

# Instructions for submitting Observer reports

## Introduction

This document provides the template for Observer reports and instructions for submission of reports for Observers.

The deadline for submission is **1 December 2018**.

According to the “Arctic Council Rules of Procedure” (annex 2), every two years Observers are asked to submit to the Chairmanship up-to-date information about relevant activities and their contributions to the work of the Arctic Council. The following 22 Observers are asked to submit a report by 1 December 2018:

- Germany
- The Netherlands
- Poland
- Switzerland
- The United Kingdom
- International Council for the Exploration of the Sea (ICES)
- International Union for the Conservation of Nature (IUCN)
- Nordic Council of Ministers (NCM)
- OSPAR Commission
- Standing Committee of the Parliamentarians of the Arctic Region (SCPAR)
- United Nations Economic Commission for Europe (UN-ECE)
- United Nations Environment Program (UNEP)
- World Meteorological Organization (WMO)
- West Nordic Council (WNC)
- The EU
- Advisory Committee on Protection of the Sea (ACOPS)
- International Arctic Science Committee (IASC)
- International Union for Circumpolar Health (IUCH)
- National Geographic Society (NGS)
- Northern Forum (NF)
- Oceana
- World Wide Fund for Nature - Global Arctic Program (WWF)

## Role of Observers

The role and responsibilities of Observers, as well as criteria for admission to the Arctic Council, can be found in the “Arctic Council Rules of Procedure” (annex 2) and the “Observer Manual for Subsidiary Bodies.”

The primary role of Observers is to observe the work of the Arctic Council. Observers contribute to the Arctic Council primarily through engagement at the level of Working Groups, Task Forces, and/or Expert Groups. Observers are invited to the meetings and other activities of the Arctic Council unless the Senior Arctic Officials decide otherwise. Observers may also propose projects through an Arctic State or a Permanent Participant.

## Report submission

Observer reports should include the relevant information described below and in the template.

- (a) A description of the Observer's contributions to the work of the Arctic Council since the time of the Observer's most recent submission, or in the previous two years, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants.
- (b) If applicable, a description of the Observer's future plans to contribute to the work of the Arctic Council, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants.
- (c) If applicable, a description of the Observer's contributions to other aspects of the Arctic Council and its goals not covered in the previous sections since the time of the Observer's most recent submission, or in the previous two years.

Observer reports should be submitted electronically to the Arctic Council Secretariat via email: [acs@arctic-council.org](mailto:acs@arctic-council.org).

The reports should be submitted to the Arctic Council Secretariat not later than **1 December 2018**. Please bear in mind while preparing your report that all Observer reports will be published on the official Arctic Council website ([arctic-council.org](http://arctic-council.org)).

**If an Observer does not submit a report, the Arctic Council will consider this an indication that the Observer is no longer interested in maintaining status as an accredited Observer to the Arctic Council.**

## Cover sheet

Full name of state or organization:

Date of submission:

Observer's website, if appropriate:

Information for appropriate contact person

Full name:

Email:

Telephone:

Organization or department:

Job Title:

Full mailing address:

Is your state or organization still interested in continuing as an Observer of the Arctic Council?

Yes  No

## Observer Report

Please describe in no more than two pages your state's or organization's contributions to the work of the Arctic Council's Working Groups, Task Forces, and/or Expert Groups since the time of your most recent report, or in the previous two years. Please highlight contributions to specific projects, such as through proposals, concept development, in-kind and financial support, and hosting of meetings. Please detail any collaboration with Permanent Participants, such as project proposal endorsement and support.



If applicable, please describe in no more than one page your state's or organization's future plans for contributing to the work of the Arctic Council's Working Groups, Task Forces, and/or Expert Groups. Please highlight intentions to contribute to specific projects and to collaborate with Permanent Participants.

If applicable, please describe in no more than one page your state's or organization's contributions to other aspects of the Arctic Council and its goals not covered by the previous sections since the time of your most recent report, or in the previous two years.