

Work Plan Template
PEO's 30 by 30 Task Force
WORK PLAN FOR 2019-2020

C-530-3.5
Appendix N(ii)

Approved by Committee: September 6, 2019		Review Date: September 6, 2019	
Approved by Council: November 15, 2019		Approved Budget: [AMOUNT] [DATE]	
Mandate [as approved by Council]:	For PEO to show visible leadership in addressing the underrepresentation of women licensed in the profession by formally endorsing the 30 by 30 initiative with Engineers Canada and committing to undertaking an action plan to resolve this inequity. [DATE APPROVED BY COUNCIL]		
Terms of Reference [Key duties]:	Develop a detailed complementary action plan to the one developed by OSPE to engage and inform PEO licence holders, volunteers, key stakeholders and staff on the 30 by 30 initiative, identify the appropriate owners of PEO's actions in the plan, and provide direction to the Registrar and volunteer leadership, as appropriate. This to include: 1. Plan Development a. Develop a detailed action plan that complements OSPE's plan. b. Present the action plan to PEO Council for approval. 2. Coordinate a. Coordinate PEO's 30 by 30 initiatives by providing direction to the Registrar and volunteer leadership to ensure implementation of the joint action plan and that ownership of PEO's responsibilities are appropriately assigned. b. Monitor the progress on uptake in implementing the action plan. 3. Inform/Educate a. Communicate the 30 by 30 action plan to PEO licence holders, volunteers, key stakeholders and staff. Provide an annual update to PEO licence holders, key stakeholders, volunteers and staff on the progress of the 30 by 30 initiative launch in the PEO Annual Report		
Equity and Diversity Awareness	1. Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES 2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES 3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? TBD; will pro-actively address with internationally trained women engineers, as needed		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
<i>Response to Q2 and Q3: All Task/Activities listed below will take into consideration cultural and gender sensitivities, persons with disabilities and dietary restrictions, where appropriate</i>			
Complete contact list with universities through CODE;		Contact list for Ontario Faculties of Engineering of both Academic Champions and Administrative Leadership for 30 by 30	September to November 2019
CODE to formally endorse 30 by 30		CODE formally endorses 30 by 30	

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	Host Awareness Sessions or speak on PEO's 30 by 30 at conferences with University Engineering Student Federations	Formalized connections with Engineering Student Federation Leadership	September and November 2019
	Hold Action Planning Sessions with Chapters to flesh out action plans with focus on Licensing Assistance Program (LAP) best practices, strengthen link to universities and women engineering graduates, and agree in principle on metrics As part of Action Planning Sessions, plan Chapters Hosting 30 by 30 Awareness Sessions in their geographic areas – to be held in 2020 Q1 Participate in the Chapter Leaders Conference	Chapters develop 30 by 30 Action Plans with focus on LAP best practices Metrics established for Chapters Chapters sign up to host 30 by 30 Awareness Sessions for their geographic areas Plans for Chapters Hosting 30 by 30 Awareness Sessions	October October to December 2019 November 16, 2019
	Hold Action Planning Sessions with Employers to flesh out action plan frameworks and best practices, agree in principle on metrics, formally sign onto the 30 by 30	Employers develop 30 by 30 Action Plans/ Frameworks, incorporating best practices, based on PEO's Action Plan Metrics established for Employers Employers formally sign onto the 30 by 30 – PEO 30 by 30 Wall of Champions	November 2019
	PEO Internal Operations – pursue PEO CEO/Registrar endorsement of Leadership Accord on Gender Diversity Support modernization of licensing process as it pertains to 30 by 30 Establish metrics for PEO as regulator and present at November PEO Council Plenary	Leadership Accord on Gender Diversity is endorsed by PEO CEO/Registrar New licensing model has been established through 30 by 30 filter – gender bias audit deferred to 2020 Metrics endorsed by PEO Council	November 2019 Fall 2020, as applicable November 2019 (PEO Council Plenary)
	Hold Action Planning Session with Universities to flesh out action plan frameworks and best practices, and agree in principle on metrics	Universities develop 30 by 30 Action Plans/Frameworks, incorporating best practices, based on PEO's Action Plan	Early December 2019

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		Metrics established for Universities	
	Chapters host 30 by 30 Awareness Sessions within geographic areas in Ontario – southwest, west, north, GTA, eastern – with support of PEO 30 by30 Task Force	Engagement and uptake in universities, employers and women engineering students of the 30 by 30 Strengthened relationships between chapters and universities (e.g. LAP program) and employers in facilitating women engineering graduates' pathways to licensure	2020 Q1
	Host inaugural Annual Check Up Meeting with key stakeholders/champions to share best practices and measure progress through tracking of agreed upon metrics	Inaugural Annual Check Up Meeting held with stakeholder champions who commit to the 30 by 30 with action plans and tracking of base line metrics	2020 Q2-Q3
Performance metrics	<i>Indicate performance outcomes and metrics to evaluate the performance of committee members, Chair and Vice Chair.</i>		
Inter-committee collaboration:	Inform/educate, seek leadership support and report into PEO Council; engage, inform/educate, consult and collaborate with the following groups, as appropriate: ARC; ERC; Licensing Committee; ACV; HRC; CESC; RESC, AWC; Regional Congress Committee (RCC); Chapters (Executive, Women-In-Engineering Committees); EDC; Registrar / PEO staff		
Stakeholders:	Engage, inform/educate, consult and collaborate with key owners/stakeholder groups, as appropriate: associations (e.g. CEO, PEGO); major engineering employers/leaders (e.g. mining, auto, electric utilities, government, engineering consulting); universities (e.g. CODE, Academic 30 by 30 Champions, Administrative Leadership involved with engineering graduates); Women-In-Engineering and Internationally Trained Women Engineering groups (e.g. SWE, Skills for Change); women engineering graduates, EITs and internationally trained engineers; ON WiE.		