



Porcupine Caribou Management Board And PCMA Parties

Roles and Responsibilities

The following points set out the roles and responsibilities affecting the implementation of the *Porcupine Caribou Management Agreement* (PCMA) and the functioning of the Porcupine Caribou Management Board (Board).

Current Context

- The Board operates on the basis that it represents the collective interests of the Parties and provides a forum for arriving at consensus-based decisions and cooperative management
- The administrative arrangements established by the PCMA in 1985 have been superseded by institutional changes that have occurred since then with the signing of First Nation final agreements and self-government agreements. Administrative adjustments are required for the Board and the Parties to respond appropriately to these changes.
- The PCH Harvest Management Plan (2010) and associated Implementation Plan place increased demands on the Board and the Parties to accomplish the objectives of the Parties as set out in Part B of the PCMA.
- The Board's understanding of the administrative arrangements necessary to carry out its mandate consistent with the provisions of the PCMA and affected final agreements and self-government agreements has been set out here as:
 - (a) a basis for Board operations;
 - (b) a basis for the Parties to confirm the roles and responsibilities of the Parties and the Board; and
 - (c) a basis for future discussions by the Parties with regard to future discussions concerning modified administrative arrangements set out in the PCMA (1985).

Role and Responsibilities of the Parties

- The "Parties" are defined in the PCMA, and include the successors and assigns to the signatories of the PCMA. Consistent with the PCMA's definition, the Board understands the "Parties" in the current context to refer to the entities that are signatories to the HMP (2010).

- Each Party is responsible for appointing a member and an alternate in a timely manner and advising the Board and other Parties of its appointments.
- Each Party has one member and one alternate and provides support to its appointed member and alternate by:
 - informing the member of the interests and general direction of the Party in the matters addressed by the Board;
 - requesting briefings from the member following Board meetings to ensure that the Party remains informed about the matters discussed by the Board;
 - advising the appropriate organizations and partners, and conducting the necessary internal discussions, reviews and consultations regarding the matters conveyed to the Party by its member or recommended to the Party by the Board; and
 - establishing a clear process for communication and reporting.
- The Parties recognize the interests of the Yukon Fish and Wildlife Management Board in the management of the PCH as provided for in Section J7 of the PCMA.
- Each Party clearly identifies their expectations of their respective members in representing the Party, including providing members with sufficient guidance and latitude to work with other members of the Board in preparing recommendations that facilitate implementation of the Parties' objectives in Part B of the PCMA (including cooperative management of the herd and its habitat) and that enable members to contribute to interest-based and consensus-based decisions of the Board.
- Each Party establishes clear criteria for routinely evaluating the performance of their member on the Board, including: attendance at meetings; meeting preparedness; participation in Board meetings; and reports and briefings back to the Party. Parties evaluate the performance of their members or request the Chair of the Board to do so on their behalf and advise them accordingly.
- All Parties respond to recommendations from the Board in a manner consistent with the process established in Part F1 of the PCMA (applicable to the Minister).
- The Parties endeavour to support the full participation of their members in the work and conduct of the Board in a manner that avoids hindering this participation through the assignment of additional roles and tasks and the public communication of views that appear contrary to the work of the Board and incompatible with the views of their members.

Role and Responsibilities of the Board

- The Board represents the collective interests of the Parties in the conservation of the Porcupine Caribou Herd. The PCMA establishes the Board as a means for the Parties to assist in accomplishing their objectives in Part B and the responsibilities of Part E of the PCMA.
- The Board reports to the Parties. It conveys its recommendations to the Parties and copies these recommendations to the organizations that are witnesses to the HMP.
- The Board functions on a consensus basis and fully considers the interests of all Parties.
- The Board conveys its recommendations to the elected officials of the Parties.
- The Board provides opportunity for the Parties to respond to recommendations of the Board and recognizes the authority of the Parties to vary the recommendations of the Board consistent with the process described in Part F1 of the PCMA.
- The Board strives for consensus-based decisions and treats voting procedures to resolve a matter in dispute as a measure of last resort. Votes of the Board are conveyed with full reasons for the views of the Parties that support the decision and for the views of the Parties that reject or abstain from the decision.
- The Board conducts itself in an open and transparent manner. The Board recognizes that conditions may exist from time to time that justify an *in camera* discussion of the Board to enable a forthright exchange of views among members.
- The Board is responsible for providing clear direction on Board budget matters based on sound long-term planning and informed by the interests of the Parties as conveyed by the members.

Role and Responsibilities of Members and Alternates

- Board members represent the interests of their appointing Party and are informed by the views of their communities and the general public as conveyed to them by their respective Parties.
- Although members receive guidance from their respective Party, each member has the latitude to work with other members of the Board in preparing recommendations that facilitate implementation of the Parties' objectives in Part B of the PCMA (including cooperative management of the herd and its habitat). To that end, members have sufficient latitude to contribute to interest-based and consensus-based decisions of the Board.
- Members routinely report back to their Party.
- Board members are required to attend all meetings. If the member cannot attend, it is the member's responsibility to make arrangements for their alternate member to attend.
- Members are sufficiently prepared for each meeting of the Board to fully participate in the discussions of the Board on behalf of their respective Parties.
- Members respond to requests from the Board and Secretariat in a timely manner.
- Members accept that materials that are works-in-progress are not circulated to those outside the Board, subject to the guidance of the Chair and Secretariat on behalf of all members.
- Correspondence distributed by the Secretariat is reviewed by members as appropriate, depending on the sensitivity of the issue and the requirements for releasing correspondence in an expeditious manner.
- Members and alternates communicate and share information with one another sufficient for their full participation in the matters of the Board.
- Members brief their successors at the conclusion of their appointment.

Role and responsibilities of the Chair

- The Chair upholds the mandate of the Board as set out in the PCMA and is responsible for its implementation.
- The Chair, with the support of the members and the Secretariat, is responsible for the functioning of the PMCB to achieve the objectives of the PCMA.
- The Chair represents the collective interests of all members of the Board and acknowledges and respects any differences in views and interests among the members.
- The Chair is accountable to the members.
- The Chair communicates to the Parties information concerning the collective functioning of the Board and supports the members in their communications with their respective Parties.
- The Chair provides briefings to orientate new members and familiarize them with matters before the Board.
- The Chair will inform the Parties of their Board member's performance if needed, or as requested by the Parties.
- The Chair communicates with the media on behalf of the Board and is the spokesperson for the Board.

Role and Responsibilities of the Secretariat

- The Secretariat functions in a supporting administrative role to the Chair and the Board.
- Members' expectations of Secretariat are informed by the Board manual.
- The Chair provides direction to the Secretariat with the general consensus of the Board.