

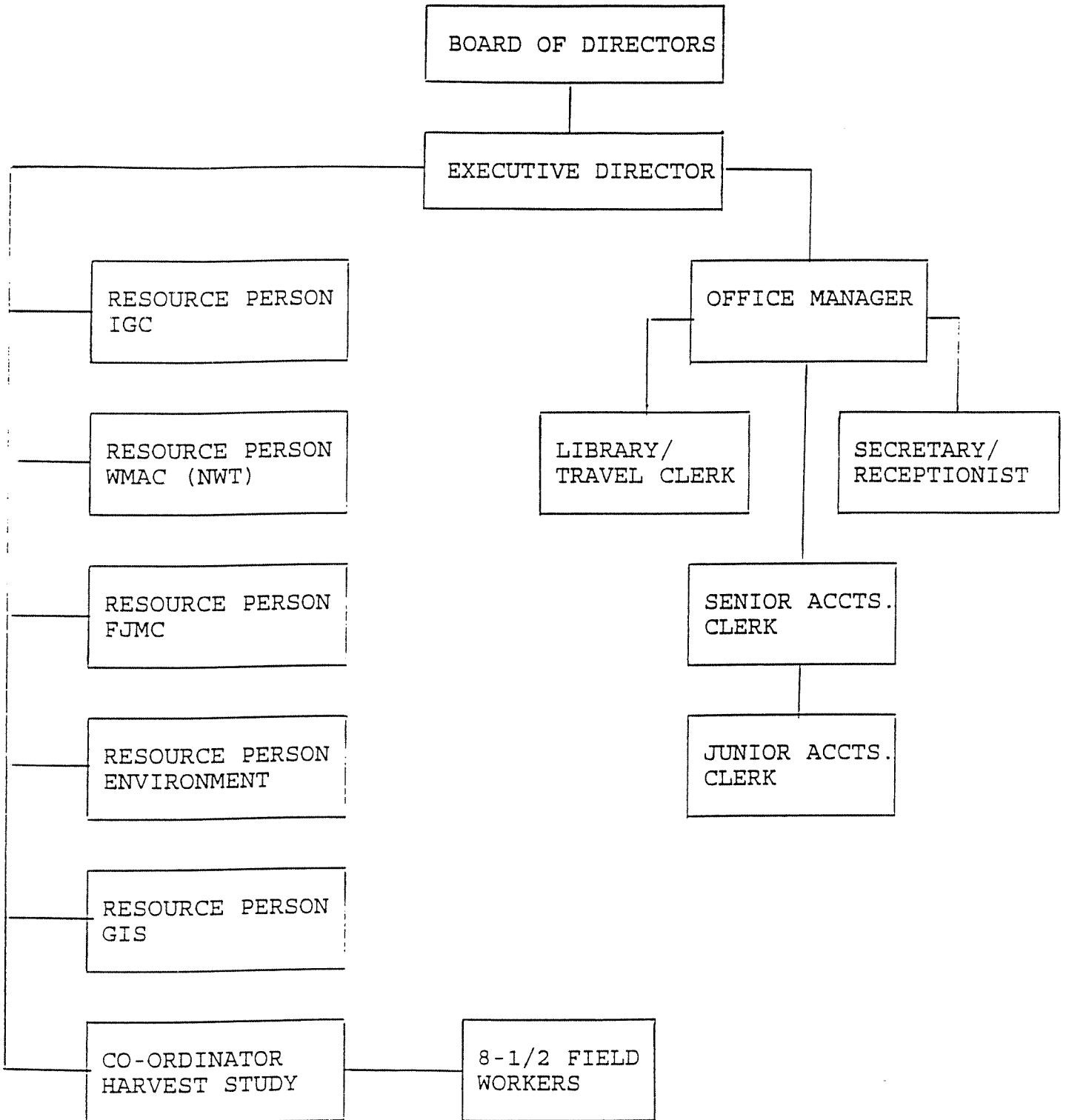
***JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES
ANNUAL ACTIVITY REPORT - 1993/94***

***Produced in Inuvik, Northwest Territories
June, 1994***

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



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 reporting to the Office Manager which is comprised of a Senior Accounts Clerk, a Junior Accounts Clerk, and a Travel 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.
- a Resource Person for the Inuvialuit Game Council.
- a Resource Person for the WMAC (NWT).
- a Resource Person for both Environmental Committees.
- a Resource Person for the operation of the GIS.
- 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 its Board of Directors, who are also members of the Secretariat as a society.

The resource persons 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 1993/94:

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

JOINT SECRETARIAT STAFF 1993 - 1994:

<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 & Library Clerk	Anne M. White	Feb. 1992 to Dec./93
Junior Accounting Clerk	Peggy Madore	Mar. 1994 to present
Travel Clerk	Shirley Kisoun	Aug. 1992 to present
Secretary/Receptionist	Michelle Greene	Aug. 1992 to present
FJMC Resource Person	Matt Stabler	June 1992 to present
IGC Resource Person	Richard Binder	Sept. 1990 to present
WMAC(NWT) Res. Person	Bruce Hanbidge	Aug. 1990 to present
Env. Resource Person	Charles Klengenber	July 1993 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. 1987 to present
GIS Resource Person	Wayne Forsythe	Oct. 1993 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 one extra-ordinary, one regular and an annual general meeting during the 1993/94 fiscal year. The extra-ordinary meeting was held in August and took place in Vancouver, B.C. The regular board meeting followed by the annual general meeting was held in November and took place in Calgary, Alberta. The Harvest Study working group also met at the same time in Calgary.

At the beginning of this fiscal year, the resource person for the Environmental Impact Review Board and Environmental Impact Screening Committee resigned from his position. Recruitment began in May for a replacement. In the interim, cover-off for both environmental committees was done by two other resource persons. About the same time, ads were placed for a GIS operator. This new position was to be funded by DIAND through the Screening and Review process. The position for a resource person for the two environmental committees was filled in July and the position for the GIS operator was filled in October.

In May, an International Whaling Commission meeting took place in Kyoto, Japan. Participants attending were the executive director of the JS, the FJMC chairman, the chairman and one other member of the Inuvialuit Game Council.

In June, all the co-management committees held their board meetings in Whitehorse, Yukon. The Joint Secretariat board was also scheduled for a meeting at this time but this was subsequently cancelled.

In July, the North Atlantic Marine Mammal Commission (NAMMCO) meeting was held in Iceland. One member from the Inuvialuit Game Council participated as an observer.

An Indigenous Survival International meeting took place in Sisimiut, Greenland in August. Representatives were the Inuvialuit Game Council chairman and the WMAC (NWT) resource person.

Also in August, the vice-chairman of the IGC attended a meeting in Pond Inlet, N.W.T with the provincial and territorial Ministers of Renewable Resources.

OPERATIONS Cont'd

The executive director of the JS, the WMAC(NWT) resource person, the IGC chairman, and one member each from the wildlife co-management committees travelled to Costa Rica in September to attend an International Wildlife Management Congress, and presented two papers which have been accepted for publication.

In the latter part of September, the WMAC(NWT) chairman, the IGC resource person and two members from the IGC went to Tromso, Norway to attend a World Wilderness Congress and also presented two co-management papers.

In October, all the committees met again in one location for their board meetings, this time in Tuktoyaktuk, N.W.T.

In November, a Grizzly Bear Workshop was held in Inuvik. This was co-sponsored by GNWT Renewable Resources and comprised of two members each from the Hunters and Trappers Committees of Aklavik, Inuvik and Tuktoyaktuk.

In mid-December, all the committees held their board meetings in Inuvik.

The junior accounting and library clerk resigned from her position in December and this vacancy was filled at the beginning of March. At this time the librarian component of this position was transferred to the travel clerk's position.

In February, the Inuit Tapirisat of Canada held a week-long Environmental workshop in Inuvik. Logistics for our members' participation was done by the administration unit.

Another NAMMCO meeting took place in February. This time it was held in Tromso, Norway. It was attended by the executive director of the JS, the FJMC chairman, and one IGC member.

In March, the resource person for the WMAC(NWT) and two members from the Inuvialuit Game Council travelled to Anchorage, Alaska to attend the Annual North American Wildlife Conference.

The executive director of the JS attended a meeting with the Advisory Committee for Marine Mammals in Ottawa which was held during the latter part of March.

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 advice, and services.

OVERVIEW

In April, Marshall Netherwood, the resource person for the Environmental Impact Screening Committee and the Environmental Impact Review Board, resigned from his position. Until this combined position was filled in July by Charles Klengenberg, two other resource persons covered off for the months of May and June. Michael Fabijan, the Harvest Study co-ordinator took care of the EIRB correspondence and Matt Stabler, the FJMC resource person took care of the EISC correspondence.

In May, the JS advertised for a GIS operator. This term position was filled in July by Wayne Forsythe. This welcome addition to our staff went about getting the SPANS system set up and running smoothly, after numerous attempts at getting it operational in previous years had failed. The GIS primarily serves the Screening and Review process, but shows great promise of being an invaluable tool for all other committees.

Two resource persons attended computer courses offered by Arctic College in the fall - Bruce Hanbidge of the WMAC(NWT) and Charles Klengenberg of the Screening and Review committees.

Anne Margret White, the junior accounting clerk and librarian, resigned from her position in December. The junior accounting clerk position was filled in early March by Peggy Madore. The librarian duties were undertaken by Shirley Kisoun, who is also the travel co-ordinator.

During the summer months, the FJMC used the services of a local Inuvialuit guide to assist in transporting the resource person and supplies to the various whale camps within the ISR. This one-time procedure was used for the beluga monitoring program.

The Harvest Study co-ordinator (Michael Fabijan) retained the services 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
 - Staff Support for the Joint Secretariat Library
 - Community Resource Management Program (partial funding on behalf of FJMC Traditional Knowledge Project)

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.

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.