

## Proposed process and timeline to develop the 2015-2017 PAME Work Plan

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### **Aim of the PAME II-2014 meeting:**

- ✓ To discuss and develop a list of activities/projects (ongoing and new) for possible inclusion into the PAME Work Plan 2015-2017 and provide indications of new proposed projects.
- ✓ Develop the 1<sup>st</sup> PAME Work Plan 2015-2017 based on outcomes from PAME II-2014 meeting and intersessionally for submission to the SAOs by 15<sup>th</sup> of December 2014. The 1<sup>st</sup> draft work plan needs to be based on the following template:
  - 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.
- ✓ Develop the final draft of the 2015-2017 work plan to include all relevant Annexes, project plans (refer to Annex I for outline) and the PAME Matrix and send out for approval by the PAME I-2015 meeting (Feb 2015) and submission to March 2015 SAO meeting.

## **Annex I - Development of New Projects for inclusion into PAMEs Work Plan**

Development of new projects is based on ministerial mandates and the prioritization of ongoing activities and a project plan needs to be developed to be annexed to the PAME Work Plan.

### ***i. Outline for New Project Work Plans***

All new projects being incorporated in the *PAME Work Plan 2015-2017* and beyond will need to have confirmed lead(s) and a project work plan.

Below is an outline of possible main components of respective project work plans. Please note that these are only suggested steps in an effort to assist in this work and leads should use discretion e.g. the project work plan may include a separate section on involvement/contribution of Permanent Participants.

### ***ii. Project Title and Project Summary***

- ✓ Include 2-3 short and precise paragraphs which summarize the project in a language suitable for possible public release/information on the PAME homepage.

### ***iii. Key Objective(s)***

- ✓ Develop key objectives and keep in mind the mandate of PAME, e.g. the implementation of the *Arctic Council's Arctic Marine Strategic Plan (2004)* and the nature of the product or outcome (ultimate approval/welcome/note processes).

### ***iv. Scope***

- ✓ The coverage and context of the project, relevance to other PAME activities and/or other Arctic Council projects/working groups' activities.

### ***v. Main Components and Implementation***

#### List of Tasks/Activities:

- ✓ Describe the conceptual framework and provide step-by-step detail
- ✓ Identify themes and/or other issues
- ✓ Planned conferences/workshops/project meetings
- ✓ Inclusion/involvement/contribution by Permanent Participants
- ✓ Synergies and collaboration with activities of the other Arctic Council working groups and/or other partners and stakeholders.
- ✓ Outline plans for consultations and/or communicating the project findings and results; think of users and benefits as well. Name the interest groups, or type of reports, websites, etc.
- ✓ Include some type of analysis of risks – e.g. SWOT

#### Timeline and Major Milestones:

- ✓ Include a timeline that defines the proposed completion of all activities included in the project. List any milestones and/or critical decision points and plans for conferences and/or project specific meetings outside the biannual PAME Meetings.

#### Budget:

- ✓ To include financial considerations and a working budget for the required resources per project activity.

**vi. Main outcomes**

- ✓ Interim products e.g. products of the milestones, if any and the final product.

**vii. Project Team Structure/Lead Countries**

- ✓ Include names, titles and contact information.

*For larger projects – provide an outline of the project management and advisory structure and proposed roles.*