

# Meeting Inventory: Project Background and Sources

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## **Purpose**

Fisheries and Oceans Canada, Pacific Region, undertakes stakeholder engagement and consultations in order to improve departmental decision-making processes, promote understanding of fisheries, oceans and marine transport issues, and strengthen relationships. Consultations encompasses a broad spectrum of engagement from information sharing on the development of policies or program operations, to seeking input on a policy or program proposal, to engaging citizens on the implementation of policies, programs or initiatives. Due to the diversity and depth of the departmental mandate, flexibility is provided on how consultations are structured. The flexibility is bounded by the policy statement and the framework of principles and guidelines as set out in the *DFO Consultation Framework*.

The purpose of this project is to compile an inventory of meetings (bilateral and multi-interest) related to Fraser sockeye planning, WSP implementation, and other integrated planning processes. The initial focus has been on engagement with First Nations, partners, and stakeholders related to implementation of the WSP from June 2005 to date. The database includes both meetings that DFO staff have organized as well as meetings where DFO staff have been invited to participate.

The long-term intent is to develop an archive that also links to any public materials (DFO decks, handouts, meeting minutes, participant lists) and serves two purposes:

- resource for preparing future meetings
- documentation of external engagement

## **Inventory Structure**

The structure of the meeting inventory was developed in collaboration with the Consultation Secretariat based on the following usability objectives:

- Provide context for the different types of meetings
- Use standard software widely available on DFO systems
- Develop a summary that links to, but is separate from, the associated meeting materials (easy sharing)
- Easy maintenance (i.e. updates, additions)

These objectives were achieved as follows:

- Inventory is organized as a directory tree with one folder for each meeting type and subfolders for each YYYY-MM combination within a meeting type. Any associated materials can be copied easily into the corresponding folder
- A front-end in Microsoft Excel contains an overall summary, plus one worksheet for each type of meeting.
- The worksheet for each type of meeting provides some background and lists all of the meetings currently in the inventory with a brief commentary and a link to additional materials. Links are relative to file location, and the whole directory can be easily shared (i.e. no software to install, paths update automatically)
- The latest version of the inventory is available on a shared DFO drive at regional shared drive under: <R:\Policy\WSP\Meeting Inventory>

## Sources

As of March 14, 2011, the inventory includes meetings and associated materials based on the following sources:

### DFO Staff

- Deborah Phelan, Amy Mar, and Elan Park provided draft lists of meetings compiled by the Consultation Secretariat
- Corey Jackson provided meeting materials from the Skeena Watershed Initiative and the Integrated Salmon Dialogue Forum
- Jeff Grout provided meeting materials from salmon consultations
- Wilf Luedke provided information about Barkley Sound integrated planning
- Paul Ryall provided information and meeting materials related to FRSSI and the Barkley Sound WSP Pilot
- Jim Irvine and Carrie Holt provided WSP-related presentation files.

### Websites

- DFO Consultation Calendar:  
<http://www.pac.dfo-mpo.gc.ca/consultation/cal/index-eng.htm>
- IHPC website:  
<http://www.pac.dfo-mpo.gc.ca/consultation/fisheries-peche/smon/ihpc-cpip/index-eng.htm>
- SFAB website:  
<http://www.pac.dfo-mpo.gc.ca/consultation/fisheries-peche/smon/sfab-ccps/index-eng.htm>
- CSAB website:  
<http://www.pac.dfo-mpo.gc.ca/consultation/fisheries-peche/smon/csab-ccpcs/index-eng.htm>
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- CSAS website: <http://www.dfo-mpo.gc.ca/csas-sccs/index-eng.htm>
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- FRAFS website: <http://www.frafs.ca/>
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- UFFCA website: <http://www.uffca.ca>
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- MCC website: <http://www.mccpacific.org/>
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- RSSEPS website: [www.rsseps.ca](http://www.rsseps.ca)

The following topic areas have been identified as priorities for future extensions:

- BCI bilateral meetings
- Lower Fraser bilateral meetings
- Cowichan Roundtables
- IFMP development and review
- SEP and SEHAB meetings