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To: [Tinkov, Renee](#); [Williams, Suzanne](#)
Cc: [Martin, Craig](#); [King, Tracy](#); [Mullaley, Julia](#)
Subject: C. Martin Contract - Schedule A
Date: Friday, May 30, 2014 2:04:04 PM
Attachments: [Schedule A Craig Martin Final May 2014.rtf](#)

Renee, can you please ensure this Schedule A is formally attached to Craig Martin's contract with Cabinet Secretariat? Thanks!

Cindy

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“SCHEDULE A”

Executive Director – Lower Churchill Project Oversight Committee

Background

The Government of Newfoundland and Labrador has initiated oversight protocols for the Lower Churchill Project (LCP). This has included establishing an Oversight Committee comprised of senior provincial government employees and chaired by the Clerk of the Executive Council.

The objective of the committee is to provide reliable and transparent oversight on the cost and schedule performance of the LCP and to establish an effective communication channel to Cabinet and the general public. It is not the Government’s intention to play a role in the day to day management of the project. Other components of effective project oversight related to health, safety and environment, quality, regulatory compliance and benefits tracking are excluded from the mandate of the Oversight Committee.

Responsibilities

- In conjunction with the Oversight Committee, develops process to ensure reliable and transparent oversight on the cost and schedule performance of the Lower Churchill Project.
- Leads the review and analysis of all materials provided to the Lower Churchill Project Oversight Committee.
- Leads the development of reports of the Lower Churchill Project Oversight Committee to Cabinet and the general public.
- Acts as Secretary to the Lower Churchill Project Oversight Committee.

Specifically, the Executive Director will:

- Provide support to the Lower Churchill Project Oversight Committee.
- Meet regularly with officials of Nalcor and other provincial government departments to provide updates and discuss issues.
- Lead the review and analysis of information provided by external auditors, the independent engineer, Nalcor, and other parties as required.
- Prepare analysis, briefing materials, presentations and submissions for review by the Clerk of the Executive Council, the Lower Churchill Project Oversight Committee and Cabinet.
- Lead the development of reports of the Lower Churchill Project Oversight Committee to Cabinet and the general public on project costs, and scheduling.
- Other related duties as assigned by the Clerk of the Executive Council.