

Instructions for submitting Observer reports

Introduction

This document provides the reporting template and instructions for Observers required to report during the **Russian Chairmanship**.

The deadline for submission is **1 December 2022**.

According to the “[Arctic Council Rules of Procedure](#)” (Annex 2), every **two years** Observers are requested to submit to the Chairmanship up-to-date information about relevant activities and their contributions to the work of the Arctic Council. Accordingly, the following **19 Observers** from the *Fairbanks Group* are requested to submit their regular report by **1 December 2022**.¹

- Germany;
- The Netherlands;
- Poland;
- Switzerland;
- United Kingdom;
- International Union for the Conservation of Nature (IUCN);
- Nordic Council of Ministers (NCM);
- OSPAR Commission (OSPAR);
- Standing Committee of the Parliamentarians of the Arctic Regions (SCPAR);
- United Nations Economic Commission for Europe (UN-ECE);
- United Nations Environment Programme (UN Environment);
- West Nordic Council (WNC);
- World Meteorological Organization (WMO);
- Advisory Committee on the Protection of the Seas (ACOPS);
- International Arctic Science Committee (IASC);
- International Council for the Exploration of the Seas (ICES);
- International Union for Circumpolar Health (IUCH);
- Northern Forum (NF);

¹ The *Fairbanks Group* includes the Observers reviewed for the first time before the Fairbanks Ministerial meeting in 2017, as well as Observers admitted that year. This group of Observers was reviewed for a second time at the Reykjavik Ministerial meeting in 2021.

- Oceana;
- World Wildlife Fund for Nature – Global Arctic Program (WWF).

Role of Observers

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

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

Report submission

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

- (a) A description of the Observer’s contributions to the work of the Arctic Council since the time of the Observer’s most recent submission, or in the previous two years, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants;
- (b) If applicable, a description of the Observer’s future plans to contribute to the work of the Arctic Council, with special focus on contributions to the subsidiary bodies through project participation and support, as well as collaboration with Permanent Participants; and,
- (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 not later than **1 December 2022**. Please bear in mind while preparing your report that all Observer reports will be published online

in the *Observer* section of the [Arctic Council online Library](#) (OAR) after the 2023 Ministerial meeting.

If an Observer fails to submit a report, the Arctic Council will consider this to mean that the Observer **is no longer interested in maintaining its status** as an accredited Observer to the Arctic Council.

Cover sheet

Full name of Observer State or Observer Organization:

Date of submission of regular report:

Observer's website:

Information for appropriate contact person

Full name:

Email:

Telephone:

Organization or department:

Job Title:

Full mailing
address:

Observer Report

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



A large, empty rectangular box with a thin blue border, intended for the main content of the report.

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

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