

Work Plan – 2021

Awards Committee (AWC)

Approved by Committee: September 2020	Review Date: September 2021
Approved by Council: November 20, 2020	Approved Budget: TBD
Mandate [as approved by Council]:	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)
Terms of Reference [Key duties]:	<ol style="list-style-type: none"> 1. Encourage the nomination and celebration of deserving colleagues for recognition through Professional Engineers Awards Programs (OOH, OPEA and Sterling) and External Honours. 2. Promote and raise awareness of the Awards program through: <ol style="list-style-type: none"> (a) representation at Committee and Chapter events, and (b) communications with employers of engineers, learned societies, associations, and others. 3. Monitor and review past award recipients and other award programs to identify persons deserving further recognition through upgrades or other awards. 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. 5. Participate in establishing parameters for the award ceremonies to recognize recipients of the OOH and OPEA. Participate in the ceremonies. 6. Monitor the awards program strategies. 7. Review and consider / recommend to Council awards program changes and/or new awards where appropriate. 8. Oversight of the nomination for the Engineers Canada Fellowship program and for the Ontario Volunteer Service Award.
Equity and Diversity Awareness	<ol style="list-style-type: none"> 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? NO

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Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes and Success Measures:	Due date:
	<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 demographics data of past nominations (last three years).</p>	<p>Promotion of Awards Program on PEO website. User-friendly online nomination process.</p> <p>Increased diversity of nominations.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>4.4 Develop a Conflict of Interest Protocol.</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>Increased transparency and credibility of PEO Awards Program</p>	<p>Nov 2021</p> <p>Nov 2021</p> <p>Mar 2021</p> <p>Jan 2021</p>

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		and fairness in selecting winners.	
	7.1 Review and update the OPEA and OOH nomination forms and process.		Ongoing
	7.2 Revision of the percentage/scoring system for OPEA categories.		June 2021
	7.3 Revisiting the OOH selection criteria (putting contributions to the engineering profession into a point system).	Recognize those that demonstrate leadership and volunteer service that advances PEO's mission.	September 2021
Inter-committee collaboration:	Regional Councillors Committee (RCC) – Volunteer recognition		
External Stakeholders:	OSPE Staff and OSPE Board of Directors Engineers Canada Provincial and Federal Government		