

Atlantic Workforce Partnership Atlantic Trade Advisory Committee Terms of Reference

1. Introduction

This document is a generic Terms of Reference applicable to the creation, operation, and maintenance of a standing Atlantic Trade Advisory Committee (ATAC) for a specific trade for the purpose of Atlantic apprenticeship harmonization.

2. Mandate

Under the authority of the Atlantic Apprenticeship Council (AAC) an Atlantic Trade Advisory Committee is responsible for providing input and recommendations to the development of harmonized apprenticeship and trade certification programs leading to harmonized apprenticeship systems across Atlantic Canada.

3. Purpose

Each Atlantic Trade Advisory Committee is to provide expert advice and input on all aspects of the development of a harmonized apprenticeship program.

The purpose of the ATAC is to:

- a) Perform validation of draft content
- b) Create content for template deliverables, jointly with apprenticeship staff or in isolation
- c) Create work plans when the scope of work necessitates
- d) Make recommendations to the AAC

4. Responsibilities

In liaison with the AWP Harmonization Project Team the Atlantic Trade Advisory Committee will perform the following duties:

- a) Depending on the scope of work, may include developing a work plan, including deliverables and timeframes for approval by the AAC.
- b) Provide recommendations and supporting rationale to the AAC regarding Atlantic apprenticeship program harmonization.

- c) Inform and recommend theoretical and practical standards to support development and implementation of a harmonized Atlantic Apprenticeship program in the trade.
- d) Inform and recommend examination materials that support the harmonized Atlantic Apprenticeship program.
- e) Other activities as required.

5. Membership

Committee Selection and Composition

The following shall apply to Atlantic Trade Advisory Committee membership:

- a) The Atlantic Trade Advisory Committee will be comprised of no less than 8 members and no more than 12 members.
- b) Member selection is a jurisdictional responsibility.
- c) It is preferable for committee members to be Provincial Trade Advisory Committee (PTAC) members.
- d) Members must meet eligibility requirements unless exceptions are approved by the member's jurisdiction.
- e) Eight members (two per jurisdiction) that represent industry (1 employee and 1 employer).
- f) Up to four members that represent Training Providers who are involved in instructing the trade specific program (maximum one per jurisdiction). Training Provider members are non-voting.
- g) The host province for the trade will provide a facilitator acting as committee chair (non-voting).

Member Eligibility Requirements

The following shall apply to Atlantic Trade Advisory Committee members:

- a) All members must be subject matter experts and employee members and instructors representing training providers must hold a certificate of qualification or recognized equivalent in the trade and it is preferable but not mandatory for the employer members to hold a certificate of qualification or recognized equivalent in the trade.
- b) In the case of employee members and instructors representing training providers, a "recognized equivalent in the trade" is an exception used when there are no certified journeypersons available in a jurisdiction and must be deemed acceptable by the AAC.

- c) To be eligible for appointment to the ATAC, individuals must have a direct and current connection to the occupation and jurisdiction for which they are representative.
- d) Appropriate candidates for the ATAC must illustrate a direct and current association with one of the following stakeholder groups;
 - Employers
 - In relation to the ATAC, an employer is defined as a private or public sector organization that registers and trains apprentices for the purposes of its own enterprise and engages apprentices as paid employees.
 - Employees
 - In relation to the ATAC, employees must have recent and relevant “on the tools” experience in the occupation, preferably including taking an active role in training apprentices on trade skills on the job site.
 - Training Providers
 - In relation to the ATAC a training provider is defined as an entity providing apprenticeship technical training where training leads to certification in Red Seal and/or designated trades recognized by the jurisdiction in which it operates.
- e) Committee members will provide a list of credentials that will be maintained by a central repository lead. It is the responsibility of the Committee member to advise the central repository lead of any changes in their credentials.

Dissolution of Membership

- a) If during their term on the committee a member’s eligibility changes, the committee member may be absolved of their membership on the committee at the member’s jurisdiction’s discretion.
- b) If a committee member is absent from more than two meetings during their term the committee member will have absolved their membership on the committee at the member’s jurisdiction’s discretion.
- c) If the committee member does not adhere to the Roles and Responsibilities of Members (section 7), the committee member will have absolved their membership on the committee. The committee Chair will make recommendations to the member’s jurisdiction as to membership dissolution and replacement.
- d) A committee member may resign from the committee by notifying the Chair in writing.

Term of Committee Members

- a) The ATACs are established for the purpose of the Atlantic Apprenticeship Harmonization Project (AAHP). All inaugural members to the ATACs shall be appointed to serve until July 2017.

Should the ATACs continue beyond this time, sections b) through e) shall apply.

- b) To ensure the renewal and retention of experience among committee members, staggered terms are proposed for the ATAC's. Subsequent terms will be for three years.

Staggered Terms

	NB	NS	NL	PEI
Employee	1 Year	2 Year	3 Years	3 Years
Employer	3 Years	3 Years	1 Year	2 Years
Training Providers	3 Years	3 Years	3 Years	3 Years

- c) Upon term of appointment completion, a committee member can be reappointed for a second term.
- d) A committee member who has served two consecutive terms shall not be reappointed until one year after the expiry of that committee members' last term on the ATAC. Training Provider members will be rotated upon completion of a term when there is more than one training provider in a jurisdiction for the trade at the discretion of the jurisdiction.
- e) If a jurisdiction expresses difficulty in securing a new member upon completion of a consecutive term, the jurisdiction may submit a request for approval by the AAC for a continuance of the presiding member for an additional term.

6. Sub-Committees

The ATAC can form a sub-committee including subject matter experts (SMEs), outside the standing ATAC, based on the topic.

- a) Sub-committee members will be selected by each jurisdiction.
- b) Each sub-committee will follow the ATAC Terms of Reference where applicable.

- c) Each sub-committee will report directly to the ATAC.
- d) Each sub-committee must include a minimum of 2 ATAC members.

7. Roles and Responsibilities of the Members

Committee members are entrusted to direct the activities of the ATAC in the interest of the occupation/trade and those it represents as a whole rather than that of any single jurisdiction. Individual committee members are expected to:

- a) Be aware of concerns, challenges, and perspectives of other committee members and stakeholders in order to participate in committee discussions on a basis consistent with their role. This may take the form of direct involvement with consultations or the review of surveys, reports, studies and any other related documents.
- b) Be prepared for committee meetings and be prepared to represent the perspective of their jurisdiction in addition to their individual views. Once communicated committee members are expected to work to achieve consensus.
- c) Be equally responsible and accountable for providing direction and oversight for all aspects for the recommendation they render.
- d) Be bound to support recommendations made by the committee in communicating with internal and external stakeholders.
- e) Act as ambassadors for the occupation/trade for which they represent within their jurisdiction.
- f) In the event an ATAC member cannot attend a scheduled ATAC meeting, the member shall provide reasonable advance notice to the jurisdictional lead. The absent member's jurisdiction shall have the option to appoint an alternate to represent the jurisdiction, given the alternate meets all the membership criteria identified in this TOR.
- g) The committee member is responsible to notify the chair of the committee regarding changes to their eligibility criteria, or the chair can request validation of criteria at any time from a committee member. The Chair will notify the member's jurisdiction of the change. The impact on the member's eligibility will be at the jurisdiction's discretion.

8. Meetings

- a) The Atlantic Trade Advisory Committee will meet in person up to four times a year and additional meetings can be held by conference call or webinar. The use of technology in the form of collaboration tools is encouraged to minimize costs.

- b) Agendas for all meetings will be prepared by Secretariat Support and circulated to members in a timely manner in advance of the meeting date.
- c) Other non-voting persons may be permitted to attend and participate in discussions in an advisory role when deemed necessary by the members of an Atlantic Trade Advisory Committee.
- d) Training provider committee member meeting attendance will be by invitation via ATAC [Secretariat Support](#) based on the agenda topics. The invitation will be for required or optional attendance. When appropriate, members will be notified of the reason for not being invited to participate in a meeting.

9. Language of Business

Participants of an Atlantic Trade Advisory Committee will be able to participate in the official language of their choice. Documents will be made available in both official languages.

10. Decision Making

- a) An Atlantic Trade Advisory committee shall act in an advisory capacity and make recommendations to the AAC.
- b) All recommendations of an Atlantic Trade Advisory Committee will be made by consensus. If consensus cannot be reached then the options will be presented to the AAC.

11. Quorum

- a) The quorum for the transaction of business at full meetings of the Atlantic Trade Advisory Committee, including any meetings called for a special purpose, is to be set at fifty percent (50%) of the current voting membership (excluding vacant seats).
- b) There must be at least one voting representative from each jurisdiction in attendance unless a jurisdiction provides written approval to proceed with the meeting without representation.

12. Costs

- a) Meeting space and other logistical arrangements for meetings and the costs associated with them will normally be the responsibility of the Atlantic Apprenticeship Harmonization Project.

- b) All translation services required to support the activities of an Atlantic Trade Advisory Committee will be arranged and paid by the Atlantic Apprenticeship Harmonization (AAH) Project.
- c) The use of technology in the form of collaboration tools is encouraged to minimize costs.

13. Secretariat Support

Secretariat support to an Atlantic Trade Advisory Committee will be provided by the Atlantic Apprenticeship Harmonization Project. This includes preparing meeting documentation, recording minutes and other meeting output, and making all logistical arrangements for all meetings of an Atlantic Trade Advisory Committee.

14. Remuneration

- a) Travel, accommodation and other expenses associated with attendance at meetings of an Atlantic Trade Advisory Committee are normally the responsibility of the Atlantic Apprenticeship Harmonization Project and will be paid in accordance with the rates and guidelines under the Atlantic Apprenticeship Harmonization Project. .
- b) Atlantic Trade Advisory Committee members will be paid professional fees as per the rates and guidelines established under the Atlantic Apprenticeship Harmonization Project.

15. Terms of Reference

The ATAC Terms of Reference will be reviewed in July 2017 and on an as-needed basis.