

Report of AUMAC meeting

Held at DMS3120, Monday, April 16th, 2012, at 9 am

30 persons attended

Meeting presided by Patrick Foré and Stéphanie Desnoyers

Documents given at the meeting: Rule of 3 (in French), Records Nomenclature - Filing, Report of the March 14, 2012 meeting, Documents issued March 14th (Procurement of Services Flowchart, Payment flowchart, Decision Tree, Chart-Employee or Self Employed, Procedure for Procurement of services).

Agenda	summaries of discussions and questions	Conclusions- Answers –Follow up
Welcoming speech and introduction of the representatives	<ol style="list-style-type: none"> 1. Absence of representatives: Kathryn Prud'homme, Joëlle Clément, Joanne Lauzon, Véronique Duvieusart 2. Representatives presents at the meeting: Micheline Dubé, Guylaine McCulloch, France Boucher, Stephanie Desnoyers 	<ol style="list-style-type: none"> 1. Greetings on behalf of these representations, will be present at the next meeting 2. They will be able to answer questions relevant their sector.
Meeting format	<ol style="list-style-type: none"> 3. Several new people-explaining the format of the meeting 4. Changing the name from OUCO to AUMAC 5. Explanation of the type of meeting as OURA (Ottawa University Research Administrators) 	<ol style="list-style-type: none"> 3. Payroll agents, Contract Officers ... 4. Announcement of the reasons for the change of name 5. Almost everyone in the room knows OURA meetings, therefore knows what happens
Document created by Patrick –Rule of 3. Explanation of different elements (point 6, 7, 8, 9)	<ol style="list-style-type: none"> 6. Questions about a contract funded by an outside organization 7. RC4110 – to identify self-employed or employee If teaching - must be an employee, it is a law. 8. The required quotations amount 	<ol style="list-style-type: none"> 6. These are research contracts. See Johanne Lauzon, she follows the same process and more. 7. Some of the issues from RC4110 are complex, Request to have accompanying explanations. The service will work on this point. If necessary, a group will be created to advise (Véronique, Micheline, Patrick). 8. Must be in writing, no need for a formal letter from the company, an email is enough.

	<p>a. For the exemption - there is a document for the goods to fill, of specific situations.</p> <p>9. The signatures for the University:</p> <p>a. Requestor may be a researcher, Dean ...</p>	<p>a. An paragraph with explanations for authority, there is an appendix to Method 4.3 for exception situations</p> <p>b. For Finance, it is requested to send the exception paragraph with the invoice (authorized by Patrick)</p> <p>9. Without the signature of the Contract Agent, Procurement Services will stop the process and wait for this signature.</p>
<p>Follow up of the meeting March 14th 2012, element remaining to cover</p>	<p>10. Creation of an e-mail address</p> <p>11. Letter to Chief Administrators Officers (CAO's)</p> <p>a. To get clear answers, because there was confusion over roles.</p> <p>b. Upon receipt of the answers, a letter will be sent to all involved to advise and share the same information.</p> <p>12. Records Nomenclature</p>	<p>10. Modification for the e-mail address from ouco@uottawa.ca to aumac@uottawa.ca People involved in Procurement Services will receive the questions (Patrick, Stephanie ...).</p> <p>11. Patrick explained that many attended the workshop without knowing the new responsibilities.</p> <p>a. The list must be updated to ensure proper management of the register and communicate with the appropriate persons.</p> <p>12. Follow up for the named files, documents to be created by Procurement Services</p>
<p>Important messages</p>	<p>13. Changing the name from OUCO to AUMAC</p> <p>14. Website: Procurement of Services section created with the documents presented at workshops</p> <p>15. Creating Company: for workers who already have an account in Banner, it is impossible to create a requisition - then the solution would be to create a company account.</p>	<p>13. For e-mail, invitations and reference</p> <p>14. Other information to be added soon from reports of meetings AUMAC, Frequently Asked Questions (FAQ), etc.</p> <p>15. Meeting to have with key persons: Veronique Duvieusart, Micheline Dubé, Guylaine McCulloch, Patrick Foré to review the issue. Meanwhile, temporary solution for workers already in the Banner, creating a purchased order for abroad.</p>
<p>Questions and comments period</p>	<p>16. Rule of 3 document</p> <p>17. How can we adjust the contract if we</p>	<p>16. The simplicity of the document is appreciated.</p> <p>17. We must go with our judgment. No problem</p>

	<p>do not know the exact amount of hours to be worked?</p> <p>18. Comments on the report of March 14, 2012, paragraph 24. It will be difficult to compel an employee to register?</p> <p>19. For employees who work outside the University, it becomes very difficult to ensure they follow the process and for Contract Officers to have a good specialized contract.</p> <p>20. Question about the availability of the new account chart?</p>	<p>with a cost estimate. If there is an overflow, we will adjust. It is not recommended to require a fixed cost, because if the work is done quickly, we will pay the price.</p> <p>18. Study of the process at the meeting about Banner.</p> <p>19. The long term goal is to have different templates, more targeted for Faculties.</p> <p>21. Pending a meeting between Joëlle Clément, Guylaine McCulloch and Patrick Foré to determine what is most important to capture such information. What counts for supplies, the type of contract (Consultant, Company, self-employed, ...) It should be available in two weeks - continue using the current account</p>
To follow-up	<p>22. Meeting to discuss Banner (Supplier and employee)</p> <p>23. Meeting to discuss the account chart</p>	<p>22. Véronique Duvieusart, Micheline Dubé, Guylaine McCulloch, Patrick Foré</p> <p>23. Joëlle Clément, Guylaine McCulloch et Patrick</p>

Report prepared by Mélissa Charest and Stéphanie Desnoyers