

**Southwestern New Brunswick Marine Resources Planning  
Initiative  
Secretariat  
Terms of Reference  
Updated March 2007**

**Purpose:** To provide advisory, logistical and administrative support for the Chair and Steering Committee.

**Roles and Responsibilities:** The Secretariat will:

- provide general support to the Steering Committee and Chair
- oversee the development and management of the annual MRP budget
- provide communications advice relative to government and media
- provide administrative support in the areas of report preparation and distribution, and logistics
- participate in and provide support for public consultations

**Participants:** The Secretariat shall be comprised of provincial and federal government staff with the knowledge of the MRP area and issues, and/or relevant expertise.

It is recommended that the committee have a minimum of 4 participants at any given time.

**Membership:** Members will be nominated by the governments of New Brunswick and Canada.

**Participants will:**

- work in a cooperative manner with the Steering Committee and Chair
- meet with the Chair as required
- attend Steering Committee meetings as required
- devote the time, energy, and resources required