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Abbreviations commonly found in Arctic Council documents

AAC  Arctic Athabaskan Council
AACA  Adaptation Actions for a Changing Arctic (AMAP)
ABA  Arctic Biodiversity Assessment (CAFF, 2013)
ABC  Arctic Biodiversity Congress
ACAP  Arctic Contaminants Action Program (1 of 6 Working Groups)
ACGF  Arctic Coast Guard Forum
ACIA  Arctic Climate Impact Assessment (AMAP, 2005)
ACS  Arctic Council Secretariat
AEC  Arctic Economic Council
AEMM  Arctic Environment Ministers’ meeting
AIA  Aleut International Association
AMAP  Arctic Monitoring and Assessment Programme (1 of 6 Working Groups)
AMATII  Arctic Maritime and Aviation Transportation Infrastructure Initiative (SDWG)
AMBI  Arctic Migratory Bird Initiative (CAFF initiative)
AMSA  Arctic Marine Shipping Assessment (PAME, 2009)
AMSP  Arctic Marine Strategic Plan 2015-2025 (PAME, 2015)
AORF  Arctic Offshore Regulators’ Forum
ARA  Arctic Resilience Assessment
ARAF  Arctic Resilience Action Framework
ARF  Arctic Resilience Forum
ARIAS  Arctic Invasive Alien Species project (CAFF initiative)
ARR  Arctic Resilience Report
ASTD  Arctic Ship Traffic Data project (PAME initiative)
BCM  Black carbon and methane
CAFF  Conservation of Arctic Flora and Fauna (1 of 6 Working Groups)
CBMP  Circumpolar Biodiversity Monitoring Program (CAFF initiative)
CCAC  Climate and Clean Air Coalition
CLEO  Circumpolar Local Environmental Observers [network] (ACAP initiative)
EA  Ecosystem Approach [to Management]
EG / EGs  Expert Group(s)
EGBCM  Expert Group in support of Implementation of the Framework for Action on Black Carbon and Methane
EPPR  Emergency Prevention, Preparedness, and Response (1 of 6 Working Groups)
ERMA  Environmental Response Management Application (EPPR initiative)
GCI  Gwich’in Council International
HFO  Heavy Fuel Oil
HLPF-SD  UN High-Level Political Forum on Sustainable Development
ICC  Inuit Circumpolar Council
IK  Indigenous knowledge
IMO  International Maritime Organization
ITU  International Telecommunications Union
IPCAP  Indigenous Peoples’ Contaminants Action Program (ACAP Expert Group)
IPCC  Intergovernmental Panel on Climate Change
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>IPS</td>
<td>Indigenous Peoples’ Secretariat</td>
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<tr>
<td>LRTAP</td>
<td>UNECE Convention on Long-Range Transboundary Air Pollution</td>
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<tr>
<td>MAC</td>
<td>Model Arctic Council</td>
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<tr>
<td>MFA</td>
<td>Ministry of Foreign Affairs</td>
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<tr>
<td>MOSPA</td>
<td>Agreement on Cooperation on Marine Oil Pollution Preparedness and Response in the Arctic (2013)</td>
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<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>MPA</td>
<td>Marine protected area</td>
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<tr>
<td>O&amp;G</td>
<td>Oil and gas</td>
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<tr>
<td>OAR</td>
<td>Open Access Repository</td>
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<td>PAME</td>
<td>Protection of the Arctic Marine Environment (1 of 6 Working Groups)</td>
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<td>POPs</td>
<td>Persistent organic pollutants</td>
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<td>PP / PPs</td>
<td>Permanent Participant(s)</td>
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<td>PSI</td>
<td>Project Support Instrument</td>
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<tr>
<td>RAIPION</td>
<td>Russian Association of Indigenous Peoples of the North</td>
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<td>RRFP</td>
<td>[Arctic] Regional Reception Facilities Plan (PAME initiative)</td>
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<tr>
<td>SAMBR</td>
<td>State of the Arctic Marine Biodiversity Report (CAFF initiative)</td>
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<tr>
<td>SAO / SAOs</td>
<td>Senior Arctic Official(s)</td>
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<td>SAOC</td>
<td>SAO Chair (Chair of the Senior Arctic Officials)</td>
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<td>SAON</td>
<td>Sustaining Arctic Observing Networks</td>
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<td>SAOX</td>
<td>Senior Arctic Officials’ executive [meeting]</td>
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<td>SAR</td>
<td>Search and rescue</td>
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<td>SCTF</td>
<td>Task Force on Enhancing Scientific Cooperation in the Arctic</td>
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<td>SDGs</td>
<td>[UN] Sustainable Development Goals</td>
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<tr>
<td>SDI</td>
<td>[Arctic] Spatial Data Infrastructure</td>
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<td>SDWG</td>
<td>Sustainable Development Working Group (1 of 6 Working Groups)</td>
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<tr>
<td>SLCFs</td>
<td>Short-lived climate forcers</td>
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<tr>
<td>SLCPs</td>
<td>Short-lived climate pollutants</td>
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<tr>
<td>SWIPA</td>
<td>Snow, Water, Ice and Permafrost in the Arctic (AMAP)</td>
</tr>
<tr>
<td>TF / TFs</td>
<td>Task Force(s)</td>
</tr>
<tr>
<td>TFAMC</td>
<td>Task Force on Arctic Marine Cooperation</td>
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<tr>
<td>TFAMC-II</td>
<td>Task Force on Arctic Marine Cooperation (2017-2019)</td>
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<td>TFICA</td>
<td>Task Force on Improved Connectivity in the Arctic</td>
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<tr>
<td>TFOPP</td>
<td>Task Force on Arctic Marine Oil Pollution Prevention</td>
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<tr>
<td>TFTIA</td>
<td>Task Force on Telecommunications Infrastructure in the Arctic</td>
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<tr>
<td>TK</td>
<td>Traditional knowledge</td>
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<tr>
<td>TKLK</td>
<td>Traditional knowledge and local knowledge</td>
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<tr>
<td>UNFCCC</td>
<td>UN Framework Convention on Climate Change</td>
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<tr>
<td>WG</td>
<td>Working Group</td>
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<td>WMO</td>
<td>World Meteorological Organization</td>
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FOREWORD
The year 2019 was a good year for the Arctic Council Secretariat in all respects.

One of the highlights was the Ministerial meeting in Rovaniemi in May 2019 – and actually even more so the weeks and months leading up to that meeting. It is the busiest time during the Chairmanship cycle of the Arctic Council, but it is also among the most rewarding: When all forces are joined and strive towards reaching as good an outcome for the Arctic and the Council as possible. The spirit of cooperation, the optimism and the dedication among those officials, experts and staff of the Arctic Council is really something special that we should treasure.

I also encountered this strong spirit of cooperation outside of formal meetings of the Arctic Council. In fact, I was fortunate to be surrounded by it throughout the year in the Arctic Council Secretariat. Even in the most stressful hours, my team pulled together to support the Council. Not one harsh word, not one unanswered call for help. Regarding the circumstances and the strain put on every single one, I think this was exceptional – and my personal hidden success story of the Ministerial. Thus, I want to express my deepest gratitude towards everyone at the secretariat.

However, even an excellent team needs a strong leadership – one that challenges it to grow, and one that bestows trust in its capacities. Both the Finnish and the Icelandic Chairmanship offered this strong leadership, and my special thanks goes to Ambassador Aleksi Härkönen, Chair of the Senior Arctic Officials during Finland’s term, and to his Icelandic successor, Ambassador Einar Gunnarsson. Both provided outstanding guidance to the secretariat in 2019.

I would, furthermore, like to thank the Kingdom of Denmark and the Russian Federation for supporting our work at the secretariat by each sending a staff secondment to Tromsø. While Anne Birgitte Hansen’s two-year secondment ended in July – and she is dearly missed – we are very grateful for the Russian Federation to extend Inna Tarysheva’s placement for the two years leading up to the Russian Chairmanship.

My special thanks also go to the Chairs and executive secretaries of the Arctic Council’s Working Groups, Task Forces, and Expert Groups. Their continuous openness for collaboration and their valuable contributions have been essential to most of our tasks at the Arctic Council Secretariat.

This also brings me to a farewell that weighed heavy on me – and I am sure on many others in the Arctic Council family. Patti Bruns, the executive secretary of the Arctic Contaminants Action Program and the Emergency Prevention, Preparedness and Response Working Group, decided to leave her position for new challenges. I would like to take this opportunity to thank Patti for her excellent contributions.

But as the saying goes: Every ending has a new beginning – for Patti and for EPPR and ACAP. As agreed to by Senior Arctic Officials, going forward both Working Groups will have their own designated executive secretary. And I am very happy to welcome Kseniia Iartceva, who has worked at the secretariat as Russian language advisor since 2013, as executive secretary for ACAP, and our project officer, Nina Ågren, as the acting executive secretary for EPPR. I therefore trust both Working Groups in excellent hands.

The Arctic Council Secretariat also welcomed two new colleagues in 2019: Kristina Baer started her position as communications officer in January, and Susan Novotny began as our web and digital media officer – a role we redefined in the past year, as communications demands and needs were growing.

So, while our team was changing its face, one thing remained from the beginning until the end of 2019: the spirit of cooperation; and I am confident that it will continue to grow stronger as we head into the new year.

Nina Buvang Vaaja
Director

Tromsø, April 2020
EXECUTIVE SUMMARY
The year 2019 marked the end of the Finnish and the onset of the Icelandic Chairmanship of the Arctic Council – a transfer ceremonially performed as the Foreign Minister of Finland at the time, Timo Soini, handed over the gavel to his Icelandic counterpart, Guðlaugur Þór Þórðarson, at the 11th Arctic Council Ministerial meeting in Rovaniemi, Finland, in May.

This handover roughly divided the work year of the Arctic Council Secretariat (ACS): Into the preparation phase leading up to the Ministerial, and the warm-up phase of a new Chairmanship.

Of course, a Chairmanship does not begin where the other one ends, and vice versa. The handover is a process. Thus, the ACS worked closely with both the Finnish and Icelandic Chairmanship teams in 2019 – supporting daily operations of the Council, and ensuring a smooth transition of the Council’s legacy, procedures and practices. This comprised administrative, organizational and archival tasks, as well as external and internal communication, including Russian language services.

While the tasks of the ACS remained similar throughout the year, it is fair to say that their intensity and scope increased considerably in the lead-up and during the Ministerial meeting. The ACS supported the Finnish Chairmanship in all major aspects of the planning and preparations of the meeting, from logistical matters to distributing meeting documents, from overseeing the participation of all delegations to managing the Arctic Council focused outreach.

The Ministerial offered a suitable backdrop to coordinate communications efforts undertaken by the ACS and the Council’s six Working Groups. In close collaboration with the Working Groups and the Chairmanship, the ACS developed a coherent communication plan spanning across the Ministerial. An effort that has been sustained since. Throughout the year, the ACS regularly updated target audiences about Working Group projects, ongoing initiatives and upcoming events, using the Council’s newly developed monthly newsletter, the Council’s website, as well as its social media channels.

The ACS also assisted with the Observer review, compiling and summarizing the reports of the 18 Observers reviewed at the Ministerial meeting. In the second half of 2019, the ACS started to prepare for the next round of the Observer review, which will take place in 2020. This included updating templates and process timelines in coordination with the Chairmanship and the Senior Arctic Officials.

On the margins of the Ministerial meeting, the ACS also assumed a new responsibility: As the Arctic Council entered into a Memorandum of Understanding (MoU) with the Arctic Economic Council (AEC), the secretariats of both councils were assigned the role as focal points to coordinate the cooperation. This was formally acknowledged by the directors of the ACS and AEC as they signed the Arctic Council’s first ever MoU. Consequently, the ACS and the AEC secretariat were actively involved in the planning and execution of the first joint meeting between the two councils, held in Reykjavik in October.

As in the previous years, the ACS also provided support to the two Working Groups with secretariats housed within the ACS: The Arctic Contaminants Action Program (ACAP) and the Emergency Prevention, Preparedness and Response Working Group (EPPR). However, 2019 brought considerable change to the two Working Groups as their executive secretary left her position for new challenges in October. As agreed to by Senior Arctic Officials in March, the position was split up and both ACAP and EPPR will have a designated executive secretary going forward. Kseniia Iartceva, formerly the Russian language advisor at the ACS, was hired as executive secretary for ACAP, and ACS project officer, Nina Ågren, stepped in as the acting executive secretary for EPPR.
With growing demands to step up communications efforts, the ACS decided to modify the role of the web officer. Susan Novotny replaced Svein-Gunnar Johansen in October and took on an expanded portfolio as the new web and digital media officer. Furthermore, the SAOs approved an additional communications position, for which Jessica Cook was hired as public relations officer. She will take up her position in January 2020. With the beginning of the new year, the ACS will thus have a three-woman strong communications team led by Kristina Baer, who assumed her position at the ACS at the beginning of 2019.

The past year was also eventful for the Indigenous Peoples’ Secretariat (IPS), which is an entity within the ACS. The IPS continued to assist the Indigenous Permanent Participants to actively participate in the work of the Council, and additionally supported the organization of the 6th Arctic Leaders’ Summit and the Arctic Youth Leaders’ Summit in Rovaniemi, Finland, which was hosted by the Saami Council. The IPS also took a leading role in two physical exhibitions: the EALLU Exhibition “Indigenous Peoples and Culinary Traditions in the Arctic” and the “Ságastallamin” Indigenous Languages Exhibition – which both will continue to tour in 2020.

At the close of this memorable year, the ACS and the IPS are looking forward to continuing the close collaboration with the Icelandic Chairmanship and to further assist the Council in advancing Iceland’s Chairmanship priorities.

Delegates at the Senior Arctic Officials’ meeting, 13-14 March 2019 in Ruka, Kuusamo Finland. Photo: Ministry for Foreign Affairs of Finland/Kaisa Sirén
GENERAL SUPPORT
FOR THE ARCTIC COUNCIL
The main tasks of the Arctic Council Secretariat are to support the Chairmanship in the daily operations of the Council, and to maintain the Council’s legacy, procedures and practices as the Chairmanship transfers from one Arctic State to the next.

Thus, the ACS maintained a regular exchange with both the outgoing Finnish Chairmanship and the incoming Icelandic Chairmanship in 2019, discussing administrative matters and coordination tasks related to the Council’s activities, as well as enabling a smooth transition between the Chairmanships.

Throughout the year, the ACS helped the Chairmanship in arranging and logistically supporting meetings, such as Senior Arctic Officials’ executive and plenary meetings, and other events. Furthermore, the ACS continued to coordinate, draft, and distribute meeting reports and other documents with the input from Senior Arctic Officials (SAOs), Permanent Participants (PPs), Working Groups (WGs), Task Forces (TFs), Expert Groups (EGs), and Observers. The ACS also supported the Chairmanship in the ongoing work of strategic planning for the Arctic Council, as well as maintained the Council’s various distribution lists, and managed daily correspondence to and from the Arctic Council Chair email account (ac_chair@arctic-council.org). As resources allowed, the ACS provided English-Russian / Russian-English translations of documents and provided interpretation during meetings.

Senior Arctic Officials’ meeting support

The ACS provided support to the Finnish and Icelandic Chairmanships for five Senior Arctic Officials’ executive and two plenary meetings: SAO executive and plenary meeting in Ruka (March 2019), SAO executive meeting in Espoo (April 2019), SAO executive meeting in Rovaniemi (May 2019), SAO executive meeting in Reykjanesskæl (June 2019) and the SAO executive and plenary meeting in Hveragerði (November 2019). The tasks included:

- agenda preparation;
- logistics coordination and practical preparations;
- administering registrations for meetings;
- outreach to delegates and media;
- document management on SharePoint;
- publishing plenary documents on OAR (Open Access Repository) after meetings;
- coordinating the updates of the project tracking tool AMAROK;
- on-site execution of the meetings;
- taking minutes during meetings; and
- drafting meeting reports.

Other meeting support

In addition to SAO meetings, the ACS staff attended and facilitated multiple Task Force and Expert Group teleconferences and face-to-face meetings in 2019 (see in section “Support to Task Forces and Expert Groups”), as well as provided support to the Rovaniemi Ministerial meeting; two Working Group – Observer sessions; two SAO Chair – Observer breakfast meetings; and the first joint Arctic Council – Arctic Economic Council meeting.

Rovaniemi Ministerial meeting

The 11th Arctic Council Ministerial meeting was held in Rovaniemi, Finland, on 7 May 2019. For the second time in the Arctic Council’s history, Foreign Ministers from all Arctic States participated. The ACS closely supported the Chairmanship in planning and preparing for the meeting, providing and coordinating support for logistical and practical preparations, as well as preparing and distributing agendas and meeting documents. The ACS was responsible for reaching out to all delegations, confirming the composition of the delegations and overseeing registrations. Throughout the process, the ACS provided help to ensure that the planning ran according to the Arctic Council procedures and practices. The ACS also helped to prepare and share the agenda; assisted in copy-editing and archiving ministerial meet-
ing documents and Ministers’ statements on SharePoint and the OAR after the meeting.

First Arctic Council – Arctic Economic Council joint meeting

On 9 October 2019, a joint meeting between the Arctic Council and the Arctic Economic Council (AEC) was held in Reykjavik to commence the implementation of a Memorandum of Understanding (MoU) that both councils signed on the margins of the Rovaniemi Ministerial meeting in May. It is the Arctic Council’s first MoU and it formalizes the cooperation between the Arctic Council and the AEC, which was encouraged by the Ministers of the eight Arctic States at the Fairbanks Ministerial in 2017. The secretariats of both councils serve as the focal points to coordinate the cooperation. Thus, they were responsible for developing and approving the agenda for the first joint meeting, sharing information about the meeting and related activities with all participants from their respective councils, and archiving documents and presentations for future reference. Moreover, the ACS coordinated registrations and provided badges for all participants, ensured logistical coordination with the local conference organizers before and during the meeting, and drafted, approved and archived the meeting notes on SharePoint.

Observer Special Session at SAO plenary meetings in Ruka and Hveragerði

The SAO Chair invited Working Groups and Observers to take part in a joint special thematic session on marine litter in the Arctic in parallel with the SAO executive meeting on 13 March 2019 in Ruka, Finland. In total, 27 Observer delegations as well as the EU participated in the session. The ACS was responsible for confirming and coordinating the participation of interested Observers; sharing information about the special session; collecting Working Group summaries of activities on plastic pollution in the Arctic and publishing these on the relevant SharePoint website and the OAR before and after the meeting and preparing a short summary of the special session for the Ruka SAO plenary report.

At the SAO plenary meeting in Hveragerði, Iceland, the SAO Chair invited Working Groups and Observers to take part in a joint, special thematic session on the Chairmanship’s priority on People and Communities of the Arctic, in parallel with the SAO executive meeting on 19 November 2019. In total, 35 Observers from 24 delegations as well as the EU, accepted the Chair’s invitation. The ACS was responsible for coordinating the room set-up; drafting the agenda; collecting, compiling and sharing material on the Working Group projects related to the thematic priority of the special session with Observers; taking notes and preparing a short summary of the special session for the Hveragerði SAO plenary report.

SAO Chair – Observer breakfasts in Ruka and Hveragerði

The Finnish and Icelandic SAO Chair respectively invited Observers to breakfast meetings at the SAO plenary meeting in Ruka on 14 March 2019 and the Hveragerði SAO plenary meeting held on 20 November 2019. These meetings are organized to provide the Chairmanship and Observers with an informal setting to facilitate their discussion and permitting all attendees to learn more about the others’ work in the Arctic Council. The ACS was responsible for sharing information about both breakfast meetings with Observers and preparing short summaries archived in SharePoint.

Observer review

At the 2019 Rovaniemi Ministerial meeting, 18 Observers were reviewed. The Secretariat assisted with the process by compiling all Observer reports as they came in, keeping track of submitted materials and
composing a summary of the reports for the SAOs. In the second half of 2019, the ACS started to prepare for the next round of the Observer review in 2020. At the Icelandic Chairmanship’s request, the ACS updated two separate Observer review and reporting templates and their accompanying instructions (one for the 20 Observers submitting reviews, and a second for the 19 Observers requested to produce regular reports of their activities). Updates to the templates included appropriate changes to submission deadlines and small language edits. A third document including the timeline of the processes of both reviews and reporting was updated and approved by SAOs intersessionally. Templates and instructions from the SAO Chair were distributed to all Observers in early December 2019 with appropriate submission deadlines in 2020.

ACS review

The terms of reference of the ACS state that the overall operation of the secretariat will be reviewed, unless otherwise decided by the SAOs, six years from the date it is operational. In 2019, the ACS has been operational for six years. The ACS therefore supported the Chairmanship to ensure that the review was initiated. The ACS received the review team in its offices in Tromsø for a two-day working session in October. The review team is expected to conclude its work in early 2020.

Archiving

The Arctic Council, a multilateral forum with a rotating Chairmanship, relies on timely access to authentic and reliable information. Creating, managing and preserving authentic and reliable records are integral activities for the ACS. As directed by the SAOs in late 2018, the ACS staff prepared a proposal for a possible simplification of the archiving policy in 2019. The ACS team assessed the current processes and procedures in detail and presented revised archiving guidelines to the SAOs at the SAO Hveragerði meeting in November 2019.

The SAOs approved the proposal, and the ACS team continues assessing internal archiving processes, developing internal guidelines and training new employees, to ensure good records management practices in the daily work of the Secretariat.

Russian language services

The ACS provided written translation of meeting documents and selected reports from English to Russian and vice-versa, including:

- Meeting documents for the SAO meetings in Ruka, Finland, SAOX meetings in Espoo, Finland and Reykjanessbaer, Iceland; and joint AC-AEC meeting in Reykjavik, Iceland, including agendas and discussion papers;
- Drafts of the Arctic Council Strategic Plan;
- Rovaniemi Joint Ministerial Statement, Statement by the Chair, selected chapters from the SAO Report to Ministers 2019, and other documents for the 10th Arctic Council Ministerial meeting;
- The program for the Icelandic Chairmanship (2019-2021);
- Fact sheets, project proposals, and meeting documents for the Working Groups ACAP and SDWG;
- Summary for CAFF’s “State of the Arctic Freshwater Biodiversity” report;
- IPS documents and information materials; and
- TFAMC-II recommendation for complementary enhancements of the Arctic Council institutions including the SAO based mechanism to coordinate marine issues in the Arctic Council.

The ACS also maintained and updated the Russian-language version of the Arctic Council website, as resources permitted, provided assistance in correspondence and other communications with Russian-speaking partners. The Russian language advisor provided interpretation at a number of Arctic Council meetings (SAO, ACAP, AMAP, IPS Board) during 2019, and took on responsibility for helping with visa processes when necessary.
Coordination with Arctic Council Working Groups

Coordination with the Arctic Council Working Groups is a priority for the ACS, and therefore the Secretariat maintains an open dialogue with the Working Group Chairs and executive secretaries to foster collaboration and avoid duplication of efforts.

As in 2018, the SAO Chair held two working breakfast meetings with Working Group representatives in 2019 – in conjunction with SAO meetings held in Ruka (Finland) and Hveragerði (Iceland). The ACS supported the SAO Chair in arranging both meetings and providing internal summary reports. In addition, at the Reykjanessbaer SAO meeting held in June, the SAO Chair had a working lunch with Working Group Chairs and executive secretaries to discuss the priorities of the 2019-2021 work plans as well as the priorities of the Icelandic Chairmanship. These meetings helped inform the incoming Chairmanship of the work across the Working Groups and fostered a discussion on how the Working Group work plans reflect Chairmanship priorities.

In the first half of 2019, the ACS coordinated the work of completing the SAO Report to Ministers approved at the Rovaniemi Ministerial meeting in May 2019. The final editing of the report was facilitated through in-person and virtual ACS-Working Group meetings to discuss respective chapters and work plan details.

The 2019 SAO Report to Ministers tasked the ACS to provide appropriate secretariat support to the Chairmanship’s special coordinator on plastics and marine litter – a position created for the duration of the Icelandic Chairmanship. The ACS assisted the special coordinator in organizing various in-person and phone meetings with the relevant Working Group Chairs and executive secretaries to discuss their work on plastics and marine litter in an effort to assess, map and coordinate the Arctic Council’s overarching work on the matter. The ACS also provided a staff member to attend various meetings together with the special coordinator to offer support with notetaking and post-meeting follow-ups.

PHOTO: Cloudberry, Russia. iStock / Koldunov
Arctic Council Secretariat and Indigenous Peoples’ Secretariat Staff, 2019

Left to right:
• Alona Yefimenko, Technical Advisor, IPS
• Tiia Tanskanen, Advisor, ACS
• Anna Degteva, Executive Secretary, IPS
• Ingeborg Ytterstad Pettersen, Technology Officer, ACS
• Nina Ågren, Acting Executive Secretary, EPPR
• Susan Novotny, Web and Digital Media Officer, ACS
• Michaela Stith, Intern, IPS
• André Skrivervik, Office Manager, ACS
• Nina Buvang Vaaja, Director, ACS
• Inna Tarysheva, Special Advisor, ACS
• Joël Plouffe, Advisor, ACS
• Kseniia Iartceva, Executive Secretary, ACAP
• (Not pictured) Kristina Baer, Head of Communications, ACS

PHOTO: Kristina Baer / Arctic Council
SECRETARIAT FOR ACAP AND EPPR AND SUPPORT TO OTHER SUBSIDIARY BODIES
Secretariat for ACAP and EPPR

In 2019, the executive secretary for ACAP and EPPR provided substantial support for an online ACAP WG meeting (4 February), the ACAP WG meeting in Tromsø (11-12 September) and two regular EPPR meetings (June 2019 in Bodø and December 2019 in Reykjavik). The ACAP and EPPR Secretariat also supported workshops and Expert Group meetings held by ACAP and EPPR (ARCSAFE/RADSAR Workshop and Arctic Oil Pollution Research and Development Workshop on 3 June in Bodø, Norway; Fram Center Workshop and CLEO Workshop on 10 September in Tromsø, Norway; Workshop on Guidelines and Tools for Arctic Marine Risk Assessment on 17 September in Oslo, Norway), and provided logistical support to the RADEX 2019 Table Top Exercise (3 June Bodø, Norway). At the request of the ACAP and EPPR Chairs, the executive secretary attended the first joint AC-AEC meeting (9 September in Reykjavik, Iceland), EGBCM meeting (10 September in Reykjavik, Iceland) and AMAP WG meeting (29-31 October in Tromsø, Norway).

The work of both EPPR and ACAP was also highlighted at several Arctic conferences. The EPPR Chair and executive secretary represented the Working Group at the Arctic Frontiers 2019, as well as at the Arctic Circle 2019.

The executive secretary coordinated reporting and intersessional work for ACAP and EPPR, including communication with the Finnish and Icelandic Chairmanships, coordination with the other Working Groups of the Arctic Council and completion of additional tasks as assigned by the director of the ACS.

The communications efforts of the ACAP and EPPR were undertaken by the executive secretary with assistance from ACS colleagues, including establishing a regular presence on social media for both groups. The ACAP and EPPR executive secretary was involved in the work of the Arctic Council communications group and participated in communications coordination with other Working Groups.

Preparing for the 2019 Ministerial meeting, the ACAP and EPPR secretariat developed fact sheets featuring both Working Groups and – in cooperation with the ACS technology officer – provided layout and copy-editing for five EPPR deliverables. The executive secretary benefited from communications and logistical support from other members of the ACS team.

Other support provided by the ACAP and EPPR secretariat during 2019 included:
- working closely day-to-day with the ACAP and EPPR Chairs;
- working with local hosts to make logistical and administrative arrangements for meetings;
- distributing and archiving documents as appropriate and as directed by the Chairs;
- maintaining current distribution lists for the Working Groups and associated Expert Groups;
- drafting meeting minutes and reports;
- managing core Working Group documents;
- assisting in additional meetings;
- maintaining the content of ACAP and EPPR websites and social media accounts;
- translating documents from Russian into English and vice versa; and
- interpreting for Russian-speaking PP delegates at meetings.
Support to Task Forces and Expert Groups

During 2019, the ACS continued to provide support to the Task Forces and Expert Group of the Arctic Council. The Task Force on Arctic Marine Coordination-II (TFAMC-II) and the Task Force on Improved Connectivity in the Arctic (TFICA) completed their mandates and concluded their work at the end of the Finnish Chairmanship in May 2019.

The ACS assisted the Task Force on Arctic Marine Cooperation (TFAMC-II) in conducting the final stage of email negotiations on recommendations for complementary enhancements of the Arctic Council institutions. This included the SAO-based mechanism to coordinate and guide the marine activities of the Arctic Council and improve coordination on marine issues in the Arctic Council. It also supported the Task Force Co-Chairs in incorporating all the edits and formatting the final document.

The ACS facilitated a final TFICA drafting meeting held in Ottawa in January 2019. One ACS staff member participated in the Ottawa meeting. The ACS continued to help coordinate the copy-editing process and completion of the TFICA report, approved at the Rovaniemi Ministerial meeting.

The ACS facilitated two EGBCM meetings (January and October 2019). Two ACS staff members participated in each of these meetings. The ACS support to the EG included:
- Coordinating logistical meeting arrangements with local hosts;
- document management and archiving;
- hosting intersessional teleconferences as directed by the Chair;
- maintaining distribution lists for reach-out to the delegations and sector groups;
- drafting meeting minutes and reports;
- collecting biennial national reports and publishing them on the OAR; and
- coordinating, collecting and consolidating input to the second Summary of Progress and Recommendations report as well as other documents.

Support to other subsidiary bodies

The ACS provided logistical support to the SDWG meetings held in February and September 2019. This included providing badges and table cards for the meetings, building the registration page and assisting with the on-site registration. In addition to the meeting preparation support, the ACS also provided assistance to the SDWG by running intersessional virtual teleconferences as requested by the executive secretary and the Chair of the WG. The ACS also continued to host the SDWG website.
In 2019, the ACS put a special emphasis on communication efforts with the ambition to enhance visibility of the Arctic Council brand.

Outreach and internal communication support for the Rovaniemi Ministerial and meetings leading up to it dominated the workload during the first part of the year. While the outcome of the Ministerial kept it on the communications agenda throughout the year, the ACS’ focus after the meeting turned towards promoting the incoming Icelandic Chairmanship and its priority areas, as well as establishing a good working routine with the new Chairmanship team. Communications at the ACS saw a shift of staff in 2019: In January Kristina Baer started her position as communications officer, assuming the role after Tom Fries who left the ACS in 2018; and in October Susan Novotny took over the revised position as web and digital media officer from Svein-Gunnar Johansen. Going forward the role will include content production for both website and social media, as well as proactive approaches to increase site traffic to the Arctic Council website.

Arctic Council communications in numbers

The ACS monitors the Council’s outreach efforts and records website visitors, media mentions and social media followers and likes on a monthly basis. These are the compiled statistics for 2019:

- The Arctic Council website recorded 125,300 visitors in 2019 (compared to 101,600 visitors in 2017 and 121,500 visitors in 2018).
- In terms of global media attention, the ACS staff recorded around 20,400 articles through its media monitoring tool (due the Rovaniemi Ministerial meeting considerably more than the 6,393 articles in 2018, but comparable in numbers to 2017).
- The Arctic Council Twitter account (@ArcticCouncil) added 3,169 followers, reaching 17,129 at the end of the year (13,960 in 2018, an increase of 23%).
- The Arctic Council Facebook page added 1,562 “likes,” reaching 8,614 at the end of the year (7,052 in 2018, an increase of 18%).

Continuous communications support

The ACS coordinates the overall external and internal communications on behalf of the Arctic Council in close cooperation with the Chairmanship. In 2019, everyday communications tasks performed by the ACS included:

External communications

- The ACS regularly informed the Arctic Council’s target audiences – as outlined in its Communications Strategy (Rovaniemi, 2018 http://hdl.handle.net/11374/2242) – about ongoing activities and initiatives through website articles, its social media channels, as well as through the new monthly public newsletter, which was launched in March 2019. These efforts included a close cooperation with the Council’s Working Groups to highlight Ministerial deliverables and ongoing projects.
- The ACS served both as a first point-of-contact for media requests, aiming at delivering timely responses in coordination with the Chairmanship team; and proactively reached out to media representatives to share information about upcoming events. In collaboration with the Chairmanship, the ACS hosted media availabilities following SAO plenary meetings.
- The ACS increased its efforts to produce multimedia content for the Arctic Council website and its social media channel, including a series of interviews with Senior Arctic Officials, Working Group Chairs, Permanent Participants and other stakeholders.
**Internal communications**

- The ACS continued to coordinate the Council’s communications and outreach group, which remained a central channel for sharing communications-related information internally.
- The ACS enhanced its efforts to regularly inform Arctic Council Observers about ongoing activities through targeted calls in cooperation with the Chairmanship ahead of meetings and events.
- The ACS continued to monitor global media mentions in several languages and regularly provided States, PPs and WGs with selected headlines. In addition, a quarterly communications report summarizing media mentions, website visitors and social media performance was sent out to the communications and outreach group.

**Event communications support**

The major Arctic Council event in 2019 was the Rovaniemi Ministerial meeting. The ACS worked closely with the communications team at the Finnish Ministry of Foreign Affairs, the outgoing and incoming Chairmanships, as well as the Council’s Working Groups to develop a coherent communications plan comprising the period before, during and after the Ministerial. The ACS also supported the Finnish Chairmanship in compiling an overview of accomplishments during its two-year term and developed briefing notes and speaking points as requested. During the Ministerial meeting itself, the ACS coordinated and channelled requests from international media outlets to the Finnish and Icelandic Chairmanships.

Throughout the year, the ACS also supported efforts to raise awareness about the Arctic Council and its project portfolio on both a local and a global scene:

- The ACS organized an Arctic Council booth at the Arctic Frontiers (Tromsø, Norway, Jan 2019) and the Arctic Circle Assembly (Reykjavik, Iceland, Oct 2019) to increase visibility and promote the Council’s work. For this purpose, the ACS developed a quick guide to the Arctic Council, a brochure introducing the Council and listing key deliverables by its Working and Expert Groups.
- In close collaboration with AMAP and EPPR, the ACS initiated and executed an interactive display at the Fritt Fram (Sept 2019), a public day within the building where the ACS is located in Tromsø, Norway. The display included an ocean acidification test (led by AMAP) and an oil spill recovery experiment (led by EPPR).
- The ACS supported the Chairmanship in organizing a side event about the Council’s efforts to tackle marine plastic pollution at the Our Oceans conference (Oslo, Norway, Oct 2019). The event was met with great interest and despite overlaps with other events and its early timing, targeted outreach prior to the event helped to generate a large audience.
- The ACS co-organized an Arctic Council side event on ocean acidification at the COP25 (Madrid, Spain, Dec 2019) together with the Icelandic Chairmanship and AMAP, and led the outreach efforts around the event – including a press conference prior to the event. The side event was hosted within the Cryosphere Pavilion, and onsite and online outreach efforts secured a full venue.
Websites, SharePoint, the Open Access Repository and AMAROK

To replace an aging and out of date content management system, work began in late 2019 on an updated Arctic Council website, along with updates for the ACAP (acap.arcticcouncil.org), EPPR (eppr.org) and SDWG (sdwg.org) web presences. The new sites will launch in early 2020.

New documents were regularly added to the Open Access Repository (OAR) after Arctic Council meetings and events throughout the year, making the OAR the primary entry point to access Arctic Council documents, including Working Group deliverables and reports.

The ACS in 2019 continued maintaining and supporting use of the SharePoint platform for meeting documents and internal use. It currently supports 15 sites for meetings, Working Groups and Task Forces, and one internal group for the Secretariat. During the summer, a large-scale cleanup of inactive users was implemented, but the ACS still supports over 400 users on the SharePoint platform.

The ACS continued administering the Arctic Council project tracker tool, the “AMAROK”, which is an online, SharePoint-based database. It can be updated directly by the Working Groups and other subsidiary bodies themselves, prior to each SAO or Ministerial meeting, allowing Working Groups direct control over their own entries. Updated versions of the Amarok were published on OAR.

Representations of the Arctic Council

The director of the ACS continued to receive frequent invitations to present the work of the Arctic Council in different meetings and events. In close consultation with the Chairmanship, the ACS director as well as other members of staff represented the ACS at different occasions when timing allowed and theme, audience and location deemed suitable. In addition, the ACS welcomed various delegations and individual visitors in its premises in Tromsø, Norway. Noteworthy visits included Norway’s Minister of Foreign Affairs and six Senior Arctic Officials during Arctic Frontiers; the Canadian Ambassador to Norway, who presented two Inuit sculptures on behalf of Canada, which were gratefully received by the ACS; and the Ambassador of the United States to Norway. A full list of representations and visits is available in Annex 1.
ADMINISTRATIVE FUNCTIONS
In 2019, the ACS continued to fulfill its wide array of administrative functions, while considerable efforts and resources were spent on recruiting new members of staff.

In addition, the ACS set up a proposal for an ACS working capital fund, which would secure operations if there was a temporary shortfall of cash, due for example to fluctuations in exchange rates. The proposal was submitted to SAOs but was unfortunately unable to gather full support among all the Arctic States. Furthermore, the ACS and AMAP co-developed fire and emergency evacuation instructions for the offices of the ACS and AMAP, as such instructions were not provided by the FRAM Centre in due time.

Staff recruitment, assessment, development and welfare

In 2019, the ACS has had a staff of 13 people including the IPS and secondments from the Kingdom of Denmark and the Russian Federation.

After almost six years with the ACS, Patti Bruns, the executive secretary for EPPR and ACAP, handed in her resignation on 30 June. Anne Birgitte Hansen (KoD) completed her two-year secondment at the ACS on 31 July.

A considerable amount of time was spent on recruitment processes in 2019, and four vacancies were posted on the Arctic Council website and promoted through various social media channels:

1. Executive secretary for EPPR
2. Executive secretary for ACAP
3. Public relations officer
4. Web and digital media officer

The ACS received on average around 40 applications for each position and all Arctic States were represented in the pool of applicants. In the final negotiation rounds, it proved difficult and at times impossible to meet the salary expectations of some of the candidates. Kseniia lartceva (RU) accepted an offer to serve as the executive secretary for ACAP for the next two years. Project officer Nina Ågren (FI) accepted an offer to serve as acting executive secretary for EPPR. Jessica Cook (US) accepted a four-year contract as public relations officer, and finally, as already mentioned above, Susan Novotny (CA) accepted a four-year contract as web and digital media officer.

Due to circumstances, it was not possible to arrange the annual team day for ACS staff in 2019. Appraisal conversations were conducted in December with all staff members.

Information technology and equipment

Continued efforts were made to move all ASC staff on to a standardized hardware platform. In addition, the ACS acquired a computer specifically set up for video editing and resource intensive media tasks. There have been no major software purchases in 2019, as the ACS is for now electing to continue making use of the systems that are already implemented and the possibilities they offer.
Status of budget and financial contributions

The 2019 budget for the Arctic Council Secretariat (Annex 4) was approved by the Ministers of the Arctic States at the Fairbanks Ministerial meeting in May 2017. The budget for 2019 amounted to USD 1,818,378 (NOK 11,619,983).

In accordance with the ACS financial rules (article 5.3) calls for contributions to each Arctic State was sent out on 28 February. The ACS had received all contributions by 25 June.

The financial statements and the external auditor’s report for the ACS activities in 2019 can be found in annex 4 to this report. The auditor’s report states: “In our opinion, the financial statements have been prepared in accordance with laws and regulations and present fairly, in all material respects, the financial position of the Company as at 31 December 2019 and its financial performance for the year ended in accordance with the Norwegian Accounting Act and accounting standards and practices generally accepted in Norway”.

A deferred income of USD 371,960 (NOK 3,265,928) can be seen in the financial statements for 2019. In line with the ACS financial rules (art. 5.6), the deferred income will be pro-rated for each Arctic State and deducted from the annual contributions for 2020. The deferred income is due to currency exchange gains.
ARCTIC
INDIGENOUS
PEOPLES’
SECRETARIAT
While the Indigenous Peoples’ Secretariat (IPS) is an entity within the Arctic Council Secretariat, it has its own Governing board, designated budget, and work plan. The specific tasks of the IPS are described in the Terms of Reference.

During 2019, the IPS fulfilled core tasks according to its work plan 2018-2019. Core tasks included providing outreach and general support to Permanent Participants (PPs), communicating with international bodies, conducting capacity building activities, fundraising, and providing Russian language services. The IPS supported the organization of the 6th Arctic Leaders’ Summit, assisted with the Indigenous Peoples Contaminant Action Program and started preparing for an evaluation of IPS’s relocation to Tromsø. The IPS successfully fulfilled its tasks and priorities.

**Governing board of IPS**

A board of nine members governs the IPS. All six Arctic Council PPs are board members, as is one representative from the current Chair of the Arctic Council, one from the incoming Chair of the Arctic Council, and one from the host country of the ACS (Norway). The director of the ACS is an ex-officio member of the IPS board. According to the IPS procedural guidelines, in-person board meetings are to be held at least once a year. In May 2019, the Saami Council took over the IPS Board Chairmanship from 2019-2021 after AAC’s successful Chairmanship in 2017-2019.

**IPS Staff**

There are two permanent positions at the IPS office: executive secretary (held by Anna Degteva) and technical advisor (held by Alona Yefimenko). The technical advisor was on full-time sick leave from March to August 2019. Michae la Stith was hired as a temporary associate from August to December 2019. Additionally, the IPS hosted three interns in 2019. See more information in “Capacity-building activities.” Since relocating to Tromsø in 2016, the IPS has cooperated closely with the Arctic Council Secretariat and appreciates support from ACS staff.

**IPS activities in 2019**

**IPS board meetings**

Two IPS board meetings were held during 2019; on 13 March 2019 in Ruka, Finland and on 19 November 2019 in Hveragerði, Iceland. In accordance with the IPS Procedural Guidelines, the IPS also undertook actions as requested by the Board. At the end of the AAC Chairmanship, the IPS organized a celebratory dinner to pass the IPS Chairmanship to the Saami Council on the Chair’s request.

**PP caucuses**

PP caucuses are important occasions on which PPs can discuss common strategies and challenges in the Arctic. The IPS work plan mandates that the IPS organizes PP caucuses and follow-up meetings as requested including arranging for translations, organizing logistics and practical arrangements; preparing an agenda and relevant supporting documents; and drafting related press releases as necessary. IPS hosted five PP caucuses; in Ruka, Finland on 11 March 2019; in Rovaniemi, Finland on 6 and 7 May 2019; in Reykjavík, Iceland on 17 June 2019; and in Hveragerði, Iceland on 22 November 2019.

**Facilitating PPs’ work in Arctic Council and Arctic-related meetings**

As its continuous focus, the IPS assisted the PPs’ active participation and full consultation in the Arctic Council and Arctic-related meetings. Support included registering PPs, confirming delegations, arranging and/or purchasing airfare and accommodations, negotiating per diem allotments and conference fee deductions with non-Arctic Council meeting hosts,
coordinating visa invitations, organizing simultaneous- and document translation, creating customized programs, disseminating relevant documents, coordinating bilateral meetings, conducting outreach for PPs’ participation, and assisting PPs with other tasks as requested.

Find a list of conferences and meetings at which the IPS provided support services to PPs in Annex 2.

Communication

Institutional support and information-sharing

The IPS provides support and assistance as a common secretariat unit for all six PPs in the Arctic Council in accordance with the IPS work plan. First, the IPS carried out research and analysis as requested by PPs. For example, the IPS composed and distributed a summary of Denmark’s “Business Finance in the Arctic” report upon the Saami Council’s request. Second, the IPS acted as a “organizational memory,” for example by locating past Arctic Leaders’ Summit (ALS) declarations upon AAC’s request and publicly storing them on the IPS website. Third, the IPS assisted PPs in drafting joint documents upon request. The IPS edited the UArctic Mobility Initiative draft concept note, assisted in drafting joint press releases after the 11th Ministerial meeting and ALS6, and assisted in drafting the ALS6 Declaration by organizing steering committee meetings in cooperation with the Saami Council.

To share information, the IPS kept and updated distribution lists in SharePoint and SuperOffice. The IPS forwarded requests for Indigenous input and participation to PPs and distributed information about upcoming events and deadlines. Upon PPs’ request, the IPS provided various resources such as the Icelandic Chairmanship program, SAO documents and photos. The IPS also regularly updated a calendar of Arctic Council and related events for PPs’ use.

Russian language services

The IPS provides communication and translation assistance between PPs’ English- and Russian-speaking chapters, arrange interpretation as resources permit, and arrange document translation in coordination with the ACS language advisor in accordance with the work plan. SAO and SAOX documents, SDWG project template and selected meeting documents, IPS Board documents and PP caucus documents were translated. Simultaneous translation was ensured as far as possible during IPS board meetings and PP caucuses. The IPS provided translation assistance as requested during PPs’ board meetings.

Cooperation with Arctic Council Observers

The IPS work plan mandates that the IPS “arrange and facilitate meetings and joint events between the PPs and Arctic Council Observers.” The IPS worked with countries such as Singapore, Germany and Italy to facilitate PPs’ participation in various opportunities. Furthermore, the IPS also worked with projects with organizations such as the UN Environment Programme (UNEP) and Association of World Reindeer Herders (AWRH). For example, the IPS distributed information on the Singapore Cooperation Program, coordinated a lunch with PPs and provided simultaneous Russian-English translation upon the Singapore Ministry of Foreign Affairs’ invitation. Upon the Saami Council’s request, the IPS contacted all Observers regarding the Arctic Leaders’ Summit and participated in the panel “Understanding and enhancing the cooperation of the Arctic Council, its bodies and partners with the Observer States and the EU” at the 6th Warsaw Format meeting in Warsaw, Poland, 20 September.
Public awareness of PPs and Indigenous issues in the Arctic Council

Communication and outreach

The IPS contributed to raising public awareness of Indigenous issues in the Arctic Council through online publications and other media. First, the IPS regularly posted about PPs’ activities, Arctic Council and Arctic-related meetings, and funding opportunities for Indigenous people on the IPS Facebook page. During the summer of 2019, IPS made weekly flyers showcasing words in Arctic Indigenous languages to celebrate the UN International Year of Indigenous Languages on Facebook. Second, the IPS maintains a website: www.arcticpeoples.com. The IPS made a comprehensive list of necessary changes and began to update the website. Third, the IPS launched two physical exhibitions: the EALLU Exhibition “Indigenous Peoples and Culinary Traditions in the Arctic” and the “Ságastallamin” Indigenous Languages Exhibition. See more information in “Projects.”

Lastly, the IPS completed miscellaneous communication activities such as transcribing and gathering PPs’ Ministerial speeches to publish on the Open Access Archive, and creating a press contact list of 100+ journalists. With PPs’ generous participation, the IPS organized 10+ filmed interviews about Arctic Indigenous languages in cooperation with the ACS communications officer and the Institute of Indigenous Peoples of the North.

Answering external requests

The IPS facilitated information-sharing and timely responses to questions about the PPs and the IPS. Relevant requests to the ACS about Indigenous peoples were forwarded to the IPS. During the reported period, the IPS facilitated introductions between PPs and researchers. The IPS also provided edits to the Alfred Wegener Institute’s “Governance in the Arctic” fact sheet and provided comments to the UN Global Compact Sustainable Ocean Principles “Arctic Guidance” document upon consultation with PPs.

In cooperation with PPs, the IPS worked on multiple maps. The IPS gathered PPs’ input as well as suggestions from various language institutions to improve UNEP’s “Vital Graphics” map and CAFF’s language diversity map, each showing Arctic Indigenous Peoples’ languages and homelands. The IPS also summarized topics requested by PPs for dynamic maps (which show changes over time) upon request from Arctic SDI.

Capacity-building activities

IPS internship program

The IPS sought sustainable funding to strengthen the internship program. The staff coordinated internship brainstorming/planning meetings with four institutions and received notice that the Labrador Institute received funding to continue the Labrador Institute Indigenous Internship for three more years (2020-2022).


Training, education and youth

At Arctic Frontiers in January 2019, the IPS organized a meeting between the Saami Council, AAC and three Arctic Youth Ambassadors from Alaska. In cooperation with PPs, the IPS recommended two Indigenous students from the Russian Federation to study Saami language at the Sámi University of Applied Sciences with the north2north scholarship. Both students are active in RAIPON activities and were
recommended by a RAIPON local coordinator. In October 2019, the IPS gave a presentation to 18 reindeer-herding youth about the Arctic Council and the role of PPs at the Arctic Circle Assembly as written in the IPS work Plan, “Develop training courses and workshops on relevant and requested topics.”

Fundraising

Upon PPs’ request, the IPS seeks additional funding for PP engagement. For example, the IPS carried out an assessment of the Saami Council’s “Indigenous toolkit” NPAP funding application to assist the Saami Council project as an observer to the Northern Periphery and Arctic Programme (NPAP) and the IPS collaborated with AIA to prepare a funding application for a future ACAP/IPCAP project.

The IPS also seeks travel support in cooperation with PPs. The IPS applied to Finland for contributions to the IPS Extra Funding Account, which supports PPs’ participation in Arctic Council meetings and projects when PPs do not have the possibility to cover such participation. In cooperation with PPs, the IPS secured Ministerial meeting travel funding through collaboration with WMO.

To support travel funding for the 6th Arctic Leaders’ Summit, the IPS drafted two Norwegian Barents Secretariat funding applications (one for Russian participation and another for the cultural program). IPS also drafted a request to Arctic States and contacted Observers asking for their attendance and travel support for Indigenous representatives. To financially support the Youth Summit, the IPS wrote a one-page concept note, requested travel funding from multiple entities and assisted in writing a Pawanka Fund grant application.

Administration

The IPS completed tasks related to staff recruitment, assessment, development and welfare, and prepared a biennial work plan, budget and periodic reports. The IPS also conducted meetings to improve the IPS SharePoint struc-

ture, met with Arctic Council Secretariat reviewers, prepared background documentation for reviewers, and facilitated meetings between reviewers and the IPS Chair.

IPS projects and events

Arctic Leaders’ Summit

The Arctic Leaders’ Summit (ALS) is a unique forum in which Indigenous Peoples from across the Arctic set their own priorities for discussion, bridge differences, and create common understanding particularly on matters related to the Arctic environment. The IPS work plan instructed the IPS to support the Saami Council in organizing the ALS6 on 13-15 November in Rovaniemi, Finland. In coordination with the Saami Council, the IPS was involved in all levels of organizing ALS6 including coordinating steering committee meetings, fundraising, gathering nominations and sending invitations, preparing documents, supporting the final drafting of the declaration, and reporting.

The Arctic Leaders’ Youth Summit (ALYS) was a new, complementary addition to the ALS organized to provide a dedicated summit for Indigenous youth and promote youth engagement in ALS6. The IPS also provided support to ALYS, including purchasing the youth nominees’ tickets and hotels in coordination with the Saami Council.

For more information on both events, visit www.arcticpeoples.com/arcticleaderssummit.

EALLU Exhibition “Indigenous Peoples and Culinary Traditions in the Arctic” at the Icebreaker “Krassin” in St. Petersburg, Russian Federation

The EALLU Exhibition “Indigenous Peoples and Culinary Traditions in the Arctic” is based on the unique Arctic Council Sustainable Devel-
opment Working Group project “EALLU – Indigenous Youth, Food Knowledge and Arctic Change” and co-organized by the IPS, AWRH and Museum of the World Ocean. In addition to helping curate exhibition materials, the IPS was responsible for organizing the content, practicalities and menu of traditional Arctic foods at the opening reception onboard the Icebreaker “Krassin” on 8 April as a side event to the V. International Arctic Forum “Arctic – Territory of Dialogue.” The exhibition remained on display in the Krassin until 8 May and was viewed by over 1000 people, including Norway’s Prime Minister Erna Solberg and various Arctic Council actors. It then travelled to three venues in the Russian Federation in 2019, and IPS is planning to display the exhibition in Norway in 2020.

“Ságastallamin” Arctic Indigenous Languages Exhibition for the UN International Year of Indigenous Languages

The exhibition “Ságastallamin: Telling the Story” is a joint effort between the IPS and the University Library at UiT – The Arctic University of Norway. The exhibition educates about Arctic Indigenous languages and showcases institutions around the Arctic working to revitalize them. In preparation for the exhibition, the IPS was responsible for engaging PPs, drafting and revising roll-up texts, collecting feedback on the map, editing case study texts on revitalization initiatives, and gathering materials from the Institute of the Peoples of the North, Sámi University of Applied Sciences and other institutions.

More than 60 people attended the exhibition opening on 16 September in the UiT University Library. In cooperation with the Saami Council, the IPS arranged for the roll-ups to be set up in the ALS6 venue. For more information about the event, visit www.arcticpeoples.com/arctic-languages.

EU Arctic Policy Assessment

The IPS became a partner in the EU Arctic Policy Assessment from 2017-2019 upon approval by the Board in 2016. The IPS’s role in the project was to make sure that Indigenous knowledge and Indigenous voices were involved properly in the program Public Policy - EU Policy and Outreach Partnership and Cultural Diplomacy - Arctic. In 2019, the IPS attended the March 2019 Sustainability Seminar in Brussels where multiple PPs were also present. Afterwards, the IPS followed up on EUAPA final report drafting process and provided comments to three separate drafts and proposed 25 different passages mentioning “indigenous” or “traditional” that were included in the EUAPA final report. The IPS’s input seemed to be welcomed by EUAPA, although the final report was delivered confidentially to the European Commission. PPs received various drafts as well as the summary. The project is now complete.

Arctic Science Ministerial

The IPS has facilitated contact between PPs and the Arctic Science Ministerial (ASM) since the PPs’ decision in March 2018. During 2019, the IPS distributed information about and joined ASM2 follow-up teleconferences. Leading up to ASM3 in Tokyo, Japan on 21-22 November 2020, IPS participated in Arctic Science Funder Forum teleconferences to which PPs were also invited. In cooperation with PPs, the IPS facilitated two consultations regarding ASM3 with Iceland’s Ministry of Education, Science and Culture on 19 June and 8 October and distributed reports from these meetings to PPs. The IPS also informed PPs about the possibility to nominate Indigenous representatives to the ASM3 Advisory Board. Lastly, the IPS provided feedback to the ASM2 Working Group on the Funders Forum draft recommendations.
IPS Finances

In 2019 The Kingdom of Denmark and Norway funded the IPS administrative budget in equal shares. The IPS administrative budget covers IPS staff salaries and development, travel, office rent, equipment, administrative issues, and other services. In addition to this funding, the IPS support the PPs in their Arctic Council work, including participation in Arctic Council meetings, as well as ongoing Arctic Council projects in the Working Groups by seeking other sources of funding. In 2019, the IPS was fortunate to receive contributions from Finland for the extra funding budget. These funds were mainly used to facilitate the PPs’ participation in the Arctic Council Ministerial meeting, SAO meetings and the 6th Arctic Leaders’ Summit.

Conclusion

In 2019, the IPS was pleased to support PP’s contributions to Arctic Council events, Arctic-related meetings and external projects. The IPS played a big role in assisting PPs at the Arctic Council Ministerial, regular Arctic Council meetings, and also at the International Arctic Forum “Arctic - Territory of Dialogue”. IPS was instrumental with providing cooperation and coordination activities among the PPs by organizing regular PPs Caucuses and supporting the first Arctic Youth Leaders’ Summit and the sixth Arctic Leaders’ Summit. Additionally, the IPS focused on capacity building and communication, including strengthening the IPS internship programs and organizing two physical exhibitions: SDWG EALLU Indigenous Youth and Food Culture exhibition at Icebreaker “Krassin” in St. Petersburg and Arctic Indigenous Languages exhibition in Tromsø.

As the Arctic Council continues to expand its activities, the IPS will work to increase cooperation among Permanent Participants and to expand PP capacity. In addition to supporting PP’s work in the Arctic Council and beyond, the IPS looks forward to collaborating with Permanent Participants to refine strategic priorities for the future.
Rock carvings near Alta, Norway.
PHOTO: Linnea Nordstrom / Arctic Council
Annex 1

VISITORS TO THE ACS, IPS MEETINGS, AND ACS/IPS EXTERNAL REPRESENTATION IN 2019
A1.1 Visitors to the ACS

The following visitors were received at the ACS offices in 2019. In most cases, the visits included a general introduction of the work of the Arctic Council, its structure, and priorities under the Finnish and Icelandic Chairmanships.

- Mr. Aleksi Härkönen, Chair of the Senior Arctic Officials; Ms. Tuuli Ojala, Senior Advisor Finnish Chairmanship; Mr. René Söderman, Finland’s Senior Arctic Official; Mr. Björn Lyrvall, Swedish Senior Arctic Official; Mr. Bård Ivar Svendsen, Norwegian Senior Arctic Official; Ms. Hanne Fugl Eskjaer; Senior Arctic Official Kingdom of Denmark; Ms. Bryndís Kjartansdóttir; Icelandic Senior Arctic Official; Mr. Nikolay Korchunov, Russia’s Senior Arctic Official (January)
- H.E. Ms. Ine Marie Eriksen Søreide, Foreign Minister of Norway with delegation (January)
- Ms. Ásthildur Sturludóttir, Mayor of Akureyri (January)
- Ms. Marie Anne Coninxs, Ambassador at Large for the Arctic EEAS with delegation (January)
- Mr. Magnús Jóhannesson, incoming Icelandic Chairmanship team (January)
- Mr. Doug Klassen, Canada (January)
- Mr. Heung-Keong Park, MFA Korea with delegation (January)
- Media representatives from Italian news outlets (January)
- Mr. Ian Laing, Institute of the North (January)
- Mr. Omair Ahmad, journalist (January)
- Mr. Professor Suh-Young Chung, Division of International Studies, Korea University (January)
- Ms. Anu Fredrikson, Director of the Arctic Economic Council (January)
- Ms. Kristin Røymo, Mayor of Tromsø with delegation (March)
- Student group from the University of the Arctic Tromsø (March)
- Mr. Einar Gunnarsson, incoming Chair of the Senior Arctic Officials; Sólrún Svandal, Senior Advisor Icelandic Ministry for Foreign Affairs (March)
- UArctic Board, and Ms. Anu Fredrikson, Director of the Arctic Economic Council (April)
- OSCE delegation (June)
- U.S. Naval Academy students and supervisor (June)
- Mr. Karl Gardner, Ireland’s Ambassador to Norway; and Ms. Ciara Delaney, Director of EU Policy in Dublin (June)
- Ms. Kathryn Lavelle, Professor of Political Science, Case Western University; and Ms. Liselotte Odgaard, Fellow at the Hudson Institute (August)
- Diplomatic trainees from Ministry of Foreign Affairs of Norway (August)
- Mr. Tormod Endresen, UN Global Compact (August)
- Mr. Gabriele Catania, Italian journalist (September)
- H.E. Mr. Patrick Parisot, Ambassador of Canada to Norway with delegation (September)
- H.E. Mr. Kenneth Braithwaite, Ambassador of U.S. to Norway with delegation (September)
- Delegation of Nordic Members of Parliament (September)
- Students from Durham University with Prof. Phil Steinberg (September)
- Mr. Jens Möller, journalist at Sveriges Radio (September)
- Mr. Kerry Koepping, and Mr. Florian Ledoux from the Arctic Arts Project (September)
- Representatives from the Icelandic National Audit Office, for the review of ACS (September)
- Mr. Professor Marc Lanteigne, University of the Arctic Tromsø (October)
- Mr. Ole Øvretveit, and Ms. Line Kjelstrup from Arctic Frontiers (October)
- Youth politicians from the Netherlands (November)
- Representatives from the municipality of Tromsø, Mayors’ office (November)
- Representatives from the Legal Department of the MFA, Norway (November)
- Mr. Bård-Ivar Svendsen, Norwegian SAO (November)
- Representatives of the Four Regional Councils of the North (December)
- Mr. Nikolay Konygin, Consul General of Russia to Kirkenes, Norway (December)

**A1.2 Meetings of the IPS**

The IPS met with the following people in 2019, often to discuss future collaboration and discuss the work of the PPs:

- Nikolay Korchunov, Senior Arctic Official for Russian Federation, 21 January
- Sam Tan, Minister of State, Singaporean Ministry of Foreign Affairs, 21 January
- Marie-Anne Coninsx, Ambassador at Large for the Arctic and Terkel Petersen, Senior Advisor for Arctic Matters, European Union External Action Service, Tromsø, Norway, 22 January
- Arctic Youth Ambassadors Meet & Greet between the Saami Council, AAC, a representative from the American Embassy in Oslo, and three Arctic Youth Ambassadors from Alaska, 23 January
- Alex Tesar, journalist from The Walrus - Canada, Tromsø, Norway, 25 January
- Teleconference with teachers and students in “Circumpolar Studies” at Nunavut Sivuniksavut College, 28 January
- Lamalice Annie, PhD student on food sovereignty and food security, Montreal University, teleconference, 31 January
- Linnea Nordström, Director of Communications, UiT University Library, Tromsø, Norway, 27 March
- Julia Komarova, Pro-Rector, Herzen State Pedagogical University, St. Petersburg, Russia, 20 June
- Igor Navok, Director, Institute of Indigenous Peoples of the North, St. Petersburg, Russia, 21 June
- Erin Robertson, Deputy Public Affairs Officer, US Embassy in Oslo, Norway, 7 October
- Johnathan Crossen, Professor, UiT Saami Centre, Tromsø, Norway, 18 October
- Laila Susanne Vars, Rector, University of Applied Sciences, Tromsø, Norway, 22 October
- Karen Pottle-Fewer, Labrador Institute Indigenous Internship Coordinator, teleconference, 23 October
- Michael Karcher, Arctic PASSION team, teleconference, 25 October
- Ng Teck Hean, Senior Arctic Official for Singapore, Hveragerði, Iceland, 21 November

**A1.3 ACS external representation**

The ACS took part in the following events during 2019 – in addition to the official Arctic Council meetings:

- Arctic Frontiers 2019, Tromsø, Norway, 21-24 January
- Joint dinner with group of German journalists during Arctic Frontiers on board KV Andenes, Tromsø, Norway, 22 January
• Visit of RV Polarstern in Tromsø Harbour, Norway, 20 September
• Warsaw Format meeting, Warsaw, Poland, 20 September
• Final JCLOS Conference, Tromsø, Norway, 20 September
• MOSAiC Farewell Reception, Tromsø, Norway, 20 September
• Fritt Fram, Tromsø, Norway, 28 September
• Arctic Circle Assembly, Reykjavik, Iceland, 10-12 October
• Our Oceans conference, Oslo, Norway, 23-24 October
• Career Forum for students at University of Tromsø, 28 October
• 6th Arctic Leaders’ Summit, 13-15 November
• COP25, Madrid, Spain, 7-9 December

A1.4 IPS representation

The IPS attended the following events in 2019:
• Arctic Frontiers, Tromsø, Norway, 21-24 January
• Sámi Parliament Language Conference, Tromsø, Norway, 4-5 February
• SAO meeting, Ruka, Finland, 12-14 March
• “Sustainable Arctic in the context of environmental and socio-economic changes” EUAPA Dialogue workshop, Brussels, Belgium, 25 March
• V International Arctic Forum, St. Petersburg, Russian Federation, 9-10 April
• UArctic Board meeting, presentation in Tromsø, Norway, 26 April
• “Connecting Meteorology with Traditional Knowledge and Local Knowledge” hosted by the Finnish Meteorological Institute, Rovaniemi, Finland, 6 May
• 11th Ministerial meeting of the Arctic Council, Rovaniemi, Finland, 7 May
• SAOX meeting, Reykjanesbaer, Iceland, 18-19 June
• CLEO Workshop, Tromsø, Norway, 9 September
• SDWG meeting, Reykjavik and Isafjordur, Iceland, 9-12 September
• ACAP meeting, Tromsø, Norway, 10-12 September
• Arctic Cooperation Conference, Copenhagen, Denmark, 17 September
• SAO-AEC meeting, Reykjavik, Iceland, 9 October
• “Training of Arctic Indigenous Youth for Arctic Change,” presentation in Reykjavik, Iceland, 10 October
• Arctic Circle Assembly, Reykjavik, Iceland, 10-13 October
• Meeting on Solid Waste Management in Small Arctic Communities Project with Icelandic Chairmanship, teleconference, 14 October
• Arctic Leaders’ Summit, Rovaniemi, Finland, 12-15 November
• SAO meeting, Hveragerði, Iceland, 19-21 November
• ICC Executive Council Meeting, Ilulisaat, Greenland, 23-25 November
• 2nd Teachers’ Assembly on Indigenous Languages, Culture and Literature of Small-numbered Peoples of the North, Siberia and the Far East of the Russian Federation, St. Petersburg, Russia, 27-28 November
Annex 2

IPS SUPPORT TO PERMANENT PARTICIPANTS
In 2019, IPS provided support services to PPs at the following conferences and meetings:

- Arctic Frontiers, Tromsø, Norway, 21-24 January
- CREATeS Workshop, Inari, Finland, 30 January-1 February
- SDWG Meeting, Kemi, Finland, 5-7 February
- SAO Executive and Plenary meeting, Ruka, Finland, 12-14 March
- “Sustainable Arctic in the context of environmental and socio-economic changes” EUAPA Dialogue workshop, Brussels, Belgium, 25 March
- Arctic: Territory of Dialogue – V International Arctic Forum, St. Petersburg, Russian Federation, 9-10 April
- SAO Executive meeting, Espoo, Finland, 11-13 April
- “Connecting Meteorology with Traditional Knowledge and Local Knowledge” hosted by the Finnish Meteorological Institute, Rovaniemi, Finland, 6 May
- “Pan-Arctic Regional Outlook Forum,” World Meteorological Institute, 8-9 May
- 11th Ministerial meeting of the Arctic Council, Rovaniemi, Finland, 7 May
- IASC Arctic Science Summit Week, Arkhangelsk, Russia, 22-30 May
- 3rd OECD Meeting of Mining Regions and Cities, Skellefteå, Sweden, 12-13 June
- SAO Executive meeting, Reykjanesbaer, Iceland, 18-19 June
- “The Indigenous Languages as a Factor in the Sustainable Development of the Arctic,” Yakutsk, Russia, 27-28 June
- SDWG meeting, Reykjavik and Isafjordur, Iceland, 9-12 September
- ACAP meeting, Tromsø, Norway, 10-12 September
- SAO-AEC meeting, Reykjavik, Iceland, 9 October
- Arctic Circle Assembly, Reykjavik, Iceland, 10-13 October
- ACAP meeting on Solid Waste Management in Small Arctic Communities Project with Icelandic Chairmanship, teleconference, 14 October
- Arctic Leaders’ Youth Summit, Rovaniemi, Finland, 12-13 November
- 6th Arctic Leaders’ Summit, Rovaniemi, Finland, 13-15 November
- SAO Executive and Plenary meeting, Hveragerði, Iceland, 19-21 November
- AIA skype meeting, 20 November
- ICC Executive Council Meeting, Ilulisaat, Greenland, 23-25 November
- 2nd Teachers’ Assembly on Indigenous Languages, Culture and Literature of Small-numbered Peoples of the North, Siberia and the Far East of the Russian Federation, St. Petersburg, Russia, 26 November
Annex 3

ARCTIC COUNCIL SECRETARIAT AND IPS WORK PLANS FOR 2018-2019
The draft work plan for the Arctic Council Secretariat (ACS) for the period 2018–2019 is submitted to the Senior Arctic Officials for consideration and approval at the SAO meeting in Juneau, Alaska, United States, in March 2017, in accordance with the Terms of Reference of the Arctic Council Secretariat. Full implementation of this work plan as detailed below is subject to approval of the associated budget, which is planned for Ministerial consideration at the Arctic Council Ministerial meeting in Fairbanks, Alaska, United States, in May 2017.

The biennial work plan for the Indigenous People Secretariat (IPS) for 2018-2019 that has been approved by the IPS Board is included as a part of the ACS work plan in accordance with the ACS Terms of Reference.

1. Introduction

This biennial work plan of the Arctic Council Secretariat (ACS) for the calendar years 2018 and 2019 is the third full biennial work plan for the ACS. The ACS was established on 21 January 2013 and started its operation 1 June 2013 in Tromsø, Norway. According to the ACS Terms of Reference (Article 8.2), the overall operation of the Secretariat is to be reviewed, unless otherwise decided by the SAOs, after six years. On 31 May 2019, it will be six years since the ACS became operational. This biennial work plan covers the main part of the Finnish Chairmanship of the Arctic Council, which extends from May 2017 to May 2019 and the beginning of the Chairmanship of Iceland (May-December 2019).

This work plan builds in broad terms upon the ACS Terms of Reference (as approved by the Arctic Council Deputy Ministers in 2012 and revised by SAOs at the Anchorage SAO meeting in 2015) and the Arctic Council Communication Strategy as approved by the Senior Arctic Officials in October 2016. After almost four years of successful operation, ACS routines and practices are well established and the work plan reflects to a large extent a continuation of these. The work plan also takes into account requests for support that have been discussed previously in the Arctic Council as well as requests from the incoming Chairmanships. These new tasks are of course subject to the availability of the necessary resources.

In addition to the individual issues and tasks listed in the work plan, the ACS will draw upon its experience and knowledge of past practices in the Arctic Council to advise the Chairmanship and other members of the Arctic Council, as appropriate and as needed, on any relevant issues having to do with the Council’s ongoing work.

From 1 January 2016 the Indigenous Peoples’ Secretariat (IPS) became a part of the ACS. The IPS has its own work plan and a separate budget for its operations. For the first time, the IPS biennial work plan for 2018 and 2019, which has been approved by the IPS board, is presented as a part of the ACS biennial work plan. The IPS work plan is based upon the ACS Terms of Reference.

In the early part of 2018, the ACS will move into premises in a new building being constructed adjacent to the present offices in the Fram Centre in Tromsø. This will undoubtedly benefit the work of the ACS in many ways, but the relocation will also require extra work by the staff and is expected to have some budgetary implications.

2. Secretariat support for the Arctic Council

The ACS will provide secretariat support for the Arctic Council and, in particular, for the Chairmanships of Finland and Iceland, in accordance with the ACS Terms of Reference and as further detailed in this work plan. The work of the ACS will be undertaken as appropriate in cooperation with, and under the direction of, the SAO Chair. The support from the ACS can be broadly divided into four categories as follows.
• General support to the Chairmanship, SAOs, PPs and other Arctic Council stakeholders
• Administrative continuity and capacity
• Communications
• Russian language services

2a. General support to the Chairmanship and the Arctic Council

The ACS will:

• Take part in planning and preparing of SAO and Ministerial meetings; provide and coordinate support for logistical and practical preparations including, inter alia, registration of participants and managing of meeting websites; assistance with preparation and publishing of agendas and meeting documents; take minutes from meetings and prepare meeting reports for the Chairmanship’s consideration.
• Provide secretariat support for other political meetings of the Arctic Council, such as the scheduled meeting of Arctic Environment Ministers in Finland in 2018.
• Manage the Arctic Council Chair email account and assist the SAO Chair in daily correspondence; receive letters, invitations and other correspondence to the Arctic Council and distribute them as appropriate; draft responses for the SAO Chair’s consideration; coordinate with Arctic States, Permanent Participants, Working Groups, Task Forces and others as appropriate.
• Provide support as requested, as appropriate, and as resources permit, during Working Group, Task Force, and Expert Group meetings.
• Coordinate, collect, and consolidate input to reports and other documents from SAOs, Permanent Participants, Working Groups, Task Forces, Expert Groups, other Arctic Council subsidiary bodies, and accredited Observers.
• Ensure distribution of reports and other documents as needed to SAOs, Permanent Participants, Working Groups, Task Forces, Expert Groups, other Arctic Council subsidiary bodies, and Observers.
• Assist the Chairmanship in implementing and finalizing the review of Arctic Council Observers during the second year of the Finnish Chairmanship.
• Support Observers, in accordance with the Observer Manual, including relating to entities applying for Observer status.
• As requested by the Chairmanship or SAOs, gather information about earlier Arctic Council work, decisions, or projects, and prepare background material for SAOs’ consideration.
• Undertake other tasks as requested by the Chairmanship or the SAOs, including support to the development of a long-term strategic plan, subject to the availability of necessary resources.

2b. Administrative continuity

To help ensure the smooth functioning of the Arctic Council, the ACS will:

• Maintain and update the database of points-of-contact and distribution lists, and make updated lists available to the Arctic Council subsidiary bodies upon request. In addition, the ACS will circulate emails as appropriate on behalf of SAOs and/or Permanent Participants to relevant recipients via the Arctic Council Secretariat email account.
• Maintain and further develop relevant Arctic Council archives and ensure that important documentation is stored and cataloged appropriately.
• Support the Chairmanship in its working processes and keep track of formal deadlines of the Arctic Council as appropriate.
• During the lead-up to the Icelandic Chairmanship (2019-2021), work with Icelandic representatives to plan and prepare for a smooth transition.
2c. Communications

The ACS will undertake the following:

- Maintain and develop the Arctic Council website and the Arctic Council-branded social media accounts.
- Work to ensure good internal communications within the Arctic Council.
- In close cooperation with the Chairmanship, manage the biennial review of the Arctic Council Communications Strategy (approved 2016, Portland).
- Facilitate information-sharing and timely responses to questions about the Arctic Council and its work.
- Work to maintain the Arctic Council’s Open Access Repository (OAR) and the Council’s internal archive.
- In close consultation with the Chairmanship, relate to external stakeholders (including media) as needed, or as requested by SAOs.
- Work closely with Arctic Council Working Groups in implementing the Arctic Council Communications Strategy.

For more detail on the ACS’s communications work, see section 5.

2d. Russian language services

The ACS will provide Russian language services, including the following:

- Translate the main documents for Arctic Council Ministerial and SAO meetings into Russian (e.g., agendas, meeting reports, key reports, report summaries, declarations, SAO Reports to Ministers, draft agreements, and frameworks negotiated under the auspices of the Arctic Council).
- Translate website content into Russian on the main Arctic Council website and improve display of Russian-language content.
- As appropriate, and as resources permit, translate Arctic Council communications materials, or other documents or materials.
- Following established practice, provide simultaneous interpretation, as necessary, at SAO executive meetings.
- Subject to approval by the ACS Director, provide language assistance, including interpretation, to the Working Groups, Task Forces, and other subsidiary bodies.
- Serve as a focal point for communication with Russian stakeholders.
- Monitor Russian-language media for articles mentioning the Arctic Council and its activities, and flag the most important or interesting news.
- Update the English-Russian glossary of acronyms used in the work of the Arctic Council.
- Provide other support related to the Russian language as instructed by the ACS Director.

3. Overview and coordination of Arctic Council activities

The ACS will endeavor to provide a comprehensive overview of Arctic Council activities, including specific reporting on particular elements of interests, as directed by the Chairmanship or by SAOs. Where appropriate and where desired, the ACS will also assist the Chairmanship in monitoring cross-cutting projects. Tasks associated with this element of the ACS’s work may include the following.

- The ACS will work to provide a regularly updated and comprehensive overview of Arctic Council activities via the “Amarok” Arctic Council tracking tool, which should help with coordination and tracking of the Arctic Council’s work, as well as with public outreach.
- The ACS will report on specific aspects of the Arctic Council’s work, and assist with monitoring cross-cutting initiatives, as directed by the Chairmanship or by SAOs.
- With assistance from the Member States, Permanent Participants, and subsidiary bodies, work to identify good opportunities to schedule subsidiary body meetings back-to-back to facilitate participation.
4. Secretariat functions for ACAP, EPPR and support to other subsidiary bodies

4a. Secretariat functions for ACAP and EPPR

The ACS will act as Secretariat for the Working Groups EPPR (Emergency, Preparedness, Prevention and Response) and ACAP (Arctic Contaminants Action Program). The main goal of the executive secretary is to ensure continuity, avoid duplication, and make the work of EPPR and ACAP as effective as possible. This work will be carried out in close cooperation with the Chairs of ACAP and EPPR and will include the following tasks.

- Organize and attend ACAP and EPPR Working Group meetings and technical workshops
- Attend and support the ACAP/EPPR Chairs at SAO and Ministerial meetings.
- Ensure proper and timely reporting from ACAP and EPPR Working Group meetings.
- In close cooperation with the ACAP and EPPR Chairs, ensure that the approved work plans are implemented.
- Maintain and develop the EPPR and ACAP pages on the Arctic Council website and the EPPR and ACAP social media accounts.
- Work to ensure that relevant ACAP and EPPR documents are available in the Arctic Council’s OAR and in its internal archive.
- In close consultation with the ACAP and EPPR Chairs, relate to external stakeholders as needed or as requested by ACAP/EPPR.
- Work closely with the other Arctic Council Working Groups to ensure cross-cutting and complementary activities within the themes outlined in the Arctic Council’s Vision for the Arctic (2013).

4b. Support to other subsidiary bodies

The ACS will provide administrative and secretariat support to the Arctic Council Task Forces, Expert Groups, Arctic Resilience Action Framework and other subsidiary bodies, as requested and as resources permit. Such support may, at the discretion of the ACS Director and relevant Chair(s), include the duties listed above in Section 4a. In addition, by request and as resources allow, the ACS may undertake the following tasks:

- Translate meeting documents, materials and deliverables from and into Russian.
- Provide simultaneous and consecutive interpretation at meetings.

5. Communications activities

Under the direction of and in close cooperation with the Chairmanship, the ACS will coordinate overall communications under the Arctic Council brand. Building upon the approved Arctic Council Communications and Outreach Guidelines (http://hdl.handle.net/11374/1778, approved 2016, Fairbanks) and the Arctic Council Communications Strategy (http://hdl.handle.net/11374/1836, approved 2016, Portland), the ACS will carry out the following tasks.

5a. Website management

- Regularly update the technical framework and structure of ACS-hosted websites (AC, ACAP, ARR, EPPR, IPS, SDWG) in order to ensure maximum user-friendliness, compatibility, and stability. Continue to explore options to improve server and website security.
• Continue to assist Arctic Council entities with website design, hosting, and management. Aim to upgrade all ACS-hosted subsidiary websites to a more modern design in harmony with new visual identities and AC main website style.
• Continue to expand the quantity and diversity of material available on the Arctic Council website by working closely with the Chairmanship, SAOs, PPs, and Working Groups.
• Monitor website statistics and make changes as necessary to encourage increased visitor traffic.
• Improve online collaboration by offering secure platforms for password protected meeting documents and dedicated work areas for AC initiatives and subsidiary bodies as necessary.
• Continue to add content to public photo archive. Develop internal web-based AC photo archive and stock photo resource for ACS and subsidiary body use.
• Improve multi-lingual capacity of ACS-hosted websites.

5b. Internal communications and coordination

• In close cooperation with the Chairmanship, explore ways to expand the resources available for communications work conducted by the Arctic Council Secretariat.
• In close cooperation with the Chairmanship, manage the biennial review of the Arctic Council Communications Strategy, which is scheduled to take place at the fall SAO meeting in 2018.
• Create and distribute periodic overviews of (1) national and international media mentions of the Arctic Council, (2) statistics from the Arctic Council website, and (3) statistics from the Arctic Council’s social media channels. These will be distributed to SAOs, PPs, Working Groups, and Observers, as well as to all representatives of the Communications and Outreach Group.
• Create and distribute informal, ad hoc reviews of media attention to particular initiatives or events, as circumstances merit.
• Facilitate information-sharing and coordination before Arctic Council events (and at other times, as needed) including, as appropriate, through the Arctic Council’s Communications & Outreach Group.
• Continue to expand and refine the ACS style guide (based on the Chicago Manual of Style 16th edition) as needed.
• Where resources are available, provide layout, graphic design, editing, and copy-editing for those Arctic Council subsidiary bodies that receive support from the ACS.
• Work to coordinate branding and visual identities across the Arctic Council family, including Arctic Council subsidiary bodies.
• For all ACS-hosted websites, and as resources allow, create and distribute periodic overviews of website statistics to relevant stakeholders.
• Improve communication about upcoming events by encouraging widespread use of online calendar services.

5c. Social media and other content formats

• Continue to manage the Arctic Council Facebook and Twitter accounts. Work to develop content for these channels, and consider expansion to new channels where opportunities exist to do so. Wherever possible, coordinate with other Arctic Council accounts, and those of external partner organizations, to increase distribution of information about the Arctic Council and its work.
• Continue to expand the production, purchase, and use of multimedia content such as photos, audio materials, infographics, and videos.
• Investigate costs and benefits related to joining new social media platforms.
5d. Working with external media

- In close cooperation with the Chairmanship, continue to serve as needed as a first point-of-contact for media inquiries. Facilitate timely communication between media representatives and Arctic Council representatives who can respond to questions.
- Develop materials to help media representatives report accurately on the Arctic Council and its work. This might include photographs, interviews, graphics, and key messages, as well as other resources.
- Wherever possible, work to strengthen relationships with key media partners.

5e. Archiving and Open Access Repository (OAR)

- Continue to upload new and historical content to the OAR and work with the hosting company to ensure timely technical updates.
- Actively advertise the OAR to the public/internal/external audiences, and explore possible connections with other repositories and archiving initiatives.
- Further improve internal archiving routines at the ACS by, for example, delegating specific archiving tasks to dedicated ACS staff members. Improve access to and usability of internal ACS archiving software.

5f. Representations of the Arctic Council

- Continue to welcome guests (e.g. state delegations, students, academics, journalists, or others) who ask to visit the ACS offices in Tromsø. Upon request, provide basic briefings on the current priorities of the Arctic Council, its structure and function, its history, and the work of the ACS in particular.
- Attend selected important non-Arctic Council conferences and events as time and resources permit, and in coordination with the Chairmanship. Use these events as opportunities to distribute informational materials about the Council and its work, and to make person-to-person connections with individuals in many of the target groups identified in the Arctic Council Communications Strategy (2016).

6. Administrative functions

The ACS will continue to develop its administrative functions in the 2018-2019 period. The relocation to the new building, called Fram II, is a significant event scheduled to take place in the first half of 2018. Until this date, the ACS will continue to participate in relevant meetings with Fram II project leads and make necessary plans for a smooth relocation. The relocation will, of course, be a considerable task, but also an opportunity to look more closely at the ACS’ systems and adjust if there is a need to do so. This goes for technical arrangements as well as office routines and agreements with suppliers. The goal is to provide the best possible service to the Arctic Council within the limits of the budget.

6a. Human resources, development and welfare

The ACS has now a total staff of 12-14 people, including IPS and secondments. Developing and continuing to strengthen the human resources of the ACS will remain a high priority. Two staff contracts are set to expire in 2018, and recruitment processes will be initiated and carried out as appropriate. It will be important to secure continuity and knowledge transfer to any new staff members. It will also be important to secure a smooth relocation process for ACS staff to Fram II, and to ensure that the new offices are functional and in line with health, safety, and environmental rules and regulations.
The use of information technology in the ACS work has grown considerably from the time of its establishment. Today, this technology is key to efficient operation and function. As a result, ACS has many technical tasks related to such things as administration and development of websites, archiving, communication, meeting arrangements, etc. In addition, there is an overall and more general need to provide the AC and the ACS with efficient, secure and durable technological solutions. Due to increased need for resources in the above-mentioned areas, a Technical Officer was hired on a two year contract starting 1 August 2016. The added skills from the technical officer have been extremely beneficial and positive. The ACS would like to make a position for a Technical Officer permanent at the ACS. This is also reflected in the budget for 2018 and 2019.

Based on appraisal conversations and the tasks that the ACS is charged with, personal development and training will be offered and carried out within the framework of the approved budget.

The ACS looks forward to welcoming possible new secondments in 2018 and 2019, and truly values the synergies that these secondments provide. The ACS has received confirmation that both the Kingdom of Denmark and Russia will be providing secondments to the ACS for two years from the middle of 2017 to 2019.

The ACS will continue to engage with appropriate Norwegian authorities to accommodate the needs of ACS staff members.

6b. Suppliers and agreements

The relocation to Fram II is an opportunity to review existing contracts, including services such as accounting/payroll and IT support, to determine whether existing arrangements are adequate or if, instead, the ACS should consider other options. Overall, the general impression is that the current arrangements and agreements are functioning well. However, in line with the ACS IT strategy and new technical developments, there may be both cost and practical reasons to make some adjustments.

6c. Rent and premises

The ACS is currently renting office space from the Norwegian Polar Institute. The new office space for the ACS in Fram II (approximately 280 square meters) will be a mix of open-plan offices and conventional offices situated on the third floor of the new building (adjacent to and connected with Fram I). The ACS plans to use some of the existing office furniture and equipment in the new building. However, some furnishings and equipment will be provided by Fram II and automatically included in the rent. The specifics have yet to be determined. It seems clear at this point that the annual rent will increase in Fram II, but hopefully the new premises will be appropriate and better fit the needs of the ACS.

6d. Budget for 2018-2019

The ACS has prepared a draft budget for 2018 and 2019 which is associated with this work plan (see p. 66). There are still some uncertainties regarding cost related to the relocation to Fram II, and these are visible in the draft budget.

7. Biennial work plan, budgets, and reporting

The ACS will:

• Prepare a work plan for the period 2020-2021 for submission to SAOs prior to the 11th Ministerial meeting, expected to take place in Finland in 2019.
• Prepare a budget for the period 2020-2021 for submission to SAOs and consideration by Ministers at the 11th Ministerial meeting, expected to take place in Finland in 2019.
• Report on ACS operations and activities at each meeting of Senior Arctic Officials.
8. IPS biennial work plan

8.1 Introduction

The IPS work plan for 2018 and 2019 has been developed based on the IPS Terms of Reference and discussions at the IPS Board October 6, 2016 in Portland, Maine. The board approved the IPS work plan for 2018 and 2019 January 19, 2017.

8.2 Secretariat support for the Arctic Council Permanent Participants

8.2.1 IPS Board

A board of nine members govern the IPS. The board members are an authorized representative from each of the six Permanent Participants (PPs), a representative from the following Arctic States: the current Chair of the Arctic Council, the incoming Chair of the Arctic Council and the host country of the Arctic Council Secretariat. The Director of the Arctic Council Secretariat is an ex-officio member of the IPS board.

The Board members may agree upon the IPS board meetings will be held at least once a year in person and at such other times by teleconference or on such locations as may be agreed upon by the Board members.

IPS will:
• Make arrangements for Board meetings;
• Coordinate the preparation of reports, recommendations, and other documents for review or decision by the IPS Chair or IPS board;
• Record minutes and decisions at the Board meetings;
• Coordinate regular reporting and accounting to the Board on work plans, budget and expenditure matters, and funding matters and IPS activities generally.

8.2.2 General support to the Arctic Council Permanent Participants

Indigenous Peoples’ Secretariat is instrumental in supporting the PPs in their unique role at the Arctic Council.

IPS will:
• Be a common secretariat unit for all six PPs that will provide support and assistance to PPs in carrying out their work at the Arctic Council, including coordinating the work among the PPs;
• Organize and facilitate, when appropriate, indigenous caucus and informal consultations to consolidate common strategies for the PPs on Arctic issues;
• Assist the PPs to draft joint statements, declarations, recommendations and other documents on indigenous issues;
• Supporting the integration of indigenous peoples perspectives, indigenous knowledge and concerns into the work of the council and other relevant international bodies;
• Carrying out research and analysis of current and future issues as required by the PPs;
• Act as a “corporate memory” on the Arctic Council and its PPs;
• Collaborate with the Arctic Council Working Groups’ Secretariats on ways and means to ensure PPs’ participation in the activities of the Working Groups, Task Forces and Expert Groups;
• Arrange and facilitate regular meetings between the Arctic Council Observers and PPs;
• Attending the Ministerial meeting, SAO meetings, SDWG meetings and other working groups and expert groups as time and resources permits;
• Attending the Arctic Council executive secretaries’ working meetings;
• Maintain and further develop relevant Arctic Council Indigenous Peoples’ Secretariat (IPS) archives and ensure that important documentation is kept in a safe and appropriate manner;
• Undertake tasks as requested by the IPS Chair or the IPS board, subject to the availability of the necessary resources.

Logistical support

IPS will:
• Assist the PPs, when requested, in arranging their travel logistics and visa applications;
• Assist to register PPs for Arctic Council activities;
• Continue to seek travel support to PPs;
• Provide technical assistance as required;
• Organize, as requested, PP caucus before SAO and SDWG meetings, and as needed follow-up meetings.

Russian language services to the PPs

IPS will:
• Provide communication assistance between the PPs and their Russian chapters;
• Arrange interpretation and translation into Russian or other languages as required from time to time;
• Translate IPS board documents into Russian;
• Translate IPS newsletters into Russian;
• Provide translation services to PPs at their meetings when requested, including the ICC Executive Council meetings and at the ICC General Assembly in 2018

8.3 Communication and outreach

IPS will:
• Contribute to raising public awareness of Arctic indigenous issues through a regularly updated website (www.arcticpeoples.org), and maintain and develop the IPS-branded social media accounts;
• Develop standard power point presentations of IPS;
• In collaboration with the Arctic Council Secretariat produce newsletters on indigenous issues in the Arctic Council;
• Facilitate information-sharing and timely responses to questions about the PPs and IPS;
• Gather and disseminate information on and provide and list sources of different forms of knowledge;
• Strengthen collaboration and networks across Arctic indigenous groups by information exchange and joint events coordination;
• Provide PPs with an updated meeting calendar on relevant Arctic activities;
• Update the online story-map website developed for the Arctic Council 20th anniversary.

8.4 IPS priorities

8.4.1 Capacity building activities

Internships in 2018 and 2019

IPS is one of the few international secretariats that is governed by indigenous peoples themselves. IPS provides a unique venue to support indigenous communities to development youth leadership capacity on international issues.

IPS will:
• Host a three months internship for an indigenous youth in 2018 and 2019 as a co-partner with the Labrador Institute of Memorial University of Newfoundland;
• Continue to offer internships to indigenous youths where appropriate and resources permits;
• Continue to explore possibilities for Permanent Participants’ secondment to the IPS.

Education and Youth

IPS will:
• In response to Finland’s AC Chairmanship priority of “education” and implementing Arctic Biodiversity Assessment recommendation number 17, work with CAFF to expand its education tool kits to issues addressing sustainable development and indigenous lifestyles, and translate it into Russian and indigenous languages
• Secure indigenous participation in the Model Arctic Council that will take place in Rovaniemi, Finland in October 2018;
• Arrange a course for Russian speaking indigenous peoples, which will provide the
introduction and the latest updates of the Arctic Council, its subsidiary bodies and the PPs’ organizations;  
• Collaborate with the Finish Chairmanship to make sure indigenous perspectives are integrated in the development of teaching methods in early childhood and in primary and lower secondary education;  
• Develop training courses and workshops on relevant and requested topics.

8.4.2 Arctic Indigenous Leaders’ Summit

An Arctic Indigenous Leaders’ Summit will be a venue where the indigenous peoples themselves will set the agenda for what is important to indigenous communities. The purpose of the Summit would be to develop a common understanding from an indigenous perspective of the challenges and possibilities in the Arctic. It will also create an opportunity for a closer cross border collaboration among the indigenous peoples in the Arctic.

IPS will:  
• If necessary funding is identified, arrange together with the PPs an Arctic Indigenous Leaders’ Summit.

8.4.3 Fundraising

IPS will:  
• Continue to support the work on establishing the Álgu Fund;  
• Continue to work on a long-range fundraising strategy for IPS;  
• Continue to seek travel support, project funding and in-kind support to the PPs and IPS.

8.4.4 The Indigenous Peoples Contaminant Action Program (IPCAP)

In 2006, the Arctic Council approved Indigenous Peoples Contaminant Action Program (IPCAP) as an expert group under ACAP. IPCAP mandate is to work on projects related to reducing exposure and impact of contaminants in indigenous peoples’ communities. AIA is currently chairing IPCAP.

A closer IPS involvement in IPCAP will also be a synergy effect of the relocation of the IPS, as the ACAP secretariat is located in Tromsø.

IPS will:  
• Provide secretariat support to the Chair of IPCAP;  
• Be instrumental in developing project proposals under IPCAP, including identifying travel funds and project funds;  
• Assist in communication and outreach to the PPs on IPCAP;  
• Assist with arranging an International Conference exploring the impact of contaminant exposure on indigenous communities in the Arctic Interaction.

8.4.5 Evaluation of the IPS relocation to Tromsø

In October 2015, the formal decision on the relocation of IPS to Tromsø was made. The relocation should take effect from January 1, 2016. Further, according to the decision, a post-relocation review of the IPS including how well the system is working with the amended documents shall be undertaken.

IPS will:  
• Prepare for a post-relocation review of the IPS, including how well the system is working with the amended documents.

8.5 Interaction with other international bodies

IPS will:  
• Assist the PPs on steering committees and other management processes, such as the Arctic Science Summit Week/ICARP, University of the Arctic, IASSA;  
• Continue to be a IASSA council board member;  
• Continue to be an observer in the monitoring committee for the EU Northern Periphery and Arctic Program;  
• Attend selected non-Arctic Council conferences and events as time, resources and budget permits.
8.6 Administrative functions

8.6.1 Staff recruitment, assessment, development and welfare

- Respond to the possible need to recruit a new IPS executive secretary as the contract expire December 31, 2019. If mutual agreement is reached, contracts can be prolonged for another four year term, reducing this element of the IPS’s work.
- Conduct recruitment process as needed in the fall of 2019. As needed, develop work description and announcement, review applications, conduct interviews, check references, negotiate contracts and arrange relocation of new employee to Tromsø.
- Preform annual appraisal conversations with staff members. Determine from the results of the appraisal conversations what kind of training would benefit each employee in the performance of his or her duties.

8.6.2 Biennial work plan, budget and reporting

IPS will:
- Prepare a biennial work plan and budget for 2020 and 2021;
- Report on the necessary projects and annual reports for the IPS;
- During the lead-up to the Saami Council Chairmanship of IPS, collaborate with the Saami Council to prepare their Chairmanship.
ARCTIC COUNCIL SECRETARIAT FINANCIAL STATEMENTS (NOK / USD) AND AUDITOR’S REPORT FOR YEAR ENDING 31 DECEMBER 2019
## Income Statement 2019

<table>
<thead>
<tr>
<th>Note</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOK</td>
<td>USD (8.7803)</td>
</tr>
<tr>
<td>Other operating income</td>
<td>1</td>
<td>12,067,508</td>
</tr>
<tr>
<td><strong>Total operating income</strong></td>
<td></td>
<td><strong>12,067,508</strong></td>
</tr>
<tr>
<td>Staff costs</td>
<td>2,3,4</td>
<td>7,346,105</td>
</tr>
<tr>
<td>Depreciations</td>
<td>5</td>
<td>238,621</td>
</tr>
<tr>
<td>Other operating expenses</td>
<td>6,7</td>
<td>4,512,592</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td></td>
<td><strong>12,097,318</strong></td>
</tr>
<tr>
<td>Result of operations</td>
<td></td>
<td>(29,811)</td>
</tr>
<tr>
<td>Other interest income</td>
<td></td>
<td>30,542</td>
</tr>
<tr>
<td><strong>Total financial income</strong></td>
<td></td>
<td><strong>30,542</strong></td>
</tr>
<tr>
<td>Other interest charge</td>
<td></td>
<td>732</td>
</tr>
<tr>
<td><strong>Total financial expenses</strong></td>
<td></td>
<td>732</td>
</tr>
<tr>
<td>Net financial items</td>
<td></td>
<td>29,811</td>
</tr>
<tr>
<td>Operating result</td>
<td></td>
<td>-0</td>
</tr>
<tr>
<td>Result of the year</td>
<td>9</td>
<td>-0</td>
</tr>
</tbody>
</table>
## Balance sheet 2019

<table>
<thead>
<tr>
<th>Note</th>
<th>12/31/2019</th>
<th>12/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOK</td>
<td>USD (8.7803)</td>
</tr>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fixed assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tangible fixed assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixtures and fittings, tools, office machinery, etc.</td>
<td>332,746</td>
<td>37,897</td>
</tr>
<tr>
<td><strong>Total tangible fixed assets</strong></td>
<td>332,746</td>
<td>37,897</td>
</tr>
<tr>
<td><strong>Total fixed assets</strong></td>
<td>332,746</td>
<td>37,897</td>
</tr>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receivables</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>29,578</td>
<td>3,369</td>
</tr>
<tr>
<td>Other debtors</td>
<td>80,939</td>
<td>9,218</td>
</tr>
<tr>
<td><strong>Total receivables</strong></td>
<td>110,517</td>
<td>12,587</td>
</tr>
<tr>
<td><strong>Bank deposits, cash, etc.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank deposits, cash, etc.</td>
<td>4,698,460</td>
<td>535,114</td>
</tr>
<tr>
<td><strong>Total bank deposits, cash, etc.</strong></td>
<td>4,698,460</td>
<td>535,114</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>4,808,977</td>
<td>547,701</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>5,141,723</td>
<td>585,598</td>
</tr>
<tr>
<td><strong>Equity and liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Retained earnings</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total retained earnings</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total equity</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade creditors</td>
<td>610,489</td>
<td>69,529</td>
</tr>
<tr>
<td>Public duties payable</td>
<td>355,278</td>
<td>40,463</td>
</tr>
<tr>
<td>Other short-term liabilities</td>
<td>4,175,956</td>
<td>475,605</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>5,141,723</td>
<td>585,598</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>5,141,723</td>
<td>585,598</td>
</tr>
<tr>
<td><strong>Total equity and liabilities</strong></td>
<td>5,141,723</td>
<td>585,598</td>
</tr>
</tbody>
</table>

Tromse, 21 February 2020

Nina Elisabeth Buvang Vaaja
Director
Notes to financial statements 2019

Accounting Principles

The accounts for the ACS are originally in NOK. In the income statement, balance sheet, note 11 and note 12 IPS result of the year, all figures in NOK have been calculated according to the exchange rate on the last business day of the year. For the figures in 2019 that rate was NOK 8.7803/1 USD (31 December 2018). The budget for 2019 was approved in 2017 with a set exchange rate of NOK 6.3903/1 USD (10 year average 2006-2017).

The annual accounts have been prepared in accordance with the Norwegian Accounting Act and generally accepted accounting practice for small businesses. Accounting principles have not been changed from 2018 to 2019. The following accounting principles are applied:

Other operating income

Operating income from Arctic States is recognized as earned once the ACS uses the income in line with its intended use. In other words, received contributions in excess of actual costs, are recognized as short-term liabilities and deducted from the contributions of the Arctic States in the following year, in line with Financial Rules Article 5.6. In line with this principle, unused funds and funds received in advance are recognized as short-term liabilities owed to the Arctic States, as shown in note 10.

Current assets/short-term liabilities

Current assets and short-term liabilities normally include items that fall due for payment within one year after balance sheet date. Current assets are reported at the lowest value of procurement cost and the assumed fair market value.

Fixed assets/long-term liabilities

Fixed assets include assets planned for long-term ownership and use. Fixed assets are reported at procurement cost. Tangible fixed assets are reported in the balance sheet and depreciated over the asset’s economic lifetime. Tangible fixed assets are depreciated to fair market value in cases where the value reduction is not expected to be temporary. The depreciation is reversed if the basis for the depreciation no longer exists.

Receivables

Other receivables are reported at nominal value.

Indigenous Peoples’ Secretariat

As of January 2016 the Indigenous Peoples’ Secretariat (IPS) is a department of the Arctic Council Secretariat (ACS). IPS has two employees, who are formally employed by the Arctic Council Secretariat. IPS has its own contributions, and the costs for ACS and IPS are separated in the financial statements. Only figures for ACS are presented in the income statement. The result of IPS operations is presented in the ACS balance sheet as a liability owed to IPS. A detailed income statement for IPS is presented in note 12.
Note 1: Other operating income and other receivables

All amounts in NOK.

<table>
<thead>
<tr>
<th></th>
<th>Contributions, 2019</th>
<th>Budget, 2019</th>
<th>Currency exchange gains, 2019</th>
<th>Total, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark</td>
<td>1,034,424</td>
<td>762,148</td>
<td>272,276</td>
<td>966,711</td>
</tr>
<tr>
<td>Canada</td>
<td>1,034,375</td>
<td>762,148</td>
<td>272,227</td>
<td>954,515</td>
</tr>
<tr>
<td>Finland</td>
<td>1,021,438</td>
<td>762,148</td>
<td>259,290</td>
<td>941,055</td>
</tr>
<tr>
<td>Iceland</td>
<td>1,030,444</td>
<td>762,148</td>
<td>268,296</td>
<td>944,916</td>
</tr>
<tr>
<td>Norway</td>
<td>1,024,570</td>
<td>762,148</td>
<td>262,422</td>
<td>942,486</td>
</tr>
<tr>
<td>Russia</td>
<td>1,025,857</td>
<td>762,148</td>
<td>263,709</td>
<td>933,200</td>
</tr>
<tr>
<td>Sweden</td>
<td>1,032,645</td>
<td>762,148</td>
<td>270,497</td>
<td>968,504</td>
</tr>
<tr>
<td>USA</td>
<td>1,017,792</td>
<td>762,148</td>
<td>255,644</td>
<td>967,681</td>
</tr>
<tr>
<td>Host Country Contribution</td>
<td>6,058,335</td>
<td>4,506,617</td>
<td>1,551,718</td>
<td>5,575,398</td>
</tr>
</tbody>
</table>

Deposited funds ACS, archive project 2014, and furniture 2018 197,622 - - 138,968
Deposited funds, office furniture 2018 (89,509) (244,392)

<table>
<thead>
<tr>
<th></th>
<th>Contributions, 2019</th>
<th>Budget, 2019</th>
<th>Currency exchange gains, 2019</th>
<th>Total, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Fee</td>
<td>16,263</td>
<td>75,000</td>
<td>-</td>
<td>76,871</td>
</tr>
<tr>
<td>Translation contribution, Norway</td>
<td>929,179</td>
<td>929,179</td>
<td>-</td>
<td>882,573</td>
</tr>
<tr>
<td>Deferred income</td>
<td>(3,265,928)</td>
<td>11,607,980</td>
<td>3,676,080</td>
<td>14,048,486</td>
</tr>
</tbody>
</table>

Total operating income ACS 12,067,508

ACS is a non-profit organization, and any unused funds in a given year are to be deducted from the following year’s contributions. For 2019 the deferred income amounts to NOK 3 265 928 or USD 371 960.

The budget for the ACS is constructed in NOK, but the ACS receives all its contributions in USD. The budget for 2019 was approved in 2017 with a set exchange rate of 6.3903/1 USD (10 year average 2016-2007). The exchange rate in 2019 was 8.7803 NOK/USD (official statistics from Norway’s Central Bank). Due to the significant difference between the set exchange rate in the budget and the actual exchange rates in 2019, the ACS received more funds in NOK than what had been planned for in the budget. The financial income due to this development is shown in the column “Currency exchange gains”, and amounts to NOK 3 676 080 for 2019. The column “Contributions, 2019” shows the amount received from each respective Arctic State in 2019, plus each state’s part of the unused contribution from 2018.

The deferred income from 2018 amounts to NOK 3 588 238. Of this, NOK 1 525 001 (42.5%) was deducted from the Host Country Contribution in 2019 and NOK 2 063 237 (57.5%) was deducted from the Arctic States’ contributions in 2019.

“Deposited funds” consists of contributions allocated to cover future depreciations of tangible assets. Of the balance per 31 December 2019 NOK 197 622 relates to an archive system purchased in 2014 and to office furniture purchased in 2018. Deposited funds of NOK 89 509 relates to office furniture which were not deposed in 2018.
Note 2 - Payroll expenses

All amounts in NOK.

Labor costs consist of the following items.

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>6,199,795</td>
<td>5,275,865</td>
</tr>
<tr>
<td>Employers’s contribution (social security)</td>
<td>342,097</td>
<td>287,472</td>
</tr>
<tr>
<td>Pension costs</td>
<td>314,309</td>
<td>274,862</td>
</tr>
<tr>
<td>Other personnel costs</td>
<td>489,903</td>
<td>402,328</td>
</tr>
<tr>
<td><strong>Total cost of labor:</strong></td>
<td><strong>7,346,105</strong></td>
<td><strong>6,240,527</strong></td>
</tr>
</tbody>
</table>

Average full time equivalent employees: 10.8

Specification of the IPS payroll expenses is presented in note 12.

Note 3 - Remuneration of senior executives

All amounts in NOK.

<table>
<thead>
<tr>
<th>Type of remuneration</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>1,054,908</td>
</tr>
<tr>
<td>Other remuneration</td>
<td>12,930</td>
</tr>
</tbody>
</table>

Note 4 - Pension costs

**Pension scheme**

The company’s pension scheme is based on the Norwegian Mandatory Occupational Pensions Act. Pension obligations are not reported on the balance sheet. The annual pension premium is reported in the year’s pension costs on the income statement.
Note 5 - Fixed assets

_All amounts in NOK._

<table>
<thead>
<tr>
<th>Fixed assets</th>
<th>Furniture/Archive</th>
<th>Machines</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original purchase costs as of 01 January 2018</td>
<td>1,123,732</td>
<td>103,536</td>
<td>1,227,268</td>
</tr>
<tr>
<td>Additions</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Disposals</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Original purchase costs as of 31 December 2018</strong></td>
<td><strong>1,123,732</strong></td>
<td><strong>103,536</strong></td>
<td><strong>1,227,268</strong></td>
</tr>
<tr>
<td>Accumulated depreciations 31 December 2018</td>
<td>855,112</td>
<td>39,410</td>
<td>894,522</td>
</tr>
<tr>
<td><strong>Book value 31 December 2018</strong></td>
<td><strong>268,620</strong></td>
<td><strong>64,126</strong></td>
<td><strong>332,746</strong></td>
</tr>
<tr>
<td>Depreciation in 2019</td>
<td>226,324</td>
<td>34,321</td>
<td></td>
</tr>
<tr>
<td>Useful life</td>
<td>5 years</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td><strong>Depreciation method: Straight line</strong></td>
<td><strong>20%</strong></td>
<td><strong>33%</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Norwegian Accounting Act states that fixed assets with a limited economic lifespan should be activated and depreciated over that lifespan. Per 31 December 2019, the ACS has deposited funds that will cover future costs for the office furniture and computers bought in 2018. Of the depreciation in 2019 of NOK 260,645, NOK 238,621.28 is regarding the ACS and NOK 22,023.75 is regarding the IPS. The IPS depreciation is not shown in the Income Statement.

Note 6 - Auditor fees

_Auditor and other consultant fees_

Auditor’s fees are reported as an expense, as remuneration for the audit, amounting to NOK 37,491 included VAT.

Note 7 - Other operating expenses

Other operating expenses consist of the following items. _All amounts in NOK._

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>1,445,959</td>
<td>1,206,908</td>
</tr>
<tr>
<td>Professional services</td>
<td>1,122,280</td>
<td>1,109,783</td>
</tr>
<tr>
<td>Overhead/office costs</td>
<td>571,933</td>
<td>312,369</td>
</tr>
<tr>
<td>General administrative expenses</td>
<td>308,910</td>
<td>295,784</td>
</tr>
<tr>
<td>Travel expenses</td>
<td>1,063,510</td>
<td>1,116,034</td>
</tr>
<tr>
<td><strong>Total other operating expenses</strong></td>
<td><strong>4,512,592</strong></td>
<td><strong>4,040,879</strong></td>
</tr>
</tbody>
</table>
Note 8- Bank deposits

All amounts in NOK.

<table>
<thead>
<tr>
<th>Deposits</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted</td>
<td>378,820</td>
</tr>
<tr>
<td>US additional funding</td>
<td>43,297</td>
</tr>
<tr>
<td>IPS extra funding</td>
<td>427,766</td>
</tr>
<tr>
<td>IPS bank account</td>
<td>1,422,576</td>
</tr>
<tr>
<td>Other bank deposits</td>
<td>2,426,001</td>
</tr>
<tr>
<td><strong>Total bank deposits</strong></td>
<td><strong>4,698,460</strong></td>
</tr>
</tbody>
</table>

The restricted deposit is an account required by Norwegian legislation. The account serves as a guarantee that ACS staff (with the exception of diplomatic staff who are exempt from taxation in Norway) will fulfill their tax obligations to Norway. As of December 31, the amount tax owed is 251,651.

Note 9- Year end result

ACS is a non-profit organization. Unused contributions for the year are booked as deferred income and are deducted from the contributions for 2020.

Note 10- Other short-term liabilities

All amounts in NOK.

<table>
<thead>
<tr>
<th>Other short-term liabilities</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposited funds</td>
<td>(332,746)</td>
<td>(465,801)</td>
</tr>
<tr>
<td>Cost incurred</td>
<td>(79,291)</td>
<td></td>
</tr>
<tr>
<td>US additional funding</td>
<td>(45,617)</td>
<td>(84,297)</td>
</tr>
<tr>
<td>IPS Extra funding</td>
<td>(163,850)</td>
<td>(105,984)</td>
</tr>
<tr>
<td>Canadian London funding</td>
<td>-</td>
<td>(47,926)</td>
</tr>
<tr>
<td>Deferred income ACS</td>
<td>(3,265,928)</td>
<td>(3,588,238)</td>
</tr>
<tr>
<td>Liabilities to IPS</td>
<td>(80,604)</td>
<td>(75,960)</td>
</tr>
<tr>
<td>Salary</td>
<td>(207,919)</td>
<td></td>
</tr>
<tr>
<td><strong>Total other current liabilities</strong></td>
<td><strong>(4,175,956)</strong></td>
<td><strong>(4,368,206)</strong></td>
</tr>
</tbody>
</table>

“Deposited funds” consists of contributions allocated to cover future depreciations of tangible assets. Of the balance per 31 December 2019 NOK 332,796 relates to office furniture and equipment purchased in 2018.

The following accounts represent contributions received for specific purchases and/or events and are not included in the ordinary budgets and are held outside the income statement for both the ACS and the IPS; US additional funding, IPS Extra funding and Canada London funding.
# Note 11: ACS result of the year 2019

<table>
<thead>
<tr>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
</table>

## Income statement

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributions from States</td>
<td>10,603,804</td>
<td>14,387,994</td>
<td>1,659,359</td>
<td>1,638,668</td>
</tr>
<tr>
<td>Translation contribution, Norway</td>
<td>929,179</td>
<td>929,179</td>
<td>145,405</td>
<td>105,825</td>
</tr>
<tr>
<td>Internal fee</td>
<td>75,000</td>
<td>16,263</td>
<td>11,737</td>
<td>1,852</td>
</tr>
<tr>
<td>Deferred income</td>
<td>4</td>
<td>(3,265,928)</td>
<td>(371,961)</td>
<td></td>
</tr>
<tr>
<td><strong>Total operating income</strong></td>
<td>11,607,983</td>
<td>12,067,508</td>
<td>1,816,500</td>
<td>1,374,384</td>
</tr>
</tbody>
</table>

## Operating expenses

### Staff costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, pensions, employer fee</td>
<td>6,874,826</td>
<td>6,856,202</td>
<td>1,075,822</td>
<td>780,862</td>
</tr>
<tr>
<td>Training, development, insurance</td>
<td>190,000</td>
<td>86,261</td>
<td>29,733</td>
<td>9,824</td>
</tr>
<tr>
<td>Establishment/moving allowance, home travels</td>
<td>320,000</td>
<td>333,174</td>
<td>50,076</td>
<td>37,946</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>150,000</td>
<td>70,468</td>
<td>23,473</td>
<td>8,026</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7,534,826</td>
<td>7,346,105</td>
<td>1,179,104</td>
<td>836,658</td>
</tr>
</tbody>
</table>

### Depreciations

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>238,621</td>
<td>-</td>
<td>27,177</td>
</tr>
</tbody>
</table>

### Rent of offices

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>1,058,520</td>
<td>1,445,959</td>
<td>165,645</td>
<td>164,682</td>
</tr>
</tbody>
</table>

## Other operating expenses

### Professional services

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>66,858</td>
<td>37,491</td>
<td>10,462</td>
<td>4,270</td>
</tr>
<tr>
<td>Accounting and payroll</td>
<td>270,000</td>
<td>332,310</td>
<td>42,252</td>
<td>37,847</td>
</tr>
<tr>
<td>IT</td>
<td>299,144</td>
<td>286,107</td>
<td>46,812</td>
<td>32,585</td>
</tr>
<tr>
<td>Communications</td>
<td>233,200</td>
<td>237,670</td>
<td>36,493</td>
<td>27,069</td>
</tr>
<tr>
<td>Web and digital media</td>
<td>68,572</td>
<td>61,827</td>
<td>10,731</td>
<td>7,042</td>
</tr>
<tr>
<td>Archives</td>
<td>64,286</td>
<td>-</td>
<td>10,060</td>
<td>-</td>
</tr>
<tr>
<td>Videoconf. equipment</td>
<td>110,572</td>
<td>7,016</td>
<td>17,303</td>
<td>799</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100,000</td>
<td>159,859</td>
<td>15,649</td>
<td>18,207</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,122,632</td>
<td>1,122,280</td>
<td>189,761</td>
<td>127,818</td>
</tr>
</tbody>
</table>

### Overhead/office

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers and hardware</td>
<td>74,125</td>
<td>52,817</td>
<td>11,600</td>
<td>6,015</td>
</tr>
<tr>
<td>Mobile phones, purchase and use</td>
<td>134,000</td>
<td>152,559</td>
<td>20,969</td>
<td>17,375</td>
</tr>
<tr>
<td>Supplies</td>
<td>80,000</td>
<td>76,495</td>
<td>12,519</td>
<td>8,712</td>
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<tr>
<td>Printers</td>
<td>28,080</td>
<td>31,999</td>
<td>4,394</td>
<td>3,644</td>
</tr>
<tr>
<td>Freight/postage</td>
<td>15,000</td>
<td>8,619</td>
<td>2,347</td>
<td>982</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100,000</td>
<td>249,444</td>
<td>15,649</td>
<td>28,410</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>431,205</td>
<td>571,933</td>
<td>67,478</td>
<td>65,138</td>
</tr>
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</table>

### General administrative issues

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment/advertisement</td>
<td>100,000</td>
<td>109,854</td>
<td>15,649</td>
<td>12,511</td>
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<tr>
<td>Meetings/representation</td>
<td>134,500</td>
<td>138,181</td>
<td>21,048</td>
<td>15,738</td>
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<tr>
<td>Subscriptions</td>
<td>70,800</td>
<td>46,449</td>
<td>11,079</td>
<td>5,290</td>
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<tr>
<td>Fees</td>
<td>15,000</td>
<td>14,426</td>
<td>2,347</td>
<td>1,643</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>320,300</td>
<td>308,910</td>
<td>50,123</td>
<td>35,182</td>
</tr>
</tbody>
</table>

### Travel expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>1,062,500</td>
<td>1,063,510</td>
<td>166,268</td>
<td>121,125</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,062,500</td>
<td>1,063,510</td>
<td>166,268</td>
<td>121,125</td>
</tr>
</tbody>
</table>

## Result of operations

<table>
<thead>
<tr>
<th>Description</th>
<th>Note NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Result of operations</strong></td>
<td>(12,000)</td>
<td>(29,811)</td>
<td>(1,878)</td>
<td>(3,395)</td>
</tr>
</tbody>
</table>
Return of interest & 12,000 & 30,542 & 1,878 & 3,479 \\
Total financial income & 12,000 & 30,542 & 1,878 & 3,479 \\
Other interest charge & 732 & 83 \\
Total financial expenses & - & 732 & - & 83 \\
Net financial items & 12,000 & 29,811 & 1,878 & 3,395 \\
Operating result & - & - & - & - \\
Result of the year & - & - & - & - \\

1. In the 2019 budget, the cost for rent is based on an estimate received in 2017. Actual costs have proven to be higher than this estimate. In addition, the total cost for rent in 2019 also includes costs (NOK 83,778) for electricity and security which should have been accounted for in 2018. This is due to late receipt of invoice.
2. The total cost for Professional services also includes costs (NOK 27,932) for cleaning which should have been accounted for in 2018. This is due to late receipt of invoice.
3. The total cost for overhead/office also includes costs (NOK 228,788) for the ACS performance review by the Icelandic National Audit Office. This cost was not anticipated in the ACS budget for 2019.
4. The deferred income from 2019 is generated from the currency exchange gains. The amount is still lower than the total currency exchange gains of NOK 3,676,080, because of the total operating expenses which is higher than budget. The main reason for this the cost regarding rent and the performance review explained in note 1) and 3).
### Note 12: IPS result of the year 2019

<table>
<thead>
<tr>
<th></th>
<th>Note</th>
<th>NOK Budget</th>
<th>NOK 2019</th>
<th>USD Budget (6.3903)</th>
<th>USD 2019 (8.7803)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income statement</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions from States</td>
<td>1</td>
<td>2,265,213</td>
<td>2,178,128</td>
<td>354,477</td>
<td>248,070</td>
</tr>
<tr>
<td>Total operating income</td>
<td></td>
<td>2,265,213</td>
<td>2,178,128</td>
<td>354,477</td>
<td>248,070</td>
</tr>
<tr>
<td><strong>Operating expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, pensions, employee fee</td>
<td></td>
<td>1,426,049</td>
<td>1,298,096</td>
<td>223,158</td>
<td>147,842</td>
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<td>Training and development, insurance</td>
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<td>31,667</td>
<td>34,365</td>
<td>4,955</td>
<td>3,914</td>
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<tr>
<td>Miscellaneous</td>
<td></td>
<td>30,000</td>
<td>25,666</td>
<td>4,695</td>
<td>2,923</td>
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<tr>
<td></td>
<td>2</td>
<td>1,487,716</td>
<td>1,358,126</td>
<td>232,807</td>
<td>154,679</td>
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<td>Depreciations</td>
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<td>2,508</td>
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<tr>
<td></td>
<td></td>
<td>-</td>
<td>22,024</td>
<td></td>
<td></td>
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<tr>
<td>Rent of offices</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>224,630</td>
<td>263,329</td>
<td>35,152</td>
<td>29,991</td>
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<td></td>
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<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditor</td>
<td>12,000</td>
<td>7,368</td>
<td>1,878</td>
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<td>Accounting and payroll</td>
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<td>8,425</td>
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<td>IT</td>
<td>49,857</td>
<td>64,894</td>
<td>7,802</td>
<td>7,391</td>
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<td>Communications</td>
<td>38,867</td>
<td>38,446</td>
<td>6,082</td>
<td>4,379</td>
<td></td>
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<td>Web and digital media</td>
<td>28,000</td>
<td>11,114</td>
<td>4,382</td>
<td>1,266</td>
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<tr>
<td>Archives</td>
<td>10,714</td>
<td>-</td>
<td>1,677</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Videoconf. Equipment</td>
<td>18,429</td>
<td>1,276</td>
<td>2,884</td>
<td>145</td>
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<td>Miscellaneous</td>
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<td>9,238</td>
<td>3,130</td>
<td>1,052</td>
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<tr>
<td></td>
<td>222,867</td>
<td>206,313</td>
<td>34,876</td>
<td>23,497</td>
<td></td>
</tr>
<tr>
<td>Overhead/office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and hardware</td>
<td>12,354</td>
<td>13,980</td>
<td>1,933</td>
<td>1,592</td>
<td></td>
</tr>
<tr>
<td>Mobile phones, purchase and use</td>
<td>22,333</td>
<td>39,861</td>
<td>3,495</td>
<td>4,540</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>13,333</td>
<td>13,952</td>
<td>2,086</td>
<td>1,589</td>
<td></td>
</tr>
<tr>
<td>Printers</td>
<td>4,680</td>
<td>6,080</td>
<td>732</td>
<td>692</td>
<td></td>
</tr>
<tr>
<td>Freight</td>
<td>2,500</td>
<td>-</td>
<td>391</td>
<td>0</td>
<td></td>
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<tr>
<td>Miscellaneous</td>
<td>10,000</td>
<td>-</td>
<td>1,565</td>
<td>0</td>
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<tr>
<td></td>
<td>65,200</td>
<td>73,872</td>
<td>10,203</td>
<td>8,413</td>
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<tr>
<td>Gen. Adm. Issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meetings/representation</td>
<td>30,000</td>
<td>32,125</td>
<td>4,695</td>
<td>3,659</td>
<td></td>
</tr>
<tr>
<td>Subscriptions</td>
<td>11,800</td>
<td>4,633</td>
<td>1,847</td>
<td>528</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>3,000</td>
<td>140</td>
<td>469</td>
<td>16</td>
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<tr>
<td></td>
<td>44,800</td>
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<td>7,011</td>
<td>4,202</td>
<td></td>
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<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>220,000</td>
<td>218,045</td>
<td>34,427</td>
<td>24,833</td>
</tr>
<tr>
<td></td>
<td>220,000</td>
<td>218,045</td>
<td>34,427</td>
<td>24,833</td>
<td></td>
</tr>
<tr>
<td>Total operating expenses</td>
<td></td>
<td>2,265,213</td>
<td>2,178,607</td>
<td>354,476</td>
<td>248,124</td>
</tr>
<tr>
<td>Result of operations</td>
<td></td>
<td>-</td>
<td>(479)</td>
<td>-</td>
<td>(55)</td>
</tr>
</tbody>
</table>
### All amounts in NOK

#### (1) Contributions

<table>
<thead>
<tr>
<th>Country</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark</td>
<td>1,132,607</td>
</tr>
<tr>
<td>Norway</td>
<td>1,132,607</td>
</tr>
<tr>
<td>Deferred income 2018</td>
<td>12,244</td>
</tr>
<tr>
<td>Deferred income 2019</td>
<td>(80,604)</td>
</tr>
<tr>
<td>Depositeds funds</td>
<td>(18,727)</td>
</tr>
<tr>
<td>Total operating income IPS</td>
<td>2,178,127</td>
</tr>
</tbody>
</table>

#### (2) Payroll expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>1,177,489</td>
</tr>
<tr>
<td>Employer’s (social security) contribution</td>
<td>92,741</td>
</tr>
<tr>
<td>Pension costs</td>
<td>27,866</td>
</tr>
<tr>
<td>Other personnel costs</td>
<td>60,030</td>
</tr>
<tr>
<td><strong>Total cost of labor:</strong></td>
<td><strong>1,358,126</strong></td>
</tr>
</tbody>
</table>

Average full time equivalent employees: 2

#### (3) Result of the year

IPS is a non-profit organization. Unused contributions for the year are booked as deferred income and are deducted from the contributions for 2020.
INDEPENDENT AUDITOR’S REPORT

To the Arctic Council Secretariat

Report on the audit of the financial statements

Opinion

We have audited the financial statements of Arctic Council Secretariat, which comprise the balance sheet as at 31 December 2019, the income statement for the year then ended and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements have been prepared in accordance with laws and regulations and present fairly, in all material respects, the financial position of the Company as at 31 December 2019 and its financial performance for the year then ended in accordance with the Norwegian Accounting Act and accounting standards and practices generally accepted in Norway.

Basis for opinion

We conducted our audit in accordance with laws, regulations, and auditing standards and practices generally accepted in Norway, including International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor’s responsibilities for the audit of the financial statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Norway, and we have fulfilled our ethical responsibilities as required by law and regulations. We have also complied with our other ethical obligations in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management for the financial statements

The Board of Directors and Chief Executive Officer (management) is responsible for the preparation and fair presentation of the financial statements in accordance with the Norwegian Accounting Act and accounting standards and practices generally accepted in Norway, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company’s ability to continue as a going concern; disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Auditor’s responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with laws, regulations, and auditing standards and practices generally accepted in Norway, including International Standards on Auditing (ISAs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with law, regulations and generally accepted auditing principles in Norway, including ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from
fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company’s internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management;
- conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Company to cease to continue as a going concern;
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other legal and regulatory requirements

Opinion on registration and documentation

Based on our audit of the financial statements as described above, and control procedures we have considered necessary in accordance with the International Standard on Assurance Engagements (ISAE) 3000, Assurance Engagements Other than Audits or Reviews of Historical Financial Information, it is our opinion that management has fulfilled its duty to ensure that the Company’s accounting information is properly recorded and documented as required by law and bookkeeping standards and practices accepted in Norway.

Tromsø, 21 February 2020
ERNST & YOUNG AS

Kai Astor Frøseth
State Authorised Public Accountant (Norway)