



**Analytical Working Group
Thursday, November 1st, 2018
National Office (Boardroom 1967) 4th floor
100 Queen St., Ottawa, Ontario**

MINUTES

Present: G. Phillips (*Chair*) S.Jetté, J. Davis, M. Milne, A. Paez Silva, D. Giroux, M. Mistry, Z. Li, T. Taher, H. Ennaceur, V. Perrin, N. Saqib, A. Gangaraju, A. Maqbool,

Staff: J. Courty

Via Teleconference: F. Pheland, N. Lee, M. Parasiuk

Regrets:

1. Call to Order / Opening Remarks

The meeting was called to order and the Chair welcomed everybody in attendance.

2. Context / Foundation

A detailed background on the proposed purpose and function of the new Analytical Working Group was provided by the Chair. Given the depth of untapped resources of knowledge, skill and abilities of CAPE membership, the Group can conceivably perform economic analysis, government policy analysis, PSES data review, etc.

It was noted that one element lacking in CAPE is position papers on various issues faced by government employees. Performing a thorough analysis of the data and sharing the results will equip local leaders with solid information that can be presented to management in order to propel changes in the workplace. Additionally, this Working Group can assist with the collective bargaining process; pay raises or economic adjustments requested at the bargaining table can be supported in arbitration based on policy and economic analysis.

Questions/Comments:

In response to a member's inquiry on the structural process, the Chair stated that given that this Working Group is outside the purview of the constitution, it does not report to the

NEC but rather to the President, and can serve as an advisory group on the direction of the Association within the President's discretion.

D. Giroux, A. Paez Silva, M. Milne and S. Jetté volunteered to work on developing the Terms of Reference and function in the capacity of a steering group.

Action Item: *Volunteers will collaborate with the Chair to draft the TORs.*

Several participants called attention to the shortcomings with email alerts related to interest in the group, along with follow up emails with tight deadlines that had never been received, possibly contributing to lowering attendance. In response, the Chair explained the email system has experienced some challenges and has resulted in the occasional email not being delivered. It was encouraged resending any email that fails to receive a response.

Attendees expressed gratitude for the opportunity to participate and contribute to CAPE in a manner that encompasses their skillsets and backgrounds and helps towards professional development.

3. Possible Topics for Discussion

In the absence of a formal agenda, the Chair proposed the following list of items for review:

- Identify topics that should be studied
- People's availability to act on short notice? (*i.e.: responding to breaking news in the media*)
- Group structure and hierarchy

The impetus is to also determine the expected outcomes of this process, the vision, as well as re-emphasize the direction of the Working Group. A list of 6 subject matters was circulated prior to the meeting to further guide/gauge interest as followed:

- 1) Finance - anything relating to the financial aspect the impacts membership (*workplace, housing, cost of living, inflation, etc.*)
- 2) HR Policies and procedures
- 3) Labour market - beyond cost of living, what are commensurate salaries in the private sector for equivalent position (*can add to collective bargaining position*), hiring and recruiting
- 4) Federal Budget and other major government announcements - impact on membership
- 5) Special Projects - needs identified by the President or the NEC, etc.
- 6) Catch all

Questions/Comments:

It was inquired as to whether similar work is currently being undertaken by CAPE, as well as to the prioritization framework for managing the 6 topics. The Chair explained that in

the past, CAPE had a Research Officer that would deal with elements of the list at certain times of year. This initiative is meant to build capacity to facilitate doing more. To set context for the 6 items, an overview of CAPE's structure and membership was described, which outlined the roles and details of each department, including that of the Locals. Additionally, an overview of the collective bargaining structure and the National Joint Council (NJC) negotiation system was shared with the group.

The issue of privacy was acknowledged within the group and will be reflected in the TORs. In order to preserve privacy in the event personal data is used in any capacity by the Working Group, it is likely that a confidentiality agreement will need to be signed.

**A subsequent round of introductions was performed, during which time participants shared their expertise and areas of interest relative to the 6 items on the list*

4. Next Steps / Recommendations

The Chair solicited feedback on next steps that should be pursued. One of the comments indicated three variables to address: the number of people available at any given time, how many are interested in a given issue and the topic of the day. On that premise and to accommodate any fluctuation of topics, it was suggested that groups and sub-groups maintain some level of fluidity and avoid being overly defined.

Being in the midst of bargaining negotiations, it was postulated that the most pressing area to focus on at this time is collective bargaining and economic increase.

To help frame the TORs, a series of questions related to factual information about CAPE was posed, including upcoming events and their timeframes. Additionally, it was suggested that having a flexible system that could forecast a topic and its needs, along with associated timeframe so the opportunity to opt in can be extended to group members that may be interested and available.

Action Item: *J. Courty to send email to the member addressing the questions*

It was suggested that data gathering occur in both the resources available from within the Working Group and on the needs of the Union. A rough snapshot of key issues and deadlines is needed in order to better understand the requirements and expectations. Additionally, maintaining a Rolodex system for group members to assist in identifying availability, blackout periods, ranges of time that can be committed, etc. was deemed valuable.

All comments raised indicated a common interest in having a better grasp of the membership, structure and internal working of the Union. In order to provide context to the work being proposed, it was requested a 1-pager or outline be developed and distributed to the group. In addition, it was felt beneficial to obtain general profiles or demographic socio-economic information to understand the needs of the membership. It

was conveyed that outside of the aggregate, certain information categorizes as private and therefore confidentiality must be protected.

Although addressing politically time-sensitive issues (*e.g.: collective bargaining*) should take precedence, once handled, it was recommended exploring future topics on a more proactive basis rather than reactive.

The Chair stated that a meeting related to collective bargaining will take place in the next couple of weeks with the chief negotiator in attendance to highlight important factors and determine those needs and timelines. The Steering Committee can work on other aspects in the interim. An additional meeting will be scheduled sometime in December on the matter of the Budget.

The Chair thanked everyone for attending the inaugural meeting of the Analytical Working Group.

The Analytical Working Group meeting adjourned at 7:00 pm EDT