**Service Union-Management Consultation Committee**

**Terms of Reference**

**MANDATE**

The mandate of the Service Union-Management Consultation Committee (SUMCC) is to provide a forum for meaningful and timely information sharing and consultation on national initiatives and issues relative to the delivery of national programs across the service network, as well as the development and implementation of Service Transformation.

This Committee is intended to complement established mechanisms and forums for union-management interaction such as the National Labour-Management Consultation Committee (NLMCC) and the Human Resources Union Management Consultation Committee (HRUMCC), as well as regional, branch and local union-management consultation committees.

**ACTIVITIES**

The SUMCC will:

* Receive updates on service channels and on the programs delivered through Service Canada’s service network;
* Receive updates on the progress of the ESDC Service Transformation Plan;
* Discuss and consult on service delivery issues that are national in scope and have long-term implications;
* Consult on the participation of employees and union representatives in the design and development of service improvements and transformation initiatives;
* Discuss and consult on the implementation of operational changes and the related change management approaches and transition plans;
* Discuss matters from regional and/or branch levels, only when such matters have already been discussed at the applicable regional and/or branch union-management committee prior to escalation.
* Refer matters requiring broader or specific consultations to the appropriate existing governance bodies, as needed (e.g., NLMCC, HRUMCC, NPHSC and RLMCC).

**MEETINGS**

* Meetings will be held quarterly unless mutually deemed preferable to modify frequency.
* Meetings will last 120 minutes unless mutually agreed otherwise prior to the meeting.

**MEMBERSHIP**

**Management Members:**

* Cliff Groen, Assistant Deputy Minister, Benefits Delivery Services and Co-Chair of the Service Union-Management Consultation Committee
* Benoît Long, Senior Assistant Deputy Minister, Transformation and Integrated Services Branch
* Peter Simeoni, Assistant Deputy Minister, Citizen Services Branch
* Élise Boisjoly, Assistant Deputy Minister, Integrity Services Branch
* Heather Sheehy, Director General, Strategic Policy Research Directorate
* Stéphanie Hébert, Assistant Deputy Minister, Program Operations Branch
* Mary Ann Triggs, Assistant Deputy Minister, Ontario Region
* Claire Caloren, Assistant Deputy Minister, Quebec Region
* Sara Filbee, Assistant Deputy Minister, Atlantic Region
* Sylvie Bérubé, Assistant Deputy Minister, Western and Territories Region
* Gail Johnson, Assistant Deputy Minister, Human Resources Services Branch
* Danièle Besner, Director General, Human Resources Services Branch, Workplace Management Directorate
* Guy Cyr, Director, Human Resources Services Branch, Labour Relations

**Unions Members:**

* Stan Buday, President, National Consultation Team, PIPSC and Co-Chair of the Service Union-Management Consultation Committee
* Adèle Maclean, Vice-President, National Consultation Team, PIPSC
* Eddy Bourque, National President, CEIU – PSAC
* Crystal Warner, National Executive Vice-President, CEIU – PSAC
* Fabienne Jean-François, Alternate National Executive Vice-President, CEIU – PSAC
* Jacques Perrin, National Vice-President, National Capital Region, CEIU – PSAC
* Luc Pomerleau, National Resources Officer, CEIU - PSAC
* Karl Lafreniere, Regional Vice-President, UNE – PSAC
* Rose Touhey, Assistant Regional Vice President, Outside Canada, UNE – PSAC
* Jim McDonald, Labour Relations Advisor, UNE – PSAC
* Karen Brook, Labour Relations Officer, CAPE

**Replacements**

Members may identify replacements when unable to attend a committee meeting. In such cases, the Secretariat must be advised prior to the committee meeting being held. The Secretariat will in turn advise the co-chairs.

**Guests**

Guests may be invited to attend a committee meeting upon approval from the co-chairs. Members wanting to invite a guest must first advise the Secretariat prior to the committee meeting being held. The Secretariat will in turn seek approval from the co-chairs and communicate the decision.

**Meeting Material**

Meeting material will be distributed to all the members at least one week in advance of the scheduled meeting, or as they become available.

**SECRETARIAT**

Secretariat support will be provided by Human Resources Services Branch, Labour Relations. This includes the production of meeting agendas, records of decision, action logs and any other documents to be considered at meetings.

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| Cliff Groen, Assistant Deputy Minister, Benefits Delivery Services  **On behalf of ESDC**  Management Co-Chair, SUMCC |  | Stan Buday, National President  **On behalf of the PIPSC**  Union Co-Chair, SUMCC |
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| **On behalf of the Canada Employment and Immigration Union – (CEIU-PSAC)** |  | **On behalf of the Canadian Association Professional Employees (CAPE)** |
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| **On behalf of the Union of National Employee – (UNE-PSAC)** |  |  |
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