

## WORK FORCE ADJUSTMENT (WFA) CONSULTATION COMMITTEE TERMS OF REFERENCE

### PURPOSE

Consultation and problem solving have long been the foundation of labour-management relations in the Department of National Defence (DND). It is largely because of this approach that we continue to work in a climate of trust and non-confrontation which is so important to a positive working environment for employees and to our supporting their productivity. Collaborative efforts by union representatives and management through communication and sustained dialogue, improve the ability of the Public Service to serve and protect the public interest.

As a result, the national Union Management Consultation Committee (UMCC) has established a sub-committee, entitled "Workforce Adjustment Consultation Committee" (WFACC) to provide a forum for the frank exchange of information, views, and advice on national issues related to WFA between the leaders of Departmental organizations, senior Human Resources officials, and designated bargaining agent representatives. While the focus of the Committee is on consultation and it is recognized that members strive to ensure that it does not become simply a forum for distribution of information, there may be occasions when information items are tabled in the spirit of openness and transparency. The Committee has been created to consult on civilian national WFA programs. However, consultation between the management and the union members is not limited to the Committee and offline discussions/consultations are encouraged.

While this Consultation Committee forms part of the existing labour-management consultation structure, it does not replace existing sector, regional, or national labour-management consultation committees.

Any item tabled at a WFA Consultation Committee that requires other specific consultation must be brought to the appropriate forum for discussion and consultation.

The Committee functions in consultative and information sharing capacities only. It will not in any way restrict management's authority, its obligation to manage, or the unions' legal rights established by the *Public Service Labour Relations Act (PSLRA)*, applicable Workforce Adjustment Appendices or Directive, or collective agreements.

### MANDATE

In support of the national Union Management Consultation Committee (UMCC), the Workforce Adjustment Consultation Committee provides a forum for consultation, information sharing and discussion on national WFA frameworks, processes, tools, initiatives and issues between the leaders of Departmental organizations impacted by WFA, senior Civilian Human Resources officials and designated bargaining agent representatives.

The National WFA Consultation Committee will be responsible for recommending national strategies for supporting employees and management in the management of workforce adjustment situations.

The Committee will respect the confidentiality of information shared while recognizing the inherent responsibilities of both bargaining agents and management.

### **SCOPE**

- The development of civilian WFA strategies, tools, and processes, and their implementation will be subject to consultation and discussion.
- The identification for additional tools or resources for employees may result.
- The Committee may discuss systemic issues which may arise from individual cases.
- Sharing information with and updating bargaining agent representatives on the current WFA situation in DND, e.g. numbers of affected employees that have been placed and how many are still outstanding, are appropriate subjects for discussion.
- Either party may refer WFA matters that cannot be resolved at regional WFA consultation committees to the national WFACC. Similarly, if issues are raised at the national Committee which would be more appropriately dealt with at the regional or local level, the issues will be referred to the relevant committee.
- The Committee is not mandated to hear or discuss issues outside of WFA matters nor is it a forum for individual case issues.

### **COMMITTEE MEMBERSHIP**

Members will be chosen by the appropriate organization (DND/ Bargaining Agent) whom they will represent. Members will endeavour to arrange their calendars in order to attend the meetings in person. Under exceptional circumstances, replacements may be required and will have to be approved by the appropriate co-chair. However, for consistency purposes, members are expected to identify alternates who would replace them when required and resources upon whom they may rely for technical advice.

#### **Management Representatives**

- Assistant Deputy Minister (Human Resources – Civilian);
- L2s from WFA impacted organizations;
- Directors General from the Assistant Deputy Minister (Human Resources – Civilian, as determined by ADM (HR-Civ); and,
- A representative of ADM (PA), as a communications advisor to the WFACC.

## Union Representatives

- One executive or senior officer for each of the bargaining agents or components that represent the employees of DND.

## **CHAIRPERSONS**

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

## **OTHERS IN ATTENDANCE**

The WFACC forum is not open to the public. Non-members may be in attendance for the making of presentations or for the administration and co-ordination of the meeting. In all other cases, the co-chairs will agree with the attendance of non-members.

## **CO-ORDINATING SECRETARY**

Director Civilian Labour Relations (DCLR) will act as Co-ordinating 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 both official languages.

## **MEETINGS**

The national WFA Consultation Committee will meet quarterly. There may be occasions when meetings are postponed or cancelled by the co-chairs when issues are limited. Conversely, the Committee may meet more frequently, if the need arises, as is likely in the earlier months of the initiative in order to consult on setting up the tools and frameworks.

The meetings will normally coincide with the week of National Joint Council meetings. Notwithstanding the preference for in-person meetings, there may be occasions when technology is used to facilitate meetings, negating the need to travel. The Committee shall continue to meet until the end of the reduction period, or may dissolve sooner as the Committee determines.


## **ADMINISTRATION**


The Agenda for the meetings will be developed in consultation with all members of the Committee and distributed to them at least one week in advance of the scheduled meeting. Agenda items will be clearly identified if they are for information sharing purposes or consultation.

Documents for consultation will be provided by the parties as early as possible, but no later than one week in advance, when available. All other documents will be distributed to the members at least one week in advance, when available. The preparation of documents will be the responsibility of the presenter and distributed by DCLR.

### REGIONAL/LOCAL COMMITTEES

It is understood that regional/local committees will be established as the need arises. Issues unresolved at these committees can be referred to the next level. These Terms of Reference will be the model upon which the regional/local committees are established.

  
DND Co-chair  
Cynthia Binnington  
Assistant Deputy Minister  
(Human Resources Civilian)

  
Union Co-chair  
Glenn Maxwell  
President  
National Consultation Team  
Professional Institute of the Public  
Service of Canada

Terms of reference were approved on June 8, 2012 and signed on June 8, 2012.