**Projects for CTA Staff 2020**

| Project | Details | BH Lead | Timeline | Current Staff | New Assigned Staff |
| --- | --- | --- | --- | --- | --- |
| Regular Projects | | | | | | |
| 1. ATIP Requests |  | Valérie |  |  |  |
| 1. Website modernization | * Includes training to create accessible documents and materials | Marcia | Medium-term |  |  |
| Special Projects | | | | | | |
| 1. Inventory of lead Agency decisions | * Key Agency decisions in accessibility | Marcia |  | * Tracy Wilcox (lead) * Valérie Sicard * Junior CEAT staff |  |
| * Key Agency decisions in other areas | Doug | Pilot phase start April 14 |  | * ADR and DAD – 4-5 staff |
| 1. Annotations of legislation and regulations | * Part V of the *Canada Transportation Act* | Marcia |  | * Tracy Wilcox (lead) * Valérie Sicard * Junior CEAT staff | * Alysia Lau |
| * Other acts and regulations | Doug |  |  |  |
| 1. Headnotes for Agency decisions | * Accessibility decisions | Marcia |  | * Tracy Wilcox (lead) * Valérie Sicard * Junior CEAT staff |  |
| * Other Agency decisions | Doug |  |  |  |
| Projects for Future Consideration | | | | | | |
| 1. Summary and analysis of major Canadian air carrier tariffs | * For Air Canada, Air Transat, WestJet, Swoop, Sunwing, Porter, Flair - provide a summary and analysis of their tariff provisions | Tom |  | * Moira Reid (lead) * Legal: Émilie Gravelle | * DRB staff |
| 1. Enhancing search tool for Agency decisions on website | * Tag additional search fields in Agency decisions to enhance search results | Marcia |  |  |  |

Ongoing staff tasks/responsibilities:

* Online training (mandatory and recommended)
* Clean-up of email accounts