

PAME II-2018

Agenda 10.1

Process and timeline to develop the 2019-2021 PAME Work Plan

Aim of the PAME II-2018 meeting:

- ✓ To discuss and initiate the development of the 1st draft PAME Work Plan 2019-2021 items (short version) for inclusion into the 2019 SAO Report to Ministers (4 pages) and follows the guidance as provided by the Finnish Chairmanship.
- ✓ Agree to a timeline to develop and finalize the PAME work plan 2019-2021 (short/4 pager version and long version). The long version will be published as a stand-alone document in similar manner as previous PAME work plans with project plans of new proposed projects annexed to the plan.

Following template has been provided by the Finnish Chairmanship for inclusion into the 2019 SAO Report to Ministers - Part 2: Work plan 2019-2021

By 15 November 2018, each Working Group should submit information, maximum 4 pages in length, on what is planned for the 2019-2021 period, including:

1. Summary of work plans for 2019-2021 with tentative deliverables
 - 1.1. List of individual projects and activities:
 - 1.1.1. Lead/co-leads, if identified
 - 1.1.2. Rationale and overall objective
 - 1.1.3. Main activities – including cross-cutting activities and other international processes as well as communications and outreach
 - 1.1.4. To the extent known, timeline and budget, including start date, meeting schedule and end date
2. Administration (maximum half page)
 - 2.1. Overview of budget, secretariat, meetings, etc.

Hard character limit of 12,000 characters, including spaces.

PAME 2017-2019 Work Plan (long version)

The longer version of the 2019-2021 PAME work plan (separate document) will be based on PAMEs input to the SAO Report Ministers as per above in addition to requests for more details as per Annex I below on new proposed projects.

Action requested by PAME II-2018:

Develop a draft list of projects and activities as per the Finnish Chairmanship request and agree to a timeline to finalize the short version (deadline 15 Nov 2018) and the long version (PAME I-2019).

Annex I - Development of 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 Project Work Plans

All new projects being incorporated in the *PAME Work Plan 2017-2019* 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.