

Canadian Materiel
Support Group
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Ottawa, Ontario K1A 0K2



Groupe de soutien en
matériel du Canada
101 promenade Colonel By
Ottawa, Ontario K1A 0K2

6000-1 (CMSG COS / RDIMS # 531436)

15 September 2021

Distribution List

MINUTES TO A CMSG LMCC TELECON / TEAMS MEETING
HELD AT 1300 HRS 7 JULY 2021 FROM CMSG HQ IN OTTAWA

Members

Co-Chair	Capt(N) Creighton	Comd CMSG
Co-Chair	Mrs. Simcoe	UNDE Executive VP
Attending	Mr. Hendrigan	COS CMSG
	LCol Tyrell	J3 Ops
	Mr. J. McEachern	UNDE Ammo Rep
	Mr. R. Cashin	FGDCA
	Mr. Y. Fournier	FGDTLC-East
	Mr. Hutchison	FGDTLC-East
	Mr. G. Girard	DCHRSC Prairies
	Mr G. Maxwell	PIPSC Regional Rep
Absent	CWO Cormier	FCWO
	Mr. Gionet	J1
	LCol Richardson	J4 Ammo
	Mr. K. Walsh	FGDTLC-West

ITEM	DISCUSSION	Action
I	<u>INTRODUCTION</u> 1. The telecon / Teams Meeting opened on-line at 1245 EST and guests arrived via both video and telephone dial in capability. 2. Capt(N) Creighton convened the meeting at 1310 hrs and welcomed all in attendance. He mentioned that he assumed command from Col Brodie last November and that this was a fine time to meet before the summer vacation period to discuss Union priorities, CMSG projects supporting the Defence Supply Chain and other topics of	Info

ITEM	DISCUSSION	Action
	mutual concern. 3. Mrs. Simcoe introduced herself as the Co-Chair , followed by Mr. Maxwell, Mr. McEachern, Mr. Fournier, Mr. Cashin, Mr. Hitchison, Mr Girard and LCol Tyrell.	
II	<u>REVIEW / APPROVAL OF MINUTES TO PREVIOUS MEETING</u> 4. The Minutes to the 13 October 2020 CMSG LMCC were introduced and approved, with no amendments.	Info
III	<u>REVIEW AND APPROVAL OF AGENDA</u> 5. The draft agenda dated 31 May 20 was accepted as distributed. For future agendas and minutes, the term FGDCA will be used vs FGDCA (East). No agenda points were recommended for addition from meeting participants.	Info
IV	<u>OLD BUSINESS</u> 6. <u>Essential Services Status.</u> Mr. Hendrigan represented Mr Gionet (CMSG J1) on this matter. The CMSG Essential Services List consists of 84 positions (of approx. 402 in the Formation) and has been accepted by TBS, with letters produced by the units. Positions are listed in the Essential and Excluded Positions Registry via the TBS Applications Portal. This point generated several comments: a. Mrs. Simcoe mentioned that when raising essential service letters with employees, it is always helpful to have a union steward present. This is not mandatory but helps with questions and clarifications on their role as essential service employees. b. Mr. Maxwell advised the group that the term “Public Service Employees’ or “employees” is culturally preferable to “civilians”. This issue was in fact raised at the national level by the Institute; c. Mr. Fournier mentioned that approval of the list may not have been actually communicated due to complications related to the complexities of managing COVID; and d. Mr. Girard mentioned that TB has suspended review of the list and that a new call letter can be expected. To provide more clarity on this subject, the CMSG J1 will obtain a “post COVID” update on the status of the Essential Services List for the next LMCC. 7. <u>Return to Work Planning.</u> LCol Tyrel provided an update on the Op LASER Return to Work Plan. Specifically, the HQ, Supply Depots and Ammunition Depots are continuing to address business	CMSG J1

ITEM	DISCUSSION	Action
	resumption / return to work planning on a unit by unit basis – with inputs and participation with Occupational Health and Safety Committees. Units also consider local health protocols in place at support bases. CMSG guidance on this matter is as follows: a. CMSG will base business resumption planning on Chief of Defence Staff (CDS) and Deputy Minister (DM) direction, CJOC direction and local conditions; b. Any updates to Flexible Work Arrangement (FWA), where applicable, will be made in the Sept / Oct timeframe; and c. While Provincial/Territorial restrictions will diminish as national vaccination rates increase, CMSG members are reminded that DND's approach will continue to uphold PHM in order to preserve the force and maintain the Department's mandated operational function. 8. Capt(N) Creighton applauded the force protection efforts of our military members and employees during Op LASER and observed that there were no examples of COVID transmission at CMSG units. Unit COs are given local level leeway to enact health and safety protocols to meet the local conditions, and this approach will continue until further notice. 9. <u>CFAD Bedford Update on Inventory Control Site Manager.</u> Mr. Hendrigan represented Mr Gionet (CMSG J1) on this matter. The grievance was heard pertaining to the evaluation of the duties being performed by the Inventory Control Site Manager. Should it be a CR04, CR05 or an AS02? The next step is to re-conduct another job validation review (JVR) on the position. This will be the third JVR to be conducted on this position in the last 3 years. Mr. McEachern mentioned that the approach to re-conduct a JVR was appreciated by the affected employee. Item closed.	Info
V	<u>NEW BUSINESS</u> 10. The Leadership and Employee Enhanced Action Plan (LEEAP) Update. Mr. Hendrigan represented CWO Cormier (FCWO) on this matter and explained that LEEAP is an internal CMSG professional development initiative to enhance the Formation's operational effectiveness through the capacity building of our personnel. A LEEAP slide will be attached to the end of this document and the LEEAP implementation order will be emailed to attendees for info. Key points / questions from the group included: a. Who will create the training modules? Trg modules will be provided through a combination of subject matter experts (SME) and identified unit personnel. To repeat, this is a CMSG initiative but it is guided by DND/CAF requirements. It's a human approach to build upon some of	COS

ITEM	DISCUSSION	Action
	the on-line learning that is being mandated; b. What is the goal of LEEAP? The goal is to build upon the success of 5 minute Safety Talks and cover subjects such as ethics, bias, diversity, leadership approaches, etc. These talks (or longer discussions, presentations and briefings) will build upon the subjects covered in DLN or CSPA on-line learning; c. A caution was made that poor delivery of a subject can negatively affect the positive aims of the initiative. More complex issues such as dealing with sexual misconduct has to be dealt with by professionals. CMSG personnel will be reminded of this risk and how to mitigate it; d. The recommendation to use the services of unit OSH Committees to advance LEAP was proposed and accepted. This will obtain “lowest level participation”, ensure greater “common denominator” understanding of the subjects, facilitate peer review of topical issues and facilitate conversation on the matters facing DND/CAF today; e. LEEAP is also an opportunity to mentor and challenge junior leaders as they prepare for more responsibilities; f. Can LEEAP help identify future Public Service leaders? Definitely. LEEAP will help advance character based leadership opportunities where motivated Public Service Employees can get engaged and demonstrate examples of leadership beyond what is drafted in personal PSPAs and proposed in Learning Plans / Action Plans; and g. The lack of “Town Halls” under pandemic management responses negatively impacted flows of communication through units. LEEAP can act as a spark to initiate greater discussions and information sharing. 11. <u>Digitization and Modernization Initiative</u>. Mr. Hendrigan provided an update on CMSG digitization and modernization initiative that is based on DND and CJOC priorities. In recent business planning direction, CJOC has stated its “renewed vision” for a digitized future (to include more focus on integrated operations centers and common operation picture tools), and CMSG is pursuing this vision through: a. Simple acts such as improving and advancing the use of SharePoint as a “communication, collaboration and connection” tool; b. Pursuing more complex acts such as using Robotics Process Automation (RPA) tools to conduct recurring mundane supply system queries in DRMS; and c. Using “Process Mining Software” to identify deviations and potential errors in CMSG material management processes.	Unit COs/DSMs Unit COs/DSMs EHSPM FCWO

ITEM	DISCUSSION	Action
	12. CMSG has obtained funding from ADM (Mat) DMSPR to procure items advancing Defence Supply Chain digitization and modernisation, and all CMSG employees are encouraged to propose innovative ideas to better the workplace and enable the workforce. Capt(N) Creighton then provided an update on the Modernization and Integration of Sustainment and Logistics (MISL) Project (DRMIS expansion to include FMS, AIMS and NMDS) and Distribution and Materiel Inventory Network Optimization (DMINO) Project that will see improvements to the national distribution system connecting the Supply and Ammunition Depots to CAF bases and wings. 13. Mr Maxell (PIPSC) reminded the group of the challenges associated with incorporating new technology into the workplace, such as training, maintenance of equipment, integration of software into ERPs and the financial costs of contracting out support vs the use of Public Servants. Capt(N) Creighton agreed and mentioned that some of these challenges will need to be managed with the employees as the Formation plans for the use of Vertical Lift Modules (VLM), Volumetric Cages and automated guided vehicles (AGVs) at our Depots. All CMSG military members and employees will be encouraged to participate in the planning for the incorporation of digitization and modernization into the warehousing and distribution space. Note: The Automatic Identification Technology (AIT) Project was mentioned by Mr. Maxwell as a digitization and modernization example, and Capt(N) Creighton clarified that this initiative is ADM (Mat) led and managed, and not CJOC/CMSG. Regardless, the CMSG military and Public Service Employee leadership will engage ADM (Mat) AIT points of contact on matters of CMSG interest.	Unit COs/DSMs CMSG
VI	<u>UNDE Executive VP Update</u> 14. Mrs. Simcoe requested clarification on the status of DMINO and MISL (para 12 refers) and mentioned that new changes of technology in the workplace has to carefully managed by CMSG leaders. All concurred. Mrs. Simcoe mentioned that Treasury Board and PSAC bargaining has commenced and that the issues of “contracting out” (see https://uncoverthecost.ca) and the implementation of SJDs remain a national concern.	Info
VII	<u>UNDE National Ammunition Update</u> 15. Mr. McEachern mentioned that CFAD Bedford continues to work on resolving a small number of the issues of classification, and that GTs have had SJDs since 2000. On a question regarding training, Capt(N) Creighton mentioned that MISL roll out at the CFADs could occur in approximately 2023 (exact dates TBD). Trg is expected to be delivered by a combination of on-line and in person means.	Info

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VIII	<u>PIPSC Update</u> 16. Mr Maxwell provided an update on PIPSC’s perspective on staffing vs contracting out, the need to have union members participating in OSH Committees, the status of a “Tool Kit” being prepared to assist with Bill C65 implementation and the status of the CMSG Essential Services List (para 6 refers).	Info
IX	<u>FGDTLC – West Update</u> 17. Absent - Not available.	Info
X	<u>FGDTLC – East Update</u> 18. Mr. Fournier mentioned the challenges with establishing SRs as apprentices at CFAD Bedford, the emerging need to better manage mental health issues at the unit level and the union’s focus to hiring the right person in the right job, to better ensure a healthy and productive workforce. To conclude, the training of SR Apprentices will remain a function of FMP Cape Scott. <i>Secretarial Note: Mr. Fournier inquired about the availability of SWE to finance SR Apprentices. After the meeting, COS CMSG confirmed that proposed CFAD SR Apprentice training initiatives will need to be financed through risk-managed SWE “slippage” from other Formation resources, as there are no core positions (and therefore SWE) dedicated for this activity. Unit questions on this matter can be posed to the HQ J4 Ammo and then the J1. Of note, ADM (HR-Civ) actually finances CMSG’s allocation of GT-01 Civilian Ammunition Technicians (CAT) undergoing training.</i>	Info
XI	<u>FGDCA Update</u> 20. Mr. Cashin mentioned that there is one employee in CMSG represented by FGDCA. Bill C-65 implementation is also a new challenge for this union, and the efforts by CMSG to facilitate communication, embracing participation and enabling conversations will help all concerned navigate this complex matter. All agreed.	Info
XII	<u>Round Table</u> 21. <u>Harassment and Violence in the Workplace</u>. Comd CMSG stated that CMSG military personnel and employees need to know that when there has been an incident in the workplace, they need to know how to use the grievance system or when to raise a notice of intent (NOI) for a harassment complaint. This knowledge will expedite the administration and ultimately the timely settlement of the matter. In each case going forward, in the event of an alleged incident, CMSG units shall consult the unit OSH Committee and then the J1 and the HQ	COs/DSMs

ITEM	DISCUSSION	Action
	EHS Program Manager (if necessary) to determine the path to take BEFORE raising the documentation. <i>Secretarial Note: In preparation of these minutes, Mrs. Simcoe and Mr. Hendrigan reviewed the wording of this point and agreed that it is in everyone's best interest to try to resolve incidents unofficially at the lowest level first, and then proceed with official resolution procedures as necessary. For UNDE members, CMSG should be referring employees to their union steward for guidance and determination with OSH Committees (if applicable) if the incident necessitates the raising of a grievance or using another resolution tool. Regardless, there should not be a delay in filing the appropriate documentation to address workplace incidents.</i>	
XIII	<u>NEXT MEETING</u> 22. The next meeting is tentatively scheduled to take place in December 2021. CMSG COS to coordinate with all concerned.	COS
XII	<u>ADJOURNMENT</u> 23. The meeting was adjourned at 1504 hrs.	Info

Prepared by: M. Hendrigan (COS CMSG), 13 Jul 21

Approved by:

Capt(N) Creighton Comd CMSG	 Mrs. M. Simcoe UNDE Executive VP
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Distribution List

Action

All LMCC Members

Info

CMSG Commanding Officers



Leadership & Employee Enhancement Action Plan (LEEAP)

Reinforcing and supporting efforts to build better leaders at all levels



LEEAP

**Leadership and Employee
Enhancement Action Plan**

People Operations Priority # 1

Enhance operational effectiveness by
building confidence and trust relationships by means of **respectful conduct** and **respectful conversations**



- Character-based leadership
- Visible minority recognition
- Fostering an inclusive environment
- Expert-led Hateful Conduct discussions
- Mental Health promotion
- Defence Ethics
- Diversity & Employment Equity
- Incorporating Defence Advisory Group advice
- Health and Wellness, Fitness and Nutrition