

MRP Journal

Project Manager: _____

Tel: _____ email: _____



COEMRP MRP Toolkit
Version 4.0

MRP Journal

Using this Journal...

This journal has been prepared as a job aid for First Nations MRP Committee members . It provides a place to keep track of the many actions, questions, contacts, follow-ups, and personal thoughts that inevitably are part of the MRP Law-making Process. Use it in conjunction with the MRP Toolkit.

It does not in any way replace the formal filing system that is required for managing such a project but it may well help you keep on track as you work through the stages of the MRP project.

The project may take many months to complete. People come and go during this period. Chiefs and council members may change.

Keeping a journal or diary just may help you keep your bearings.



MRP Journal

Contacts: MRP Committee

Committee Chairperson :

Tel: email :

Project manager :

Tel: email :

Lawyer:

Tel: email :

Committee member :

Tel: email :

Committee member :

Tel: email :

Committee member :

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MRP Journal

Key Electoral Contacts

Electoral Officer :

Tel: email :

Alternate Electoral Officer :

Tel: email :

Deputy Electoral Officer :

Tel: email :

Deputy Electoral Officer :

Tel: email :

Deputy Electoral Officer :

Tel: email :

Name :

Position :

Tel: email :

Name :

Position :

Tel: email :

MRP Journal

Other Contacts

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MRP Journal

Process: Decision to proceed

BCR :

Date:

Project Manager appointed :

Date:

Selection of lawyer :

Date:

Expected completion date :

Notes :

MRP Journal

Process: Committee Terms of Reference

Chairperson:

Meeting Date	Follow-up required:	Responsibility:

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Process: MRP Committee Selection

Request for applications :

Responsibility:

Date posted:

<i>Candidate:</i>	<i>Interview Date :</i>	<i>Selected (Y/N):</i>

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Process: FAQ Brochure

Responsibility:

Date due:

Items to be noted :

Review by :

Posting date:

Locations

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Process: Community Meeting

<i>Date:</i>	<i>Issues raised:</i>	<i>Decision/Follow-up:</i>	<i>Who & When:</i>

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Process: Committee & Lawyer Meeting

<i>Date:</i>	<i>Issues raised:</i>	<i>Decision/Follow-up:</i>	<i>Who & When:</i>

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Process: 1st Draft MRP Law

Due date:

Who :

Issues raised:

Decision:

MRP Journal

Process: 2nd Draft MRP Law

Due date:

Who :

Issues raised:

Decision:

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Process: 3rd Draft MRP Law

Due date:

Who :

Issues raised:

Decision:

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Process: MRP Draft Law Executive Summary

Written by :

Tel: _____ email: _____

<i>Issues identified:</i>	<i>Follow-up:</i>	<i>Due date</i>
<i>Draft reviews :</i>		<i>Dates :</i>
<i>Final copy review :</i>		<i>Due date</i>

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Process: Voters List

Contact name :

Tel: _____ email:

Requests for updates posted at :

Expected completion date :

Action items :

Assigned to :

Due date

Voters List certified by :

Date:

MRP Journal

Process: Assemble and Mail Out MRP Ratification Vote Package

Mail-out date:

FN staff trained to handle calls for information:

Prepare answers to questions expected:

Assigned to:

Record and prepare answers to new questions:

Assigned to:

MRP Journal

Process: Post Notice of MRP Law Ratification Vote

<i>Notice locations:</i>	<i>Date:</i>
<i>Inform community of posting:</i>	
<i>Action items:</i>	<i>Assigned to:</i>
<i>Notices removed after vote:</i>	<i>Assigned to:</i>

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Process: Information Meetings

Speaker name :

Tel: _____ email: _____

Speaker name :

Tel: _____ email: _____

Speaker name :

Tel: _____ email: _____

Meeting locations :

Date &
Time

Action Items :

Assigned to :

Due date :

MRP Journal

Process: Vote and Certifications

<i>Vote date</i>	<i>Polling station locations :</i>	
<i>Locations reserved by ::</i>		<i>Date:</i>
<i>Action items :</i>		<i>Assigned to :</i>
<i>Number of eligible voters :</i> <i>Number required for 25% threshold :</i> <i>Number who cast a ballot :</i> <i>Number required for majority:</i> <i>Number casting "yes" ballot :</i>		<i>Result:</i>
<i>Certifications signed by :</i>		<i>Date :</i>

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Process: BCR Confirming Approval

Council Meeting Date :

Councillors present :

Number voting in favour :

BCR delivered with MRP package to AANDC
by:

Date :

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Process: Notifications Sent

Responsibility:

Initial Notice to Provincial Attorney General

Date sent:

Name and address:

Ratification Notice to Provincial Attorney General:

Date sent:

Name and address:

Ratification Notice to COEMRP:

Date sent:

Name and address:

Ratification Notice to AANDC:

Date sent:

Name and address:

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Notes
