

TL'AZT'EN NATION–UNBC CURA MEMORANDUM OF UNDERSTANDING

This memorandum of Understanding stipulates the guiding principles for the conduct and governance of the TI'azt'en Nation-UNBC CURA project. It consists of five documents:

- A) TI'azt'en Nation-UNBC CURA Guiding Principles
- B) TI'azt'en Nation-UNBC CURA Conflict Management Guidelines
- C) TI'azt'en Nation-UNBC CURA Governance Structures and Rules
- D) TI'azt'en Nation-UNBC CURA Hiring Practices Policy
- E) TI'azt'en Nation- UNBC CURA Protocol for Research Participants

We, the undersigned TI'azt'en Nation-UNBC CURA partners, agree to abide by these principles, guidelines and policies

Gail Fondahl - Principle Investigator

Sue Grainger – Co-Investigator, Research Stream Co-Leader

Erin Sherry – UNBC Research Coordinator I, Research Stream Co-Leader

Beverly Leon – TI'azt'en Research Coordinator, Research Stream Co-Leader

Sarah Parsons – UNBC Research Coordinator II

Beverly Bird – Research Stream Co-Leader

Chris Jackson – Research Stream Co-Leader

Deborah Page – Research Stream Co-Leader

Jane Young – Research Stream Co-Leader

Amelia Stark – TI'azt'en Member-at –Large

TL'AZT'EN NATION–UNBC CURA GUIDING PRINCIPLES

Purpose

The purpose of the TI'azt'en Nation-UNBC CURA project is to enhance the capacity of TI'azt'en Nation to effectively engage in culturally and ecologically sustainable natural resource management, and to enhance the capacity of UNBC researchers and their students to effectively contribute to First Nation community needs through collaborative research.

Objectives

- ✓ To strengthen the cultural development of the TI'azt'en community by capturing resources and expertise to promote the transfer of TEK from older to younger generations;
- ✓ To enhance the social and economic potential of the TI'azt'en community by providing the expertise to facilitate the development of alternative, culturally appropriate environmental/ science curricula for TI'azt'en youth; and by providing a map to ecotourism development, informed by robust research and TI'azt'en values;
- ✓ To provide graduate training experience with First Nations partners that will foster knowledge of cross-cultural research requirements and experience in community-relevant research;
- ✓ To provide training and enhance research capacity among TI'azt'enne in areas important to integrated natural resource management;
- ✓ To improve First Nations content across the curricula of UNBC's academic programs;
- ✓ To ensure research results are available to regional, national and international audiences; and
- ✓ To enhance the potential of UNBC and TI'azt'en Nation to develop and strengthen their partnerships.

Guiding Principles

- 1) Partners agree on the purpose and objectives of the TI'azt'en Nation-UNBC CURA project in the CURA application.
- 2) Partners are committed to learning and building knowledge together.
- 3) Partners are committed to contributing in a variety of ways and forms, as necessary, to support those goals/objectives.
- 4) Partners will communicate openly, sharing all relevant information, knowledge, rationales, decisions, and feelings. (If a Partner feels s/he cannot share relevant information, e.g. due to confidentiality, s/he will provide the substance of that information, as well as a reason for not providing the direct information.)
- 5) Partners will actively listen to diverse and divergent points of view, and accept or tolerate individuality and difference respectfully.
- 6) Partners will work together to resolve conflicts, following agreed-upon guidelines
- 7) Additional Partners will be considered for inclusion in this partnership. (Any Steering Committee member can forward the name of a new Partner for

- consideration at the next scheduled Steering Committee meeting, by forwarding this as an agenda item to a CURA Research coordinator.)
- 8) Partners agree that clear and reasonable timelines are necessary; such milestones bring focus, marshal key resources, and mark progress toward partnership.
 - 9) Partners will be flexible and responsive to community and university needs, and understand that these needs may be dynamic and shift over the duration of the project as we become more informed about the issues, the processes and each other.
 - 10) Partners are accountable to both their communities (TI'azt'en Nation and UNBC) and to the CURA process they have collaboratively established. All efforts will be made to help each other reach project objectives.
 - 11) Partners are committed to working cooperatively to reach the best solutions through consensus decisions making. Where consensus cannot be reached, after reasonable effort and exploration of alternatives, majority vote will be used for decision making if necessary. However, Partners have common concerns and believe that consensus offers the best opportunity for addressing them.
 - 12) Partners acknowledge that participation and leadership are distributed among all partners, assuring that the resources of every person are fully utilized.
 - 13) Partners will be open to multiple methods and approaches.
 - 14) Partners are committed to accurate reporting of research results in the public domain, taking into account the need for confidentiality in gathering, disseminating and storing information.
 - 15) Partners will adhere to the "TI'azt'en Nation Guidelines for Research in TI'azt'en Territory" and the Tri-Council Ethical Guidelines.

Definition

Partners in this document include TI'azt'en Nation-UNBC CURA Steering Committee members, and other associated partners, including participating UNBC and TI'azt'en senior researchers as appointed by the Steering Committee.

Participants in this document include partners (as defined above) as well as UNBC graduate students, UNBC and TI'azt'en research associates and assistants and TI'azt'en 'Pros', for the duration of each person's active involvement in the CURA Research.

Procedure

Partners will declare their agreement with these Guiding Principles by signing the TI'azt'en Nation-UNBC CURA Memorandum of Understanding. New partners will also sign this document. All potential participants will be asked to read and sign a TI'azt'en Nation-UNBC CURA Research Protocol prior to their participation.

TL'AZT'EN NATION–UNBC CURA CONFLICT MANAGEMENT GUIDELINES

Prologue

Unresolved misunderstandings or differences can threaten the functionality of any partnership. While conflict must be recognized as inevitable and normal, and even sometimes resulting in benefits, it must also be dealt with. TI'azt'en Nation and UNBC CURA partners have thus established a Conflict Management procedure to promote conflict prevention and to realize conflict management within the project. Conflicts involving a CURA participant with an external person or persons will be brought to the attention of the supervisor of that participant to discuss applicable procedures.

Principles & Procedures

- ✓ Partners are committed to acknowledging, managing and resolving conflict
- ✓ Agreements reached will optimize joint outcomes. Efforts will be made to prevent conflict by group dynamic training.
- ✓ In addressing conflicts, Partners and other Participants will commit to focus on solutions to the problem, not the person with whom they are experiencing conflict
- ✓ Conflict involving Participants should be addressed as soon as possible
- ✓ In the first instance, a partner believing her/himself to be in conflict with another should speak directly to the person s/he is having an issue with as soon as possible to try to resolve the conflict.
- ✓ If resolution is not possible using direct engagement, the Participant believing her/himself in conflict should consult her/his immediate CURA supervisor for assistance in resolving the conflict.
(e.g. a TI'azt'en Research Stream leader will try to resolve the conflict of a TI'azt'en research assistant; a UNBC supervisor of a graduate student will try to resolve the that student's conflict; the CURA PI will try to resolve the conflict of a UNBC research stream leader or UNBC Research Coordinator; the co-I will try to solve the conflict of a TI'azt'en research stream leader or TI'azt'en Research Coordinator.) If conflict arises between two members with different supervisors, both supervisors will be involved.
- ✓ If a supervisor becomes aware of a conflict, but has not been approached for assistance to resolve it, the supervisor may offer assistance.
- ✓ The approach taken by the supervisor(s) will in the first instance will be informal, as long as no major misconduct has taken place
- ✓ The supervisor(s) will have separate meetings with each Participant in the first instance to find out the background.
- ✓ The supervisor(s) will encourage each party to consider solutions to the problem.
- ✓ The individual meetings will be followed by a joint meeting, where solutions will be suggested and discussed.
- ✓ If agreement cannot be reached at this meeting, the meeting may be referred to the next level of supervision.

- ✓ The Expert Resource Pool will be used as the final (internal) source of mediation. The Steering Committee will discuss resolution before soliciting the Expert Resource Pool's assistance for conflict resolution.
- ✓ Following mediation (at any level) the parties are expected to abide by the terms and spirit of their agreement and to fulfill the terms on their own initiative.
- ✓ Should disagreements arise over implementation, the parties again may seek the assistance of their supervisors to manage/resolve the conflict.
- ✓ Supervisors involved in conflict management will ensure and respect the confidentiality of those involved in the conflict.

Records

Records pertaining to mediation, dispute resolution, and agreements may be kept by the Steering Committee. It is expected that records will be kept of any serious and formal disputes. These records will remain confidential (under lock), and sealed when the conflict resolution is completed. All such records will be destroyed at the end of the CURA project. In cases where one or more members of the Expert Resource Pool mediate(s), a member will be asked to keep, and in time destroy such records.

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Participants in this document include partners (as defined above) as well as UNBC graduate students, UNBC and TI'azt'en research associates and assistants and TI'azt'en 'Pros', for the duration of each person's active involvement in the CURA Research.

TL'AZT'EN NATION–UNBC CURA GOVERNANCE STRUCTURE AND RULES

The TI'azt'en Nation-UNBC CURA will be governed by the Steering Committee (SC), which is composed of the Principle Investigator, Co-Principle Investigator, TI'azt'en and UNBC Research Coordinators, the two Research Stream Leaders from each of the four Research Streams, and two TI'azt'en Members-at-Large (appointed by Chief and Council).

Regular SC meetings will occur bi-monthly; special meetings may be called as necessary. SC members are expected to diligently try to attend all meetings. SC meetings will be chaired by the PI or Co-I, should the PI be unavailable. The PI is responsible for developing and circulating meeting agendas, and providing an update on budget expenditures at each meeting. The PI will solicit input for the agenda from all SC members. If the PI or Co-I intend to be absent from the province for extended periods of time, they may request that another member of the SC adopt their duties.

All SC members, including the Chair, have voting privileges. The SC will try to reach decisions through consensus. When impossible, voting will follow Robert's Rules of Order (latest edition) respecting the tabling of formal motions and conduct of secret ballots. Proxy voting is not allowed. Meetings will alternate between UNBC and TI'azt'en territory, with an annual meeting at Cinnabar Resort (JPRF). When necessary, SC members may attend the meeting by phone from one of the two research communities (PG/UNBC or Tache/TI'azt'en Nation).

UNBC researchers, TI'azt'en experts, TI'azt'en research assistants, UNBC graduate and undergraduate research assistants who are involved on a regular basis in the CURA research may also attend the SC meetings as observers. They do not vote, and the SC retains the right to call *in camera* sessions to discuss issues and adopt decisions, where confidentiality is necessary.

The TI'azt'en and UNBC Coordinators will share the responsibility for taking meeting minutes. Minutes will be circulated to members no later than two weeks following each meeting. Upon adoption of the minutes at the next SC committee meeting, they will be condensed, and posted to the CURA web-site (<http://cura.unbc.ca>).

New partners may be invited to join CURA. Any steering committee member may propose the name of a new partner at a regular steering committee, or a special meeting called for that purpose. The intention to propose a new partner must be submitted to the PI for inclusion on the agenda of the next meeting, before the agenda is circulated. New partners can be proposed as SC members (with voting privileges) or as Associated Partners (without voting privileges on the SC). Decisions regarding new partners will be made through consensus of all current SC members attending a meeting in person or by phone.

Each pair of Research Stream Leaders will submit a 3-year workplan for the first 36 months of the CURA project (for the Milestone Report and a 2 year workplan, after the SSHRC midterm review, for the final two years. The SC will prioritize proposed activities, and allocate resources, using the CURA proposal budget as its general guidelines.

Each partner will focus on the development of research approaches most likely to produce representativeness, comprehensiveness, and defensible outcomes. The SC will ensure that standards of quality are met.

Partners agree to keep records of CURA resource use and regularly submit expenses and accompanying documentation (receipts) for reimbursement.

TL'AZT'EN NATION–UNBC CURA HIRING PRACTICES POLICY

Hiring for CURA positions will follow an open and competitive process. Duties and qualifications of positions will be clearly described, and positions will be appropriately advertised. The terms of appointment will be specified. For any position that might last longer than one year, a year term will be specified, with renewal contingent on an evaluation of performance.

Hiring for major positions, including those with representation on the SC, will be done by hiring committees consisting of a subset of SC members (to be decided at regular SC meetings). The PI and Co-I will be involved in major hiring procedures. Applicants will be expected to submit a letter of application, resume and contact information for at least three references. Letters of reference will be solicited for short-listed candidates, and interviews conducted.

Hiring of UNBC undergraduate and graduate RAs will be done by UNBC partners. Hiring of TI'azt'en RAs will be done by TI'azt'en Nation partners. Research stream leaders, the PI and Co-I, and the CURA Research Coordinators will be kept informed of all new employees.

Hiring decision will be transparent and accountable. For each major hiring the Hiring Committee will document the process and submit this to the SC. The report will explain the specific procedures used, number of applicants, and outcomes. For other hirings, the responsible person will provide a report to either the TI'azt'en Nation or UNBC coordinator. After the interview and selection process, all files related to hiring will be returned to the chair of the hiring committee, who will archive one copy for one year, and destroy the remaining copies. Reports should maintain confidentiality.

**TL'AZT'EN NATION-UNBC CURA
PROTOCOL FOR RESEARCH PARTICIPANTS**

As a researcher participating in TL'azt'en Nation-UNBC CURA research, I recognize and support the following principles:

- ✓ I agree to principles of respect, transparency, and accountability in my research.
- ✓ I will familiarize myself with, and adhere to, *Tl'azt'en Guidelines for Conducting Research within Tl'azt'en Traditional Territory*, and Tri-Council Ethics Policy, and follow these guidelines.
- ✓ I will respect the confidentiality of knowledge, persons and places deemed to be sensitive or protected. Where there is uncertainty, I will consult my supervisor.

I understand that data and results from CURA research will be made available to all CURA partners. Technical reports, extensions notes, newsletter articles will be made broadly available through internet posting. As appropriate, all data and results will be archived according to Participant requirements as identified through informed consent.

The CURA supports collaborative dissemination of research results in a multiplicity of forms for a variety of audiences. I understand that researchers have the right to publish the results from studies which they are involved in provided that:

- a) CURA partners are provided with copies of draft manuscripts for review and comment prior to publication
- b) The support and role of the CURA and SSHRC be acknowledged formally in the body of all manuscripts, posters, and other materials made public
- c) The support and role of persons involved in the research project be acknowledged formally in accordance with the wishes of these persons.

Name: _____ (print)

Signature: _____

Date: _____