



# CATCA Technology Committee - Terms of Reference

**Committee Name:** CATCA Technology Committee

**Type:** Standing

**Purpose:**

The CATCA Technology Committee will examine the development and role of technology in the future of NAV CANADA, the role of our membership in its design and development, and the implications of this technological program for the work of all members and their conditions of employment.

**Responsibilities:**

- Map out the technological plan and timetable that the company is pursuing.
- Describe in detail the specific systems and equipment and their functionality, and how they will functionally integrate with other systems.
- Determine the roles for CATCA members in the development and execution of this plan, as well as the roles of managers, members of other bargaining units, and external suppliers.
- Assess the potential implications for jobs, roles, compensation, and other conditions of employment, both within the Technology Department and across CATCA, as well as the work of the bargaining unit as a whole.
- Review the implementation and operation of both new and existing systems, and make recommendations when necessary to address related issues.

The technology committee Chairperson(s) is responsible to:

- Facilitate the technology committee meetings. The role of facilitator, in whole or part, can and will be shared with or delegated to another member of the committee;
- Convey the findings, advice, and recommendations of the technology committee to the CATCA EB. Highlighting issues for the CATCA EB to consider in relation to the development and implementation of the NAV CANADA technological program and the impact on the work of the bargaining unit;
- Call meetings of the technology committee as required and provide appropriate notice and sufficient information to enable full member participation;

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- Represent the committee on other committees when necessary;
- Be an impartial individual who guides the process, facilitates respectful dialogue, handles difficult situations and behaviours and maintains an environment conducive to sharing information, advice and encouraging all members to contribute;
- Keep the technology committee focused on the agreed-upon task, suggest alternative methods and procedures as needed; and
- Work with the committee members in preparing technology committee agendas and unbiased accurate meeting summaries.
- In absence of the Chairperson(s), these responsibilities will be undertaken by a member of the committee as selected by the remainder of the technology committee.

The technology committee members are responsible to:

- Attend all regular scheduled meetings. Members are required to notify the Chairperson if they are unable to attend a meeting.
- Review the information supplied to them.
- Prepare information for use in the development of materials for the technology committee.
- Promote the role of the technology committee.
- Offer input to committee reports to CATCA EB.

#### **Authority:**

- The technology committee shall be established by the CATCA Executive Board (CATCA EB) and report to CATCA EB.
- The technology committee is not a decision-making body. Rather it is a body intended to provide valuable perspectives and recommendations for considerations by the CATCA EB, composed of CATCA Technology branch members and regional CATCA members occupying the role of Data Systems Coordinator.
- Technology committee members may submit proposed amendments or updates to the Terms of Reference to the CATCA Regional Vice-President (CATCA RVP) responsible for the portfolio.

#### **Composition:**

The technology committee will be appointed by the CATCA EB, upon recommendation from the technology committee and/or CATCA RVP responsible for the portfolio. The technology committee will consist of up to twelve (12) active CATCA members including the CATCA RVP for the portfolio.

Technology committee membership will endeavor to include the following representation:

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- Up to four (4) representatives from the CATCA Technology branch.
- One (1) representative who holds the NAV CANADA Data Systems Coordinator position from each of the flight information regions.

**Meetings:**

Technology Committee meetings will not be open to the public or NAV CANADA management, in order to preserve the confidentiality of meeting discussions so members feel comfortable to express their views freely and frankly to allow feedback on draft documents being reviewed. As such, all meeting discussions shall be treated as “sensitive information” and are not to be shared with members outside the committee unless authorized by the Chairperson.

The technology committee will serve at the request of the CATCA EB and hold meetings at a frequency that is necessary to conduct the business of the technology committee. A meeting schedule will be discussed by the committee at the first meeting and subsequent meetings will be confirmed at each meeting. Advance notice will be provided as soon as possible. In addition to regular technology committee meetings, additional means of communication, such as email, text messaging or phone calls will be necessary to conduct the business of the committee.

**Reporting:**

The Committee may advise and make recommendations to CATCA EB in accordance with its role. Reports may be submitted as follows:

- Verbally by the Chairperson or the designated representative.
- Minutes from the technology committee meetings
- Written reports

**Budget:**

- No budget has been allocated to the Technology Committee.

**Deliverables:**

- An annual report may also be submitted to CATCA EB at the beginning of each new year outlining the committee’s accomplishments in the previous twelve months.

**Review:**

- Members may resign at any time by giving written notice to the Chairperson
- Missing three meetings a year without prior discussion and approval from the Chairperson is deemed equivalent to resignation.