



**Terms of Reference**  
**for the Communications Working Group**  
**of the Tasiujaquiaqmiut Sheewetaganapoi Consortium**

**BACKGROUND**

The Tasiujaquiaqmiut Sheewetaganapoi Consortium is a collaborative effort among communities, rights holders, Indigenous organizations and all levels of government to work together towards a shared vision for the region, including knowledge sharing, sustainable development, coordinated research and monitoring, integrated regional stewardship and Indigenous Knowledge-informed management. The vision of the Consortium is to encourage and facilitate cross-jurisdictional and cross-cultural communication, cooperation and collaboration in the pursuit of knowledge and means to protect, improve and steward the greater Hudson Bay/James Bay ecosystem for the primary benefit of the people, flora and fauna that live there.

**GUIDING PRINCIPLES**

As the communities, organizations, bodies of Indigenous, local and regional governance and other interested partners of the greater Hudson Bay and James Bay coast, we are indicating our commitment to work together as a network through the Tasiujaquiaqmiut Sheewetaganapoi Consortium for the benefit of present and future generations towards a shared vision and common goals for the environmental stewardship and sustainable development of the greater Hudson Bay-James Bay ecosystem. In this spirit, participants will conduct themselves ethically and fairly, with community wellbeing and environmental stewardship as our priorities. In particular, we will:

1. Respect different cultures, values, and the natural environment;
2. Work holistically to ensure the Hudson Bay and James Bay ecosystem are managed as a common entity from both physical and human perspectives;
3. Recognize Indigenous rights, self-determination and knowledge;
4. Communicate and share information towards the pursuit of knowledge and coordination, without impacting the neutrality or decision-making abilities of existing governance and land claim structures;
5. Allow all interested groups the opportunity to discuss mutual interests, goals, and responsibilities, and;
6. Build strong linkages between Indigenous Knowledge and scientific knowledge towards strong understanding and stewardship of the Hudson Bay-James Bay ecosystem.



## OVERVIEW

This Terms of Reference (TOR) is the framework under which the Communications Working Group (the “Working Group”) under the Tasiujaqiuqmiut Sheewetaganapoi Consortium operates. Additionally, the TOR outlines the main objectives that the Working Group fulfills. More detailed work plans are developed through meetings held by the Working Group.

## MISSION

The mission of the Working Group is:

*To improve and facilitate communications among Hudson and James Bay communities and other members of the Tasiujaqiuqmiut Sheewetaganapoi Consortium and to support the external communications of the Tasiujaqiuqmiut Sheewetaganapoi Consortium. The Tasiujaqiuqmiut Sheewetaganapoi Consortium, particularly this working group, is guided by communities and supports their coordinated communication efforts. Communications are apolitical and the Tasiujaqiuqmiut Sheewetaganapoi Consortium does not speak on behalf of communities, local or regional organizations, or governments.*

## OBJECTIVES

Responsible for the ongoing collaboration in its area of focus, the main objectives the Working Group fulfills are:

- planning for workshops at Roundtables and Summits organized by the Tasiujaqiuqmiut Sheewetaganapoi Consortium;
- identify what is working well and barriers and to effective communications (e.g. technology);
- provide recommendations and advice to the Tasiujaqiuqmiut Sheewetaganapoi Consortium on ways to improve communications;
- develop resources and tools aimed at improving communications in Hudson Bay (e.g. best practices guide).

## TERM

This Terms of Reference is effective from October 6<sup>th</sup>, 2022 and continues until terminated by agreement between the Working Group members.

A chronology for the drafting and revision of the TOR is provided in Annex A.



## **MEMBERSHIP**

Membership of the Working Group is open to those organizations and individuals that support the vision and guiding principles of the Tasiujaqiaqmiut Sheewetaganapoi Consortium. Working Group members help identify community needs and serve as a voice guiding the work and objectives of the Working Group. The Working Group strives to have regionally diverse representation. There is no set length of term for Working Group Members.

## **ROLES AND RESPONSIBILITIES**

The Working Group strives to:

- foster open communication and collaboration;
- remove obstacles to the successful delivery, adoption and use of the Tasiujaqiaqmiut Sheewetaganapoi Consortium and its initiatives;
- maintain the focus of the Working Group on the agreed scope, timelines and outcomes; and,
- monitor and manage for the factors outside the Working Group's controls that are critical to its success

The Tasiujaqiaqmiut Sheewetaganapoi Consortium Secretariat has responsibility for:

- providing logistical support for Working Group meetings as needed;
- recording notes during Working Group meetings;
- filing meeting notes and materials for future access;
- coordinating between the respective Working Groups and the Steering Committee; and,
- offering insight into how the efforts of the Working Group support fulfillment of the Tasiujaqiaqmiut Sheewetaganapoi Consortium mandate.

A Working Group Leader has primary responsibility for:

- coordinating with the Tasiujaqiaqmiut Sheewetaganapoi Consortium Secretariat;
- scheduling Working Group meetings;
- chairing Working Group meetings;
- inviting new members to join the Working Group; and,
- supporting coordination between the Working Group, Steering Committee and other working groups of the Tasiujaqiaqmiut Sheewetaganapoi Consortium (e.g. sharing meeting outcomes).

The membership of the Working Group commit to:

- having sufficient capacity and resources to remotely participate in up to 4 Working Group meetings each year (i.e. via videoconference or phone) without additional financial support;
- attending scheduled Working Group meetings and, if unavailable, nominating a proxy and/or reviewing meeting minutes to keep up to date;
- championing the Tasiujaquiaqmiut Sheewetaganapoi Consortium and its initiatives, including sharing updates with their respective organizations as appropriate;
- sharing relevant communications and information with all Working Group members;
- providing timely responses and taking action so as to not hold up progress on tasks and initiatives; and,
- notifying the Working Group Leader, as soon as practical, if any matter arises which may be deemed to affect the Tasiujaquiaqmiut Sheewetaganapoi Consortium or its initiatives.

Members of the Working Group expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions;
- to be alerted to potential risks and issues that could impact tasks and initiatives, as they arise;
- open and honest discussions; and,
- that meetings will be scheduled and draft agendas circulated with sufficient advance notice to allow for preparation and efficient use of time.

## **FUNDING**

Funding required for Working Group meeting and event logistics will be addressed by the Tasiujaquiaqmiut Sheewetaganapoi Consortium Secretariat. Working Group Members are not paid by the Tasiujaquiaqmiut Sheewetaganapoi Consortium for their participation in Working Group meetings or other events.

## **MEETINGS**

All meetings are chaired by the Working Group Leader or designate.

A meeting quorum is three members of the Working Group, plus the Working Group Leader. Quorum is required to formalize decisions for the working group and necessitates that meeting notes will be recorded to serve as an official record of the meeting.



Meetings are held remotely via video conference or equivalent on approximately a quarterly basis (i.e. 4 times each year). Meetings typically last for 1-2 hours. Additional meetings or workshops may be coordinated with in-person Roundtables or Summits organized by the Tasiujaqiaqmiut Sheewetaganapoi Consortium from time-to-time.

Meetings are used to share updates for items of interest and to plan for workshops and other Tasiujaqiaqmiut Sheewetaganapoi Consortium events facilitated by the Working Group. Best efforts are made to include time for open discussion in all meeting agendas.

At the discretion of the Working Group Leader, guests may be invited to join meetings to present information, participate in discussions, and/or observe.

Meeting agendas and notes/minutes from previous meetings are provided to Working Group members at least seven days in advance of a scheduled meeting.

## **DECISIONS**

Decisions of the Working Group are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If this is not possible, the Working Group Leader makes the final decision with consideration for the preference of the majority of members.

## **AMENDMENT, MODIFICATION or VARIATION**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Working Group members.

## **ANNEX A: CHRONOLOGY OF REVISIONS**

July 3, 2025 - Revised to reflect new name and logo. All instances of “Hudson Bay Consortium” changed to “Tasiujaqiaqmiut Sheewetaganapoi Consortium.” Updated letterhead.