

# Porcupine Caribou Harvest Management Plan Annual Harvest Meeting Operating Procedures

## Purpose of the Annual Harvest Meeting

The PCMB will convene the Annual Harvest Meeting to:

- assess the population status of the herd;
- determine the harvest management (colour) zone that applies to the herd based on the assessment; and
- recommend management actions for the following harvest year to the Parties.

## Date and Location of AHM

- AHM will be held annually during the second week of February
- AHM location will alternate between Yukon and Northwest Territories
- The first meeting will be held in Inuvik 8-10 February 2011.
- First meeting is planned for three days in duration; subsequent meetings may be two days in duration.

## Pre-Meeting Milestones

Deadline	Lead	Description
15 November	PCTC	Annual Summary Report to PCMB (any subsequent information such as photo census data that becomes available after the deadline will be provided to all Parties as soon as it is received by the PCMB)
1 December	PCMB	Send invitation and PCTC technical report to all Parties with request to provide additional submissions
15 January	PCMB	Distribute Notice of AHM (email distribution, Website, posters, TV rolling ads)
20 January	All Parties	Provide submissions (additional information) to PCMB and register as AHM participant and/or presenter
30 January	All Parties	Deadline for presentations to PCMB
1 February	PCMB	Notice of AHM advertised (newspaper and radio ads)
1 February	PCMB	Provide information to all Parties
2 <sup>nd</sup> week Feb	PCMB	Hold Meeting for PCMB and Parties

## Post-Meeting Milestones

Deadline	Lead	Description
2 <sup>nd</sup> week Mar	PCMB	Distribute recommendations to Parties
4 <sup>th</sup> week Mar	PCMB	Distribute recommendations to the public
2 <sup>nd</sup> week Apr	PCMB	Distribute summary of the information session

## **Notice of AHM**

Notice of AHM and invitation to participate will be provided by letter to Parties, relevant co-management boards, RRCs and HTC's by December 1.

Notice of AHM will be provided to the general public through correspondence, posters, newspaper, radio and TV ads and website.

The Annual Harvest Meeting will be organized into three working sessions:

- (a) Public Information and Comment Meeting;
- (b) Meeting of the PCMB and Parties; and
- (c) Deliberation Meeting of the PCMB.

### **A. Public Information and Comment Meeting**

#### **Purpose**

The purpose of the Information Session is to share the current information affecting the status of the herd and its habitat, and to provide an opportunity for public discussion and comment on the following matters:

- herd status and trend;
- reported and estimated total harvest of the herd, including sex ratio; and
- factors affecting the herd.

This will include an updated overview of current or recent harvest management actions by the Parties.

No pictures or recordings during the meeting.

The meeting summary will have the caveat that it cannot be cited as a reference in publications or reports. If the information in question has not been published or is not in press, the person wishing to cite the information should seek permission to cite it as a personal communication or approach the Party that provided the information.

#### **Participation**

- PCMB
- Official representation from each Party (see Appendix A)
- Porcupine Caribou Technical Committee
- Co-management Boards (i.e. WMAC (NS), WMAC (NWT), GRRB)
- Other organizations and stakeholders (e.g. RRCs HTC's YFWMB)
- General Public

#### **Meeting Duration**

One day

## **Matters to be discussed**

- Herd status and trend
- Reported and estimated harvest of the herd including sex ratio
- Other factors affecting the herd
- Assessment of current management actions

## **Content/Process**

- The Chair of the PCMB will chair this session
- An invitation and request for submissions will be provided to Parties by 1 December (see Appendix B)
- Written submissions will be received by the PCMB by 20 January and uploaded to the PCMB Website (includes updated harvest information and a report of actions as laid out in the Implementation Plan)
- Presenters will be required to register by 20 January
- Electronic copies of the presentations must be provided to the PCMB by 30 January and will be uploaded to the PCMB Website
- The PCMB will provide a draft agenda to registered participants by 1 February
- Presenters are required to bring a minimum of 20 hard copies of their presentations to the AHM for distribution to the PCMB and Parties
- A time limit will be set for each presentation followed by a Q&A period
- Questions will be entertained in the following order: Board, Parties, Co-management Boards, other organizations and stakeholders, and finally Board clarifying questions.
- Each presenter will provide contact information in case the Board requires clarification
- No recording devices or picture-taking will be allowed in the meeting
- PCMB Chair will be the media contact; Board members will not speak to the media
- Press release will be issued following Information Sharing session
- The PCMB will prepare a short summary of this session to be available publicly within 60 days.

## **Order of events**

- Opening prayer
- Call to Order by Chair
- Introduction of PCMB members and staff
- Chair's opening remarks, overview of agenda and meeting procedures, acknowledgement of written submissions
- PCTC Chair presents indicators (including a census population estimate, if possible, or computer modelled population size estimate, trend and other indicators)
- PCTC Chair presents consolidated harvest data and sex ratio of harvest from all Parties
- Presentations, followed by Q&A session
- Comments from the floor
- Closing remarks from Chair
- Adjournment

## **B. Meeting of the PCMB and Parties**

### **Purpose**

The purpose of this in-camera meeting of the PCMB and Parties is to collectively review the assessment of the status of the herd and harvest management actions and to discuss sensitive information and topics, where necessary.

### **Participation**

- PCMB
- Parties
- The Parties may invite technical experts as required
- Each Party will confirm the number of participants attending the meeting by January 30

### **Meeting duration**

One day

## **Matters to be discussed**

This will involve consideration of the following matters:

- herd status and trend;
- reported and estimated total harvest of the herd, including sex ratio, and methods used to verify actual harvests;
- factors other than harvest affecting the herd;
- assignment of the appropriate harvest management (colour) zone;
- rate-of-harvest risk scenarios;
- self-evaluation of management actions by each Party;
- challenges and/or successes encountered; and
- management options and actions for the following harvest year.

## **Content/Process**

- The Chair of the PCMB will chair this session
- No recording devices or picture-taking will be allowed in the meeting
- PCMB Chair will be the media contact; Board members will not speak to the media

## **Order of events**

- Opening prayer
- Call to Order by Chair
- Introduction of participants
- Chair's opening remarks, review of meeting procedures
- Chair provides an overview of the information session
- Round table, perspectives from each Party with Q&A session
- Discussion of overall effectiveness of management actions and herd status
- Closing remarks from Chair
- Adjournment

## **C. PCMB Meeting**

### **Purpose**

The purpose of this in-camera meeting is to develop harvest management recommendations for the herd for the next harvest year.

### **Participation**

PCMB

### **Meeting duration**

One day

## **Content/process**

Deliberate on all the information to determine the color zone and management actions recommendations.

Within 30 days of this meeting, the PCMB will provide its report to the Parties identifying and recommending:

- (a) the harvest management (colour) zone and the rationale for this determination;
- (b) the harvest management actions that should apply to the herd; and
- (c) the rationale for these recommendations.

Fifteen days following the transmittal of this report to the Parties, it will be made available to the public by the PCMB.

The Parties shall within 30 days of receipt of the recommendations, either provide the PCMB with a written response or, where they are not able to respond fully, they shall so inform the PCMB and advise when the full response will be provided.

## **Financial Considerations**

The PCMB is responsible for expenses related to its members' participation and the administrative costs of convening these meetings. All other participants are responsible for costs they may incur in their participation.

## **Amendments to Annual Harvest Meeting Operating Procedures**

These Operating Procedures will be reviewed from time to time as the PCMB determines is necessary. Any Party or the PCMB may propose amendments at any time, but amendments proposed within three months of the Annual Harvest Meeting shall not be reviewed by the PCMB until after the meeting.

Once approved by all the Parties, the amended Operating Procedures shall supersede any previous versions.

## **AHM Process Flowchart**

The process and timelines related to the AHM are outlined in Appendix C.

## **APPENDICES**

**Appendix A: List of Parties and Acronyms**

**Appendix B: Submissions**

**Appendix C: Flow chart of Timeline of actions for the Annual Harvest Meeting Process**

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### **Appendix A: List of Parties and Acronyms**

#### **Parties, as represented by Signatories to the PCMA:**

Vuntut Gwitchin Government  
Trondek Hwech'in  
Nacho Nyak Dun  
Inuvialuit Game Council  
Gwich'in Tribal Council  
Government of Northwest Territories  
Government of Yukon  
Government of Canada

#### **Acronyms for Co-management Boards and other Stakeholders**

WMAC (NWT): Wildlife Management Advisory Council (NWT)  
WMAC (NS): Wildlife Management Advisory Council (North Slope)  
GRRB: Gwich'in Renewable Resources Board  
YFWMB: Yukon Fish and Wildlife Management Board  
PCMB: Porcupine Caribou Management Board  
RRC: Renewable Resource Council  
HTC: Hunters and Trappers Committee  
YFGA: Yukon Fish and Game Association  
YOA: Yukon Outfitters Association

## **Appendix B: Submissions**

Each Party is asked to make a written submission to the PCMB by January 20 and then make a presentation at the AHM. If the Party is going to do a PowerPoint presentation then a copy must be provided by January 30. The PCMB is asking for any information the Parties think is relevant to discussions that will result in the determination of the colour zone and recommended management actions for the following year. The Parties will be provided with the Annual Summary Report provided by the PCTC; the PCMB is also looking for comments on the report.

### **Suggested Topics for consideration in each Party report**

- Overview of management actions taken by the Party in the last year and an assessment of the effectiveness of these actions
- Most recent harvest information – information about harvest since the submission of data to the PCMB by August 1 of the fall and spring harvest of bulls and cows (includes reported harvest, response rates of door-to-door survey, and estimated harvest with a variance where applicable)
- Observations from field monitoring
- Hunter Assessment of caribou body condition
- Relevant observations re caribou or habitat (e.g. predators, unusual weather events)
- Distribution/number of caribou seen including number of calves in spring
- Comments on PCTC report

## Appendix C: Flow chart of Timeline of actions for the Annual Harvest Meeting Process

