January 31, 2013

Dear [s.30(1)]

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [File #: PRE/1/2013]

On January 4, 2013, The Premier's Office received your request for access to the following records/information:

"Any and all communications from Dec. 1, 2011 - Dec. 28, 2012 between the Office of the Premier and the Prime Minister's Office regarding appointments to the Canada-Newfoundland and Labrador Offshore Petroleum Board (aka CNLOPB)."

I am pleased to inform you that your request for access to these records has been granted.

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

If you have any further questions, please feel free to contact the undersigned at (709) 729-3945.

Sincerely,

Denise Payne
Director of Policy

Enclosure
Taylor, Brian W.

From: Nauta, Renze [Renz.Nauta@pmo-cpm.gc.ca]
Sent: May 22, 2012 11:56 AM
To: Taylor, Brian W.
Cc: Vanstone, Derek
Subject: Canada-Newfoundland Offshore Petroleum Board
Attachments: PCO_PROD-#687186-v2-Chairman_and_Chief_Executive_Officer_CNOPE_Proposed_selection_process_for_the_Chairman_and_CEO_of_the_Canada-Newfoundland_Offshore_Petroleum.DOC

Dear Mr. Taylor,

As requested, here is a summary of the selection process we propose to run for the CNLOPB chairman position. Please let us know what you think.

Thanks,

Renz Nauta
Manager, Appointments | Gestionnaire, Nominations
Office of the Prime Minister | Cabinet du Premier ministre
Ottawa, Canada K1A 0A2
PMO Switchboard | Standard du CPM: 613-992-4211
Email | courriel: Renze.Nauta@pmo-cpm.gc.ca
Proposed Selection Process
for the Chairman and Chief Executive Officer
of the Canada-Newfoundland Offshore Petroleum Board

The key steps in the selection process to fill the position of Chairman and
Chief Executive Officer of the Canada-Newfoundland Offshore Petroleum Board
(CNOPB) are as follows:

- **Selection criteria** will be developed in conjunction with the Department of
  Natural Resources and the CNOPB and approved by the Office of the
  Minister of Natural Resources, the Privy Council Office (PCO) and the
  Prime Minister's Office (PMO);

- A **Selection Committee** will be established consisting of representatives from
  PCO, PMO, the Office of the Minister of Natural Resources and the
  Department of Natural Resources, as well as include an observer from the
  Government of the Province of Newfoundland and Labrador;

- The CNOPB will engage an **executive search firm** to assist the Selection
  Committee in identifying highly qualified candidates with the necessary skills
  and experience for this position.

- The Selection Committee will decide on a **recruitment and advertising
  strategy**, in conjunction with the search firm. For example, in addition to the
  opportunity published in the *Canada Gazette* and posted on the Governor in
  Council and CNOPB websites, a decision will be needed as to whether to
  advertise the position in newspapers or specialized publications.

- The search firm will be asked to present a long-list of candidates to the
  Selection Committee after a through search. The Selection Committee will
  then decide on a short-list of leading candidates who most closely meet the
  requirements of the position and who should be invited for an **in-person
  interview**.

- In addition to the interviews, the search firm will be asked to conduct
  **reference checks** on the short-list of candidates who, in the opinion of the
  Selection Committee, are the most qualified for this position.

- Recommendations on the leading candidate(s) will then be forwarded to the
  federal Minister of Natural Resources and the Newfoundland Minister of
  Natural Resources for their consideration.
Dear Mr. Taylor,

As discussed, please find attached the draft selection criteria.

Thanks,

Renze Nauta
Manager, Appointments | Gestionnaire, Nominations
Office of the Prime Minister | Cabinet du Premier ministre
Ottawa, Canada K1A 0A2
Office | bureau: 613-957-5564
PMO Switchboard | Standard du CPM: 613-992-4211
Email | courriel: Renze.Nauta@pmo-cpm.gc.ca
CANADA-NEWFOUNDLAND AND LABRADOR OFFSHORE PETROLEUM BOARD

SELECTION CRITERIA

CHAIRPERSON AND CHIEF EXECUTIVE OFFICER

Education

- A degree from a recognized university or an acceptable combination of education, job-related training and/or experience.
- A degree in engineering or law or other professional or graduate degree would be considered an asset.

Experience

- Executive level management experience in a private or public sector organization, including human and financial resources.
- Significant board experience (procedures and practices), preferably in a leadership position, or an acceptable equivalent experience.
- Experience in dealing with industry, public sector and non-governmental organizations.
- Experience with the development and/or application of legislative and regulatory frameworks and policies. Experience in legislative and regulatory frameworks related to oil and gas would be considered an asset.
- Experience in the oil and gas sector. Experience in offshore petroleum activities would be considered an asset.
- Experience with environmental protection and safety. Experience in environmental protection and safety matters as it relates to the oil and gas sector would be considered an asset.

Knowledge

- Knowledge of Newfoundland and Labrador’s offshore oil and gas activities.
- Knowledge of the structure and operation of the international petroleum industry and Canada’s relative position in an international context.
- Knowledge of current and emerging issues related to offshore oil and gas exploration and/or development.
- Knowledge of the operations and challenges of working with both the federal and provincial governments.

Abilities

- Ability to manage an organization with diverse technical and regulatory responsibilities.
- Ability to foster debate and discussions among Board members, facilitate consensus and manage conflicts should they arise.
Ability to work effectively with senior industry and non-government officials, provincial and federal Ministers, their offices and senior government officials.
Superior communication skills, both written and oral.

**Personal Suitability**

- High ethical standards and integrity
- Sound judgment
- Respect, fairness and impartiality
- Tact and discretion
- Superior interpersonal skills

**Language requirements**

- Proficiency in both official languages would be considered an asset.

**Working Conditions**

- The successful candidate must reside in or be prepared to relocate to St. John's, Newfoundland and Labrador, or to a location within reasonable commuting distance.
- The successful candidate must be willing and able to travel domestically and internationally on a regular basis.

**Conditions of Employment**

- The Chairperson and the Chief Executive Officer must not, during the term of office as Chairperson and Chief Executive Officer, be employed in the Public Service of Canada or be a civil servant in the Province of Newfoundland and Labrador.
- The Chairperson and Chief Executive Officer will be subject to conflict of interest guidelines established jointly by the responsible Federal Minister and the responsible Provincial Minister, and he or she is not subject to any conflict of interest guidelines established by the Federal Government.
- The Chairperson and Chief Executive Officer will be appointed for a term of six years.
Hello everyone –

This will confirm the teleconference arranged for Tuesday, July 31, 2012 from 9:45 to 10:45 (Ottawa time) / 11:15-12:15 (St. John’s time).

Once again, the dial-in details are:

Telephone: 1-877-413-4790

Conference ID: 5593943

Also on the call will be Lloyd Powell of the executive search firm Knightsbridge Robertson Surette (KBRS). KBRS has been engaged to assist with this selection process. Lloyd will be sending the supporting documents for the teleconference shortly.

Lisa