

LOCAL 70125 (EXTERNAL AFFAIRS)

REGULAR MONTHLY MEETING

MONDAY, OCTOBER 15, 1979

7:30 p.m.

53 QUEEN STREET, ROOM 14

1. CALL TO ORDER ✓
2. ROLL CALL ✓
3. ADOPTION OF AGENDA ✓
4. ADOPTION OF MINUTES: September 17 Meeting ✓
5. BUSINESS ARISING FROM MINUTES ✓
6. CORRESPONDENCE ✓
7. REPORTS: a) Executive ✓
b) Standing Committees ✓
c) Group Representatives
8. ELECTION: Third Vice-President
9. NEW BUSINESS: 23rd Constitutional Convention of the OFL in Toronto
November 27 - 30, 1979
Purchase of a tape recorder for the Local Office
10. ADJOURNMENT *DONATION TO LABOUR COLLEGE OF CANADA*

*ADD
MUSIC*

BE PRESENT AND BRING A FRIEND

BIENVENUE A TOUS

MINUTES OF THE REGULAR MONTHLY MEETING
PSAC LOCAL 70125 (EXTERNAL AFFAIRS)
HELD AT 53 QUEEN STREET, ROOM 14
OCTOBER 15, 1979

1. The President called the meeting to order at 7:40 p.m.
2. PRESENT: Françoise Maher, President
André Laporte, Treasurer

COMMITTEE REPRESENTATIVES

Rick Murray, Education

MEMBERS:

Chantal Lussier SCY

GROUP REPRESENTATIVES

Nels Rosen	GSMES(COURIER)
Barry Kemball	AS Delegate
Garry Curtis	CR Chairman
D. Larkin,	CR Observer
Harold Ade	CR Observer

Motion by ~~Don Larkin~~ ^{Barry Kemball} that for the purpose of this meeting, that after discussion with those 9 members in attendance at the meeting that the agenda would be followed as though a quorum has been established pending further clarification of the by-laws.

3. AGENDA: D. Larkin seconded by B. Kemball agenda accepted as presented.
4. ADOPTION OF MINUTES: September 17, 1979 Meeting
D. Larkin suggested that M. Sheldon's report should read "Submitted by" and not "presented by" as M. Sheldon was not in attendance.
M/S/C A. Laporte, seconded by H. Ade that Minutes adopted as presented.
5. BUSINESS ARISING FROM MINUTES
 - a) A. Laporte reported that the PSAC Group Life Insurance Plan did not appear on the surface to be that good of a plan. It was suggested that a letter be sent to D. Larkin to have him look further into the benefits of the plan before putting the matter before the National Component.
 - b) D. Larkin asked about clarification on the percentage of cutbacks. F. Maher said that she would contact G. Stewart and report at the next meeting.
 - c) B. Kemball asked if the display rack and notice board in the lobby could be used for purposes other than notices about Local business. F. Maher said she would check and report at next meeting.
6. CORRESPONDENCE: See Annex "A"

7. REPORTS

President's Report - Submitted by Françoise Maher

On September 19th, the President and representatives of the SCY, CR and PRC groups along with PSAC, other Unions and Departmental representatives met with the Minister, at her request, to get to know each other and exchange viewpoints over wine and sandwiches. This initiative was well appreciated and rewarding as you will be able to see from reports of group representatives. The Minister expressed the view that this was only a beginning.

A few LMC meetings took place on diplomatic passports, AS assignments and Insurance and Disability benefits for employees working abroad whose death or injury results from war or insurrection. A report on the last issue, prepared by Brother O'Neil, Courier, is forthcoming.

*How did
IT G8*

Representatives of this Local and of PSAC met to prepare a series of noon courses on matters of interest to the members. This will be launched on October 17th.

First Vice-President's Report - (See SCY Group Report)

Treasurer's Report - Presented by André Laporte

RECONCILIATION FOR SEPTEMBER 1979

1. Cash on hand as of August 31, 1979	\$1908.28 CR
2. Revenue for September 1979	1508.75 CR
3. Expenditures for September 1979	1297.99 DR
4. Equals cash on hand as of September 30, 1979	<u>2119.04 CR</u>
5. Outstanding cheques	<u>286.38 CR</u>
6. Equals bank balance per statement September 30, 1979	2405.42 CR

FINANCIAL POSITION

Cash on hand (in bank)	\$2405.42
Petty Cash Advance	50.00
Saving Certificates	5000.00
	<u>7455.42</u>

Prepared by: Leonne Kemball
Approved by: André Laporte, Treasurer

GROUP REPORTS

AS: Barry Kemball submitted report for George Stewart. All seven items in the AS Bargaining Group have been accepted. On October 4, 1979 a meeting was held in the APR Boardroom of Tower "C" to discuss the proposed AS rotational concept. It would appear that further advancement on this policy has been accomplished and the programme is in a progressive state.

CR: Harold Ade said he would report at the next meeting.

SCY: Submitted by Margaret George Blagrove

Pat Lalonde and I chaired a meeting of the SCY group October 9 at which some 34 members (32 rotational and 2 non-rotational) attended, in order to get input on the secretarial situation in External Affairs, due in part to an atmosphere of discontent prevalent in the Department and in part for a report to be submitted to the Minister.

Enthusiasm and interest were high; lively discussion took place during the one hour meeting. Plans were made to meet again on October 23 to follow up on ideas discussed/generated at the October 9 meeting.

Specific mention must be made to the fact that the majority of SCYs are enthusiastic in taking part in this project so long as it is not seen as being associated with the Union. In fact, the first query in question period was whether or not this was a union meeting. The chair had not specifically stated that it was/was not a SCY Union meeting in the notice, not having anticipated the general degree of anti-union feeling present in the group. Therefore, although no definite decision has been made one way or another regarding Union participation, at this point it looks very much as if the SCY group will present any report to the Minister without Union association. Two questions immediately come to mind: are Pat Lalonde and myself in a "conflict of interest" situation regarding our participation? How much can be reported at a Union meeting if it is the expressed opinion of the majority of SCYs that this project be a "non-union" one?

Finally, informal nominations for a new SCY group committee were not sought due to the anti-Union feeling present among participants at the October 9 meeting.

M/S/C B. Kemball seconded by A. Laporte reports be accepted as presented.

8. ELECTION: 3rd Vice President

No nomination, item tabled for next meeting.

9. NEW BUSINESS: 23rd Constitutional Convention of the OFL in Toronto.

Motion passed that money be allotted to Françoise Maher to attend Ontario Federation of Labour Convention in Toronto November 27 - 30/79. If F. Maher unable to attend then no alternate to be chosen.

M/S/C D. Larkin seconded by A. Laporte - Carried.

Don Larkin suggested that meeting be extended past normal hours.

M/S/C D. Larkin, seconded by R. Murray - Carried.

Motion presented by A. Laporte that a tape recorder be purchased for the taping of Minutes of meetings and other Local use. A. Laporte to check into.

M/S/C F. Maher seconded by A. Laporte - Carried.

F. Maher asked that \$50.00 be donated to the Labour College of Canada.

M/S/C F. Maher, seconded by A. Laporte - Carried.

B. Kemball asked that \$50.00 be allotted to the AS Group for a Christmas get-together.

M/S/C B. Kemball seconded by F. Maher - Carried.

10. ADJOURNMENT: M/S/C D. Larkin seconded by B. Kemball that meeting be adjourned at 10:30 p.m.

Garry Curtis
Acting Recording Secretary

EXTRACT OF CORRESPONDENCE RECEIVED SINCE SEPTEMBER 17 MEETING

1. Aug. 29 Received Sept. 18. G 34/79 from National Component re: Long-Term specified Period Employees. Attached was a letter to Directors of Personnel from the PSC. Referred to Executive.
2. Sep. 13 From National Component to J. Quinn, Representative OE Group, Bargaining Proposals acknowledgement.
3. Sept. 13 From National Component to F. Maher re: Review and Consideration of Bargaining Proposals from Local for AS Group. Copy referred to G. Stewart, Chairman.
4. Sept. 19 From J. Jeakins, Membership Representative to National Component, list noting changes for PSAC membership under the jurisdiction of Local 70125. copies sent to London, Washington and Continental Europe Locals.
5. Sept. 21 From Ontario Federation of Labour re: Petrocan Petition Blitz. Referred with attachments to J. Sparks.
6. Sept. 25 From National Component G.36/79 Re: Monitoring of Cutbacks. Referred to Executive.
7. Sept. 25 From National Component G35/79 re: PSAC Group Life Insurance Plan. Referred to Executive, Group Representatives, Committee Representatives and display rack in the L.B. Pearson Building. For more information on this subject, members may contact the Local Office at 233-8277.
8. Oct. 3 From F. Maher, President to members at the Embassy in Tel Aviv re: nomination of a Steward.
9. Oct. 3 From F. Maher to a colleague in Tel Aviv enclosing education kit provided by the PSAC Headquarters.
10. Oct. 3 From F. Maher to J. McCann, APRS requesting the use of necessary facilities for Local half-hour education courses in LB Pearson Bldg.
11. Oct. 4 Working Paper No. 1 distributed to all Rotational CRs requesting comments for Rotational CR Research Group Committee.

Prepared by: Leonne Kemball
October 15, 1979

PRESIDENT'S REPORT - Presented by Françoise Maher

The following covers the main items which have come up since the last monthly meeting.

The PSAC warned members that "the PSAC has not requested Kay & McCabe Ltd. to establish a dental plan on behalf of members". The Alliance is presently negotiating a dental plan at the National Joint Council for all public servants and it is anticipated that a plan will be in force sometime in 1980.

Announcement has been made of the National Component \$2,500 grants for two (2) scholarships a year to the Labour College of Canada. The 1980 session will be held from May 24 to July 19, 1980. Members in good standing are invited to submit their application for consideration. For information, contact this Local's office.

All Locals have been asked to appoint a strike captain from among members who are in an occupational group which have opted for the conciliation/ strike route and for which "notice to bargain" has been given.

Realizing once again that members had difficulty attending week-end courses because of lack of children care facilities, the PSAC has for the first time provided such a service on the occasion of the steward course held the weekend of November 17-18, 1979.

In-residence courses are announced. The President of this Local attended such a course and advises members interested in Union matters to register.

A series of courses has started on Wednesday, at noon, in the Pearson Building. This is where your questions could be answered. We hope that more members will take advantage of these courses.

Representatives of a few Locals representing employees of External Affairs have visited nine moving and storage companies in Ottawa to see how long term storage was handled. General evaluation:

Excellent:	Duprix Moving Co.. Hill Security
Very Good:	Boyd's Tippet-Richardson Moloughney's Moving
Good:	Curry's Moving Dickson Moving.

On November 15, the CR group elected its new executive.

The President has to announce that one of the members in long and good standing has tendered her resignation from the position of Recording secretary. Joan Sparks has decided to leave External Affairs. She has been very active in various capacities within this Local since nearly its beginning and is to be remembered as one of those who kept the fire burning. We wish her the best for her future accomplishment.

November 19, 1979

November ¹⁶9, 1979

MEMORANDUM TO THE MINISTER

SUBJECT: SECRETARIAL MALAISE

Following your conversation with Mrs. George Blagrove at a luncheon on September 14, 1979, two non-union meetings were held in an effort to identify the sources of dissatisfaction within the ST Group. Fifty secretaries (rotational and non-rotational) attended. A committee of 7 was formed to coordinate the preparation of the attached list of concerns and recommendations with a view to improving the effectiveness of the secretary's role within the Department's framework.

Two years ago this spring, a group of secretaries presented a similar list of recommendations and comments to Management. Their activities led to:

- (a) Circular Memorandum APO(M)-4170 of July 25, 1978: "Report on the SCY Appraisal and Promotion Process".
- (b) A review of the appraisal reports of all disillusioned SCYs who wished to have their record re-evaluated.
- (c) A workshop for rotational SCYs held by the Training and Development Section to obtain a list of tasks done by the rotational secretaries for the purpose of identifying specific training needs.
- (d) The possible establishment of the Foreign Service Employee concept.
- (e) The revision of the rotational appraisal form (ROSAR).
- (f) The annual Support Staff Posting Program now indicates type of job; previously only indicated Head of Post positions.

The Report on the Scy Appraisals contains many more worthwhile recommendations which are still valid. A lot of time and effort has been expended on finding possible solutions but progress has been minimal. Like every other phase of government, External Affairs has had to face budgetary constraints and staffing moratoria which have impeded progress in many fields. However, secretaries are still leaving the Department because they perceive there is very little chance of any real change in their situation.

This Department's secretaries have unique opportunities whereby they become more experienced, more resourceful and more adaptable than the average Public Service secretary - why not use this potential? They are career oriented and will do their best to assist Management in developing programmes mutually beneficial to them and to the Department.

We thank you for taking a personal interest in our staffing problems and for providing the leadership to Senior Management's efforts to find solutions. We shall be happy to meet with you or anyone you designate to discuss the points raised. In addition, should it be required, we are prepared to present a more detailed and comprehensive report.

ST GROUP MEMBERS

COMMITTEE

Pat Lalonde
Miss P. Lalonde/ACI (2-6032)

Signed
Miss Wilma Matchett/GEA (6-6324)

Signed
Mrs. M. George Blagrove/UNS
(5-0755)

Signed
Miss P. Cocker/DPAO (2-3430)

Carol Freele
Miss C. Freele/FIA (2-2467)

Signed
Miss C. Lussier/FAR (5-3652)

Signed
Miss P. Murphy/GEB (6-2727)

STAFFING

Areas of Concern

1. Inequities of officer/secretary ratio.
2. Inconsistencies of job descriptions.
3. Inadequate professional personnel/management resources.
4. Loss of true secretarial identity.

Recommendations

1. The Department's establishment should be reviewed in an effort to improve the officer/secretary ratio; less one-to-one at senior level and a better ratio for desk officers.
2. Utilization of outside professional personnel management resources to prepare effective and rational job descriptions.
3. Monthly meetings between Divisional Secretaries and an effective representative in APO.
4. A more equitable distribution of staff would enable secretaries to be secretaries and not typists, clerks, messengers and photocopier operators.

TRAINING

Areas of Concern

1. Limited variety of training opportunities.
2. Difficulty/impossibility of participating in training offered.
3. Foreign language training prior to and during posting.

Recommendations

1. Courses should be made available to SCYs for career development (i.e. finance, personnel administration, consular, materiel management, etc.).
2. Pursue the development of training films which could be used at posts abroad - suggested subjects: "How to Complete an Appraisal Report"; "Human Relations", etc.
3. All rotational personnel (and spouses if they so desire) should have foreign language training made available to them both prior to and during first half (at least) of an overseas posting.

PROMOTIONS

Areas of Concern

1. Promotion exercise - none since 1976: delay from lack of positions not lack of qualified personnel.
2. Natural progression.

Recommendations

1. Yearly promotion boards.
2. Review possibility of natural progression (SCY-CR-AS); i.e. IT&C programme prior to integration; and/or additional senior SCY positions at the same time maintaining rotationality.

POSTINGS

Areas of Concern

1. Inconsistencies in postings, terms overseas, etc.

Recommendations

1. More stringent set of rules pertaining to postings.
2. Controlled programme be initiated whereby posting preferences are given priority.
3. Career aspirations taken into account for postings and/or headquarter positions.

CAREER DEVELOPMENT

Areas of Concern

1. Lack of mobility within the rotational field.
2. Non-utilization of "Career Aspirations" section of appraisal reports.

Recommendations

1. Lateral transfers to rotational CR and AS streams.
2. Career aspirations reviewed prior to assignments at headquarters and overseas.

APPRAISALS

Areas of Concern

1. Rating the rater.
2. ROSAR Appraisal Form.

Recommendations

1. Training be provided for officers/secretaries (including those from other Departments) on completion of appraisals.
2. A more definitive system for rating the rater, and definitions being accessible.
3. Revamping of present form to include experience within the Department, postings completed and areas of work therein.

PERSONNEL ADMINISTRATION

Areas of Concern

1. Lack of communication.
2. Inter-relations between officers and staff.
3. Inequities of opportunities for temporary duty and conference work.
4. Disillusionment of new recruits.
5. Use of "bilingual" persons in appropriate areas.
6. Multi-drafting procedures.

Recommendations

1. Guidelines covering opportunities for temporary duty and conferences and visits be reviewed and firmly adhered to when established. Guidelines should be published in the form of a circular document so that all personnel are aware of the requirements and limitations.
2. All members of the Department assuming supervisory roles should be required to participate in courses relating to supervisory skills, human relations, personnel management and personnel operations.
3. Previous experience (government or otherwise) be taken into account for salary starting levels of newly hired SCY-1s.
4. A clear picture should be given to new recruits as to their chances for postings, promotions, etc.
5. More realistic definition of "bilingual" and a better balance between bilingual officers/secretaries.
6. Courses for officers on writing/composition skills - aiming for quality rather than quantity.

**