

**From:** [Mike Mason](#)  
**To:** [Zhu, Chunyan](#); [Taker, Sarah](#)  
**Cc:** [Gardiner, Susan](#)  
**Subject:** RE: Budget review- opportunities to change some cost allocation?  
**Date:** May 26, 2023 2:23:37 PM

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This is most helpful everyone. Yes, I'll be able to address on Monday for sure. We will amend the contract to remove international students from the count of eligible learners.

To be eligible to count in our report, participants will have to be:

- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada;
- Legally entitled to work according to the relevant provincial and federal legislation and regulations;
- Living in the province of Newfoundland and Labrador.

International students would not be counted in our report and as long as we meet our commitment to 25+ learners from this groups for each workshop, we will be compliant. We can still invite international students to attend, it's just that we cannot count these learners. I will make sure to adjust the contract after we speak on Monday.

Have a good weekend,

**Mike Mason** (he/him) [Why this is important](#)  
 Program Manager- Future Talent  
 techNL

[REDACTED] s. 40 (1)



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**From:** Zhu, Chunyan <t22cz@mun.ca>  
**Sent:** Friday, May 26, 2023 2:05 PM  
**To:** Mike Mason <Mike@technl.ca>; Taker, Sarah <sarah.taker@mun.ca>  
**Cc:** Susan Gardiner <susang@mun.ca>  
**Subject:** Re: Budget review- opportunities to change some cost allocation?

Hi Mike,

Happy Friday!

I just want to give you an update from our first advisory committee meeting:

- 1. The committee felt strongly that we should keep the software development and coding workshop, as this area has been identified as one of the gaps for our target audience. We understand that there are many similar workshops available or to be available; however, our target audience would not be eligible for all those workshops, as they target different audience. In addition, based on our conversations with other TechNL partners, we are quite certain that people interested in software development and coding are way more than seats offered.
- 2. The committee agreed that technical sales certainly is another important skill for our target audience, we will try to integrate this topic into one of our workshops.

3. s. 29 (1)(a)

[REDACTED]

4. As for budget review, we will have a meeting with Susan Gardner on Monday to discuss further. One thing has been confirmed: we will pay trainers/presenters a competitive honorarium for the development and delivery of the workshops.

If you have any questions, let's discuss on Monday.

Have a great weekend!

Thank you,  
Chunyan

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** Friday, May 12, 2023 9:26:54 AM  
**To:** Zhu, Chunyan; Taker, Sarah  
**Cc:** Gardiner, Susan  
**Subject:** RE: Budget review- opportunities to change some cost allocation?

Thanks a lot Chunyan,  
Yes, let's wait those two weeks to get things figured out. Thanks for the quick response.

---

**From:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Sent:** Thursday, May 11, 2023 5:15 PM  
**To:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Cc:** Susan Gardiner <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** RE: Budget review- opportunities to change some cost allocation?

Hi Mike,

I will echo Sarah's clarification on those three networking events. [REDACTED]

[REDACTED]

s. 29 (1)(a)

I am copying Susan Gardiner on this email just for her information.

Thank you,

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Sent:** May-11-23 4:31 PM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: Budget review- opportunities to change some cost allocation?

Good Afternoon Mike,

I haven't had the opportunity to review this with Chunyan yet, but I did want to give a quick clarification on the job fair element. We are hoping to join onto the much larger job fair being hosted by Student Life in the fall as I feel we will benefit from the synergy, however we are on our own in the winter. We are hoping to put off an event that aligns with the timing of Student Life's "career week" so we can advertise in their calendar, but the event and any costs associated would still be fully ours.

[REDACTED]

s. 29 (1)(a)

[REDACTED]

s. 29 (1)(a)

Thanks,  
Sarah

# Sarah Taker **BBA (Hons.) | TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)

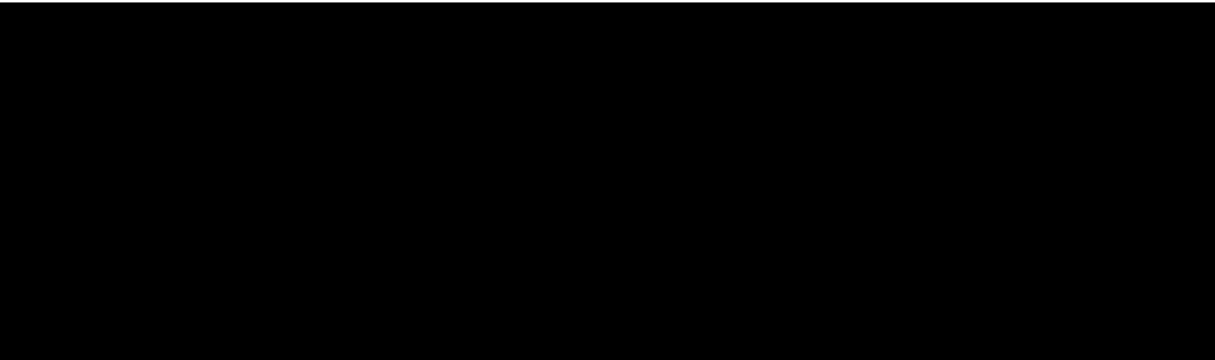
Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** May 11, 2023 3:09 PM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** Budget review- opportunities to change some cost allocation?

Hi Chunyan and Sarah,

I'd like to spend time with you at our next meeting to review the budget of activities planned for the project. I have attached the information as presented by MUN as part of this project.



s. 29 (1)(a)

I hope this make sense and please share with Susan Gardner too.

Thanks,

**Mike Mason** (he/him) [Why this is important](#)  
Program Manager- Future Talent  
techNL

 s. 40 (1)



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**From:** [Taker, Sarah](#)  
**To:** [Zhu, Chunyan](#); [Gardiner, Susan](#)  
**Subject:** RE: techNL and MUNL Embark-contract revision update  
**Date:** June 12, 2023 11:07:35 AM

Hi Susan/Chunyan,

s. 29 (1)(a)

 I believe we agreed to 5  
 with Technical sales covered under Marketing.

Thanks,  
Sarah

***Sarah Taker*** BBA (Hons.) | **TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

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 Memorial University of Newfoundland  
 St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)

Phone: (709) 864-3537  
 Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

**From:** Mike Mason <Mike@technl.ca>  
**Sent:** June 12, 2023 10:01 AM  
**To:** Taker, Sarah <sarah.taker@mun.ca>; Zhu, Chunyan <t22cz@mun.ca>; Gardiner, Susan <susang@mun.ca>  
**Subject:** techNL and MUNL Embark-contract revision update

Good morning, everyone,

**Contract Update**

- 1) Just a quick note to let you know that we are revising the contract to remove international students as one of the target groups in our contract wording. As we discussed earlier this month, we would welcome international students as attendees to these workshops and job fairs, once you have met the target of 25 or more eligible participants. Our contract with Government of Canada defines Canadian citizens, permanent resident and persons with refugee status as eligible participants.
- 2) I believe we have confirmed the sixth workshop to be delivered as **technical sales**, I will include that the other workshops listed in the contract which include:
  - a. Customer success
  - b. Marketing
  - c. Product Management
  - d. Data Science
  - e. Software development/coding

f. Technical sales

3)

s. 29 (1)(a)

### **Learner Eligibility**

Earlier this morning I sent an email to Sarah noting that we have found a pragmatic process for helping our project partners validate eligibility, and the processes for that are forthcoming.

Thanks, and let me know where else I can help. We will have the revised contract over to you soon.

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Taker, Sarah](#); [Gardiner, Susan](#)  
**Subject:** RE: techNL and MUNL Embark-contract revision update  
**Date:** Monday, June 12, 2023 11:59:00 AM  
**Attachments:** [image001.jpg](#)

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Hi Mike,

Thank you for this contract update. Really appreciate it! I just would like to clarify one thing: we will follow the original contract to offer 5 workshops in the fall and winter semester. We will integrate **technical sales** into the marketing workshop. Sarah has already been discussing with the workshop facilitator and we were told this is certainly doable.

As for the additional location of workshop delivery, I am wondering what kind of information you need.

Thank you,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**

**Manager of Graduate Programs**

**Faculty of Business Administration**

**Memorial University of Newfoundland**

**St. John's, NL A1C 5S7**

**Tel: 709-8644747**

**Email: [czhu@mun.ca](mailto:czhu@mun.ca)**

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Mike Mason

**Sent:** June-12-23 10:01 AM

**To:** Taker, Sarah ; Zhu, Chunyan ; Gardiner, Susan

**Subject:** techNL and MUNL Embark-contract revision update

Good morning, everyone,

**Contract Update**

- 1) Just a quick note to let you know that we are revising the contract to remove international students as one of the target groups in our contract wording. As we discussed earlier this month, we would welcome international students as attendees to these workshops and job fairs, once you have met the target of 25 or more eligible participants. Our contract with Government of Canada defines Canadian citizens, permanent resident and persons with refugee status as eligible participants.
- 2) I believe we have confirmed the sixth workshop to be delivered as **technical sales**, I will include that the other workshops listed in the contract which include:
  - a. Customer success
  - b. Marketing
  - c. Product Management
  - d. Data Science
  - e. Software development/coding
  - f. Technical sales

3)



s. 29 (1)(a)

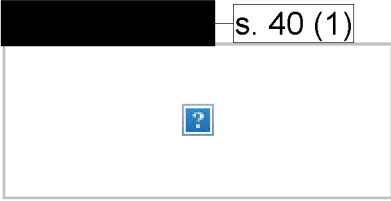
**Learner Eligibility**

Earlier this morning I sent an email to Sarah noting that we have found a pragmatic process for helping our project partners validate eligibility, and the processes for that are forthcoming. Thanks, and let me know where else I can help. We will have the revised contract over to you soon.

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL



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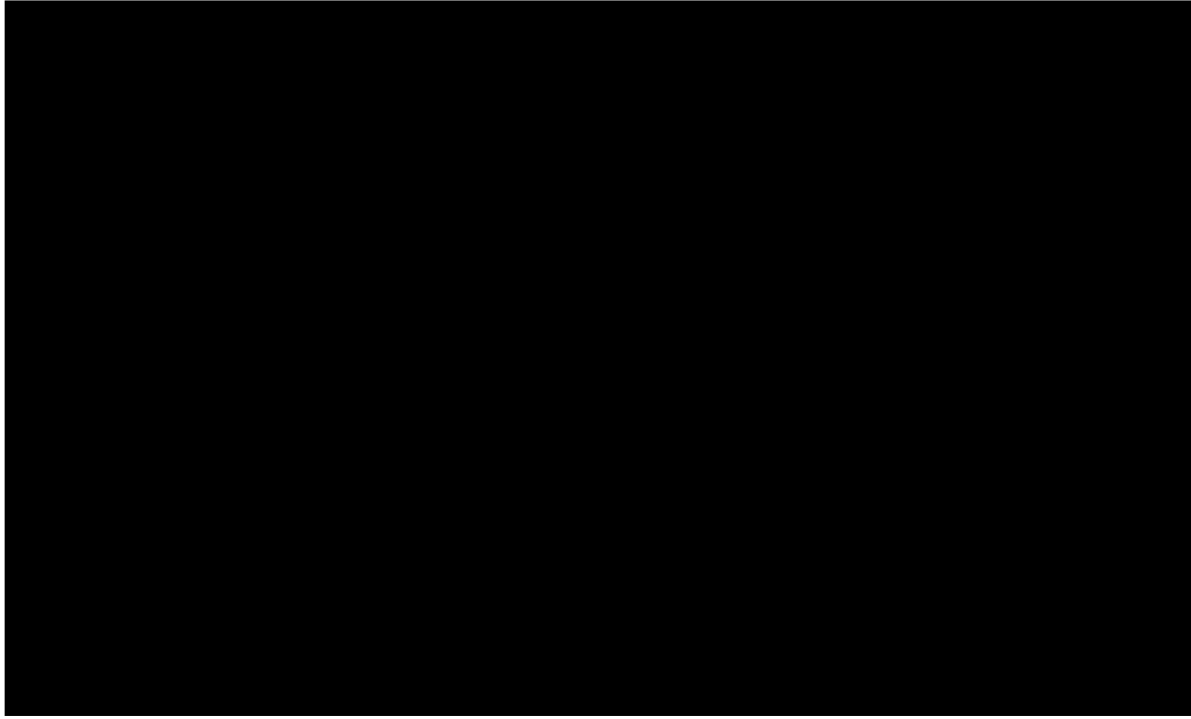
**From:** [Mike Mason](#)  
**To:** [Redacted]; [Dobson, Judy](#); [O'Brien, Fergus](#); [Redacted]  
 [Redacted]; [Taker, Sarah](#); [Zhu, Chunyan](#); [Gardiner, Susan](#); [Blackwood, Penny](#); [Redacted]  
 [Redacted] s. 40 (1)  
**Cc:** [Florian Villaumé](#); [Marlayne Hardy](#); [Joe Tam](#)  
**Subject:** techNL request from Partners for presentation to ESDC at end of June  
**Date:** Friday, June 16, 2023 12:59:40 PM  
**Attachments:** [image001.jpg](#)

Good afternoon,

As the month of June winds down, we will be speaking with ESDC (the project funder) about the progress of our work [Redacted]

s. 29 (1)(a)

[Redacted] To help us with it, we need by **Tuesday June 27**, a list of initiatives that can be completed by **March 31st, 2024**. To have this conversation with ESDC, we would like for you to consider:



s. 29 (1)(a)

When considering what might be possible with current or new programming, please also describe how these programs or services might be sustained, [Redacted] Finally, keep in mind skills in demand now in the tech sector (selling a tech product/tech product, enterprises sales, full-stack development (ReactJS, NodeJS, Python), Cloud Architecture, QA, and customer success) and also in the next few years (artificial intelligence, etc.).

s. 29 (1)(a)

One page per initiative is enough.



s. 29 (1)(a)

[Redacted] We'd appreciate a response by **June 27**, and I am available to help along further with any questions you may have.

Enjoy your weekend

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL



s. 40 (1)



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**From:** [Taker, Sarah](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx  
**Date:** July 12, 2023 12:54:01 PM

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Thank you Susan!

***Sarah Taker*** BBA (Hons.) | **TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
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Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** July 12, 2023 11:50 AM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hello ladies,

Great to grab a minute – the contract is now updates with the comment and new numbers.

Enjoy your day!  
SEG

---

**From:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Sent:** July 11, 2023 5:08 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hi Susan,

Thank you for putting this together. My apologies! For some reason, I didn't see this message until now. Let touch base tomorrow morning to get it done.

Thank you,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7

Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

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**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** July-07-23 5:02 PM  
**To:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hello to you both,

Here is my go at the budget. I have not included the lunch and room as below. There is room in the budget for this as well as the fall/winter support.

We can review on Tuesday and get it back to Mike.

Have a wonderful weekend.

Regards,  
SEG

---

**From:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Sent:** July 7, 2023 8:56 AM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hi Chunyan/Susan,

[Redacted]

s. 29 (1)(a)

[Redacted]

s. 29 (1)(a)

Thanks,  
Sarah

***Sarah Taker*** BBA (Hons.) | **TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
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Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

---

**From:** Taker, Sarah  
**Sent:** July 7, 2023 8:48 AM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hello Chunyan/Susan,

Here is a more up-to-date version of the budget.

Thanks,  
Sarah

***Sarah Taker*** BBA (Hons.) | **TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)

Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

---

**From:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Sent:** July 6, 2023 4:47 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hi Susan,

Yes, please take a look at Schedule B: Project Budget (page 16).

Thank you,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

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**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** July-05-23 4:32 PM  
**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Cc:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** RE: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hi Chunyan,

Thanks for this and Friday sounds fine. [REDACTED]

s. 29 (1)(a)

Enjoy your evening,  
SEG

---

**From:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>  
**Sent:** July 5, 2023 9:02 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Cc:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Subject:** FW: MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Hi Susan,

Sarah and I are working on this revised contract. I am wondering if we can set up a meeting with you sometime on Friday to finalize it. I'll submit a version with our comments before Friday for you to review.

Thank you,

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** June-28-23 9:48 AM

**To:** Zhu, Chunyan <[t22cz@mun.ca](mailto:t22cz@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>

**Subject:** MUNL FBA ESDC Project-techNL June 26, 2023 DRAFT.docx

Good morning Sarah and Chunyan,

Here is what the draft of your revised contract looks like. The first 13 pages are the standard form of contract that remains pretty static across all partners' contracts. [REDACTED] s. 29 (1)(a)

[REDACTED] so  
fee free to update Schedule A to help best reflect the work being done by MUNL FBA- Embark. Once all edits have been made, we'll get to processing the executable agreement.

Thanks, and see you at 11am

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

[REDACTED] s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Zhu, Chunyan](#)  
**To:** [Gardiner, Susan](#)  
**Subject:** FW: Reminder- Mandatory Requirement- participant agreements  
**Date:** July 13, 2023 10:56:49 AM  
**Attachments:** [ESDC-techNL Participant Agreement .pdf](#)

Hi Susan,

That's the participant agreement you mentioned that you would like to view.

Thank you,

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
**Faculty of Business Administration**  
**Memorial University of Newfoundland**  
**St. John's, NL A1C 5S7**  
**Tel: 709-8644747**  
**Email: [czhu@mun.ca](mailto:czhu@mun.ca)**

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** Mike Mason <Mike@technl.ca>  
**Sent:** July-13-23 10:46 AM  
**To:** Applin, Glenda <Glenda.Applin@cna.nl.ca>; Dobson, Judy <judy.dobson@cna.nl.ca>; Jennings, Deborah <deborah.jennings@cna.nl.ca>;

[Redacted]

s. 40 (1)

[Redacted] Taker,  
 Sarah <sarah.taker@mun.ca>;

[Redacted]  
 [Redacted] Blackwood, Penny <pblackw@mun.ca>; King, Terri-Lynn <tlking@mun.ca>; Taker, Sarah <sarah.taker@mun.ca>; Zhu, Chunyan <t22cz@mun.ca>

**Cc:** Marlayne Hardy <Marlayne@technl.ca>; Joe Tam <Joe@technl.ca>  
**Subject:** Reminder- Mandatory Requirement- participant agreements

Good morning, everyone,

As part of the mandatory requirements related to the funding provided by Government of Canada for the Find Your Future in Tech project, each participant must sign a Participant Agreement. The requirements for what should be in this agreement are attached. For those Partners who are already in progress, please ensure that you are collecting and storing this signed agreement so that they can be shared with techNL. For those who are preparing to begin the processes of admitting participants, please keep this top of mind as you perform your work. Let me know where you have questions by replying to me directly.

Thanks,

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

██████████ s. 40 (1)



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### Agreements with participants

A written agreement with a participant shall include:

- An identification of the participant.
- The purpose of the financial assistance.
- The effective date, the date of signing and the duration of the agreement.
- The financial and/or non-financial conditions attached to the assistance and the consequences of failing to adhere to these conditions.
- The allowable costs of the activity being supported.
- The conditions to be met before payment is made and the schedule and basis of payment.
- The maximum amount payable.
- A requirement to repay any financial assistance to which the participant is not entitled, including any payments:
  - Made in error,
  - For costs in excess of the amount actually incurred for costs, and
  - That were used for ineligible costs.
- A provision stipulating that payment of any financial assistance under the agreement is subject to the availability of funds provided by Canada and may be cancelled or reduced in the event that Canada cancels or reduces its funding.
- The third party shall provide techNL with a copy of any or all agreements signed with participants.

**From:** [Zhu, Chunyan](#)  
**To:** [Gardiner, Susan](#); [Mike Mason](#); [Joe Tam](#)  
**Cc:** [Taker, Sarah](#)  
**Subject:** RE: Financial Report - June 30, 2023  
**Date:** Monday, July 24, 2023 2:09:00 PM  
**Attachments:** [image001.jpg](#)

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Thank you Susan!

Chunyan

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Gardiner, Susan  
**Sent:** July-24-23 2:08 PM  
**To:** Zhu, Chunyan ; Mike Mason ; Joe Tam  
**Cc:** Taker, Sarah  
**Subject:** Financial Report - June 30, 2023

Good afternoon everyone,

I hope that you had an enjoyable weekend. Please find attached our financial report to June 30, 2023.

Should you require anything further, please let me know.

Enjoy your day.

SEG

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**From:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Sent:** July 18, 2023 10:22 AM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>; Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>  
**Cc:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** Workshop participant agreement

Hi Mike and Joe,

As per our discussion yesterday, please see attached revised draft of the workshop participant agreement. Let me know if you have any questions or comments. We can also discuss further in our next meeting.

Thank you,

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse*

*histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>

**Sent:** July-17-23 7:47 AM

**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>

**Subject:** learner agreements and conformation of eligibility

Good morning Chunyan and Joe,

Today as we review the process documents and Participant agreement, can we focus first on the process documents and then the participant agreements, understanding that we still might need to discuss these agreements in a follow up?

To that, I'm wondering if we can set aside some time this week for a separate conversation about participant agreements and how they apply to workshops and the two events that Embark will deliver?

Other things we can confirm or discuss before sending out a contract for execution include a :



s. 29 (1)(a)

If we can spend 15 minutes on this this week, I think we'll be able to get these items understood and approved.

Thanks, and enjoy the start to the week.

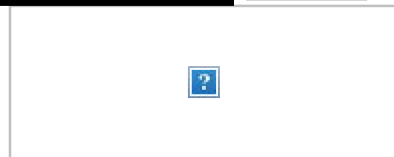
**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL



s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Taker, Sarah](#)  
**Cc:** [Joe Tam](#)  
**Subject:** RE: follow up to questions related to participation agreements and  
**Date:** Wednesday, August 16, 2023 2:14:00 PM  
**Attachments:** [image001.jpg](#)

---

Hi Mike,

Glad to hear from you. I am available on Monday morning (August 21). Just a friendly reminder that we will have our advisory board meeting on Thursday morning (August 24) at 10-11 am. Joe is welcome to attend the meeting as well. I am wondering if you still need a separate meeting with me and Sarah.

Thank you.

Chunyan

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**

**Manager of Graduate Programs**

**Faculty of Business Administration**

**Memorial University of Newfoundland**

**St. John's, NL A1C 5S7**

**Tel: 709-8644747**

**Email: [czhu@mun.ca](mailto:czhu@mun.ca)**

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Mike Mason

**Sent:** August-16-23 1:16 PM

**To:** Zhu, Chunyan ; Taker, Sarah

**Cc:** Joe Tam

**Subject:** follow up to questions related to participation agreements and

Hi Chunyan and Sara,

Might you both be available for 30 minutes any morning on Aug 21, 22, 23, or 24 to run through the last pieces related to our contract and the participation agreement? Joe and I will make sure to be available.

Thanks!

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

 s. 40 (1)



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**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Joe Tam](#)  
**Cc:** [Taker, Sarah](#); [Gardiner, Susan](#)  
**Subject:** Tomorrow's meeting  
**Date:** Wednesday, August 30, 2023 11:58:00 AM

---

Hi Mike and Joe,

As you may have already known, [REDACTED]

s. 29 (1)(a)

To better prepare for our meeting

tomorrow, [REDACTED]

s. 29 (1)(a)

Look forward to discussing tomorrow. Thank you.

Chunyan

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA

Manager of Graduate Programs

Faculty of Business Administration

Memorial University of Newfoundland

St. John's, NL A1C 5S7

Tel: 709-8644747

Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Joe Tam](#)  
**Cc:** [Gardiner, Susan](#); [Brown, Trevor](#)  
**Subject:** CareerTech contract and workshop participant agreement  
**Date:** Tuesday, September 12, 2023 5:25:00 PM  
**Attachments:** [MUNL FBA ESDC Project-techNL Sept 15, 2023 DRAFT.docx](#)  
[Privacy Schedule Privacy ProtSch-w Cloud-CANADA-2018 \(4\).doc](#)  
[Workshop Participant Agreement.docx](#)

Hi Mike and Joe,  
 As promised, I am sending you our final revised contract and workshop participant agreement.  
 Main changes to the contract include:



s. 29 (1)(a)

2. We clarify that “we will deliver 10 workshops **with a goal** to 125 learners or more each semester” (page 14).
3. We attached the Privacy Schedule to the contract as required to all contracts signed by Memorial.

Main changes to the workshop participant agreement include:

1. We added a disclosure form to allow students to self declare their personal information.
2. We highlighted Memorial privacy policy and make the agreement line up with Memorial’s private policy.

Please let me know if you have any questions.  
 Thank you.

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
 Faculty of Business Administration  
 Memorial University of Newfoundland  
 St. John's, NL A1C 5S7  
 Tel: 709-8644747  
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*We acknowledge that the lands on which Memorial University’s campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi’kmaq, Innu, and Inuit of this province.*

**THIS AGREEMENT** is effective as of the Effective Date.

**BETWEEN:** NEWFOUNDLAND AND LABRADOR ASSOCIATION  
OF TECHNOLOGY AND INNOVATION INC. (NATI)  
(operating as techNL)

**AND:** **MUNL FACULTY OF BUSINESS ADMINISTRATION** (the  
"Third Party")

**BACKGROUND:**

1. TechNL (as defined below) submitted an application for funding to His Majesty the King in Right of Canada, as represented by the Minister of Employment, Workforce Development and Disability Inclusion (MEWDDI) and such application has been approved and funded by MEWDDI;
2. TechNL wishes to grant to the Third Party certain funds to enable the Third Party to undertake the Project as set out in the Schedule A attached hereto, which schedule forms part and parcel hereof; and;
3. The Parties have agreed to undertake the Project, as herein defined below, on the terms and conditions set out in this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSES** for and in consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**Article 1 – Definitions**

As used in this Agreement:

- 1.1 **"Agreement"** means this Agreement together with all Schedules attached hereto;
- 1.2 **"Background Intellectual Property"** or **"Background IP"** means all Intellectual Property created, conceived or developed prior to or independently of the Project and all Intellectual Property Rights therein;
- 1.3 **"Completion Date"** means the Completion Date described in Schedule A;
- 1.4 **"Effective Date"** means the Effective Date set out in Schedule A;
- 1.5 **"Intellectual Property"** means all data, information, materials, concepts, know-how, formulae, inventions, improvements, industrial designs, processes, patterns, machines, manufactures, compositions of matter, compilations of information or data, technology, technical information, software, code of all types, layouts, interfaces, applications, tools, databases and database layouts, works (including without limitation all literary, artistic, pictorial, graphic, musical, dramatic and audio-visual works) and all compilations thereof, developments, trade secrets, integrated circuit topographies and integrated circuit topography products, plant varieties, domain names, prototypes, specifications and all other intellectual and industrial property, whether or not registrable or the subject of applications for registration;
- 1.6 **"Intellectual Property Rights"** means all common law and statutory rights, copyrights, moral rights, patent rights, trade-mark rights, license and contractual rights and all other proprietary or intellectual property rights in or to the Intellectual Property, including without limitation all

registrations, pending applications for registration and rights to file applications for any of the foregoing;

- 1.7 **"TechNL"** means NEWFOUNDLAND AND LABRADOR ASSOCIATION OF TECHNOLOGY AND INNOVATION INC. (NATI) (operating as techNL).
- 1.8 **"Party"** means TechNL or the Third Party, as the case may be, and **"Parties"** means both TechNL and the Third Party;
- 1.9 **"Project"** means the project described in Schedule A. The Parties acknowledge that this a portion of the full funding agreement between TechNL and MEWDDI . Any activities happening after the Completion Date shall not form part of the Project, and any expenses related to such activity are not eligible, except approved in writing by TechNL to become part of the Project;
- 1.10 **"Project Period"** means the period beginning on the Project start date specified in Schedule A and ending on the Project end date specified in Schedule A. The Parties acknowledge that this a portion of the full funding agreement between TechNL and MEWDDI;
- 1.11 **"Term"** means the period commencing on the Effective Date and ending on the Completion Date, unless earlier terminated in accordance with the provisions of this Agreement; and

#### **Article 2 – Project**

- 2.1 The Third Party agrees to undertake the Project in accordance with Schedule A and appropriate scientific and professional standards, but does not promise success in achieving any particular or desired results.
- 2.2 Nothing herein shall obligate the Third Party to undertake any work other than the Project..
- 2.3 The Project will be undertaken under the direction of the Third Party, who will be responsible for the technical content and performance of the Project.

#### **Article 3 – Contribution**

- 3.1 TechNL agrees to pay the Third Party the amount as set out in Schedule A in respect of eligible costs incurred. The parties acknowledge and agree that any contribution under this agreement is only payable if monies are received from MEWDDI and under no circumstances is there an obligation on TechNL to pay any monies under this agreement without funding from MEWDDI. Advance payments will not be made to Third Party. Any amendments to the amounts set out in Schedule A must be in writing executed by each Party.

#### **Article 4 – Publicity**

- 4.1 Neither Party will use the trade-mark(s), logo(s) or trade name(s) of the other Party without such other Party's written consent; however, each Party may reference the name of the other Party and/or any member of the other Party's staff or students connected with the Project unless such other Party indicates otherwise in writing. Consent shall not be unreasonably withheld.

#### **Article 5 - Intellectual and Other Property**

- 5.1 Where in the course of carrying out the Project, the Third Party produces any work using funds provided by TechNL, the copyright in the work shall vest in the Third Party. However, the Third Party hereby grants to TechNL a non-exclusive, irrevocable and royalty free license to use, translate, adapt, record by any means or reproduce, except for commercial sale in competition with the Third Party, any such work which is produced by the Third Party. TechNL confirms that it shall

only exercise rights under this section if instructed to do so by MEWDDI with respect to the funding provided by MEWDDI.

- 5.2** The license granted under section 5.1 shall be for the duration of the copyright and shall include:
- (a) the right to sub-license the use of the work to any contractor engaged by TechNL solely for the purpose of performing contracts with TechNL; and
  - (b) the right to distribute the work outside TechNL as long as the distribution does not undermine any commercial use of the work intended by the Third Party.
- 5.3** The Third Party agrees to execute any acknowledgements, agreements, assurances or other documents deemed necessary by TechNL to establish or confirm the license granted under section 5.1.
- 5.4** Additionally, with respect to any work licensed under section 5.1, the Third Party:
- (a) warrants that the work shall not infringe on the copyrights of others;
  - (b) agrees to indemnify and save harmless TechNL from all costs, expenses and damages arising from any breach of any such warranty; and
  - (c) shall include an acknowledgment, in a manner satisfactory to TechNL, on any work which is produced by it with funds contributed by TechNL under this Agreement, acknowledging that the work was produced with funds contributed by TechNL and identifying the Third Party as being solely responsible for the content of such work.
- 5.5** The Third Party shall include in the final report for the Project, that the Third Party is required to submit to TechNL under the terms of this Agreement, a copy of any work licensed under section 5.1.

## **Article 6 – Confidentiality**

- 6.1** From time to time during the Term of this Agreement, either Party (as the "Disclosing Party") may disclose or make available to the other Party (as the "Receiving Party"), non-public, proprietary, and confidential information of Disclosing Party, including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, that, if disclosed in writing or other tangible form is clearly labelled as "confidential," or if disclosed orally, is identified as confidential when disclosed and within 5 days thereafter, is summarized in writing, and confirmed as confidential ("Confidential Information"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 6; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (c) was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) was or is independently developed by Receiving Party without using any of the Disclosing Party's Confidential Information. The Receiving Party shall: (x) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (y) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (z) not disclose any such Confidential Information to any

person or entity, except to the Receiving Party's Group (as defined below) [who are bound to confidentiality obligations no less stringent than those contained in this Section and] who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to exercise its rights or perform its obligations under this Agreement.

- 6.2 If the Receiving Party is required by applicable law or legal process to disclose any Confidential Information, it shall, prior to making such disclosure, use commercially reasonable efforts to notify Disclosing Party of such requirements to afford Disclosing Party the opportunity to seek, at Disclosing Party's sole cost and expense, a protective order or other remedy. For purposes of this Section 6 only, "Receiving Party's Group" shall mean the Receiving Party's affiliates and its or their employees, officers, directors, partners.

#### **Article 7 - Disclaimer**

- 7.1 Neither TechNL nor its board members, members, trustees, officers, employees, students or agents makes any representations or warranties of any kind, whether direct, indirect, collateral, express or implied, as to the Project, any Intellectual Property or any Intellectual Property Rights or as to the merchantability or fitness for a particular purpose, or non-infringement of third party rights, of any of the foregoing. The Third Party hereby acknowledges that the Project is of an experimental and exploratory nature, that no particular results can be guaranteed, and that it has undertaken its own due diligence with respect to all matters arising from this Agreement and the Project. Except as expressly set out herein, all other representations, warranties and conditions of TechNL, express or implied, statutory or otherwise, are hereby disclaimed.

#### **Article 8- Representations and Warranties**

- 8.1 Each Party represents and warrants to the other Party that it has the power and capacity to enter into this Agreement and to perform and comply with the terms hereof, that this Agreement has been legally and properly executed by it or on its behalf and that this Agreement is legally binding and enforceable against it.

#### **Article 9 – Termination and Insolvency**

- 9.1 Termination for Default

(a) The following constitute Events of Default:

- (i) the Third Party becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of the statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Third Party;
- (ii) the Third Party ceases to operate;
- (iii) the Third Party is in breach of the performance of, or compliance with, any provision of this Agreement;
- (iv) the Third Party, in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information; or
- (v) in the opinion of TechNL, there is a material adverse change in risk in the Third Party's ability to complete the Project or to achieve the expected results of the Project set out in Schedule A.

- (b) If
    - (i) an Event of Default specified in paragraph (9.1)(a)(i) or (ii) occurs; or
    - (ii) an Event of Default specified in paragraphs (9.1)(iii), (iv) or (v) occurs and has not been remedied within thirty (30) days of receipt by the Third Party of written notice of default, or a plan satisfactory to TechNL to remedy such Event of Default has not been put into place within such time period, TechNL may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, TechNL shall have no obligation to make any further contribution to the Third Party.
  - (c) In the event TechNL gives the Third Party written notice of default pursuant to paragraph (9.1)(b)(ii), TechNL may suspend any further payment under this Agreement until the end of the period given to the Third Party to remedy the Event of Default.
  - (d) The fact that TechNL refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon TechNL shall not prevent TechNL in any way from later exercising any other right or remedy under this Agreement or other applicable law.
- 9.2 Termination for Convenience - TechNL may also terminate this Agreement at any time without cause upon not less than ninety (90) days written notice of intention to terminate.
- 9.3 Obligations Relating to Termination under section 9.1 or 9.2 and Minimizing Cancellation Costs In the event of a termination notice being given by TechNL under section 9.1 or 9.2,
- (a) the Third Party shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
  - (b) all Eligible Expenditures incurred by the Third Party up to the date of termination will be paid by TechNL, including the Third Party's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of TechNL that the costs mentioned herein were actually incurred by the Third Party and the same are reasonable and properly attributable to the termination of the Agreement.
  - (c) The Third Party shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Third Party to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Third Party shall cooperate with TechNL and do everything reasonably within its power at all times to minimize and reduce the amount of TechNL's obligations under section 16.3 in the event of a termination of this Agreement

#### **Article 10 – Notices**

- 10.1 All notices, requests, directions or other communications (“**Notices**”) required or permitted herein shall be in writing and will be delivered to the Parties respectively at the addresses and to the individuals described in Schedule A. In order for any such Notice to be effective, it will be delivered by courier or facsimile addressed to the Party for whom the Notices are intended at the above-

mentioned address and will be deemed to have been received on the date of delivery, if delivered by courier, and on the next business day following the electronic confirmation of the successful transmission of the facsimile, if sent by facsimile. The address of a Party may be changed by notice in the manner set out in this section.

#### **Article 11 – Force Majeure**

- 11.1 No liability shall be incurred by a Party (the “**Affected Party**”) for any delay in progress of the Project or for damages suffered by the other Party or any third party, or for non-performance of its obligations, as a result of any causes beyond the reasonable control of the Affected Party but in no way caused by the Affected Party’s default or collusion. Such causes shall include but not be limited to death, incapacity or withdrawal or termination of employment from the Affected Party of a Researcher, acts of God, pandemics, fire and labour difficulties (including strikes and lock-outs) and governmental action. The Affected Party shall give the other Party prompt notice and details in writing of such delay and shall use reasonable efforts to resume the Project in a timely manner, if possible. The Affected Party shall not be required to accede to the demands of its opponents in any strike, lockout or industrial disturbance solely to remedy the force majeure constituted by such action.

#### **Article 12 – Applicable Laws**

- 12.1 This Agreement and all claims arising from or related to this Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Newfoundland and Labrador and the laws of Canada applicable therein. The parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Newfoundland and Labrador.

#### **Article 13- Public Notice**

- 13.1 If required at any time by TechNL, any communications or public reports may recognize the contribution of MEWDDI to the Project, in language to be provided by TechNL, and which will refer to MEWDDI as “the Government of Canada”. Further, any reports and other related publications must state: “The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada. Les opinions et les interprétations figurant dans la présente publication sont celles de l’auteur et ne représentent pas nécessairement celles du gouvernement du Canada »

#### **Article 14- Proactive Disclosure**

- 14.1 The Third Party acknowledges that the name of the Third Party, the amount of the contributions and the general nature of the Project may be made publicly available by TechNL in accordance with any of the TechNL’s funding obligations to proactively disclose the awarding of grants and contributions.

#### **Article 15 – Contracting procedures**

- 15.1 Contracting
- (1) Subject to subsection (2), the Third Party shall use a fair and accountable process, involving soliciting a minimum of three bids or proposals, when procuring goods and services from contractors in relation to the Project. The Third Party shall select the bid or proposal offering the best value at the lowest cost
  - (2) The requirement under subsection (1) shall apply, unless otherwise authorized in writing by TechNL, to all goods or services contracts valued at \$25,000 or more (before taxes). The Third Party must not unnecessarily divide a requirement for goods or services into a

number of smaller contracts to avoid this requirement.

## 15.2 Restrictions Regarding Non Arms-Length Contracts

(1) Unless otherwise authorized in writing by TechNL, all goods or services contracts, regardless of their value, entered into in relation to the Project between the Third Party and

- (a) an officer, director or employee of the Third Party,
- (b) a member of the immediate family of an officer, director or employee of the Third Party,
- (c) a business in which an officer, director or employee of the Third Party, or a member of their immediate family, has a financial interest, or
- (d) a business which is related to, or associated or affiliated with, the Third Party,
- (e) require the prior written approval of TechNL. In any such contract, the Third Party shall ensure that TechNL has a right of access to the relevant records of the supplying entity for the purpose of verifying, if necessary, the amount of the expenditure claimed by the Third Party in relation to a contract referred to in this subsection.

(2) In this section, "immediate family" means the father, mother, step-father, step-mother, brother, sister, spouse (including common law partner), child, step-child (including child of common law partner), ward, father-in-law, mother-in-law or relative permanently residing in the household of the officer, director or employee

## 15.3 Restrictions Regarding Sub-contracting of Third Party Duties or Responsibilities

The Third Party shall not subcontract the performance of any of its duties or responsibilities in managing the Project to another party without the prior written consent of TechNL unless the Third Party has already indicated in the approved Project Description attached as Schedule A to this Agreement that it intends to use a subcontractor or subcontractors to perform those duties or responsibilities.

## **Article 16- Disposition of capital assets**

16.1 During the Project Period, the Third Party shall preserve any capital asset purchased by the Third Party with funding provided under this Agreement and shall not dispose of it unless TechNL authorizes its disposition.

16.2 At the end of the Project Period, or upon termination of this Agreement, if earlier, TechNL reserves the right to direct the Third Party to dispose of any capital asset purchased by the Third Party with funding provided under this Agreement by:

- (a) selling it at fair market value and applying the funds realized from such sale to offset TechNL's contribution to the Eligible Expenditures;
- (b) turning it over to another organization or to an individual designated or approved by TechNL; or
- (c) disposing of it in such other manner as may be determined by TechNL.

16.3 Where TechNL elects to exercise its right under section 16.2, the Third Party agrees to comply with the related direction provided by TechNL.

- 16.4 For the purposes of section 24.0, "capital asset" means any single item, or a collection of items which form one identifiable functional unit, that:
- (a) is not physically incorporated into another product or not fully consumed by the end of the Project, and
  - (b) has a purchase or lease value of more than \$1,000 (before taxes), but does not include land or buildings purchased or leased by the Third Party in connection with the implementation of the Project.

#### **Article 17- Conflict of Interest**

- 17.1 No current or former public servant or public office holder to whom the Conflict of Interest Act [S.C. 2006, c. 9, s. 2], the Policy on Conflict of Interest and Post-Employment or the Values and Ethics Code for the Public Sector applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.
- 17.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

#### **Article 18 – Dispute resolution**

- 18.1 In the event of a dispute arising under the terms of this Agreement, the Parties agree to make a good faith attempt to settle the dispute. In the event that the Parties are unable to resolve the dispute through negotiation, they agree to give good faith consideration to resorting to other alternate dispute resolution processes to resolve the dispute. However, the Parties agree that nothing contained in this section shall affect, alter or modify the rights of either Party to terminate the Agreement
- 18.2 If a dispute arises out of, or in connection with this agreement, the parties shall first seek to resolve the dispute via good faith discussions between the parties' representatives as identified in Schedule A of this Agreement.
- 18.3 The parties have twenty (20) business days from the date on which a party notifies the other party of the dispute to resolve the dispute. The parties may agree to an extension of this twenty (20) business day period. The Agreement shall be in writing and signed by a representative as identified by each of the parties listed in Schedule A in this agreement.
- 18.4 If the parties are not able to resolve the dispute within the time specified in section 25.3 of this agreement, the parties agree to mediate the dispute.
- 18.5 The parties have forty (40) business days starting on the date they agree to proceed to mediation to complete the mediation. The parties may agree to an extension of this forty (40) business day period. The Agreement shall be in writing and signed by each of the parties listed in Schedule A of this agreement
- 18.6 If the parties are not able to resolve a dispute via mediation in the time specified in section 25.5 of this agreement, the parties agree to arbitrate the dispute in accordance with the Commercial Arbitration Act (R.S. C., 1985, c. 17 (2<sup>nd</sup> supp.)) As amended from time to time.
- 18.7 The provisions of this article 25.0 survive the termination of this agreement and remain in full force and effect

**Article 19 – Independent legal advice**

- 19.1 The Parties acknowledge and agree that they have been given full opportunity to seek independent legal advice and if they chose to avail themselves of said opportunity, had independent legal advice to the full extent deemed necessary by each of them, and that they have not acted under any duress or undue influence in the negotiating, preparation and execution of this Agreement.

**Article 20 – Project records**

- 20.1 The Third Party shall
- (a) keep proper books and records, in accordance with generally accepted accounting principles, of all expenditures and revenues relating to the Project, including cash contributions received from TechNL and cash contributions from other sources, as well as records substantiating the receipt and value of any in-kind contributions to the costs of the Project referred to in the Project Budget in Schedule B,
  - (b) keep records of all Project-related contracts and agreements and all invoices, receipts and vouchers relating to Eligible Expenditures, and
  - (c) keep records of all Project-related activity, progress and evaluation reports and reports of Project reviews or audits carried out by, or on behalf of, the Third Party.
- 20.2 The Third Party shall retain the books and records referred to in section 20.1 for a period of six (6) years following the Project Period.

**Article 21 - TechNL's right to audit**

- 21.1 During the Project Period and for a period of six (6) years thereafter, the Third Party shall, upon request, grant representatives of TechNL access to the books and records referred to in section 20.1 for the purpose of conducting an audit to verify compliance with the terms and conditions of this Agreement and verify expenses claimed by the Third Party as Eligible Expenditures. The Third Party shall permit TechNL's representative(s) to take copies and extracts from such accounts and records. The Third Party shall also provide TechNL with such additional information as TechNL may require with reference to such books and records.

**Article 22- Final Report**

- 22.1 Unless the Third Party is required under a schedule to this Agreement to provide another, more specific, final report outlining the results of the Project, the Third Party shall provide TechNL with a final report that summarizes the Project scope, describes the results achieved, explains any discrepancies between the results and the planned or expected results and contains such other information as TechNL may specify in writing to the Third Party. The Third Party shall provide TechNL with the final report within sixty (60) days following the Project Period.

**Article 23- Evaluation**

- 23.1 The Third Party agrees to cooperate with TechNL in the conduct of any evaluation of the Project and named in this agreement that TechNL may carry out during the Project Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by TechNL to do so for the purpose of conducting an evaluation, the Third Party agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by TechNL; and
  - (b) subject to section 14.2, provide TechNL with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Third Party
- 23.2 The Third Party shall provide TechNL with the contact information of a person (name, address, phone number and e-mail address) referred to in paragraph 23.1(b) only if the person has given their written consent to the release of the information to TechNL. The Third Party agrees to make all reasonable efforts to secure such consent during the Project Period. When providing a person's contact information to TechNL, the Third Party shall provide TechNL with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with TechNL

#### **Article 24 - Financial and activity monitoring**

- 24.1 During the Project Period, the Third Party shall grant representatives of TechNL reasonable access to the Project site and business premises of the Third Party, if different from the Project site, and to all Project-related books and records referred to in section 18.0 at all reasonable times for the purpose of conducting periodic financial and activity monitoring reviews of the Project. The Third Party shall also, upon request, provide representatives of TechNL with copies and extracts from such books and records.

#### **Article 25- Insurance**

- 25.1 The Third Party shall arrange and maintain, during the Project Period, appropriate comprehensive general liability insurance coverage to cover claims for bodily injury or property damage resulting from anything done or omitted by the Third Party or its employees, agents or Project participants, if any, in carrying out the Project.

#### **Article 26 - Inquiry by the Auditor General of Canada**

- 26.1 If, during the Project Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the Auditor General Act (R.S.C., 1985, c. A-17), requests that TechNL provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, TechNL shall advise the Third Party, and the Third Party shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

#### **Article 27– Enurement**

- 27.1 This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

#### **Article 28– Additional Provisions**

- 28.1 This Agreement shall be subject to the additional provisions listed in Schedule C.

#### **Article 29– Waiver**

- 29.1 No waiving, condoning, excusing or overlooking by any Party of any term, default or breach of this Agreement by the other Party shall operate as a waiver of such Party's rights under this Agreement in respect of any continuing or subsequent default or breach.

**Article 30 – Entire Agreement**

- 30.1 This Agreement and the Schedules attached hereto embody the entire agreement between the Parties hereto with respect to the Project and the subject-matter hereof and supersedes all prior agreements, representations, understandings, negotiations and discussions, whether oral or written. There are no conditions, covenants, agreements, representations or warranties or other provisions, express or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as herein provided.

**Article 31 – Independent Contractor**

- 31.1 Nothing in this Agreement, nor the conduct of a Party, shall in any way whatsoever constitute or be intended to constitute either Party as the agent or representative or fiduciary of the other Party, nor constitute or be intended to constitute a partnership or joint venture between the Parties, but rather each Party shall be severally responsible, liable and accountable for its own obligations under this Agreement. No Party shall have the authority to make nor shall it make any statements, representations or commitments of any kind, or take any actions that will bind the other Party, except as expressly authorized in writing by the applicable Party.

**Article 32 – Survival**

- 32.1 In addition to those provisions of this Agreement that, by their terms, survive the termination or expiration of this Agreement, Articles 1 and 5 through 20 inclusive shall survive termination or expiry of this Agreement.

**Article 33 – No Contra Preferentum**

- 33.1 The Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favouring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

**Article 34 – Severability**

- 34.1 If any provision of this Agreement or the application of it to any person or circumstance is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other person or circumstances shall not be affected or impaired and will be valid and enforceable.

**Article 35– Assignment**

- 35.1 Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, and any such purported assignment shall be null and void. There is one exception -- where His Majesty the King in Right of Canada, as represented by the Minister of Employment, Workforce Development and Disability Inclusion (MEWDDI) has provided the funding to TechNL for this Agreement, TechNL shall have the right to assign any of this Agreement and any of its right or obligations hereunder to MEWDDI.

**Article 36– Informing Canadians of TechNL's contribution**

- 36.1 The Third Party shall allow TechNL sixty (60) days from the date of signature of the Agreement to announce the Project. During this 60 day period, the Third Party shall not make any public announcements of funding, deferring all questions to TechNL. After the expiry of the 60 day period, the Third Party may begin its own communication activities for the Project.

- 36.2 The Third Party shall notify TechNL twenty (20) working days in advance of any initial and subsequent official ceremonies related to the announcement of the funding and promotion of the Project. TechNL reserves the right to approve the time, place and agenda of the ceremony.
- 36.3 The Third Party shall notify TechNL fifteen (15) working days in advance of any and all communications activities, publications, advertising and press releases planned by the Third Party or by a third party with whom it has an agreement relating to the Project.
- 36.4 The Third Party shall ensure that in any and all communication activities, publications, advertising and press releases regarding the Project, recognition, in terms and in a form and manner satisfactory to TechNL, are given to TechNL's financial assistance to the Project.
- 36.5 The Third Party agrees to display such signs, plaques or symbols as TechNL may provide in such locations on its premises as TechNL may designate.
- 36.6 The Third Party shall cooperate with representatives of TechNL during any official news release or ceremonies relating to the announcement of the Project and authorize TechNL to use its logo for promotional activities on the project.

#### **Article 37– Counterparts**

- 37.1 This Agreement may be executed by the Parties by facsimile or PDF format and in several counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall constitute but one and the same instrument.

#### **Article 38– Amendments**

- 38.1 No amendment, modification or waiver of any term or provision of this Agreement shall be valid or binding unless it is in writing duly executed by both Parties and is then effective only in the specific instance for the specific purpose for which it is given.

#### **Article 39- Headings**

- 39.1 Any headings used in this Agreement are for convenience only and shall not affect the interpretation thereof.

**In witness whereof the Parties hereto have signed as of the Effective Date.**

For Third Party

For NATI (operating as techNL)

\_\_\_\_\_

\_\_\_\_\_

Title: CEO

Name: **Florian Villaumé**

I have authority to bind the corporation

I have authority to bind the corporation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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## **Schedule A – Scope of Work MUNL Faculty of Business Administration**

Effective Date: The first day of the contract will be December 1, 2022

Completion Date- The last day for this contract will be March 31, 2024

### **Overview**

For a fee of **\$162,296** and during the term of the contract, Memorial University of Newfoundland and Labrador (MUNL) will deliver ten workshops with a goal to 125 learners or more each semester. Additionally, Memorial University of Newfoundland and Labrador will host a tech pavilion in an existing job fair during Fall 2023, and conduct a reverse job fair during Winter semester of 2024.

### **Project Description**

**Tech-industry informed and led workshop and lecture series plus networking opportunities for all post-secondary students in the province.**

With the technology sector evolving at a very rapid pace, it is essential for students to have access to the latest expertise from and connections to the private sector to complement their great education at local post-secondary institutions.

The objective of this program is to raise awareness of specific technical skills post-secondary students need in the technology sector in Newfoundland and Labrador. This training will complement the post-secondary education they receive at post-secondary institutions, including Memorial University and College of North Atlantic, with content delivered by representatives from the private sector. It will also enhance opportunities for students to work in the community through learning programs and development.

The program will create and deliver a series of technical skills training workshops, with the aim of equipping post-secondary students and faculty with content, approaches, and tools developed by local tech companies, so that the learnings of students are tuned into and address the needs of the tech sector. It will also include a minimum of two job fairs or networking events

### **Workshop Description**

The workshops to be delivered are:

- Customer success (all fields, 25+ participants in Fall and Winter semesters).
- Marketing and Technical Sales (all fields, 25+ participants in Fall and Winter semesters).
- Product management (all fields, 25+ participants, in Fall and Winter semesters).
- Data Science (25+ participants, in Fall and Winter semesters).
- Coding (25+ participants, in Fall and Winter semesters)

Methods of delivery of the above five workshops include in-person in St. John's and Corner Brook NL and online.

**Workshop Participant Characteristics**

- Students will come from STEM and non-STEM educational backgrounds.
- Some sessions will be open to non-students, especially recent graduates, and are subject to seat availability.
- Post secondary students and instructors in Newfoundland and Labrador

**Job Fairs**

- As part of this agreement, this project will also deliver a total of two events that will create exposure to employment opportunities for participants during the Fall semester and Winter semester.

**Requests for Amendment**

Any request to change the delivery schedule, associated with this program must be received in writing to effectively manage and communicate changes to stakeholders and the funder.

**Advertising, Marketing and Communications**

Follow any cobranding guidelines required by the Government of Canada and techNL. Work collaboratively with the team at techNL as well as its contractors, to deliver appropriate, compliant, and effective messaging about training opportunities.

**Quarterly Reporting**

The information requested below contributes to techNL's ability to report on overall project performance, project reach, and impact, in an accurate and informative way, to the funder, Employment, Workforce Development and Disability Inclusion (EWDDI). During each quarter, MUNL will work with techNL's project team to inform its reporting.

**Invoicing and Records Management**

As part of this project, MUNL will also provide:

- Monthly invoices for expenses related to the purchase of the events.
- MUNL will maintain and update journal entries related to the project that will help techNL and EWDDI in its detailed audits of expenditures.

**Reporting on Effort and Results**

The information requested below contributes to techNL's ability to report on overall project performance, reach, and impact accurately and informatively to the funder, Employment and Social Development Canada. During each quarter, MUNL will work with techNL's project team to inform its reporting.

To report on the project, MUNL will:

- Provide tech NL with the results of any participant surveys.
- Provide specific examples to demonstrate that the work is on track to meet the expected results of this agreement.
- Provide overall progress towards the outcomes in this agreement.
- Note concerns that might jeopardize the results of this project.
- Report on any expected changes to the budget or activities in this agreement. Describe success stories and lessons learned during each quarter. Provide a description of how the

training received has impacted attendees.

- For the purposes of demonstrating any achievements in serving individuals from equity deserving groups, collect and share aggregated information related to participants':
  - Geographic location,
  - Gender Diversity,
  - Ethnicity/Race,
  - Previous education,
  - Indigenous Status,
  - Newcomers, and
  - 2SLGBTQIA+.

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## Schedule B Project Budget

### Payment Schedule

This payment schedule is derived from MUNL-FACULTY OF BUSINESS ADMINISTRATION quarterly forecast of expenditures submitted for the period between December 2022 and March 2024.

	Q1 [Dec 22]	Q2 [Jan-Mar 23]	Q3 [Apr- Jun 23]	Q4 [Jul- Sep 23]	Q5 [Oct- Dec 23]	Q6 [Jan- Mar 24]	Total
<b>Category</b>							
A. Staff Wages	\$-	0	23167	30710	\$33059	\$36,559	\$123,4966
B. Project Costs		00	0	15000	\$13800	\$10,000	\$38,8000
C. Capital Assets							-
D. Facilities							-
E. Participant costs							
<b>Total</b>	<b>\$-</b>	<b>0</b>	<b>23,167</b>	<b>\$45,710</b>	<b>\$46,859</b>	<b>\$46,559</b>	<b>\$162,296</b>

- The forecast of expenditures above is inclusive of all expenses for the entire training.

[REDACTED]

s. 29 (1)(a)

- Any changes to this scope of work (number of workshops of each semester,, delivery schedule, etc.) will require prior written approval from techNL. Any expenses not pre-approved will be deemed ineligible.
- Any expenses deemed ineligible by the funding partner, even if already reimbursed by techNL, will be due in full. The expenses will be deducted from the next invoice payment or reimbursed by the Third Party if the program has already ended [REDACTED]

s. 29 (1)(a)

[REDACTED]

- All expenses [REDACTED] after the Completion Date are not eligible for reimbursement unless authorized by the funding partner and [REDACTED] techNL in writing.
- techNL may, in its sole discretion, withhold up to ten percent (10%) of the Contribution until the completion of the Project or until such audit as techNL may require has been performed. In the event that no audit has been performed within twelve (12) months after receipt of the final claim [REDACTED] any amount so withheld shall be released to [REDACTED]

[REDACTED]

## **Schedule C - Additional Provisions**

### **1.0 Recipient declarations**

#### **1.1 The Third Party**

- (a) declares that it has provided TechNL with a true and accurate list of all amounts owing to the Government of Canada under legislation or funding agreements which were past due and in arrears at the time of the Third Party's application for funding under the Program named in this Agreement,
- (b) agrees to declare any amounts owing to the Government of Canada under legislation or funding agreements which have become past due and in arrears following the date of its application for funding, and
- (c) recognizes that TechNL may recover any amounts referred to in paragraph (a) or (b) that are owing by deducting or setting off such amounts from any sum of money that may be due or payable to the Third Party under this Agreement

- 1.2 The Third Party declares that any person who has been lobbying on its behalf to obtain the contribution that is the subject of this Agreement was in compliance with the provisions of the Lobbying Act (R.S.C. 1985 c. 44 (4th Supp.)), as amended from time to time, at the time the lobbying occurred and that any such person to whom the aforementioned act, applies has received, or will receive, no payment, directly or indirectly, from the Third Party that is in whole or in part contingent on obtaining this Agreement

## **2.0 PARTICIPANT PLACEMENT AGREEMENTS WITH EMPLOYERS**

2.1 In cases where, as part of the Project, work experience or wage subsidy is provided to a Participant by an employer with whom the Participant has been placed by the Third Party, the Third Party shall ensure there is a written agreement between the Third Party and the employer that sets out the terms of the placement of the Participant and the employer. The agreement shall include:

- (a) an identification of the employer;
- (b) the effective date, the date of signing and the duration of the agreement;
- (c) provision for representatives of TechNL to have a right of access to the employer's business premises or site of the employer where the work experience is taking place to monitor the work experience; and
- (d) if the Third Party is providing financial assistance to the employer to support any employer costs associated with the work experience,
  - (i) the purpose of the financial assistance;
  - (ii) the financial and/or non-financial conditions attached to the assistance and the consequence of failing to adhere to these conditions;
  - (iii) the allowable costs or the types of classes of expenditures eligible for reimbursement;
  - (iv) the conditions to be met before payment is made and the schedule and basis of payment;
  - (v) the maximum amount payable; and
  - (vi) a requirement for the employer to repay overpayments, unexpended balances, and disallowed expenses.

2.2 The Third Party shall monitor the work experience provided to a Participant by an employer other than itself by conducting periodic visits to the site where the work experience is taking place and by other means such as telephone calls to the employer and questionnaires, or through a review of progress reports furnished by the employer, or a combination of thereof to ensure:

- (a) that the work experience is being carried out in accordance with the terms of the placement agreement with the employer;
- (b) that the work experience is taking place in a safe environment; and
- (c) that the Participant placement restrictions in sections 2.3, 2.4 and 2.5 are being respected.

**Participant Placement Restrictions**

2.3 The Third Party shall ensure that a Participant, when placed within the Third Party's organization, or with an employer, for work experience or skills enhancement, is provided with all relevant information concerning health and safety standards and regulations regarding their work environment and about any safety equipment required for the work.

- 2.4 (1) The Third Party shall ensure that no Participant is recruited and placed to:
- (a) fill a position left vacant due to an industrial dispute at the Third Party's or an employer's premises,
  - (b) fill the position of a work that has been laid-off by the Third Party or an employer and is awaiting recall, or
  - (c) displace another worker employed by the Third Party or an employer.

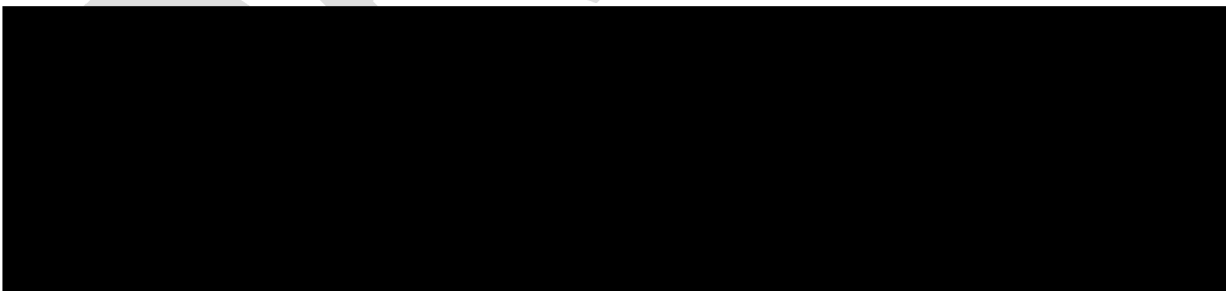
(2) In the event of a breach of subsection (1), TechNL may, in addition to any other remedy provided for under this Agreement, require the Third Party to forthwith repay as a debt owing to Canada the amount of any financial assistance from TechNL's contribution received by the Participant who was recruited in breach of subsection (1).

2.5 The Third Party shall not charge, or accept, any payment from an employer that is related or tied to the placement of a participant with the employer.

3.0 **AGREEMENT WITH PARTICIPANTS**

A written agreement with a participant shall include:

- An identification of the participant.
- The purpose of the financial assistance.
- The effective date, the date of signing and the duration of the agreement.
- The financial and/or non-financial conditions attached to the assistance and the consequences of failing to adhere to these conditions.



s. 29 (1)(a)

- A provision stipulating that payment of any financial assistance under the agreement is subject to the availability of funds provided by Canada and may be cancelled or reduced in the event that Canada cancels or reduces its funding.
- The third party shall provide techNL with a copy of any or all agreements signed with participants.

## PRIVACY PROTECTION SCHEDULE

This Schedule forms part of the agreement between Memorial University, represented by

\_\_\_ Faculty of Business Administration \_\_\_ (the "University")

and

\_\_\_ NEWFOUNDLAND AND LABRADOR ASSOCIATION OF TECHNOLOGY AND INNOVATION INC. (NATI)  
(operating as techNL)\_\_\_

(the "Contractor") respecting

\_\_\_ CareerTech program in Find Your Future In Tech project \_\_\_ (the "Agreement").

### Definitions

1. In this Schedule,

(a) "Act" means the *Access to Information and Protection of Privacy Act of Newfoundland and Labrador 2015*, as amended from time to time;

(b) "Contact Information" means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;

(c) "Personal Information" means recorded information about an identifiable individual, other than Contact Information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the University and the Contractor dealing with the same subject matter as the Agreement.

### Purpose

2. The purpose of this Schedule is to:

(a) enable the University to comply with its statutory obligations under the Act with respect to Personal Information; and

(b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to Personal Information.

### **Collection of Personal Information**

3. Unless the Agreement otherwise specifies or the University otherwise directs in writing, the Contractor may only collect or create Personal Information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

4. Unless the Agreement otherwise specifies or the University otherwise directs in writing, the Contractor must collect Personal Information directly from the individual the information is about.

5. Unless the Agreement otherwise specifies or the University otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects Personal Information:

(a) the purpose for collecting it;

(b) the legal authority for collecting it; and

(c) the title, business address and business telephone number of the person designated by the University to answer questions about the Contractor's collection of Personal Information.

### **Accuracy of Personal Information**

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any Personal Information to be used by the Contractor or the University to make a decision that directly affects the individual the information is about.

### **Collection, Use, Disclosure and Release of Personal Information**

7. If the Contractor receives a request for access to Personal Information from a person other than the University, the Contractor must promptly advise the person to make the request to the University unless the Agreement expressly requires the Contractor to provide such access and, if the University has advised the Contractor of the name or title and Contact Information of an official of the University to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and Contact Information to the person making the request.

8. The Contractor agrees that if there is an access to information request (on behalf of an individual) pursuant to any access to information legislation that applies to the Contractor, the Contractor will provide notice of such request to the University and the University shall work with the Contractor to compile the appropriate response. Any work required on behalf of the Contractor shall be at no additional charge to the University.

9. Unless the University otherwise directs in writing, the Contractor may only use Personal Information if that use is:

(a) for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement and

(b) in accordance with section 19.

10. The Contractor agrees that it will not directly or indirectly use, collect, disclose or release Personal Information for any purpose, including sale of the Personal Information, which use, collection, disclosure and release is not authorized by the University and that agrees that access, use, collection, disclosure or release of the Personal Information for any purpose not related to the agreement is strictly prohibited.

11. The Contractor agrees to limit access, use and disclosure of the Personal Information to only those who need it within its organization for purposes of the agreement.

12. Unless the Agreement otherwise specifies or the University otherwise directs in writing, the Contractor must not disclose Personal Information outside Canada.

13. If the Contractor is legally required or compelled through the service of a subpoena or warrant to disclose any of the Personal Information belonging to the University, it must provide the University with prompt notice of the compelled disclosure to allow the University to seek a protective order or other appropriate remedy to prevent or limit such disclosure.

### **Correction of Personal Information**

14. Within 5 business days of receiving a written direction from the University to correct or annotate any Personal Information, the Contractor must annotate or correct the information in accordance with the direction.

15. When issuing a written direction under section 14, the University must advise the Contractor of the date the correction request to which the direction relates was received by the University in order that the Contractor may comply with section 16.

16. Within 5 business days of correcting or annotating any Personal Information under section 15, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the University, the Contractor disclosed the information being corrected or annotated.

17. If the Contractor receives a request for correction of Personal Information from a person other than the University, the Contractor must promptly advise the person to make the request to the University and, if the University has advised the Contractor of the name or title and Contact Information of an official of the University to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and Contact Information to the person making the request.

### **Protection of Personal Information**

18. The Contractor must protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

### **Storage and access to Personal Information**

19. Unless the University otherwise directs in writing, the Contractor must not store Personal Information outside Canada or permit access to Personal Information from outside Canada.

### **Retention of Personal Information**

20. Unless the Agreement otherwise specifies, the Contractor must retain Personal Information until directed by the University in writing to dispose of it or deliver it as specified in the direction.

### **Inspection of Personal Information**

21. In addition to any other rights of inspection the University may have under the Agreement or under statute, the University may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any Personal Information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to its management of Personal Information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

### **Compliance with the Act and directions**

22. The Contractor must in relation to Personal Information comply with:

(a) the requirements of the Act applicable to the Contractor as a service provider, and

(b) any direction given by the University under this Schedule.

23. The Contractor acknowledges that it is familiar with the requirements of the Act governing Personal Information that are applicable to it as a service provider.

### **Notice of non-compliance**

24. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the University of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

### **Termination of Agreement**

25. In addition to any other rights of termination which the University may have under the Agreement or otherwise at law, the University may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect. On termination the Agreement the Contractor agrees to return or destroy all Personal Information, at the discretion of the University, and if requested to destroy, agrees to document the destruction in writing and provide written confirmation of same.

### **Cloud Computing**

26. The Contractor will provide the University with a completed Cloud Assessment, which will be appended to the Contract.

27. The Contractor agrees that any Personal Information collected from the University on behalf of the University is wholly owned and managed by the University during the tenure of the agreement and upon expiration of the agreement.

28. The Contractor must ensure the security and integrity of all Personal Information stored in the cloud and use all necessary security measures consistent with commercially available technology in order to do so.

29. The Contractor warrants and represents that it will maintains the appropriate PCI compliance level and that the Contractor will immediately notify the University of any change to its PCI compliance.

### **Privacy Breach Protocol**

30. The Contractor acknowledges that it is responsible for any security incident or breach related to the Personal Information of the University, which is not caused by any act, omission or negligence of the University. The Contractor shall notify the University in writing within twenty-four (24) hours whenever the Contractor reasonably believes that there has been an unauthorized acquisition, destruction, modification, use, disclosure of or access to the Personal Information ("Security Breach"). Such notification shall summarize the details of the Security Breach and any corrective action taken or to be taken by the Contractor. After providing the required notice, the Contractor will investigate the Security Breach and promptly take all necessary and advisable corrective action to eliminate or contain the exposure or situation that led to the Security Breach, and will keep the University apprised of the status of the Security Breach and all corrective measures taken, and all matters related thereto.

### **General**

31. The Contractor acknowledges that the University imposes the same contractual obligations regarding Personal Information on any subcontractor of the Contractor.

32. The Contractor agrees that upon termination of the agreement or should the Contractor cease operations, all Personal Information will be returned to the University at no cost to the University.

33. The Contractor agrees that it will comply with audits for privacy and security compliance, including risk assessments, privacy impact assessments and vulnerability assessments, for the duration of the Agreement.

34. The Contractor acknowledges that the University is subject to the Act, and any records the Contractor supplies to the University may be subject to an access to information request pursuant to the Act. In the event of a request to the University for third party business information in its custody and control, information can be withheld only if it meets all parts of the 3-part harms test for non-disclosure as stated in section 39 of the Act.

### **Interpretation**

35. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.

36. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.

37. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.

38. If a provision of the Agreement (including any direction given by the University under this Schedule) conflicts with a requirement of the Act or an applicable order of the Commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.

39. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or the law of any jurisdiction outside Canada.

## **WORKSHOP PARTICIPANT AGREEMENT**

This Workshop Participant Agreement is between the CareerTech program at Memorial University of Newfoundland and \_\_\_\_\_ (the "Participant").

The personal information requested on this form is authorized by the [Access to Information and Protection of Privacy Act, 2015 \(ATIPPA, 2015\)](#) for the purpose of the ongoing evaluation of the workshop and to fulfill contractual reporting obligation. Questions concerning the collection, use, and disclosure of this information should be directed to: Sarah Taker, [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca), Tech-Sector Employability Coordinator with the Faculty of Business Administration.

- a) In order to attend this funded workshop, you must meet the eligibility criteria that have been established by the Government of Canada. By signing this agreement, you confirm that you meet all of the following eligibility criteria:
  - a. You are a Canadian citizen, a permanent resident, or a person who has been granted refugee status in Canada;
  - b. Legally entitled to work according to the relevant provincial and federal legislation and regulations;
  - c. Reside in Newfoundland & Labrador.
  
- b) This workshop has been funded by the Government of Canada.

### **Data Collection**

- a) Since you are a participant of *Find Your Future in Tech*, which is funded by the Sectorial Workforce Solutions Program (SWSP) project, you will be invited to provide, on a voluntary basis, certain personal information, namely that identified in the attached "Disclosure Form," which will be used for the ongoing monitoring and evaluation of the workshop.
  
- b) Only authorized individuals within the Faculty of Business Administration, namely those administering the CareerTech program at Memorial, will have access to the personal information as collected in the "Disclosure Form." Access to these forms will be limited to the minimum numbers of employees as is necessary for facilitation of the workshop.

The personal information collected on the "Disclosure Form" will be de-identified and aggregated for reporting purposes to both TechNL and the government of Canada. No identifiable personal information collected on the "Disclosure Form" will be used, accessed, or disclosed beyond those authorized in the Faculty of Business Administration to collect and access those forms.

- c) Canada, as the funder for this workshop, requires the aforementioned de-identified aggregate data to:
  - I. Measure the results of the workshop and evaluate the workshop’s success;
  - II. Evaluate more generally, the success of the Program in achieving its objective;
  - III. Meet its obligation of accountability to Parliament and the Canadian public for the operation of the program by reporting on the results of the Program and its success in achieving the objective.
  
- d) As the administrator of the SWSP project, techNL also requires this information to report on these objectives and improve programming.
  
- e) The information, when provided to Canada, is administered in accordance with the Privacy Act (R. S. C. 1985, c. P-21) and the Department of Employment and Social Development Canada Act (S.C. 2002, c. 34)
  
- f) All Participant personal information will be treated as confidential, and Memorial University of Newfoundland will take all security measures reasonably necessary for the protection of same against unauthorized release or disclosure.
  
- g) Memorial will not release or disclose collected information for other purposes unless you consent or Memorial is required by law to disclose this information.
  
- h) By signing this agreement, you consent to the terms herein. Consent of the use of your personal information or data may be revoked at any time by providing notice to Sarah Taker, Tech-Sector Employability Coordinator of the program.

The parties have executed this Agreement effective as of \_\_\_\_\_, 2023.

**Participant**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CareerTech Program with Memorial University of Newfoundland**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Disclosure Form

The personal information requested on this form is authorized by the [Access to Information and Protection of Privacy Act, 2015 \(ATIPPA, 2015\)](#) for the purpose of the ongoing evaluation of the workshop and to fulfill contractual reporting obligation. Questions concerning the collection, use, and disclosure of this information should be directed to: Sarah Taker, [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca), Tech-Sector Employability Coordinator with the Faculty of Business Administration.

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Gender:** \_\_\_\_\_ **Current city/town:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Are you a Canadian citizen, permanent resident, or refugee status holder?

Yes, I am.

No, I am not.

Do you identify as a member of any of the following equity-deserving groups (select all that apply)?

Visible minority

Indigenous

2SLGBTQIA+

A newcomer

Other \_\_\_\_\_

Prefer not to answer

**From:** [Zhu, Chunyan](#)  
**To:** [Mike Mason](#); [Joe Tam](#)  
**Cc:** [Brown, Trevor](#); [Gardiner, Susan](#); [Taker, Sarah](#)  
**Subject:** RE: Progress Report - CareerTech (MUN)  
**Date:** Tuesday, October 24, 2023 9:21:00 AM  
**Attachments:** [image001.jpg](#)

---

Hi Mike,

Thank you for this update. Sounds good to me.

Chunyan

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**

**Manager of Graduate Programs**

Faculty of Business Administration

Memorial University of Newfoundland

St. John's, NL A1C 5S7

Tel: 709-8644747

Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

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**From:** Mike Mason

**Sent:** October-24-23 7:33 AM

**To:** Zhu, Chunyan ; Joe Tam

**Cc:** Brown, Trevor ; Gardiner, Susan ; Taker, Sarah

**Subject:** RE: Progress Report - CareerTech (MUN)

Good morning Chunyan, I know that Joe is finalizing the contract with Embark and he has all of your requested changes as well. I do believe we should be able to meet before end of week, and when I see Joe later today, we'll arrange a time to with you.

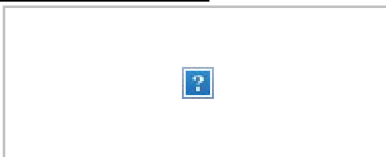
Thanks for your continued work on this project.

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

---

**From:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>

**Sent:** Monday, October 23, 2023 9:35 AM


**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>; Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>


**Cc:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Susan Gardiner <[susang@mun.ca](mailto:susang@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>

**Subject:** RE: Progress Report - CareerTech (MUN)

Hi Mike and Joe,

Hope all is well.

 s. 40 (1)

 I would very much appreciate a meeting with you and Joe regarding our contract update before Nov 1. Please let us know what time will work for you before Nov 1.

Thank you.

Chunyan

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

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**From:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Sent:** October-11-23 10:26 AM  
**To:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Subject:** RE: Progress Report - CareerTech (MUN)

Hi Sarah,  
Thanks once again for having this report so early. It helps me out a lot! Additionally, Joe will be working with me to set up a time to meet with your team regarding the contract as well. I'll keep you posted.

**Mike Mason** (he/him) [Why this is important](#)  
Program Manager- Future Talent  
techNL



Visit [techNL.ca](http://techNL.ca)

---

**From:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Sent:** Wednesday, October 11, 2023 10:21 AM  
**To:** Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Cc:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Subject:** Progress Report - CareerTech (MUN)

Hello Mike,  
Please see out progress report attached.  
Thanks,  
Sarah

***Sarah Taker*** BBA (Hons.) | TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)

Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

**From:** [Mike Mason](#)  
**To:** [Gardiner, Susan](#); [Joe Tam](#)  
**Subject:** techNL contract update  
**Date:** November 10, 2023 10:49:04 AM

---

Good morning, Susan,

We're very happy that Corner Brook was so well attended. I can confirm that you will have the contract sent to you for review by end of business on Tuesday Nov 14 at the latest. I'm available until 1pm should you have any questions.

Thanks for your patience in this process and the continued work in this project.

**Mike Mason** (he/him) [Why this is important](#)

Program Manager- Future Talent

techNL

 s. 40 (1)



Visit [techNL.ca](http://techNL.ca)

**From:** [Zhu, Chunyan](#)  
**To:** [Gardiner, Susan](#); [Taker, Sarah](#)  
**Subject:** RE: Contract Updated  
**Date:** November 24, 2023 2:58:14 PM

---

Thank you Susan.

s. 40 (1)

As for the contract, Sarah and I have already left a few comments. We'd like to have a final review with you before we send it back to TechNL early next week.

Thank you. Have a great weekend!

Chunyan

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** November-24-23 2:51 PM  
**To:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Subject:** RE: Contract Updated

Hi Chunyan,

s. 40 (1)

Yes, I am happy to meet next week – have a look at my calendar and book me.

I want to have this signed before December 15.

Regards,  
SEG

---

**From:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Sent:** November 24, 2023 2:48 PM  
**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Subject:** Contract Updated

Hi Susan,

Chunyan and I connected today to discuss the contract. [REDACTED]

s. 29 (1)(a)

[REDACTED]

We have attached the updated document

here.

Would you like to connect early next week to chat about it?

Thanks,

Sarah


***Sarah Taker*** BBA (Hons.) | **TECH SECTOR EMPLOYABILITY COORDINATOR, EMBARK**

Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, Newfoundland | A1B 3X5  
[www.business.mun.ca](http://www.business.mun.ca)  
Phone: (709) 864-3537  
Email: [sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)

**From:** [Gulliver, Mekaela Anne](#)  
**To:** [Gardiner, Susan](#)  
**Cc:** [Zhu, Chunyan](#); [Taker, Sarah](#); [Brown, Travor](#)  
**Subject:** RE: techNL/MUN Embark contract draft for review  
**Date:** December 7, 2023 12:21:10 PM

---

Hi all,

 s. 29 (1)(a)

Thanks!  
Mekaela

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** December 7, 2023 11:36 AM  
**To:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>  
**Cc:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Subject:** Re: techNL/MUN Embark contract draft for review

Thanks Mekaela.  
Fast track for sure and it has already undergone extensive institutional review.  
SEG

Sent from my iPhone

On Dec 7, 2023, at 10:03 AM, Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)> wrote:

Hi Susan,

I sent Paula the current contract and she said that it needs Dave's signature and has to go through the portal.

We will upload and make a note to ask that they fast track the contract.

Thanks!  
Mekaela

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** December 7, 2023 11:29 AM  
**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Cc:** Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>; Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>

**Subject:** Re: techNL/MUN Embark contract draft for review

[REDACTED] s. 29 (1)(a)

You can sign Trevor.

SEG

Sent from my iPhone

On Dec 7, 2023, at 9:57 AM, Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)> wrote:

Perfect. [REDACTED] s. 29 (1)(a)

SEG

Sent from my iPhone

On Dec 7, 2023, at 9:43 AM, Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)> wrote:

Hi Susan and Mekaela,

[REDACTED] s. 29 (1)(a)

Thank you,  
Chunyan

CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA  
Manager of Graduate Programs  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>

**Sent:** December-07-23 9:38 AM

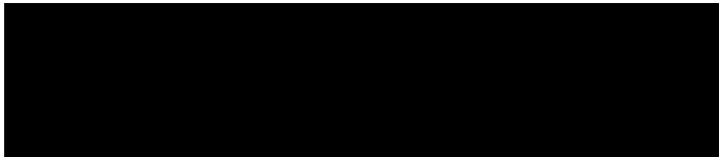
**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Taker, Sarah

<[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>

**Cc:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>

**Subject:** Re: techNL/MUN Embark contract draft for review

Hello everyone,



s. 29 (1)(a)

SEG

Sent from my iPhone

On Dec 7, 2023, at 7:56 AM, Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)> wrote:

Hi Chunyan,

I have attached a PDF copy of the contract. Please review, sign, and email back to me. From there, I will get techNL signatures and send you a copy for your records.

Thanks!  
Joe

---

**From:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Sent:** Wednesday, December 6, 2023 2:14 PM  
**To:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Travor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: techNL/MUN Embark contract draft for review

Hi Joe,

Sarah and I reviewed the latest contract. It

looks good.

Thank you,  
Chunyan

**CHUNYAN ZHU (She/Her)**, B.Ed., M.Ed., GDBA  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>  
**Sent:** December-06-23 9:59 AM  
**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: techNL/MUN Embark contract draft for review

Good morning Chunyan,

s. 40 (1)

Please see the latest contract draft with name correction [REDACTED] and privacy schedule included. If everything looks good, let me know and I will send you a PDF copy for signature.

Thanks!  
Joe

---

**From:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>  
**Sent:** Friday, December 1, 2023 1:02 PM  
**To:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>; Gardiner, Susan

<[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor  
<[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah  
<[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>;  
Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: techNL/MUN Embark contract  
draft for review

Hi Joe,

Tavor's name spelled incorrectly. Other than that, I don't have any other questions.

I am unsure if you were involved in this conversation, but I am pretty sure we brought this up before. Please find attached a privacy schedule, which should be appended to our contract. This privacy schedule, which stipulates the privacy obligations of an external party, is mandatory for all contractual agreements with external parties involving personal information.

Thank you,  
Chunyan

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
**Faculty of Business Administration**  
**Memorial University of Newfoundland**  
**St. John's, NL A1C 5S7**  
**Tel: 709-8644747**  
**Email: [czhu@mun.ca](mailto:czhu@mun.ca)**

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>  
**Sent:** December-01-23 12:45 PM  
**To:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah

<[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>

**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>;

Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>

**Subject:** RE: techNL/MUN Embark contract draft for review

Hello Chunyan,

[REDACTED] s. 29 (1)(a)

Please review the attached contract. If you are satisfied, then I will send you a PDF copy for Memorial signatures!

Thanks!

---

**From:** Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>

**Sent:** Monday, November 27, 2023 5:26 PM

**To:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>; Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>

**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>

**Subject:** RE: techNL/MUN Embark contract draft for review

Hi Joe,

The contract looks fine. Thank you. We just have a couple of comments:

1. [REDACTED] s. 29 (1)(a)

[REDACTED] the main contact should be our dean, Dr. Trevor Brown;

2. In the section of AGREEMENT WITH PARTICIPANTS, a few points are not relevant to our project because our students don't receive financial assistance.

[REDACTED] s. 29 (1)(a)

Please see the attached contract for details.

Thank you,  
Chunyan

**CHUNYAN ZHU (She/Her), B.Ed., M.Ed., GDBA**  
**Manager of Graduate Programs**  
Faculty of Business Administration  
Memorial University of Newfoundland  
St. John's, NL A1C 5S7  
Tel: 709-8644747  
Email: [czhu@mun.ca](mailto:czhu@mun.ca)

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.*

---

**From:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>  
**Sent:** November-15-23 1:26 PM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: techNL/MUN Embark contract draft for review

Hello again Susan,

Please see the attached contract (in word format) that includes all tracked changes and comments.

Let me know if you have any questions.

Joe

---

**From:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>  
**Sent:** Wednesday, November 15, 2023 8:54 AM  
**To:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>; Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Brown, Trevor

<[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah  
<[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>;  
Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** RE: techNL/MUN Embark contract  
draft for review

Hi Joe,

Thanks so much for this. Would it be possible to see a version with track changes? We cannot see what you have changed from our draft.

Thanking you in advance.  
SEG

---

**From:** Joe Tam <[Joe@technl.ca](mailto:Joe@technl.ca)>  
**Sent:** November 15, 2023 8:00 AM  
**To:** Gardiner, Susan <[susang@mun.ca](mailto:susang@mun.ca)>; Zhu, Chunyan <[czhu@mun.ca](mailto:czhu@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Taker, Sarah <[sarah.taker@mun.ca](mailto:sarah.taker@mun.ca)>  
**Cc:** Marlayne Hardy <[Marlayne@technl.ca](mailto:Marlayne@technl.ca)>; Mike Mason <[Mike@technl.ca](mailto:Mike@technl.ca)>  
**Subject:** techNL/MUN Embark contract draft for review

Hello MUN Embark team,

Please see the attached contract draft for your review and let me know if you have any questions.

**Joseph Tam (he/him)** [Why this is important](#)  
Contracts Success Manager

 s. 40 (1)  
[joe@technl.ca](mailto:joe@technl.ca)

**From:** [Power, Kimberly Ann](#)  
**To:** [Gulliver, Mekaela Anne](#)  
**Cc:** [Gardiner, Susan](#); [Brown, Travor](#)  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL  
**Date:** December 13, 2023 3:06:52 PM

---

Hi Mekaela,  
Thank you, I will note the researcher portal file to reflect this update.  
Have a wonderful rest of your day,  
Kim

**Kim Power**

Research Contracts Officer

Research Initiatives & Services  
Memorial University of Newfoundland  
Bruneau Centre for Research and Innovation  
2<sup>nd</sup> Floor, IIC 2015 230 Elizabeth Avenue, St. John's, NL Canada A1C 5S7  
[kap262@mun.ca](mailto:kap262@mun.ca)  
[www.mun.ca/research/research/about](http://www.mun.ca/research/research/about)

-

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Memorial is committed to supporting students, faculty and staff to be safe and successful. RIS is a hybrid work-from-home unit.

---

**From:** Gulliver, Mekaela Anne <mgulliver@mun.ca>  
**Sent:** Wednesday, December 13, 2023 2:25 PM  
**To:** Power, Kimberly Ann <kap262@mun.ca>  
**Cc:** Gardiner, Susan <susang@mun.ca>; Brown, Travor <travorb@mun.ca>  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Hi Kim,

As a follow-up on our conversation, Travor and I have spoken to our Senior Administrative Officer, Susan Gardiner (copied).

Travor will sign the contract and our unit will move forward with requesting an account for this purpose.

Thanks so much!

Mekaela

---

**From:** Gulliver, Mekaela Anne

**Sent:** December 13, 2023 1:40 PM

**To:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>

**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Hi Kim,

I hope you're having a great day!

Given the information below, does this agreement require RIS signature? If not, will Trevor sign off on the agreement?

Any information you can provide is greatly appreciated.

Thanks so much!

Mekaela

---

**From:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>

**Sent:** December 13, 2023 10:47 AM

**To:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>

**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Hi Dr. Brown,

Thank you for your confirmation, I will note the file accordingly.

Have a great rest of your day,

Kim

**Kim Power**

Research Contracts Officer

Research Initiatives & Services

Memorial University of Newfoundland

Bruneau Centre for Research and Innovation

2<sup>nd</sup> Floor, IIC 2015 230 Elizabeth Avenue, St. John's, NL Canada A1C 5S7

[kap262@mun.ca](mailto:kap262@mun.ca)

[www.mun.ca/research/research/about](http://www.mun.ca/research/research/about)

-

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---

**From:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Sent:** Wednesday, December 13, 2023 10:45 AM  
**To:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>; Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Hi Kim

You are correct

Regards  
Trevor

-----  
Trevor C. Brown, PhD (he/him)  
Dean (Interim)  
Faculty of Business Administration  
Memorial University  
email: [travorb@mun.ca](mailto:travorb@mun.ca)  
709-864-8851

*We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province*

---

**From:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>  
**Sent:** December 13, 2023 10:44 AM  
**To:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Good morning Mekaela and Dr. Brown,  
As far as we can tell this agreement doesn't appear to involve research, it appears to be for training and program evaluation. If you can verify, then this doesn't need to go through RIS or require a Research Account to be established. Can you please confirm?  
Thank you,  
Kim

**Kim Power**

Research Contracts Officer

Research Initiatives & Services  
Memorial University of Newfoundland  
Bruneau Centre for Research and Innovation  
2<sup>nd</sup> Floor, IIC 2015 230 Elizabeth Avenue, St. John's, NL Canada A1C 5S7  
[kap262@mun.ca](mailto:kap262@mun.ca)  
[www.mun.ca/research/research/about](http://www.mun.ca/research/research/about)

-

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---

**From:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>  
**Sent:** Monday, December 11, 2023 9:27 AM  
**To:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Thanks so much Kim!

Have a great day!

Mekaela

---

**From:** Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>  
**Sent:** December 11, 2023 9:26 AM  
**To:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>; Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>  
**Subject:** RE: Researcher Portal File No.20241363 - File Received - techNL

Good morning Dr. Brown and Mekaela,  
I hope you had a lovely weekend. I have started by review of the information provided in the portal. I will reach out with any questions.

Thank you,  
Kim

**Kim Power**

Research Contracts Officer

Research Initiatives & Services  
Memorial University of Newfoundland  
Bruneau Centre for Research and Innovation  
2<sup>nd</sup> Floor, IIC 2015 230 Elizabeth Avenue, St. John's, NL Canada A1C 5S7  
[kap262@mun.ca](mailto:kap262@mun.ca)  
[www.mun.ca/research/research/about](http://www.mun.ca/research/research/about)

-  
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**From:** [risworkflow@mun.ca](mailto:risworkflow@mun.ca) <[risworkflow@mun.ca](mailto:risworkflow@mun.ca)>

**Sent:** Friday, December 8, 2023 3:21 PM

**To:** Brown, Trevor <[travorb@mun.ca](mailto:travorb@mun.ca)>; Power, Kimberly Ann <[kap262@mun.ca](mailto:kap262@mun.ca)>

**Cc:** Gulliver, Mekaela Anne <[mgulliver@mun.ca](mailto:mgulliver@mun.ca)>; Tucker, Rolanda <[rolandat@mun.ca](mailto:rolandat@mun.ca)>; Kruger, Stine <[skruger@mun.ca](mailto:skruger@mun.ca)>; RIS Workflow account <[risworkflow@mun.ca](mailto:risworkflow@mun.ca)>

**Subject:** Researcher Portal File No.20241363 - File Received - techNL

December 08, 2023

**Re:**

**Sponsor Name:** techNL

**Sponsor Program:** Industry Contribution

**Project Title:** Memorial University and techNL Contract

**File Reference #:** 20241363

**Sponsor Deadline:** ASAP - See note on file

**Faculty/Department:** Faculty of Business Administration\Department of Business Administration

Dear Dr. Brown,

This message is to acknowledge receipt of your Researcher Portal file submission at RIS. If there is no sponsor deadline indicated on your file, response time to your query will depend upon availability of resources.

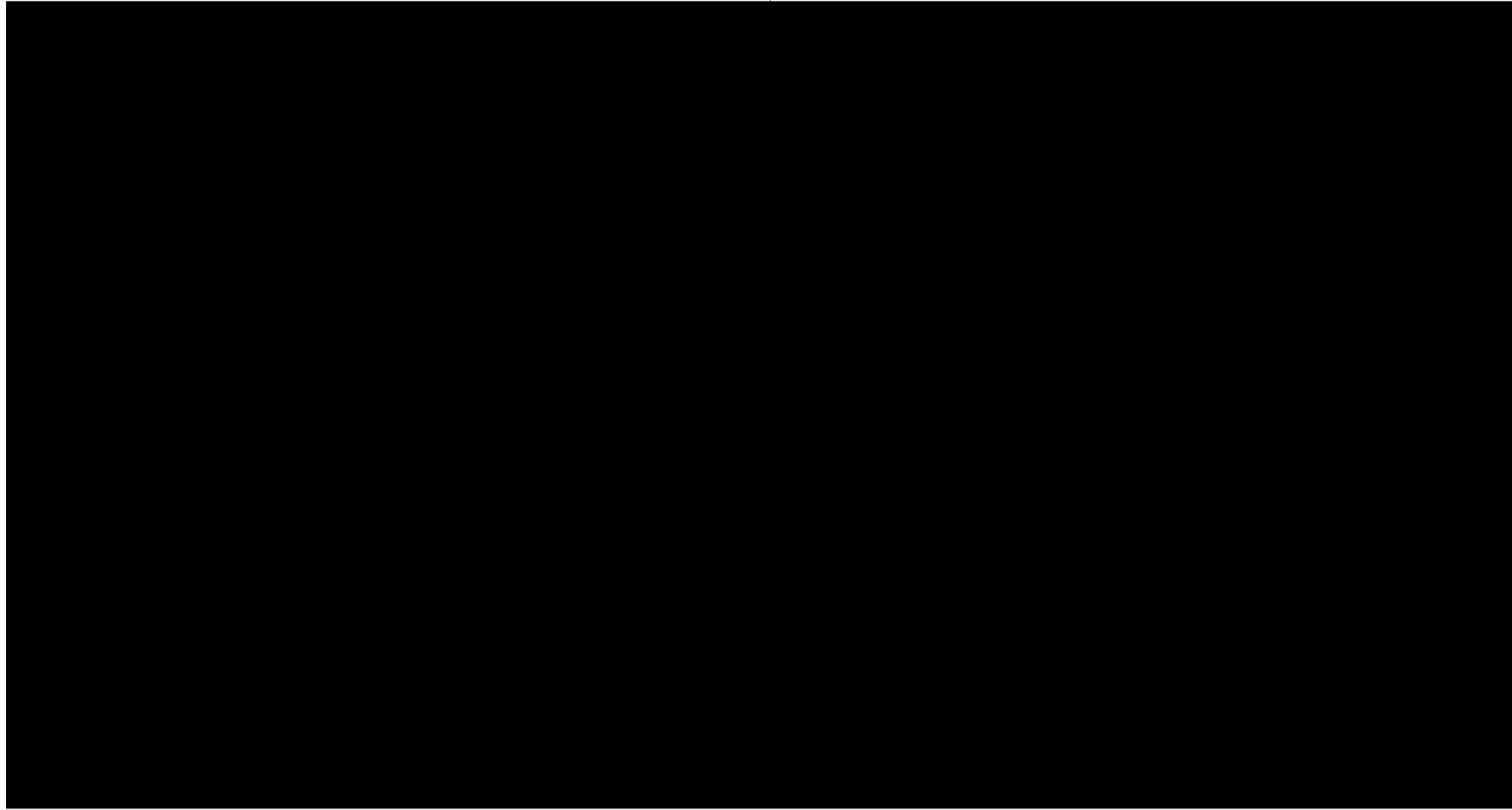
The RIS contact credited to your file has been copied on this message for your reference.

Workflow Coordinator

[risworkflow@mun.ca](mailto:risworkflow@mun.ca)

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s. 29 (1)(a)



Section	Category Details	Amount Requested (\$)					Detailed Budget Description	
		MUN Business + Husky Centre	Q1 2023 (Jan-Mar)	Q2 2023 (Apr-Jun)	Q3 2023 (Jul-Aug)	Q4 2023 (Sept-Dec)		Q1 2024 (Jan-Mar)
<b>A: Staff Salaries: Provide a detailed overview of all proposed staff salaries (by position)</b>								
A.a.	Salaries, mandatory employment related costs and benefits paid to or on behalf of staff working directly on the project; includes direct and admin costs (e.g., proj manager and admin assistant)	\$ 155,946	\$ 18,368	\$ 20,868	\$ 37,237	\$ 40,737	\$ 38,737	Tech Sector Employability Coordinator salary \$130,946; \$65,473 x 2 years Compensation for instructors (staff of existing tech companies in the roles presented in proposal) \$15,000; \$500 x 30 Administration (finances, communication, etc.): \$10,000
	<b>Total Staff Salaries (A):</b>	<b>\$ 155,946</b>	<b>\$ 18,368</b>	<b>\$ 20,868</b>	<b>\$ 37,237</b>	<b>\$ 40,737</b>	<b>\$ 38,737</b>	
<b>B: Project Costs: Provide a detailed overview of all proposed costs</b>								
B.a.	Advertising							
B.b.	Audit Fees							
B.c.	Bank Charges							
B.d.	Conference attendance fees	\$ 10,000	\$ 1,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ 2,000	Tech Sector Employability Coordinator training and fees for industry conferences Conference registration for _____ employees at \$_____ per employee.
B.e.	Conference fees	\$ 40,000	\$ 10,000			\$ 20,000	\$ 10,000	Job fairs (fall and winter semesters, in-person): \$10,000 x 4 Host 4 job fairs events: \$_____ (costs include \$_____ for XX day room rental, \$_____ for IT, \$_____ guest speaker \$_____)
B.f.	Contracting							
B.g.	Costs related to transition / wind down							
B.h.	Equipment lease, rental or purchase and computer software							
B.i.	Equipment repair and maintenance							
B.j.	Furniture							
B.k.	Goods and Services Tax (HST Tax / Prov Sales Tax)							
B.l.	Hospitality							
B.m.	Insurance (fire, theft, liability)							
B.n.	Internet and other informaton technology requirements							
B.o.	IT maintenance							
B.p.	Legal Fees							
B.q.	Materials and office supplies							
B.r.	Membership fees, affiliation fees and business licenses and permits							
B.s.	Other non participant-based costs (e.g. water where public water is not safe for drinking)							
B.t.	Postage and courier fees							
B.u.	Printing Fees							
B.v.	Professional Development Fees							
B.w.	Professional Fees related to project activities							
B.x.	Reference materials							
B.y.	Rent, lease and repairs and leasehold improvements.							
B.z.	Signage							
B.aa.	Staff, consultant and volunteer travel expenses that may not be a part of travel claims; international travel where warranted.							
B.ab.	Staff disability supports							
B.ac.	Staff training for disability-related issues							
B.ad.	Support for individuals							
B.ae.	Telephone							
B.af.	Utilities							
	<b>Total Project Costs (B):</b>	<b>\$ 50,000</b>	<b>\$ 11,000</b>	<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>\$ 22,000</b>	<b>\$ 12,000</b>	
<b>C: Capital Assets: Provide a detailed list of all proposed individual capital assets</b>								
C.a.	Any asset or expenditure requiring a disposal agreement of disposition, as per program specific Terms and Conditions and value.							
	<b>Total Capital Assets C:</b>	<b>\$ -</b>						
<b>D: Facilities (if applicable): Provide specific details fo all proposed cost estimates for the construction or renovation of facilities and market value of property</b>								
D.a.	Construction or renovations	\$ -						██████████ s. 29 (1)(a)
D.b.	Pre Development							
D.c.	Purchasing of land and/or buildings							
	<b>Total Facilities (D):</b>	<b>\$ -</b>						

Section	Category Details	Amount Requested (\$)					Detailed Budget Description
		MUN Business + Husky Centre	Q1 2023 (Jan-Mar)	Q2 2023 (Apr-Jun)	Q3 2023 (Jul-Aug)	Q4 2023 (Sept-Dec)	
<b>E: Participant Costs (if applicable): Provide an overview, details and a breakdown of all proposed participant costs.</b>							
E.a.	Participant salaries and mandatory employment related costs, completion bonuses and other employment related benefit costs where warranted under org human resources policies and/or provincial territorial labour standards.						
E.b.	Adaptive technology set-up						
E.c.	Dependent care						
E.d.	Disability-related incremental costs						
E.e.	Disability related supports						
E.f.	Emergency assistance						
E.g.	Living expenses						
E.h.	Materials, supplies, books and testing materials to be used by and/or for participants						
E.i.	Participation and completion recognition						
E.j.	Professional fees related to participants - subcontracting						
E.k.	Travel, transportation						
E.l.	Tuition Fees						
	<b>Total Participant Costs E:</b>	\$ -					
<b>Other Sources of Funding: The applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government university, school board, etc. or private (including the Applicant's own contribution).</b>							
	<b>Source</b>						<b>In-Kind</b>
	<b>Total Other Sources of Funding</b>	\$ -					\$
	<b>Total</b>						<b>Recommended</b>
	Total project budget cost (A + B + C + D + E)	\$ 205,946	\$ 29,368	\$ 23,868	\$ 39,237	\$ 62,737	\$ 50,737
	Total project budget cost including other sources of cash (A through E + Other Sources of Cash)	\$ 205,946	\$ 29,368	\$ 23,868	\$ 39,237	\$ 62,737	\$ 50,737



Section	Category Details	Amount Requested (\$) MUNI Business + Husky Centre	Q1 2023 (Jan-Mar)	Q2 2023 (Apr-Jun)	Q3 2023 (Jul-Aug)	Q4 2023 (Sept-Dec)	Q1 2024 (Jan-Mar)	Detailed Budget Description
<b>A: Staff Salaries: Provide a detailed overview of all proposed staff salaries (by position)</b>								
A.a.	Salaries, mandatory employment related costs and benefits paid to or on behalf of staff working directly on the project. Includes direct and admin costs (e.g., proj manager and admin assistant)	\$ 155,946	\$ 18,368	\$ 20,868	\$ 37,237	\$ 40,737	\$ 38,737	Tech Sector Employability Coordinator salary \$130,046; \$65,473 x 4 years Compensation for instructors (staff of existing tech companies in the roles presented in proposal) \$15,000; \$500 x 30 Administration (finances, communication, etc.): \$10,000
<b>Total Staff Salaries (A):</b>		<b>\$ 155,946</b>	<b>\$ 18,368</b>	<b>\$ 20,868</b>	<b>\$ 37,237</b>	<b>\$ 40,737</b>	<b>\$ 38,737</b>	
<b>B: Project Costs: Provide a detailed overview of all proposed costs</b>								
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B.c.	Bank Charges							
B.d.	Conference attendance fees	\$ 10,000	\$ 1,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ 2,000	Tech Sector Employability Coordinator training and fees for industry conferences Conference registration for _____ employees at \$ _____ per employee.
B.e.	Conference fees	\$ 40,000	\$ 10,000		\$ 20,000	\$ 10,000		Job fairs (fall and winter semesters, in-person): \$10,000 x 4 Host 4 job fairs events: \$ _____ (costs include \$ _____ for XII day room rental, \$ _____ for IT, \$ _____ Event supplies: \$ _____
B.f.	Contracting							
B.g.	Costs related to transition / wind down							
B.h.	Equipment lease, rental or purchase and computer software							
B.i.	Equipment repair and maintenance							
B.j.	Furniture							
B.k.	Goods and Services Tax (GST Tax / Prov Sales Tax)							
B.l.	Hospitality							
B.m.	Insurance (fire, theft, liability)							
B.n.	Internet and other information technology requirements							
B.o.	IT maintenance							
B.p.	Legal Fees							
B.q.	Materials and office supplies							
B.r.	Membership fees, affiliation fees and business licenses and permits							
B.s.	Other non participant-based costs (e.g. water where public water is not safe for drinking)							
B.t.	Postage and courier fees							
B.u.	Printing fees							
B.v.	Professional Development Fees							
B.w.	Professional Fees related to project activities							
B.x.	Reference materials							
B.y.	Rent, lease and repairs and leasehold improvements.							
B.z.	Signage							
B.aa.	Staff, consultant and volunteer travel expenses that may not be a part of travel claims; international travel where warranted.							
B.ab.	Staff disability supports							
B.ac.	Staff training for disability-related issues							
B.ad.	Support for individuals							
B.ae.	Telephone							
B.af.	Utilities							
<b>Total Project Costs (B):</b>		<b>\$ 50,000</b>	<b>\$ 11,000</b>	<b>\$ 3,000</b>	<b>\$ 2,000</b>	<b>\$ 21,000</b>	<b>\$ 12,000</b>	
<b>C: Capital Assets: Provide a detailed list of all proposed individual capital assets</b>								
C.a.	Any asset or expenditure requiring a disposal agreement of disposition, as per program specific Terms and Conditions and value.	\$ -						
<b>Total Capital Assets C:</b>		<b>\$ -</b>						
<b>D: Facilities (if applicable): Provide specific details for all proposed cost estimates for the construction or renovation of facilities and market value of property</b>								
D.a.	Construction or renovations	\$ -						██████████ s. 29 (1)(a)
D.b.	Pre Development							
D.c.	Purchasing of land and/or buildings							
<b>Total Facilities (D):</b>		<b>\$ -</b>						

Section	Category Details	Amount Requested (\$) MUN Business + Husky Centre	Detailed Budget Description				
			Q1 2023 (Jan-Mar)	Q2 2023 (Apr-Jun)	Q3 2023 (Jul-Aug)	Q4 2023 (Sept-Dec)	Q1 2024 (Jan-Mar)
	<b>E. Participant Costs (If applicable): Provide an overview, details and a breakdown of all proposed participant costs.</b>						
E.a.	Participant salaries and mandatory employment related costs, completion bonuses and other employment related benefit costs where warranted under org human resources policies and/or provincial territorial labour standards.						
E.b.	Adaptive technology set-up						
E.c.	Dependent care						
E.d.	Disability-related incremental costs						
E.e.	Disability related supports						
E.f.	Emergency assistance						
E.g.	Living expenses						
E.h.	Materials, supplies, books and testing materials to be used by and/or for participants						
E.i.	Participation and completion recognition						
E.j.	Professional fees related to participants - subcontracting						
E.k.	Travel, transportation						
E.l.	Tuition Fees						
	<b>Total Participant Costs E:</b>	\$ -					
	<b>Other Sources of Funding: The applicant must identify any other source of funding for this project. The source could be public (other federal department, provincial government, municipal government university, school board, etc. or private (including the Applicant's own contribution).</b>						
	<b>Source</b>						<b>In-Kind</b>
	<b>Total Other Sources of Funding</b>	\$ -					\$ -
	<b>Total</b>						<b>Recommended</b>
	Total project budget cost (A + B + C + D + E)	\$ 205,946	\$ 29,368	\$ 23,868	\$ 39,237	\$ 62,737	\$ 50,737
	Total project budget cost including other sources of cash (A through E + Other Sources of Cash)	\$ 205,946	\$ 29,368	\$ 23,868	\$ 39,237	\$ 62,737	\$ 50,737



# **Expression of Interest from Student Life and the Husky Centre of Excellence in Sales and Supply Chain Management at Memorial University**

Submitted by:

Sarah Teo, Manager  
Husky Centre of Excellence in Sales and Supply Chain Management

Jennifer Browne, Director  
Student Life

Florian Villaumé, Director  
Memorial Centre for Entrepreneurship

Submitted to:

TechNL Talent Team

## 1. ORGANIZATION OVERVIEW

### About Student Life

Student Life at Memorial University is a student-centered learning-focused unit that supports undergraduate and graduate students in reaching their academic and professional goals. Student Life fosters a holistic learning environment that maximizes the potential of each student through innovative learning experiences that empowers all students to flourish.

### About Husky Centre of Excellence in Sales and Supply Chain Management (Husky Centre)

Husky Centre's mission is to inspire and develop leaders in sales and supply chain management by providing inspiration, resources, experiential learning and research opportunities to facilitate and support development of expertise and building of capacity in sales and supply chain management. To date, the Husky Centre has supported more than 20 local companies and more than 30 students with funding and placements in technology-enabled roles such as business development, sales, digital marketing, marketing, customer success, account management.

### Bios of involved staff

#### Jennifer Browne

Dr. Jennifer Browne is the Director of Student Life. She oversees multiple units including Career Development, the Student Experience Office, the Blundon Centre (Accessibility Services), Student Support and is strongly connected to the Internationalization Office.

#### Sarah Teo

As the manager of the Husky Centre, Ms. Teo leads the implementation of the vision and strategy of the centre. Specific responsibilities include managing the centre's finances, operations, programs and services.

## 2. PROPOSED ACTIVITY DETAIL

TechNL identified roles in customer success, marketing, software development and coding, product management and data science as some of the most sought after roles in technology sector in Newfoundland and Labrador<sup>1</sup>. With a technology sector evolving at a very rapid pace, it is essential for students to have access to the latest expertise from and connections to the private sector to complement their great education at local post-secondary institutions like Memorial University. To that end, Student Life and the Husky Centre at Memorial University of Newfoundland and Labrador express their interest in supporting TechNL in implementing a new

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<sup>1</sup> <https://technl.ca/sector/>

program addressing those needs. TechNL would be the lead partner on it and we would be happy to support, and where appropriate, partner on the following proposed program:



**a) Program objective**

The objective of this program is to train post-secondary students about to graduate to take specific roles in need in the technology sector in Newfoundland and Labrador. This training will complement the post-secondary education they receive at Memorial University with content offered by the private sector. It will also enhance opportunities for students to work in the community through learning programs and development and by expanding community-based learning opportunities at Memorial, two objectives of the new strategic plan of Memorial University.

**b) Curriculum summary**

TechNL will create and deliver a series of workshops with content, approaches, and tools developed by local tech companies, so that the learnings of students are tuned to the needs of the tech sector.

Details of the prospective work include:

- Open to all post-secondary students in the province interested in working in the tech sector.
- No cost to individuals attending the workshop series.
-   
 s. 29 (1)(a)
- To ensure we are teaching only the most relevant knowledge and skills, we will be in contact with local tech companies, collecting information about the competencies they are looking for in the roles targeted.
- Instructors will be people who work in related roles at local tech companies.
- Job fairs to allow students to connect with potential employers in the local tech sector.

**c) Educational outcomes**

- Increase the employability of the workshop participants for specific roles in need in the tech sector: customer success, marketing, software development and coding, product management and data science.
- Each introductory workshop will include general knowledge on the role, practical tools experimentation related to the role, further resources to learn more on the role and current job opportunities available.
- Help local tech companies and other sectors address the talent gap.

**d) Intended audience (including number of students)**

- Post-secondary students in Newfoundland and Labrador as follow:
  - Customer success (all fields, 25+ participants, each semester);

- Marketing (all fields, 25+ participants, each semester);
- Product management (all fields, 25+ participants, each semester);
- Data science (good experience with data analysis, 25+ participants, each semester);
- Software development and coding (coding experience required, 25+ participants, fall and winter semester).
- At least 50% of participants will be women and non-binary students or international students. Students will need to come from a STEM and non-STEM educational background.
- Some sessions will be open to non-students, especially recent graduates, subject to availability.

**e) How results would be measured**

- The number of workshops delivered;
- The number of unique participants to workshops;
- Participating learner and employer satisfaction rate.

**f) Potential career paths of program graduates include but are not limited to the following roles:**

- Customer success;
- Marketing;
- Software development and coding;
- Product management
- Data science.

### 3. CRITICAL PATH

List of major activities include but are not limited to the following:

- Collecting information on roles
- Sourcing instructors
- Recruit students
- Organizing job fairs
- Program evaluation

s. 29 (1)(a), s. 35 (1)(b)

4.



#### 5. DETAILS OF ANY IN-KIND OR VALUE-ADDED CONTRIBUTIONS

- Venue for the job fair (Memorial University)
- Promotion of job fair (Memorial University)
- Staff management (TechNL)