



Sustainable Development  
Working Group

# **SDWG Project Proposal Template**

## **ANNEX A**

**Procedures for Submitting, Endorsing and Managing  
SDWG Projects  
Effective as of 21 March 2018**

## ANNEX A to SDWG Project Proposal Template

### PROCEDURES FOR SUBMITTING, ENDORSING AND MANAGING SDWG PROJECTS

The SDWG reviews and selects initiatives that advance the priorities outlined in the SDWG Strategic Framework (2017). Key initiatives for each two-year Chairmanship period are described in the SDWG's biennial work plans as outlined in the Arctic Council Working Group Common Operating Guidelines (2016). Within the SDWG, Arctic Council Member States and Permanent Participants may propose new initiatives at meetings of the SDWG or intersessionally, with prior consensus from the SDWG members, and in accordance with the following procedures as well as the SDWG Project Proposal Template.

#### Modalities for Project Endorsement:

- The SDWG shall review new project proposals in the SDWG priority subject areas, as noted above in this Framework.
- Project proposals that have broad support and funding, or that are innovative, should be favorably considered.
- Endorsements 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 sponsors believe it meets the criteria for endorsement.

#### Project Lifecycle and Procedures:

The lifecycle of an SDWG project generally adheres to the following project continuum and procedures:

- An informal concept paper is drafted for the consideration of the Working Group and/or potential collaborators. It is strongly encouraged that the involvement and feedback of both the Permanent Participants and SDWG Expert Groups be solicited at this stage. Initial project proposals should be sent to the SDWG secretariat 90 days in advance of the SDWG meeting for comments by SDWG representatives.
- Project Proposals can, as appropriate, be sent to other working groups of the Arctic Council for coordinated activities.
- A formal proposal is completed in accordance with the format and criteria outlined in the SDWG Project Proposal Template. The revised Project Proposal incorporating comments shall be sent to SDWG members at least 30 days prior to the next SDWG plenary meeting or other inclusive convocation as has been agreed upon by consensus.
- Recognition of the project by the SDWG via the lack of formal objection by any member.
- Commitment of two or more Arctic Member States (partnership with Permanent Participant organizations *strongly* encouraged) to co-lead the project.
- SDWG endorsement of the proposal and full use of associated branding privileges.
- Project endorsements taken at SDWG meetings are reported at the next SAO meeting.

Endorsed projects must be sponsored, or "co-led", by more than one Arctic Council Member State. One or more Permanent Participants should also participate. These projects may be regional in scope and participation, but should have circumpolar effect and influence.

The project proponent, or "project lead", is responsible for the development of a clearly defined plan to acquire the requisite resources to complete the project within the timetable indicated and is encouraged to ensure there are adequate resources to support the meaningful engagement of Permanent Participant organization(s) in the realization of this project's objective(s).

*Sponsoring or co-leading* a project is associated with a significant

- financial contribution;
- provision of human resources;
- in-kind contribution;
- data contribution;
- contributions of other resources;

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- or a combination of the above.

As an alternative to sponsoring or co-leading a project, project “participation” may take the form of smaller-scale: provisions of human resources; in-kind contributions; data sharing; networking; contributions of other resources, or a combination of these.

### Guidelines on Policy Recommendations

To enhance the value of policy recommendations resulting from SDWG projects, the Working Group requires that each project gives careful consideration to:

- the degree of involvement required of SDWG representatives in developing and approving recommendations;
- an appropriate number of recommendations;
- the target audience(s);
- the actors responsible for implementing recommendations;
- the specificity of recommendations;
- the actions/outcomes required for the recommendation(s) to be considered addressed (i.e. a report, program, specific research/inquiry, etc.);
- the practicality of implementation (e.g. capacity, cost and time constraints, etc.);
- and any potential cross-cutting elements (relationship to other projects or AC Working Groups).

As required during the latter stages of a Chairmanship period, the SDWG may hold a designated session to consider all its projects and activities in aggregate and to prepare a short set of policy recommendations for the consideration of SAOs and Ministers. In addition, the SDWG will seek the analysis and advice of its expert groups on potential approaches to addressing the recommendations produced by the SDWG at the end of each Chairmanship period.

### Tracking & Follow-up on SDWG Recommendations

For the purposes of tracking and encouraging follow-up on the recommendations it produces, the SDWG requires that project leads review the SDWG Recommendations & Follow-up Matrix (Annex B) when drafting a new project proposal for the consideration of the working group. Direct follow-ups on (one or more) past SDWG recommendation are encouraged and, when applicable, these details are required within the SDWG’s Project Proposal Template.