

# IPS WORK PLAN AND BUDGETS FOR 2022-2023

## INTRODUCTION AND IPS PRIORITIES

The Arctic Council Indigenous Peoples' Secretariat (IPS) facilitates active participation and full consultation of the Permanent Participants (PPs) in the Arctic Council's work. The IPS core functions are outlined at the beginning of the respective sections of the work plan and will be accomplished through the implementation of undertakings described in each section.

The IPS is governed by a Board of nine members including one representative from each Permanent Participant, plus one representative from the Arctic Council's current Chairmanship, one representative from the IPS Host country, and one representative from the future Arctic Council Chairmanship. The director of the Arctic Council Secretariat is an ex-officio member. IPS Procedural Guidelines instruct the IPS to work closely with the IPS Chair and the Board and specify various administrative tasks.

The IPS work plan 2022-2023 is developed in consultation with the IPS Board, the six Permanent Participant organizations, and in light of the Russia's Chairmanship program for 2021-2023. The IPS furthers planning and communication between the PPs and Norway leading into Norway's Chairmanship commencing in 2023.

The IPS highlights the following themes reflecting the PPs' joint priorities for 2022-2023:

- Indigenous youth engagement;
- Arctic Indigenous languages; and,
- Arctic Indigenous Peoples' cooperation.

Since the IPS' capacity may vary throughout the year, some work items may only be performed as time and resources permit. Work items that do not include a disclaimer referring to limited resources will be prioritized.

## FACILITATING THE PERMANENT PARTICIPANTS' WORK IN THE ARCTIC COUNCIL

The IPS facilitates the participation of Indigenous Peoples' organizations in the work of the Arctic Council and acts as a common support secretariat unit for all six PPs, primarily in the Council's activities. The IPS assists Indigenous Peoples' in presenting their perspectives in the Council's meetings.

## LOGISTICAL SUPPORT

Assist the PPs with registering for and arranging attendance at Arctic Council events. This includes visas, applications, and seeking travel support and other logistics when requested.

## INSTITUTIONAL SUPPORT

Assist the PPs in preparing and submitting joint declarations and other documents relevant to the work of the Arctic Council as requested; carry out research and analysis of current and future issues as required by the PPs.

## INFORMATION SHARING AND MANAGEMENT

Distribute pertinent information about the Arctic Council and related meetings and activities to the PPs; maintain and further develop IPS archives, ensuring the safe and appropriate storage of important documentation.

## ATTENDANCE OF ARCTIC COUNCIL AND RELATED EVENTS

Attend the Ministerial meetings, SAO meetings, Arctic Council Working Group and subsidiary bodies' meetings, and related international meetings at the request of the PPs or IPS Chair to facilitate PPs participation when time and resources permit.

## INDIGENOUS LEADERSHIP, SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PROTECTION

### PP'S JOINT PRIORITIES FOR 2022-2023

The IPS aims to support the PPs' participation in the projects and initiatives endorsed by the Russian Chairmanship of the Arctic Council where Indigenous engagement is relevant and when resources permit. Many activities in the Chairmanship program correlate with the PPs' priorities and the IPS will follow the Chairmanship program, timely provide information on events, and facilitate PPs' participation when requested.

### Indigenous youth engagement

Arctic Youth Leaders' Summit, International Youth model of the Arctic Council, Arctic Youth Summit (AYS) on the sidelines of the Arctic Biodiversity Congress, etc. contribute to Indigenous youth involvement.

### Arctic Indigenous languages

Conference on Communications and Digitalization in the Arctic, International Seminar on the Protection and Popularization of Arctic Indigenous Languages, 'Children of the Arctic' project roundtable, and other events in line with the UN Decade of Indigenous Languages contribute to the promotion of Arctic Indigenous languages issues.

### Arctic Indigenous cooperation

Arctic Leaders' Summit, Arctic Cultural Forum, as well as PPs active participation in Arctic Biodiversity Congress, and Environmental Ministers Meeting promote Arctic Indigenous cooperation.

## ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT

The IPS supports the PPs' actions to maintain and promote sustainable development of the Indigenous Peoples' cultures and environmental protection in the Arctic as time and resources permit.

### Indigenous Peoples Contamination Action Program (IPCAP)

Indigenous Peoples Contaminant Action Program (IPCAP) is the unique Indigenous-led Expert Group of the Arctic Council under the auspices of ACAP and is currently chaired by AIA. When time and resources permit, IPS provides secretariat support to the Chair of IPCAP; facilitates drafting project proposals; communicates IPCAP developments to the PPs; and assists the IPCAP Chair with arranging events related to IPCAP.

### **Indigenous events**

Assist the PPs in organizing the 7<sup>th</sup> Arctic Leaders' Summit (ALS), the Arctic Youth Leaders' Summit (AYLS), and other Indigenous events pursuing sustainable development and environmental protection; endeavors PPs collaboration with other Arctic Indigenous Peoples; aids the PPs in arranging their institutional events when requested and when resources permit.

### **Promotion of Indigenous cultures**

Enhance cooperation between the PPs and Arctic States in terms of Indigenous cultures promotion as requested. In cooperation with the PPs, provide opportunities for promoting Indigenous cultures as side events of the Arctic Council meetings when time and resources permit.

## **KNOWLEDGE AND INDIGENOUS LANGUAGES**

The IPS gathers and disseminates information on and provides and lists sources of different forms of knowledge focusing on traditional knowledge of the Indigenous Peoples.

### **Traditional knowledge resources**

Gather and disseminate information on traditional knowledge of Indigenous Peoples; seek opportunities to develop a collection of the PPs' reports, studies, and publications authored by Indigenous scholars relevant to the Arctic Council themes.

### **Co-production of knowledge**

Support the PPs in facilitating the use of Indigenous Peoples' perspectives, concerns, and knowledge mainly in the work of the Arctic Council but also in relevant international bodies when requested and when the opportunity arises; timely respond to requests from scientific and research community on the inclusion of traditional knowledge and Indigenous expertise.

### **Indigenous languages**

Support PPs revitalizing initiatives and promote Indigenous languages issues alongside the UN International Decade of Indigenous languages 2022-2032 through PPs' projects and activities, including online learning programs, as requested.

## **CAPACITY-BUILDING ACTIVITIES**

The IPS supports the PPs in enhancing their capacity to pursue the Arctic Council objectives and contribute and participate in the Council's work. The IPS aims to further PPs' active participation and full consultation within the Arctic Council.

## Youth engagement and internship

Facilitate the work of the Permanent Participants' youth network as well as Indigenous youth engagement; collaboration with CAFF, SDWG and other Arctic Council youth programs; offer internships for Indigenous youth when resources permit; seek sustainable funding to strengthen the internship programs; and seek possibilities for PP secondment to the IPS.

## Training and education

Assist in organizing training, courses, seminars and other relevant educational opportunities on the themes important for the PPs as deemed necessary.

## Fundraising

Continue to secure support mechanisms that fund PP activities; pursue a long-term fundraising strategy for the IPS; and continue to seek travel support, project funding and in-kind support for the PPs and the IPS.

# COMMUNICATION AMONG THE PERMANENT PARTICIPANTS AND ARCTIC COUNCIL BODIES

The IPS facilitates dialogue and communication among the PPs and between the PPs and Arctic Council and related bodies. The IPS aims to provide opportunities for multilingual communication as far as possible.

## COOPERATION AND COORDINATION AMONG THE PERMANENT PARTICIPANTS

Organize and facilitate PPs caucuses, follow-up meetings and informal consultations between the PPs as requested, when requested and resources permit, assist PPs to develop and maintain a mechanism to exchange information between the PPs.

## LANGUAGE SERVICES

Assist with communication and interpretation between the PPs and their Russian chapters; arrange interpretation and translation into Russian or other languages as required and resources permit; translate IPS Board documents, PPs caucus documents, and requested Arctic Council documents into Russian as resources permit.

## COOPERATION AND COORDINATION WITH THE ARCTIC COUNCIL BODIES

Facilitate communication between the PPs and the Arctic Council Chairmanship; collaborate with the Arctic Council Working Groups' secretariats to enhance PPs' cooperation at the expert level and assist the PPs in reporting on or applying for the Council's projects; focus

on collaboration with the Arctic Monitoring and Assessment Programme (AMAP) and the Sustainable Development Working Group (SDWG) on human health issues, as appropriate; support meetings and joint events between the PPs and the Arctic Council subsidiary bodies as requested.

## **PUBLIC AWARENESS OF ARCTIC COUNCIL ISSUES**

The IPS contributes to raising public awareness of Arctic Council issues through the IPS website, social media channels and other publications and attends international and Arctic-related events when time and resources permit.

### **COMMUNICATIONS AND OUTREACH**

Develop and regularly update the IPS website and the IPS-branded social media accounts; contribute to the Arctic Council newsletter; facilitate information-sharing and timely responses to questions about PPs and the IPS; assist in conveying media requests; and organize an Arctic Indigenous photo exhibition in the Arctic region or a contest using social media, as resources permit.

### **ATTENDANCE OF INTERNATIONAL ARCTIC SCIENCE-RELATED EVENTS**

In cooperation with the IPS Chair and the PPs, assist the PPs in the steering committees and other management processes such as the Arctic Science Summit Week/International

Conference on Arctic Research Planning (ICARP), University of the Arctic (UArctic), International Arctic Social Sciences Association (IASSA) Congress, International Arctic Science Committee's (IASC) Arctic Science Summit Week, etc.

# ADMINISTRATIVE FUNCTIONS

The IPS performs activities to operate as an administrative unit within the ACS.

## FUNCTIONS RELATED TO THE IPS BOARD

Arrange Board meetings at least once per year in person, unless circumstances of insuperable force impede physical meetings, and at other times by teleconference or in person as necessary; coordinate the preparation of reports and other documents for review or decision by the IPS Chair or IPS Board; record minutes and decisions at the Board meetings; and coordinate regular reporting and accounting to the Board on IPS activities.

## STAFF RECRUITMENT, ASSESSMENT, DEVELOPMENT, AND WELFARE

Conduct recruitment process as needed; perform annual appraisal conversations with staff members and determine from the results of the appraisal conversations what kind of training would benefit each employee in the performance of his or her duties.

## BIENNIAL WORK PLAN, BUDGET, AND REPORTING

Prepare a biennial work plan and budget for 2024 and 2025 and report on IPS projects and prepare annual reports.