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## PAME II-2020 Working Group Pre-Meetings

### Online Meeting Schedule and Logistics

### 15-22 September 2020

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The next PAME Working Group Meeting (PAME II-2020) and its associated expert pre-meetings will be held online from 15-25 September 2020. We will be using PAME's GoToMeeting System. Below is the schedule and logistics for the pre-meeting (15-22 Sep).

**Note:** PAME will have access to two GoToMeeting Systems (#1 and #2) and will be able to run two sessions simultaneously. Please refer to the *PAME II-2020 Guidelines for Online Participation* for further details.

#### **PAME Pre-Meetings 15-22 September**

##### ***MPA Expert Group (15 and 16 September)***

Co-Chairs: Elizabeth McLanahan/USA and Jan Ekebom/Finland

- Tuesday 15 September and Wednesday 16 September: 13.00-16.00 (GMT, 3 hours)  
(09.00 North America east coast/13noon ICE/15:00 NOR, SWE, KoD/16.00 FIN, Moscow)

***PAME's GoToMeeting System #1***

##### ***Shipping Expert Group pre-meeting (17 and 18 September)***

Co-chairs: Peter Oppenheimer/USA and Drummond Fraser/Canada

- Thursday 17 September and Friday 18 September: 13.00-16.00 (GMT, 3 hours)  
(09.00 North America east coast/13noon ICE/15:00 NOR, SWE, KoD/16.00 FIN, Moscow)

***PAME's GoToMeeting System #1***

##### ***Marine Litter Expert Group (17 and 18 September)***

Co-Chairs: Elizabeth McLanahan/USA, Charlotte Mogensen/KoD and Anne Berteig/Norway

- Thursday 17 September and Friday 18 September: 13.00-16.00 (GMT, 3 hours)  
(09.00 North America east coast/13noon ICE/15:00 NOR, SWE, KoD/16.00 FIN, Moscow)

***PAME's GoToMeeting System #2***

##### ***REDEG Expert Group (21 and 22 September)***

Co-Chairs: Dennis Thurston/USA and Maureen Copley/Canada

- Monday 21 September and Tuesday 22 September: 15.00-18.00 (GMT, 3 hours)  
(08.00 North America west coast/15.00 ICE/17:00 NOR, SWE, KoD/18.00 FIN, Moscow)

**PAME's GoToMeeting System #1**

**EA Expert Group (21 and 22 September)**

Co-Chairs: Libby Logerwell/USA and Lis Lindal Jörgensen/Norway

- Monday 21 September and Tuesday 22 September: 15.00-18.00 (GMT, 3 hours)  
(08.00 North America west coast/15.00 ICE/17:00 NOR, SWE, KoD/18.00 FIN, Moscow)

**PAME's GoToMeeting System #2**

**Order of PAME pre-meeting/expert group events:**

- Project leads provide a brief overview status (5 min) on their respective projects and a proposed process and timeline to finalize for the 2021 Ministerial meeting.
- Participants will be invited to provide input and pose questions either verbally or in writing via the GoToMeeting chat function.
- Participants will be invited to submit a project plan proposal for the PAME 2021-2023 Work Plan in advance of the meeting for consideration during the pre-meeting. This should include:
  - A project plan in writing as per the guidance provided in Attachment I below.
  - A proposed timeline seeking approval for the project.
- Project-leads (both existing and new project proposals) provide in writing, to respective pre-meeting co-chairs, suggested text on their projects for inclusion to the Records of Decisions (RoDs) at the end of the first day.
- Pre-meeting co-chairs develop draft RoDs and send out to participants for their review and comments.
- Pre-meeting co-chairs attend the PAME II-2020 HoDs meeting on behalf of their respective expert groups and provide a brief overview of discussions and submit their RoDs.

## ATTACHMENT I: Development of New Projects for inclusion into PAMEs Work Plan (long version)

Development of new projects is based on ministerial mandates and the prioritization of ongoing activities and a project plan needs to be developed to be annexed to the PAME Work Plan.

Inclusion/involvement/contribution by Permanent Participants. The following check-list should be used by Arctic Council Working Groups when developing new project proposals. Working Groups will report out on the information in the checklist when they update their project entries in the Arctic Council's project-tracking database following their twice-yearly Working Group meetings.

- ✓ Have Permanent Participants been engaged in the development of the project proposal?
  - Yes
  - No

If no, why? (Please describe in 2-3 lines)

If yes, please describe any role that Permanent Participants will have in the project. (Please describe in 2-3 lines)

- ✓ Will the use of TLK lead to better project outcomes?
  - Yes
  - No

If yes, explain how TLK will be used in the project. (Please describe in 2-3 lines)

If no, provide an explanation why TLK is not applicable or feasible for this project. (Please describe in 2-3 lines)

### Outline for New Project Work Plans

All new projects being incorporated in the *PAME Work Plan 2017-2019* and beyond will need to have confirmed lead(s) and a project work plan.

Below is an outline of the main components which should be filled out for all new/proposed PAME projects.

### Project Title and Project Summary

- ✓ Include 2-3 short and precise paragraphs which summarize the project in a language suitable for possible public release/information on the PAME homepage.

### Key Objective(s)

- ✓ Develop key objectives and keep in mind the mandate of PAME, e.g. the implementation of the *Arctic Council's Arctic Marine Strategic Plan (2015-2025)* and the nature of the product or outcome (ultimate approval/welcome/note processes).

### Scope

- ✓ The coverage and context of the project, relevance to other PAME activities and/or other Arctic Council projects/working groups' activities.

### Main Components and Implementation

#### *List of Tasks/Activities:*

- ✓ Describe the conceptual framework and provide step-by-step detail
- ✓ Identify themes and/or other issues

- ✓ Planned conferences/workshops/project meetings
- ✓ Inclusion/involvement/contribution by Permanent Participants (as per checklist above)
- ✓ Synergies and collaboration with activities of the other Arctic Council working groups and/or other partners and stakeholders.
- ✓ Outline plans for consultations and/or communicating the project findings and results; think of users and benefits as well. Name the interest groups, or type of reports, websites, etc.

***Timeline and Major Milestones:***

- ✓ Include a timeline that defines the proposed completion of all activities included in the project. List any milestones and/or critical decision points and plans for conferences and/or project specific meetings outside the biannual PAME Meetings.

***Budget:***

- ✓ To include financial considerations and a working budget for the required resources per project activity.

***Main outcomes***

- ✓ Interim products e.g. products of the milestones, if any and the final product.

***Project Team Structure/Lead Countries***

- ✓ Include names, titles and contact information.

*For larger projects – provide an outline of the project management and advisory structure and proposed roles.*