

PAME II-2018

Agenda 10.1

Outline for new projects for inclusion into PAMEs Work Plan (long version)

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.

Inclusion/involvement/contribution by Permanent Participants. The following check-list should be used by Arctic Council Working Groups when developing new project proposals. Working Groups will report out on the information in the checklist when they update their project entries in the Arctic Council's project-tracking database following their twice-yearly Working Group meetings.

- ✓ Have Permanent Participants been engaged in the development of the project proposal?
 - Yes
 - No

If no, why? (Please describe in 2-3 lines)

If yes, please describe any role that Permanent Participants will have in the project. (Please describe in 2-3 lines)

- ✓ Will the use of TLK lead to better project outcomes?
 - Yes
 - No

If yes, explain how TLK will be used in the project. (Please describe in 2-3 lines)

If no, provide an explanation why TLK is not applicable or feasible for this project. (Please describe in 2-3 lines)

i. Outline for New Projects for inclusion into PAMEs Work Plan

All new projects being incorporated in the *PAME Work Plan 2019-2021* and beyond will need to have confirmed lead(s) and a project work plan.

Below is an outline of the main components which should be filled out for all new/proposed PAME projects.

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 (2015-2025)* 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 (as per checklist above)
- ✓ 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.

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.