

Reporting, Deliverables and Milestones For the 2015 Ministerial Meeting

Information on the SAO report to Ministers 2015

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 SAO Report will be divided into two parts, a report on 2013-2015 achievements and a work plan for 2015-2017.

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.

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.

Deliverables to the 2015 Ministerial meeting

The following list is tentative:

- ✓ 3rd AMSA Implementation Progress Report for the period 2013-2015.
- ✓ Final report on the Arctic Marine Tourism Project (AMTP).
- ✓ PAME report on follow-up recommendations to the HFO Phase II project and the AMSA II(D) report on Specially Designated Marine Areas in the Arctic High Seas (tentative, to be discussed at the PAME II-2014 meeting, Sep 2014).
- ✓ Project plan for developing a draft regional reception facilities plan specific to one or more regions of the Arctic taking into consideration relevant circumstances (possible inclusion as a part of the 2015-2017 PAME Work Plan).
- ✓ Final report on the Framework for a Pan-Arctic Marine Protected Area (MPA) Network project - Recommendations.
- ✓ Final revised Arctic Marine Strategic Plan (AMSP) for the period 2015-2025.
- ✓ Progress Report on the Ecosystem Approach work, including follow-up to the EBM Recommendations of relevance to PAME.
- ✓ 2015-2017 PAME Work Plan.

Tentative milestones/timeline up to the 2015 Ministerial

15 December 2014: a first draft of their input for the 2015 SAO Report to Ministers

3-5 March 2015: SAO meeting (number of executive SAO meetings will be held and the last one is tentatively planned for last week of March or first week after Easter):

1-2 April 2015: SAO/PPs executive meeting (TBC)

24-25 April 2015: SAO and Ministerial Meeting

Further details on the timeline are forthcoming from the Arctic Council Chairmanship.

For the attention by the PAME II-2014 meeting:

- ✓ Agree to a timeline to finalize PAMEs input to the 1st draft of the SAO Report to Ministers (15 December).
- ✓ Agree to PAMEs deliverables and timeline to finalize them for the 2015 Ministerial meeting.