

MINUTES

UNION-MANAGEMENT CONSULTATION COMMITTEE (UMCC) DEFENCE RESEARCH & DEVELOPMENT (DRDC)

HELD ON DECEMBER 15, 2004, 9:00 TO 1:00
DEFENCE RESEARCH & DEVELOPMENT CANADA
305 RIDEAU STREET, OTTAWA

Chairpersons

Dr. John Leggat, Assistant Deputy Minister (Science & Technology) (Chairperson)

Mr. Tom Ollevier, Steward (NCR) Professional Institute of the Public Service of Canada

Present

Mr. Serge Morin, Director General, Research and Development, Corporate Services

Dr. Robert Walker, Director General, Research and Development Programs

Ms. Ann Bradfield, Director General, Defence Research & Development Canada – Operational Research Division

Dr. Malcolm Vant, Director General, Defence Research and Development Canada – Ottawa

Dr. Denis Faubert, Director General, Defence Research & Development Canada – Valcartier

Mr. René Larose, Director General, Defence Research & Development Canada – Toronto

Dr. Ross Graham, Director General, Defence Research & Development Canada – Atlantic

Dr. Bob Angus, Director General, Defence Research & Development Canada – Suffield

Ms. Céline Lamoureux, Director Research & Development Human Resources

Ms. Lise Hurtibise, Human Resources – Secretary

Ms. Lucette Charron, Union Services Officer (Atlantic-Quebec), Union of National Defence Employees

Mr. Robert Champoux, Vice-President – National Capital Region, Union of National Defence Employees

Mr. John Lachance, International Brotherhood of Electrical Workers

Mr. Yves Rochon, Employment Relations Officer – National Capital Region, Professional Institute of the Public Service of Canada

Col. Rick Williams, DGRDP – Ottawa

Mr. Patrick Myre, Labour Relations and Compensation Advisor, Directorate Research and Development Human Resources

Observers

L Col. Ryszard Sulik, CORA – Ottawa (replacing Ms Bradfield)

Absentees

Mr. Bill Krause, President, Science Social Employees Association

Mr. Mark Hockley, Association of Public Service Financial Administrators

| <u>SUBJECT</u> | <u>DISCUSSION</u> | <u>ACTIONS BY</u> |
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| 1. Opening Remarks / <i>Observations préliminaires</i> | <ul style="list-style-type: none"> • Dr. Leggat opened the meeting informing the Committee that he was pleased with the process, the good relations with the union in keeping a positive environment. • Round table – presentation of participants | |
| 1.1 Acceptance of the Minutes of the last meeting held on 12 December 2003 / <i>Adoption du procès-verbal de la dernière réunion, tenue le 12 décembre 2003</i> | <ul style="list-style-type: none"> • No comments. All members accepted minutes from last meeting and minutes were signed by co-chairs. | |
| 1.2 Acceptance of the Proposed Agenda / <i>Adoption de l'ordre du jour proposé</i> | <ul style="list-style-type: none"> • Members approved agenda items. | |

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| 2. Update on the action items of last meeting / <i>Rapport sur les mesures à prendre à la suite de la dernière réunion</i> | <p>Progress of Radiological Decommissioning at DRDC Valcartier:</p> <ul style="list-style-type: none"> • .Denis Faubert presented a status report • The Committee was informed that Valcartier's big problem was with building 64. • A contract has been awarded to do the characterization of the site so that we can proceed with the clean up. The characterization should be completed before the end of the fiscal year. • The Committee was also informed that traces of contamination were found in other buildings but the contamination was under the acceptable limits. • On the issue of health monitoring, the Committee was informed that between 1968 to 1972 regular health assessments were performed. After 1972 no records were found. • Denis Faubert mentioned that records were found indicating that the contaminated material was disposed of at Chalk River. • Valcartier will proceed with a dig. • The Committee was informed that procedures are in place and that the risk to health is minimum. Employees are regularly kept informed. • Lucette Charron requested a copy of the report. Denis Faubert gave her a copy of the report. Ms. Charron also requested that a copy be provided to the Local Union. • ACTION: Denis Faubert to provide a copy of the report to the | Denis Faubert |
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| | <p>Local Union.</p> <p>Procurement Payment Process Review:</p> <ul style="list-style-type: none"> • Denis Faubert informed the Committee that Valcartier will train their staff before doing the Implementation. Mr. Faubert continued by saying that they will focus on training in 2005 in order to have employees trained and implement new work processes for purchasing and finance. • Denis Faubert invited Lucette Charron to address the staff. L. Charron agreed to the invitation. • ACTION: Denis Faubert to action the implementation of PPPR. UNDE and DRDC Valcartier jointly agreed to meet the employees on this issue. <p>Site visit by UNDE:</p> <ul style="list-style-type: none"> • UNDE will make their arrangements for site visits directly with DG's starting in the new year and where feasible link it with their respective UMCC. <p>LMRC – Corporate Office:</p> <ul style="list-style-type: none"> • Céline Lamoureux informed the Committee that DRDHR had created that office last April and efforts were directed completing the current vacancies and then proceed with establishing the Corporate office LRMC. • Serge Morin asked the unions to identify their representatives in order to share our draft Terms of References to be finalized once LRMC members are identified. • ACTION: DRDHR to supply to the various unions the list of employees and groups and levels respective to each union in order to have unions identify their respective Local Shop Stewarts and report back to Serge Morin and DRDHR. <p>DS SAS:</p> <ul style="list-style-type: none"> • Dr. Leggat informed the Committee that all DS's will received a letter before January 20, 2005, informing them of the revised guidelines applicable for PER review 05-06. • Dr. Leggat also informed the Committee that DRDC will review the forms during 2005 in order to have a new form by December 2005. • ACTION: Dr. Leggat to send a letter to all DS's by January 20th 2005. <p>Term/Indeterminate position:</p> <ul style="list-style-type: none"> • Céline Lamoureux informed the Committee members that a list of terms is presently partially done and that she would be providing a copy of that list to all members as soon as it is ready for distribution. • List to be expected in January. • Action: DRDHR to provide the list of term employees to | <p>Denis Faubert</p> <p>Patrick Myre</p> <p>DRDHR</p> <p>Patrick Myre</p> |
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| | <p>Committee members.</p> <p>Traveling costs for union staff:</p> <ul style="list-style-type: none"> • Céline Lamoureux reported that DRDC applies the DND practices that of not to pay for travel costs for attending UMCC. • Union members did not report back. <p>AMEX Card:</p> <ul style="list-style-type: none"> • Serge Morin indicated that employees have to sign a liability statement. There is no change in its application but AMEX is making it more obvious. • Mr. Morin explained that the policy is clear. If an employee provides its travel claim within ten days when returning from a trip, the employee should get the money on time to reimburse AMEX. • Dr. Leggat added that the issue is that in some instances employees purchased personal items. • Yves Rochon stated that in headquarters it is thought that the payment is made within a reasonable time. But in the Centers, it's not the same story. Centers do not have the same resources. • Serge Morin reported and indicated the policy criteria must be met and cardholders shall request through their RC Managers an advance to pay their ITC account should there be delays in processing their claims for reasons beyond their control or have to travel for an extended period. | |
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| <p>3. Co-Development / Co-développement:</p> | <ul style="list-style-type: none"> • PIPSC and UNDE informed the Committee that they both like the DND framework and suggested that DRDC and unions should adopt and adapt it. The preference is for a structured approach. • Dr. Leggat suggested that DRDC look at the DND guidelines, that we fine tune them to reflect the status of the Agency and send it to our unions for comments. • Lucette Charron recommended that the unions get together to comment in order to have one voice which was commonly agreed to by the unions. • Action: DRDC to review and amend the DND guidelines on co-development prior to be sent to unions. | <p>Dr. Leggat and Céline Lamoureux</p> |
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| <p>4. Postings of re-classifications/ Afficher les reclassifications:</p> | <ul style="list-style-type: none"> • Céline Lamoureux explained to the Committee the policy requirements of PSHRMAC, that departments must post their re-classifications which includes DS. • Céline Lamoureux also explained that DRDC has to revamp classification committees. These committees will be operational in April 2005. • DRDC expects to train between 6 to 8 managers in classification. The composition of the classification review committee was explained and also the conditions set out | |
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| | <p>requiring such a committee.</p> <ul style="list-style-type: none"> • Ross Graham indicated new directive included a new position if reclassification concludes in two levels up. • Céline Lamoureux explained the advantage of using generic work descriptions attached to generic classification decisions. • Action: DRDC to send to Committee Members the classification report prior to being posted on internet. | DRDC |
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| <p>5. Multi-year learning plan/Plan d'apprentissage pluriannuel:</p> | <ul style="list-style-type: none"> • Dr. Leggat mentioned that he has an issue with the creation of expectation for which we would not be in a position to deliver. • Lucette Charron suggested that the Centers inform their staff of the uncertainty to deliver on the plans. • Denis Faubert informed the Committee that we need a Chief of Training. • Another Center explained that they have assigned those duties to an employee which takes half of his/her functions. • Bob Walker mentioned that he supports the proposition but it needs to be more than learning, it must include Career Management. • Ann Bradfield cautioned the Committee that not all employees have career aspirations. • Dr. Leggat mentioned that learning plans should not be linked to PRR. • Lucette Charron reminded the Committee that we have to provide training in the language of the employee's choice. • PIPSC asked the possibility of separating this process from the PER for DS. • Action: DRDHR to look at the possibility to have learning not part of PRR. • Action: For the next PRR a call letter is to be distributed by Dr. Leggat advising that learning plans are required and the importance indicating learning and development needs. Also the call letter will provide information indicating that efforts will be made to respond to the identified and approved training Recognizing that some requests for training and development may have to be deferred to the next fiscal year. | <p>Céline Lamoureux</p> <p>Dr. Leggat</p> |
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| <p>6. Round Table / Table ronde</p> <p>GL MTS – EG</p> | <ul style="list-style-type: none"> • DRDHR agreed with UNDE that this will be resolved early in the new year starting with a conversation with UNDE in January. • ACTION: DRDHR to discuss the issue with UNDE in January. | <p>Céline Lamoureux</p> |
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| <p>6. Round Table / Table ronde</p> <p>Use of Business Class Travel/ Utilisation du voyage en classe d'affaire</p> | <ul style="list-style-type: none"> • Tom Ollevier raised the issue of business class travel on flights over 9 hours in length. This issue was raised as a result of a report that a DRDC employee had suffered DVT as a result of a long international flight. Mr Ollevier noted that the current travel directive states that business class travel shall be utilized on flights over 9 hours and that one of the reasons is to prevent such ill effects. • Dr. Leggat responded by saying that the Agency should be following the travel directive. • A number of the DGs stated that following the directive could be difficult given the current restriction on travel funds. • Dr Leggat asked Bob Walker to look at how DND manages to cover business class and to see if there is a way to build travel funding into project funding. | |
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| <p>6. Round Table / Table ronde</p> <p>Employment Equity / Équité en matière d'emploi</p> | <ul style="list-style-type: none"> • Céline Lamoureux informed the Committee the new demographics had just been received. She mentioned that Human Resources needed to format the data in order to be presented. • Ann Bradfield made a recommendation to introduce the amount of employees that have identified themselves. This recommendation was supported by the Committee and that it be put into context. • Action: DRDHR to provide EE demographics data to Committee members. | <p>Céline Lamoureux</p> |
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| <p>6. Round Table / Table ronde</p> <p>Career Development for DS / Développement de carrière pour DS</p> | <ul style="list-style-type: none"> • Tom Ollevier raised an issue concerning succession planning for our DS. The recommendation was that the Agency should look at how a DS goes from a scientific to a Section Head or higher. Mr. Ollevier said that there is no benefit for a DS to become a group leader. • Dr. Leggat responded by saying that the Agency should be looking into providing training and development opportunities for becoming a supervisor. • Bob Walker added that it was part of all DS job description to become knowledgeable in managerial skills. | |
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These Minutes are approved unanimously on this _____ day of the month of _____ 2005.

Dr. John Leggat, Co-Chair

Mr. T. Ollevier, Co-Chair