

WORK PLAN

SUMMARY AND TIMELINES

**TRAINING POLICY COMMITTEE
WORK PLAN TIMELINES OVERVIEW REVISED**

OBJ.		TIMELINES - FIRST YEAR AND ACTIVITIES											
	TASKS	1ST 4 MONTHS			2ND 4 MONTHS				3RD 4 MONTHS				ONGOING ACTIVITIES
1.	1	[Horizontal bar spanning months 1-2]											
	2	[Horizontal bar spanning months 1-2]											
	3	[Horizontal bar spanning months 1-2]											
	4	[Horizontal bar spanning months 1-3]											
	5	[Horizontal bar spanning months 2-4]											
	6	[Horizontal bar spanning months 1-12]											
2.	1	[Horizontal bar spanning months 1-12]											
	2	[Horizontal bar spanning months 1-3]											
	3	[Horizontal bar spanning months 2-5]											
	4	[Horizontal bar spanning months 1-12]											
	5	[Horizontal bar spanning months 1-12]											
	6	[Horizontal bar spanning months 1-12]											
3.	1	[Horizontal bar spanning months 1-4]											
	2	[Horizontal bar spanning months 2-6]											
	3												
4.	1	[Horizontal bar spanning months 2-4]											
	2	[Horizontal bar spanning months 1-12]											
	3	[Horizontal bar spanning months 2-5]											
	4	[Horizontal bar spanning months 2-5]											
	5									[Horizontal bar spanning months 8-12]			

WORK PLAN TIMELINES OVERVIEW

REVISED -(92/06/12)

OBJ.		TIMELINES - FIRST YEAR AND ACTIVITIES												
	TASKS	1ST 4 MONTHS				2ND 4 MONTHS				3RD 4 MONTHS				ONGOING ACTIVITIES
5.	1			—										
	2			—	—	—	—	—	—					
	3								—					
	4					—	—							
	5						—	—						
	6									—	—			
	7										—	—		
	8											—	—	
	9												—	
	10												—	
	11												—	→
6.	1									—	—			
	2									—	—			
	3											—	—	→

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - FIRST FOUR (4) MONTHS			
	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH
<p>OBJECTIVE 1: TO DEVELOP A WORKPLAN TO BE INCLUDED IN THE UFA IMPLEMENTATION PLAN</p>	<p>TASK 1: To determine the objectives to be undertaken by the TPC</p> <p>TASK 2: To determine the tasks involved in each of the objectives set for the TPC</p> <p>TASK 3: To determine the activities needed to implement each task identified for the objective</p>	<p>TASK 4: To develop actions plans from the objectives, tasks and activities</p> <p>TASK 5: To submit the workplan</p>		
<p>OBJECTIVE 2: TO BE TRUSTEES OF THE TRUST</p>	<p>TASK 2: To establish the role of the TPC</p> <p>TASK 6: To effectively communicate the activities and decisions of the TPC (including the annual report)</p>	<p>TASK 1: To research and obtain initial and ongoing orientation and training for the TPC</p> <p>TASK 3: To develop and establish policy and processes for the effective operation of the TPC</p> <p>TASK 4: To secure funding and resource commitments for trustees' participation on the TPC</p>		

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - FIRST FOUR (4) MONTHS			
OBJECTIVE 3: TO ESTABLISH CONSULTATIVE ARRANGEMENTS BETWEEN GOVERNMENT AND FIRST NATIONS	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH
	TASK 1: To determine what is meant by "consultative arrangements" and "one window approach" TASK 2: To determine why consultative arrangements and a one-window approach are necessary and with whom	TASK 3: To determine how consultative arrangements and a one-window approach will be established		
OBJECTIVE 4: TO DEVELOP GUIDELINES FOR EXPENDITURE FROM THE TRUST AND EXPEND FUNDS IN ACCORDANCE WITH THE WORKPLAN		TASK 1: To establish policy and procedure for expenditure of the Trust Fund	TASK 3: To develop procedures for the investment of the Trust Fund TASK 4: To establish an appropriate accounting and reporting mechanism for the expenditure of the Trust Fund	

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - FIRST FOUR (4) MONTHS			
	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH
<p>OBJECTIVE 5:</p> <p>DEVELOP A TRAINING PLAN FOR THE IMPLEMENTATION OF THE UFA</p>		<p>TASK 1:</p> <p>To determine the skills required to implement the UFA</p>	<p>TASK 2:</p> <p>To determine the current skills existing among FNs</p>	
<p>OBJECTIVE 6:</p> <p>TO ESTABLISH TRAINING PROGRAMS IN ACCORDANCE WITH THE WORKPLAN AND TRAINING PLAN</p>				

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - SECOND FOUR (4) MONTHS			
	5TH MONTH	6TH MONTH	7TH MONTH	8TH MONTH
OBJECTIVE 1: TO DEVELOP A WORKPLAN TO BE INCLUDED IN THE UFA IMPLEMENTATION PLAN				
OBJECTIVE 2: TO BE TRUSTEES OF THE TRUST				

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - SECOND FOUR (4) MONTHS			
	5TH MONTH	6TH MONTH	7TH MONTH	8TH MONTH
<p>OBJECTIVE 3: TO ESTABLISH CONSULTATIVE ARRANGEMENTS BETWEEN GOVERNMENT AND FIRST NATIONS</p>				
<p>OBJECTIVE 4: TO DEVELOP GUIDELINES FOR EXPENDITURE FROM THE TRUST AND EXPEND FUNDS IN ACCORDANCE WITH THE WORKPLAN</p>				

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - SECOND FOUR (4) MONTHS			
OBJECTIVE 5: DEVELOP A TRAINING PLAN FOR THE IMPLEMENTATION OF THE UFA	5TH MONTH	6TH MONTH	7TH MONTH	8TH MONTH
	TASK 4: To analyze existing training programs for their ability to meet the required training needs, recommend modifications or alternate training programs TASK 5: To develop a resource inventory of suitable programs			TASK 3: To determine the gap between required skills and available skills to identify training needs
OBJECTIVE 6: TO ESTABLISH TRAINING PROGRAMS IN ACCORDANCE WITH THE WORKPLAN AND TRAINING PLAN				

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - THIRD FOUR (4) MONTHS			
OBJECTIVE 1: TO DEVELOP A WORKPLAN TO BE INCLUDED IN THE UFA IMPLEMENTATION PLAN	9TH MONTH	10TH MONTH	11TH MONTH	12TH MONTH
OBJECTIVE 2: TO BE TRUSTEES OF THE TRUST				

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - THIRD FOUR (4) MONTHS			
OBJECTIVE 3: TO ESTABLISH CONSULTATIVE ARRANGEMENTS BETWEEN GOVERNMENT AND FIRST NATIONS	9TH MONTH	10TH MONTH	11TH MONTH	12TH MONTH
			TASK 5: To evaluate and respond to requests for fund expenditures according to the approved work plan	
OBJECTIVE 4: TO DEVELOP GUIDELINES FOR EXPENDITURE FROM THE TRUST AND EXPEND FUNDS IN ACCORDANCE WITH THE WORKPLAN				

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - THIRD FOUR (4) MONTHS			
OBJECTIVE 5: DEVELOP A TRAINING PLAN FOR THE IMPLEMENTATION OF THE UFA	9TH MONTH	10TH MONTH	11TH MONTH	12TH MONTH
	TASK 6: To prepare the Training Plan TASK 7: To determine the requirements for funding of training plan requirements TASK 8: To analyze existing funding programs as to their ability to meet required training costs and recommend modifications or seek other funding	TASK 9: To develop an inventory of suitable funding programs TASK 10: To compare the inventories of suitable programs to suitable funding sources		
OBJECTIVE 6: TO ESTABLISH TRAINING PROGRAMS IN ACCORDANCE WITH THE WORKPLAN AND TRAINING PLAN	TASK 1: To determine the responsibility of governments and agencies other than the TPC for establishing training programs for implementation of the UFA TASK 2: To determine the responsibility of the TPC for establishing training programs		TASK 3: To seek and provide funding for training programs through the TPC and other agencies	

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - ONGOING ACTIVITIES
<p>OBJECTIVE 1:</p> <p>TO DEVELOP A WORKPLAN TO BE INCLUDED IN THE UFA IMPLEMENTATION PLAN</p>	<p>TASK 6: To maintain a current workplan</p>
<p>OBJECTIVE 2:</p> <p>TO BE TRUSTEES OF THE TRUST</p>	<p>TASK 1: To research and obtain initial and ongoing orientation and training for the TPC</p> <p>TASK 4: To secure funding and resource commitments for the trustees' participation on the TPC</p> <p>TASK 5: To provide for TPC members to carry out their responsibilities to the TPC in their traditional languages</p> <p>TASK 6: To effectively communicate the activities and decisions of the TPC (including the annual report</p>

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED -(92/06/12)

OBJECTIVE	TIMELINE - ONGOING ACTIVITIES
<p>OBJECTIVE 3:</p> <p>TO ESTABLISH CONSULTATIVE ARRANGEMENTS BETWEEN GOVERNMENT AND FIRST NATIONS</p>	
<p>OBJECTIVE 4:</p> <p>TO DEVELOP GUIDELINES FOR EXPENDITURE FROM THE TRUST AND EXPEND FUNDS IN ACCORDANCE WITH THE WORKPLAN</p>	<p>TASK 2: To determine the amount of funds in the Trust that are available for expenditure</p> <p>TASK 5: To evaluate and respond to requests for fund expenditures according to the approved workplan</p>

TRAINING POLICY COMMITTEE

WORK PLAN TIMELINES

REVISED - (92/06/12)

OBJECTIVE	TIMELINE - ONGOING ACTIVITIES
<p>OBJECTIVE 5: DEVELOP A TRAINING PLAN FOR THE IMPLEMENTATION OF THE UFA</p>	<p>TASK 11: To monitor the UFA implementation process to identify any modifications to the training plan that may be required</p>
<p>OBJECTIVE 6: TO ESTABLISH TRAINING PROGRAMS IN ACCORDANCE WITH THE WORKPLAN AND TRAINING PLAN</p>	<p>TASK 3: To seek and provide funding for training programs through the TPC and other agencies</p>

WORK PLAN

ACTION PLAN

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 1:

To determine the objectives to be undertaken by the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. review the mandate of the TPC as provided for in the UFA, Chapter 28	Working Group	Group review of UFA Ch. 28	1st month	Currently budgeted for through IPWG mandate
2. prioritize individual mandate items chronologically	Working Group	Group brainstorming activity and discussion - consensus	1st month	Currently budgeted for through IPWG mandate
3. identify for each mandated item, an objective for implementation	Working Group	Group brainstorming activity and discussion - consensus	1st month	Currently budgeted for through IPWG mandate
4. identify and review any additional objectives which may be assigned or requested of the TPC and determine the mandate and capability of the TPC to achieve the objective	Working Group initially - in future will be done by TPC / Co-ordinator	Group brainstorming activity and discussion - consensus	1st month	Currently budgeted for through IPWG mandate - in future can be done at each regular meeting of the TPC

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 2:

To determine the tasks involved in each of the objectives set for the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. analyze each objective and identify separate tasks which need to be undertaken to accomplish the objective	Working Group	Group review and brainstorming - consensus	1st month	Currently budgeted for through IPWG mandate
2. prioritize and list the tasks chronologically	Working Group	Group input and assignment to individuals with group review and consensus	1st month	Currently budgeted for through IPWG mandate
3. identify and review any additional tasks which may be assigned or requested of the TPC and determine the mandate and capability of the TPC to undertake the task	Working Group - initially but will be done in future by TPC /Coordinator as part of ongoing review of tasks	Group consensus	1st month and ongoing	Currently budgeted for through IPWG mandate - in future can be done at each regular meeting of the TPC

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 3:

To determine the activities needed to implement each task identified for the objective

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. analyze each task and identify required activities which need to be undertaken to accomplish the task	Working Group	Group review, brainstorming and consensus	1st to 2nd month	Currently budgeted for through IPWG mandate
2. prioritize and list the activities chronologically	Working Group	Analyze time requirements and limitations of TPC -research other similar activities -establish timeframes as necessary	2nd month	Currently budgeted for through IPWG mandate
3. identify and review any additional activities which may be assigned or requested of the TPC and determine the mandate and capability of the TPC to undertake the activity	Working Group - initially but will be done in future by TPC /Coordinator as part of ongoing review of tasks	Review with Group initially -present to TPC and adjust as required in future	2nd month and ongoing	Currently budgeted for through IPWG mandate - in future can be done at each regular meeting of the TPC

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 4:

To develop actions plans from the objectives, tasks and activities

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. review and chart activities which have already been completed and new activities yet to be completed	Working Group	Working Group brainstorm, assignment to individuals of group - discussion and consensus	2nd month	Currently budgeted for through IPWG mandate
2. determine timeframes, process, assignments, resources and expected outcomes of each task yet to be completed	Working Group	Working Group brainstorm, assignment to individuals of group - discussion and consensus	2nd month	Currently budgeted for through IPWG mandate
3. review all activities to determine the inter-relationships between them	Working Group	Working Group review and assessment	2nd month	Currently budgeted for through IPWG mandate
4. determine immediate activity priorities	Working Group	Working Group review and assessment -consensus	2nd month	Currently budgeted for through IPWG mandate

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 5:

To submit the workplan

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. review, revise and approve draft workplan	Working Group and TPC/Coordinator	Item by item analysis for flow of items and knowledge of community needs	2nd month	Currently budgeted for through IPWG mandate
2. submit draft workplan to IPWG for review and recommended revisions	TPC/Coordinator	Submit, meet and explain	2nd month	Currently budgeted for through IPWG mandate
3. revise workplan	Working Group and/or TPC Coordinator	Review and revise as required based on recommendations from IPWG and TPC	2nd month	Currently budgeted for through IPWG mandate
4. submit finalized workplan to IPWG	TPC/Coordinator	Submit, meet and explain	2nd month	Currently budgeted for through IPWG mandate

**OBJECTIVE 1: TO DEVELOP A
WORKPLAN TO BE INCLUDED IN THE UFA
IMPLEMENTATION PLAN**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 6:

To maintain a current workplan

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. monitor the approved final workplan through those persons or bodies responsible for each activity	TPC	Design and evaluation and monitoring tool -design monitoring policy -design and field test procedures -execute as required	2nd to 3rd month and ongoing	consultant to design instruments and process for evaluation and monitoring (Estimate:\$2,000)
2. evaluate the approved workplan at each regular TPC meeting	TPC and staff (Coordinator)	Use the developed tool and policies	2nd to 3rd month and ongoing	staff unless TPC wishes to use independent evaluations - cost will depend on the scope of the evaluation
3. revise and/or update workplan as necessary	TPC and staff (Coordinator)	Respond as required but within established policy . Change workplan only after several "tests" of the process and content	2nd to 3rd month and ongoing	Staff and TPC

**OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 1:

To research and obtain initial and ongoing orientation and training for the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. research and obtain initial training or assistance for all TPC members to become knowledgeable about the legal responsibilities and requirements of Trustees	TPC to contract with trainer/legal opinion	1 to 2 day workshop	After appointment of members - 1st month	Estimate - \$2,000
2. research, obtain and provide ongoing training for all TPC members in the skills required of a trustees/board member	TPC to utilize staff and contract for training as required	1 to 2 day workshops initially then training may become a part of each TPC agenda	1st month, then ongoing over the 1st year	Estimate - \$3,000 initially, then ongoing \$5,000 per year
3. research and obtain initial training or assistance for all TPC members to have an understanding of inter-cultural attitudes and issues	TPC to contract with trainers in cross-cultural awareness	1 to 2 day workshops initially then training may become a part of each TPC agenda	In the 1st two months, then ongoing over the life of the TPC	Estimate - \$3,000 initially, then ongoing \$5,000 per year
4. research, obtain and provide ongoing orientation and training for all new TPC members on the operational requirements of the TPC with respect to: - legal issues and - inter-cultural needs	TPC to contract trainers and utilize staff as required	2 to 3 day workshop initially then training may become a part of each TPC agenda	On appointment of new members	Estimate \$2,000 per year
5. evaluate the skills of TPC members to determine future needs and to revise ongoing training	TPC and staff using a predetermined instrument	At the end of each training session and periodically at regular TPC meetings	After each training session	No extra costs expected other than initial design of training evaluation tool (Estimate \$1,000)

TRAINING POLICY COMMITTEE

**OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST**

ACTION PLANS (92/06/19)

TASK 2:

To establish the role of the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. approve and sign the Trust document establishing the Trust Fund	TPC and legal assistance	Contact all required signatories and establish meeting for signing	Immediately after approval of the parties to the Agreement	No extra expenditures anticipated - IPWG cost
2. apply the workplan guidelines to revise, approve and assign tasks	TPC and staff	Use guiding principles as approved by TPC	1st month	No cost anticipated beyond costs of TPC members to meet and staff costs
3. with professional advice, determine the appropriate role of the TPC (foundation or other structure)	TPC and staff	Seek advice from parties to the Agreement, other agencies with similar mandate, private foundations, legal advice	1st month	Minimal costs other than TPC staff search for advice
4. determine a one year interim role for the TPC, based on the UFA and the Trust document	TPC and staff	Use advice and mandate under the UFA and Trust document	1st to 2nd month	No costs anticipated beyond costs of TPC members to meet
5. evaluate and revise the interim role of the TPC in consultation with FNs during the first year	TPC, FNs, and staff	Consult with FNs, TPC to consider and establish interim role	Over 1st six to twelve months	Costs of consultation
6. through an analysis of information gathered through practice and evaluations and through consultation with FNs during the first year, determine the long-term role of the TPC	TPC and staff	Options for long-term role with benefits and problems of each. TPC to decide on best option at regular meeting	At the end of the 1st year	No costs anticipated beyond costs of TPC members to meet

TRAINING POLICY COMMITTEE

OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST

ACTION PLANS (92/06/19)

TASK 3:
To develop and establish policy and processes for the effective operation of the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. research and develop appropriate policies (in draft) in accordance with the Work Plan Guidelines	TPC, staff and professional advice	TPC sub-committee(?) in consultation with staff and professional advice	In 1st 3 months	No costs anticipated beyond staff costs unless activity is contracted to consultant
2. request and obtain FNs advice on the proposed policies	TPC, staff and FNs	Consultation with FNs (document draft?)	During 1st three months and ongoing	No costs anticipated except for costs of consultation - staff costs, mailing, telephone, etc.
3. revise as necessary and adopt policies as working documentation	TPC and staff - TPC	TPC meeting with material prepared by staff based on input	First 3 months and thereafter once per year	No costs anticipated beyond staff costs unless activity is contracted to consultant
4. design and approve appropriate procedures for the policies	TPC staff with professional advice	TPC staff to develop and submit for approval to TPC	In first 3 months then once per year	No costs anticipated beyond staff costs unless activity is contracted to consultant
5. develop an appropriate policy and procedures manual for ongoing usage	TPC staff with professional advice	Potential for a separate contract to be let with monitoring and support by TPC staff	In first three months with revision as required	Initial costs of consultant to prepare manual (Estimated - 3 to \$5,000)

TRAINING POLICY COMMITTEE

**OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST**

ACTION PLANS (92/06/19)

TASK 4:

To secure funding and resource commitments for trustees' participation on the TPC

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. based on the workplan, determine the time and other commitments of each of the trustees for the initial year of operation	TPC	Analysis of Work Plan by individual TPC members and consensus on required commitments	1st month	No extra costs anticipated other than staff costs and TPC time
2. based on proposed activities, determine the first-year expenditures of actual and in-kind costs for the operation of the TPC	TPC staff and TPC Budget subcommittee? TPC members	Costing of activities to be prepared and presented by TPC staff and discussed and approved at TPC meeting	1st month	No extra costs anticipated other than staff costs and TPC time
3. develop the first annual budget of the TPC in consultation with the governments represented on the TPC	TPC staff, TPC subcommittee? -approval by TPC	TPC staff in consultation with parties to the Agreement	1st month	No extra costs anticipated other than staff costs and TPC time
4. determine assured resources for actual and in-kind costs for the first year of operation	TPC members and TPC staff	Based on budget, confirm with parties to the Agreement their contributions to TPC operation	1st three months	No extra costs anticipated other than staff costs and TPC time
5. determine the need for more resources for first year operations and seek approval for these resources. Revise budget.	TPC and staff	Based on budget, confirm with parties to the Agreement their contributions to TPC operation	1st three months	No extra costs anticipated other than staff costs and TPC time
6. using a consultative process, develop a tentative 3-year budget (for years 2-4) for the operation of the TPC, based on the workplan and activities planned and completed in the first year	TPC, FNs, parties to the Agreement (IPWG)	Based on budget, confirm with parties to the Agreement and FNs, their contributions to TPC operations	2nd half of 1st year	No extra costs anticipated other than staff costs and TPC time
7. by the middle of the first year of operation, seek and obtain approval for funds from relevant agencies or governments for the budget of the TPC for the following three years	TPC, parties to the Agreement	Based on budget, confirm with parties to the Agreement and FNs, their contributions to TPC operations	2nd half of 1st year	No extra costs anticipated other than staff costs and TPC time

TRAINING POLICY COMMITTEE

OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST

ACTION PLANS (92/06/19)

TASK 5:

To provide for TPC members and others to carry out their responsibilities to the TPC in their traditional languages

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. design a written policy for TPC responsibilities in carrying out this task which considers the following activities:	TPC and staff in consultation with professionals (Aboriginal Languages - YTG, Native Language Center, Etc.)	After consultation, staff to prepare policy for TPC approval (TPC policy sub-committee?)	1st 6 months	No costs anticipated other than staff costs for consultation
2. upon the request of an aboriginal member of the TPC for traditional language services, determine the necessity for, and feasibility of, providing the services to carry out responsibilities in a traditional language for that member or other person making representation to the TPC	TPC staff, TPC	Utilize policy developed and refer to TPC for decision	on request for service	Not applicable
3. determine the resources available to provide oral and written translation services to the TPC, and the costs to the TPC if any	TPC and staff in consultation with professionals (Aboriginal Languages - YTG, Native Language Center, Etc.)	TPC staff to prepare options for TPC decision	on request for service	Unable to determine at this time, but will require commitment from the parties to the Agreement for funding

**OBJECTIVE 2:
TO BE TRUSTEES OF THE TRUST**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 6:

To effectively communicate the activities and decisions of the TPC (including the annual report)

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
<p>1. in consultation with FNs and other agencies and governments determine:</p> <ul style="list-style-type: none"> - the legal and other requirements for communications; - which activities and decisions require communicating; - how these activities and decisions should be communicated; - to whom these should be communicated; and - when and how often they should be communicated 	<p>TPC, staff and FNs and parties to the Agreement</p>	<p>Consultative process monitored by TPC staff</p>	<p>1st month</p>	<p>Staff costs and operational costs for consultation</p>
<p>2. write communications policies and strategies which outline the procedure for regular and unusual communications processes</p>	<p>TPC and staff (TPC sub-committee?) professional assistance on FN communications</p>	<p>Staff and sub-committee? prepare document with assistance for TPC approval</p>	<p>1st 2 months</p>	<p>Staff costs and costs for professional advice on communications strategy (Estimate- \$3 to \$4,000)</p>
<p>3. prepare and distribute the annual report as part of the communications requirement</p>	<p>TPC staff and professionals</p>	<p>TPC staff with contracts for preparation of the annual report (writing, printing etc.)</p>	<p>Annual distribution, however there will be a schedule of activities throughout the year for preparation of the report</p>	<p>Staff costs, production, printing and distribution Estimate 8 to \$10,000</p>
<p>4. provide a budget for the communications strategy</p>	<p>TPC staff (TPC sub-committee?)</p>	<p>TPC staff and TPC sub-committee -finance?</p>	<p>1st 2 to 3 months</p>	<p>Staff costs and TPC time</p>
<p>5. review and revise the communications policy as required</p>	<p>TPC staff for TPC</p>	<p>Staff to revise according to TPC direction and recommendations</p>	<p>As required - annual review?</p>	<p>Staff costs and TPC time</p>

OBJECTIVE 3:
TO ESTABLISH CONSULTATIVE
ARRANGEMENTS BETWEEN
GOVERNMENT AND FIRST NATIONS

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 1:

To determine what is meant by "consultative arrangements" and "one window approach"

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. clearly define through brainstorming and consensus of the committee what is meant by "consultative arrangements" and "one window approach" (decision-making vs. information/ resource provision)	TPC	Brainstorm ideas and reach consensus as to the definitions	1st month	TPC time
2. consult, within a limited timeframe, with FNs, governments and agencies to determine if the definitions of the TPC are supported by those involved in, or affected by, consultative arrangements and a one window approach	TPC, FNs, parties to the Agreement, agencies with whom the TPC may have contact	Consultative process through document review and meetings to review definitions	1st two months	Staff and consultative costs (document preparation, mailing, telephone, etc.)
3. revise definitions according to input if necessary	TPC and staff	TPC staff and TPC sub-committee? based on consultation information	1st two months	Staff and TPC time
4. record definitions into the policy manual for reference	TPC staff	TPC staff to write definitions. After TPC approval record in policy manual	1st two months	Staff costs
5. revise definitions as needed	TPC and staff	On periodic review and consultation, staff to prepare revisions for TPC approval	As required	Staff costs and TPC time

OBJECTIVE 3:
TO ESTABLISH CONSULTATIVE
ARRANGEMENTS BETWEEN
GOVERNMENT AND FIRST NATIONS

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 2:

To determine why consultative arrangements and a one-window approach are necessary and with whom

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. with reference to the role of the TPC and the workplan, list the governments, agencies and other bodies and individuals that are, or will be, involved in the work of the TPC	TPC and staff	Staff to prepare initial listing of those involved with TPC and submit to TPC for revision	1st month	Staff costs and TPC time
2. determine the level of involvement of the TPC with the various bodies and individuals	TPC and staff	Staff to recommend level of involvement for submission to TPC for revision	1st month	Staff costs and TPC time
3. prioritize the various bodies and individuals by importance to the workplan by determining those bodies and individuals which will provide maximum benefit for accomplishing the workplan of the TPC	TPC and staff	Staff to recommend priority ranking for TPC review and revision	1st month	Staff costs and TPC time

**OBJECTIVE 3:
TO ESTABLISH CONSULTATIVE
ARRANGEMENTS BETWEEN
GOVERNMENT AND FIRST NATIONS**

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 3:

To determine how consultative arrangements and a one-window approach will be established

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. research and determine the most efficient means of consulting with the prioritized bodies and individuals within the definitions of consultative arrangements and one-window approach agreed upon	TPC and staff	Consultation with prioritized bodies to determine and agree upon processes for future consultative arrangements Staff will undertake much of the requisite work	1st to 2nd month	Staff costs and TPC time
2. consider the establishment of interim one-window structures, with appropriate membership, to assist the TPC in accomplishing its immediate tasks (technical and consultative)	TPC and staff and professional advice	Staff, with professional advice, will recommend to the TPC, appropriate interim structures	2nd month	Staff costs and professional services (Estimated 2 to \$3,000)
3. determine policy for the interim structures including: - length of operation; - reporting requirements; - authorities; - membership; and - operations	TPC and staff and professional advice	Using policy making guidelines, staff will prepare, with assistance, policy recommendations for TPC approval	2nd month	Staff costs and TPC time
4. evaluate the interim consultative arrangements and one window approach	TPC and staff with evaluation assistance	Recommend an independent evaluation be undertaken with monitoring by the staff	last 2 months of the first year	Staff costs for monitoring. Estimate for evaluation 5 to \$7,000
5. based on the evaluation of the interim structures and the previous research, determine the most appropriate methods for long-term consultation and provision of one-window services	TPC, staff and professional advice	Staff and TPC to review evaluation and, with assistance, design appropriate long-term structures and processes for ongoing consultation/service	by the end of the first year	Staff and TPC time. Estimate for professional services -3 to \$5,000

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 1:

To establish policy and procedure
for expenditure of the Trust Fund

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. research legal trust restrictions applicable to the Trust Fund	TPC staff , legal assistance	Consultation by staff with legal opinion	2nd month	Staff costs and legal advice (Estimate 500 to \$1,000)
2. research and record previously set guidelines on Trust Fund usage as established by leadership, Elder's Council, parties to the Agreement, IPWG, TPC, etc.	TPC staff	Research past documentation and files, consultation with various bodies to confirm intent	2nd month	Staff costs and consultation costs (mail, telephone, etc.)
3. consult FNs with respect to previous experiences with access to funding for the purposes of recommending an appropriate funding process for the Trust Fund	TPC staff	Survey FNs to gather information then analyze in order to provide direction to Trust Fund access process	2nd to 3rd month	Staff costs and consultation costs(mail, telephone, etc.)
4. design access/request format and process	TPC staff or professional services	Based on information gathered, design and field test the format and process. These activities may be contracted out to professional services with monitoring by staff and TPC	2nd to 3rd month	Staff costs or professional services (Estimated 3 to \$5,000)
5. field test format and process	TPC staff or professional services		" "	
6. revise initial format and process	TPC staff or professional services		" "	
7. in consultation with FNs develop, with respect to fund usage; values statements, policy, trust fund distribution criteria and procedures for access	TPC staff or professional services	Based on the information gathered and the field test, staff will prepare a discussion document for TPC discussion and approval	3rd month	Staff costs and TPC time
8. communicate statements on fund usage to all FNs, governments and public (interpretive guide to explain policy and procedures	TPC staff with professional assistance	TPC staff to obtain professional assistance to prepare communications (see communications strategy)	3rd to 4th month	Staff costs, Communications costs (brochure?) and professional assistance (Estimate 2 to \$3,000)

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 2:

To determine the amount of funds in the Trust that are available for expenditure

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
<p>1. analyze the funds available</p> <p>2. Catalogue existing funding sources currently being accessed, and potential for access, by FNs and CYI by:</p> <ul style="list-style-type: none"> - researching all federal, territorial, local and private sources - documenting access methodology - current funding levels - and historical funding responses. 	<p>TPC staff, accountant/book keeping service</p> <p>TPC staff or professional services contract</p>	<p>TPC staff to arrange for, in accordance with TPC fiscal policy, for accounting/ financial record management</p> <p>TPC staff to prepare and monitor separate contract for the research and cataloguing of information</p>	<p>Arrangements to be made prior to signing of the Trust document, then ongoing</p> <p>1st 3 to 6 months</p>	<p>Dependent on the abilities of TPC staff and accounting services costs (Estimate 4 to \$5,000 per year)</p> <p>Staff monitoring time and contract (Estimated cost of 10 to \$15,000)</p>

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 3:

To develop procedures for the investment of the Trust Fund

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. determine the legal and other limitations to the investment of the Trust Fund	TPC staff with legal and accounting advice	TPC staff to obtain legal and accounting advice on service contract	3rd month	Staff time and 1 to \$2,000 for advice
2. research appropriate investment strategies (FNs values and standards to be maintained)	contract with investment advisor	TPC and staff to develop criteria for selection of investment advisor	3rd month	Staff time to monitor -Estimated costs for investment advisor -3 to \$5,000
3. select preferred strategies - list benefits and limitations of each	contract with investment advisor	Investment advisor to research and prepare documentation for TPC	3rd to 5th month	see above
4. consult with FN's to select the most preferred strategy	TPC staff	TPC staff to consult with FN's based on information from investment advisor	4th to 5th month	Staff time and consultative costs
5. determine and establish procedures for the investment strategy	TPC staff with advice of legal and accounting services	Based on preferred strategy - staff to work with legal and accounting advisors	5th to 6th month	Staff time and 1 to \$2,000 for advisors time
6. develop procedures for monitoring and reporting on TTF investments	TPC staff with advice of legal and accounting services	Based on preferred strategy - staff to work with legal and accounting advisors	5th to 6th month	See above

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 4:

To establish an appropriate accounting and reporting mechanism for the expenditure of the Trust Fund

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. determine the legal and other requirements for reporting on, and accounting of trust expenditures	TPC staff with advice from legal and accounting services	TPC staff, in accordance with policy, to obtain legal and accounting advice	2nd to 3rd month	TPC staff and costs of advisors (Estimate 1 to \$2,000)
2. establish policy with respect to accounting procedures	TPC staff, TPC	TPC staff to prepare policy for TPC approval	3rd month	Staff and TPC time
3. establish accounting practices	TPC staff with advice from legal and accounting services	TPC staff to arrange for advice -then develop practices	3rd month	Staff and TPC time
4. establish policy with respect to reporting expectations	TPC staff and TPC	TPC staff to prepare for TPC approval	3rd month	Staff and TPC time
5. establish reporting format	TPC staff and TPC	TPC staff to prepare for TPC approval	3rd month	Staff and TPC time
6. determine expected reporting timeframes	TPC staff and TPC	TPC staff to recommend to TPC based on information above	3rd month	Staff and TPC time
7. establish approval/rejection criteria and process for FNs and the parties to the Agreement to respond to the TPC's reporting of expenditures	TPC, staff, FNs, parties to the Agreement	TPC and staff to consult with FNs and parties to the Agreement as to the approval and rejection criteria	4th to 5th month	Staff and consultative costs (mail, telephone, documents, etc.)

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 5: (page 1 of 2)

To evaluate and respond to requests for fund expenditures according to approved workplan

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
1. establish criteria for selection of requests	TPC staff, TPC	Based on guiding principles and policies, TPC staff to recommend criteria to TPC	Est. 10th month (to be done after the training plan is developed)	This task should be able to be completed in large part by the TPC staff, in consultation with FNs.
2. establish critical dates for the receipt by TPC of applications and proposals	TPC staff, TPC	TPC staff to recommend to TPC for approval	10th month	TPC staff will have considerable administrative and evaluative work to do to provide recommendations to the TPC.
3. establish receipt and confirmation of receipt procedures	TPC staff	TPC staff to evaluate other requirements and recommend to TPC for approval	10th month	It is suggested that the TPC staff undergo some training in the evaluation of proposals prior to the end of the 9th month
4. develop policy and procedures	TPC staff, TPC	TPC staff to develop draft policies and procedures for TPC approval	10th month	Some time will be required of TPC in the initial development and approval of criteria, policy and procedures. Once established, TPC will time will be required to make decisions on proposals based on staff recommendations
5. communicate and consult with FNs on the policy and procedures	TPC staff	TPC staff to consult with FNs and obtain critical feedback on appropriateness (revise if required)	10th to 11th month	
6. receive proposals and review for completeness with the proposer	TPC staff	TPC staff to receive and review proposals in accordance with established criteria and policy/procedures	At any time after the policies and procedures are established	
7. evaluate and approve or reject requests based on approved policies, procedures and criteria	TPC staff, TPC	TPC staff to review initially and recommend to TPC for approval or rejection	Upon receipt of proposals	
8. based on the evaluation, develop any recommendations to other training or funding programs	TPC staff,	TPC staff, based on information gathered from training plan development, to provide recommendations to TPC	Upon receipt of proposals	

OBJECTIVE 4:
TO DEVELOP GUIDELINES FOR EXPENDITURE
FROM THE TRUST AND EXPEND FUNDS IN
ACCORDANCE WITH THE WORKPLAN

TRAINING POLICY COMMITTEE

ACTION PLANS (92/06/19)

TASK 5: (page 2 of 2)

To evaluate and respond to requests for fund expenditures according to approved workplan

ACTIVITY (WHAT?)	ASSIGNMENT (WHO?)	PROCESS (HOW? & WHERE?)	TIMING (WHEN?)	RESOURCES NEEDED (HOW MUCH?)
9. determine the appropriate payment (and payment schedule) to be made from the Trust Fund for approved projects	TPC staff, TPC	Based on guiding principles and policies, TPC staff to recommend to TPC	Upon receipt and approval of proposals	This task should be able to be completed in large part by the TPC staff, in consultation with FNs.
10. communicate with proposer regarding the results of the proposal review	TPC staff	TPC staff, based on approved policies and procedures, to communicate with proposer	Upon approval of proposal	TPC staff will have considerable administrative and evaluative work to do to provide recommendations to the TPC.
11. if successful, communicate with the proposer regarding the reporting and monitoring requirements	TPC staff	TPC staff, based on approved policies and procedures, to communicate with proposer	Upon approval of proposal	Staff will be required to communicate with proposers and in the monitoring of successful projects
12. evaluate all approved projects on a regular basis	TPC staff	TPC staff, based on approved policies and procedures, to communicate with proposer	Upon start of projects and at regularly scheduled times thereafter	It is suggested that the TPC staff undergo some training in the evaluation of projects prior to the end of the 9th month
13. evaluate and revise selection and response procedures on a regular basis in consultation with FNs	TPC staff, TPC	TPC staff to consult with FNs and obtain critical feedback on appropriateness (recommend revisions to TPC for approval)	Annually	Some time will be required of TPC in the initial development and approval of criteria, policy and procedures. Once established, TPC will time will be required to make decisions on proposals and projects based on staff recommendations