

**WORK PLAN 2021 (DRAFT)**  
**EQUITY AND DIVERSITY COMMITTEE (EDC)**

<b>Approved by Committee:</b> <i>October 2020</i>		<b>Review Date:</b> <i>September 2021</i>	
<b>Approved by Council:</b> <i>November 20, 2020</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>
	1. Review and update EDC Terms of Reference for the PEO Council approval, based on the new Governance Work Plan.	Submission to PEO Council	February 2021
	2. Prepare an EDI PEO member survey.	Survey ready to be conducted in second half of 2021	June 2021
	3. Review Terms of Reference of all PEO Committees and Task Forces in order to identify where the EDC may like to propose collection of data related to EDI issues. This review will take place after the completion of GIS' Phase 2.	Development of criteria to measure success of various initiatives	October 2021
4. Develop EDC HR Plan.	Submission to PEO Council	October 2021	

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	<p>5. Work with the Governance Work Plan as prepared by Governance Solutions Inc. (GIS).</p> <p>a. Identify Phases which are dealing with issues related to equity, diversity and inclusion (EDI).</p> <p>b. Work with the PEO Registrar/ Staff and the Council to identify critical areas for the EDC involvement.</p>	<p>Development of criteria to measure success of various initiatives</p>	<p>Ongoing</p>
	<p>6. Work with EXE (Executive Committee) on the role of EDC in implementation of the Succession Planning Task Force Recommendations.</p>	<p>Development of benchmarks to assess the success of the implementation</p>	<p>Ongoing</p>
	<p>7. Work with 30 by 30 Task Force to determine which data are missing in order to measure success of this initiative through EDI lenses.</p>	<p>Development of criteria to measure success of various initiatives</p>	<p>Ongoing</p>
	<p>8. Work on “scanning” various PEO publications, communications, website, etc. with EDI lenses.</p>	<p>Provide feedback to PEO CEO/Registrar and/or Staff and Council</p>	<p>Ongoing</p>
<p><b>Inter-committee collaboration:</b></p>	<ul style="list-style-type: none"> <li>- <i>All PEO committees and task forces 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>		