

Memorandum

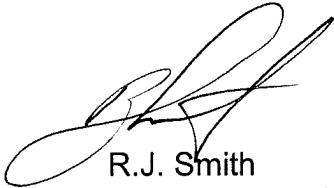
7331-1 (Assoc DGPFFS)

16 Feb 09

DGPFFS

NEW DEAL STEERING COMMITTEE AND
WORKING GROUPS – TERMS OF REFERENCE

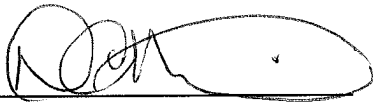
Attached are the proposed terms of reference for the New Deal Steering Committee, the New Deal – Funding Distribution Working Group, and the New Deal – Reporting and Performance Measures Working Group. These terms of reference have been developed by the New Deal Steering Committee and recommended for your approval.



R.J. Smith
Assoc DGPFFS
995-9370

Enclosures: 3

Approved / ~~Not Approved~~



D.E. Martin
Assoc DGPFFS
996-5801

Feb 09

**Terms of Reference
New Deal Steering Committee**

Members

Chair	Bob Smith	Assoc DGPFSS	613-995-9370 Smith.Bob@cfpsa.com
VCDS Rep	Capt (N) Lynn Bisson	Comdt CFSU(O)	613-995-3036 Bisson.L@forces.gc.ca
CMS Rep	Capt (N) Paul Catsburg	D Mar Pers	613-995-8610 Catsburg.PW@forces.gc.ca
CLS Rep	Col Kevin Moher	DLPM	613-945-0357 Moher.K@forces.gc.ca
CAS Rep	Col Steve Fash	D Air Pers Mgmt	613-995-3811 Fash.SR@forces.gc.ca
ADM (Fin CS) Rep	Col Claude Rochette	DB	613-992-4646 Rochette.JGCY@forces.gc.ca

Mandate

1. The New Deal Steering Committee shall conduct a thorough review of the following NPP areas:
 - a. Funding distribution;
 - b. Reporting and performance measures;
 - c. NPP infrastructures (analysis phase can start ASAP);
 - d. CANEX capitalization and operations;
 - e. Deployed operations;
 - f. Specialty interest activities / facilities (opportunities for further standardization); and
 - g. Messes (opportunities for further standardization).

Responsibilities

2. The goals for the New Deal Steering Committee shall:
 - a. Establish the membership and the terms of reference for the various working groups required to undertake the development of the various New Deal initiatives;
 - b. Provide oversight of New Deal working groups established to develop the various initiatives;
 - c. Review working group progress;

- d. Provide a forum to share information among the various working groups in order to harmonize the overall impact of the New Deal;
- e. Review and adjust the timelines, as required, to ensure that the working groups' efforts are complementary, and that the pace of work is both effective and achievable;
- f. Provide regular updates to DGPFS, the Steering Committee members' chains of command, and the NPP Board;
- g. Allocate the necessary resources to the working groups to allow them to complete their tasks;
- h. Define the concept of equitability;
- i. Act as the Senior Review Board (SRB) for Project Access and any other associated New Deal projects; and
- j. Make New Deal recommendations to the NPP Board to establish the framework for the management and administration of NPP

Deliverables

- 3. The output of the New Deal Steering Committee is to include:
 - a. A definition of "equitability";
 - b. Regular updates to DGPFS, the Steering Committee members' Level 1s, other staffs as required, and the NPP Board on the progress of New Deal working groups / initiatives; and
 - c. A final, comprehensive report summarizing the results of the New Deal review, including –
 - (1) The results and recommendations of each of the working groups,
 - (2) Recommendations to DGPFS for presentation to the NPP Board, and to AFC and the CDS concerning New Deal implementation,
 - (3) Recommendations to DGPFS for presentation to the NPP Board, and to AFC and the CDS concerning any follow on work, and

- (4) Recommendations to DGPFS for presentation to the NPP Board, ADM (Fin CS), VCDS and AFC concerning any requirements for changes with respect to the Public / NPP interface.

Scope / Jurisdiction

4. The following represents the scope and jurisdiction of the New Deal Steering Committee and its members:
 - a. Members represent their respective Level 1;
 - b. Members will ensure appropriate representation from the bases/wings in their respective chain of command with respect to the New Deal study requirements;
 - c. Members are responsible to keep the respective chain of command informed with respect to the deliberations of the Steering Committee;
 - d. The Steering Committee is responsible for establishing the membership and terms of reference for the various working groups;
 - e. The Steering Committee is responsible for assigning resource to the various working groups, within any resource constraints established by DGPFS;
 - f. The Steering Committee is responsible for prioritizing the various New Deal initiatives; and
 - g. The Steering Committee is responsible for approving and adjusting the timelines and pace of work for the various working groups.

Guidance

5. The following guidance is provided to the New Deal Steering Committee:
 - a. The Steering Committee may examine any aspect of the NPP resource allocation, management and administration processes while reviewing all NPP areas considered in New Deal;
 - b. The Steering Committee is to manage the overall pace of work to avoid overtaxing limited staff resources; and
 - c. The Steering Committee is to consult widely and to ensure that there is representative membership on the various working groups.

Resources

6. The Steering Committee shall have access to funding through DGPFS for TD and outside assistance. The CFO DGPFS is to keep track of all costs associated with the New Deal study. The CFO is to seek Public reimbursement for all New Deal study costs associated with NPP management and governance issues.

Governance

7. All members or their representatives are required for a decision making meeting of the New Deal Steering Committee. Stand-in members are allowed for all meetings, providing they have full authority to represent the member. Decisions will be taken by consensus. The Chair shall assure that a record of discussion is prepared following each meeting.

Additional Notes

8. The Steering Committee should undertake to widely communicate the New Deal undertaking and its progress.

9. The Steering Committee should receive updates from the various working groups and report the overall progress not less frequently than quarterly.

**Terms of Reference
New Deal – Funding Distribution Working Group**

Members

Chair	Yvan Beaupré	DGPFSS CFO	613-996-5797 Beaupre.Yvan@cfpsa.com
VCDS Rep	Maj Francois Coulombe	CFSU(O) Compt	995-2817 francois.coulombe@forces.gc.ca
CMS Rep (1)	LCdr D. Bouchard	BAdm Esquimalt	204-363-4073 Bouchard.JJLD@forces.gc.ca
CMS Rep (2)	LCdr C. Briand	D Mars Pers x-x	613-996-6853 Briand.CL@forces.gc.ca
CLS Rep (1)	Capt Jean-Francois Dorais	Adjt 5 GSS	514-252-2777x6321 Dorais.JF@forces.gc.ca
CLS Rep (2)	Maj E.E. Haevens	1 ASG	Haevens.EE@forces.gc.ca
CLS Rep (3)	Maj A.J. Auchterlonie	G1 Svcs	613-945-0352 Auchterlonie.AJ@forces.gc.ca
CAS Rep (1)	Maj Yvonne Parsons	D Air Pers Mgt 2-2	613-995-7043 Yvonne.Parsons@forces.gc.ca
CAS Rep (2)	Maj Shirley Greenwood	WCompt 16 Wing Borden	705-424-1200x2113 Shirley.Greenwood@forces.gc.ca
CAS Rep (3)	WO Harold Spurvey	BSuptClk 5 Wing Goose Bay	709-896-7839 Harold.Spurvey@forces.gc.ca
ADM (Fin CS) Rep	Mr. René Bornais	DFPP	613-992-7575 Bornais.RJG@forces.gc.ca
Ex-officio	CWO Jean Boivin	DGPFSS CWO	(613) 943-4724 Jean.Boivin@forces.gc.ca

Responsibility

- The goal for the Funding Distribution Working Group is to:

Propose a method through which NPP funds will be equitably distributed.

Deliverables

2. The output of the Funding Distribution Working Group is to include:
 - a. Review of the Terms of Reference and recommendation of any changes to the Steering Committee for approval;
 - b. Regular updates to the New Deal Steering Committee on the Working Group's progress;
 - c. Recommendations to the Steering Committee on equitable NPP funding distribution; and
 - d. If required as a result of its examination of the distribution of NPP funds, recommendations to the Steering Committee with respect to the Public/ NPP interface.

Scope / Jurisdiction

3. The following represents the scope and jurisdiction of the Funding Distribution Working Group and its members:
 - a. Members represent their respective chain of command, are to consult within their chain of command, and speak on behalf of their chain of command with respect to NPP;
 - b. Members are responsible to keep the respective chain of command informed with respect to the deliberations of the Working Group; and
 - c. The Working Group's examination of the Public / NPP interface is not part of but is complementary to the overall New Deal study. The ADM (Fin CS) representative is available to provide subject matter expertise on Public fund issues.

Guidance

4. The following guidance is provided to the Funding Distribution Working Group:
 - a. The Working Group is not to be constrained by a narrow interpretation of its mandate. The Working Group may examine and make recommendations concerning any aspect of the existing NPP funding distribution and chargeback system;
 - b. The Working Group shall manage its pace of work to what is achievable, and shall advise and seek the approval of the Steering

Committee of any constraints and/or requirements to adjust its milestones; and

- c. The Working Group is to consult widely and to assure that the views of all bases/wings; small units and NPP beneficiaries are represented.

Resources

5. Resource requirements are to be submitted to Steering Committee for approval.

Governance

6. The Chair, plus a minimum of 4 other representatives (including at least 1 representative from each ECS and the VCDS) is required for a decision making meeting of the Funding Distribution Working Group. Stand-in members are allowed as meeting representatives on an exceptional basis (stand-in members need to be fully informed and have the authority to speak on behalf of the member). Each ECS shall only have one voice with respect to decisions and decisions will be taken by consensus. The Chair shall assure that a record of discussion is prepared following each meeting.

Additional Notes

7. Communications issues need to be examined.

Terms of Reference
New Deal – Reporting and Performance Measures Working Group

Members

Chair	Mr. Gilles Archambault	DGPFSS COS	613-995-0556 Archambault.Gilles@cfpsa.com
VCDS Rep	Ms Katherine Bedard	VCDS GMS Business Planner	995-6029 katherine.bedard@forces.gc.ca
CMS Rep (1)	Mr. Frank Cleyson	PSP Mgr Halifax	902-721-1104 Cleyson.FJ@forces.gc.ca
CMS Rep (2)	LCdr R. Dagenais	CMS MSRMS	613-945-0674 Dagenais.RM@forces.gc.ca
CLS Rep (1)	Maj John St. Dennis	DLS 2	613-945-0377 St.Dennis.JE2@forces.gc.ca
CLS Rep (2)	Capt M.W. Grills	LFCA G1 Pol	416-633-6200 ext 5113 Grills.MW@forces.gc.ca
CAS Rep (1)	LCol June Zuorro	Compt 1 CAD	204-833-2500-5339 Zuorro.JR@forces.gc.ca
CAS Rep (2)	Ms Bobbi Howard-Muir	PSP Mgr 19 Wing Comox	250-339-8211-8246 Howard-Muir.RA@forces.gc.ca
ADM (Fin CS) Rep	Maj Joanne Larrett	DB 3-3	613-992-9512 Larrett.JE@forces.gc.ca
Ex-officio	CWO Jean Boivin	DGPFSS CWO	(613) 943-4724 Jean.Boivin@forces.gc.ca

Responsibility

1. The goal for the Reporting and Performance Measures Working Group is to develop a comprehensive, reporting and performance measurement framework for Non-Public Property

Deliverables

2. The output of the Reporting and Performance Measures Working Group is to include:

- a. Regular updates to the New Deal Steering Committee on the Working Group's progress;
- b. Interim reports recommending reporting and performance measures that can be implemented prior to the completion of the entire New Deal study; and

- c. Recommendations to the Steering Committee on the implementation of a comprehensive reporting and performance measurement framework for NPP.

Scope / Jurisdiction

3. The following represents the scope and jurisdiction of the Reporting and Performance Measures Working Group and its members:
 - a. Members represent their respective chain of command, are to consult within their chain of command, and speak on behalf of their chain of command with respect to NPP reporting and performance measures issues; and
 - b. Members are responsible to keep the respective chain of command informed with respect to the deliberations of the Working Group.

Guidance

4. The following guidance is provided to the Reporting and Performance Measures Working Group:
 - a. The Working Group is not to be constrained by a narrow interpretation of its mandate. The Working Group may examine and make recommendations concerning any aspect of the NPP reporting and performance system;
 - b. The Working Group should endeavour to develop a system that is not only comprehensive, but is easy to maintain, not administratively burdensome and supports decision making;
 - c. The Working Group shall manage its pace of work to what is achievable, and shall advise and seek the approval of the Steering Committee of any constraints and/or requirements to adjust its milestones; and
 - d. The Working Group is to consult widely and to assure that the views of all bases and wings and small units are represented.

Resources

5. Resource requirements are to be submitted to Steering Committee for approval.

Governance

6. The Chair, plus a minimum of 4 other representatives (including at least 1 representative from each ECS and the VCDS) is required for a decision making meeting of the Reporting and Performance Measures Working Group. Stand-in members are allowed as meeting representatives on an exceptional basis (stand-in members need to be fully informed and have the authority to speak on behalf of the member). Each ECS shall only have one voice with respect to decisions and decisions will be taken by consensus. The Chair shall assure that a record of discussion is prepared following each meeting.

Additional Notes

7. Communications issues need to be examined.