**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