

**NATIONAL RESEARCH COUNCIL CANADA (NRC)**

**MINUTES OF THE 87th MEETING**

**OF THE**

**NRC – JOINT CONSULTATION COMMITTEE (JCC)**

**DATE:** March 10, 2016  
**TIME:** 9:30 AM  
**LOCATION:** 2<sup>nd</sup> Floor Conference Room, Building M-58

**IN ATTENDANCE**

**Chairperson:**

Roman Szumski, Vice-President, Life Sciences, NRC

**Representing NRC:**

John McDougall, President  
Roman Szumski, Vice-President, Life Sciences  
Isabelle Gingras, Vice-President, HRB  
Joe Grebenc, Acting Manager, Labour Relations and Pay and Benefits, HRB  
Mireille Lycan, Labour Relations Officer, HRB  
Meredith Marchand, Senior Labour Relations Officer, HRB

**Representing Professional Institute of the Public Service of Canada (PIPSC):**

Debi Daviau, President  
Sara Boulé-Perroni, Employment Relations Officer  
Suzelle Brosseau, Negotiator, NRC RO/RCO Group  
Susan O'Donnell, President, NRC RO/RCO Group  
Patricia Loder, President, Consultation Team  
Isabelle Leblanc, President, LS Group

**Representing Research Council Employees' Association (RCEA):**

Cathie Fraser, President  
Joan Van Den Bergh, Negotiator  
Marvin Zaluski, 1<sup>st</sup> Vice-President  
Michelle Lévesque, 2<sup>nd</sup> Vice-President

**Guests:**

Tim Grubb, Executive Director, Security Branch  
Marie-Eve Roy, Acting Director, Workplace Effectiveness, HRB

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87.8	<p><b>Approval of Agenda</b></p> <p>The agenda was approved with the changes to move the following items to the start of the meeting:</p> <ul style="list-style-type: none"> <li>• 87.8 - <b>Approval of the Agenda</b></li> <li>• 87.9 - <b>Approval of the Minutes of 86<sup>th</sup> Meeting</b></li> <li>• 87.10 - <b>Follow Up Action Items of the 86<sup>th</sup> Meeting</b></li> </ul>	
87.9	<p><b>Minutes of the 86th Meeting of the JCC</b></p> <p>The minutes were amended to reflect the following:</p> <ul style="list-style-type: none"> <li>• <b>In Attendance</b> to reflect the following title changes: <ul style="list-style-type: none"> <li>➤ Susan O'Donnell, President, NRC RO/RCO Group, PIPSC</li> <li>➤ Patricia Loder, President, Consultation Team, NRC</li> </ul> </li> <li>• 86.6 – <b>Media Relations (PIPSC to submit changes for NRC's review)</b></li> <li>• 83.5 – <b>Termination Clearance Forms</b> <ul style="list-style-type: none"> <li>➤ PIPSC representatives requested that the minutes clarify that they had requested that the termination process allow employees to submit requests for continued access to NRC communication systems directly to IT without the need for management approval</li> <li>➤ <b>PIPSC agreed to submit changes for NRC's review.</b></li> </ul> </li> </ul> <p><b>It was agreed that the amended minutes be circulated via email and approved secretarially prior to the next meeting.</b></p>	<p>M.Lycan</p> <p>S.O'Donnell</p> <p>S.O'Donnell</p> <p>M.Lycan</p>
87.10	<b>Follow-up Action Items of the 86<sup>th</sup> Meeting</b>	
81.8	<p><b>Implementation of Local Labour Management Consultation Committees (LLMCC)</b></p> <p>Bargaining agents expressed concerns that the two pilots (ICT and Royalmount locations) have been endorsed by all parties; however, the pilots have not yet been scheduled. The bargaining agents also expressed concerns that the joint</p>	



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	<p>only recently following the cyber intrusion. Since priority considerations had to be manually captured by competition file, Espresso will now enable the extraction of data on each priority employee. There are also on-going discussions with Human Resources and clients concerning appropriate consideration of retraining options for priority candidates. Meetings also have taken place in February with the Hiring Team related to priority consideration and re-training options and they are now better trained to have these discussions with managers.</p> <p>It was noted that currently there are 7 priority employees who have accepted assignments for periods beyond a year, most of whom did not want to be considered for other priority placements.</p> <p>RCEA and PIPSC representatives requested the stories behind the priority employee numbers, such as why some were not being marketed. NRC responded that an HRB resource are now in place to monitor each priority employee's case including monitoring training considerations.</p> <p>Union representatives advised that training and re-training are key areas of interest for the bargaining agents, even in cases where priority employees obtain new placements but still require additional training. RCEA representatives encouraged the establishment of strict guidelines regarding training, especially in cases when priority employees are going to be screened out of competitions. For example if no one has been in the position for several years, why can't management spend say 3 months on training? RCEA representatives expressed the view that there is a contractual obligation for training/retraining and that hiring managers need to be told they need to train priority employees.</p> <p>RCEA and PIPSC representatives expressed the need for more detailed consideration of retraining in the WFA business cases than is currently being done.</p> <p>NRC representatives noted that retraining is very important to the NRC President. Although retraining may not be possible in every case, it needs to be given proper consideration in all situations and documented appropriately. Isabelle Gingras acknowledged there is a need for increased awareness on the requirement for training</p>	
86.8	<p><b>Installation of Cameras at NRC</b></p> <p>Further to the discussion previous JCC meetings, RCEA representatives reiterated the request for a listing of all</p>	

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	<p>cameras installed on NRC premises. RCEA representatives had been advised that the cameras were just for front and back doors as well as parking lots with the exceptions for M-50 and Vancouver. They indicated that this information would not be shared externally; however, they needed to be satisfied that their members' privacy is not being violated especially with cameras in buildings. Plan is to identify all NRC buildings where CCTV is in use.</p> <p>Tim Grubb, Executive Director, NRC Security Branch advised that he is working on a policy and guidelines for closed circuit cameras. He assured the representatives that there are no concealed cameras at NRC. There are cameras in labs in Vancouver, Halifax and M-50 for health and safety reasons. He advised that there are 172 cameras in use currently but there will be just under 500 cameras in use in the future . Of the 172 current cameras, 40 cameras are in M-50 and 30 are in the service tunnel system. The other cameras are to monitor the entrances, exits, and loading docks but not for internal monitoring of employees. He explained that the cameras feed video to a server on a 14 day cycle after which they are overwritten. These cameras have helped in cases with accidents that occurred in the main doorways. M1 has 5 monitors which rotate through all the cameras 24 hours a day 7 days a week in accordance with the recommendations of the Commissionaires. An invitation to tour the Security facility at M1 was extended to the bargaining agents.</p> <p><b>NRC agreed to send RCEA the locations of all internal cameras as well as to share the policy with the Bargaining Agents.</b></p>	T.Grubb
86.9	<p><b>New Government and NRC Direction</b></p> <p>PIPSC representatives requested clarity as to where NRC fits into the “innovation” agenda of the new government.</p> <p>In response to a general question relating to any direction that NRC may have received from the new Government, Roman Szumski, Vice-President, Life Sciences indicated that NRC has had some preliminary discussions with Ministers Navdeep Singh Bains, Innovation, Science and Economic Development, Kirsty Duncan, Science and Bardish Chagger, Minister of Small Business and Tourism. He noted that the position of Chief Science Officer for Canada may also have some input in this regard.</p>	

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	<p>He noted that NRC is also participating on the Assistant Deputy Ministers (ADM) Science and Technology Integration Board and that collaboration between departments, universities and partners is being encouraged.</p>	
	<p><b>New Business</b></p>	
<p><b>87.1</b></p>	<p><b>Opening Remarks by PIPSC President</b></p> <p>Debi Daviau, President, PIPSC articulated the Institutes' intention to contribute to NRC and Canada's scientific goals. She indicated that by building a positive relationship, PIPSC is looking forward to working collaboratively in support of the importance attached to the innovation agenda.</p> <p>Ms. Daviau congratulated NRC on its 100<sup>th</sup> year anniversary and noted that PIPSC will be celebrating their 100<sup>th</sup> anniversary in 2019. She acknowledged the positive progress Pat Loder and Susan O'Donnell have made to improving communication and representation at NRC.</p> <p>She advised that she has been reaching out to the science and research communities, including Ministers and MPs in an effort to strengthen relationships with these communities given the importance attached to "innovation". Recently, she met with Kirsty Duncan, the Minister of Science, and expressed an interest in collaboration. She noted scientists who have been maintaining service and professionalism over the years see new opportunities for progressive relationship building as signalled by the participation of the NRC President at this meeting.</p>	
<p><b>87.2</b></p>	<p><b>Opening Remarks by RCEA President</b></p> <p>Cathie Fraser, President, RCEA shared her appreciation for the JCC platform which fosters consultation and collaboration from all parties and reiterated RCEA's commitment to consultation and openness. She noted that the RCEA is currently in their 50<sup>th</sup> anniversary year.</p>	
<p><b>87.3</b></p>	<p><b>Opening Remarks by NRC President</b></p> <p>John McDougall, NRC President expressed his appreciation for the commitment to work together to achieve NRC success and expressed his support for a healthy relationship with the bargaining agents in support of a collaborative partnership on scientific innovation for the greater good of Canada. He expressed thanks for the joint efforts being made to assist</p>	

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	<p>employees in developing satisfying careers at NRC.</p> <p>He noted that Innovation has always been a key area for NRC and is key to Canada's future. He suggested that there is high enthusiasm for the future and that staff have generally reacted positively to the changes. He stressed the importance of support from everyone around the JCC table. He acknowledged the recent launch of the celebration of NRC's 100<sup>th</sup> anniversary and committed to providing the bargaining agents with an opportunity to participate in future events.</p> <p>On behalf of PIPSC, Ms. Daviau welcomed the possibility of future opportunities to work and celebrate together as we move forward.</p>	
<p><b>87.4</b></p>	<p><b>NRC's Innovation Targets for 2016 – 2017 and NRC Measurement Metrics</b></p> <p>Mr. McDougall restated the importance of innovation to NRC's future. He suggested that innovation represents invention being put to productive work and that it is a critical agent of economic development. In this regard, NRC is emphasizing workable technologies and their outcomes while retaining oversight of programs related to its strategic pillars which will be increased from 3 to 5 strategic pillars as announced recently. Oversight of programs needs to be maintained, ensuring that they are meeting milestones, financial budgets, and key performance indicators including revenues which represent one of the ways in which NRC receives validation for their work involving partners who are prepared to invest in our programs. NRC needs to be mission oriented with partners who are willing to invest their own money in support of innovative collaborations. In this regard, we also need to make sure employees are well utilized and if this is not the case to consider retraining or placement elsewhere to better utilize their skills.</p> <p>In response to questions relating to future workforce adjustment situations, Mr. McDougall indicated that NRC was more likely to grow or increase staff rather than reduce the number of employees.</p> <p>The results of the recent RO/RCO membership survey were shared by PIPSC representatives. Over 2,700 comments were received including statements suggesting a sense of disconnect between NRC's mission and objectives and how employees were rewarded through the promotion criteria especially in the area of innovation. There is a need for</p>	

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	<p>clearly defined metrics for the innovation targets and these targets need to also be integrated in the RO/RCO promotion criteria. RO/RCO employees also articulated their concerns about remaining leading edge in their respective fields because of the focus on revenue. PIPSC representatives questioned whether revenue from industry is a valid metric for innovation at NRC. It was also pointed out that what is counted as revenue is problematic in that “in-kind” resources are not counted for revenue but these investments are equally important to the investment.</p> <p>RCEA representatives stated that their members are not positive as to the changes that are taking place at NRC and that they are afraid and feel threatened. There is a sense of less focus on employees and that NRC is no longer an employer of choice. Furthermore, they are not seeing retraining opportunities nor advancement opportunities with competition posters containing narrow requirements. It was suggested that it should be easier to provide opportunities and redirect RCEA members to other opportunities.</p> <p>NRC representatives suggested that the interests of union and management are aligned and that looking forward, it will be important to fully engage our employees.</p> <p>Reference was made to the recent announcement that NRC was named recently as one of the world’s Top 25 Global Innovators (Government) for 2016 by Reuters News and Thomson Reuters IP &amp; Science with a 14<sup>th</sup> place ranking.</p> <p>PIPSC representatives indicated that there was an understanding of the importance of being focused on industry needs and to work collaboratively across portfolios. However, concern was expressed as to how researchers can stay on top of their research field noting that in the past curiosity research, conferences, and publishing were used to stay leading edge. Instead they have been focused on achieving revenue targets at the expense of pure research. For these reasons, PIPSC representatives expressed the need for their input in future discussions related to improving clarity as to how programs get approved and evaluated as they progress. Through its team of senior researchers, PIPSC representatives suggested they could provide excellent insights on this issue. The NRC President agreed with the need to engage all employees within the organization on the importance of maintaining NRC as a leading edge research organization.</p> <p>PIPSC reiterated the importance of an expertise database</p>	

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	<p>and increased cross functional communications for a greater awareness of the talent available within NRC. Concern was also expressed over the importance of not losing sight of the real impact of WFA situations, both on employees affected and those around them who aren't. PIPSC representatives indicated that they were prepared to help during times of WFA by reaching out to their members and helping them adjust to changes instead of being afraid of uncertainty and by encouraging employees to continue taking the necessary risks required for innovation.</p> <p>RCEA representatives acknowledged that there is no longer iron clad job security; however, employees who have some sense of security perform better than those who are afraid to lose their jobs. They noted that morale is not good among employees and NRC needs to remember these are people with families and that their work at NRC represents their livelihood. They genuinely want to see NRC succeed.</p> <p>NRC representatives indicated that they were very sensitive to the concerns expressed and that consideration was being given as to how employees could be retrained and how their skills could be applied elsewhere in the Council. One of the efforts being made to assist in better utilizing employees within NRC, involved the move away from very detailed or specific job descriptions which could improve mobility. NRC is also working on the problem of the general lack of retraining in WFA scenarios. It is recognized that the skill sets of employees may apply to other areas when looking at how maximize an employee who is underutilized.</p> <p>A number of questions concerning the HR Quarterly Reports (Q1 – Q3 for fiscal year 2015/16) and requests for additional information behind the numbers, such as more information regarding appointments in the best interests, employees being screened in and priority employees being screened out, training, offered and taken for WFA employees were raised. The bargaining agents reiterated that all parties need to step up to help employees in light that NRC's agenda. PIPSC representatives indicated that they have worked together with other departments in times of change involving large scale WFAs and encouraged the development of a successful partnership at NRC to place affected employees. RCEA representatives requested that more feedback be provided to employees and more precision as to why some are screened out of processes. It was also noted that employee swaps are not done at NRC; however, in the past there have been some unofficial arrangements and that such</p>	

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	<p>swaps in general are a good idea.</p> <p>In summary, PIPSC representatives requested a seat at the table for input in the way forward, which is reflected in their Call to Action presentation. They recognize that workforces change, but they want the ability to contribute expertise in consultation, for example at the LLMCCs. They suggested that dialogue between both parties will help management achieve their objectives while keeping their membership satisfied. This is the dawn of better labour relations and therefore they are seeking a voice to give input into the innovation agenda in support of NRC achieving its' objectives.</p> <p>NRC representatives acknowledged the benefits of consultation as reflected in initiatives such as working together to develop the RO/RCO promotion criteria.</p>	
87.5	<p><b>Policy on Probation at NRC</b></p> <p>RCEA representatives expressed concern over the length of probation periods at NRC, noting that within the core Public Service probation is only one year except for scientists who have a two year probation period. Also, there are no provisions for extensions of probation periods. At NRC probation is two years (for everyone but RO/RCO) and three years for RO/RCO with the possibility of extensions. It was suggested that in the past, research was more drawn out and longer in nature; however, with the changes that have taken place at NRC there was no longer a need for longer probation periods, especially in light of how different they are from the greater Public Service. RCEA expressed the need for improvement when it comes to managing probationary employees. RCEA representatives suggested that currently, managers are not managing employees until close to the end of the probation period with the result that an employee who may have thought they were doing well, suddenly finds out this is not the case creating a lot of unwarranted uncertainty for the employee.</p> <p>PIPSC representatives confirmed that for the RO/RCO community, management would have had ample time to evaluate the probationary employee by the end of the second year of employment.</p> <p>The bargaining agents suggested that the current probation period sends the wrong message and that NRC should show good faith by adapting a probationary period of one year for all employees except the RO/RCO Group which would be</p>	

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	<p>reduced from 3 years to 2 years.</p> <p><b>NRC representatives committed to review this matter as well as to look into any specific cases of concern to be identified by the bargaining agents.</b> One possible result mentioned was the possibility of sending a message to supervisors on the importance of better managing probationary employees.</p> <p>RCEA representatives also noted that the option of waiving the probationary period when an employee changes from term to continuing should also be considered.</p>	J.Grebenc
87.6	<p><b>Timelines for processes involving the Security Office</b></p> <p>PIPSC representatives expressed concern with respect to the time taken for various security procedures and suggested the need for better communication of timelines to limit employee stress. While there was support for the need for the Security Branch to be diligent, this needed to be balanced by providing the employee with some sense of timelines for completing the review, particularly in situations where employees were placed on leave without pay awaiting the results of a security investigation.</p> <p>Tim Grubb confirmed that Security is developing a specific policy on this matter which identifies roles and responsibilities and includes timelines as reflected in Treasury Board policy. It was noted that, generally speaking, the target timeline is 30 days to get information to the respective Vice-President, unless the investigation requires seeking outside support.</p> <p><b>NRC agreed to consult with the Bargaining Agents on this new policy.</b> PIPSC representatives indicated that this would improve communication, compliance and buy-in from employees.</p> <p>RCEA representatives also expressed concern with the response received, in some recent cases, from NRC representatives, to go through Access To Information and Privacy to obtain a copy of the investigation report about an employee. However, it is their view that the Security office should be able to redact sensitive parts, such as the privacy of witnesses, and release the rest of the report to the employee.</p> <p>RCEA and PIPSC representatives reiterated the need for employees to be treated with respect during investigations. This concern was acknowledged.</p>	T. Grubb

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87.7	<p><b>A renewed relationship with the HR Labour Relations (LR) Team</b></p> <p>In keeping with the new government’s approach to the Public Service, PIPSC representatives suggested that there was benefit to increasing consultation on labour relations issues at NRC. Thereby they proposed a meeting or discussion focusing on the development of a closer and more effective working relationship between union representatives and NRC Labour Relations before they become possible complaints or grievances. RCEA representatives indicated that there needs to be better on-going dialogue and two-way communications instead of formal committees.</p> <p>NRC representatives acknowledged the benefits of good and effective consultation and working relationships to obtain better insight into issues in the workplace. This was mentioned as being particularly important in communicating with employees during times of organizational change to better prepare employees and to offer a better insight into the real issues. It was agreed that there is a need for further reflection as to how to better work together in this regard.</p> <p>On behalf of NRC Labour Relations, Joe Grebenc committed to working together with the bargaining agents and to increasing communications with the understanding that the parties may have differing opinions or positions on certain issues. It was noted that it is always good management practice to consider the employee’s perspective in an effort to identify options to deal with an issue and arrive at the best resolution possible, taking into account all of the considerations. It was noted that an initial meeting of the labour relations team and union representatives was scheduled to take place immediately following the JCC consultation to begin the discussion of improving communication and working together.</p> <p><b>It was also noted that NRC will also raise the issue of increased consultation and discussions with the bargaining agents at SEC.</b></p>	I.Gingras R.Szumski
87.12	<p><b>Changes to NRC’s R&amp;D Divisions</b></p> <p>NRC representatives made reference to the message that was sent out recently advising of the increase in NRC Research &amp; Development Divisions from three to five. It was indicated that NRC was recruiting for the available Vice</p>	

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	<p>President positions.</p> <p>PIPSC representatives raised general concerns that NRC's current strategic plan identifies three Divisions which are now changing to five Divisions and there are no details provided or any consultations regarding how this affects the strategic plan. The researchers do not know why this change was necessary and so it is causing confusion.</p> <p>NRC representatives acknowledged that the existing strategic plan would need to be updated and anticipated that there will be further discussions and communication on these changes.</p>	
87.14	<p><b>Notifications to Bargaining Agents on Terminations</b></p> <p>RCEA representatives advised that they would appreciate having some advance notification on termination actions with the understanding that it would not be for the purpose of providing this information to the individual employee but to prepare for providing potential support for their members as required.</p> <p><b>NRC representatives agreed to follow-up on this request.</b></p>	J.Grebenc
87.15	<p><b>New Members Notifications</b></p> <p>RCEA requested notification be sent to their local union representatives of new members upon their commencement of employment.</p> <p><b>NRC representatives agreed to follow-up on this request.</b></p>	J.Grebenc
87.16	<p><b>Call for Action – Presentation on Research at NRC</b></p> <p>PIPSC representatives acknowledged that there had been some good positive movement on this topic as a result of discussions with NRC management.</p> <p>PIPSC representatives suggested that the current career path for the RO/RCOs, including promotions, is confusing regarding the metrics used in light of NRC being a leading edge R&amp;D organization. It was indicated that before the issue can move forward, there is a need to know the metrics for innovation. In response to the comments supporting consultation, it was indicated that the working group of 10 RO/RCOs would be available to provide input relating to innovation and how it would fit within the RO/RCO promotion criteria.</p> <p>PIPSC representatives requested a framework for the Call to</p>	

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	<p>Action with some indication of timelines, who would be part of discussions, how often they would meet, and how to set the agenda, etc. They noted that they would also like to encourage membership leadership instead of leadership from union stewards.</p> <p>A related issue identified by union representatives was the reluctance of employees to use overhead time reporting codes given the focus on meeting project targets. NRC representatives indicated that there would be a release of new overhead Sigma codes for people management, business development, corporate projects, and safety scheduled for June 2016. The current four learning codes will also be merged into one. As well, a simplified listing of existing Sigma codes is scheduled to be released in April 2016.</p> <p>Management representatives acknowledged this concern and noted that some employees (TOs and RO/RCOs) do not see the connection between their work and the NRC mission. Given this concern, it was proposed that management would draft a general framework with input from PIPSC representatives to be finalized in the first meeting convened on this matter.</p> <p>RCEA representatives also requested they be involved.</p> <p><b>The Bargaining Agents will work together off-line to determine the best path forward and involve NRC as required.</b></p> <p>PIPSC representatives suggested that there may need to be different working groups looking into different aspects of this issue. It was suggested that the critical issues would be how to value and measure programs, career paths, transitions, etc. PIPSC representatives noted that there are also senior TOs who could add valuable input. Given the addition of new NRC VPs, it was suggested that some combination of existing and new VPs could add value to this discussion.</p>	<p>PIPSC / RCEA I.Gingras</p>
	<b>Roundtable</b>	
	<p><b>Personal Day / Volunteer Day</b></p> <p>RCEA representatives raised concern that these leave entitlements were not being displayed on the employee's leave summary. NRC confirmed the Personal Day and Volunteer Day only appear once they have been taken. However, <b>NRC will look into why?</b></p>	<p>I.Gingras (B.Reilly)</p>

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	<p><b>HR Quarterly Reports</b></p> <p>PIPSC representatives requested that HR quarterly reports include appointments in the best interest, number of internal employees by job group who applied on competitions and were screened out, as well as the details concerning surplus employees such as whether they requested marketing and if retraining was considered.</p>	
	<p><b>Feedback to Employees from Hiring</b></p> <p>Union representatives indicated that there is a need for more accurate feedback to be provided to employees concerning why they were screened out of a competition. It was suggested that currently employees are being given one reason only to be told later that it might have been something else.</p> <p><b>NRC will discuss the matter with the Hiring Group and get back to RCEA.</b></p>	I.Gingras
	<p><b>Start of JCC Meetings</b></p> <p><b>It was agreed that the meetings will start at 9:00am in the future.</b></p>	
	<p><b>Mental Health</b></p> <p>PIPSC representatives advised that a Memorandum of Understanding on the topic of Mental Health may be forthcoming. RCEA representatives indicated that the Public Service Alliance of Canada and Treasury Board have created a joint task force on mental health in the workplace consisting of a technical committee as well as a steering committee.</p> <p><b>RCEA will forward the document.</b></p>	C.Fraser
	<p><b>NRC Branding</b></p> <p>PIPSC requested an update on the NRC branding initiative. NRC representatives indicated that discussions are on-going with the new government.</p>	
	<p><b>Public Service Joint Learning Project</b></p> <p>RCEA recommended that NRC consider participation in the Joint Learning Project that is in use in the core Public Service. It was noted that there are a number of potentially useful courses with the only cost relating to the time to be</p>	

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	<p>committed to the training.</p> <p>Joe Grebenc advised that he was familiar with the training and consideration would be given to establish how this could be considered within the NRC-wide learning and development program.</p>	
	<p><b>Phoenix Update</b></p> <p>It was reported that NRC had participated in the recent test run of the new Phoenix pay system and that there were no serious issues identified. It was mentioned that processes are being finalized with NRC Finance to issue an emergency cheque or priority cheque payments if payments are not processed for some employees. NRC Pay and Benefits have made detailed presentations to the HR Generalists who in turn have brought the information back to their portfolios. Additional briefings will be provided as necessary in addition to announcements on MyZone. The implementation of Phoenix for NRC remains on track for April 21, 2016.</p> <p><b>NRC will also send an all-staff e-mail concerning the changeover to Phoenix as well as who to contact regarding any problems.</b></p>	<p>J.Grebenc</p>
	<p><b>Recording Secretary</b></p> <p>This role of recording the minutes of the meeting is transitioning from Mireille Lycan to Meredith Marchand. All parties thanked Mireille for her service.</p>	
	<p><b>Next Meeting</b></p> <p>The next JCC meeting is scheduled for 9 June 2016 with an earlier start time of 9:00 a.m. The meeting will be chaired by the RCEA.</p>	
	<p><b>Meeting adjourned at: 1:10 pm</b></p>	