



Porcupine Caribou Management Board

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December 1, 2014

Memorandum

To: All PCMA Parties and Stakeholders

From: Porcupine Caribou Management Board

Re **Porcupine Caribou Annual Harvest Meeting**

In accordance with the Harvest Management Plan for the Porcupine Caribou Herd (HMP), signed by all Parties, the Board is to convene an Annual Harvest Meeting (AHM) the second week of February. This year's meeting will be held in Inuvik, NT February 11 and 12, 2015.

For your reference, attached are the AHM Terms of Reference and Operating Procedures.

The meeting will be held at Ingamo Hall in Inuvik, beginning at 9:00 a.m. on Wednesday, February 11. This **public** meeting day is to bring together stakeholders, the general public and Parties to the *Porcupine Caribou Management Agreement* (PCMA) to exchange information about the herd and discuss the most recent status report which will be provided by the Porcupine Caribou Technical Committee (PCTC) at the AHM.

The second day of the meeting, Thursday, February 12, the Board will meet with the Parties in a **closed session** to deliberate on the information. In order to reduce unnecessary repetition on Day 2, all Parties are encouraged to attend the full session on Day 1. The second day is also a time for the Parties to report back on the activities from the Implementation Plan (IP) and have a discussion regarding a path forward. A table of IP all activities is included to assist each Party when reporting on the status of activities for which they have responsibility.

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Following the meeting with Parties, the Board will make its determinations in a **closed meeting**. Within 30 days of the meeting, the Board's recommendations will be made with respect to the harvest management regime according to the colour zones outlined in the HMP, and forwarded to Parties. The Board's recommendations will be distributed to the public following a further 15 days.

The Board is requesting any information that it should consider when assessing the status of the herd by **January 20, 2015**. This would include local and traditional knowledge from organizations or community members. A suggested template to assist Parties in developing submissions is attached. There is also information related to submissions in the Operating Procedures Appendix 2.

In addition to the above-noted information, also attached for your reference are the following:

- The PCH Annual Summary Report from the Porcupine Caribou Technical Committee
- HMP IP Appendix 6: Summary Table of IP Tasks and Actions
- Milestones Calendar of Recurring Annual Activities
- Summary Table of Implementation Plan Tasks and Actions from 2014 AHM

As you may recall, the Summary Table of Implementation Plan Tasks and Actions is a document that is reviewed and updated at each Annual Harvest Meeting. Please review this document prior to the meeting so your representative is able to provide an update on relevant tasks and activities related to your organization.

Please note that not all Parties have submitted their PCH harvest data yet; therefore, the harvest report will need to be provided to Parties once it has been completed. The Board urges Parties that have not yet provided their harvest data, to do so at their earliest opportunity.

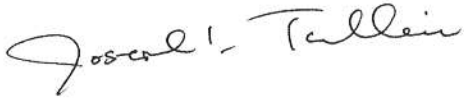
Please advise the Board by **January 31, 2015** who will be attending on behalf of your Party or stakeholder group and if they will be making a presentation during the public session on February 11. If you are bringing information to the AHM, please note that 20 copies will be required for distribution purposes.

You are reminded that the Board is in a position to only provide funding to its Board members to participate in the AHM. All other attendees will be responsible for their own participation costs.

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Finally, please note that Appendix 3 of the Implementation Plan outlines the Annual Harvest Meeting Terms of Reference including the Meeting Format (page A3-2). No further agenda is provided for this Annual Harvest Meeting. If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Joe Tetlich".

Joe Tetlich
Chair

Attach: AHM Terms of Reference
AHM Operating Procedures
IP Appendix 6: Summary Table of IP Tasks and Actions
Summary Table of Implementation Plan Tasks and Actions (2014)
Suggested Template for AHM Submissions
Milestones Calendar of Recurring Annual Activities
PCH Annual Summary Report, 2014 (PCTC)