

**Canada-Nova Scotia Labour Market Development Agreement Implementation
Status as at: January 26, 2009**

Facilities and Assets Management Working Group

This group supports the accommodation and administrative aspects of the transition to ensure smooth implementation of the Labour Market Development Agreement and the transfer of office space, employees, information and assets to the Province.

The Facilities and Assets Management Working Group's mandate serves as the framework which will guide the work of this team during the implementation phase and along with a definition of its terms of reference will help with the communication amongst other LMDA Working Groups.

Canada

Heather Jackson, A/Manager Administrative Services (Lead)
Jackie Bourque, Security Officer
Dan Boyd, Finance Officer
April Byrne, Procurement Officer
Larry Smith, Accommodations Manager

Nova Scotia

Keith Messenger, Director, Labour Market Development Secretariat, Labour and Workforce Development
Tinting Han, Records Analyst, Labour and Workforce Development
Carla Heggie, Information Access and Privacy Manager, Labour and Workforce Development
Emmitt Kelly, Manager, Accommodations, Transportation and Infrastructure Renewal
Scott Langille, Manager, Business Services, Labour and Workforce Development

- **Provide Administration-related information, advice and support to Labour Market Development Agreement Transition Leadership Committee co-chairs during the implementation of the Labour Market Development Agreement.**

- **Develop project work plans to support program and service continuity, and provide project status reports.**
 - (Jan. 15/09) Service Canada delivered preliminary inventory list of computers, office furniture; drafting asset transfer agreement.
 - (Jan. 2/09) Completed inventory of phones, Blackberries, laptops, and Crown vehicles.
 - (Dec. 5/08) Completed site-by-site review and assets inventory.

- **Assign functional expertise to undertake specific administrative activities.**

- **Escalate issues that cannot be resolved by the Facilities and Assets Management Working Group to the Labour Market Development Agreement Transition Leadership Committee.**

- **Alert federal and provincial senior executives on emerging Labour Market Development Agreement-related issues or problems requiring mitigation or intervention.**