

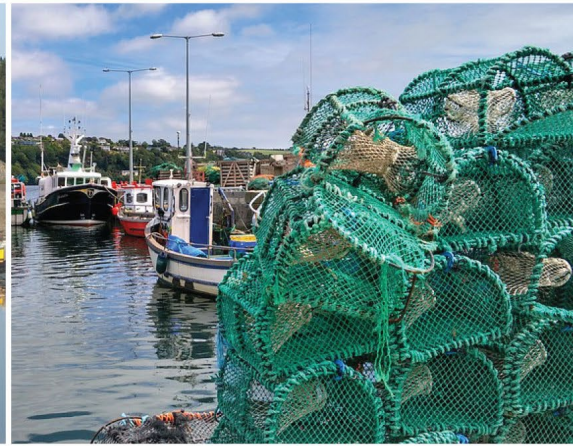


Fisheries and Oceans
Canada

Pêches et Océans
Canada

HARVESTER TRAINING

ATLANTIC INTEGRATED COMMERCIAL FISHERIES INITIATIVE



Program Application Guide

Canada 

Table of Contents

| | |
|--|---|
| Introduction..... | 2 |
| Harvester Training Overview | 2 |
| Roles and Responsibilities..... | 4 |
| Program Flexibilities | 4 |
| General Application Requirements..... | 4 |
| Confidentiality | 5 |
| Application / Review Process..... | 6 |
| Contact Information | 6 |
| ANNEX A – Atlantic Integrated Commercial Fisheries Initiative (AICFI) Harvester Training - Application Form | 7 |

Introduction

The Atlantic Integrated Commercial Fisheries Initiative (AICFI) provides funding and support to the interested 35 Mi'kmaq, Maliseet and Peskotomuhkati First Nations (MMPFN) in Nova Scotia, New Brunswick, Prince Edward Island and the Gaspé region of Québec, affected by the Supreme Court of Canada *Marshall* Decision to maximize the potential of their commercial communal fishing enterprises (CFEs).

The objective of the program is to develop self-sustaining CFEs: Indigenous groups which are fully capable of taking complete ownership of fisheries operations and becoming successful, self-sustaining harvesters. There are four components of the AICFI program:

1. Capacity Building (Business Development).
2. Harvester Training.
3. Expansion and Diversification.
4. Aquaculture Development.

This document describes the application process to receive Harvester Training funding, including support to help CFEs develop and implement their Business Development Plan. It will explain how applications are to be submitted and how they will be assessed.

A copy of the *AICFI Harvester Training Application Form* is attached in Annex A.

Harvester Training Overview

The AICFI program includes funding to help offset the cost of training commercial fishing crews and aquaculture workers to ensure operations are carried out effectively and safely. Training commercial fishing crews and aquaculture workers is required by a number of regulatory authorities including Transport Canada and Provincial Labour Departments. Training may include in-class sessions and practical skills development learning formats, along with identified skills needs training that is delivered in a workshop or using a dock side (or aquaculture site) hands-on delivery format. At-sea mentoring training, for example, prioritizes new fishing vessel operators and crew who require practical training for fish harvesting and/or the introduction of a new fishing method.

A Training Advisory Coordinator is available to help CFEs develop or update their fisheries, aquaculture, and/or harvesting training plans and applications for harvester training funding through AICFI. All training proposals must be reviewed by, and receive approval from, the Coordinator before they are eligible to receive AICFI support. This includes an assessment of the proposed training provider to ensure that training methodologies are in line with industry standards and that the activity represents good value for money. Mentors proposed for at-sea mentoring training would also be vetted to determine suitability to program objectives and outcomes which include insuring safety standards are met.

Note that there is no cost to the applicant for Training Advisory Coordinator activities.

A project submitted for AICFI harvester training funding must align with a CFE's training plans and the enterprise's overall objective of capacity building and sustainability in commercial fisheries and aquaculture operation activities.

Harvester training may include:

- First Aid - Standard, Marine Basic or Marine Advanced.
- Marine Emergency Duties (MED) levels A1, A2 or A3.
- Marine Emergency Duties - Domestic Vessel Safety (MED-DVS).
- Marine Emergency Duties - Small Domestic Vessel Basic Safety (MED-SDV-BS).
- Marine Emergency Duties - Basic Training for Seafarers (STCW-BS).
- Radiotelephone Operator Certificate - Marine (ROC-M).
- Radiotelephone Operator Certificate - Maritime Commercial (ROC-MC).
- Simulated Electronic Navigation - Limited (SEN-L).
- Simulated Electronic Navigation - Fishing (SEN-F).
- Fishing Master, 4th class (FMC4).
- Fishing Master Class, 3rd Class (FMC3).
- Fishing Master of less than 24 meters Limited Waters (FM 24m LW).
- Fishing Master of less than 14 meters Limited Waters (FM 14m LW).
- Watchkeeping Mate of a Fishing Vessel (WKM-FV).
- Small Vessel Operator Proficiency (SVOP).
- Small Vessel Operator - Fishing Vessel (SVO-FV).
- Small Vessel Operation – Practical.
- Fishing Vessel Safety Programs.
- Fishing Vessel Stability.
- Fishing Vessel Maintenance.
- Fishing Gear Construction and Maintenance.
- Aquaculture Finfish Cage Construction and Maintenance.
- Shellfish Farm Anchorage Systems Construction and Maintenance.
- Deckhand Skills Training.
- Quality Fish Handling.
- Vessel Management.
- SUBA Diving Certification.
- At-Sea Mentoring - Vessel Operator.
- At-Sea Mentoring – Deckhand.
- At-Sea Mentoring - Fishing Operations.

Note: Applicants must seek other sources of funding before applying for AICFI Harvester Training support.

Roles and Responsibilities

The AICFI program involves a collaborative process involving a number of partnerships. The roles and responsibilities of these partners are as follows:

| Organization | Role / Responsibility |
|---|--|
| Department of Fisheries and Oceans Canada – DFO (AICFI Program Authority) | <ul style="list-style-type: none">• Ultimate decision maker for all funding related matters.• Verifies applications have all of the information needed to be able to evaluate proposed activities.• Reviews applications to ensure alignment with the revenue and profit generation, capacity-building, employment creation, and sustainability goals of AICFI.• Reviews applications to ensure applicant capacity to complete the work within the Fiscal Year. |
| Training Advisory Coordinator (TAC) | <ul style="list-style-type: none">• Available to assist with the development or update of community fisheries or aquaculture training plans, determining training needs and AICFI applications for harvester training funding.• Reviews and assesses proposed training providers to ensure training methodologies are in line with industry standards and that the activity represents good value for money. |

Program Flexibilities

The Harvester Training component of the AICFI program has flexibilities to enable funding from the Capacity Building (Business Development) or Expansion and Diversification components to be allocated for training activities. The Training Advisory Coordinator would assist with any additional planning and training which required funding flexibilities.

All decisions on funding flexibility requests are subject to the approval of the AICFI Program Authority.

General Application Requirements

Project Objectives – Activities must be aligned with the CFE’s training plans to ensure fishing or aquaculture activities are done effectively and safely.

Eligibility – AICFI can only be accessed by the 35 Mi’kmaq, Maliseet and Peskotomuhkati First Nations (MMPFN) in Nova Scotia, New Brunswick, Prince Edward Island and the Gaspé region of Québec, affected by the Supreme Court of Canada *Marshall* Decision.

Application Form – All applications are to include a completed *AICFI Harvester Training - Application Form* (See Annex A).

Training Plan – All prospective applicants must work with the Training Advisory Coordinator to develop a training plan, which includes all supporting information, prior to submitting their application to the AICFI Program Authority. Training Plans should include the following:

- Current Situation:
 - Fishery Assets.
 - Licences.
 - Vessels.
 - Shore Based Assets.
- Current Labour Force.
- Operations:
 - General Community Information.
 - General Operations.
 - Administrative Operations (example, Director of Fisheries, Inventory Manager, Financial Controller).
- Hiring Procedures
- Operational Issues (example, retention of employees, training and certification renewals)
- Future Requirements.
- Overall Goal of Training Plan.
- Required Workforce
- Minimum training requirements.
- Training Priorities.
- Training Needs:
 - Identified Training Needs.
 - Ongoing tasks.

Financial Details – All applications must include detailed budget information, outlining the complete costs for each training activity. In-class training activities are eligible to be 100% funded, however, the maximum funding for at-sea mentoring is 75%, the remaining 25% will be covered by the applicant.

Also note that eligible costs apply to tuition costs only, such as all fisheries training service provider costs related to instruction, coordination, teaching materials, Transport Canada exam fees and related expenses. **The AICFI program does not fund costs related to student time, travel, or accommodation (for on or off-campus courses).**

Application Periods – The deadline for AICFI harvester training funding is November 30th . If AICFI have not received your response by November 30, please be advised that notional harvester training budgets for your community will be subject to reallocation to other AICFI priorities.

Confidentiality

All information provided by an applicant in the application and supporting documentation will be held in confidence by the Program Authority. The evaluation of applications will be

carried out under strict confidentiality by those involved. Application and project details will remain confidential even after projects are approved.

Application / Review Process

Step 1 - Interested community will work with the Training Advisory Coordinator to develop a Harvester Training application, which aligns to with their CFE training plan.

Step 2 – Once completed, each applicant should submit their application documents to the AICFI Program Authority (see Contact Information), along with a letter of support from their Chief or a BCR from their community CFE.

Step 3 – DFO will review and evaluate the proposal and, if necessary, will work with the community or Training Advisory Coordinator to determine the practicality of the proposed training activity.

Step 4 – Once the work and level of funding have been agreed upon, DFO will develop a Contribution Agreement for ratification by the authorized representative of the funding recipient and DFO.

**Note: Project expenses incurred prior to the ratification of a CA are done so at the applicant's risk and are not guaranteed for reimbursement.*

Contact Information

To begin working with the program, please contact the AICFI Program Authority Below. The AICFI Program Authority will direct you to the Technical Advisory Coordinator.

Applications should be submitted to:

AICFI Program Authority
Indigenous Affairs Directorate (IAD)
Fisheries and Oceans Canada
200 Kent Street
Ottawa, ON, K1A 0E6
AICFI-IPCI.A.XNCR@dfo-mpo.gc.ca

ANNEX A – Atlantic Integrated Commercial Fisheries Initiative (AICFI) Harvester Training - Application Form

| Section 1: Applicant Information | | | |
|----------------------------------|--|----------------------|--|
| Organization: | | | |
| Contact Information: | | | |
| Mailing Address: | | Date: | |
| | | Application Contact: | |
| | | Phone: | |
| | | Email: | |

| Section 2: Confirmation of Application Attachment and Pre-Requisites | |
|--|--|
| Fisheries Training Plan is attached. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Supporting Letter is attached. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| At-Sea Mentoring Only - 25% cash contribution requirement met. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

| Section 3: Summary of the Work Proposed |
|---|
| Summary of work and estimate of costs |

| Section 4: Summary of Project | |
|--|--|
| Course: | |
| Duration | |
| Suggested Training Schedule: | |
| Proposed Training Provider: | |
| Location of Training: | |
| Anticipated Participant(s): | |
| General Description | |
| Reason for this training at this time: | |
| Training Costs: | |
| Notes/Conditions: | |

| Section 4: Summary of Project | |
|--|--|
| Course: | |
| Duration | |
| Suggested Training Schedule: | |
| Proposed Training Provider: | |
| Location of Training: | |
| Anticipated Participant(s): | |
| General Description | |
| Reason for this training at this time: | |
| Training Costs: | |
| Notes/Conditions: | |

| Section 4: Summary of Project | |
|--|--|
| Course: | |
| Duration | |
| Suggested Training Schedule: | |
| Proposed Training Provider: | |
| Location of Training: | |
| Anticipated Participant(s): | |
| General Description | |
| Reason for this training at this time: | |
| Training Costs: | |
| Notes/Conditions: | |

| Section 5: Schedule and Breakdown of Estimated Costs and Financing | | |
|--|----------------|--------|
| Costing Details (By Activity/Training): | | |
| # | TRAINING TITLE | BUDGET |
| 1. | | \$ |
| 2. | | \$ |
| 3. | | \$ |
| 4. | | \$ |
| 5. | | \$ |
| 6. | | \$ |
| TOTAL COST OF ACTIVITIES: | | \$ |
| SUPPLEMENTARY FUNDING SOURCES (E.G., MINIMUM 25% OWN-SOURCE CASH CONTRIBUTION FOR AT-SEA MENTORING ONLY) | | |
| Funding Source | | \$ |
| TOTAL SUPPLEMENTARY FUNDING: | | \$ |
| TOTAL AICFI FUNDING REQUESTED: | | \$ |

| Section 6: Declaration and Signature(s) | | |
|---|--|----------|
| The information provided is an accurate description and accounting of the request for AICFI harvester training support. | | |
| Authorized Representative | | Position |
| | | |
| Signature | | Date |
| | | |

Please Note: This application and supporting documentation may be shared, in confidence, by the AICFI Program Authority, with the Third Party Evaluator, TAC, Business Development Team and Application Review Board, as appropriate.