

**Joint Task Force
On Improving Education and Employment for
First Nations and Métis People**

Consultation Plan

(Development and Management of the Consultation/Engagement Process)

April, 2012

Key Activity (A complete statement that includes a verb)	Deliverable (End product, or end result, of activities)	Due Date / Timeframe	Lead	Collaborating	Risks (Obstacles that may impact your ability to perform the Key Activity)
1. Research and recommend effective culturally affirming engagement tools and processes.	Overview of recommended processes for consultations with target groups, organizations and individual meetings are prepared for discussion and approval of JTF.	April 25, 2012	Secretariat	Joint Task Force	Some communities or organizations may not be comfortable with the processes. Ensuring flexibility and sensitivity will mitigate this risk.
2. Design a consultation/engagement map that will gain perspectives from an array of individuals across the geographic area of Saskatchewan including Elders	A map of Saskatchewan with all First Nations and Metis settlements With a draft plan for public meeting locations and Elder gatherings.	April 18, 2012	Helen Horsman	Secretariat and Joint Task Force.	None
3. Develop a list of dates and events that are currently scheduled by stakeholder groups e.g. FSIN, Tribal Councils, First Nations Directors of Education, LEADS, SSBA.	Complete list for all events until March 31, 2013.	April 19, 2012	Helen Horsman	Secretariat	None
4. Design tools to engage individuals, communities, and organizations in dialogue and consultation.	A variety of tools are completed.	April 25, 2012	Secretariat	Joint Task Force - approval	None
5. Develop a plan to ensure the presence of an Elder at all gatherings.	There will be an Elder at all public gatherings and at other meetings as requested and where possible.	Two weeks prior to each gathering	Secretariat	Joint Task Force - Approval	Availability of Elders in all locations. Unexpected work, travel, weather, or pressing family matters.

Key Activity (A complete statement that includes a verb)	Deliverable (End product, or end result, of activities)	Due Date / Timeframe	Lead	Collaborating	Risks (Obstacles that may impact your ability to perform the Key Activity)
6. Develop a schedule for public consultations and engagement of organizations, and individual gatherings for approval by JTF.	A schedule that reflects an array of individuals across the geographic area of Saskatchewan is in place and provides for flexibility as required.	May 2, 2012	Secretariat	Joint Task Force - Approval	Schedules and availability.
7. Prepare a communications strategy to inform and enhance the consultation process.	Communication strategy is developed and approved	May 1, 2012	Communications Consultant	Joint Task Force – Approval Secretariat	
8. Prepare public documentation of the process and reports as required.	Post updates of website, and Facebook	On-going as needed. Formally, on the last day of each month	Secretariat	Joint Task Force	None
9. Organize a consultation at the Saskatoon Tribal Council to field test the draft process.	Meeting is scheduled that is designed to pilot the process and garner feedback and suggestions in an authentic manner. Feedback from the field test is integrated into the process.	May 14, 2012	Secretariat	Joint Task Force	Facilities and schedules of Saskatoon Tribal Council.
10. Approve a final draft of the process	Final draft with provision for flexibility is approved.	May 17, 2012	Joint Task Force	Secretariat	Work schedules of Joint Task Force
11. Organise all arrangements for the Joint Task Force including travel, technology, venues, childcare, translation, and refreshments.	Specific plans are in place prior to each public engagement process, organizational, or individual meeting.	One week prior to each engagement process	Secretariat	Secretariat	None
12. Facilitate the consultation process by working closely with communities and organizations. See Appendix A for an initial list of groups that will targeted for consultation. The Joint Task Force will expand this list throughout the process.	A key contact person is identified for each consultation and all plans are in place for each meeting. Ongoing feedback and timely adjustment to the process as requested by the communities or organizations is honoured. The Chair of the Joint Task Force, when possible, will place a courtesy call to the contact person in the community prior to each	As soon as possible as per the schedule.	Secretariat	Joint Task Force	Complexities of schedules, availability of facilities.

Key Activity (A complete statement that includes a verb)	Deliverable (End product, or end result, of activities)	Due Date / Timeframe	Lead	Collaborating	Risks (Obstacles that may impact your ability to perform the Key Activity)
	consultation.				
13. Provide technological support to the consultation process (e.g. Web Site, Facebook and Twitter).	Drafts are prepared for JTF consideration. Final design is approved	Beginning April 9, 2012 and continuing until March 31, 2013	Technical Support Coordinator, admin. Assistant, Terry Myers. Joint Task Force - Approval	Secretariat	Work schedules of technical support person. Approvals from agencies for use of logos etc.
14. Record the proceedings of consultations using appropriate technologies.	Record of proceeding are completed using appropriate methodology and in a timely manner.	Two days following each consultation.	Terry Myers	Secretariat Joint Task Force	Technology complications and travel time may defer the timelines.
15. Conduct codification and analyze input received during the engagement process.	Codification and analysis are completed and integrated into the formation of a draft report on an on-going basis.	On-going throughout the consultation period.	Research Assistants, Terry Myers and Helen Horsman	Secretariat	None
16. Prepare an Interim Report.	Draft report completed and presented to Joint Task Force	October 15, 2012	Secretariat	Joint Task Force	Slower progress than expected with the consultation process.
17. Identify recurring themes in the four target groups that may be recommended for costing and early implementation.	Identification of themes is completed by the Task Force and there is agreement on which themes will be costed and recommended for early implementation.				Slower progress than expected with the consultation process.
18. Prepare a process to review the Interim Report that will provide initial feedback to test accuracy of findings and recommendations and that will help to identify recurring themes.	Draft report and process to review is confirmed and completed.	October 30, 2012	Secretariat	Joint Task Force	Slower progress than expected with the consultation process.
19. Confirm recurring themes in the four target groups that will be recommended to government for costing and early implementation.	Draft recommendations with costing and implementation schedule completed.	November 15, 2012	Secretariat	Joint Task Force	Slower progress than expected with the consultation process.
20. Prepare Final Report	Draft Report completed Final Report Completed	January 31, 2013 February 28, 2013	Secretariat	Joint Task Force	Slower progress than expected with the consultation process.