

Arctic Council Chair's proposal guidelines reports for the 2015 "SAO Report to Ministers"

Guidelines for reports from working groups and task forces

The SAO Chair requests the working groups and task forces and other subsidiary bodies to deliver a first draft of their input for the *2015 Senior Arctic Officials' Report to Ministers* to the Arctic Council Secretariat by **15 December 2014**. The overall aim is to obtain well-structured and coherent input from all Arctic Council subsidiary bodies and ensure that there is readability from one chapter to the next. We believe that this will also facilitate SAOs reaching consensus on the final report as well as form the backbone for the Ministerial Declaration text.

The SAO Report will be divided into two parts, a report on 2013-2015 achievements and a work plan for 2015-2017. All Working Groups and Task Forces are asked to provide input for both sections, using the templates provided as an outline. Together the reports should include the relevant mandate, what has been achieved during the Canadian chairmanship and what is planned for under the US chairmanship and be in the form of running text, except where bullets have been requested or a table would best convey the information (such as for a list of meetings or a budget overview.) A small number of photos, charts, maps, etc. may be included but please note that it may not be possible to include all of them in the final product. While Canada will undertake the final formatting, as a guideline we suggest Verdana normal, size 10. Attached is a broad Table of Contents to assist you.

Structure of the SAO Report to Ministers

In order to provide coherence to the Report, it is important that all working groups, task forces and other subsidiary bodies use the same structure for the different parts of the report. The SAO Report will be divided into two parts following the Executive Summary, an overview of achievements under the 2013-2015 Canadian Chair and work plans for the 2015-2017 United States Chair.

The Arctic Council Chair is very keen to show the benefit of the Arctic Council's work to people living the Arctic region. Therefore, please note that the template includes a requirement for short bullets of up to 140 characters to demonstrate tangible benefits.

As a general guide, templates are provided on the next page.

Templates – Part 1 Report on 2013-15 Achievements

Working Group Summaries

- Name and Mandate of Working Group.
- Relevant Sections of the Kiruna Declaration and reference to SAO Report.
- Working Group Chair's Summary (narrative form, max 250 words).
 - Summary report on achievements 2013-2015 (max 150 words for each achievement plus up to 140 character bullet explaining how the achievement benefitted people in the Arctic region).
 - Arctic Council Chair Priorities (Responsible Resource Development, Safe Arctic Shipping, Sustainable Circumpolar Communities).
 - Other Working Group Priorities.

Task Force Summaries

- Name and Mandate of Task Force.
- Relevant Sections of the Kiruna Declaration and reference to SAO Report.
- Task Force Chair's Summary (narrative form, max 150 words).

Summary report on their achievements 2013-2015 (max 150 words for each achievement plus a bullet of up to 140 characters explaining how the achievement benefitted people in the Arctic Region).

Templates - Part 2 Work Plan for 2015-2017

Working Group Plans (Max 3 pages)

- Summary work plans for 2015-2017.
- List of individual projects and activities in the following order:
 - Arctic Council Chair Priorities.
 - Other Working Group Priorities.
- The following information should be included:
 - Confirmed lead/co-leads.
 - Rationale and overall objective (including cross cutting activities and other international processes as well as communications and outreach)
 - Main activities.
 - Timeline and budget, including start date, meeting schedule and end date.
 - A bullet (up to 140 characters) showing how the plan will benefit people in the Arctic Region.

Task Force Plans (Max 2 pages)

- Summary work plans for 2015-2017
- The following information should be included:
 - Confirmed lead/co-leads.
 - Background, rationale and overall goal of the task force.
 - Timeline and budget, including start date, meeting schedule and end date.
 - A bullet (up to 140 characters) showing the plan will benefit people in the Region.