



Literacy Coalition
of New Brunswick^{Ltd.}

ATLANTIC ADVISORY GROUP

TERMS OF REFERENCE



Essential Skills
For Atlantic Fisheries

1. PURPOSE

The Atlantic Advisory Group (AAG) is a multi-stakeholder group that will work collaboratively to provide advice to the Literacy Coalition of New Brunswick (LCNB) regarding the planning, delivery and evaluation of the Essential Skills for Atlantic Fisheries project.

The AAG provides a forum for the sharing of information and ideas between the provincial partner organizations and serves as an important connection with the Atlantic fisheries sector and coastal communities.

2. ORGANIZATIONAL STRUCTURE

For the AAG to provide effective advice to LCNB in a timely manner, representation from each of the participating organizations will need to be limited. While broader participation can take place through the Community Advisory Groups, this Advisory Group should be kept to a manageable size. It is the intention of LCNB to revisit the number of members following the first year of operation to ensure the size is appropriate for carrying out the mandate of the Group.

i. Membership

The AAG will consist of members from the following organizations:

Name	Organizations
Lynda Homer, Executive Director	Literacy Coalition of New Brunswick
Gregory Gillis, Treasurer	Literacy Coalition of New Brunswick
Dianne Léger, Project Manager	Literacy Coalition of New Brunswick
Michael Griffin, Employment Programs	NB Post-Secondary Education, Training and Labour
Margie Lewis, Executive Director	Newfoundland and Labrador Laubach Literacy Council
Bill Dennis, Fisheries Development Officer	Fisheries and Land Resources, Newfoundland
Jinny Greaves, Executive Director	PEI Literacy Alliance
Lori Johnson, Executive Director	Workplace Learning PEI
Jayne Hunter, Executive Director	Literacy Nova Scotia
Lisa Fitzgerald, Executive Director	Nova Scotia Fisheries Sector Council
Kimberly White, Director	Workplace Initiatives, Labour and Advanced Education
Bob Sleva, Director of Human Resources	Connor's Charlotte County NB

ii. Alternates

Each of the participating organizations will identify alternate members. It will be the responsibility of the member that is unable to attend to ensure that the alternate member is briefed on the issues to be discussed at the meeting to be attended.

iii. Ex-officio Participants

A representative from the New Brunswick Department of Postsecondary Education, Training and Labour (Employment and Continuous Learning Services) and the Nova Scotia Labour and Advanced Education (Workplace Initiatives) will be asked to participate as an ex-officio participant on the AAG to facilitate effective liaison and communications between the AAG and government departments.

In addition, other federal or provincial departments/agencies will be invited, on an as needed basis, to attend meetings as ex-officio participants to achieve ongoing dialogue and to enable appropriate participation based on relevant AAG agenda items.

Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussion for specific AAG agenda items.

Ex-officio participants will be responsible for their own travel costs.

iv. Term of members

Each member and alternate will serve at the pleasure of the nominating organization. Each organization will set the length of membership for its members and alternate members (preferably for the project duration). The project duration is 33 months (February 1, 2018 to October 30, 2020).

3. PROCESS

The members of the AAG will work together in a cooperative, problem solving process. This approach presumes a structured, deliberate attempt to cooperatively seek outcomes that accommodate the interests of all concerned.

i. Standards of Conduct

All AAG members agree to operate consistent with the following guidelines:

- Conduct themselves in a courteous, respectful manner.
- Act in good faith.
- Listen actively to the range of perspectives.
- Be given opportunities to speak.
- Provide others with fair opportunities to express their views.
- Ask for clarification if unclear.
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

4. ROLES & RESPONSIBILITIES

Chair

The AAG will be chaired by Dianne Léger, Project Manager, and LCNB representative.

The chair will:

- Call and conduct meetings;
- Contribute to the development of agendas at least two weeks in advance of meetings in order to help structure and focus discussion;
- Manage the process consistent with the terms of reference and agreed upon agenda;
- Promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- Encourage the active participation of all members;
- Monitor progress on action items between meetings;
- Review meeting records and advice prior to circulation to other members for approval; and
- Prior to the conclusion of every meeting, engage the members in the identification of agenda items and scheduling for the next meeting of the AAG.

The Atlantic Advisory Board will:

- Conduct meetings consistent with its terms of reference, and mandate;
- Establish a schedule of meetings and anticipated agenda items;
- Provide advice to LCNB regarding the planning, delivery and evaluation of the LES project as required;
- Review and provide feedback on records of meetings, LES materials or documents within a limited timeframe (2 weeks);
- Identify data and information gaps critical to the LES project, and assist with addressing gaps as appropriate;
- Identify partnerships and other sources of funding when appropriate;
- Review proposed project information and provide feedback;
- Identify issues and help resolve conflicts; and
- Communicate within their organizations to share information about the project and to seek feedback when appropriate.

The members will:

- Clearly articulate the interest and concerns of their organization and incorporate them into the AAG's discussions;
- Provide constructive input to LCNB regarding project planning, delivery and evaluation, and project materials or documents that are developed;
- Contribute to clarifying perspectives and concerns in all discussions by listening carefully and asking pertinent questions;
- Encourage the sharing of ideas and suggestions; and
- Keep their organizations informed of the role of the AAG and project activities.

Ex-officio members

Ex-officio members will attend meetings to achieve ongoing dialogue and to provide appropriate context on relevant AAG agenda items. Ex-officio members will:

- Provide guidance on how AAG advice or issues intersect with legislative, policy or program mandates;
- Communicate AAG information throughout their organizations; and
- Provide updates on how their organizations have responded to AAG information.

5. PROCEDURES

The following procedures will assist the AAG in the conduct of its activities and the provision of advice to LCNB.

i. Consensus-based Advice

The AAG will strive to develop consensus-based advice on the issues it discusses. Consensus is a process for making decisions, in this case, decisions on what advice to put forward, without the requirement that formal votes be taken. Its main feature is that no common position is claimed unless all members of the group can support the action or agree not to obstruct it. Consensus does not require that everyone be in complete agreement, but only that all will be willing to accept - consent to - a decision. In reaching a decision no one should feel that her/his position on the matter was misunderstood or that it was not given a proper hearing.

When consensus is not possible, the meeting minutes will reflect the points of views of all the members of the AAG, and the AAG's views will be conveyed in a manner that communicates the points of view expressed by all its members.

ii. Meetings

Administration

The AAG will operate through a combination of email correspondence, telephone conversations and in-person meetings. Electronic correspondence, with mail delivery as needed, will be the primary means of document delivery and information exchange.

LCNB will provide technical and administrative support to the AAG in the form of logistic support to organize meetings and prepare minutes.

LCNB will seek to circulate meeting materials two weeks in advance of meeting dates, particularly those materials that require discussion and/or review prior to the meeting.

In the case of electronic review without a meeting, a minimum of two weeks for review and comment on materials will be provided.

Meetings and Summary Meeting Notes

The AAG will meet in person 4 times during the project. Conference calls to discuss special topics will be scheduled as necessary. AAG advice may also be solicited by LCNB outside of scheduled meetings. This will primarily be conducted through e-mail and telephone communications.

Summary meeting notes will be prepared by LCNB containing a summary of the issues discussed, action items, and an update on action taken in response to the advice provided by the AAG. Notes will be circulated via electronic mail to the AAG participants within two weeks of the meeting, and all members will have two weeks from the day of distribution to review and comment.

Funding and Costs

LCNB will generally only provide funding to cover logistical expenses of meetings, coordinate the distribution of materials, and pay for travel expenses of members of the AAG. All other expenses are the responsibility of committee members. Ex-officio participants are expected to cover their own travel expenses.

6. AAG CHARTER ON WORKING RELATIONSHIPS

To establish a working environment that promotes and supports civil and productive discussions within the AAG, the members agree to the following ground rules for how they will work together in order to achieve the mandate.

- Ensure that the discussions maximize the exchange of information among parties and minimize misunderstandings;
- Acknowledge that the purpose of dialogue is to understand and to learn from one another;
- Maintain a respectful atmosphere;
- Treat everyone as an equal;
- Provide all participants with an opportunity to speak and take all perspectives into account;
- Listen carefully and respectfully to the views of others, and acknowledge you have heard the other, especially when there is disagreement;
- Express disagreement with ideas, not with personalities or motives;
- Suspend judgment until understanding is achieved;
- Facilitate agreements across the full spectrum of interests;
- Look for common ground;
- Ensure accountability to your organizations; and
- Identify real or potential conflicts of interest and refrain from participating in discussions that present real or potential conflict of interest.