

## **ANNUAL ACTIVITY REPORT**

**of the**

### **JOINT SECRETARIAT - INUVIALUIT RENEWABLE RESOURCES COMMITTEES**

JUNE 1988

#### **OBJECTIVES OF THE JOINT SECRETARIAT**

1. To support and facilitate the interests of the wildlife and environmental councils, committees and boards, established pursuant to the Inuvialuit Final Agreement in any matters relating to their responsibilities and interests.
2. To provide administrative (financial / clerical) support to those councils, committees and boards and to arrange logistics of meetings pursuant to the business of those councils, committees and boards.
3. To record and make available all materials associated with the business of those councils, committees and boards as required by their Chairmen and other appropriate agencies.
4. To establish and maintain working liaisons between the Joint Secretariat and other Inuvialuit organizations, Government, Industry, the Academic sector and other relevant agencies / organizations.
5. To provide technical resource support to those councils, committees and boards as required by their Chairmen.

## **OVERVIEW**

The Inuvialuit final Agreement (I.F.A.) made provision for a wildlife secretariat to support the activities of the N.W.T. Wildlife management Advisory Council. It was, however, recognized that all the wildlife management structures established under the I.F.A. would require similar support. To this end the Joint Secretariat was established in Inuvik, N.W.T. It is an 'umbrella' organization which provides administrative and technical support to the following bodies established under the I.F.A.:

- The Inuvialuit Game Council (IGC)
- The Wildlife Management Advisory Council (WMAC, - N.W.T.)
- The Fisheries Joint Management Committee (F.J.M.C.)
- The Environmental Impact Screening Committee (E.I.S.C.)
- The Environmental Impact Review Board (E.I.R.B.)

An Executive Director was contracted in August 1986 to begin the establishment of the Joint Secretariat. Office space was leased in the Professional Building, Inuvik, and the organization was incorporated under the N.W.T. Societies Ordinance in October 1986. It received its first funding from the GNWT at that time.

Initially, there were considerable financial complexities associated with the role of the I.G.C. as the only recipient of implementation monies (prior to the establishment of the Joint Secretariat), its relationship to R.R.E.D.P. projects, and its administrative relationships with other Inuvialuit organizations. The acquisition of Financial Administration staff was therefore a first priority. With this staff unit in place, the above complexities were resolved, and a financial reporting system was established which is compatible with that of the GNWT and Federal agencies (D.I.A.N.D. and D.F.O.). The remaining staff positions were filled by June, 1987. It was found necessary to re-assign some positions and re-describe the duties of others, in order to provide a more responsive organization.

## **STRUCTURE**

The Joint Secretariat (see attached organization chart) at present consists of:

- an Executive Director, responsible for the daily operation of the Secretariat
- an Office Manager, responsible for the financial administration of the Secretariat and routine office procedures
- a secretary / receptionist

- a financial administration unit comprising an Accounting resource person, an accounts /administration clerk, and an accounting technician. This unit is responsible for the maintenance of the general ledger, accounts payable and receivable, and the preparation of financial reports. The unit also assists in setting up meetings and making travel arrangements.
- a resource person for the I.G.C. and the W.M.A.C. - N.W.T.
- a resource person for the F.J.M.C.
- a resource person for the E.I.S.C. and E.I.R.B.
- the Field Coordinator for the Harvest Study.

The latter position is equivalent to a resource person within the Secretariat, but receives technical direction from a multi-agency working group. The other resource persons work for their respective chairmen and receive their line management from the Executive Director.

The Joint Secretariat receives its policy direction from a Board of Directors comprised of the Chairman of the management structures served by the Secretariat. These individuals are also the members of the Joint Secretariat as a society.

It is intended that the Research Advisory Council (R.A.C.) should also be served by the Joint Secretariat. This Council is not yet active, but provision has been made for its chairperson to become a director and member of the Joint Secretariat.

The only joint wildlife management structure not served by the Joint Secretariat, is the W.M.A.C. (North Slope) and this Council has its own secretariat in Whitehorse.

## **FUNDING**

Financial support for the Joint Secretariat, and all the structures which it administers, is provided either directly or indirectly by the Federal Government out of Implementation funds. These monies are transferred by Contribution Agreements and are separate from the Inuvialuit land compensation payments.

Initial delays in processing Contribution Agreements for the various management structures lead to cash flow difficulties. Several financial vehicles were used to alleviate this problem. It was, however, principally solved by a type of bridge-funding provided by the GNWT. These initial problems have been thoroughly addressed, and similar situations are not expected to recur.

Virtually all monies for the Joint Secretariat and the management bodies it administers are provided by way of Contribution Agreements as summarized below:

1. Government of the N.W.T., Renewable Resources Department.
  - Inuvialuit Game Council
  - Wildlife Management Advisory Council (NWT)
  - Joint Secretariat Administration (includes FJMC administration, excludes Screening and Review administration and staff support).
  - Harvest Study (separate Contribution Agreement)
2. Department of Fisheries and Oceans
  - Fisheries Joint Management Committee
  - FJMC staff support
  - Beluga monitoring and management strategy
  - Harvest Study (component)
3. Department of Indian Affairs and Northern Development
  - Environmental Impact Screening Committee
  - Environmental Impact Review Board
  - Administration and staff support (EISC and EIRB)

While the existing arrangements are workable, consolidated funding would streamline financial operations and would lead to decreased staff workload and an even higher level of efficiency.

## **OPERATIONS**

Following the acquisition of a full complement of staff and the necessary office equipment, the Joint Secretariat settled down to refining existing procedures, developing new ones as appropriate, and providing an efficient level of service to the bodies which it administers, as well as to external agencies.

The Financial Administration unit provides financial reports as required by the funding agencies and in addition, an internal system has been developed for the resource chairmen, which provides monthly variance reports based on commitment accounting.

The Resource Staff have developed routine logistics procedures for their respective committee meetings and provide technical support as required.

Throughout the period of this report, a high priority was placed on the development of a team approach and cover-off capability. This has enabled the Joint Secretariat to adequately accommodate a modest personnel turnover and leave periods within existing staff resources.

An integrated internal technical support procedure is being developed to ensure the appropriate liaison between committees, and the development and maintenance of working liaisons with external agencies and other Inuvialuit organizations is an ongoing process. Joint Secretariat staff have established participatory working relationships with the Inuvialuit Land Administration (I.L.A.) and the Land Use Planning Commission.

In addition to the above, the Joint Secretariat assisted materially in the establishment of the Hunters and Trappers Committees, and is continuing to provide a low level of support as appropriate.

## **FUTURE ACTIVITIES**

A business administration summer student was employed in 1987 and provided much needed assistance to the Financial Administration unit. Now that all staff are in place and have been working together for a period of time, emphasis will be placed on developing a comprehensive in-house training program. It is also intended that the Joint Secretariat will participate in longer term, broader based training schemes being developed by other organizations.

A modest library has been established, largely by donation, and it is planned that its definitive organization will include integration with data bases, both internal and external. Internal data bases for the various committees will be developed and the computerization of existing manual accounting procedures will continue.

The Joint Secretariat staff will continue to be involved in the development of a regional Geographic Information System in collaboration with I.L.A. staff, with a view to becoming a user of the system when it is operational.

It appears that the Joint Secretariat has become a useful point of contact for other Inuvialuit organizations and external agencies with respect to the functioning of the wildlife management structures established under the I.F.A. It is also providing a mechanism for the coordination of the activities of those structures. Both these roles will be maintained utilizing the team approach.