

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

TERMS OF REFERENCE

PURPOSE

1. Consultation and problem solving have long been the foundation of labour-management relations in the Department of National Defence (DND). It is largely as a result of this approach that we have avoided the climate of mistrust and confrontation which can be so detrimental not only to the working environment but to productivity as well. 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.
2. As a result, the Human Resources Sub-Committee has been created to provide a forum for the frank exchange of information, views, and advice on civilian HR policies and programs between the leaders of Departmental Human Resources, and designated union representatives. While the focus of the meeting is on consultation and the 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 spirit of openness and transparency. The Committee has been created to consult on national civilian national HR policies and programs. However, consultation between the management and the union members is not limited to the Committee and offline discussions/consultation are encouraged.
3. The Committee functions in consultative and information 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)* or applicable collective agreements.

MANDATE

4. 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, information and discussion on national civilian national HR policies, programs and initiatives between the leaders of Departmental Civilian Human Resources Branch, and designated union representatives.

SCOPE

5. To consult on and discuss the development of civilian HR strategies.
6. To exchange views on and discuss the development of national DND civilian HR policies and programmes within the ADM (HR Civ) functional authority including those arising from changes to HR legislation and initiatives of central agencies.
7. Either party to the UMCC HR Sub-Committee may refer human resources functional authority matters that cannot be resolved at intermediate level committees. Similarly, if issues are raised at the national committee which would be more appropriately dealt with at the intermediate or local level, the issues will be referred to the relevant committee.
8. The Committee is not mandated to hear or discuss issues outside of human resources functional authority nor is it a forum for individual case issues.

MEMBERSHIP

9. Management Representatives
 - Assistant Deputy Minister (Human Resources – Civilian) (ADM (HR-CIV))
 - a. Directors General reporting to ADM (HR Civ) and;
 - b. Other direct reports that ADM (HR Civ) deems necessary.
10. Union Representatives
 - An executive or senior officer for each of the bargaining agents or components that represent the employees of DND.

CHAIRPERSONS

11. 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.

MEETINGS

12. Meetings may be held quarterly or on an ad hoc basis when issues arise. There may be occasions when meetings are postponed or cancelled by the co-chairs when issues are limited. 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.

13. 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 information or consultation items.
14. Documents for consultation will be provided by the parties as early as possible, but no later than one week in advance. All other documents will be distributed to the members at least one week in advance, when available.

OBSERVERS

15. 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

16. Director Civilian Labour Relations (DCLR) 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.


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 March 3, 2011 and signed on March 3, 2011.

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.](#)