

JOINT SECRETARIAT

**INUVIALUIT RENEWABLE
RESOURCE COMMITTEES**

ANNUAL ACTIVITY REPORT
1998/99

June 1999

OBJECTIVES OF THE JOINT SECRETARIAT

1. To support and facilitate the interests and activities 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 Chairs 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 Chairs.

OPERATIONS

The Joint Secretariat (JS) was incorporated as a society in 1986, pursuant to the Inuvialuit Final Agreement. Five chairs of the co-management committees (below) constitute the society's members and directors. The chair of the Wildlife Management Advisory Council (North Slope) is an ex-officio director. 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 Council (NWT)
- The Fisheries Joint Management Committee
- The Environmental Impact Review Board
- The Environmental Impact Screening Committee

The Board of Directors of the Joint Secretariat held three regular and an annual general meeting, as well as one teleconference during the 1998/99 fiscal year. The June 1998 annual general meeting and board of directors meeting was by teleconference. In August 1998 a board of directors meeting was held in Leduc, Alberta. A board of directors teleconference was held in November of 1998.

The Department of Resources, Wildlife and Economic Development (DRWED) Hunters and Trappers Committee (HTC) Coordinator position was filled after two rounds of interviews in the Fall. The Inuvialuit Harvest Study (IHS) Coordinator was hired following interviews on April 6th, 1998, and the FJMC Resource Person position was filled June 15th, 1998.

The staff of the JS continues to maintain a high level of liaison and cooperation with the Inuvialuit Regional Corporation (IRC). This has largely been in the areas of existing and proposed environmental legislation, amendments to regulations, the implementation of the Inuvialuit Harvester Assistance Program, and ITC/ICC matters. A major objective of both the JS and IRC has been to provide financial administration support and related infra-structure to the Hunters and Trapper Committees (HTC). This has led to the joint development of an HTC Coordinator position. This is a Government of the Northwest Territories (GNWT) Department of Resources Wildlife and Economic Development (DRWED) position supported by Inuvialuit Final Agreement (IFA) Implementation funds, but physically located in the offices of the JS. This position has reduced the overall level of assistance provided by the JS staff to the HTC's.

In addition to the direct committee - specific support provided by the JS staff, there are Acentral service@ facilities housed within the JS offices. These are: the Inuvialuit Harvest Study (IHS) and the Geographic Information System (GIS). The IHS is run by a Coordinator and a Management Committee. The GIS is maintained and operated by a GIS Specialist, and both positions are Resource Person equivalents within the JS organization.

The IHS continues to undergo major modifications. The IHSMC and the IGC decided to suspend data collection and terminate Field Worker employment as of January 31st, 1999 for a period of one year. This suspension is due to a combination of declining response rates and increasing evidence of non-response bias which suggested that continuing data-collection under the existing system was not justified. A major task for the new IHS Coordinator would then be to secure community input for the re-vitalisation of the IHS with a view to resuming data-collection via a community-driven re-designed IHS, in January 2000.

The Inuvialuit Harvest Study Management Committee (IHSMC) Workshop, which was attended by the user agencies, enabled the development of a work plan and activity-schedule to attain the re-start date of January 2000.

In parallel with these activities, experience has been gained with the newly-developed database management system. This system requires further modification before it will be fully operational.

Digital information holdings were expanded to include hydrographic information from Alaska, complete 1:250 000 scale topographic information for the Inuvialuit Settlement Region and additional satellite imagery.

Improvements to equipment, software, connectivity and information contribute to the ability in the JS to develop, produce and disseminate moderate volumes of both digital and paper copies of documents and maps.

Y2K related issues have begun to be addressed through the replacement of equipment and upgrading of software.

The development of a web site to communicate relevant wildlife management information (e.g. the Community Conservation Plans) over the Internet was initiated in partnership with the Minerals, Oil and Gas Division of RWED-GNWT.

The J.S. server and office-networking project was completed during the last quarter. This activity involved several staff members, primarily Mike Muller, although all staff are to be commended for their forbearance.

Beaufort Sea Conference (BSC 2000) planning has involved several staff-members throughout the year, as the J.S. has a lead-role in local coordination and youth-involvement. To date these activities have largely involved Peggy Madore, Mike Muller, Joey Amos and Norm Snow, although it is understood that all staff will become involved as the Conference date approaches (September 1999).

J.S. Board members and the Executive Director have been extensively involved in the Future Funding process for IFA implementation for the next five-year period. This cycle, by mutual consent, will proceed by way of the Annual Reference Level Update (ARLU) process. The meeting concerning this subject in November 1998 was constructive and positive, but it was disconcerting to hear that the flexibility of the past five year period will not be available for the next cycle. The actual rationale for this remains unclear, but we look forward to the success of the efforts of the Claims Implementation Directorate in securing a flexible instrument for transfers during the next five years.

We were all shocked and saddened to hear of Nelson Greens untimely death by misadventure in January. Nelson was a former COPE negotiator and subsequently was dedicated to the implementation of the IFA. As a result, all J.S. Staff over the years enjoyed a close relationship with Nelson in his many committee functions.

The J.S. is obviously not happy about the circumstances that dictated it, but is nonetheless proud to have had a major role in the memorial service for Nelson, and his subsequent funeral.

ORGANIZATION AND STAFF ROSTER

The Joint Secretariat presently consists of:

- a Board of Directors, comprised of the Chairs of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- a Senior Administrative Officer, responsible for the routine office procedures and the financial administration of the Secretariat.
- a Financial Administration unit reporting to the Senior Administrative Officer which is comprised of a Finance Officer, an Administrative Clerk and a Secretary/Receptionist. This unit is responsible for the maintenance of the secretariat's general ledger, accounts payable and accounts receivable, preparation of financial reports and matters relating to the budget process.
- a Librarian (who is also the Administrative Clerk) is responsible for inputting library data into a computerized retrieval system and the maintenance of the library itself.
- 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 the EISC and the EIRB.
- a Resource Person for the operation of the GIS.
- a Coordinator for the Inuvialuit Harvest Study.

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 are the secretaries of their respective committees. The Harvest Study coordinator is a resource person equivalent, but receives technical direction from a Management Committee. The secretary, the library clerk and senior accountant receive their direction from the senior administrative officer, who in turn gets direction from the Executive Director.

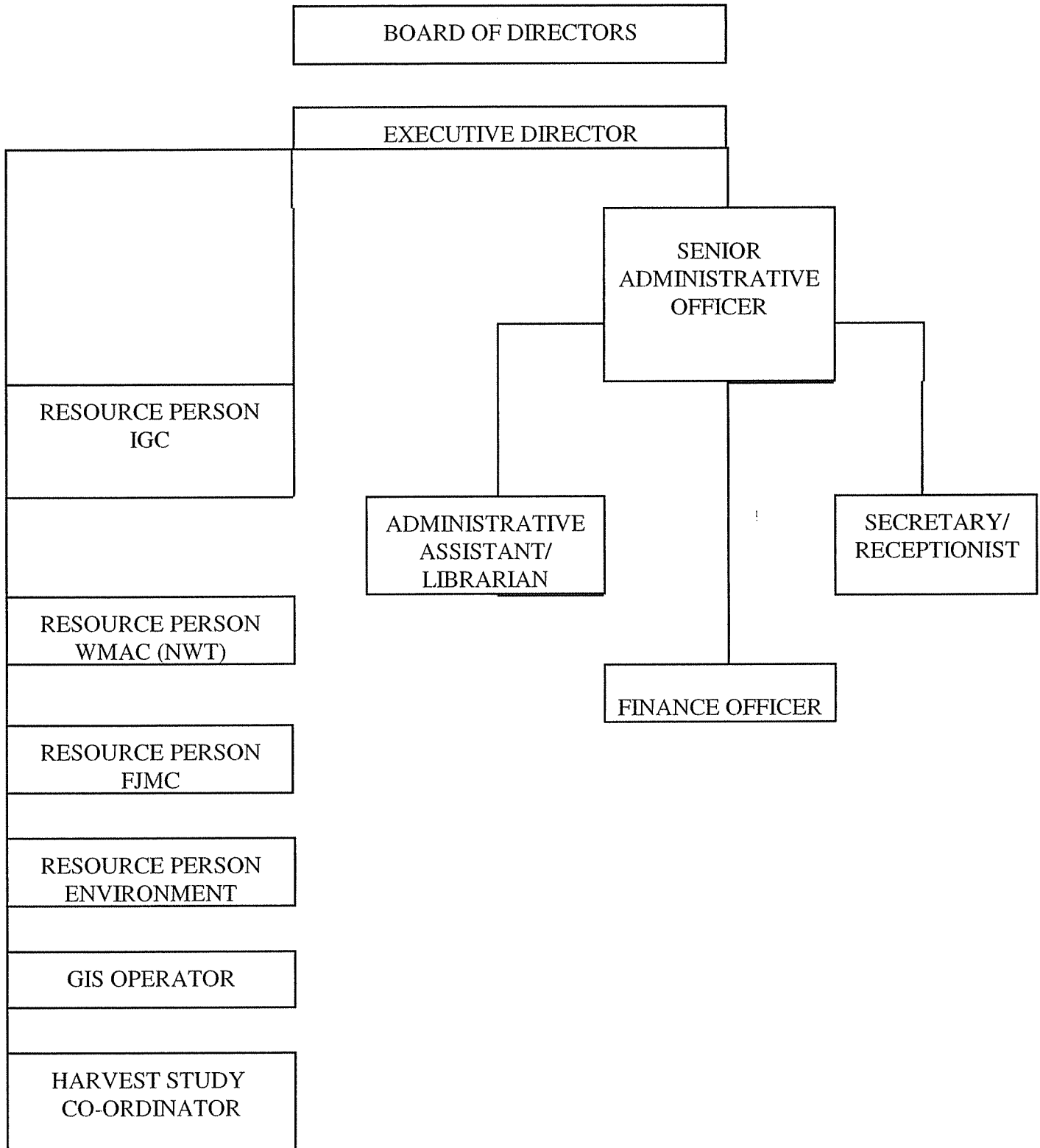
JOINT SECRETARIAT BOARD OF DIRECTORS 1998/99:

Chair - Duane Smith, IGC
Vice-chair - Tom Beck, EISC
Secretary - Norm Snow, Joint Secretariat
Director - Bob Bell, FJMC
Director - Robert Hornal, EIRB
Director - Peter Usher, WMAC(NWT)
Director
(Ex-officio) - Lindsay Staples, WMAC (North Slope)

JOINT SECRETARIAT STAFF 1998 - 1999:

<u>POSITION</u>	<u>NAME</u>	<u>DATE OF EMPLOYMENT</u>
Executive Director	Norm Snow	Oct. 1986 to present
Senior Administrative Officer	Peggy Madore	April 1996 to present
Finance Officer	Angela Hunter	February 9, 1998 to present
Secretary/Receptionist	Brigitte Wolki	March 23, 1998 to present
Casual Office Clerk	Myrna Button	February 11, 1998 to present
FJMC Resource Person	Mae Cockney William Hurst	October 27, 1997 to April 17, 1998 June 15, 1998 to March 23, 1999
IGC Resource Person	Richard Binder Joseph Amos	Sept. 1990 to June 12, 1998 April 6, 1998 to present
WMAC(NWT) Res. Person	Brian Johnston	November 1, 1997 to present
Env. Resource Person	Linda Graf	November 1995 to present
GIS Resource Person	Michael Muller	Jan. 1996 to present
I.H.S. Coordinator	Sheila Nasogaluak	April 6, 1998 to present

JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES



MEETINGS AND COURSES ATTENDED BY J.S. STAFF

Brian Johnston

- Community Conservation Plan Consultations
 - Aklavik - October
 - Tuktoyaktuk - October
 - Aklavik - November
 - Holman - January
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March
- Caribou / Reindeer Conference - Rovaniemi, Finland - February

Joey Amos

- IAIA Conference - EIRB- Christchurch, New Zealand - April
- NWT PAS workshop - Yellowknife - October
- Endangered Species - Yellowknife - December
- MMS / Beluga Agreement - Anchorage, Alaska
- Polar Bear Joint Commission - Nome, Alaska - March
- Arctic Borderlands Ecological Knowledge Co-op, Third Annual Gathering - Inuvik
- Integrated Inconnu (Coney) Management Plan - Inuvik - October
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March
- PAS Teleconferences throughout the year
- FJMC Community Tour - Aklavik/Tuktoyaktuk/Inuvik - November
- Yukon Development Assessment Process Presentation - Inuvik - November
- Northern Science Forum - Inuvik - February
- BSC 2000 - Teleconferences throughout the year
- DFO Partnering Initiative meeting

Linda Graf

- The Canadian Institute for the Administration of Justice - The Hearing Process (course) - Yellowknife - September
- The Canadian Institute for the Administration of Justice - The Decision Writing Process (course) - Yellowknife - September
- MapInfo (course) - Inuvik - September
- Northwest Territories Association for Impact Assessment Meeting (participant) - Teleconference - September
- Yukon Development Assessment Process Presentation - Inuvik - November
- Mackenzie Valley Cumulative Effects Monitoring Program Workshop - Inuvik - November
- 1998 Geoscience Forum Workshop on Community Consultation - Yellowknife - November
- 1998 Geoscience Forum (JS display and presentation) - Yellowknife - November
- Arctic Borderlands Ecological Knowledge Co-op, Third Annual Gathering - Inuvik - March
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March

Michael Muller

- Inuvialuit Harvest Study meeting, WMAC(NWT) - Whitehorse - September
- Community Conservation Plan Consultation
 - Tuktoyaktuk - October
 - Aklavik - November
 - Holman - January
- Yukon Development Assessment Process Presentation - Inuvik - November
- RWED Sponsored Seminar, Y2K Problem - Inuvik - November
- Installing E-mail - Tuktoyaktuk HTC - January
- Earth Observation & Geo Spatial Information Conference - Washington, DC
February
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March

William Hurst

- Charr Fishing Plan meeting - Holman - June
- MPA meeting - Winnipeg - August
- Yukon Development Assessment Process Presentation - Inuvik - November
- Community Tour - Aklavik/Tuktoyaktuk/Inuvik - November
- MMS Info Exchange meeting - Anchorage, Alaska - January
- Project Priority Assessment - Winnipeg - February
- Integrated Inconnu (Coney) Management Plan - Inuvik - October
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March

Sheila Nasogaluak

- NWT Harvest Studies workshop - Yellowknife - May
- HTC AGM - Paulatuk - July
- Community Tour - Sachs Harbour - August
- HTC Consultation - Aklavik - September
- IGC and Inuvialuit Harvest Study meeting - Whitehorse - September
- Inuvialuit Harvest Study meeting - Edmonton - November
- Community Tour - Paulatuk and Sachs Harbour - March
- Inuvialuit Community Conservation Plan Workshop (rapporteur) - Inuvik - March

Norm Snow

- Numerous BSC 2000 planning meetings and teleconferences throughout the year
- EPPR-WG Rovaniemi, April (Arctic Council)
- EPPR-WG Technical meeting (Circumpolar Oilspill Manual) St. Petersburg, May (Arctic Council)
- Sustainable Development Conference (Arctic Council) Whitehorse, May
- Environmental Contaminants Committee, Yellowknife, May
- J.S. Board meeting, Edmonton, August
- Marine Protected Areas (MPA) meeting, Winnipeg, August
- NAMMCO Annual Meeting, Oslo, September
- High North Alliance (HNA)-AGM, Oslo, September
- ISR Harvesting Documentary and media interview, Paris, September
- IHSMC/WMAC(NWT)/IGC, Whitehorse, September
- Arctic Seas Symposium, Providence, October
- IFA Implementation Funding meeting, Edmonton, November
- YDAP presentation, Inuvik, November
- WWF-C, AGM, Toronto, November
- IHSMC meeting and workshop, Edmonton, November
- Minerals Management Service (MMS) Info Transfer meeting, Anchorage, January
- Northern Science Forum (presentation and participant), Inuvik, February
- Greenhouse Gas Strategy workshop, Yellowknife, February
- IFA Implementation and co-management issues meeting (DRWED-GNWT), Yellowknife, March
- CCP Workshop (rapporteur), Inuvik, March
- Several meetings of the YTG Wildlife Act Amendment WG in Inuvik and Whitehorse throughout the latter part of the year

FUNDING

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

1. Government of the Northwest Territories - Department of Renewable Resources (3 Contribution Agreements)
 - a) - Joint Secretariat Administration
 - Inuvialuit Game Council
 - Wildlife Management Advisory Council (NWT)
 - Staff Support for the Joint Secretariat Library
 - b) - Harvest Study
 - c) - Inuvialuit participation costs for the Environmental Impact Review Board, the Environmental Impact Screening Committee and both Wildlife Management Advisory Councils (North Slope and NWT)

2. Department of Fisheries and Oceans Canada
 - Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
 - Fisheries Joint Management Committee (staff & program support)
 - Fisheries Joint Management Committee Beluga Monitoring Program, Fishing Registration and Consultation
 - Harvest Study

3. Department of Indian and Northern Affairs
 - Environmental Impact Screening Committee
 - Environmental Impact Review Board
 - Administration and Staff Support for both the above Committees
 - Environmental Impact Review Board Public Reviews

FUNDING PROVIDED OUTSIDE OF CONTRIBUTION AGREEMENTS:

In addition to the above, the Harvest Study also received financial support from the Canadian Wildlife Service via the GNWT contribution agreement and a contribution from the YTG.

The Inuvialuit Game Council received additional funding for the unanticipated costs associated with the Inuvialuit participation at the Inupiat-Inuvialuit Polar Bear Joint Commission and Technical Committee meetings.

The Joint Secretariat administered the funds received from the GNWT, by way of a contribution agreement for the Hunters and Trappers Committees Administrative and Operational Support.

The Inuvialuit Summer Placement Program was cost-shared between the Inuvialuit Regional Corporation and the Fisheries Joint Management Committee, and administered by the FJMC..

FINANCIAL STATEMENTS

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

