



Organizing for change

March 14, 2022

Via E-mail

Greetings,

Thank you for registering for the PSAC 2022 National Triennial Convention. The Convention will be held **virtually** from 11:00 a.m. – 5:00 p.m. EST on the following days:

- Thursday May 26th and Friday May 27th
- Monday May 30th through to Friday June 3rd

Attached is the following document:

- Connectivity and Best Practices for Virtual Events

CONVENTION SCHEDULE

- Convention will run from 11:00 a.m. to 5:00 p.m. EST every day.
- A Platform training session followed by a Rules of Order orientation session will be held between 11:00 a.m. EST and 12:30 p.m. EST on Thursday, May 26, 2022.
- Convention will officially begin on Thursday, May 26, 2022, at 1:00 p.m. EST through Friday, May 27, 2022, ending at 5:00 p.m. EST.
- Delegates will take a break over the weekend of May 28-29, 2022, and convention will resume on Monday, May 30th.
- Convention will end on Friday, June 3, 2022, at 5:00 p.m. EST.

CAUCUSES

Optional caucuses have been scheduled prior to the start of convention. A meeting link will be sent in May 2022 to those delegates who have self-identified for any of the caucuses below.

Tuesday, May 24, 2022

11:00 a.m. – 12:00 p.m. EST	Indigenous People’s Caucus
12:30 p.m.-1:30 p.m. EST	Persons with Disabilities
2:00 p.m. – 3:00 p.m. EST	Racially Visible Members
3:30 p.m. – 4:30 p.m. EST	LGBTQ2+ Member Caucus
5:00 p.m. – 6:00 p.m. EST	Young Workers Caucus

Wednesday, May 25, 2022

11:00 a.m.- 12 :00 p.m. EST	DCL Caucus
1:00 p.m. – 2:30 p.m. EST	Regional Caucuses
3:00 p.m. – 4:30 p.m. EST	Women’s Caucus
5:00 p.m. – 6:00 p.m. EST	Area Council Caucus

The Convention agenda will be available to delegates on the Convention platform on April 25, 2022.

COMMITTEE REPORTS AND RESOLUTIONS PACKAGES

The Convention committee reports, resolutions packages and various other documents will be available to delegates on the Convention Platform as of Monday, April 25, 2022.

Delegates who made a request to receive paper copies on their registration form will receive the committee reports and budget documents in the mail during the week of April 25, 2022.

PLATFORM LOGIN INFORMATION

A link to login as well as Username and Password for the Conference platform will be sent to delegates on **Monday, April 25, 2022**. **The email will be sent to you from canada@chime.live** with the following subject title: PSAC 2022 National Convention/Congrès national triennal 2022 de l'AFPC.

Please ensure to login as soon as possible once you receive the link.

CONVENTION CONNECTIVITY REQUIREMENTS

The “Connectivity and Best Practices at PSAC Virtual Events” is included in this package. Please take the time to review and let us know **no later than Friday, March 25, 2022**, if you have any concerns or questions related to your equipment and connectivity issues.

EXPENSE CLAIMS & SALARY

If there will be an interruption in your wages (loss of salary) while attending the Convention, please complete the “**Request for Information: Loss of Salary**” form by clicking on the link below:

[Loss of Salary Form](#)

Form must be completed no later than Aril 30, 2022.

You must complete an online expense claim via the Member Expense Portal (MEP). The MEP will be open for submissions only as of Tuesday, May 24, 2022.

Delegates are entitled to claim the following:

- loss of salary;
- stipend of \$75 per day; and
- family care as per the PSAC Family Care Policy.

Actual loss of salary will be reimbursed for all working days lost during the Convention. There will be no compensation of salary for weekend and overtime.

Union leave letters will be sent out on Monday, April 11, 2022, to concerned delegates.

Loss of salary will be reimbursed to all other delegates though the MEP.

Reimbursement of expenses and salary will be based on verified attendance.

Note: Expense claims must be submitted to PSAC Finance within 90 days following the Convention.

FAMILY CARE

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent delegates from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at <http://psacunion.ca/family-care-policy>.

If you have any questions regarding reimbursement of family care and to obtain pre-approval, please contact the PSAC at convention-congres@psac-afpc.com.

Should you have any other questions, or if **for any reason, you unable to attend** the virtual Convention, please let us know by email at convention-congres@psac-afpc.com or call 613-560-2597 as soon as possible.