

**HUMAN RESOURCE SUB-COMMITTEE
OF THE
NATIONAL UNION MANAGEMENT CONSULTATION
COMMITTEE**

TERMS OF REFERENCE

CONTEXT

1. In the spirit of the *Public Service Labour Relations Act*, the Department of National Defence has a National Union Management Consultation Committee (UMCC) between DND senior management and leaders of unions representing DND employees. This committee provides for the establishment of sub-committees to deal with complex issues or issues of an on-going nature which would extend over a lengthy period of time. Human resource (HR) issues fall within this definition.
2. DND Management confirms its support of both union membership and participation throughout the Department. Collaborative efforts by management and union representatives through sustained dialogue are beneficial to the efficient operations of the Department and are in the public interest.

MANDATE

3. In support of the national Union Management Consultation Committee (UMCC), the Union Management Consultation Committee Human Resources Sub-Committee (UMCC HR Sub-Committee) provides a forum for consultation and discussion on civilian HR policies and programs between the leaders of Departmental Human Resources, and designated union representatives.

SPECIFIC OBJECTIVES

4. To consult on and discuss the development of civilian HR strategies.
5. To exchange views on and discuss the development of national civilian HR policies and programmes within DND including those arising from changes to HR legislation and initiatives of central agencies and the Department.

MEMBERSHIP

6. Departmental Representatives
 - a) Assistant Deputy Minister (Human Resources – Civilian) (ADM (HR-CIV))
 - b) Director General Labour Relations and Compensation (DGLRC)
 - c) Director General Civilian Employment Strategies and Programs (DGCESP)

- d) Director General Civilian Human Resources Management Operations (DGCHRMO)
 - e) Director General Learning and Professional Development (DGLPD)
 - f) Director General Alternative Dispute Resolution (DGADR)
 - g) Chief of Staff (COS) Assistant Deputy Minister (Human Resources Civilian)
7. Union Representatives
- a) An executive or senior officer for each of the following bargaining agents or components that represent the employees of DND:
 - Union of National Defence Employees Component of the Public Service Alliance of Canada (UNDE)
 - Professional Institute of the Public Service of Canada (PIPSC)
 - International Brotherhood of Electrical Workers Local 2228 (IBEW 2228)
 - Federal Government Dockyard Trades & Labour Council (East) (FGDT&LC-E)
 - Federal Government Dockyard Trades & Labour Council (West) (FGDT&LC-W)
 - Federal Government Dockyard Chargehands Association (FGDCA)
 - Association of Canadian Financial Officers (ACFO)
 - Agriculture Component of the Public Service Alliance of Canada (PSAC)
 - Canadian Merchant Service Guild (CMSG)
 - Canadian Military College Faculty Association (CMCFA)

CHAIRPERSONS

8. Meetings will be co-chaired between management and labour representatives. The Assistant Deputy Minister (Human Resources – Civilian) will chair on behalf of management. Union representatives will choose a nominee to chair on their behalf.

MEETINGS

9. Meetings will be held quarterly or on an ad hoc basis when issues arise. The meetings will normally coincide with the week of National Joint Council meetings.

OBSERVERS

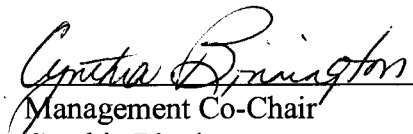
10. The UMCC HR Sub-Committee forum is not open to the public. Observers to the meetings are welcome and will be introduced by their sponsoring committee member, with no formal pre-approval needed

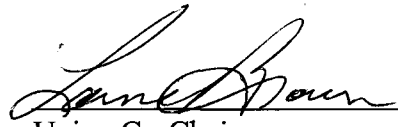
COORDINATING SECRETARY

11. Director Labour Relations Policy and Programmes (DLRPP) will act as Coordinating Secretary and will look after logistics and administration for each meeting. Minutes of each meeting will be prepared and distributed after each session with preliminary drafts available to committee members after six weeks. All documentation will be provided in bilingual format.

REFERENCES:

- Consultation Framework between the Department of National Defence and Unions Representing National Defence Employees
- Defence Administrative Orders and Directive 5008-0, Civilian Labour – Management Relations
- Defence Administrative Orders and Directive 5008-2, Labour – Management Consultation.


Management Co-Chair
Cynthia Binnington
Assistant Deputy Minister
Human Resources Civilian


Union Co-Chair
Lorne Brown
President
Federal Government Dockyard
Trades and Labour Council (East)

Terms of reference approved on 2 June, 2008 and signed on 2 June, 2008.