

BC Treaty Commission
FIRST NATION (INTERNAL) WORKPLAN TEMPLATE
STAGE 4: NEGOTIATION OF AN AGREEMENT IN PRINCIPLE
OR ADVANCED NEGOTIATIONS

This is intended as a starting point for consideration by First Nations engaging in Stage 4 activities via the six-stage negotiations process, in advanced level negotiation activities via an incremental approach, or any combination thereof.

SUMMARY

This section will outline the work the First Nation will engage in over the term of the agreement. First Nations are required to submit workplans that are of the same duration as their funding agreements, and these workplans need to be updated on an annual basis. First Nations are also encouraged to include working groups, other side tables, potential Treaty Related Measures (TRM) proposals, and status of potential or existing Incremental Treaty Agreements (ITA).

AREAS OF WORK

This template contains possible areas of work for consideration in a workplan. For example, areas of work may include – but are not limited to – negotiations of an Agreement in Principle, community engagement, best efforts to resolve overlap/shared territory issues with neighbouring First Nations, Nation building and governance work, agreements and other constructive arrangements, chapter work, lands selection, and technical work. These suggestions are intended to be used as a starting point to identify work for advancing negotiations at the table.

Under each area of work, First Nations may identify initiatives, deliverables, and/or milestones to track progress. Some of these suggested areas of work may be better suited to the Tripartite Workplan.

DELIVERABLES

Deliverables should identify the intended or projected outcomes of each area of work. For example, a deliverable of youth engagement initiatives may be an increase of youth participation in treaty/tripartite reconciliation discussions.

TARGET FREQUENCY

This is the intended frequency of an initiative. For example, a newsletter may have a target frequency of every two weeks, and a social media strategy may have a target frequency of once a week.

RESPONSIBLE PARTIES

Please include the titles of individuals or departments who will execute an identified task. For example, the development of a membership list may include a Treaty/Tripartite Reconciliation Coordinator, a Self-Governance Manager, and/or a Communications Coordinator.

Negotiations – Primary

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Chapters		Monthly, weekly, quarterly	e.g. Negotiator	e.g. Completion date or ongoing or completed as an example
Working Groups				
Legal Review				
Lands				
Resources				
Land & Cash Offer				
MOU				

Negotiations – Secondary

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Incremental Treaty Agreements				
Side Agreements				
Economic Development				
Periodic Renewal				

Community Engagement / Public Information

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Newsletters		e.g. weekly, monthly, quarterly	e.g. Communications	
Community Meetings				
General Assemblies				
Social Media Strategy				
One-on-One				
Youth Engagement				
Progress in Negotiations/Timelines/Milestones				

Overlap / Shared Territory Engagement with Neighbouring First Nations

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Letters to Neighbouring First Nations e.g. Identify First Nation/strategy to engage if sending letters to more than one First Nation				
Meetings between Leadership e.g. Identify leadership: Hereditary, elected Chief and Council				
Community / Membership Gatherings e.g. Identify locations, and members living away from traditional territory				
Nation-to-Nation Engagement				

Other Treaty / Tripartite Reconciliation Related Work

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
TRM Proposals				
Land Selection				

Transition Plan & Nation Building

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Governance				
Constitution Development				
Laws / Jurisdiction(s) to be drawn down				
Capacity Building				
Human Resource Planning				
Ratification				
Eligibility & Enrollment				
Membership List				
Citizenship Code				

Planning for Closing

Initiative	Deliverables	Frequency	Responsible Parties	Milestone
Chapter Review				
Outstanding Issues	e.g. developing a list			e.g. waiting for policy reviews
Environmental Assessment	e.g. not reviewed since XX			e.g. waiting for language from BC/Canada, First Nation to table language, etc.
Legal Review				

Tripartite Meeting Schedule

The purpose of the Tripartite Meeting Schedule is to capture tripartite meeting topics, important community dates (e.g., Annual General Assemblies, elections), and other tripartite activities. The Tripartite Meeting Schedule may be included in the Tripartite Workplan.

Initiative	Deliverables	Responsible Parties	Milestones & Next Steps
Meeting Date	Meeting Type Location	Proposed agenda items	
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Meeting Date	Meeting Type Location	Proposed agenda items	
Meeting Date	Meeting Type Location	Proposed agenda items	

GANTT CHART

Below is an example of a project plan in the form of a GANTT chart outlining steps required for an initiative or deliverable.

EXAMPLE - First Nation Work Plan

	20XX										20XX											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Community Engagement																						
Newsletters																						
Community Meetings																						
General Assemblies																						
Develop Social Media Strategy																						
Youth Engagement																						
Land Selection																						
Overlapping/Shared Territories/Shared Boundaries with Neighbouring First Nations																						
Letters to neighbouring First Nations																						
Meetings between leadership																						
Community/membership gatherings																						
Developing inter-governmental protocols																						
Nations Building and Governance Work																						
Membership List																						
Citizenship Code																						
Constitution Development																						
Capacity Assessment/Building																						
Human Resource Planning																						
Agreements and Other Constructive Arrangements																						
Incremental Treaty Agreements (ITA)																						
Side Agreements																						
Memorandums/Letter of Understanding																						
Chapter Work																						
Establish Working Group																						
Chapter Review																						
Other Treaty/Tripartite Reconciliation Related Work																						
Treaty Related Measure (TRM) Proposals																						
Land Selection																						
Legal Review																						