

# SDWG Progress Report to SAOs Syktyvkar, Komi Republic, Russian Federation 26-27 April, 2006.

2006

## Sustainable Development Working Group (SDWG)

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27 March 2006

20 January 2006

*Ad hoc* working group on application,  
endorsement alternatives and  
management of SDWG projects.

## **Procedures for submitting, approving and managing project proposals in the Sustainable Development Working Group**

### **BACKGROUND**

The general framework for project proposals comprises the *Arctic Council Terms of Reference for a Sustainable Development Program*<sup>1</sup>, *Sustainable Development Framework Document (SDFD)*<sup>2</sup>, *Operating Guidelines for the Sustainable Development Working Group*<sup>3</sup> and the *Arctic Council Rules of Procedure*.

There is a broad support for promoting activities based on the priority subject areas identified in the SDFD. The Sustainable Development Action Plan (SDAP) adopted at the Fourth Ministerial Meeting of the Arctic Council will be an important tool to identify new activities.

### **MODALITIES FOR PROJECT APPROVAL**

- The SDWG shall review new project proposals in the SDFD priority subject areas.
- Project proposals that have broad support and funding or that seem to be innovative should be favourably considered.
- Approvals shall be based on consensus, even if a member state or a permanent participant does not actively take part in the project.
- A rejected proposal can be re-proposed when the sponsor believes it meets the criteria for authorization, endorsement or designation.
- The SDWG shall every second year review its finished projects in order to determine what results have been gained from the project.

Approved projects may be authorized, endorsed or designated by the SDWG. Authorized and endorsed projects have been reviewed and recommended by the SDWG and approved by the SAOs. They may be grouped into clusters to promote synergy, provide for expert oversight and/or consolidate management.

Designated projects are projects that do not meet the criteria for approval by the SAOs, but address SDFD priority subject areas.

#### **A. Authorized Projects**

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<sup>1</sup>Arctic Council Terms of Reference for a Sustainable Development Program as adopted by the Arctic Council at the First Arctic Council Ministerial Meeting Iqaluit, Canada, 17-18 September 1998.

<sup>2</sup>Sustainable Development Framework Document, 13 October 2000 (SDFD).

<sup>3</sup>Operating Guidelines for the Sustainable Development Working Group adopted by the Sustainable Development Working Group on 14 May 2002 and approved by the Senior Arctic Officials (SAOs) on 16 May 2002.

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Authorized projects meet the criteria for Arctic Council projects. They should enjoy the participation of all Member States and Permanent Participants. "Participation" may take the form of funding or the provision of human resources, in-kind contributions, or other resources. Authorized projects from their inception are circumpolar in nature, and should have circumpolar participation, effect and influence.

The project lead should include in its proposal and work plans provisions for outreach and dissemination of the results of the project, and should indicate what, if any, follow-up activity is required for the project.

Authorized projects approved by the SAOs will be included in the SDAP.

### **B. Endorsed Projects<sup>4</sup>**

Endorsed projects must be sponsored by more than one Member State. One or more Permanent Participants should also participate. "Participation" may take the form of funding or the provision of human resources, in-kind contribution, or other resources. Endorsed projects may be regional in scope and participation, but should have circumpolar effect and influence.

The project lead should include in its proposal and work plans provisions for outreach and dissemination of the results of the project, and should indicate what, if any, follow-up activity is required for the project.

Endorsed projects approved by the SAOs will be included in the SDAP.

### **C. Designated Projects**

Designated projects are projects that do not meet the criteria for approval by the SAOs, but address SDFD priority subject areas. They may be proposed by one Member State, a Permanent Participant, an Observer or by an organization not affiliated with the Arctic Council. These projects should make a valuable contribution to the overall work of the Arctic Council. For such projects a designation from the Arctic Council may help a sponsor develop additional support or sponsors, raise funds for the project, or otherwise advance the project.

The Arctic Council takes no responsibility or active part in the implementation of designated projects. A Member State or Permanent Participant, at its discretion, may advise or support the sponsor of a designated project.

If a designated project evolves to fulfil the criteria for an endorsed or authorized project, the project lead may present it to the SDWG for a change in status to an authorized or endorsed project at the next scheduled SDWG meeting.

### **D. Project Clusters**

The 2004 Reykjavik Declaration approved the concept of project clusters, under which related projects can be grouped and jointly managed, and authorized the creation of a health cluster. Project clusters may be composed of projects from the SDWG as well as from other Arctic Council working groups.

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<sup>4</sup> ACToR, s2.b: "More than one Member State participates in the project."

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In order to promote synergy among specific projects, the SDWG, by consensus among its members, may designate existing authorized and/or endorsed projects into a cluster consistent with a SDFD priority subject area. The SDWG, by consensus among its members, may create a cluster of new authorized and endorsed projects in a SDFD priority subject area. New authorized or endorsed projects may be added to an existing cluster.

Project clusters require an identified lead Arctic Council Member State or Permanent Participant who will:

- a) organize reporting of all projects into a single report in a consistent format
- b) create and maintain an oversight committee composed of subject matter experts to approve and maintain contact with projects within the cluster

Project clusters will be added to the SDAP.

## **FORMAT AND CRITERIA FOR SDWG PROJECT PROPOSALS**

### A. Deadlines, procedure and timetables for project proposals

SDWG members must have enough time to analyse and form their opinion about the proposed projects.

Proposed procedure:

- Initial project proposals should be sent to the SDWG secretariat 90 days in advance of the SDWG meeting for comments by the SDWG representatives. A proposal can be submitted as a concept paper.
- The revised project proposal incorporating comments shall be sent to SDWG members at least 30 days prior to the meeting.<sup>5</sup>
- Proposals can, as appropriate, be sent to relevant organizations for a scientific or quality content evaluation or to other Working Groups of the Arctic Council for coordinated activities.
- Decisions taken at the SDWG meeting are reported to the next SAO meeting.

### B. Format for project proposals

1. The title of action proposed
2. The new action initiator<sup>6</sup>
3. Lead country and project leader (name of person and institution)
4. Participating countries and permanent participant including name of institutions and contact persons.
5. Justification of the new action including relations to a priority subject area, activity of other working groups and contribution to gender equality.
6. Outcome of the project, deliverables and implementation plan.
7. Summary
8. Project description including methods to be used and work plan.
9. Cost estimate and budget
10. Sources of funding

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<sup>5</sup> OGSDWG, s 3.4

<sup>6</sup> Member States, Permanent Participants or AC Working Groups can initiate a new action in the SDWG. Observers and organizations that are not members of the Arctic Council can submit their projects for consideration to SDWG.