.

Implementation and follow-up

The first meeting of the PPCOM discussed a tentative financial planning for the PSI pilot phase in the context of allocating EUR 15.9 million for 2012–2015. The strategic business plan resource allocation is presented below. The PPCOM considered it beneficial to use a focal window area approach to its budgeting and relied upon its understanding of historic project activity within the Arctic Council to

estimate the relative distribution of allocations within the future project pipeline. The resource allocations are subject to change and modifications.

Arctic Council projects	2012-2015	Total EUR
	Percentage	
Integrated Hazardous Waste Management demo incl.	[40]	[6 345 200]
Mercury demonstration project	[25]	[3 965 750]
Clean Production/Energy Efficiency/SLCF-Black Carbon	[20]	[3 172 600]
Other areas	[6]	[951 780]
Standard costs	[9]	[1 427 670]
Total	100	15 863 000

Further refinement of the project areas is expected as additional information is made available from the Arctic Council subsidiary bodies. The PSI Fund Manager, together with strategic partners, facilitates circumpolar cooperation and operationalises the PSI for priority Arctic Council projects.

11. ENHANCING SCIENTIFIC COOPERATION IN THE ARCTIC – New 2013–2015

Since the establishment of the Arctic Council, the Arctic States have sought to expand scientific understanding and cooperation. The Arctic Council's work to promote environmental protection and sustainable development has been based on collective scientific research. This work has improved shared knowledge of the region and has advanced our joint efforts to promote good governance in the Arctic.

To promote shared objectives, many of the Arctic States have concluded bilateral science cooperation agreements in the past and have engaged in a wide variety of scientific exchanges. Despite these successes, the Arctic science community continues to emphasise the need for greater international collaboration to promote knowledge of Arctic marine ecosystems, climate change impacts, adaptation and resilience, and other aspects of the Arctic. Arctic research contributes to greater understanding of earth systems science and how such systems affect life on earth. Scientific collaboration is particularly important at a time of increasing change in the Arctic and increased demand for research funding.

Name: Task Force for Enhancing Scientific Cooperation in the Arctic

Composition: The Task Force should consist of government representatives from the eight Arctic States and Permanent Participants. The United States and Russia will co-chair.

Objective: To work towards an arrangement on improved scientific research cooperation among the eight Arctic States, reporting to Ministers in 2015.

D. Annexes

1. REVISED ARCTIC COUNCIL RULES OF PROCEDURE

ARCTIC COUNCIL RULES OF PROCEDURE

as adopted by the Arctic Council at the
FIRST ARCTIC COUNCIL MINISTERIAL MEETING
Iqaluit, Canada
September 17-18, 1998

Revised by the Arctic Council at the
EIGHTH ARCTIC COUNCIL MINISTERIAL MEETING
Kiruna, Sweden
May 15, 2013

ARCTIC COUNCIL RULES OF PROCEDURE

In accordance with Article 6 of the Declaration on the Establishment of the Arctic Council of September 19, 1996 (the “Declaration”), the Arctic Council adopts the following Rules of Procedure for its meetings and those of its subsidiary bodies.

PART I: INTRODUCTION

Definitions

1. In these Rules of Procedure, hereinafter the “Rules”:

“Arctic States” means the Members of the Arctic Council, namely Canada, the Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden and the United States of America;

“Permanent Participants” means the organizations referred to in Article 2 of the Declaration as well as any other organization granted Permanent Participant status in accordance with these Rules;

“Observer” means an entity described in Article 3 of the Declaration which has been granted observer status in accordance with these Rules;

“Chairmanship” means the Arctic State which chairs the Arctic Council during the particular period in question;

“Secretariat” means the Arctic Council Secretariat, located in Tromsø, Norway.

Application

2. Subject to the Declaration, meetings and other activities under the Arctic Council shall be governed by these Rules.

PART II: ARCTIC COUNCIL MEETINGS

General Provisions

3. Six of the Arctic States shall constitute a quorum for purposes of holding a Ministerial or Senior Arctic Official (SAO) meeting.
4. Arctic States and Permanent Participants may participate in all meetings and activities of the Arctic Council, and may be represented by a head of delegation and such other representatives as each Arctic State and Permanent Participant deems necessary.
5. In accordance with the Declaration, the category of Permanent Participation is created to provide for active participation and full consultation with the Arctic indigenous representatives within the Arctic Council. This principle applies to all meetings and activities of the Arctic Council.
6. The Heads of Delegation of the Arctic States may meet privately at their discretion.
7. In accordance with the Declaration, all decisions of the Arctic Council and its subsidiary bodies, including with respect to decisions to be taken by SAOs, shall be by a consensus of all eight Arctic States. In the event that a Ministerial or SAO meeting is held without the attendance of all eight Arctic States, consistent with Rule 3, decisions may be taken by a consensus of all Arctic States present, subject to confirmation in writing by the absent Arctic States within 45 days after receiving notice of the decision.
8. Decisions of working groups, task forces or other subsidiary bodies may be adopted by a consensus of all Arctic States present, subject to any objection in writing by an absent Arctic State within 30 days after receiving a report containing the decision.
9. At meetings, unless decided otherwise, discussions or decisions shall not occur on any matter which has not been included as an item in an agenda adopted in accordance with these Rules.

10. The Chairmanship shall act as chair of the Arctic Council from the conclusion of a biennial Ministerial meeting to the conclusion of the next biennial Ministerial meeting, and shall coordinate arrangements for Ministerial meetings. The Chairmanship shall be responsible for facilitating preparations for Ministerial and SAO meetings, in coordination with the Secretariat, and carrying out such other tasks as the Arctic Council may require or direct.
11. The Chairmanship, an Arctic State, or other subsidiary bodies may undertake communications on Arctic Council matters with other international fora as may be agreed to in advance by the Arctic States.
12. During the discussion of any matter, a representative of an Arctic State or Permanent Participant may rise to a point of order and the point of order shall be decided immediately by the chairperson in accordance with these Rules.
13. After consultation with Arctic States and Permanent Participants, the Chairmanship may place reasonable limits on the size of all delegations for a meeting and shall notify all delegations accordingly.
14. Decisions other than those which must be taken at a Ministerial meeting may be taken by written communications, including electronic communications.

Ministerial Meetings

15. Ministerial meetings shall be held biennially, or at such other times and locations as may be agreed upon by the Arctic States in consultation with the Permanent Participants.
16. Subject to the concurrence of the Arctic States, the Chairmanship shall be entitled to designate the chairperson for Ministerial meetings. At the initial session of the Ministerial meeting, the Arctic States may also designate one or more vice-chairpersons of the meeting who shall preside in the absence of the chairperson.
17. In accordance with Article 5 of the Declaration, the chair of the Arctic Council shall rotate among the Arctic States. Prior to the conclusion of each Ministerial meeting, the Arctic States shall confirm the host of the next meeting.

18. The Chairmanship shall propose a date and the location for a biennial Ministerial meeting at least 6 months in advance of the proposed date.
19. After consultation with Arctic States and Permanent Participants, the Chairmanship shall circulate a draft agenda at least 90 days prior to the date of a Ministerial meeting. Arctic States and Permanent Participants may propose supplementary agenda items by notifying the Chairmanship 60 days prior to the Ministerial meeting. No later than 30 days prior to a Ministerial meeting, the Chairmanship shall circulate the revised draft agenda to Arctic States and Permanent Participants along with any explanatory or other documents. A final agenda shall be adopted by a decision of the Arctic States at the opening session of each Ministerial meeting.
20. At least 7 days prior to a Ministerial meeting, Arctic States, Permanent Participants and Observers should provide in writing to the Chairmanship the names of individuals in their respective delegations.

Meetings of Senior Arctic Officials

21. Each Arctic State shall designate a SAO, and each Permanent Participant shall designate a representative, to act as focal point for Arctic Council activities, and shall inform the other Arctic States and Permanent Participants of the designation through the Secretariat.
22. The Chairmanship shall provide the chairperson for the SAO meetings, subject to the concurrence of the Arctic States represented at the SAO meetings.
23. The SAOs shall receive and discuss reports from working groups, task forces and other subsidiary bodies and shall coordinate, guide and monitor Arctic Council activities in accordance with the decisions and instructions of the Arctic Council.
24. SAOs shall review and make recommendations to the Arctic Council on proposals by Arctic States and Permanent Participants to be submitted to a Ministerial meeting with respect to proposed cooperative activities.

25. Meetings of Senior Arctic Officials should take place at least twice yearly at the call of the Chairmanship, after consultation with the representatives of the Permanent Participants. The date, location and agenda of SAO meetings shall be decided by the SAOs. A draft agenda shall be circulated no less than 30 days in advance of such a meeting, and shall be approved at the initial session of the meeting.

Part III: PROGRAMS AND PROJECTS

26. An Arctic State or Permanent Participant may make proposals for cooperative activities. All proposed programs and projects for which there is no existing Ministerial mandate shall be subject to a decision of the Council at an Arctic Council meeting. Proposals on programs and projects should address the elements outlined in ANNEX 1. For a proposal to be submitted to the Council, it must be placed on the agenda in accordance with these Rules.
27. Proposals for cooperative activities should be received 90 days prior to any SAO meeting or meeting of a subsidiary body at which they are to be considered.

Part IV: IMPLEMENTATION OF COOPERATIVE ACTIVITIES

Working groups, task forces and other subsidiary bodies

28. The Arctic Council may establish working groups, task forces or other subsidiary bodies to prepare and carry out programs and projects under the guidance and direction of SAOs. The composition and mandates of such bodies shall be agreed to by the Arctic States in a Ministerial meeting. The activities of these bodies shall be subject to these Rules.
29. In consultation with SAOs, a working group, task force or other subsidiary body shall select a chairperson and a vice chairperson. An Arctic State may volunteer to provide secretariat support functions for working groups, task forces or other subsidiary bodies. The period for which a chairperson or vice-chairperson may serve shall be specified.
30. The date, location, and agenda for meetings of working groups, task forces and other subsidiary bodies shall be decided by a consensus of the participating Arctic States.

31. Working groups, task forces and other subsidiary bodies may establish operating guidelines which are consistent with these Rules. Such operating guidelines shall be submitted to SAOs for approval.

Secretariat Support Functions

32. The Secretariat shall perform the functions as set out in the Terms of Reference for the Secretariat.

Indigenous Peoples' Secretariat

33. In accordance with Article 8 of the Declaration, the Indigenous Peoples' Secretariat established under the AEPS shall continue under the framework of the Arctic Council.

PART V: OTHER MATTERS

Additional Permanent Participants

34. Arctic organizations meeting the criteria set out in Article 2 of the Declaration are eligible to be considered by the Arctic States for Permanent Participant status.
35. An application by a potential Permanent Participant shall be circulated to Arctic States and Permanent Participants by the Chairmanship at least 90 days prior to the Ministerial meeting at which the matter is to be decided. Unless any Arctic State objects at least 30 days prior to the Ministerial meeting, the agenda for that meeting shall include an item to decide whether the organization should be granted Permanent Participant status.

Observers

36. Observer status in the Arctic Council is open to:
- (a) non-Arctic States;
 - (b) inter-governmental and inter-parliamentary organizations, global and regional;
 - (c) non-governmental organizations
- that the Council determines can contribute to its work.

The accreditation and review of Observers shall be in accordance with the provisions set out in Annex 2.

37. Once observer status has been granted, Observers shall be invited to the meetings and other activities of the Arctic Council unless SAOs decide otherwise. Observer status shall continue for such time as consensus exists among Ministers. Any Observer that engages in activities which are at odds with the Council's Declaration or these Rules of Procedure shall have its status as an Observer suspended.
38. The primary role of Observers is to observe the work of the Arctic Council. Observers contribute through their engagement in the Arctic Council primarily at the level of working groups. In meetings of the Arctic Council's subsidiary bodies to which Observers have been invited to participate, Observers may, at the discretion of the Chair, make statements after Arctic States and Permanent Participants, present written statements, submit relevant documents and provide views on the issues under discussion. Observers may also submit written statements at Ministerial meetings.

Observers may propose projects through an Arctic State or a Permanent Participant but the total financial contributions from all Observers to any given project may not exceed the financing from Arctic States, unless otherwise decided by the SAOs.

Experts

39. Where the Arctic Council, or the Arctic States participating on a working group, task force or other subsidiary body agree, the chair of the body may invite any person or organization that can contribute expertise and is able to contribute to the work of that body to participate in specific meetings. These persons or organizations do not have Observer status unless so decided in accordance with these Rules of Procedure.
40. Costs associated with the attendance of experts at meetings shall not be borne by the Arctic Council or its subsidiary bodies unless authorized in advance by a decision of the Arctic States.

Languages

41. English shall be the working language of the Arctic Council.

42. The Chairmanship shall make reasonable efforts to provide for Russian interpretation at Ministerial and SAO meetings.
43. Any individual may speak in a language other than English and in such cases that individual shall arrange for interpretation into English.
44. An Arctic State or Permanent Participant may volunteer to provide interpretation into languages other than English and vice versa.

Public communications and documents of meetings

45. The Chairmanship may release minutes, if any, communications and documents of the meeting after obtaining approval from the relevant officials of each Arctic State. The Chairmanship is responsible for preparing a report of the meeting which will be formally released after it has been approved by the relevant officials of each Arctic State.

Communications with the Arctic Council

46. The Chairmanship shall designate a point of contact for communications and shall inform all Arctic States, Permanent Participants and Observers accordingly. All communications with the Arctic Council or Chairmanship required by these Rules shall be directed to the designated point of contact.

Annexes

47. The annexes form an integral part of these Rules, and a reference to the Rules or any part hereof includes a reference to the annexes related thereto.

Amendment

48. These Rules may be amended by a decision of all the Arctic States.

ANNEX 1 to Arctic Council Rules of Procedure

Guidelines for Arctic Council proposals for projects and programs

As a guide to preparation of such proposals for projects and programs, the following elements should be included, as appropriate:

- a. the issues or matters to be addressed;
- b. the reasons that the Arctic States should consider and approve the proposal;
- c. any relevant recommendations in relation to the proposal, including recommendations as to an appropriate body or bodies for carrying out, coordinating, or facilitating an activity;
- d. information in relation to costs and methods of financing an activity;
- e. a work plan, including initiation and completion dates;
- f. relationships to other Arctic Council programs or activities and to activities in other relevant regional or international fora;
- g. an environmental impact assessment; and
- h. any other information relevant to the proposal.

ANNEX 2 to Arctic Council Rules of Procedure

Accreditation and review of Observers

1. Not later than 120 days before a Ministerial meeting, the Chairmanship shall circulate, to all Arctic States and Permanent Participants, a list of entities that have applied for Observer status.
2. Applications for observer status shall be directed to the Chairmanship and shall be accompanied by a memorandum setting out relevant information including:
 - (a) a written description of the proposed Observer's ability to contribute to the work of the Arctic Council and conformity with the criteria listed at paragraph 6 of this Annex;
and,
 - (b) in the case of organizations:
 - (i) the purpose of the organization, including a copy of its annual report;
and
 - (ii) a description of the organization's activities and information on the organization's governance and the total number of members.
3. The Secretariat shall maintain a list of accredited Observers, including the date of accreditation.
4. Observers are requested to submit to the Chairmanship not later than 120 days before a Ministerial meeting, up to date information about relevant activities and their contributions to the work of the Arctic Council should they wish to continue as an observer to the Council.
5. Every four years, from the date of being granted Observer status, Observers should state affirmatively their continued interest in Observer status. Not later than 120

days before a Ministerial meeting where Observers will be reviewed, the Chairmanship shall circulate to the Arctic States and Permanent Participants a list of all accredited Observers and up-to-date information on their activities relevant to the work of the Arctic Council.

Criteria for admitting observers

6. In the determination of the general suitability of an applicant for Observer status the Arctic Council will, inter alia, take into account the extent to which the applicant:
 - (a) accepts and supports the objectives of the Arctic Council defined in the Ottawa declaration;
 - (b) recognizes Arctic States' sovereignty, sovereign rights and jurisdiction in the Arctic;
 - (c) recognizes that an extensive legal framework applies to the Arctic Ocean including, notably, the Law of the Sea, and that this framework provides a solid foundation for responsible management of this ocean;
 - (d) respects the values, interests, culture and traditions of Arctic indigenous peoples and other Arctic inhabitants;
 - (e) has demonstrated a political willingness as well as financial ability to contribute to the work of the Permanent Participants and other Arctic indigenous peoples;
 - (f) has demonstrated their Arctic interests and expertise relevant to the work of the Arctic Council; and
 - (g) has demonstrated a concrete interest and ability to support the work of the Arctic Council, including through partnerships with member states and Permanent Participants bringing Arctic concerns to global decision-making bodies.

2. ARCTIC COUNCIL OBSERVER MANUAL



Arctic Council Observer Manual For Subsidiary Bodies

1. Background

At its Seventh Ministerial meeting in Nuuk, Greenland, the Arctic Council decided that it would publish an observer manual to guide the Council's subsidiary bodies in relation to meeting logistics and the role played by observers¹.

2. Introduction

The work of the Arctic Council is to promote cooperation, coordination and interaction among the Arctic States, with the involvement of the Arctic indigenous peoples and communities of the Arctic region, on common Arctic issues, in particular issues of sustainable development and environmental protection. This work is carried out by the Council's subsidiary bodies under the guidance and direction of Senior Arctic Officials.

Since the establishment of the Arctic Council, participation by observers has been a valuable feature through their provision of scientific and other expertise, information and financial resources. The involvement of observers should enhance and complement the work conducted in the Arctic Council, including the unique and critical role of Permanent Participants. In addition, observers are encouraged to support the work of the Permanent Participants in the Arctic Council.

3. Purpose and scope

This manual reflects the provisions on observers in the Arctic Council's founding documents, including notably the Ottawa Declaration. It complements the Rules of Procedure and guides the participation of observers at meetings of subsidiary bodies of the Arctic Council.

The purpose of the manual is to strengthen the work carried out by the subsidiary bodies.

In particular, this manual will help to guide chairs of subsidiary bodies to run meetings effectively and efficiently to ensure the exchange of information on items under discussion.

The manual is applicable to all meetings of subsidiary bodies where observers are invited. Observers are encouraged to participate with their expertise, competence and resources primarily in working group meetings and projects.

¹ Relevant background documents for this manual are the Ottawa Declaration, Arctic Council Rules of Procedure, Senior Arctic Officials Report to Ministers, Nuuk, Greenland 12 May 2011, page 50-51.

In addition, this manual provides guidance for observers' working relations with the Arctic Council Secretariat. For information purposes a copy of the Rules of Procedure is appended as Appendix 1 to this manual.

4. Definitions

4.1 Membership

Membership in the Arctic Council is limited exclusively to the Arctic States: Canada, Kingdom of Denmark, Finland, Iceland, Norway, the Russian Federation, Sweden and the United States of America (the Arctic States).

4.2 Permanent Participants

The Aleut International Association, the Arctic Athabaskan Council, the Gwich'in Council International, the Inuit Circumpolar Council, the Russian Association of Indigenous Peoples of the North, and the Saami Council are Permanent Participants in the Arctic Council.

The category of Permanent Participants has been created to provide for active participation and full consultation with the Arctic indigenous representatives within the Arctic Council. This principle applies to all meetings and activities of the Arctic Council.

4.3 Observers

Observer status in the Arctic Council is open to:

- (a) non-Arctic States;
- (b) inter-governmental and inter-parliamentary organizations, global and regional;
- (c) non-governmental organizations

that the Council determines can contribute to its work.

The observers are accredited to the Arctic Council proper. Subsidiary bodies are not authorized to accredit observers.

Observer status continues for such time as consensus exists among Ministers. Any observer that engages in activities which are at odds with the Ottawa Declaration or with the Rules of Procedure will have its status as an observer suspended.

An updated list of observers is available on the Arctic Council website.

4.4 Subsidiary bodies

The subsidiary bodies of the Arctic Council are:

- 1) working groups;
- 2) task forces;
- 3) expert groups; and
- 4) such other subsidiary bodies the Arctic Council may create.

4.5. Invited guests and other experts

Where the Arctic States participating in a subsidiary body agree, the chair of the body may invite any person or organization that can contribute expertise and is able to contribute to the work of that body to participate in specific meetings. These persons or organizations do not have observer status, and subsidiary bodies should thus decide on the necessity of a given expert on a meeting-by-meeting basis.

5. Decision-making in the Arctic Council

Decisions at all levels in the Arctic Council are the exclusive right and responsibility of the eight Arctic States with the involvement of the Permanent Participants. All decisions are taken by consensus of the Arctic States.

6. The role of observers

The primary role of observers is to observe the work of the Arctic Council. Furthermore, observers are encouraged to continue to make relevant contributions through their engagement primarily at the level of working groups.

7. Guidelines for subsidiary body meetings

The different roles of Arctic States, Permanent Participants and observers in the Arctic Council subsidiary bodies should be reflected in the practical arrangements at all meetings.

The Chair is responsible for explaining the rules of order at meetings of a subsidiary body. A copy of this manual should be made available to all delegations.

Subsidiary bodies may establish operating guidelines consistent with the Arctic Council Rules of Procedure, this manual, and other relevant Council procedures.

7.1 Invitation and registration

Observers may attend meetings and other activities of the Arctic Council, unless Senior Arctic Officials have decided otherwise. The Heads of Delegation of the Arctic States may also at any time meet privately at their discretion.

The Chair of the subsidiary body in question should invite observers to the meeting no later than 30 days in advance. The Chair may determine the maximum number of observers in respective delegations.

Registration to attend meetings should be done in accordance with the procedure outlined by the subsidiary body as appropriate. The Chair will keep records of participation and convey these to the Arctic Council Secretariat.

7.2 Documents

The Chair should send a final agenda to observers no later than 30 days before the specific meeting.

Observers admitted to a meeting will have access to the documents available to Arctic States and Permanent Participant delegations, with the exception of documents designated as "restricted to Arctic States and Permanent Participants".

The official report provided by the Chair or the relevant Secretariat should be made available to observers after the meeting.

7.3 Seating arrangements

At meetings of subsidiary bodies Arctic States and Permanent Participant delegations, as a rule, are seated at the main table. The Chair should ensure that there is adequate seating for observers adjacent to the main table.

Participants from sub-units of the same observer delegation should sit together as one delegation and will be recognised as such.

Observers may not assign or designate another entity or organization to represent them at a meeting.

7.4 Discussion, statements and speaking order

The chair should make every effort to ensure that discussions on agenda items proceed in a methodical and regular manner that encourages the exchange of information.

Observers may, at the discretion of the Chair, make statements, present written statements, submit relevant documents and provide views on the issues under discussion.

On any agenda item under discussion, the Chair should ensure that speakers from Arctic State and Permanent Participant delegations have first had an opportunity to intervene and discuss the agenda item, before considering opening the discussion to further interventions from all delegations to the meeting, including speakers from observer delegations.

During the discussion of any matter, a representative of an Arctic State or Permanent Participant may rise to a point of order and the point of order shall be decided immediately by the Chair.

7.5 Projects

Observers may propose projects through an Arctic State or a Permanent Participant but the total financial contributions from all observers to any given project may not exceed the financing from Arctic States, unless otherwise decided by the Senior Arctic Officials.

7.6 Costs

Observers are responsible for all costs associated with their attendance at a meeting of a subsidiary body.

7.7 Communications

While Arctic Council bodies are in session participants may not comment publicly on agenda items under discussion.

7.8 Other

If an observer delegation does not respect the guidelines outlined in this manual, the Chair, after consulting with the Heads of Delegations for the Arctic States and Permanent Participants, may ask the delegation to leave the meeting. The Chair will inform the Chair of Senior Arctic Officials accordingly.

8. Arctic Council Secretariat

The priority of the Arctic Council Secretariat is to provide services to Arctic States and Permanent Participants. It may also assist observers in their participation by communicating information about meetings and other activities, distributing documents, as appropriate, and other assistance the Director decides to provide, in accordance with its Terms of Reference.

9. Amendment of this manual

This manual may be amended by a decision of Senior Arctic Officials.

3. ARCTIC COUNCIL SECRETARIAT WORK PLAN AND BUDGET FOR 2013

Arctic Council Secretariat

Work plan and budget for 2013

Work plan and budget for 2013 of the Arctic Council Secretariat
MM08-15 May2013-Kiruna, Sweden

Informal SAO-meeting
Stockholm 23 – 25 April 2013



Arctic Council Secretariat
Proposed Work Plan for the Year 2013
Submitted by the Arctic Council Secretariat Director

In accordance with the Terms of Reference of the Arctic Council Secretariat this proposed work plan for the standing Arctic Council Secretariat (ACS) in its first year of operation is submitted to the Senior Arctic Officials for consideration and approval.

The ACS's activities described in the work plan support the approved functions of the ACS as set out in the Terms of Reference (see Article 2) and the Communication Strategy for the Arctic Council, and taking into account elements of the first work plan as drawn up by the Task Force for Institutional Issues (TFII) of the Arctic Council.

A. Establishing the ACS Secretariat

- To undertake and complete all work necessary to establish the Secretariat as a legal entity in Norway, including but not limited to: signing on behalf of the ACS the Host Country Agreement with Norway, and registering the ACS with the appropriate Norwegian authorities, including regional and local authorities, and to establish routine procedures for communicating with the relevant Norwegian authorities.
- To establish an agreement for the rent of offices for the ACS with the Norwegian Polar Institute until a new building at the Fram Center will be ready in 2015.

B. Financial Systems

- To establish the necessary financial systems required for the proper management and efficient operation of the ACS as required in the Financial Rules and by the Host Country Agreement, including establishing financial accounts and internal financial controls and pay roll systems.
- To prepare and request tenders from international auditors for the SAOs to select an external auditor for the ACS.

C. Human Resources and Staff Rules

- To assess the staffing requirements essential to carry out the functions of the ACS as set out in the Terms of Reference and consistent with the ACS's work plan and approved budget for 2013.
- To carry out the staffing recruitment and selection process in accordance with the Staff and Financial Rules, Budget, and in particular the requirements set out in Article 4 of the Terms of Reference and Rule 5 of the Staff Rules.
- To establish an arrangement for insurance, social security and occupational pension scheme for the ACS employees.
- To develop and implement a plan for staff professional development.

D. Technology/Equipment Requirements

- Assess the ACS's technology and equipment requirements (e.g. servers and database, computer hardware and software, video conferencing, etc.) necessary to carry out the functions of the ACS.
- Based on these assessments adjust to the ACS technology/equipment requirements appropriately within the budget.
- Assess the equipment/software requirements necessary for the ACS to establish and maintain databases for archiving and making available to the public through the internet, AC reports, decisions, declarations and other documents.
- Undertake a review of all AC records, including those held by PP's, WGs, TFs and other bodies, and implement and maintain a system for collecting, indexing, archiving and electronically publishing of these records.
- Based on these assessments, develop a plan, including a budget, for archiving, maintaining and publishing AC records.

E. Administrative and Organizational Support

- Provide secretariat support for the Arctic Council (AC) Canadian Chairmanship, in cooperation with and under the direction of the SAO Chair. This support will include:
 - providing logistical and planning support for AC meetings;
 - managing delegate registrations;
 - establish and maintain webpage for every AC meeting;
 - compiling documents for AC meetings;

- distributing AC documents to delegations;
- taking minutes and preparing meeting reports;
- attending SAO and other AC meetings; and
- such other administrative and organizational duties as directed by the SAO Chair.
- Ensure distribution of reports and other documents as required to SAOs, Permanent Participants, Working Groups, Task Forces, Expert Groups and other subsidiary bodies, and accredited observers.
- Provide Russian translation services including:
 - translation of the main documents for the Arctic Council Ministerial meetings and SAO meeting agendas, meeting reports, key reports and report summaries;
 - translation of the Arctic Council website materials;
 - providing, as appropriate, translation of the Arctic Council communication and outreach materials, or other documents or materials;
 - providing minor language assistance to the working groups - by request, subject to approval by the Director; and
 - providing such other Russian language-related support as instructed by the Director or the SAO Chair.

F. Working Groups, Task Forces, Expert Groups and other Subsidiary Bodies

- Develop and implement a plan for providing secretariat and/or administrative support to the Arctic Contaminants Action Program (ACAP) and the Emergency Prevention, Preparedness and Response (EPPR) Working Groups and other task forces as necessary, within budget constraints. The plan will list the types of services that can be provided, including: website hosting, document distribution; meeting support and logistics; and reporting.
- Assisting the working groups with outreach activities.
- Consider practical ways and means to better coordinate meetings of working groups and other subsidiary bodies to facilitate participation of all Arctic States in close collaboration with the SAO Chair.
- In consultation with and under the direction of the SAO Chair, attend Working Group, Task Forces, expert group and other subsidiary meetings, and prepare meeting reports for the SAOs to the extent possible.

G. Website, Communications and Outreach Activities

- Develop a plan for implementation of the Arctic Council Communication Strategy in consultation

with the SAO chair and the permanent contact group for communication to be submitted to the SAOs for approval.

- Continue development of the AC website, including software and security features.
- Publishing content on the AC website in consultation with the SAO chair and the relevant AC subsidiary bodies.
- Respond to public enquiries on factual matters and forward to the SAO chair and requests on information of other nature regarding the Arctic Council work and providing contact information of the Arctic Council subsidiary bodies as appropriate.

H. Biennial Work Plan, Budgets and Reporting

- Prepare and submit a budget for 2013 to the SAOs for approval by Ministers.
- Prepare and submit to the fall 2013 SAO meeting for consideration and approval a biennial Work Plan and Budget for the years 2014 and 2015.

Arctic Council Secretariat - Draft budget for 2013

(Rate 12/4, USD/NOK: 5,7568)

Expenses	NOK	USD
Staff		
Salaries/social benefits	1 918 000	333 171
Est. allowance	401 000	69 657
Mov. allowance	327 400	56 879
Insurance	14 400	2 501
Training and development	60 000	10 468
Staff:	2 720 800	472 676
Rent		
Rent of offices	335 000	58 192
Rent:	335 000	58 192
Prof. services		
Audit, annual fee	30 000	5 211
Accounting/Payroll	49 333	8 570
IT	88 312	15 340
Consultants	15 300	2 658
Miscellaneous	30 000	5 211
Prof. services:	212 945	36 990
Travel expenses		
Travel	693 500	120 466
Travel:	693 500	120 466
Overhead/office		
PC/phone/web etc.	139 000	24 173
Furn./equip./suppl.	137 000	23 798
Print/freight	77 000	13 375
Recruit./advert.	100 000	17 371
Meetings	30 000	5 217
Miscellaneous	143 463	24 920
Overh./office:	626 463	108 854
Total expenses	4 588 708	797 178

Income	NOK	USD
Internal fee	56 258	9 772
Contributions:		
Denmark	331 760	58 000
Canada	333 894	58 000
Finland	337 734	58 000
Iceland	317 873	58 000
Norway	319 614	58 000
Russia	333 894	58 000
Sweden	333 894	58 000
USA	333 894	58 000
Host country contribution	1 889 893	328 288
Total income	4 588 708	802 060

4. ARCTIC COUNCIL SECRETARIAT TERMS OF REFERENCE

Arctic Council Secretariat

Terms of Reference

Terms of Reference of the Arctic Council Secretariat
DMM02-15 May2012-Stockholm, Sweden



TERMS OF REFERENCE of the Arctic Council Secretariat

1. Introduction

The Arctic Council was established in 1996 as a high level intergovernmental forum to promote cooperation, coordination and interaction among the Arctic states with the involvement of Arctic indigenous peoples and other Arctic inhabitants. The Arctic Council Chairmanship rotates every two years. The work of the Arctic Council is conducted by the Senior Arctic Officials (hereafter referred to as SAOs) in consultation with Permanent Participants between the Ministerial Meetings.

In order to strengthen the capacity of the Arctic Council it was decided at the 2011 Ministerial meeting in Nuuk to establish a standing Arctic Council Secretariat (hereafter referred to as the Secretariat). The Secretariat will enhance the work of the Arctic Council through the establishment of administrative capacity and by providing continuity, institutional memory, operational efficiency, enhanced communication and outreach, exchange of information with other relevant international organizations and to support activities of the Arctic Council.

The scope of the Secretariat's work, in addition to the organizational setup and the financial arrangements, are described in these Terms of Reference.

The location of the Secretariat will be Tromsø, Norway.

2. Scope

2.1 The Secretariat shall perform secretarial and administrative service within the framework set forward in these Terms of Reference, and such other functions in support of the Arctic Council that are entrusted to it by the Arctic Council.

2.2 The Secretariat is to perform the following functions:

- Administrative and organizational support, including: arranging and servicing meetings as required; transmitting reports to and from Arctic states, Permanent Participants, Working Groups and Task Forces, other subsidiary bodies and Observers; assisting the Chair in drafting meeting documents including final reports; providing services to Permanent Participants and Working Groups without a secretariat; administrative services concerning general correspondence; and archiving of records.
- Communication and outreach, including: operating the Arctic Council website, including web pages of those Working Groups without a secretariat; facilitating and improving the quality and availability of information on the Arctic Council; recording, maintaining and posting, as appropriate, the records of the Arctic Council; facilitating the exchange of information among the Arctic states, Permanent Participants and Observers; and, at the request of SAOs and Permanent Participants, developing strategic communication and outreach plans and other documents under the direct supervision of the Chair, in support of the Arctic Council.
- Finance and Human Resources, including: managing budgets; recruiting staff; contracting for services and related activities; and liaising with the Host Country.
- Other services and functions as may be required and directed by the Arctic Council and its Chair.
- Recognizing that English is the working language of the Arctic Council, the Secretariat may possess the capability to translate important Arctic Council documents and communications and outreach material to and from the Russian language, but the resources necessary to fund such a capability must be provided outside the administrative budget as established by the Arctic Council².

3. Director of the Secretariat

3.1 The Secretariat shall be headed by a Director who shall be appointed by the SAOs from among candidates who are nationals of Arctic states. The procedure for the selection of the Director shall be determined by SAOs.

3.2 The Director shall have overall responsibility for the management and administration of the Secretariat.

² Norway will provide resources necessary for Russian translation.

- 3.3** The Director reports to the SAOs through the SAO Chair. The Director shall receive tasks from and be under the direction of the SAO Chair. The Director shall consult the SAO Chair in all matters of importance.
- 3.4** The Director shall be responsible for the day-to-day functioning of the Secretariat and will represent the Secretariat externally when directed by the SAO Chair.
- 3.5** The Director shall be authorized by the SAO Chair to sign a Host Country Agreement with the Government of Norway. The Director shall also be authorized to sign any subsequent amendment to that agreement as approved by the SAOs.
- 3.6** The Director shall:
- a) prepare and submit to SAOs for their approval a biennial work plan for the activities of the Secretariat;
 - b) prepare and submit to SAOs a draft biennial budget for approval by the Arctic Council;
 - c) prepare and submit financial and other reports to SAOs as requested;
 - d) submit biennial reports to SAOs;
 - e) hire and manage the Secretariat staff;
 - f) enter into and manage contracts regarding acquisition of goods and services as required to perform the functions of the Secretariat; and
 - g) perform such other functions as may be required and directed by the SAOs and its Chair.
- 3.7** The appointment of the Director shall be offered for a period of up to four years with the possibility of prolongation for up to four years.

4. Staff members

- 4.1** The Secretariat shall be staffed commensurate to its tasks.
- 4.2** The Director, in consultation with the SAO Chair, shall appoint Staff members essential for the carrying out of the functions of the Secretariat. A geographical balance among the Arctic states should be taken into consideration when hiring the Staff members. The Director and other Staff members shall serve in accordance with the procedures, terms and conditions in the Staff rules.

- 4.3** Appointments for Professional staff members, as defined in the Staff rules, shall be offered for a period of up to four years, with a six month probation period, and with the possibility of prolongation for up to four years.
- 4.4** General staff members, as defined in the Staff rules, shall as a main rule not be given or offered fixed term contracts.
- 4.5** The Secretariat may host secondments from Arctic states. Acceptance of seconded personnel is subject to the condition that the sending government, regional administration or sponsoring institution covers all the expenses except the use of office facilities, which are covered by
- 4.6** Internships may be offered to young professionals or other individuals, in particular from Permanent Participants.

5. Legal personality of the Secretariat

- 5.1** The legal personality of the Secretariat in the Kingdom of Norway and the privileges and immunities necessary for the exercise of the functions of the Secretariat and its Staff members and their families shall be defined and provided for in the Host Country Agreement.

6. Budget

- 6.1** An administrative budget to cover the operating costs of the Secretariat, including inter alia, salaries, travel costs, web-site related costs and, if applicable, the costs of the Permanent Participant intern(s) is to be established and be determined every second year by the Ministerial meeting. Other costs are to be borne by the Chair as per current practice and the Rules of Procedure, including rooms rented for meetings and interpretation at meetings of SAOs, Deputy Ministers and Ministers.
- 6.2** The Host Country contribution shall be 42.5 % of the administrative budget of the Secretariat and this contribution shall at no time exceed USD 739 130 unless otherwise agreed to by the Arctic states. The balance of the administrative budget will be shared equally by all Arctic states and shall at no time exceed USD 1 million unless otherwise agreed to by the Arctic states. Costs of secondments by Arctic states will be provided outside the administrative

budget. In addition to contributions to the administrative budget, an Arctic state may make additional contributions to support approved functions of the Secretariat.

7. Amendments to these Terms of Reference

7.1 The Terms of Reference may be amended by decision of the SAOs.

7.2 The overall operation of the Secretariat will be reviewed, unless otherwise decided by the SAOs, after 6 years from the date it is operational.

5. ARCTIC COUNCIL SECRETARIAT STAFF RULES

Arctic Council Secretariat

Staff rules

Staff rules of the Arctic Council Secretariat
DMM02-15 May 2012-Stockholm, Sweden



STAFF RULES

of the Arctic Council Secretariat

1. Scope

- 1.1** These Rules set out terms and conditions of employment, working relationships and rights and responsibilities of the Staff members in the service of the Arctic Council Secretariat (hereafter referred to as the Secretariat).
- 1.2** These Rules apply to the Director, unless they vary from his or her terms and conditions of employment as established by the Arctic Council, in which case the terms and conditions established by the Arctic Council shall prevail.

2. Duties, obligations and privileges

- 2.1** The Director and the other Staff members upon accepting their appointments pledge themselves to perform their duties faithfully and to conduct themselves with the interests of the Arctic Council in mind.
- 2.2** While fulfilling their duties, the Staff members shall at all times conduct themselves in a manner keeping with the international nature of the Arctic Council. They shall always bear in mind the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. While they are not expected to give up their national sentiments or their political and religious convictions, the Staff members shall avoid all actions, statements or public activities that might be detrimental to the Arctic Council and its aims.
- 2.3** Staff members shall observe maximum discretion regarding official matters and shall abstain from making private use of information they possess by reason of their position.

Authorisation for the release of information for official purposes shall lie with the Arctic Council in respect of the Director, and with the Director in respect of the Staff members.

- 2.4** Staff members shall uphold the highest standards of efficiency, qualifications and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.
- 2.5** Staff members shall not accept any honour, decoration, favour, gift, remuneration, or employment from any source without first obtaining the approval of the Director.
- 2.6** Staff members shall enjoy the privileges and immunities to which they are entitled by virtue of the Host Country or pursuant to domestic legislation.
- 2.7** Privileges and immunities are granted to Staff members as defined in the Host Country Agreement in the interest of the Arctic Council and not for the personal benefit of the individuals concerned. In particular, they shall not excuse Staff members from the performance of their private obligations or from the due observance of the law applying to them at the place where they are carrying out their duties. In any case where the question of claiming immunity from legal suit or process may arise, the Staff member involved shall immediately report to the Director, who shall decide whether the immunity shall be waived. In any case involving the privileges and immunities of the Director, the Senior Arctic Officials (hereafter referred to as SAOs) shall decide whether the immunity shall be waived.

3. Authority of the Director

- 3.1** Staff members shall be supervised by and accountable to, and have their powers and duties regulated by, the Director.
- 3.2** The Director shall designate a member of the Staff to act on his or her behalf when necessary.
- 3.3** In the event the position of Director is vacant, or the Director is unable to appoint a member of Staff to serve on his or her behalf pursuant to Rule 3.2, the SAO Chair shall designate a member of Staff to serve as Acting Director.

4. Classification of Staff members

4.1 Staff members shall be classified in one of the two following categories: Professional and General service. The Staff rules apply to all Staff, unless otherwise provided for.

a) Professional staff category

Positions of high responsibility of a managerial or professional nature. These posts will be filled by appropriately qualified professionals, preferably with University qualifications or the equivalent. Staff members in this category will be recruited from among nationals of Arctic states.

b) General staff category

Staff performing functions of general and supportive character (e.g. clerical and technical work) for the Secretariat.

5. Recruitment and appointment

5.1 The Secretariat shall be headed by a Director, who shall be appointed by the SAOs from candidates who are nationals of Arctic states.

5.2 The Director shall appoint, direct and supervise Staff members in accordance with the following general standards:

- Staff shall be appointed and retained, and their conditions of employment shall be determined, strictly on the basis of efficiency, qualifications and integrity.
- Staff shall be appointed from nationals of an Arctic state.
- Due regard shall be paid to the importance of recruiting an equitable proportion of staff from among the nationals of each Arctic state; and any further general standards established by the Arctic Council.
- Due regard to the importance of gender balance.
- Vacancies should be announced by the Director to the SAO Chair between 3 to 6 months ahead of the proposed time of employment. For each staff vacancy a job description shall be available. Vacancies should be advertised on the Internet site of the Secretariat at least 3 months in advance of the proposed time of employment in a way which will give

qualified candidates a good opportunity to acquaint themselves with the vacancy. Advertisements can be made through other media.

- Posts for General staff members may be advertised only within Norway.
- Candidates are invited to forward their applications to the Director. The Director will list the applications and rank the candidates according to established criteria for the staff position.

5.3 Appointments for Professional staff members shall be offered for a period of up to four years, with a six month probation period, and with the possibility of prolongation for up to four years.

5.4 General staff members shall, as a main rule, not be given or offered fixed term contracts.

5.5 Upon selection, each Staff member shall receive an offer of appointment stating:

- that the appointment is subject to these Rules and to changes which may be made to them from time to time;
- the identity of the parties;
- the place of work;
- the nature of the appointment including a short description of the duties of the position, post or category of work;
- the date of commencement of the appointment;
- expected duration of temporary contracts;
- provisions relating to a probationary period;
- vacation rights;
- notice periods;
- salary and additional benefits (remuneration);
- daily and weekly working hours;
- length of breaks;
- potential agreement concerning a special working-hour arrangement;
- the allowances attached to the appointment; and
- any special terms and conditions which may be applicable.

5.6 Together with the offer of appointment, Staff members will be provided with a copy of these Rules. Upon acceptance of the offer, Staff members shall state in writing that they are familiar with and accept the conditions set out in these Rules.

6. Accommodation, moving and home travel allowance for personnel in the Professional staff category

6.1 All expenses related to accommodation in Norway, such as rent, are to be paid by the Staff members themselves. The Secretariat will be of assistance in finding suitable accommodation.

6.2 An establishment allowance equivalent to two months' salary will be paid to all Staff members.

6.3 Staff members are entitled to a moving allowance at the beginning and end of their contracts with the Secretariat. It will be limited to 40 m³ for a Staff member bringing dependent family members and limited to 20 m³ for a single Staff member. Staff members have the right to import free of duty furniture and personal effects that they have owned, possessed or ordered before taking up their posts and that are intended for their personal use.

6.4 Staff members have the right to import one motor vehicle at the time of their arrival, and one once every three years, free of duty, it being understood that no permission to sell or dispose of the vehicle in the open market shall normally be granted until three years after its importation.

6.5 The actual cost for economy class travel expenses for the Staff member and his or her dependent family members when moving to and from Tromsø will be reimbursed by the Secretariat.

6.6 If a Staff member terminates the employment contract within the first two years, he or she is obliged to cover the return costs if the Secretariat and the Staff member do not agree otherwise.

6.7 A home travel allowance for the Director and all Staff members will be granted once for each full term of appointment provided the term is for at least 24 months and that more than half of the full term has been served.

- a) The schedule for home travel for Staff members will be subject to approval by the Director.
- b) Transportation expenses will be paid for the Director, Staff members, and their spouses and dependents at rates not to exceed full fare economy class.
- c) Travel time will be allowed but not in excess of the time required for direct air travel subject to a maximum of four days.
- d) For the purpose of this Rule, "home" means the place within Canada, Kingdom of Denmark, Finland, Iceland, Norway, Russia, Sweden, or the United States where the incumbent was resident before being appointed, unless otherwise decided by the Director in the case of staff or by the SAOs in the case of the Director.

7. Travel expenses and insurance

7.1 Official travel shall be undertaken only if authorized in advance by the Director.

7.2 The Secretariat follows the Norwegian public regulations on daily allowances. Official duty travel expenses and hotel accommodation shall be paid by the Secretariat. Travel insurance will be covered by the insurance arrangements made by the Secretariat for the Staff members. On official missions, economy class tickets are to be booked.

8. Vacation and special leave

8.1 Vacation is regulated by the Norwegian Annual Holidays Act. According to the Act Staff members are entitled to 21 working days' holiday (excluding Saturdays and Sundays) per year. In addition Staff members are entitled to an extra four days paid leave.

8.2 A Staff member who has reached the age of 60 before September 1st of the current calendar year is entitled to an extra five days' annual holiday.

8.3 Holiday pay from the Secretariat is calculated on the basis of the salary from the preceding year. Under the Act, a Staff member is entitled to holiday pay of 10.2% of the basis of the

salary from the preceding year. When stipulated in advance by written agreement, the Staff member is entitled to advance payment of the holiday pay, which will be earned on the basis of the last year of the appointment contract.

8.4 The taking of leave shall not cause undue disruption to normal Secretariat operations. In accordance with this principle, leave dates shall be subject to the needs of the Arctic Council.

8.5 The Act relating to public holidays lists the following Norwegian public holidays:

- Ordinary Sundays;
- New Year's day;
- Maundy Thursday;
- Good Friday;
- Easter Sunday;
- Easter Monday;
- Ascension Day;
- Whit Sunday;
- Whit Monday;
- Christmas Day; and
- Boxing Day.

May 1st and May 17th are both defined as public holidays/festival days and, as a general rule, will be treated as Sundays. Work will not be permitted unless necessitated by the nature of the job.

8.6 A Staff member shall, at his or her earliest convenience, report absence due to sickness to the Secretariat. If a sick leave period exceeds 3 days a medical statement issued by a doctor declaration is required for further payment by the Secretariat. Staff members who are enrolled in the Norwegian social security system will be compensated for sick leave according to this system.

8.7 Staff members who are enrolled in the Norwegian social security system will be compensated for parental leave according to this system. According to the Working Environment Act Staff members are entitled to parental leave.

8.8 In relation to welfare reasons, a Staff member may apply for absence with salary up to five days per year.

9. Working hours

9.1 Office working hours are from Monday to Friday and a normal work week is 40 hours (8 hours/day). Disposition of the working hours will be stipulated in the contracts. Staff members are entitled to a daily break of 30 minutes. However, the Secretariat is obliged to facilitate expanded working hours in accordance with the working hours of the SAO Chair in their time zone.

9.2 For overtime a supplement shall be paid in addition to the pay received by the Staff member for corresponding work during normal working hours. The overtime supplement shall be 50 %.

- a) Overtime hours may wholly or partly be taken out as off-duty time.
- b) Overtime is subject to approval by the Director.

9.3 Exemptions for working time regulations and overtime payment can be made for the Director and personnel in senior and independent posts according to the Norwegian Working Environment Act.

10. Salary

10.1 The level of salaries for the Professional staff category is determined on the basis that the Secretariat should be able to recruit appropriately qualified staff from Arctic states. The level of salaries for the General staff category should reflect the prevailing conditions found locally for similar work.

10.2 The scale of salaries for Staff members in the Professional category is attached in Schedule A.

The scale of salaries for Staff members in the General category is attached in Schedule B. Salaries shall be paid in Norwegian kroner (NOK).

- 10.3** Based on qualifications, the Director may decide to appoint a Staff member at a salary higher than step 1 of the relevant level. Staff shall remain at the level they are appointed for at least the first year of their appointment.
- 10.4** The promotion of the Director and other Staff members from one level to another requires the prior approval of the SAOs.
- 10.5** Staff members may receive annual step increase, subject to satisfactory performance of their duties. Step increase shall cease once the Staff member has reached the highest step in the level in which he or she is serving.
- 10.6** The salary scales may be adjusted by a decision of the SAOs including, inter alia, adjustments for inflation in Norway.
- 10.7** The day of payment of salaries shall be the 20th of each month. When the 20th is a Saturday, Sunday, or holiday, salaries are paid on the last working day before the 20th. Salaries will be paid into Norwegian bank accounts held in the name of the individual Staff member.
- 10.8** Staff members exempt from taxation in Norway on salaries and emoluments, including allowances provided for in the Staff rules and the Staff appointment contract, paid by the Secretariat according to the Host Country Agreement with the Government of Norway, shall pay an internal fee imposed by the Secretariat. The internal fee shall be used to pay for social security benefits for the Staff members, including payments under paragraph 11.2 for an occupational pension. Any excess payments shall be added to the administrative budget and be used to pay for the official functions of the Secretariat.

11. Social security

- 11.1** As a general rule, Staff members will be a member of the Norwegian national insurance scheme regulated by the Norwegian national insurance act. Membership in the

Norwegian national insurance scheme gives Staff the right to receive sick pay, maternity and paternity benefit and pension.

11.2 In addition to benefits from the Norwegian national insurance scheme, all Staff members are entitled to an occupational pension. The contribution to this pension is included in the Staff internal fee in paragraph 10.8 and must be a minimum of 2 % of the Staff member's salary.

12. Separation from service

12.1 Separation from service will be regulated by the Norwegian Working Environment Act.

12.2 A Staff member has the right to terminate his or her appointment contract after giving three months' notice. The resignation does not need to state a reason.

12.3 The Secretariat may terminate the appointment contract with a Staff member only when this is objectively justified on the basis of circumstances relating to the Secretariat or the Staff member.

12.4 The notice period is three months starting the first day of the following month.

12.5 The Director, on behalf of the Secretariat, may after consultation with the SAO Chair dismiss a Staff member immediately if he or she commits a serious breach of the appointment contract.

12.6 The SAOs may decide to dismiss the Director.

13. Amendment to the Staff rules

13.1 The Staff rules may be amended by decision of the SAOs.

APPENDICES

1. Schedule A: Salary scale for the Professional staff category of the Arctic Council Secretariat
2. Schedule B: Salary scale for the General staff category of the Arctic Council Secretariat

SCHEDULE A

SALARY SCALE FOR THE PROFESSIONAL STAFF CATAGORY OF THE ARTIC COUNCIL SECRETARIAT (NORWEGIAN KRONER)

LEVEL	STEPS						
1 Director level	VII 846 300	VIII 872 200	IX 898 200	X 918 900	XI 939 700	XII 960 500	XIII 981 300
		I 714 600	II 736 500	III 758 000	IV 778 800	V 799 500	VI 820 300
LEVEL	STEPS						
	I	II	III	IV	V	VI	VII
2 Civil servant level	593 500	604 200	614 800	626 000	638 200	654 800	671 100
3 Civil servant level	519 000	528 600	538 200	548 200	557 600	568 500	579 600
4 Civil servant level	480 900	490 100	499 500	509 300	519 000	528 600	538 200
5 Civil servant level	448 300	456 100	464 300	472 600	480 900	490 100	499 500
6 Civil servant level	418 500	426 000	433 100	440 900	448 300	456 100	464 300

SCHEDULE B

SALARY SCALE FOR THE GENERAL STAFF CATAGORY OF THE ARTIC COUNCIL SECRETARIAT (NORWEGIAN KRONER)

LEVEL	STEPS						
	I	II	III	IV	V	VI	VII
1	499 500	509 300	519 000	528 600	538 200	548 200	557 600
2	440 900	448 300	456 100	464 300	472 600	480 900	490 100
3	391 300	398 000	404 600	411 400	418 500	426 000	433 100
4	350 500	356 000	361 300	367 100	372 700	378 800	384 900
5	319 500	323 500	327 600	332 000	336 500	321 000	345 800
6	293 400	297 100	300 800	304 500	308 100	311 900	315 700

6. ARCTIC COUNCIL SECRETARIAT FINANCIAL RULES

Arctic Council Secretariat

Financial rules

Financial rules of the Arctic Council Secretariat
DMM02-15 May 2012-Stockholm, Sweden



FINANCIAL RULES

of the Arctic Council Secretariat

1. Scope

1.1 The following Rules govern the financial administration of the Secretariat.

2. Authority and applicability

2.1 The Director of the Arctic Council Secretariat (hereafter referred to as the Secretariat) shall have an overall responsibility for the proper management and efficient use of the financial and staff resources.

2.2 The Director is responsible to the Senior Arctic Officials (hereafter referred to as SAOs) in financial matters and shall have authority in all financial matters of the Secretariat, including authority to receive monies, incur obligations and make payments on behalf of the Secretariat.

2.3 The Director may, after notification to SAOs, delegate in writing to other Staff members such powers as deemed necessary to secure proper and effective management of the administration of the Secretariat.

3. Financial period

3.1 The financial year of the Secretariat shall be the calendar year.

4. Administrative budget

4.1 The Director shall prepare and submit for the approval of the Arctic Council a biennial work program and an administrative budget (hereafter referred to as the budget) of the Secretariat in accordance with Article 6 of the Terms of Reference of the Secretariat to cover the costs of the Secretariat.

- 4.2** The Director shall submit to the SAO Chair a draft budget for the coming biennial period indicating each financial year at least 90 days before the Ministerial meeting at which the budget is to be determined. The budget proposal shall be accompanied by the approved budget for the current biennial financial period.
- 4.3** The draft budget shall cover income and expenditures and shall be presented in Norwegian kroner (NOK) and USD.
- 4.4** The draft budget shall be divided into chapters by type of expenditure. The draft budget shall encompass expense estimates by main chapters and sub-chapters and detailed explanatory notes on the allocations, as against the actual expenditures. It shall also include a summary statement of the proposed budget and other annexes as may be required.

5. Financial resources and contributions

- 5.1** The sources of the budget consist of:
- i)** The contributions of Arctic states as provided for in section 6 of the Terms of Reference of the Secretariat;
 - ii)** returns on interest derived from deposit account(s) of the Secretariat and miscellaneous income such as donations, voluntary contributions and grants from the Arctic states and Permanent Participants, the Director may accept such payments provided that the purpose thereof conforms to the principles and objectives of the Arctic Council and are approved by SAOs;
 - iii)** general donations shall be those made for no specific purpose and shall be added to the official account of the Secretariat; and
 - iv)** specific donations shall be those made for specific purpose and managed in conformity with these Rules and the purpose prescribed, upon the authorization of the Director a separate bank account of the Secretariat may be established for managing such donations.

The Director shall submit to the last SAO meeting of the year a report on the contributions and donations to the annual budget for approval of SAOs.

- 5.2** As soon as the Arctic Council has approved the budget the Director shall send a copy thereof to all Arctic states together with a call for contributions for the coming financial period. The approval of the budget constitutes an authorisation to the Director to incur obligations and make payments for the purposes stated in the budget and up to the amounts so adopted.
- 5.3** Arctic state contributions to the budget are subject to parliamentary approval, are on an annual basis, and should be made by 31st March of each year. All contributions shall be made in USD.
- 5.4** The use of income as mentioned in article 5.1 ii) and iii) shall be subject to the same financial controls as activities financed from regular budget appropriation.
- 5.5** In cases where special necessity arises the Director may transfer funds from one chapter of the budget to another up to a limit of 15 percent. Such transfers can only be made to cover unexpected variable costs. Under no circumstances can budget funds for variable costs be reallocated to finance an increase in fixed costs. Transfers in excess of the 15 percent limit shall be made only with prior concurrence of the SAO Chair. Redistribution must be in accordance with conditions given for the contribution.
- 5.6** Any cash surplus at the end of a financial year should be accounted for in the contributions of Arctic states for the following year.

6. Custody of deposit

- 6.1** The Director shall designate the bank or banks in which the deposits of the Secretariat shall be kept. The bank shall be registered in Norway.

7. Accounts

The Director shall establish procedures:

- a) to ensure effective and prudent financial administration; and
- b) to ensure that all payments are made on the basis of invoices or other supporting documents and the services or goods contracted for have been received.

7.2 The Director shall maintain such accounts as are necessary and shall prepare financial accounts at the end of the financial period in accordance with generally accepted accounting principles, and shall provide quarterly statements in respect of such records to the SAOs.

7.3 The guiding financial regulations shall be those of Norway.

7.4 The financial accounts shall be kept in NOK and presented in NOK and USD.

7.5 The Director shall submit a Statement of Accounts for each financial period to the SAOs and the independent external auditor not later than 60 days following the end of the financial period.

7.6 The statement shall show the income of the Secretariat and, under separate headings, expenditures and balance of accounts. The Director shall attach to the statement an explanatory memorandum.

8. Internal control

8.1 The Director is responsible for the internal control.

8.2 The internal financial control shall provide for an effective examination and review of financial transactions in order to ensure the most efficient use of the resources of the Secretariat.

8.3 All transfers or withdrawals from the bank dealing with expenses of the Secretariat shall be made upon authorization of the Director.

- 8.4** The Director shall review financial transactions to ensure the regularity of the receipt, custody and disposal of the Secretariat's funds and other financial resources.
- 8.5** The Director shall organize the operations of the Secretariat and the internal control system in such a manner that financial irregularities, including corruption, theft, embezzlement, fraud, misappropriation of funds, favouritism or nepotism are prevented.
- 8.6** The Director shall, without undue delay, inform the SAOs and any suspicion of financial irregularities.

9. External audit

- 9.1** The accounts of the Secretariat shall be audited annually by an independent external auditor, who is registered in Norway, selected by the SAOs.
- 9.2** The auditor shall perform such audit as necessary to determine that:
- a) the financial statements are in accord with the books and records of the Secretariat;
 - b) the financial transactions reflected in the statements are in accordance with these Rules; and
 - c) the monies on deposit and on hand are vouched for by the Secretariat's depositories or by actual count.
- 9.3** The auditor shall prepare a report for the SAOs on the audit of the financial statements relating to the accounts for the financial year. The report shall include the auditor's conclusions on the accounting system, internal financial controls, the financial consequences of administrative practices, and any other subject relevant to the financial status of the Secretariat. The auditor shall provide its report to the Director at the time of its submission to the SAOs.
- 9.4** The auditor shall draw to the attention of the Director and the SAOs any transaction with respect to which they entertain doubt as to legality or propriety.

10. Interpretation

- 10.1** The SAO Chair may rule, after consultation with SAOs, in cases of doubt as to the interpretation and application of any of the Financial rules. Consensus should apply in this decision.

11. Amendment of the Financial rules

- 11.1** The Financial rules may be amended by decision of the SAOs.

7. ROLES AND RESPONSIBILITIES FOR THE ARCTIC COUNCIL SECRETARIAT DIRECTOR

Arctic Council Secretariat

Roles and responsibilities

Roles and responsibilities of the Arctic Council Secretariat Director
DMM02-15 May 2012-Stockholm, Sweden



ROLES AND RESPONSIBILITIES of the Arctic Council Secretariat Director

The Director's roles and responsibilities are subject to the Arctic Council Rules of Procedure; Terms of Reference, Staff rules and Financial rules of the Arctic Council Secretariat; the biennial work plan of the Secretariat; and the direction of the Chair of the Senior Arctic Officials (SAO Chair).

The Director is the legal representative of the Secretariat in Norway and will perform the duties of the Director in the Council's interest and independently of any government or authority other than the Arctic Council.

The Director reports to the Senior Arctic Officials (SAOs) through the SAO Chair.

Under the direction of the SAO Chair as authorized by the SAOs, the Director coordinates the work of the Secretariat. The Director will be responsible for the overall management and administration of the Secretariat and the performance of the tasks referred to in the Arctic Council Rules of Procedure, Terms of Reference, Staff rules and Financial rules of the Arctic Council Secretariat, the biennial work plan of the Secretariat; and such other tasks as directed by the SAO Chair. In particular, the Director shall:

- Lead and manage the work of the Secretariat, overall coordination of core and specialised assignments of the Secretariat.
- Manage the Secretariat's human resources, including recruitment, dismissal, and professional development.
- Manage the Secretariat's outreach and communication efforts as directed by the Strategic communication plan and Communications guidelines.

- Prepare and submit to SAOs a biennial budget, work plan and report on the activities of the Secretariat.
- Implement the biennial budget and work plan as decided by the Arctic Council.
- Sign contracts for the employment of staff as directed by the SAO Chair and the procurement of goods and services as required for the performance of the tasks assigned to the Secretariat.
- Sign a Host Country Agreement with the Government of Norway, and any subsequent amendments to that agreement as approved by SAOs.
- Liaise with Arctic states and Permanent Participants; chairs of Arctic Council subsidiary groups, including working groups, task forces and expert groups; and Arctic Council observers.

8. COMMUNICATION STRATEGY FOR THE ARCTIC COUNCIL

Communication strategy for the Arctic

Communications Strategy Final draft. February 2012
DMM02-15 May 2012-Stockholm, Sweden; and
ACSAO SE-02 Stockholm, March 2012



Communication Strategy for the Arctic Council

1. Function of the communication strategy

The communication strategy for the Arctic Council should provide an overarching framework for all of the Arctic Council's communication work. It should also provide a basis for individual Arctic Council actors (Member States, Permanent Participants and Working Groups) to undertake their communication activities.

1.1 Communication plans

More detailed communication plans for priority issues, projects and events (ministerial meetings, Senior Arctic Official meetings, etc.) should be prepared. This was previously decided in the Arctic Council Communications and Outreach Guidelines, and the Tromsø Declaration required all Working Groups to prepare communication plans. The Arctic Council Secretariat will, at the direction of the Senior Arctic Officials (SAOs) and the Chairmanship and in collaboration with the Working Groups, play the central role of coordinating and integrating the overarching Arctic Council communication strategy and the communication plans.

1.2 The basis for the Arctic Council's communication

Long term/short term

A combination of long-term and short-term communication measures is needed if the Arctic Council is to be perceived as *active, relevant* and *credible*. The communication strategy's objectives, messages, target groups and channels should be used in both long-term and short-term communication work. There should be continuity in targeted communication work across and between Chairmanship periods.

Proactive/reactive

The Arctic Council is a prominent forum whose activities necessitate public communication. A basic prerequisite for proactive and reactive communication is that information on the Arctic

Council is easily accessible and adapted to the target groups. The communication work should demonstrate that the Arctic Council is *active*, how its work is *relevant* and how its debate and decision-making processes make it a *credible* source of information for the media and other target groups.

2. Communication objective

The overarching communication objective for the Arctic Council for the period 2012–2016 is:

- For the Arctic Council to be perceived as the pre-eminent forum for international cooperation in the Arctic.

This means that the Council is perceived as *active*, *relevant* and *credible* in its contact with the selected target groups.

Indicators for realisation of the objective:

- *Referral* to the Arctic Council, or its material, in discussions and in connection with decisions affecting the Arctic region, so that this is seen in the *media and/or in material informing decisions*.
- *Instant recognition* of the Arctic Council among the target groups.

The overarching communication objective is long-term and should be carried across the entire communication strategy period. To be effective in ongoing operative communication work, this objective should be broken down into short-term objectives for the Arctic Council's various actors and activities. The short-term objectives and how they contribute to the overarching objective must be clear in the individual communication plans.

The indicators should be made measurable, when possible, so as to enable regular checks on how well the objective is being realised. This must be done taking into consideration the available resources.

The overarching communication objective is long-term and should be carried across the entire communication strategy period. To be effective in ongoing operative communication work, this objective should be broken down into short-term objectives for the Arctic Council's various actors and activities. The short-term objectives and how they contribute to the overarching objective must be clear in the individual communication plans.

The indicators should be made measurable, when possible, so as to enable regular checks on how well the objective is being realised. This must be done taking into consideration the available resources.

3. Target groups

Six overall external target groups have been identified for the Arctic Council's external communication work. These target groups are relatively broad and there is a need to more clearly define and develop the target groups over time. Initially, actors within each target group should be identified. The communication strategy also covers internal target groups.

External target groups

POLICY MAKERS

Political decision-makers who may take decisions that affect developments in the Arctic region are an important target group. They should be aware of the Arctic Council and the processes taking place in the Arctic region. Decision-makers can be found on three different levels:

Regional/local: regional and local governments and decision-making bodies in regions directly affected by Arctic issues.

National: decision-makers in the Member States, such as relevant ministers and officials in the parliament, ministries, committees and government agencies. Indigenous political organisations.

International: in relevant international organisations and processes.

INHABITANTS OF THE ARCTIC REGION

Member State publics, including indigenous peoples, and people who live in, or in close proximity to the Arctic geographical area, are important target groups and they should know about the Arctic Council's work so as to better inform policies and strategies they develop for their communities.

NGO'S WITH AN INTEREST IN THE ARCTIC REGION

Both nationally and internationally leading and relevant NGOs, such as the major environment associations, are important target groups as they play a significant role in the debate on developments in the Arctic environment.

THE SCIENTIFIC AND RESEARCH COMMUNITY ACTIVE ON ARCTIC ISSUES

The part of the scientific and research community that addresses issues with a bearing on the Arctic is an important target group. Researchers within the areas of environment, climate, energy, transport and indigenous peoples, etc. are important target groups as they contribute to local, regional and global awareness and understanding of the changing Arctic region.

THE BUSINESS SECTOR WITH AN INTEREST IN THE ARCTIC REGION

The part of the business sector that has an interest in the Arctic region is an important target group. This applies primarily to the resource development, energy, environment, transport and tourism sectors. They should be made aware of the responsibilities that come from being active in the Arctic.

JOURNALISTS/MEDIA REPRESENTATIVES

Journalists are important both as a channel and as a target group. It is important that the separate communication plans specify which journalists are relevant for each issue, project or event. Read more about the media under the heading 'Channels and activities' below.

Internal target groups – Arctic Council actors

The Arctic Council Member States (Senior Arctic Officials, SAOs), the Permanent Participants (PPs), the Working Groups (WGs) and Observers are internal target groups. Read more about the internal communication under the heading 'Channels and activities' below.

4. Messages

The Arctic Council's overall message is formulated in a few key messages.

- **The Arctic Council is the most prominent, credible and relevant international forum for Arctic issues.**

- The Arctic Council is the intergovernmental forum addressing long-term and short-term interests and challenges in the Arctic region.
 - The Arctic Council combines cutting-edge research with effective policy work through its unique cooperation between the Arctic states and inhabitants of the region.
 - The Arctic Council ensures that issues associated with the Arctic region are highlighted and given priority on relevant international agendas.
- **The Arctic Council is a forum for indigenous peoples to actively participate in decision-making and development in the Arctic region.**
 - **The Arctic Council works to ensure that the unique Arctic environment is preserved and that natural resources are utilised in a sustainable way.**
 - **The Arctic Council addresses the need for adaptation to climate change and works to create resilient communities in the Arctic.**
 - **The Arctic Council promotes sustainable development for the benefit of Arctic inhabitants and communities.**

5. Channels and activities

Strategic and resource-efficient communication work builds on a combination of communication measures. Priority channels and activities for the Arctic Council are:

WEBSITE

The website arctic-council.org should function as a hub and umbrella for communication within the Arctic Council. The website should be continuously updated so that its design, technology, language and content are up to date. The website should be designed according to the target groups' needs and not just according to the organisation of the Arctic Council. The web address arctic-council.org should be publicised to increase activity on the website.

To profile the Arctic Council as *active*, *relevant* and *credible*, the website should contain up-to-date information about the Arctic Council and its activities, provide contact details for the press, offer users guidance on the various Arctic Council actors and regularly present news, topical issues and events within the work of the Arctic Council. Live images/video material can be used. The Arctic Council Secretariat is responsible for ensuring that the website is up to date, but all Arctic Council actors are responsible for providing material regularly.

Other websites

All websites within the Arctic Council and its subsidiary bodies should clearly display the Arctic Council logo. This was decided in the Communications and Outreach Guidelines. It should be clear, both visually and in terms of content, that these websites represent activities within the Arctic Council.

OTHER WEB-BASED PLATFORMS/MEDIA

The Arctic Council should regularly review whether there are digital forums and channels on which it should be visible. Presence on digital/social channels, such as Youtube, Facebook and Twitter, will complement other media work and the website, when considered useful. Arctic Council actors should inform and consult the Secretariat in order to coordinate the presence of the Arctic Council in social media.

MEDIA

The Arctic Council should develop its media relations and establish ongoing contact with journalists. The communication plans that are drawn up should identify relevant media and journalists. Examples of the media categories that should be included are:

- Regional media that reach people living in the Arctic region.
- Relevant media in each Member State.
- National and international news agencies.
- International media with an influence on global debates.
- Specialist media in the area of environment and science.

The journalist categories that should be included in media work are: foreign correspondents, political journalists, science journalists, editorial writers and writers specialising in subjects that are relevant to the Arctic region (environment, tourism, biology, etc.).

- Information on arctic-council.org targeting journalists with news stories, current issues and projects, messages, contact details, information about the Arctic Council and FAQs should be prioritised.
- The Chair is responsible for information to the media, e.g. press releases, press conferences, interviews, speeches, articles, etc.

INTERNATIONAL MEETING PLACES

The Arctic Council should be present at meetings where issues concerning the Arctic region are discussed. The Chair is responsible for disseminating information and appearing publicly at relevant conferences, seminars and meetings of international organisations in order to increase the profile of the Arctic Council., These meeting places should be identified and prioritised in order to support the long-term communication objectives.

INTERNAL COMMUNICATION

The Arctic Council is a forum made up of several actors who should work together for effective communication within the Council and vis-à-vis selected target groups. Effective internal communication is a prerequisite for proactive communication planning and effective communication measures. Improved internal communication is necessary in order to facilitate cooperation, create synergies and avoid overlap in communication work.

The Chairmanship and the Secretariat have key roles in coordinating the Arctic Council's communication work and in creating and developing effective routines for internal communication. Member States, Permanent Participants and Working Groups are also responsible for creating routines for providing relevant information in an effective and timely manner.

Measures to improve internal communication:

- A permanent contact group for communication.
- Newsletter – an internal newsletter can improve information exchange and create an overview of Arctic Council activities. The newsletter also provides an opportunity for the Chair to report on current activities, processes and progress during the Chairmanship. The Chairmanship and the Secretariat are responsible for the newsletter, with contributions from other actors within the Arctic Council.
- Regular dialogue between individual Arctic Council actors, the Secretariat and the Chair.
- Two-page system – all meetings of the Arctic Council subsidiary bodies should, within 2 days, submit a two-page summary of highlights to relevant parties, including the Secretariat and the Chair.
- The password area on the website can be used for uploading and sharing communication plans and other relevant documents, e.g. the Communication and Outreach Guidelines and newsletters.

6. Roles and responsibilities

The roles and responsibilities established in the Arctic Council Communications and Outreach Guidelines provide the basis for the Arctic Council's communication work. All Arctic Council actors are responsible in different ways for implementing the communication strategy and helping to achieve the overarching communication objective.

The **Chairmanship** has overall responsibility for the implementation of the communication strategy and takes its guidance from the Senior Arctic Officials (SAOs). The Chairmanship provides the Secretariat with guidelines and cooperates closely with the Secretariat in long-term and short-term communication work. In accordance with the Arctic Council Communications and Outreach Guidelines, the Chairmanship should communicate on behalf of the Arctic Council. Without express consent from the SAOs, the Chair should make clear that he/she is speaking on behalf of the Chairmanship, rather than the Arctic Council.

The **Arctic Council Secretariat** has, under the supervision of the Chairmanship, a key role in implementing the communication strategy. An important part of this work is to plan, implement and coordinate external communication measures carried out within the Arctic Council. The role of the Secretariat is also to work with the Chairmanship on developing internal communication; the contact group on communication is important in this respect. The work of the Secretariat ensures long-term continuity and short-term efficiency.

The **Working Groups** should provide up-to-date information on their projects and activities to the Chairmanship and the Secretariat. They are responsible for preparing individual communication plans consistent with the Arctic Council communication strategy. When implementing communication measures, the Working Groups should communicate facts within their respective areas and policies that have been approved by the Arctic Council or SAOs.

In consultation with the Chairmanship and the Secretariat, the Member States, **Senior Arctic Officials and Permanent Participants** should strengthen and develop communication vis-à-vis the target groups in each country/region in the Arctic. They should assist the Secretariat with information exchange to and from the Arctic Council vis-à-vis their countries/regions and continuously provide up-to-date information on their activities. The Permanent Participants play an important role in developing and implementing the communication strategy.

Permanent contact group for communication

The Arctic Council's communication work is dependent on efficient and regular information exchange between the Council's various actors. A permanent contact group for communication should be established to meet the need for coordination, consultation and information exchange with regard to communication plans, the newsletter, information for the Arctic Council's website, short-term and long-term planning and development work, etc. The group is also responsible for approving policy-related or substantive communication material. The principle of consensus remains. This contact group replaces any previous communication group. The contact group is made up of contact people from the Member States, the Permanent Participants and the Working Groups and is led by communication officers at the Secretariat and the Chairmanship. The contact group would be virtual, however, there could be utility in the contact group meeting in person on the margins of a SAO meeting at least once a year.

8. Language

The working language of the Arctic Council is English. However, a large proportion of people within the target groups do not have English as their first language – among these, the largest group is Russian speakers. This has already been taken into account on the Arctic Council's new website. From a communication point of view, it is desirable to have more information in other languages, but the issue of funds for translation is dealt with separately from the communication strategy.

9. Resources

Resources are needed to realise the ambitions in the communication strategy. The level of resources has a direct effect on the communication strategy's chances of making a forceful impact. At the Arctic Council Secretariat there is currently a full-time Information Officer and one person who works part-time for the Chairmanship on communication. This has been taken into consideration when drawing up this communication strategy.

10. Timetable

Making the work of the Arctic Council more widely known among priority target groups and strengthening the Arctic Council as an international actor is a long-term project. This communication strategy should apply for the period 2012–2016.

11. Evaluation

A review could be carried out halfway through, i.e. in 2014. At the end of the period, the work on the communication strategy should be evaluated.