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| **Human Resources Union-Management Consultation Committee (HRUMCC)** |
| **Minutes of the September 22, 2015 Meeting** |

***Management Representatives***

**Peter Larose,** ADM, Human Resources Services Branch

**Charles Nixon**, Chief Information Officer

**Steven Risseeuw,** Director General, In-Person Operations and Strategies

**Sandra Webber**, Director General, Centres of Expertise

**Annick Langlois,** Director General, Operations Directorate

**Frances McCormick,** Director, Emergency Management and Business Continuity

**Claude Tremblay,** Director General, Regional Financial Services

**Lissa Dornan,** Director, Resource Management Division

**Jennifer Hamilton,** Director, Centre of Expertise - Labour Relations

**Guy Cyr**, Director, Workplace Management

***UNION REPRESENTATIVES***

**Marco Angeli**, National President, CEIU - PSAC

**Michelle Henderson**, National Executive Vice-President, CEIU-SEIC

**Sebastian Rodrigues**, National Vice-President, Human Rights, CEIU - PSAC

**Grant Boland**, Labour Relations Advisor, ACFO

**Mathieu Delorme**, Lawyer, AJC

**Lionel Saurette**, Labour Relations Officer, CAPE

**Dean Corda**, Member, National Consultation Team for ESDC, PIPSC

**Linda Koo**, Labour Relations Officer, UNE - PSAC

**Jim McDonald**, Labour Relations Advisor, UNE – PSAC

**Rose Touhey**, Assistant Regional Vice President, Outside Canada, UNE – PSAC

***REGRETS***

**Jacques Paquette,** S/ADM Strategic & Service Policy Branch

**Louis Beauséjour**, ADM, Integrity Services

**Annik Wilson,** Director General, Regional Operations and Compliance Directorate

**Jacques Perrin**, National Vice-President, (NCR) CEIU – PSAC

**Daniel Carriere,** National Vice-President (Alternate), (NCR) CEIU-PSAC

**Stan Buday**, President, National Consultation Team for ESDC, PIPSC

**Doug Marshall**, National President, UNE - PSAC

**Richard Balance**, Regional Vice-President, UNE - PSAC

**Raoul Andersen**, Vice-President, ACFO

**Yves Durand,** Representative, ACFO

***SECRETARIAT***

* **Sabrina Evans**, National Labour Relations Projects Coordinator

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| **ITEM** | **SUBJECT** | **ACTION / DECISION** |
| **1.** | **Welcome, Review of Agenda and Previous Meeting Minutes** |  |
|  | Marco Angeli and Peter Larose welcomed members.   * 1. **Agenda**   The agenda was approved.   * 1. **Minutes of the June 25, 2015 Meeting**   Due to the late delivery of the June 25, 2015 minutes, members were given until October 2, 2015 to provide comments and changes to the Secretariat via the email address [UMCC Secretariat](mailto:NC-UMCC_SEC-SEC_CCSP-GD). |  |
| **2.** | **Information / Discussion Items** |  |
|  | * 1. **Merging office space of Service Canada locations with Passport counter offices**  *(Rose Touhey)*   Questions were raised surrounding the merging of Service Canada and Passport Canada offices; more specifically, are there any plans to merge the offices in the regions?  Steven Risseeuw explained that work is in progress to map out any opportunities for a merge. He noted that a merge will only happen when leases expire, which will be in 2018. Rose Touhey asked whether some office could co-locate between now and 2018. Steven noted that there are some opportunities before 2018, such as in Saskatoon and Fredericton where this is already happening in small offices.  Jim McDonald asked whether there are any plans to amalgamate the services that are being provided. Steven Risseeuw said that there are currently no plans for this. |  |

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| **3** | **Human Resources Programs, Policies, Guidelines and Tools** |  |
|  | **3.1 Micro-missions and group mentoring** *(Andrea Raper)*  Andrea Raper advised the committee on two learning pilot projects planned for 2015-16 stemming from the three year corporate learning strategy. These are group mentoring for aspiring leaders and micro-missions. The mentoring pilot is part of a three part approach to mentoring continuing over the next two years.  The first is currently in place - a voluntary mentoring site for mentors and mentees to self-match. The second planned to launch in October 2015 is Group-mentoring for aspiring leaders  Mentoring:  With respect to group mentoring for aspiring leaders, Ms. Raper stated that there has been great interest expressed by both potential mentors and mentees.  The objective was to have a pilot consisting of 12 mentoring groups of up to 48 mentees who will participate in 8 group mentoring sessions over the next 10 months.  Ms. Raper mentioned that Mentor training and on-going support in mentoring techniques would be provided by the Office of Informal Conflict Management (OICM).  Micro-missions:  The second initiative Ms. Raper discussed was micro-missions which are short-term, part-time (a few hours per week, a few days per month) and task-based developmental opportunities for employees interested in building experience outside of their daily work activities.  Micro-missions are informal learning opportunities, and allow the employee to remain in his/her substantive position. Micro-missions are designed to provide employees with new on-the-job opportunities for professional development and for information and expertise to be shared across business lines.  Ms. Raper noted some examples of micro-missions:   * Participation in a focus group, tiger team, working group or committee; * Design of an infographic for a communications team; * Facilitation of a Lean process mapping event; * Research on a policy topic, etc.   Ms Raper noted that during the pilot, ESDC will use the GCconnex site that has been developed by TBS and that ESDC has been working closely with TBS and other Departments and Agencies on the micro-missions concept and joint pilot.   While ESDC is running its own pilot, between October 2015 and September 2016, ESDC will participate in the Treasury Board Secretariat led interdepartmental pilot along with 10 to12 other Departments and Agencies.  Lionel Saurette asked what would be the impact on performance review of the employee if he/she is not successful in the micro-mission. He also noted that it was important for management to look at the performance agreement with the employee to see that the commitments that were made for their professional development are respected as often these are not carried out by management.  Mathieu Delorme wanted to know the time allotted to employees for micro-missions. Andrea Raper responded that it has not been defined yet, but depending on the micro-mission, an employee could spend 1 to 2 hours per week. Mathieu Delorme also said that he likes this initiative, but is concern that managers may bring a few people in through micro-missions to take care of the overflow instead of bringing in part-timers or paying overtime.  Jim MacDonald indicated that although he supports this initiative, he has concerns regarding the possible abuse and that it should be monitored.  Sebastian Rodrigues asked whether those involved in the Aboriginal Member’s Professional Development Program will be considered. Andrea explained that this is a voluntary process where employee look at opportunities and seek approval of their manager to participate.  There is no specific call to employment equity groups.  Andrea Raper explained that her office was overseeing these initiatives.  **3**.**2** **Diversity Champion Update** *(James Gilbert, Brenda Baxter & Catherine Lappe)*  James Gilbert, Brenda Baxter and Catherine Lappe took the opportunity to provide an update on work that has been completed / underway and priorities for the upcoming months.  James Gilbert recognized the fact that there is a very good union participation at meetings regarding persons with disabilities issues. A new employees network for persons with disabilities had been established where various disability issues have been discussed; the meetings held thus far have been well received.  Getting people involved is important in tackling issues of barriers employees may be facing in the workplace. Comments are appreciated and taken into consideration when planning.  Regional engagement discussions have been very helpful and informative; Feedback is helping to inform plans. Priorities are being established and there will be further engagement sessions.  Catherine Lappe spoke about various meetings that have taken place with the Aboriginal Employees’ Circle and on the subject of the aboriginal leadership development initiative.  Sebastian Rodrigues thanked the champions for the grassroots employee engagement meetings that have been very informative and eye-opening. He takes comfort in the fact that they are listening to comments and concerns.  Jim MacDonald asked whether there is a disability trend related to environmental sensitivities. James Gilbert explained that these are difficult situations. Education, reminders and vigilance are important. The champions are open to discussions with union members in order to ensure that issues are being heard the same way.  Sandra Webber will put Jim in touch with union members on this sub-committee National Occupational Health and Safety where a environmental sensitivities promotion campaign is being discussed.  **3.3** **Employment Equity Update** *(Vicki Cunliffe)*  An Employment Equity Program update document was presented to the members (same presentation as what was provided to Corporate Management Committee in August 2015).  Overall within ESDC, representation of all Employment Equity groups continues to exceed workforce availability. Underrepresentation of Aboriginal people in the Executive category remains an issue.  Overall representation numbers for Aboriginal people and persons with disability have decreased over the reporting timeframe which is an area of concern to be monitored. ESDC is very fortunate to have a ‘’Persons with Disability Network” which provides a forum for discussion and consultation on barriers being faced by this EE group. ESDC also has an Aboriginal Leadership Development Strategy (ALDI) to help address some of the recruitment and promotion issues identified.  An information session was held with employees regarding the Aboriginal Leadership Development Initiative (ALDI). A call letter was sent to EX feeder group employees (self-identified as Aboriginal with consent for HR management use) in August. An information session is scheduled to take place on September 24th.  Five (5) candidates will be presented to Aboriginal Affairs and Northern Development Canada (AANDC) for further assessment and two ESDC will be selected to take part in the 18-month program.  Sebastian Rodrigues asked whether call out letters could be sent in Cree along with the standard English and French. Vicki Cunliffe will look into this. She added that bilingualism is not a requirement for the ALDI program.  Lionel Saurette asked if statistics have improved for women within the EC group in the department. Sandra Webber indicated that we will come back to the committee with statistics.  **3.4 Annual OICM report 2014-15** *(Michel Nadeau)*  In the last year, overall services offered by the Office of Informal Conflict Management (OICM) have increased and the satisfaction rate with OIMC services is high. Last year, the OICM introduced the following workshops being offered through WebEx: “Working with Resistance in our Relationships”, “Behaviors in Conflict Situations” and “Houston, We Have a Problem!” These workshops have been very well received and the number of participants is expected to increase this year.  The rates of satisfaction were shared and compared to the past few years, the rate of satisfaction has increased.  In the coming year, OICM will offer, with the help of the office of Values & Ethics, two different presentations: Healthy and Respectful Workplace and Open Discussion on a Healthy and Respectful Workplace with more than 30 presentations for the fall season. Also, on a different note, coaching will be provided to mentors participating in the mentoring program.  The OICM is always looking to respond to the needs of employees’ needs through innovation. To achieve this, the Office is working more and more in coordination with various partners (unions, labour relations, Office of Values & Ethics, health and safety) and is always looking to solve complaints at the lowest level.  Jim McDonald asked if it would possible for him to take one of the WebEx session offered by OICM. Michel Nadeau answered that he will check if it is possible technically for a person who is not an employee of the Department to connect to a Web Ex session and would gladly send him an invitation if it is the case.  Rose Touhey asked whether the Passport Program is involved as it is an important client for UNE. She also asked that the WebEx sessions that are currently available in the NCR, be offered in the regions as well. She also asked how these sessions are advertised. Sandra Webber said that the sessions are currently offered in Ontario as well as in other regions. Sandra added that these sessions are requested by managers.  Rose Touhey said that she has not yet seen any learning opportunities for the Passport Program. Michel Nadeau gave the name of Julie Dubois as the contact at Passport for training.  Lionel Saurette asked that the list of names for union members attending the sessions be sent to the president of CAPE. | Vicki Cunliffe to contact Sebastian Rodrigues concerning his request. (Completed)  A response will be submitted.  Michel Nadeau to contact Jim McDonald concerning his request. (Completed)  Lionel Saurette to contact Michel Nadeau concerning his request. (Completed) |
| **4.1** | **Progress Report on WFA** *(Vicki Cunliffe)* |  |
|  | As of September 14, 2015, there are 134 active WFA cases. There are 13 upcoming layoffs: 12 CEIU and 1 CAPE. 43 employees with layoff priorities are being marketed by the Public Service Commission via the Priority Information Management System.  Linda Koo asked what is being done to place those still impacted by WFA. Vicki replied that they are being marketed within the department as well as through the Public Service Commission. |  |
| **5.** | **Roundtable** |  |
|  | **Transformations of Pay Initiative (Sandra Webber)**  The transfer of services to Miramichi which was scheduled for December 2, 2015 has been delayed until February or April 2016. Members will be updated as information is available.  **Terms of Reference (Jennifer Hamilton)**  Over the summer, Labour Relations has been working on a new version of the Terms of Reference for all union-management committees. When the proposed Terms of Reference are done, the Secretariat will schedule a consultation session in order for ideas and comments to be shared.  **Security Screening Certificate and Briefing Form (Frances McCormack)**  Frances McCormick will follow-up on the issue as to why an employee going on leave of absence without pay must fill out the security form titled ‘Security Screening Certificate and Briefing Form and check off the “Termination” box.  Management acknowledged that an error occurred and committed to reviewing the process.  Management would like to underline that the form is not to be used for temporary absences.  Requests were made to receive meeting documents well in advance of the meeting.  The next meeting will be in December 2015.  Meeting adjourned at 2:53 pm. |  |

**APPENDIX A – FOLLOW UP**

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