

INDUSTRY REPRESENTATIVES ADVISORY PANEL (IRAP)

PURPOSE

The purpose of these terms of reference is to articulate the role of the Public Works and Government Services Canada (PWGSC) Translation Bureau (TB) Industry Representatives Advisory Panel (IRAP) and establish operating parameters and responsibilities for effective communication between TB and the industry stakeholders members of IRAP.

MANDATE

The Industry Representatives Advisory Panel will:

- Serve as an ongoing platform for holding consultations, sharing information and experiences regarding the language industry and discussing linguistic-service and procurement issues raised by suppliers that fall within the responsibility of the Bureau and Public Works and Government Services Canada (PWGSC);
- Complement and supplement the Bureau's expertise by providing the Bureau with external perspectives and greater knowledge of the industry;
- Capitalize on procurement-related and share best practices by providing a platform for industry-wide issues with the aim of resolving them, and thus improve Bureau-supplier relations;
- Add opportunities for improvement, best practices and trends; and
- Serve as a mechanism for identifying emerging procurement issues.

INDUSTRY REPRESENTATIVES ADVISORY PANEL MEMBERSHIP

- Vice-president, Service Strategies and Partnerships, Translation Bureau and one industry representative, each serving as Co-Chair.
- Up to 12 representatives of industry organizations and associations.

Other Attendees

Director of the Bureau's Service Strategies and Partnerships

PWGSC Directors General and/or Directors, as required depending on the meeting's topic

ROLES

Co-chairs

The Industry Representatives Advisory Panel co-chairs will be responsible for presiding over the meetings, setting the agenda based on input from Industry Representatives Advisory Panel members, ensuring that speaking rights are granted to all members, ensuring that the meeting minutes accurately reflect the discussions that took place, and taking the actions and ensuring the follow-up on the advice received.

Participants

The Industry Representatives Advisory Panel members will be expected to contribute to the discussions, liaise and consult with each other, and attend at least two meetings a year.

INDUSTRY REPRESENTATIVES ADVISORY PANEL OPERATIONS

- A Panel meeting will be held twice a year in the National Capital Region and via webinar, if need be, as well as on an ad-hoc basis to discuss key issues as and when deemed appropriate by the co-chairs.
- Substitutes are permitted provided that the co-chairs are notified at least two weeks in advance.
- Members can be accompanied by a guest provided that the co-chairs are notified at least two weeks in advance.
- The Director of the Bureau's Service Strategies and Partnerships sector will provide secretariat support to the Panel, including managing the agenda, preparing the Record of Decisions, and identifying and tracking action Items.