

PMC ACTION PLAN ON EMPLOYMENT EQUITY AND DIVERSITY
FY 2008/2009 TO FY 2010/2011

ANNEX A							
Serial	Planned Activity	Expected Outcome/Measure of Success Performance Indicator/Criteria	OPI	Mil/Civ	Timeframe	CF EE Plan Serial #	DND Civ EE Action Plan Initiative #
STATUTORY REQUIREMENT # 1 – COLLECTION OF WORKFORCE INFORMATION							
1.1	Ensure that all employees and military members, are provided with the self-identification questionnaire (Self-ID), in alternate format.	Achieve 100% completion rate of Part A of Self-ID form. Ensure that new employees/military members are given the opportunity to self-identify. If the return rate is to low, develop a follow-up strategy.	Managers EE Advisors	M/C	Continuous	1,2,3	9
1.2	Ensure that workforce data are kept up-to-date.	Implement unit administrative procedures to ensure that Self-ID questionnaires are provided to employees who wish to change information previously submitted or to those who request it.	Managers	M/C	Continuous	1,2,3	9
STATUTORY REQUIREMENT # 2 – WORKFORCE ANALYSIS TO DETERMINE THE DEGREE OF UNDER-REPRESENTATION OF DESIGNATED GROUP MEMBERS							
2.1	Analyse workforce data in order to determine the degree of under-representation of Designated Group Members (DGM) in MPC.	Identify recruiting, representation and promotion shortfalls and attrition rates. Distribute to L2 and L3, external representation and mobility data for each DGM. Identify representation gaps in specific locations and occupational groups for use in the preparation of the EE/BP. L1 civilian analysis is provided at Annex C.	DHRD L1 & L2 EE OPI	M C C	Annually Ongoing Annually	1	9
STATUTORY REQUIREMENT # 3 – REVIEW OF EMPLOYMENT SYSTEMS, POLICIES AND PRACTICES							
3.1	Review doctrine, training documents and materials.	Identify systemic barriers.	DGMP	M	Continuous	2,3	N/A
3.2	Review employment policies and practices.	Identify systemic barriers when applying established policies and procedures (such as those related to maternity/paternity and options for part-time return to work in lieu of full period).	All	M/C	Continuous	2,3	10.1
3.3	Review survey results as available.	Identify systemic barriers (example: Public Service Employee Survey, Diversity Climate Survey, and MPC Culture Survey).	All	M/C	Upon receipt	2,3	9 & 10
3.4	Based on the analysis in statutory requirement 2.1 above, analyse shortfalls.	Identify the causal factors.	All	M/C	Continuous	2,3	9 & 10
3.5	Analyse exit survey reports.	Identify trends.	DGMPRA	M	Continuous	2	N/A