

## INNU ROUND TABLE SECRETARIAT OPERATION WORKPLAN 2017-2018

Updated: June 2017

### BACKGROUND

The Innu Round Table Secretariat (IRT Sec) is the implementation arm of the Round Table. It is the collective organization of the Mushuau Innu First Nation (MIFN), the Sheshatshiu Innu First Nation (SIFN), and the Innu Nation. It was created for coordinated administration of common priorities including capacity development, devolution of programs, and managing the tripartite process with Canada and the province of Newfoundland & Labrador (NL). The central functions of the IRT Sec are:

- Provide the coordination, support and administration for the Innu Round Table where the three parties (Innu, Canada, Province of NL) are represented.
- Provide the support and management services for the IRT Sec Board.
- Coordinate and oversee the social program devolution planning and implementation (Income Support and CYFS).
- Coordinate and oversee the sub-committee work of the IRT.
- Act as the coordinating body for capacity development initiatives.

The IRT Sec was incorporated in January 2014. A small team of staff and managers were engaged to commence operations and develop the full range of management functions supported by policies & procedures. The organizational development and final steps in establishing the new incorporated body and meeting the requirements for eligibility as a funding recipient with federal and provincial partners was achieved in 2015/16. Canada (INAC) decided to transfer the Income Support Program to the IRT Sec for coordinated program service delivery in the two Labrador Innu communities effective April 1<sup>st</sup>, 2016.

The permanent Executive Director began in the position on April 1<sup>st</sup>, 2016 and completed a year of management transition in 2016/2017. The Workplan for 2017/18 reflects full management responsibility.

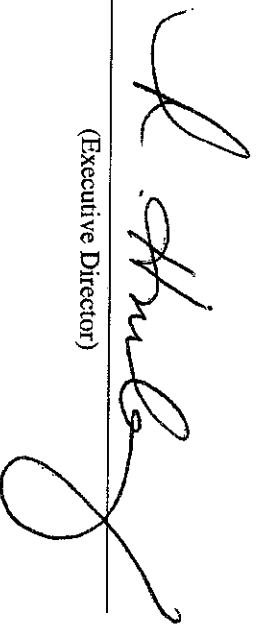
Task Element	Main Activities	Target Date	Status/Comments
<b>1. Complete the IRT Sec Inc Corporate Framework</b>			
	1.1 Formalize Bylaw #1	Sep 2017	Board approved and on website since Oct 2014. On agenda for Members' Meeting to be formalized.
	1.2 Establish Directors' Insurance	Sep 2017	Research Complete. Application process initiated with a Service provider.
	1.3 Establish Finance, and Human Resources policies.	Dec 2017	Fin Policy implemented in 2016/17 and will be reviewed following 2016/17 Audit. HR Policy implemented in Oct 16 as "interim approved" by the Board, subject to one year review process. Legal Review completed. Workshops with Staff in progress.
	1.4 Schedule and Plan first Members' Meeting	Mar 2018	Board decided to conduct Members' Meeting following 1 <sup>st</sup> annual audit of the IRT Sec Inc due in July 2017.
	2.1 Update organization chart and contact list.	Apr 2017	Posted to website. Updated with change of postal address. Regular updates with new staff and changes.
	2.2 Update financial management system (bank account, signing officers, financial management reports)	April 2017	Bank accs set up at RBC. Board Resolution on Signing authorities in place and updated April 1 <sup>st</sup> , 2017.

<i>Task Element</i>	<i>Main Activities</i>	<i>Target Date</i>	<i>Status/Comments</i>
<b>2. Round Table Secretariat business functions and operations</b>	2.3 Coordinate services for Innu Round Table Meetings	Apr 2017	IRT Migs scheduled for June 2017 in St John's.
	2.4 Maintain IRT Sec website	Apr 2017	Website ( <a href="http://www.irtsec.ca">www.irtsec.ca</a> ) operational. Updates posted.
	2.5 Manage funding agreement with INAC	Apr 2017	New agreement and cashflow in place for 2017/18. Quarterly reports required. CYFS prevention funding in place for IRT Sec CYFS Prevention Regime/Organization.
	2.6 Manage funding agreement with Health Canada.	Apr 2017	HC Funding agreement in place for 2017/18 with limited cap dev funding.
	2.7 Establish funding agreement with NL (for Innu-NL Working Relationship Agreement).	Apr 2017	Revised job description for WRA Community Liaison Social Worker coordinated with NL/CSSD and funding received for 2017/18.
	2.8 Incorporated Annual Return	Dec 2017	Annual Return and Notice of Director Changes to be filed.
	2.9 Establish an agreement with MIFN regarding office space in Natuashish for IRT Sec Program functions	Feb 2017	IRT-MIFN lease for two office spaces in Band Office in place – used by IS and CYFS staff.
	2.91 Establish an external communication strategy regarding the IRT Sec and it's functions	Dec 2017	Researching ways to translate key public IRT materials in Sheshatshu and Mushuan Innu dialects.
	2.92 Establish an internal communication strategy between the IRT Sec, Bands and Innu Nation	On Going	Management plan in early stages of development.

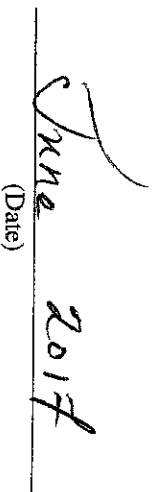
<i>Task Element</i>	<i>Main Activities</i>	<i>Target Date</i>	<i>Status/Comments</i>
<b>3. Management oversight for Income Support Program</b>	3.1 Establish 2016-2017 operating budget and delivery plan.	Apr 2017	Funding approved at requested level for operations.
	3.2 Implement funding agreement with INAC for Program Delivery.	Apr 2017	Funding agreement in place and cashflow established. Quarterly reviews scheduled for 2017.
	3.3 Finalize Income Support Policy and Procedures Manuals.	Apr 2017	Draft policies in use/will be reviewed. NL-AES IS policy currently in use as per devolution agreement.
	3.4 Implement and review financial management process and procedures (EFT, emergency payments, etc).	Apr 2017	Process in place and operational. Additional signing officers added for smaller payments.
	3.5 Establish Client Appeal Process	Dec 2017	Being Developed
	3.6 Review progress with Active Measures (Integrated Case Management)	Jun 2017	On-Going.
	3.7 Review Service Delivery organization, staffing and approach for Natashish.	Jun 2017	Staffing of part-time position in progress.
<b>4. Management and</b>	4.1 Assist MIFN and SFN with implementation of Working Relationship Agreement (WRA) including participation and coordination for Joint Committees.	Apr 2017	IRT Sec Community Liaison Social Worker function updated and funded for 2016/17. Work in progress. Stats indicate considerable success.

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<b>Coordination of CYFS</b>	4.2 Establish CYFS Prevention Services Unit	Apr 2017	Unit established and funding in place. Three Prevention SWs and three Community Workers hired. Staffing of SW position in Natuashish in progress. Manager position developed and transition in progress. IRT Office renovation & extension project in progress.
	4.3 Coordinate proposal and implementation of CYFS Placement Planning Capacity Building in SIPN and MIFN.	May 2017	Proposals submitted, awaiting INAC response. Partner/contractor (Bluesky) engaged and prepared to complete the project.
	4.4 Coordinate with CWLC the CYFS Practice Framework and Guidelines for Innu Care Model	Dec 2017	Year one funded by INAC. 2017/18 funding required to complete the project.
	4.5 Coordinate Development of Innu CYFS Governance model for implementation.	Dec 2017	Initial meeting with Chiefs Feb 2017. Models/options prepared. Requires follow up discussion with Chiefs and 2017/18 funding.
	4.6		
<b>5. Coordinate project management functions for Capacity Development projects</b>	5.1 Complete review of 2016/17 projects and submit reports to Health Canada (HC)	Jun 2016	Done. Reports submitted May 26 <sup>th</sup> .
	5.2 Establish budget for ongoing and new Health projects in 2017/18.	Apr 2016	Ongoing projects to support IRT health Staff functions approved and funding in place. Other projects pending coord by HC and Innu Chiefs.

Task Element	Main Activities	Target Date	Status/Comments
6. Establish IRT Justice Sub-Committee	5.3 Coordinate Capacity Development Plan and Proposals for 2017/18.	June 2017	Project list submitted to HC in Feb but questioned by HC. Detailed proposals on hold.
	5.4 Implement and manage approved projects for 2017/18	June 2017	Pending
	6.1 Coordinate with Innu Lands Right Table the establishment of a joint justice and policing committee.	Dep 2017	Initial discussion completed. Teams to meet June 2017 to outline approach for coordination with provincial and Federal parties.
	6.2 Finalize Terms of Reference for IRT approval	Sep 2017	Draft TOR prepared and distributed to parties.
	6.3		
	6.4		
	6.3		



(Executive Director)



(Date)