



MEETING MINUTES REPORT – 2013 PROCÈS VERBAUX DE LA RÉUNION –2013			
MEETING RÉUNION	TEMPORARY HELP SERVICES ADVISORY COMMITTEE COMITÉ CONSULTATIF DES SAT		
PLACE ENDROIT	Place du Portage, Phase III, Tower C Boardroom 10C1-106	DATE 26 February 2013 DATE	TIME 1300 to 1600 HEURE

MEETING AGENDA – ORDRE DU JOUR

1. Opening Remarks
2. Acceptance of THSAC Meeting Minutes from January 28, 2013
3. Update THS Training – Learning Harmonization
4. THSAC – Governance / Structure (Feedback)
5. Vendor Performance Review
6. THS Update
RENEWAL National Strategy for THS
Assessment Framework
7. Round-table Questions

MEETING ATTENDEES – PARTICIPANTS À LA RÉUNION

NAMES - NOMS	ORGANIZATION / PROJECT AND ROLE – ORGANISATION OU PROJET ET RÔLE	PRESENT
Vincent Robitaille (Chair)	Senior Director – Professional Services Procurement Directorate (PSPD), Acquisitions Branch (AB), PWGSC – CHAIRPERSON	√
Dan Moorcroft	QMR Staffing	√
Danielle Mongeon	ACSESS	
Jeremy Ingle	ACSESS	
Martin Chenier	ACSESS	√
Matt Harrington	ACSESS	
Meredith Egan	ACSESS	
Paul Gagnon	Portage Personnel	√
Brenda Harlow	Natural Resources Canada (NRCan)	
Caroline Carson	Health Canada	
Lucie Lambert	Library and Archives Canada	√
Patricio Comas	Department of Fisheries and Oceans	
Roland Dimitriu	PWGSC Materiel Management	
John Penhale	PWGSC, Procurement Strategy and Performance Management Directorate	
Brett Hughes	PWGSC, , Office of Small and Medium Enterprises and Strategic Engagement	√
Helen Seto	PWGSC, Office of Small and Medium Enterprises and Strategic Engagement	√
Julie Tan	PWGSC, Office of Small and Medium Enterprises and Strategic Engagement	
Rose Spirito	PWGSC, Procurement Strategies Division	√
Lan Mao	PWGSC, THS A/Team Lead	√
Stephanie Riley	PWGSC, THS Team	√

Meeting Minutes

#1. Opening Remarks/Welcome note

Meeting Minutes

- Vincent Robitaille, the chairperson for this meeting, welcomed all those in attendance.
- An attendance sheet was circulated.
- Handouts were distributed
- Positive feedback from ACSESS representative and supplier representative on steps PWGSC is taking to involve supplier community in the THS procurement process. The industry applauded the positive culture change to a more transparent smart procurement process by information sharing and more supplier involvement.

#2. Acceptance of THSAC Meeting Minutes from January 28, 2013

- All in concurrence

#3. Update THS Training – Learning Harmonization

- Committee members were provided a link on February 22, 2013 to the 3 Professional Services Pilot Training modules and 8 questions to provide feedback on. The 8 questions were based on the Professional Services online survey.
- PWGSC summarized feedback received
- Additional feedback will be collected from committee members pertaining to specific modules
- Suppliers asked about parties involved in the PS pilot training. PWGSC confirmed that a working group was involved that consisted of clients, a professional training consultant and 8 or 9 client authorities. This is the first time PS pilot training is presented to supplier community. It is still in its beta phase and is being tweaked for improvement.
- Comments from supplier representatives at the table: Contents are great, but consideration should be taken to present the contents in a digestible manner to achieve better end results and enhance retention.

ACTION ITEM:

- The committee members agreed to provide additional feedback and concrete examples to PWGSC by March 1, 2013 for PWGSC to build case study and quiz questions for THS learning module

#4. THSAC – Governance / Structure (Feedback)

- ACSESS endorsed the proposed governance model
- PWGSC proposed that Terms of Reference needs to be defined for the committee and sub-committees

ACTION ITEM:

- Committee members are to look for their copy of the Terms of Reference from 2006 and provide to PWGSC

#5 Vendor Performance Review

- A sub-committee consisting of industry representatives and a client representative will convene separately to discuss and review information and present the results to PWGSC

#6 THS Update/RENEWAL National Strategy for THS/Assessment Framework

- PWGSC provided an update on the THS renewal solicitations that are posted on MERX, the National Strategy for THS and assessment framework
- Industry representatives commented that the renewal solicitation documents have been received by the industry positively.

Meeting Minutes

#7 Round-table Questions

Next Meeting: Tuesday, April 30, 2013
Time: 1300 to 1330 Registration with Commissionaire from 1300 to 1330 hours)
Meeting: 1330 to 1600 Meeting timeslot
Location: Place du Portage, Phase III, Tower C – Boardroom 12C1 101A

Meeting adjourned at 1510

DRAFT