

**Appendix C to the *Allocation Policy*
of the *Nunavut Wildlife Management*
Board for Commercial Marine Fisheries:
ANNUAL REPORT TEMPLATE**

May 2007

Nunavut Wildlife Management Board
P.O. Box 1379
Lot 924 Parnaivik Building
Iqaluit, Nunavut
X0A 0H0

Annual Report Template Instructions

Please use this methodology in preparing and submitting each Annual Report:

- Three hole punched reports.
- Five copies of the report.
- Do not use three ring binders or other casings. A staple or clip is preferable.
- Please number the pages chronologically; ideally, the calendar year, and the groups initial's can be in the footer or header of each page of the entire report.
- Submit an electronic copy of the public summary for each Annual Report to the NWMB prior to the deadline (for posting on the NWMB web site).
- Address annual reports to:

Mailing Address:

Nunavut Wildlife Management Board
P.O. Box 1379
Lot 924 Parnaivik Building
Iqaluit, Nunavut
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Annual Reports should be postmarked no later than:

Other reminders include:

If additional revisions are required to the Annual Report, please include a letter of explanation along with the date.

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I. Executive Summary - Public

[Summary of annual activities in a three to five page format. Include a table summarizing commitments made, adherence to these commitments, and future commitments]

II. Nunavut Benefits Plan Update

A. Progress Toward Goals, Objectives, Milestones identified in allocation application

[All milestones will be monitored to ensure that updates are provided.]

B. Employment Benefits

1. Data Form

	Calendar Year			
	NU Residents	Total Wages	Non-NU Residents	Total Wages
Management/Administrative				
Community Liaisons				
Vessel Based				
Plant/Processing Based				
Exploratory Fisheries				
Other Employment				
Internships				
Other				
Total				

2. Summary

- The employment data form should distinguish Nunavut residents from non-Nunavut residents by category of employment.
- The employment data form should not include board members. Board expenses should be included in the General and Administrative Expenses table format found further along in this document.
- For each category above please provide further details on what the numbers in the chart represent. For example, the type of employment, identifying the direct employer, type of duties performed, how employment was derived, physical location of employment, residency of each employee and so on.
- In addition, please identify the vessel and target species for which the individual is employed.
- A summary of the quota holders overall contribution to the Nunavut economy would also be beneficial.

C. Training & R&D Benefits

1. Data Forms

Training Activity	Calendar Year		
	Description	# Trained	Expenditure
Scholarships			
Direct Fisheries Training			
Staff/Board Training			
Other Training			
Total			

R&D Activity		
Projects	Results	Expenditure

2. Summary
 - Training: For each category, provide some description to support the numbers from the chart including specifics such as type of training, the physical location of where it occurred, type of course work, how the training was derived, the community the people were from, etc.
 - R&D: For each project, describe the rationale and potential benefits to be derived.

D. Investment Benefits

1. Investment in the *Exploratory Fisheries Fund*.
2. Other Fisheries Investment: Describe investments in fishing operations and the benefits for Nunavummiut derived from these investments
3. Other Investments: Describe investments/expenditures made outside the fishing industry, the rationale for making these investments and the benefits to be derived for Nunavummiut from these investments.

- E. Commitments for Upcoming Season: Summarize the commitments being made for the upcoming fishing season based on employment, training and R&D and investment benefits.
- F. Benefits Indicators Summation: Complete benefits tables Appended to document.

III. Governance Plan Update

- A. Progress Toward Goals, Objectives, Milestones identified in allocation application
[All milestones will be monitored to ensure that updates are provided.]
- B. Governance Structure Update
 - 1. Board Activities
 - a. Changes in Members
 - b. Decisions
 - c. Board Meeting Minutes
 - The transcription of board meeting minutes is an important source of information. The minutes provide detail regarding the operations of the organization. You may want to insert them into the confidential section of the report. This request includes minutes from executive committee meetings.
 - 2. Other Changes in Governance Structure: Any other changes or updates to the governance structure outlined in the Application, rationale for such changes.
- C. Governance Plan Update
 - Update on progress in implementation of the governance plan outlined in the Application. What has been done to improve governance, responsible stewardship and openness, transparency and accountability of operations?
- D. Commitments for Upcoming Season
 - What commitments are being made on governance issues for the coming season?

IV. Stewardship Plan Update

- A. Progress Toward Goals, Objectives, Milestones identified in allocation application
[All milestones will be monitored to ensure that updates are provided.]
- B. Compliance With Stewardship Guidelines
 - How well is the applicant complying with NWMB’s Responsible Stewardship guidelines? Provide detail on compliance or non-compliance with each guideline.
- C. Commitments for Upcoming Season
 - What commitments are being made on stewardship issues for the coming season?

V. Business Plan Update

- A. Progress Toward Goals, Objectives, Milestones identified in allocation application
[All milestones will be monitored to ensure that updates are provided.]
- B. Operations Report
 - 1. Harvest Activities by Target Fishery.
 - a. Table of data.

Species	Calendar Year Harvests		
	Allocation	Metric Tonnes Harvested	% of allocation harvested
Greenland Halibut			
NAFO Division 0A			
NAFO Division 0B			
NSA			
Northern Shrimp (<i>P. Borealis</i>)			
SFA 0			
SFA 1			
SFA 2			
SFA 3			
NSA			
Striped Shrimp (<i>P. Montequi</i>)			
Total Harvest			

- b. Summary of Harvesting Activities by Target Fishery.
 - A description of the harvesting activities by each target fishery for the year.
 - A summary of the harvesting method(s) used.

- Description of vessel(s) used.
 - Identify where fish were landed and processed.
 - Identify percentage of quota harvested under charter arrangement.
 - Provide explanation for any unharvested quota.
 - 2. Compliance
 - A detailed report of any interaction with the Department of Fisheries and Oceans or any other regulatory/enforcement agency.
 - The report would include any vessel violations, harvesting violations, illegal activities that occurred on board any harvesting vessel(s) and any other fines or penalties.
 - 3. Other Fishing Issues/Activities
- C. Financial Report: Provide summary on financing and financial results from the fishing season.
- D. Commitments for Upcoming Season
- What commitments are being made on business issues for the coming season?

VI. Detailed Financial Information

- A. Financial Statements – Allocation Group
1. Consolidated Statement of Activities (One to Two Pages)
 2. Consolidated Statement of Financial Position (One to Two Pages)
 3. Consolidated Statement of Cash Flows (One to Two Pages)
 4. Subsidiary Report – Allocation Group Subsidiaries
 [Provide a current narrative summary of all subsidiary, joint-venture, and partnership activities that occurred during the year. The summary information pertains to all investment activity. Financial statements for all subsidiary investments are required. Please note that special circumstances may exist requiring the NWMB to request financial information on businesses, projects, and programs that fall beyond the scope of the reporting requirements.]
 - a) Income Statement (Statement of Activities)
 - b) Balance Sheet (Statement of Financial Position)
 - c) Cash Flow Statement (Statement of Cash Flows)
 - d) Organizational Chart
 5. Consolidated General and Administrative Expenses
 - a) [General and administrative expenses include all expenses

charged to the organization and its subsidiaries. General and Administrative Expenses include “program delivery expenses”. The categories listed in the table below are required. Please contact the NWMB if there are any questions.]

b) [Please provide the cumulate amounts in the following format:

Consolidated General & Administrative Expenses for Annual Reporting Period				
	Subsidiary A	Subsidiary B	Program A	Program B
Board Expenses				
Transportation				
Per Diem				
Honoriums/Stipends/Board Fees				
Staff				
Salaries				
Benefits				
Payroll Taxes				
Travel Per Diem				
Staff				
Consultants				
Contract Personnel				
Training				
Staff				
Consultants				
Board members (Tuition)				
Accounting Fees				
Audit Expenses				
Legal Fees				
Other Professional Fees				
Rent				
Utilities				
Office Supplies				
Postage				
Telephone/Internet Fees				
Insurance				
Dues/Subscriptions				
Copying/Printing				
Office Equipment Repair				
Advertising				
Office Equipment Purchase				
Total				

6. Budget Summary
 - Include actual versus projected revenues and expenses with a column for the variance.

7. Notes to Financial Statements
 - Please provide an annual breakdown of royalties received by species.
 - Please make sure the table listed below includes royalties only.
 - The table listed below should not include revenues from any other source.
 - Please use the following format and the specific species listed in the table below:

Royalties by Species			
	Royalty Per Metric Tonne	Metric Tonnes Harvested	Total Annual Royalty
Greenland Halibut			
NAFO Division 0A			
NAFO Division 0B			
NSA			
Northern Shrimp (<i>P. Borealis</i>)			
SFA 0			
SFA 1			
SFA 2			
SFA 3			
NSA			
Striped Shrimp (<i>P. Montagu</i>)			
Total			

- B. Imminent Major Investments

- C. Other

Benefits Indicators Tables

Table 1
Composition Of Fisheries Workforce

Employment period - fiscal quarter	Point Of Hire of Employees	Residence of Employees	Number of Individuals			Shifts or Hours Worked			Earnings during period		
			Inuit	Not Inuit	Total number during period	Inuit	Not Inuit	Total hours during period	Inuit	Not Inuit	Total payroll during period
2005-Q1	Specific Nunavut community 2	Specific Nunavut community 2									
2005-Q1	Specific Nunavut community 1	Specific Nunavut community 1									
2005-Q1									
2005-Q1	Nunavut Total	Nunavut Total									
2005-Q1	Newfoundland	Newfoundland									
2005-Q1	Nova Scotia	Nova Scotia									
2005-Q2	Other	Other									
2005-Q2	Atlantic Canada Total	Atlantic Canada Total									
2005-Q2											
2005-Q2	Grand Total	Grand Total									

Rationale:

The data provided in this table is required in order to understand what proportion of an enterprise's workforce is from Nunavut, both in terms of numbers, as well as in terms of the amount and value of work carried out.

Inclusion of Quarter (rather than simply year) provides some insight into workforce preferences...

Table 2 (Option A)

Intensity of employment of individuals—shifts (or hours) worked

Year and quarter	Aboriginal/Non-Aboriginal	Number of individuals working this number of shifts over the year							
		<14	14+	25+	50+	75+	100+	125+	150+
2005-Q1	Nunavummiut								
2005-Q1	Non-Nunavummiut								
2005-Q2	Nunavummiut	<p>First category should be just less than the number of shifts in one full rotation.</p> <p>The last category should be equal to or greater than the number of shifts that represents a worker working full-time, full-year. We could design the middle categories in any way that makes sense.</p>							
2005-Q2	Non-Nunavummiut								
...	Nunavummiut								
	Non-Nunavummiut								

Table 2 (Option B)

Intensity of employment of individuals—annual earnings

Year	Aboriginal/Non-Aboriginal	Number of individuals earning this level of fisheries income over the quarter										
		<\$5K	\$5K+	\$15K+	\$25K+	\$35K+	\$45K+	\$55K+	\$65K+	\$75K+	\$85K+	\$100K+
2005-Q1	Nunavummiut											
2005-Q1	Non-Nunavummiut											
2005-Q2	Nunavummiut	<p>Using these increments, we can design categories that preserve confidentiality and are consistent with current employment intensity data I have from Statistics Canada (taxfiler data) for Nunavut.</p>										
2005-Q2	Non-Nunavummiut											
...	Nunavummiut											

Rationale:

Data related to intensity of employment is needed in order to understand how Nunavut's fisheries labour force is engaging itself in the sector and to track developmental changes in this labour force.

Table 3
Employee recruitment, retention and turnover

Employment period		Unique Employee Designation	Nunavummiut?	Work during period		If hired during period, previous activity	Reason for period-to-period discontinuity—based on follow-up
Year	Quarter	[name] [employee id]		[Earnings]	[Shifts]		
2005	1		1	YES		UNEMPLOYED	
2005	2	Need a unique identifier that is consistent across vessels.	2	YES	This could be simply "yes" or "no", but an indication of intensity would be better — particularly if employment period is "quarter" or "year"...	NOT IN LABOUR FORCE	FAMILY REASONS
2005	3		3	NO		SCHOOL	MOVE TO ANOTHER VESSEL
2005	4		4	NO		PUBLIC SECTOR	OTHER JOB
2006	1		5	NO		LOCAL PRIVATE SECTOR	SICKNESS
2006	2		6	NO		OTHER FISHING ENTERPRISE	TERMINATION FOR CAUSE
2006	3		7	NO		OTHER PRIVATE SECTOR	
2006	4		8	NO		...	
			9	NO			
			10	YES			
			11	NO			
			12	NO			
			13	NO			
			14	NO			
			15	NO			

Rationale:

Some sort of insight into employee retention and turnover is needed in order to understand development of the Nunavut fisheries labour force. This should be developed in relation to the entire Arctic fisheries labour force, so data for both Nunavummiut and Atlantic etc employees is needed.