



MEMBER ATTENDANCE AT EXTERNAL EVENTS

Approval Date: November 27, 2018

PURPOSE

This policy outlines the basis on which Committee Members, their alternates, and/or Subcommittee Members (Members) receive approval to represent the Committee at external events (i.e., conferences, forums, annual general meetings and other meetings not organized by the Committee or Subcommittees).

PRINCIPLES

In setting out this policy, the following principles are important:

Communication and Engagement: The Committee's Terms of Reference emphasize the critical importance of communication and engagement with Indigenous nations potentially impacted by the Trans Mountain Expansion Project. Attendance at external events are an important means of engaging and communicating with potentially impacted Indigenous nations.

Informed Deliberations and Outcomes: The Committee seeks to engage with others, including through attendance at external events, in ways that support informed deliberations and the capacity of Members to effectively advance the Committee's mandate and priorities. The Committee also seeks positive outcomes from its engagement activities and a process to document and report on results from engagement.

Clarity and Transparency: The Committee seeks a simple and transparent decision-making process that ensures efficient use of Members' available time and the Committee's available resources, and that allows for Members to seek approval and reimbursement for eligible expenses consistent with Treasury Board guidelines and Committee policies.

POLICY

1. APPROVAL CRITERIA & PROCESS

1.1. The Committee will be guided by the following criteria when considering requests to attend external events:

- Attending the event advances the Committee's mandate, workplan and priorities;
- Costs associated with the event are reasonable and accounted for in or supported by work plans;
- The required Secretariat or Caucus staff supports are reasonable and can be delivered (e.g., there is sufficient time to make arrangements where required)

Consistent with its Terms of Reference, Committee decisions are made by consensus.

In order to make decisions, the following information is required:

- A short description of the event, including date, time, and location
- Proposed attendees
- Estimated costs, including any registration fees, travel, accommodation, etc.
- A short rationale outlining how the Members' participation in the event will advance the mandate of the IAMC and/or its Subcommittees
- Any support required for the event (staff attendance, promotional materials, etc.)

1.2. DECISION OPTION 1: Each **Subcommittee** will, as part of their ongoing work planning, create a **schedule of external engagement events** and provide the required information (above) to enable the G&C Subcommittee to approve, on at least a quarterly basis, a plan for Member attendance at external events.

1.3. For those events that are not included in Subcommittee work plans/schedules, there are two *additional* options for seeking approval to attend/reimbursement:

1.4. DECISION OPTION 2: Member request at next Subcommittee meeting: Members wishing to attend an event will email the Secretariat a request 30 days in advance of the event. The Member and the Secretariat will create a memo for decision including the information above. The Member and the Secretariat will bring the request to the next scheduled G&C Subcommittee meeting for decision.

1.5. DECISION OPTION 3: Member request to Committee Co-Chairs: In exceptional circumstances, if the event takes place before the next scheduled Committee meeting, the Member will submit a memo for decision, including the information requested above) to the Committee Co-Chairs. Best efforts will be made to ensure that between-meeting requests receive a response within 5 business days.

1.6. If multiple Members wish to attend an event, the following principles will be used to determine who will attend:

- **Reasonableness** (attendance will be limited to a reasonable number in the event that interest is high).
- Relevance (is attendance relevant to Committee member's role?)
- Proximity (where possible, local Members should attend local events)
- Equity (not same Member at every event)

1.7. The Committee will not support events that a Member is attending on behalf of an individual Nation or would otherwise be attending in the regular course of their non-IAMC duties.

1.8. If the Committee or Co-Chairs approve of Member attendance at the event, the Secretariat will communicate the decision and the attending Member to the full Committee.

2. REIMBURSEMENT OF ELIGIBLE EXPENSES AND HONORARIA

- 2.1. All expenses are reimbursed according to the [National Joint Council Travel Directive](#). Members will be reimbursed for approved event fees and travel.
- 2.2. Honoraria for Members is governed by the *Policy on Honoraria*, which establishes daily rates. All honoraria for Member participation in external events will be processed through the contribution agreements relating to Member participation.
- 2.3. All participants must be approved for attendance in order to be eligible for reimbursement.

3. **REPRESENTING THE IAMC-TMX**

- 3.1. Members attending events with the support of the IAMC represent the values and mandates of the IAMC. Members will govern themselves consistent with the Terms of Reference and follow any relevant policies of the Committee, including the *Policies on Confidentiality and Conflict of Interest*.
- 3.2. When registering as an IAMC representative, please list your organization as “IAMC – TMX”

4. **FOLLOW-UP**

- 4.1. Members are expected to report on the outcomes of the engagement event at subsequent Subcommittee or Committee meetings (in writing wherever possible).
- 4.2. Staff will strive to collect pictures, data and stories on engagement outcomes for planning and reporting purposes and cannot do so without Member support for these tasks.

For more information contact:

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