

**PEO's 30 by 30 Task Force
WORK PLAN FOR 2020-2021**

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Approved by Committee: October 1, 2020		Review Date: October 1, 2020	
Approved by Council: November 20, 2020		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]:	<p>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:</p> <ol style="list-style-type: none"> 1. Plan Development <ol style="list-style-type: none"> a. Develop a detailed action plan that complements OSPE's plan. b. Present the action plan to PEO Council for approval. 2. Coordinate <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Communicate the 30 by 30 action plan to PEO licence holders, volunteers, key stakeholders and staff. <p>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</p>		
Equity and Diversity Awareness	<ol style="list-style-type: none"> 1. <i>Was the E & D module reviewed in order to have tasks and activities align with the E&D Policies? YES</i> 2. <i>Is each task/activity being done in an equitable manner and engaging diverse groups? YES</i> 3. <i>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</i> 		
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>		
	Follow Up Employer Champions/Participants – Interest in becoming a PEO Employer 30 by 30 Champion – 2018 Baseline metrics – aggregated and unattributed	Establish PEO 30 by 30 Employer Champion List/ Employer Stakeholder Metrics	October to November 2020

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	<p>PEO Chapter Hosted 30 by 30 Awareness Sessions</p> <ul style="list-style-type: none"> - Support Virtual Session for East Central Region Chapters - Support Chapter Leads in holding sessions in regions across Ontario, if possible, with COVID-19 	<p>Expand on the work of the Task Force by engaging universities, employers and women engineering students of the 30 by 30 across all regions in Ontario</p> <p>Strengthened relationships between chapters and universities and chapters and employers in facilitating women engineering graduates' pathways to licensure (e.g. LAP program)</p> <p>Grow the PEO 30 by 30 Employer Champions list and contribute to the employer stakeholder metrics</p>	<p>Initiated October 2020 2021 Q2/Q3</p>
	<p>PEO Gender Audit Research Study – TBD</p> <ul style="list-style-type: none"> - Support Registrar in conducting gender audit of PEO licensing process and internal operations 	<p>Gender Bias-Free licensing process/model</p> <p>Better educated/engaged PEO Volunteer Leadership and staff on unconscious bias</p> <p>Improved public image of PEO as a progressive and inclusive regulator of the engineering profession in Ontario</p>	<p>2021 – TBD</p>
	<p>Annual Reporting of Metrics to PEO Council</p> <ul style="list-style-type: none"> - 2018 Baseline and 2019 metrics (for 2020) - 2018, 2019 and 2020 (for 2021) 	<p>Annual Reporting to PEO Council is sustained</p> <p>PEO demonstrates leadership and commitment to reaching the 30% goal by 2030, or sooner</p>	<p>November 2020 November 2021</p>
	<p>Outreach on PEO's 30 by 30 with Internationally Educated Women Engineering Graduates</p>	<p>Raise Awareness of Barriers to Internationally Educated Women Engineering Graduates</p>	<p>2021 Q1</p>

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	Continue to Engage Stakeholders	Expand on 30 by 30 Stakeholders and champions, especially with employers	2021 – Q3
	Attend EDO June Meeting to report on 30 by 30 Metrics and pertinent feedback	Sustain University Stakeholder Group in its commitment to the 30 by 30	June 2021
	PEO Annual 30 by 30 Check-In – Support the hosting of PEO's annual 30 by 30 check-in, ideally in person	Sustained engagement and commitment of stakeholder groups in monitoring progress towards the 30 by 30 through annual metric tracking and sharing of best practices	September 2021
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		
Stakeholder	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. EDO, Academic and Administrative 30 by 30 Champions, Administrative Leadership involved with engineering graduates); Women-In-Engineering and Internationally Educated Women Engineering groups (e.g. SWE, Skills for Change); women engineering graduates, EITs and internationally educated engineers; ON WiE.		