

# Work Plan – 2020 (DRAFT) Awards Committee (AWC)

<b>Approved by Committee:</b>	<b>Review Date:</b> September 2020
<b>Approved by Council:</b> November 15, 2019	<b>Approved Budget:</b> TBD
<b>Mandate [as approved by Council]:</b>	To coordinate, manage, promote and monitor the Professional Engineers Ontario (PEO) <u>Ontario Professional Engineers Awards (OPEA) Program, Order of Honour (OOH), Sterling Engineering Intern Award,</u> and External Honours activities to support achievement of the additional object of the Act, which states, "To promote public awareness of the role of the association". (Section 2(4) 4)
<b>Terms of Reference [Key duties]:</b>	<ol style="list-style-type: none"> <li>1. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours.</li> <li>2. Promote and raise awareness of the Awards program through:             <ol style="list-style-type: none"> <li>(a) representation at Committee and Chapter events, and</li> <li>(b) communications with employers of engineers, learned societies, associations, and others.</li> </ol> </li> <li>3. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards.</li> <li>4. Review and assess eligible nominations for the Ontario Professional Engineers Awards (OPEA), Order of Honour (OOH), Sterling Award and External Awards programs and make recommendations for potential awardees for approval by PEO Council, and by the OSPE Board regarding the OPEA awardees only.</li> <li>5. Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies.</li> <li>6. Monitor the awards program strategies.</li> <li>7. Review and consider / recommend to Council awards program changes and/or new awards where appropriate.</li> <li>8. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award.</li> </ol>
<b>Equity and Diversity Awareness</b>	<ol style="list-style-type: none"> <li>1. Was the E &amp; D module reviewed in order to have tasks and activities align with the E&amp;D Policies? YES</li> <li>2. Is each task/activity being done in an equitable manner and engaging diverse groups? YES</li> <li>3. Are there any barriers to information dissemination, human resources, physical space, and cultural differences? NO</li> </ol>

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<b>Tasks, Outcomes and Success Measures:</b>	<b>Task/Activities:</b>	<b>Outcomes and Success Measures:</b>	<b>Due date:</b>
	<p>1.1 Facilitate nominations for potential candidates for all awards programs, including keeping track of high calibre candidates for the OPEA awards, OOH upgrades.</p> <p>1.2 Identify and facilitate eligible nominations for the various External Honours Programs.</p>	<p>A balanced and high calibre pool of nominees for all Awards Programs</p>	<p>Ongoing</p> <p>Ongoing</p>
	<p>2.1 Contribute and provide input into the development of PEO website as it pertains to the Awards Program. Utilize web-based video-telecom communication and other tools for AWC business.</p> <p>2.2 Raise the profile of the Ontario Professional Engineers Award for Engineering Project or Achievement.</p> <p>2.3 Review the target audience for OPEA communication.</p> <p>2.4 Consider how PEO's Centennial will be recognized through the Award Program.</p>	<p>Promotion of Awards Program on PEO website. User-friendly online nomination process.</p> <p>Draft developed</p>	<p>Ongoing</p> <p>Ongoing</p> <p>2020, for implementation in 2021</p> <p>Jun 2020</p>
	<p>4.1 Assess eligible nominations for the association's OOH.</p> <p>4.2 Assess applications for the Sterling Award.</p> <p>4.3 Assess eligible nominations for the OPEA.</p>	<p>List of recommended nominees for the OOH, Sterling and OPEA Award submitted to Council (and in the case of OPEA, OSPE board) for approval</p>	<p>Nov 2020</p> <p>Nov 2020</p> <p>Mar 2020</p>

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	6.1 Streamline the OPEA nomination procedures for individual categories to improve the quality and number of eligible candidates. Submit for PEO Council and OSPE Board of Directors approval. Upon approval by PEO and OSPE, develop appropriate strategy and communication plan for implementation.	Updated OPEA Nomination Forms and OPEA communication	2020, for implementation in 2021
	7.1 Review and update the OPEA and OOH nomination forms and process.  7.2 Review and update the OOH selection criteria to place more emphasis on the impact a candidate has delivered in their volunteer service to the profession with respect to advancing PEO's Mission.  7.3 Include an Equity & Diversity factor in the OPEA Citizenship Award category.	Recognize those that demonstrate leadership and volunteer service that advances PEO's mission	Ongoing  2019, for implementation in 2020  2020, for implementation in 2021
<b>Inter-committee collaboration:</b>	Regional Councillors Committee (RCC) – Volunteer recognition		
<b>External Stakeholders:</b>	OSPE Staff and OSPE Board of Directors Engineers Canada Provincial and Federal Government		