

**JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES
ANNUAL ACTIVITY REPORT - 1992/93**

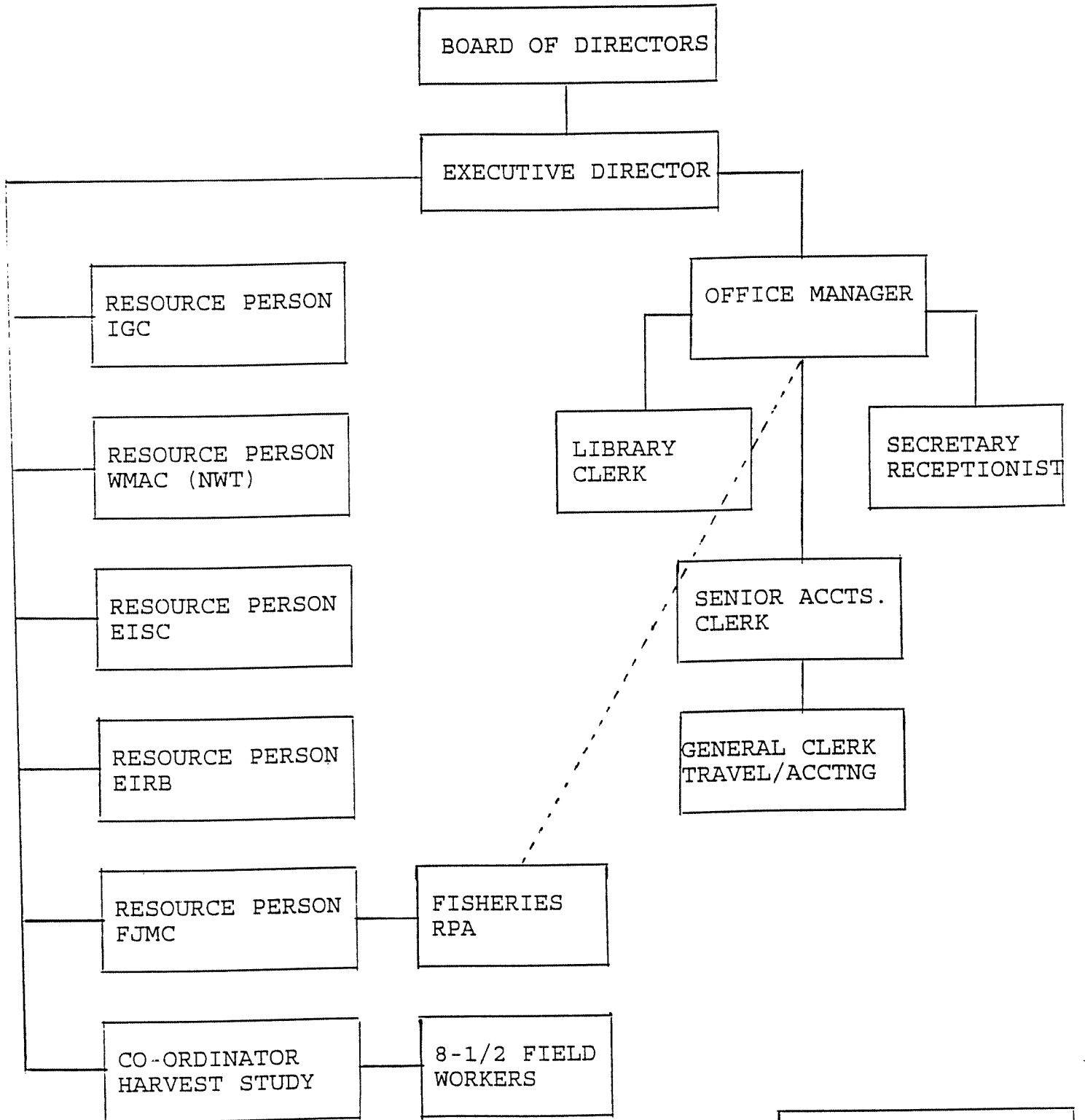
Produced in Inuvik, Northwest Territories

June, 1993

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 or organizations.
5. To provide technical resource support to those councils, committees and boards as required by their Chairmen.

JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES



LEGEND:
 _____ SUPERVISORY
 - - - - - SUPPORT

STRUCTURE

The Joint Secretariat presently consists of:

- a board of directors, comprised of the Chairmen of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- an Office Manager, responsible for the routine office procedures and the financial administration of the Secretariat.
- a financial administration unit comprising of a Senior Accounts Clerk, a Junior Accounts Clerk, and a General Office Clerk responsible for the maintenance of the Secretariat's general ledger, accounts payables and receivables, preparation of financial reports and matters relating to the budget process.
- A Library Clerk responsible for inputting library data into a computer and maintenance of the library.
- a Resource Person for the FJMC, with an assistant for the summer programs.
- a Resource Person for the Inuvialuit Game Council.
- a Resource Person for the WMAC (NWT).
- a Resource Person for the EIRB.
- a Resource Person for the EISC.
- a Field Co-ordinator for the Harvest Study, with eight full-time and one part-time field workers in the six ISR communities.
- a Secretary/Receptionist

The Joint Secretariat receives policy direction from it's Board of Directors, who are also members of the Secretariat as a society.

The resource persons and their assistants receive their line management from the Executive Director and work for their respective committees. The Harvest Study co-ordinator is similar to the resource persons but receives technical direction from a multi-agency local working group. The secretary, the library clerk and the financial unit receive their direction from the office manager, who in turn gets direction from the Executive Director.

STRUCTURE Cont'd

JOINT SECRETARIAT BOARD OF DIRECTORS 1992/93:

Chairman	-	John Bailey, WMAC(NWT)
Vice-chairman	-	Bob Bell, FJMC
Secretary	-	Norm Snow, Joint Secretariat
Director	-	Andy Carpenter, IGC
Director	-	Tom Beck, EISC
Director	-	Robert Hornal, EIRB
Ex-officio	-	Lindsay Staples, WMAC(North Slope)

JOINT SECRETARIAT STAFF 1992 - 1993:

<u>POSITION</u>	<u>NAME</u>	<u>DATE OF EMPLOYMENT</u>
Executive Director	Norm Snow	Oct. 1986 to present
Office Manager	Lena Malegana	Apr. 1987 to present
Senior Accounting Clerk	Debbie Anderson	Dec. 1988 to present
Junior Accounting Clerk	Vivian Goldsmith	Nov. 1989 to June /92
General Office Clerk	Eva Soukeroff	February to August/92
General Office Clerk	Shirley Kisoun	Aug. 1992 to present
Library Clerk	Anne Margret White	Feb. 1992 to present
Secretary/Receptionist	Ruth Elanik	February to July/92
Secretary/Receptionist	Michelle Greene	Aug. 1992 to present
FJMC Resource Person	Lois Harwood	Apr. 1988 to May/92
FJMC Resource Person	Matt Stabler	June 1992 to present
FJMC RP Assistant	Billy Archie	Summer 1992
IGC Resource Person	Richard Binder	Sept. 1990 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
EIRB Resource Person	Gary Wagner	Apr. 1987 to Sept./92
EISC Resource Person	Marshall Netherwood	Apr. 1989 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. 1987 to present

OPERATIONS

The Joint Secretariat was incorporated as a society in 1986, pursuant to the Inuvialuit Final Agreement. Five chairmen of the various co-management committees (below) constitute the society's members and directors. The chairman of the WMAC (North Slope) is an ex-officio member. The Joint Secretariat was established to provide technical and administrative support to the following Inuvialuit Renewable Resource Committees:

- The Inuvialuit Game Council
- The Wildlife Management Advisory Councils (NWT & North Slope)
- The Fisheries Joint Management Committee
- The Environmental Impact Review Board
- The Environmental Impact Screening Committee

The board of directors for the Joint Secretariat (JS) held four regular and one annual general meeting throughout the 1992/93 fiscal year. The first meeting in June was held in Edmonton, the second in October in Yellowknife followed by an AGM, and the third in March in Inuvik. The fourth and final meeting took place in March in Calgary, which tied in with an all-party funding meeting between the chairmen and all levels of government representatives.

In June, the JS board welcomed two new members - Tom Beck, replacing Ewan Cotterill as chairman for the EISC, and Robert Hornal, replacing Jim Livingstone as chairman for the EIRB.

Since the FJMC resource biologist's resignation, recruitment for a new resource person went underway in the early part of the year. This position was filled by mid-June. An assistant for the resource person was hired for the summer season.

The International Whaling Commission's June meeting took place in Glasgow, Scotland. It was attended by the executive director of the JS, the chairman of the FJMC, the chairman and two members of the Inuvialuit Game Council.

July was an extremely busy month in Inuvik as were the staff of the Joint Secretariat. The Inuit Circumpolar Conference held a large conference, which lasted only a week, but the preparation time for it far exceeded that time frame. All of the JS staff either volunteered their working hours at the conference site, or were involved in various workshops that pertained to our Inuvialuit Settlement Region.

At summer's end, two new administration clerks were hired. A permanent secretary and a general office clerk replaced staff moving to new locations.

In early September, the resource person for the EIRB left that position which was subsequently combined with the existing EISC resource person position.

OPERATIONS Cont'd

Also, in September, the Inaugural Meeting of the North American Marine Mammal Commission took place in the Faroe Islands. Participating as NGO observers were: the executive director of the JS, the chairman of the IGC, and Les Carpenter of the Inuit Circumpolar Conference.

All of the co-management committees met in Aklavik during the latter part of September. RFI, consultants for the IFA Evaluation Advisory Committee, held interviews for their draft report during that week. The interviews continued in Inuvik following the Aklavik meetings. The first draft of this report was released in January.

Following the October meeting, the JS board of directors acquired a new legal counsel. They selected the firm of Veale, Kilpatrick, Austring and Farkvam from Whitehorse, Yukon.

Another acquisition following that meeting was WEB, an electronic mail system. It was installed at the JS office with three additional users, being the chairmen of the WMAC(NWT), EIRB, and FJMC, at their individual offices.

The second meeting of the North American Marine Mammal Commission was held in Tromso, Norway in January. Representatives were Norm Snow of the Joint Secretariat, and Richard Binder of the IGC.

Also, in January, the executive director attended a North Slope Management meeting in Whitehorse and again with the chairman of the IGC, in March. These meetings were in lieu of the annual North Slope Conference for this year.

Throughout the year, the staff of the Joint Secretariat provided input to the development of the North Slope Wildlife Management and Conservation Plan.

Near the end of the fiscal year 1992/93, the JS staff and the committee chairmen, met in Inuvik. This relatively informal get-together was convened as a pilot venture to assist in the smooth running of the Joint Secretariat office.

The executive director attended the Advisory Committee on Marine Mammals (formerly COWW) in Victoria in March.

Several staff development courses were taken by the staff of the JS throughout the year. The library clerk attended Inmagic courses in Calgary. The resource person for the WMAC(NWT) and the Harvest Study co-ordinator both took GIS courses in Yellowknife. A cross-cultural workshop was held in Inuvik and was attended by the office manager, the library clerk and the EISC resource person.

OPERATIONS Cont'd:

The Joint Secretariat library organisation was completed this year. Salary for the library clerk was provided by DIAND from the RAC funds.

The Joint Secretariat continues to maintain liaison with the governments, industry and other sectors through its various committees and their staff. It has been actively involved with each of the Hunters and Trappers Committees in the ISR communities with respect to financial administration advice.

OVERVIEW

The Fisheries biologist, Lois Harwood resigned from her position in May. That position was filled by Matt Stabler in June. Billy Archie, former RPA trainee, took the position of FJMC resource person assistant for the summer season, prior to his post-secondary education elsewhere. The FJMC contracted 6 monitors during the summer months of June and July, to collect data on beluga whales at the whaling camps.

In June, Vivian Goldsmith, the junior accounting clerk, left her position to move to a new location. During this period, Eva Soukeroff, the general office clerk filled in as the junior accounting clerk until her departure in late August. She too left Inuvik for a new location.

Shirley Kisoun was hired at the end of August to fill the vacant general office clerk's position. The general office clerk is a combination of a travel co-ordinator and a junior accounting clerk.

Ruth Elanik, the secretary receptionist left our office in July to return to her hometown of Aklavik. That position was filled by Michelle Greene during the latter part of August. Cover-off for the receptionist was done by the administration unit until that position was filled.

In September, Gary Wagner, the resource person for the Environmental Impact Review Board left his position. The duties and responsibilities of that position were combined with those of the EISC resource person, Marshall Netherwood. The workload for this consolidated position is such that the EIRB resource person position was not filled. This situation is expected to remain unchanged in the foreseeable future.

The Harvest Study co-ordinator (Michael Fabijan) retained the services of a casual data entry clerk (Robert Inglangasuk) throughout the year. The co-ordinator used the services of 8 full-time and 1 part-time fieldworkers from the ISR communities to collect harvest data.

All other permanent positions within the Secretariat remained constant throughout this fiscal year.

FUNDING

Funding requirements for the Joint Secretariat committees are provided for by Contribution Agreements as follows:

1. **Government of the Northwest Territories - Department of Renewable Resources**

- Joint Secretariat Administration
- Inuvialuit Game Council
- Wildlife Management Advisory Council (NWT)
- Inuvialuit participation costs for Environmental Impact Review Board, Environmental Impact Screening Committee and the Wildlife Management Advisory Council (North Slope)
- Harvest Study (component - separate contribution agreement)

2. **Department of Fisheries and Oceans Canada**

- Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
- Fisheries Joint Management Committee (staff & program support)
- FJMC Beluga Monitoring Program, Fishing Registration and Consultation
- FJMC One Time Studies
- Harvest Study (component)

3. **Department of Indian and Northern Affairs**

- Environmental Impact Screening Committee
- Environmental Impact Review Board
- Administration and Staff Support for both Committees
- EIRB Assessment Methodology
- Supplementary Support to FJMC to complete Projects to Year-end
- Staff Support for the Joint Secretariat Library
- Harvest Study (component)

Funding provided outside Contribution Agreements:

In addition to the above funding, Environment Canada provides financial support to the Harvest Study by a grant from the Canadian Wildlife Service.

The Environmental Studies Research Fund provided partial funding for an FJMC Telemetry Project.

FINANCIAL STATEMENTS

The Joint Secretariat's and its committees' audited financial statements are provided separately from the annual report and are prepared for them by the firm of Avery, Cooper and Company of Yellowknife, N.W.T.

FUTURE ACTIVITIES

Beginning in the new fiscal year, the administration unit will be reviewing current positions. At present, the general office clerk's duties and responsibilities include that of a travel co-ordinator as well as the junior accounting clerk. We hope to split this position to relieve the workload of one PY as both clerks (travel clerk and junior accounting clerk) possess cover-off capability in the administration area.

Anne Margret White, the current library clerk will become the junior accounting clerk, as well as maintaining the library on an as-needed basis.

Shirley Kisoun, the current general office clerk will hold the position of a travel co-ordinator only.

At the latter part of this year, the resource person for Environment (Marshall Netherwood) announced his resignation. We will have to recruit immediately in the new year to fill that position.

There are plans also to recruit a GIS operator for the Joint Secretariat and this process should take some time, considering the qualifications needed for this new position. The one-year term position will be funded by DIAND through the Screening and Review process.

During the latter part of this fiscal year, the resource persons and the administration unit had discussions about various office computers and felt that some equipment were of better quality for use where needed. We will be moving computer equipment to accommodate those needs as required, as some of these machines are aging and will have to be replaced eventually in the not too distant future.

As the new fiscal year looms rapidly, the entire office is busy getting ready for various committee activities that will soon take place, eg., combined co-management meetings centered at one location during the same time period. This fiscal year will probably see more centralized and combined meetings to save associated costs and for overall input from each of the five committees.