

**Ecosystems and Fisheries Management (EFM) Union Management
Consultation Committee (UMCC)**

Tuesday, November 1, 2011- 1:30 to 3:30 pm

Attendance:

David Balfour – Senior ADM EFM

Micheline Leduc – DG Small Craft Harbours (SCH)

Trevor Swerdfager – DG Conservation & Protection (C&P)

Sharon Ashley- DG Ecosystems Management

Nathalie Bastien for Jaime Caceres– DG Integrated Business Management (IBM)

Kevin Fram for David Millette – DG Aboriginal Programs and Governance (APG)

Dawn Pearcey – A/DG Resource Management (RM)

Eric Gilbert- A/Executive Director Aquaculture Operations

Ryan Ziegler – Team Leader Integrated Planning & Reporting (IPR), IBM

Ronald Thériault – Lead Strategic HR Planning Analyst, IPR, IBM

Mélanie Thibault – Strategic HR Planning Analyst, IPR, IBM

Kathryn Swedlo – DFO Organization & Classification Centre of Expertise (OCCOE) – by phone

Jim McMillan – PIPSC

Rod McDonald – PIPSC

Todd Panas- UEW

Daryl Hoelke – UEW

Luc Paquette – UEW

Agenda Item 1 – Senior ADM Opening Remarks (David Balfour):

- David Balfour welcomed the participants and thanked everyone for taking the time to meet this afternoon.
- Prior to reviewing the action items from the May 17, 2011 meeting, a brief update on some key changes that happened since the last meeting was given.
- In June 2010, the following changes took effect within EFM:
 - The Oceans Policy and Planning Branch of the Oceans Directorate joined the Ecosystems Program Policy Directorate of Program Policy, while the Regional Oceans Operations Branch joined the Ecosystems Management Directorate in the Ecosystems and Fisheries Management Sector.
 - The Aquaculture Management Directorate, originally with the Program Policy Sector, moved its operational functions into the Aquaculture Operations Directorate of Ecosystems and Fisheries Management, including: the Aquaculture Innovation and Market Access Program; operational resources related to Sustainable Reporting, B.C. Aquaculture Operations, Regulatory Operations and Issues Management; and administrative support for aquaculture operations.

- It was further highlighted that these changes have now been fully implemented and have been received positively.
- Prior to the revision of action items from the May 17, 2011 meeting, comments were requested as well as any changes required to the agenda.

Comment from UEW: Todd Panas suggested that for future meetings Work Force Adjustment (WFA) be included on the agenda as a standing item.

Response from David Balfour: Agreed

Comment from UEW: Daryl Hoelke requested that C&P Regional Resource Review be added to the agenda of this meeting.

Response from David Balfour: C&P will address this subject in agenda item 7.

Action 1: WFA will be a standing agenda item for future EFM UMCC meetings.

Agenda Item 2 – Review of action items from May 17, 2011 meeting (Nathalie Bastien)

- Review of action items was done by referencing Annex 1 EFM-UMCC –Record of Action Items May 17, 2011 that was provided to meeting participants.

#	ACTION	PRIMARY CONTACT	STATUS	DATE COMPLETED
1	Identify who is responsible for the Expenditure Management Tool (EMT), their future training schedule, and other tools to support employees.	R. Ziegler	Information received from the Finance & Administration Directorate and forwarded to the Unions by email.	July 13, 2011
2	Share the EFM Strategic Framework with the Unions as soon as it is ready for circulation.	J. Caceres	Strategic Framework was sent to Unions on October 28, 2011. Latest draft to be sent to DMPC members for final approval.	October 28, 2011
Senior ADM further noted that the Strategic Framework is the foundational piece that guides the work of the Sector. It provides a common purpose and vision. The Framework was developed through consultations within the Sector, and further comments are welcomed.				
3	Organize a conference call between PIPSC members and IBM staff to provide information on the various HR tools that are available (i.e. Model Work Descriptions, different	J. Caceres & R. Ziegler	The Unions were contacted and a conference-call took place on August 9, 2011. Other meetings will take place if required by Unions.	August 9, 2011

	competency frameworks as well as Career Progression Programs, etc).			
PIPSC commented that the session was valuable and feels welcome to ask for future sessions if required.				
4	Communicate the decision arising from the dispute resolution process for the Licensing Officer positions to all employees nationally as well as UEW national and regional Union representatives.	DG Resource Management & J. Caceres	We expect to have the decision in the fall of 2011.	
5	Address comments received from PIPSC regarding the ENG work descriptions and provide PIPSC with revised work descriptions.	M. Leduc	ENG work descriptions have been revised to incorporate feedback from PIPSC and the revised work descriptions were sent to Unions at the end of October, 2011.	October 25, 2011
6	Investigate the potential of creating a self-assessment tool for the CO Competency Framework available on the Intranet.	J. Caceres & R. Ziegler	The tool is completed, currently awaiting final approval. Once approved, the tool will be posted on the EFM Intranet webpage.	
7	Provide an update on the progress of the BI Framework at the next EFM-UMC meeting.	J. Caceres & R. Thériault	Phase 2 of this project is underway. In conjunction with Ecosystems and Oceans Science, we are pursuing one Framework for the Department.	
<p>Union representatives raised some concern that creating one Framework for BIs that can be used in EFM and Ecosystems and Oceans Science Sector could potentially be an issue for EFM BIs as the Framework may be so general that employees will have difficulty identifying with it.</p> <p>The Senior ADM suggested that IBM meet with Ecosystems and Oceans Science to discuss the work in progress and address concerns.</p>				
8	Work with the Unions to engage them on the delivery of BI Competency Workshops when the Framework is officially implemented.	J. Caceres & R. Thériault	The timeline to complete the BI framework is early 2012, no workshops have been scheduled at this time.	

9	Send an update to employees on the classification process and standards for the NMWDs for BIs (Habitat).	S. Ashley & R. Vermette	The issue has been discussed with the regional Directors and a plan has been formulated. This plan will be communicated shortly to staff.	
10	Send an update to employees on the Fishery Officer classification process.	T. Swerdfager	A memo was sent to all Fishery Officers on the status of the revised NMWD.	June 08, 2011
UEW requested that the memo be resent to Unions.				
11	Ensure that the minutes of the meeting are sent within a set time frame (approximately one month).	R. Thériault	Record of decision was sent to all meeting participants on July 20, 2011. ROD was also posted on the EFM Intranet page.	July 20, 2011

- Jim McMillan felt that the Action Item list was very straight-forward and was of value in understanding the actions required and what has been done as a result.

Action 2: IBM will schedule a meeting with Ecosystems and Oceans Science to discuss BI Framework and ensure that it meets the needs of the BIs in both Sectors. Update on BI Framework will be provided at the next EFM UMCC meeting.

Action 3: Memo that was sent to all Fishery Officers on the status of the revised NMWD will be resent to Union representatives.

Action 4: IBM to continue using the same format for the Action Item list.

Agenda Item 3 – Deficit Reduction Plan (David Balfour)

- Following the October 13, 2011 announcement by the Deputy Minister to employees on Strategic Review, EFM held a town hall meeting to outline the impacts of Strategic Review on the Sector.
- Senior management in headquarters and in Regions has begun the analysis of how the reductions will be implemented across the country, and the process of determining how many employees will be affected. Merit criteria are being developed.
- While the majority of EFM reductions do not come into effect until 2013-2014, EFM's goal is to notify affected employees of their status as soon as possible to reduce uncertainty and to maximize possibilities in the Department. The Sector is committed to working with Unions and the WFA process.

Question from UEW: When do you expect to complete the review of employees and merit criteria?

Response from David Balfour: In approximately one month we will have the list of affected employees and draft merit criteria.

Comment from UEW: Unions would like to see the merit criteria prior to implementation.

Response from David Balfour: Agreed. In approximately one month we will schedule a discussion with Unions, to provide affected names. This meeting will also involve representatives from HR and an update on our process.

Action 5: EFM to schedule a meeting with Unions once the list of affected employees is finalized.

Agenda Item 4 – Career Progression Program for COs (Nathalie Bastien)

- EFM has been working for some time towards the development of a CO Career Progression Program (Professional Development and Apprenticeship Program)
- From now until the end of the current fiscal year, we will continue to move forward on all planning aspects of the Program. However, it is unclear when we would be able to officially launch the Program, although we are aiming for Spring 2014.
- It is important to note that this Program was initiated prior to Strategic Review. It is our intention to not do any external recruitment without first considering our existing employees.

Question from PIPSC: Would this Professional Development and Apprenticeship Program be for CO-1s to develop into a CO-2?

Response from David Balfour: Yes.

Action 6: IBM to report back on the Career Progression Program for COs at the next meeting.

Agenda Item 5 – Update on SCH Work Descriptions (Micheline Leduc)

- SCH continues to move ahead with its organizational development work endorsed by DMC in 2008, and discussed with representatives of PSAC and PIPSC in January 2009.
- The regional standardized organizational structure is comprised of three streams: Client Services; Program Planning; and Coordination and Engineering.
- Classification decisions have been reached regarding the Manager positions in both the Client Services and Program Planning and Coordination streams. Development of subordinate work descriptions is progressing well; they will be circulated to staff and Unions for review in the coming months.

- Good progress is being made on the development of model work descriptions for the regional engineering stream. ENG work descriptions (ENG-02, ENG-03, ENG-04 and ENG-05) have been revised to incorporate feedback from Unions and have been sent out to staff for review and comment. Work is underway to develop EG and PC work descriptions.
- Functional committees (one for each functional stream) are used as staff sounding boards and to review national model work descriptions as they are developed.
- The SCH National Management Committee, consisting of the SCH DG, Regional Directors SCH and HQ Directors, has been actively engaged in the development and review of draft model work descriptions. Furthermore, an HQ lead at the Director level has been assigned to ensure continued progress and momentum.
- Options are being considered for administrative positions in the Regions. Discussion with OCCOE is planned to assess the available options.
- In the coming months, a review of the NCR SCH organizational structure will be undertaken.
- A Communications Strategy is under development.

Question from PIPSC: Does the regional engineering stream have managers in place?

Response from Micheline Leduc: All senior regional engineering positions are encumbered (ENG-05 Regional Engineers).

Comment from PIPSC (not specific to agenda item): A suggestion was made that the Unions be involved in the review of the classification decision rationale before decisions are formally communicated to staff.

Response from Kathryn Swedlo: Usually classification decisions are provided to the Sector, and then Unions are informed of the decision from management.

Response from David Balfour: The process and how classification decisions are being transmitted to Unions and staff would benefit from further reflection. This issue would need to be further discussed with HR.

Action 7: EFM to discuss with OCCOE how classification decisions are communicated to Unions and staff.

Agenda Item 6- Update on NMWDs for BIs (Habitat) - (Sharon Ashley)

- Ecosystems Management is in the process of engaging a contractor to analyze the current organizational structures and delivery models for the Program to see if it would be feasible to adopt a consistent approach to service delivery across the country.
- Following this, the Program will re-examine the possibility of creating NMWDs for all Habitat employees.

Question from PIPSC: Can Ecosystems Management send some sort of communication piece out to staff to advise them of current state of the review?

Response from David Balfour: It is suggested that each Region within Ecosystems Management advise their respective staff of the current status of the initiative.

Action 8: *Ecosystems Management will contact the Regions and ask them to inform their staff of the current status, and anticipated next steps for this project.*

Agenda item 7- C&P 2012 - (Trevor Swerdfager)

- The C&P Executive Committee has launched a change initiative called “C&P 2012”. The initiative involves the development and implementation of detailed Action Plans to help C&P maximize its efficiency and effectiveness.
- The initiative outlines 6 Action Tracks with specific Destination Points listed for each. Every chief within C&P is leading at least one of the Destination Points to ensure that everyone within C&P is engaged on this initiative.
- The next step on the initiative is to present the proposals for change to senior management, and then an implementation for each approach will be brought forward with the proposals.

Additional Agenda item: C&P Regional Resource Review

Question from UEW: Will the results from the Regional Resource Review be shared?

Response from Trevor Swerdfager: In light of the C&P 2012 initiative, and the proposed way forward, no specific actions are being taken to respond to the report.

Comment from UEW: At a regional Union meeting in the Gulf Region it was mentioned that they are pursuing the results of the report.

Response from Trevor Swerdfager: Will follow-up with the Gulf Region; however, this was not the intent.

Question from UEW: What is the status of Fishery Officer work descriptions?

Response from Trevor Swerdfager: These descriptions have been completed; the only outstanding action at the moment is changing the reporting relationships since they were inaccurate.

Comment from UEW: At the next meeting, we would appreciate a status report on these work descriptions.

Action 9: *DG of C&P will follow-up with Gulf Region to clarify the different interpretations of what is required with respect to the C&P Regional Resource Review.*

Action 10: *Fishery Officers work descriptions will be an agenda item for the next EFM UMCC meeting.*

Agenda Items 8 & 9- Questions & Roundtable

- PIPSC raised a concern that Fishery Guardians are being asked to perform work outside of what is expected of them. Sharon Ashley and Trevor Swerdfager will follow-up with Rod McDonald to further discuss issue.
- No other questions or items were raised.
- David Balfour thanked once again the meeting participants, and meeting came to a close.

Action 11: DG of Ecosystems Management and C&P will have a follow-up discussion with PIPSC in regards to the duties of Fishery Guardians.

Action 12: Ensure that the record of discussion of the meeting is sent within a reasonable time frame using the same format.

Annex 1: EFM UMCC- Record of Action Items