

1 Canadian Air Division Headquarters  
Box 17000 Stn Forces  
Winnipeg MB R3J 3Y5

6007-4 (3999) (A1 CHRWM)

14 February 2005

MINUTES OF THE 15<sup>TH</sup> MEETING OF THE  
1 CANADIAN AIR DIVISION UNION  
MANAGEMENT CONSULTATION COMMITTEE  
WINNIPEG, MANITOBA 1 DECEMBER 2004

Co-chairs: BGen P. Brennan, A1 (Chair)  
Mr. B. Molsberry, UNDE VP (Man/Sask)

Secretary: Mrs. B. Hebert, A1 CHRM

Members: Col J.P.J. LeBlanc, A4 AE  
Col J.R. Harwood, A1 Res  
LCol G.M. Reid, A7  
LCol S. Davenport, A1 Pers (Absent)

Alternate Maj R.R. Harris, A1 HR Plans  
LCol D.R. Roy, 1 Cdn Air Div Compt (Absent)

Alternate Maj C.D. Boudreau, Deputy Compt  
Mr. P. Turcq, UNDE VP (Quebec) (Absent)

Alternate Ms. M. Chamberlain, UNDE VP (Ont)  
Mr. D.G. Luesby, PIPSC Rep (via videoconference)  
Mr. J.P. Lachance, IBEW Rep (via videoconference)  
Mr. E.L. Gszabo, Treasurer and Executive Director, APSFA  
(absent)

Ex officio Members: BGen E.G. Cloutier, DG Air Pers (via videoconference)  
Ms. M. Bergeron, D Air CMS (via videoconference)  
Ms. T. Murray, DCHRS (Pr) (Absent)

Alternate Ms. C. Reid, A/DCHRS (Pr)  
Ms. B. Stouffer, SC Liaison Officer (Air)

Presenters: Col W.G. Legue, A4 Log  
LCol R. Berscheid, A4 LSR  
Maj M.H. Wells, A7 PM

Observer: Ms. B.G. Henry, A1 Prog Coord

Recording Secty: Ms. D. Joudrey, A1 CHRM

## DISCUSSION

## ACTION

### INTRODUCTION

1. Opening Remarks – The co-chairs opened the meeting and welcomed the members. Due to videoconferencing audio problems in the CBR, the meeting was moved to Room 339A.

### OLD BUSINESS

2. Terms of Reference (TORs) for 1 Cdn Air Div UMCC - The TORs were faxed to the PIPSC representative for signature and he advised that he had not yet signed. Subsequent to discussion regarding the suitability of UNDE co-chairing the Level 2 meetings vice rotating the co-chair between all unions, it was agreed that the current arrangement would continue and union representatives would sign the TORs.

A1 CHRM

3. Wing LMRCs - UNDE VP advised that he would provide PIPSC and IBEW representatives with copies of the minutes. UNDE co-chair requested, and management agreed, that the Wgs would add the Regional UNDE VPs to the distribution list for the local minutes.

W Comds  
UNDE VP  
(Man/Sask)

4. Excluded Positions - SC Liaison Officer (Air) explained that the national bargaining agents had been provided with a register of excluded employees. The union co-chair reported that a union/DGER meeting may be planned early in 2005 to discuss the validity of current exclusions.

**Closed**

5. Civilian Training Plans/Reports – A1 CHRM informed the committee that according to the training expenditure reports, the Wgs have supplemented the continuous learning funding which is based on 1% of SWE to bring the amount spent on continuous learning to approximately 2% of SWE.

**Closed**

6. Health and Safety (H&S) – A1 CHRM advised that the correspondence from the Division General Safety Officer (DGSO) requested that the union identify a representative for the next AFHSOC, which is scheduled to take place early in the new year. The UNDE co-chair advised that Bob Champoux would be the UNDE representative, and he will provide the name to the DGSO. IBEW and PIPSC will meet to decide whether they will be represented.

Union  
members

7. Budget Overview – Deputy Compt explained that because the conversion of O&M to SWE expenditure data is not tracked at 1 Cdn Air Div, it is not readily available. A1 advised that it would be

1 Cdn Air Div  
Compt

problematic to collect the data by position as it is done aggregately. DG Air Pers informed the members that the SWE Cap is lifted and that 1 Cdn Air Div's SWE is satisfactory. He does not agree with this committee obtaining information on Reserve O&M conversion. UNDE VP (Man/Sask) advised that it is relevant because reservists are now doing some civilian jobs. A1 advised that a current review of reserve SWE may impact on this. UNDE VP (Ont) advised that a SWE shortage, not just the SWE freeze, has contributed to the way DND has had to have work done. Deputy Compt will assemble data, providing total conversion by wing.

## NEW BUSINESS

8. Treasury Board Negotiations and Strike – UNDE VP (Man/Sask) advised that the ratification votes are ongoing for Tables 1, 2 and 3. Results are expected by 29 Jan 2005. Management and union agreed that aside from a few minor incidents, the recent PSAC strike was well handled by all involved. The PIPSC representative noted that the CS members, currently in negotiations, are concerned about the loss of former retention allowances. The IBEW representation stated that the employer's wage proposal should be presented to their members in Jan 2005. **Closed**
9. Air Force Support Capability (AFSC) – UNDE VP (Man/Sask) advised that he attended a meeting with the AFSC Project Director, LCol Mann, on 26 Nov 2004 and that significant changes were made to the AFSC project. He requested that the following e-mail text dated 26 Nov 2004 from AFSC Project Director be included with the minutes: "AFSC activities and implementation in the Horizon 1 period should have minimum impact on our civilian workforce as we intend to establish formed sub-units within the existing C2 structure utilizing military members currently available at each location. If anything, there could be an increase in civilian workload as we send these formed sub-units out the door to take on deployed ops." **Closed**
10. Incremental Modernization Project (IMP) - Cormorant contract – DG Air Pers remarked that the IMP and Cormorant are two separate issues. The IMP involves two significant projects, CP 140s and CF 18s. He explained that Air Command establishes their contract requirements with ADM Mat through AF Req. The contract then goes to the competitive process. ADM Mat is the sole delegated authority for signing and managing DND contracts. UNDE co-chair requested that he be provided a contact name to allow him to obtain information on contract costs and obligations. The PIPSC representative will provide this contact information to UNDE VP (Man/Sask). **Closed**

11. Civilian Personal Learning Plans – A1 CHRM advised that although 1 Cdn Air Div has not sent out formal direction to the wings, they are aware of the requirement to complete Personal Learning Plans for all civilian employees by the end of Mar 2005. She advised that completion rates would be tracked. ADM HR Civ personnel will maintain records and assist but managers will be responsible for establishing the learning plans. **Closed**

12. Personnel Support Programs (PSP) - UNDE VP (Man/Sask) stated that clarity is required in distinguishing between non-publicly funded work and that done by Public Service employees. A/DCHRSC (Pra) stated that there is an extensive framework in place intended to delineate the difference. A1 agreed to address specific issues that appear to cross the lines. IBEW representative advised that the ADM (Mat) website contains very good information. He stated that he is concerned that there is a lack of knowledge at the wing level. DG Air Pers informed the committee that this is a national issue that requires clarification departmentally. A/DCHRSC (Pra) will provide the hyperlink to access PSP documents. A1 will continue to work with all levels to develop an Air Division-wide approach. **A/DCHRSC (Pra)**

13. SWE Cap – Deputy Compt reported that DG Fin confirmed the permanent removal of the current SWE CAP. A7 and Compt staff will be requesting information on the impact of future growth and an assessment of reductions from the Wgs next week. UNDE VP (Man/Sask) observed that there has not been enough SWE, which has had an impact on the way that work is done. He remarked that union members should be included as observers during the local meetings. A7 agreed that encouraging consultation with subordinate managers and civilian employees at the Wg level could be considered for inclusion in the business planning guidance. DG Air Pers cautioned that because this agenda item was a management responsibility, it should not be co-managed. UNDE VP stated that the union is requesting consultation not co-management. **Closed**

14. Materiel Acquisition & Support Optimization Project (MASOP) – A4 Log provided an update on MASOP. Targeted savings through warehouse & distribution, inbound transportation, fuels and lubricants, clothing upkeep and personnel are \$47.2 M and to date, the project is on track to achieve these savings. He stated that the work would have to be eliminated before person year reductions took place. The targeted number of personnel, military and civilian, is 66; however, the civilian population at the wings is small. **Closed**

15. Performance Measurement – A7 PM briefed the committee on Performance Measurement for mandatory civilian programs. UNDE **Closed**

VP (Man/Sask) queried how the air force is going to measure those MOU issues with ADM HR (Civ) in which the union has an interest. A1 CHRMs advised that Performance Measurement would evolve to include more areas. DG Air Pers commented that this is a very useful tool for every level of the organization.

16. Base Services Index (BSI) - A4 LSR provided a briefing on BSI and advised that the intent of the project is to establish a baseline for the support functions at every unit under 29 common service standards. This process will assist the wings in moving toward better decision-making. Currently 6 wgs are reporting with a plan to include 9 Wg and 22 Wg. UNDE VP (Man/Sask) advised that the BSI standards should be specific to individual locations and that the current system has to be improved. A4 LSR agreed that there was a need for improvement; however felt that the process held a great deal of potential.

**Closed**

17. Co-development – Susan Harrison presented a briefing on co-development. She provided examples of areas to which co-development could be applied (i.e. work schedules within collective agreements, selection process for awards, and processes to negotiate essential service agreements). She stated that co-development should not be used if either party could not live with the group decision, and that in these circumstances, consultation rather than consensus should be applied. All co-development initiatives must receive prior approval by the National UMCC to ensure that the process has the right people with the right authority. She cautioned that topics and representatives should be carefully selected. DND is one of the first departments to have a co-development process. UNDE VP (Man/Sask) stated that it appears the way union and management previously did business now requires approval by the National UMCC. Susan Harrison informed the members that it was actually consultation that was used previously. UNDE VP (Man/Sask) stated that the unions must become better informed and consider those areas that could be co-developed. UNDE VP (Ont) stated that she saw the approval process as not only a monitoring process but also an area that would maintain a database of the co-development projects. Susan Harrison agreed that the database would allow sharing of co-development initiatives for locations that were looking at co-development initiatives and they would not have to start from scratch.

**Closed**

Secretarial Note: Copies of Susan Harrison's presentation were e-mailed to committee members on 1 Dec 2004 and 7 Jan 2005.

## STANDING ITEMS

18. Budget Overview – Dep Compt advised that she would have more information on this item after the RMC meeting tomorrow. She will provide the data through the 1 Cdn Air Div UMCC secretariat. UNDE co-chair requested that information on the wing budgets be provided as well. 1 Cdn Air Div Compt
19. Employee Assistance Program (EAP) – An EAP report was e-mailed to the members prior to the meeting. Total civilian EAP usage has declined from the previous 6-month reporting period. A1 CHRM
20. Employment Equity – A report was sent to the members before the meeting. A1 CHRM received the work force analysis data and her staff members are evaluating the information. A1 CHRM
21. Personnel Numbers – Mil and Civ - The following reports were provided to the members prior to the meeting: A1 CHRM
- a. Civilian population report which indicates that the civilian establishment has remained relatively stable,
  - b. CC3 regular force establishment report which provides data that the air force regular force population has remained relatively stable,
  - c. Air Reserve establishment report which points to a slight reduction in establishment; and
  - d. Deployment report which shows a decline in deployments to the end of January and then a slight increase through to the end of February 2005.
22. Employee Recourse – A grievance report, a report of civilian appeals, and ADR information was provided to the members prior to the meeting. The year to date grievance volume is comparable to 2003/04; however, the distribution of complaints appears to be shifting toward a higher proportion of grievances in the area of employment conditions than in previous years. The appeal report identifies four new appeals since May 2004 for a total of eight in 2004. Of these 8, 1 was allowed, 4 were withdrawn, 1 was dismissed, and 2 are pending hearings. The ADR annual report was provided to the members, as the Air Division specific statistics are not currently available from EDCM. SC Liaison Officer (Air)

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**ROUND TABLE DISCUSSION, CLOSING REMARKS AND  
ADJOURNMENT**

23. UNDE VP (Man/Sask) thanked A1 CHRMs for the information that was provided for the meeting. UNDE VP (Ont) stated that private businesses were closing down in Bagotville due to rumours about AFSC. A1 requested that UNDE VP (Ont) formally submit the information to her and she will then forward to Force Development. The meeting adjourned at 1100.

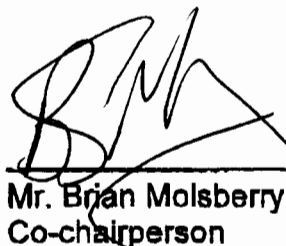
UNDE VP  
(Ont)



Mrs. Brenda Hebert  
Secretary



Mr. Brian Brennan  
Co-chairperson



Mr. Brian Molsberry  
Co-chairperson

**Distribution List**

**External**

**Action**

W Comd 1 Wing Kingston  
W Comd 3 Wing Bagotville  
W Comd 4 Wing Cold Lake  
W Comd 5 Wing Goose Bay  
W Comd 8 Wing Trenton  
W Comd 9 Wing Gander  
W Comd 12 Wing Shearwater  
W Comd 14 Wing Greenwood  
W Comd 15 Wing Moose Jaw  
W Comd 16 Wing Borden  
W Comd 17 Wing Winnipeg  
W Comd 19 Wing Comox  
W Comd 22 Wing North Bay  
DCHRS (Prairies)/ SC Liaison Officer (Air)  
UNDE VP (Man/Sask)  
PIPSC Rep  
IBEW Rep

## Information

1 Wing Kingston/UNDE Pres  
3 Wing Bagotville/UNDE Pres  
4 Wing Cold Lake/UNDE Pres  
5 Wing Goose Bay/UNDE Pres  
8 Wing Trenton/UNDE Pres  
9 Wing Gander/UNDE Pres  
12 Wing Shearwater/UNDE Pres  
14 Wing Greenwood/UNDE Pres  
15 Wing Moose Jaw/UNDE Pres  
16 Wing Borden/UNDE Pres  
17 Wing Winnipeg/UNDE Pres  
19 Wing Comox/UNDE Pres  
22 Wing North Bay/UNDE Pres  
CO ATESS Trenton  
Comd 1 CAD MAC Esquimalt  
Comd 1 CAD MAC Halifax  
Comd ACPDTC Borden  
Comd CFASC Trenton  
Comd CFSACO Cornwall  
CO CCC Trenton  
NDHQ DG Air Pers  
UNDE National President  
UNDE Executive VP  
UNDE VP (Nfld/Lab/NB)  
UNDE VP (NS)  
UNDE VP (QC)  
UNDE VP (NCR)  
UNDE VP (ONT)  
UNDE VP (AB/North)  
UNDE VP (BC)  
UNDE VP PSP  
Linda Fletcher UNDE National Office  
APSFA, Treasurer and Executive Director  
DCHRS (Pacific)  
DCHRS (NCR)  
DCHRS (East)  
DCHRS (Ontario)  
DCHRS (Atlantic)

## Internal

## Action

A1 CHRM

## 1 Cdn Air Div Compt

### Information

A1 Res

A7/A7 PM

A4 AE

A4 Log

A4 LSR

A/A1 Pers

A1 HR Plans

CO 1 CAD HQ

AFSO (GS)