

# The Keystone Centre

## Scope of Role

### ***General***

The general scope of services is to undertake the role of **Lead Independent Facilitator** for the 2006 review of the Ok Tedi Mine Community Mine Continuation Agreements.

As Lead Independent Facilitator, The Keystone Centre will be the primary organisation responsible for managing and facilitating the review process and ensuring that it is conducted in the manner agreed to by the stakeholders, that is, being “protectors of the process”.

### ***Specific***

The major tasks to be undertaken in this role are:

- Undertaking the necessary meetings and consultations to gain a thorough understanding of the issues relevant to the review
- Working with OTML and other stakeholders to design a robust process for the review that is consistent with the Principles to Guide the CMCA Review
- Coordinating and overseeing the overall CMCA Review process, which will include five trips to site of up to 30 days' duration for Associate and Senior Associate and four trips to site of 7 days' duration for the Project Director
- Working with OTML and other stakeholders to set up the Working Group, including leading the process of identifying and inviting members and advisers to the Working Group
- Developing a Working Group Charter and MOU and procedures to govern the conduct of the Working Group and associated processes
- Contributing to and overseeing the implementation of a communication plan for the Review
- Overseeing the activities of the organisation working as Village Meeting Facilitator and ensuring that the facilitators fully understand and work within the agreed process
- Ensuring the Independent Observer is provided with open access to all information and working group (and associated) processes
- Facilitating four Working Group meetings
- Providing a record of each Working Group meeting
- Reporting on the progress of the Working Group process, and
- Documenting the final agreements arising from the Working Group process.