



INDIGENOUS HARVESTER TRAINING

NORTHERN INTEGRATED COMMERCIAL FISHERIES INITIATIVE



Program Application
Guide

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Introduction

The Northern Integrated Commercial Fisheries Initiative (NICFI) provides funding and support to interested Indigenous groups and communities not eligible for the Atlantic and Pacific Integrated Commercial Fisheries Initiatives, where Fisheries and Oceans Canada (DFO) manages the fishery¹, to develop and maximize the potential of their community-based communal commercial fishing enterprises (CFEs). This includes redistributive-model enterprises which may sell products only to the community or local area.

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 NICFI program:

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

This document describes the application process to receive **Indigenous 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 [NICFI – Indigenous Harvester Training - Application Form](#) is attached in Annex A.

Indigenous Harvester Training Overview

The NICFI 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/Territorial 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 Advisor is available to help Communities/groups/CFEs develop or update their fisheries, aquaculture, and/or Indigenous harvesting training plans and applications for Indigenous harvester training funding through NICFI. All training proposals must be reviewed by, and receive approval from, the Training Advisor before they are eligible to receive NICFI 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

¹ Geographic restrictions do not apply to NICFI eligible groups that participate in the Aquaculture Development component.

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 Advisor activities.

A project submitted for NICFI Indigenous 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.

Eligible Courses for Harvester Training funding 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 Class IV. (FMCIV).
- Fishing Master Class III (FMIII).
- 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 NICFI Indigenous Harvester Training support.

Roles and Responsibilities

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

Organization	Role / Responsibility
Fisheries and Oceans Canada – DFO (NICFI 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 NICFI. • Reviews applications to ensure applicant capacity to complete the work within the Fiscal Year.
Training Advisor (TA)	<ul style="list-style-type: none"> • Available to assist with the development or update of community fisheries or aquaculture training plans and NICFI applications for Indigenous 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 Indigenous Harvester Training component of the NICFI 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 Advisor 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 NICFI 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 – The NICFI program may be accessed by all Indigenous communities/groups not eligible for Atlantic or Pacific Integrated Commercial Fisheries Initiative (AICFI or PICFI) in all areas where DFO manages fishery².

Application Form – All applications must include a completed *NICFI Indigenous Harvester Training - Application Form* (See Annex A).

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

² Groups eligible for the Atlantic or Pacific Integrated Commercial Fisheries Initiatives are not eligible for NICFI funding.

- Current Situation:
 - Fishery /Aquaculture Assets.
 - Licences.
 - Vessels.
 - Shore-based Assets.
- Current Indigenous and non-Indigenous Labour Force.
- Operations:
 - General Community Information.
 - General Operations.
 - Administrative Operations (example, Director of Fisheries or Aquaculture Operations, 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 for 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 NICFI program does not fund costs related to student time, travel, or accommodation (for on or off-campus courses).**

Application Periods – Applications for Indigenous NICFI harvester training funding may be submitted at any time. To guarantee review within the current fiscal year, the deadline for applications is November 30.

Confidentiality

All information provided by an applicant in the application and supporting documentation will be held in confidence by the NICFI Program Authority even after projects are approved. The evaluation of applications will also be carried out under strict confidentiality by those involved.

Application / Review Process

Step 1 - Interested community will work with the Training Advisor to develop an Indigenous Harvester Training application, which aligns with their CFE training plan.

Step 2 – Once completed, each applicant should submit their application documents to the NICFI Program Authority (see Contact Information), along with a letter of support from their authorized representative such as the Chief from their community, Executive Director of the CFE, President, Mayor, etc.

Step 3 – DFO will review and evaluate the proposal and, if necessary, will work with the community or Training Advisor 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 NICFI Program Authority Below. The NICFI Program Authority will direct you to the Technical Advisor.

Applications should be submitted to :

NICFI Program Authority
Indigenous Affairs and Reconciliation Directorate
Fisheries and Oceans Canada
300 Laurier Avenue West
Ottawa, ON, K1A 0R5
DFO.NICFI-IPCIN.MPO@dfo-mpo.gc.ca

ANNEX A – Northern Integrated Commercial Fisheries Initiative (NICFI) 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 signed by authorized representative 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 Indigenous Training Workplan
Summary of training activities and estimate costs.

Section 4: Summary of Project	
Course:	
Duration	
Suggested Training Schedule:	
Proposed Training Provider:	
Location of Training:	
Anticipated Indigenous 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 NICFI FUNDING REQUESTED:		\$

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

Please Note: This application and supporting documentation may be shared, in confidence, by the NICFI Program Authority, with the Third-party Evaluator, Technical Advisor, Business Development Team, and/or Application Review Board, as appropriate.