

**Human Resources and Corporate Services  
Union Management Consultative Committee  
Record of decisions  
May 25, 2010**

**DFO representatives :**

Filippo Gagliardi, Chief Information Officer & Director General, Information Management & Technology Services, A/Assistant Deputy Minister, HRCS  
Krishna Sahay – DG, RPSS  
George Thwaites, Director, Labour Relations, A/Director General, Human Resources  
Sylvie Buendia Riva, Director, Program Planning and Coordination  
Brad Tinney, Director Informatics (conference call)  
Nadia Bing, Labour Relations

**Union representatives :**

Paula Dignan (UEW)  
John W. Fox (UCTE)  
Joy Thomson (CMSG)  
Luc Gervais (CAPE)  
Robert Loiselle (ACFO)  
Allison Burke, (PIPSC)  
Jim McMillan (PIPSC)

**Absent:**

Michaela Huard, Assistant Deputy Minister, Human Resources and Corporate Services  
Daniel Boulet (IBEW)  
Martin Grégoire (CAW)

**Item 1- Opening Remarks**

George Thwaites welcomed the participants and reviewed the agenda. It was agreed that the parking policy be added to the proposed agenda.

**Item 2 –**

- Approval of RoD of IIM-UMCC of November 17, 2009 (approved)
- Verbal debrief of November 16 HR UMCC. George Thwaites to send the draft RoD to be approved secretarially.
- It was agreed that **HR management would be on the agenda of the HRCS UMCC meetings.**

**Item 3 – Draft Terms of reference of HRCS UMCC**

- George Thwaites explained to the members that there are two purposes of the HRCS UMCC given NUMCC direction in December 2009: to discuss HRCS sector specific issues/initiatives and to discuss department wide human resources management initiatives/issues.
- There was a discussion about the CFO being a member of the committee. **George to confirm with CFO re his attendance.** For the time being, it was agreed that the sentence about the CFO attendance would remain however that the wording had to be changed to reflect the discussion.
- Robert Loiselle asked that meetings occur at least 3 weeks in advance of NUMCC.
- It was also requested that bargaining agents be given one hour in advance of the scheduled meeting to prepare. It was agreed that **arrangements would be made for the next meeting as a try out should**

**Bargaining Agents determine there to be a need, but that this would not take the form of being included in the terms of reference nor seen as a management expectation.**

- Jim McMillan asked to get an indication of numbers of employees by Bargaining agent membership for each of the Sectors at NHQ given the reorganization. **To be actioned by Labour Relations.**
- Jim also asked whether there would be an interest in having co-chairs for the meetings. This item has been previously discussed and there had been agreement not to pursue this approach. However George Thwaites indicated an openness to discuss further.
- It was also agreed that action items would be bolded in the RoD for ease of reference.
- Bargaining agents to be invited to orientation sessions for new employees. This is not part of terms of reference. However, **George agreed to follow-up.**
- Under the heading "Minutes", it was agreed that this word be changed to RoD.

Item 4 –

Update on ORO implementation and proposed Professional Development and Apprenticeship Program (PDAP) implementation for CS members

- Brad Tinney gave an update on the PDAP program, the strategy on term positions and an ORO update.

Staffing in IM&TS - non-imperative staffing and Area of Selection strategy in the national organization

- Brad provided an update and Fil Gagliardi added that IM&TS had met its original intent.
- He added that the non-imperative extension would only apply for the current CS2 & CS3 processes.

Item 5 – Human Resources

Organizational chart for HRCS Sector

- At the request of Paula Dignan, an organizational chart, an organizational profile including HRCS mandate and its organizational structure, was distributed for information.

Employment Equity statistics and current program updates (a two page deck was table dropped).

- Johanne Mennie (Director of Recruitment and Staffing) made a presentation on the recruitment, promotion and attrition rates for EE group. **It was requested that the electronic version be included with the RoD.**
- She also talked about the impacts of the September 2009 census and the establishment of a new set of recruitment targets to move forward. She added that between April to September 2009, an improvement was noticed. She noted that the yearly plan would be ready over the summer
- Paula Dignan asked that a separate meeting be set up to focus on this topic only in order to identify gaps and action plans. **Action – Johanne Mennie & Labour Relations.**
- Johanne also mentioned that a self-identification campaign would be conducted.

Update on Public Service Employee Survey 2008

- H  l  ne Leblanc (Director of Learning and Recognition) presented the DFO PSES Action Plan which was approved at the May 21 Departmental Management Committee on Human Resources, following consultations with bargaining agents in January 2010.
- It was requested that this plan be sent electronically with the RoD. **Action – Sylvie Buendia Riva**
- Paula noted that this kind of information should be received in advance of the meeting so they have a chance to review and comment at the meeting. It was noted by George that in this instance, the action plan had just been approved the day before this meeting and could not have been shared in advance.

NMWDs for DFO administrative positions

- Johanne Fortin (Director of OCCOE) gave an update on the progress to date on national model work descriptions for administrative positions.
- It was requested that a meeting be set up when work would be more advanced – **Action – Johanne Fortin**

*Item 6 – Parking policy*

- Krishna Sahay (DG, Real Property Safety and Security) gave an update on the implementation of TBS policy to come into effect on July 1<sup>st</sup>, 2010.
- He noted that, as of this date, parking would be offered at market rates which will be published on the DFO Intranet site by May 28, 2010.
- It was requested that the market survey report be made available – **Action – Krishna Sahay**

Closing remarks (George Thwaites).

Next meeting to be held in November 2010.