

# CADSI's Operating Committees Backgrounder – 2021

## Overview

CADSI's Operating Committees enable a cross-section of members to provide advice and perspectives on a range of important issues to the association's President and CEO. They are an important way for CADSI to establish the views and concerns of its members, seek information and advice, and foster an exchange of views among members.

Committees help inform CADSI's advocacy agenda and activities; review existing services, events and membership policies and consider new ones; and raise important issues for CADSI's small business members. To be eligible to join an Operating Committee, you must currently work at a company with a CADSI corporate membership (Category A-E) in good standing.

Each committee is led by an Industry Chair, responsible for bringing together the views of industry members for consideration by the CADSI president and staff; build consensus across the membership; and communicate back to members any recent developments or concerns they have heard.

## Operating Committee Mandates

### 1. Defence Policy Implementation Advisory Committee (DPIAC)

The implementation of various commitments that affect our industry that are contained in the government's Defence Policy Statement will occupy a considerable amount of CADSI's time and energy over the medium term. It is vital that CADSI engages the government constructively and consistently on the implementation of these initiatives—both in terms of program/policy design and timing. To do this effectively, CADSI needs company perspectives on the initiatives and commitments in the Defence Policy Statement, some of which are conceptual and need fleshing out to be translated into concrete programs. The Defence Policy Implementation Advisory Committee, therefore, is structured first and foremost to provide advice to the CADSI President on implementation of all industry relevant aspects of the Defence Policy Statement. It will also provide advice, as needed, on other industry-wide policy issues affecting members.

To this end, members are expected to provide timely intelligence and ideas to help implement the initiatives in the defence policy statement that affect industry, and provide their perspectives on how aspects of the policy and other relevant issues fit together. Priority topics are the implementation of the DND Investment Plan; improved procurement processes and timelines; the implementation of the Innovation for Defence Excellence and Security (IDEaS) program, etc.

The committee will also be asked for views on other ongoing government initiatives that affect the industry, such as export control reforms (e.g. UN Arms Trade Treaty) and trade negotiations. The committee may also work with AIAC's Public Procurement Committee on certain procurement policy issues of common interest (Cost and Profit Policy, Risk-Rebalancing, Supplier Relationships and Vendor Performance Management, etc.).

CADSI Staff Liaison: [Mindy Pearce](#), Policy Advisor, Government Relations and Communications

## 2. Small and Medium Enterprise Committee

This committee will provide input on matters pertaining specifically to SMEs. The committee will inform the objectives and agenda for CADSI's annual SME Day, provide a small/medium business lens to government policy and identify future needs for education/training targeted at SMEs.

CADSI Staff Liaison: [Mindy Pearce](#), Policy Advisor, Government Relations and Communications

## 3. Business Development and Member Services Committee

This committee will provide input on how to improve business development opportunities and value-added member initiatives, including discussions on non-traditional revenue opportunities, new products and services for the association and how to improve domestic and international event experiences. In 2020, the committee will focus on added value services such as CADSI's gateway platform, nontraditional sponsorship opportunities, domestic events (e.g. CAF Outlooks, SME Day, CANSEC 2021) and international trade shows (IDEX, DSEI).

CADSI Staff Liaison: [Steven Hillier](#), Associate VP, Business Development & Operations

## Selection Process

Throughout September, existing chairs will work with CADSI to select a representative slate of potential candidates (e.g. based on experience, knowledge, defence/security capability or commercial field, and geography) for the above listed committees and working groups. The existing committee's membership will then select the applicants for the number of vacancies.

Committee chairs will set the agenda in consultation with CADSI's President and staff in alignment with CADSI's priorities. To enable non-Ottawa based members to participate, committees will have the use of CADSI's telephone conference calling and web-based video conferencing technology. The meeting frequency is to be determined by the chair and the President and is dependent on the issues facing each committee. The existing committee schedules are as follows:

- 1) Defence Policy Implementation Advisory Committee (DPIAC) The DPIAC meets for two hours each month, with the exception of May and July. Meetings are held in person, via teleconference or video teleconference (Microsoft Teams). Feedback is regularly sought from DPIAC members, in between meetings, on time-sensitive issues.
- 2) Small and Medium Enterprise Committee The SME Committee meets up to four times per year via a two-hour video teleconference (Microsoft Teams). Feedback is occasionally sought from SME committee members, in between meetings, on time-sensitive issues.
- 3) Business Development and Member Services Committee The BD committee meets for 60-90 minutes quarterly. Meetings are held via teleconference or web teleconference (Microsoft Teams).

Each committee chair shall provide a five-minute year-end report at the CADSI Annual General Meeting and may be asked to provide a written briefing note quarterly to the President summarizing the committee's activities. This summary may be included in the documentation for meetings of the Board of Directors. Committee chairs may be asked to engage or report to the broader membership via a one-hour webinar up to twice a year. The role of the vice-chair or suitable alternative is limited to acting as chair of a meeting in the absence or disability of the chair.

## Timelines

<b>Remainder of 2021</b>	Existing committees continue to meet as required.
<b>Late May</b>	Nomination period for membership opens. Members provide a summary of their experience via online at: <a href="https://www.surveymonkey.com/r/CommitteeRenewal">https://www.surveymonkey.com/r/CommitteeRenewal</a>
<b>August 5</b>	Nomination period for membership closes.
<b>Mid-August to Mid-September</b>	CADSI collates and reviews expressions of interest by members and Operating Committees review and vote on new members.
<b>Late September</b>	

