

# Instructions for Observers subject to review

## Introduction

This document provides the reporting template and accompanying instructions for Observers to be reviewed during the Finnish Chairmanship (2017-2019).

The deadline for the submission is **1 June 2018**.

According to the "Arctic Council Rules of Procedure" (annex 2), every four years Observers are to state their continued interest in Observer status, and will be reviewed in a Ministerial meeting. During the Finnish Chairmanship, the following 18 Observers admitted 2000-2015 will be subject to review:

- France
- Italy
- Japan
- People's Republic of China
- India
- Republic of Korea
- Singapore
- Spain
- International Federation of Red Cross & Red Crescent Societies (IFRC)
- Nordic Environment Finance Corporation (NEFCO)
- North Atlantic Marine Mammal Commission (NAMMCO)
- United Nations Development Programme (UNDP)
- Arctic Institute of North America (AINA)
- Association of World Reindeer Herders (AWRH)
- Circumpolar Conservation Union (CCU)
- International Arctic Social Sciences Association (IASSA)
- International Work Group for Indigenous Affairs (IWGIA)
- University of the Arctic (UArctic)

## Role of Observers

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

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

## Report submission

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

(a) A description of the Observer's contributions to the work of the Arctic Council since the time of the Observer's most recent submission, or in the previous two years, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants.

(b) If applicable, a description of the Observer's future plans to contribute to the work of the Arctic Council, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants.

(c) If applicable, a description of the Observer's contributions to other aspects of the Arctic Council and its goals not covered in the previous sections since the time of the Observer's most recent submission, or in the previous two years.

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

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

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

## Cover sheet

Full name of state or organization:

Date of submission:

Observer's website, if appropriate:

Information for appropriate contact person

Full name:

Email:

Telephone:

Organization or department:

Job Title:

Full mailing address:

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

Yes  No

## Observer Report

Please describe in no more than 2 pages your state's or organization's contributions to the work of the Arctic Council's Working Groups, Task Forces, and/or Expert Groups since the time of your most recent report, or in the previous two years. Please highlight contributions to specific projects, such as through proposals, concept development, in-kind and financial support, and hosting of meetings. Please detail any collaboration with Permanent Participants, such as project proposal endorsement and support.



If applicable, please describe in no more than 1 page your state's or organization's future plans for contributing to the work of the Arctic Council's Working Groups, Task Forces, and/or Expert Groups. Please highlight intentions to contribute to specific projects and to collaborate with Permanent Participants.

If applicable, please describe in no more than 1 page your state's or organization's contributions to other aspects of the Arctic Council and its goals not covered by the previous sections since the time of your most recent report, or in the previous two years.