

**WORK PLAN 2020 (DRAFT)  
EQUITY AND DIVERSITY COMMITTEE (EDC)**

C-530-3.5  
Appendix H(i)

<b>Approved by Committee:</b> <i>October 2019</i>		<b>Review Date:</b> <i>September 2020</i>	
<b>Approved by Council:</b> <i>[DATE]</i>		<b>Approved Budget:</b> <i>TBD</i>	
<b>Mandate [as approved by Council]:</b>	<i>Recommend action plan to integrate equity and diversity values and principles into the general policy and business operations of PEO.</i>		
<b>Terms of Reference [Key duties]:</b>	<ol style="list-style-type: none"> <li>1. <i>Develop an Equity and Diversity policy.</i></li> <li>2. <i>Recommend mechanisms to ensure:</i> <ol style="list-style-type: none"> <li>a) <i>there are no groups excluded from the structural life of PEO and communicate PEO's clear commitment to the values and principles of equity and diversity.</i></li> <li>b) <i>that regulatory procedures for licensing, complaints, discipline and enforcement, and all PEO meetings and communications with members and the public, reflect the values set out in PEO's Equity and Diversity policy.</i></li> <li>c) <i>there is equity and diversity training for committee members, PEO staff, Councillors, Chapter executives and other volunteers.</i></li> </ol> </li> <li>3. <i>Recommend mechanisms to monitor compliance and effectiveness of the PEO's Equity and Diversity policy</i></li> <li>4. <i>Through PEO publications and materials, inform engineers in the diverse groups about services available and their rights and obligations, and inform engineers about the contributions of the diverse groups to the building of the profession.</i></li> <li>5. <i>Be a catalyst for new initiatives that will help develop an understanding of and commitment to equity and diversity.</i></li> <li>6. <i>Provide a forum for the diverse groups to raise concerns</i></li> <li>7. <i>Encourage members of the diverse groups to consider engineering as a career profession.</i></li> <li>8. <i>Prepare an annual report on PEO's Equity and Diversity Initiatives.</i></li> </ol>		
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. <i>Was the E&amp;D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</i></li> <li>2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i></li> <li>3. <i>Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</i></li> </ol>		
<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes and Success measures:</b>	<b>Due date:</b>
	<b><i>PEO Council demonstrates leadership regarding E&amp;D.</i></b>		
	1. <i>Search and identify a new Equity &amp; Diversity module / presentation, suitable to be viewed by all PEO members.</i>	<i>A list of available resources which could be adopted with modification by the PEO.</i>	<i>June 2020</i>
	<b><i>Facilitate PEO delivery of ongoing information, training and resource support to help staff and volunteers develop capacity to address equity and diversity issues.</i></b>		
	2. <i>Develop a list of topics for Engineering Dimensions with assignments for development of articles.</i>	<i>A list of E&amp;D related topics the EDC is interested to work on and identify potential sources of information.  Publish one article.</i>	<i>January 2020</i>

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	<b>Provide guidance to volunteers about their roles in implementing the E&amp;D Policy.</b>		
	3. <i>Review and develop an updated version of PEO's Equity and Diversity Policy.</i>	<i>Submit revised version of E&amp;D Policy to the Council for approval.</i>	<i>September 2020</i>
	4. <i>Develop a presentation that educates PEO Chapters and volunteers on Equity &amp; Diversity Policy and EDC activities.</i>	<i>Promote the PEO Chapters and volunteers' awareness of EDC policy and activities.</i>	<i>June 2020</i>
	5. <i>Review all committees 2020 Work Plans to identify outcomes resulted from incorporating the E&amp;D awareness component in the Work Plan template.</i>		<i>March 2020</i>
	<b>Promote PEO activities in recruitment and retention of volunteers, with a focus on achieving equity and increasing diversity within the engineering profession.</b>		
	6. <i>EDC members to encourage members from various demographics to apply on volunteer openings, to run for elected Council positions and to seek out and encourage diverse nominees to official PEO Awards Program.</i>	<i>Increase number of diverse candidates for the Council and PEO Awards.</i>	<i>Ongoing</i>
	7. <i>Monitor an Equity &amp; Diversity inclusion in the criteria for PEO Awards.</i>		<i>Ongoing</i>
<b>Inter-committee collaboration:</b>	<ul style="list-style-type: none"> <li>- <i>All PEO committees and task forces; namely the Advisory Committee on Volunteers – offering help as requested or in relation with E&amp;D training</i></li> <li>- <i>Chapters and Regional Councillors Committee (RCC) – promoting awareness of E&amp;D, and training of Chapter volunteers</i></li> </ul>		