



# Building Capacity in Indigenous Governments Program

## User Guidelines

### **Purpose**

The Building Capacity in Indigenous Governments Program (GNWT secondment program) promotes and facilitates a two-way exchange of employees through temporary assignments between Indigenous governments and the GNWT.

This program can support approximately 10 secondments per year with each secondment receiving up to \$40,000.

### **Application**

These procedures apply to all departments, and agencies of the GNWT, except the NWT Power Corporation.

### **Procedures**

#### **Employees of an Indigenous Government Seconded to the GNWT**

##### **Employees of Indigenous Government Seconded to the GNWT**

1. Indigenous Governments will complete an application identifying the areas where training and work experience is required. Applications are submitted to the Diversity and Inclusion unit at [diversityandinclusion@gov.nt.ca](mailto:diversityandinclusion@gov.nt.ca).
2. The GNWT Indigenous Human Resource Specialist discusses the request with the applicable Human Resources Representative and the Manager/Supervisor of relevant departments. If in support of a secondment opportunity, the Supervisor of the position seeks the support of their Deputy Head.
3. Pending approval of the Deputy Head, consent to proceed with a secondment opportunity is communicated to the Indigenous Human Resource Specialist and subsequently to the Indigenous Government.
4. The supervisor, in cooperation with their respective Human Resource Representatives, the Indigenous Human Resource Specialist and the proposed secondee, identify the terms and conditions of the secondment agreement.
5. The Indigenous government, the Deputy Head of the Department and the secondee sign the secondment document.
6. Upon receipt of the secondment agreement, the Department of Finance will release funds to the Indigenous Government.

## **Employees from the GNWT Seconded to Indigenous Government**

1. Indigenous Governments will complete an application identifying the areas where training and work experience is required and that they are requesting that a GNWT employee attend their organization to provide that training. Applications are submitted to the Diversity and Inclusion unit at [diversityandinclusion@gov.nt.ca](mailto:diversityandinclusion@gov.nt.ca).
2. The GNWT Indigenous Human Resources Specialist discusses the request with the applicable Human Resource Representative and the Manager/Supervisor of the relevant department(s). If in support of the secondment opportunity, the Manager/Supervisor of that department identifies an employee willing to participate in the secondment opportunity. The Indigenous Employment Policy is applied when identifying an employee for this opportunity.
3. When an Indigenous Government identifies areas where training is required, an employee of the GNWT is identified to provide the training, and support of a secondment opportunity within that department is obtained, the Supervisor of the position seeks the support of their Deputy Head.
4. Pending approval of the Deputy Head, consent to proceed with a secondment opportunity is communicated to the Human Resource Representative and subsequently to the successful candidate.
5. The Indigenous Human Resource Specialist is responsible for seeking support from the Indigenous government to accept the candidate for the secondment.
6. The supervisor, in cooperation with their respective Human Resource Representatives and the proposed secondee, identify the terms and conditions of the secondment agreement.
7. Once the appropriate approvals are in place, the GNWT Human Resource Representative prepares the secondment agreement outlining the terms and conditions and responsibilities of all parties.
8. The Indigenous Government, the Deputy Head of the Department and the secondee sign the secondment document.
9. Upon receipt of the secondment agreement, the Department of Finance will release funds to the employee department. Those funds will be used to offset all costs of the secondment.