|  |  |  |
| --- | --- | --- |
|  | **Comité directeur national pour la diversité et l’équité en matière d’emploi @ EDSC****National Steering Committee for Diversity and Employment Equity @ ESDC** |  |
| **Le lundi 22 janvier 2018 | Monday, January 22, 2018****Salle à la phase IV | Room in Phase IV : David MacDonald ou/or** **Téléconférence | Teleconference : 613-960-7510 # 4159221 ou/or** **Vidéoconférence | Videoconference** |

**RECORD OF DISCUSSION**

**in attendance:**

**Meeting Co-Chairs**

**Brenda Baxter** – ESDC Diversity Co-Champion

**Jennifer Leenhouts** –ESDC Employees with Disabilities Network

**Departmental champions**

 **Paul Thompson** – ESDC Indigenous Perspectives Champion

 **Brenda Baxter** – ESDC Diversity Co-Champion

**Regional Diversity and Employment Equity Committee Representatives**

**Cindy Greene, Melanie Fortin** – Atlantic Region

**Malika D Souza** and **Ann Marie Kuarsingh** – Ontario Region

**Ayanna Roberts** – Quebec Region (Quebec Region Diversity Champion)

**Muepu Kabuya** – Western Canada and Territories Region

**Employee Network Representatives**

**Tim Low** – ESDC Indigenous Employee Circle

**André Demers** and **Jennifer Leenhouts** – ESDC Employees with Disabilities Network

**Gilles Luc Bélanger** and **Justin Cooze** – ESDC Pride Network

**Bargaining Agent Representations**

***Not represented*** – CAPE

**Sebastian Rodrigues** – PSAC – CEIU

***Not represented*** – PSAC – UNE

***Not represented*** – PIPSC

***Not represented*** – ACFO

**Centres of Expertise, Human Resources Services Branch**

**Rawan El-Komos** – Corporate Workforce Strategies

**Martine Lemonde** – Strategic Directions and Management Services Directorate

**Albert Tshimanga** –Office of Values and Ethics

***Not represented*** – Health, Safety and Disability Management

***Not represented*** – College@ESDC

**Mariane Baril-Parent** – Member, ESDC Managers’ Community Steering Committee

**Frédéric Harvey** – Corporate Workforce Strategies

**Tania Lambert** – Corporate Workforce Strategies

**GUEST**

 **Gary Robertson** – **ADM,** Labour and Champion for the EX Community (as of February 1st, Departmental Diversity Champion)

|  |  |  |
| --- | --- | --- |
| **ITEM** | **SUBJECT** | **ACTION ITEMS** |
| **1.** | **Opening remarks by the meeting Co-Chairs** |
|  | Attendance taken by roll-call  |  |
| **2.** | **Review and approval of the Record of Discussions from the September 12th, 2017 meeting** |
|  | The record of discussion was approved. |  |
| **3.** | **Employment Equity Representation Reports****Dashboards** **Presentation of 2017-2018 2nd quarter employment equity representation reports** |
|  | **Dashboards** for ESDC, Labour and Service Canada were shared on December 18th:* There are no departmental gaps other than in mandated EE groups. They are the same systematic gaps that require a targeted and focused conversation (NU, EX, FI, EC groups).

**Presentation of 2017-2018 2nd quarter employment equity representation reports*:**** Women: The key gaps for women continue to be found in the EC and CR groups. Under-representation of women in the CR group is not an issue since women are well represented overall.
* Visible Minorities: The key gaps for visible minorities are found in the EX, NU and CS groups.
* Aboriginal Peoples: The key gaps for Aboriginal Peoples are found in the EX and PE groups.
* Persons with Disabilities: Although there is currently no gap for persons with disabilities in any occupational group, the following should be noted:
* We are not recruiting at a fast enough rate compared to the available workforce. There is a need to put in place recruitment initiatives and activities.
* Many employees with disabilities will be eligible for retirement in the next five years.

Data to be updated in mid-February. | ***Rawan****: Distributed regional dashboards and a link to the Joint Task Force report*  |
| **4.** | **Government and Departmental Updates on Diversity and Inclusion**  |
|  | **Working with networks on systematic barriers:** * The DM approved a recruitment strategy including an outreach component. Communications are to be developed. It will be an evergreen document.
* Engagement with national indigenous organizations is required to create bridges and discuss systematic barriers.
* There is an indigenous executive and non-executive inventory for assignments and actings; have 104 applications
* “Many Voices, One Mind” Report was issued in the fall.
* Regarding transgendered employees: Website being put together with tools to support trans employees. Joint Task Force Report is in analysis phase.
* Would like to hold self-identification blitzes with union support
 | ***Rawan****: Shared the Joint Task Force Report on Diversity and Inclusion by e-mail****Rawan****: work on common language for PMA. Proposed wording has been provided to Talent Management – Performance Management group within HRSB* |
| **5. & 6.** | **Discussion on obtaining support from managers and Executives as well as engagement for employee-led networks** |
|  | (Rawan) **Proactive Approaches**:* Diversity and EE Action plan
* Non-Advertised, targeted recruitment
* Making linkages
* Participation in other networks
* Much progress has been made. The Integrated Work plan contains concrete activities and best practices that can be shared with other networks.
* (Jennifer) **Inclusion in PMA:** Would require messaging and finding the right place to include participation in Diversity & Inclusion groups.
* (Jennifer) Management in certain areas is on board but executives require more work. Work must be done to set the stage so that managers don’t resist participation by their employees. Certain job types allow employees more time than others.
* (Mariane) Employees do not believe that they are supported. Suggested a Communications plan.

(Gary) : * Lack of support has come up. It would be helpful if those with visible roles to have them included in their PMA
* At next EX WMC Gary will ask for the number of formal PMAs that include network participation so that some will ask middle-management. Just asking the question will help.
* Have a secretariat to set up meetings well in advance. More notice would give employees more time to plan their schedules.
* Diversity/Inclusion should be talked about at all-staff meetings to give visibility to the issues.
* Recognition: Some issues get more support when they are visible. Co-chairs and Champions can recognize employee contributions by discussing with managers and supervisors. If applied collectively, informal recognition should go up.
* (Brenda) Some networks are still young and could learn from those that have been around longer.

**How can we increase support via the Executive WMC*** (Gary) Need more discussion to be led by ADM of HR
* (Ayanna) A formal message could go to Branch/Regional leadership. They need the support and can then provide a top-down message.
* (Rawan) Mariane could share comments with Kathryn McDade.
* (Gilles-Luc, Justin) We are experiencing a problem within the ESDC Employee Pride Network regarding the management and time given by the members of the Steering Committee versus their regular tasks at their workstations, owing to productivity issues.
* Roles of co-presidents and work on national projects requires a lot of time. Suggested finding a way to get around the difficulty those in operations encounter when trying to balance work and participation in these groups.
 |  |
| **7.** | **Roundtable** (**including updates from Regional Diversity and Employment Equity Committee and National Employee Networks)** |
|  | (Jennifer) **Financial aspects, budgeting and support:*** Networks are voluntary and are supported by Diversity Champions.
* It is important to work through work plans and look at costs linked to awareness activities.
* Should try to have one in-person executive committee meeting per year. Co-chairs could try to align planning meetings and access work and innovation fairs.
* (Rawan) **Discussion around changing the name of the committee to “Diversity and Inclusion”** will be explored this year to show a more proactive approach and link with mental health and the broader diversity and inclusion umbrella – beyond.

(Ayanna) **Updates from Quebec Region:** * New Diversity Champion for Quebec Region as of April: Guy Genest
* Would like to participate in consultations regarding integrating transgender employees in the workplace and to share their own experiences and lessons learned.
* Support was provided for the Committee’s name change to “Diversity and Inclusion”.
* Are asking for access to the indigenous employee inventory in order to evaluate how they could integrate its use in their workforce strategy for 2018-19. They are also interested in a similar inventory for employees with disabilities.
* They would appreciate receiving maximum details when regional differences are shared, including details on employee groups and levels.
* During the last meeting of their regional diversity network, they included a discussion on self-identification of transgendered women during communications on self-identification. They recommend clear communication to encourage them to identify as women.
* Several employees in the Region had had an opportunity to participate in the conference on the rights of LGBTQ+ persons in the workplace. During testimonies on the experience at our Regional Executive Committee meeting, many had had an opportunity to apply the tools and advice given directly to our workplace. A presentation by the TD Bank on the expression of their operational values regarding the LGBTQ+ community had been particularly moving and we recommended that the Bank be invited to share their experience with ESDC.
* We would collaborate with the Quebec Federal Council’s Innovation Laboratory on the identification of barriers to recruitment. Currently, the Laboratory was exploring the recruitment of the Quebec Anglophone community. On March 13, we would hold a mind-mapping session to explore the recruitment of visible minorities. The next topics would the recruitment of Indigenous persons, persons with disabilities and specialized recruitment.
* In order to increase employees’ and managers’ awareness regarding the inclusion of persons with disabilities in the workplace, the Region was organizing two activities: a rally for disabled persons and a workshop on the inclusion of persons with disabilities. The workshop might soon be offered in Gatineau and Quebec City.

 (Tim) **Updates from Indigenous Employee Circle (IEC):*** Retention – Harassment and Discrimination issues have been identified so need to do more work in this area.
* The Indigenous Reconciliation Working Group is working on an integrated work plan that the DM had asked for.
* Awareness work underway to support the ESDC response to TRC Call to Action #57 as well as planning for Indigenous Awareness Week (May 22-25), Indigenous History Month (in June) and National Indigenous Peoples Day (on June 21).
* Seeing challenges with budget requests; submitted budget but have had no clear response from HRSB.  Have been asked for a new request for 2018/19.
* Mentioned that IEC is in the process of revising Terms of Reference and planning for elections for our National Council before the end of March.

(Muepu) **W-T Update:*** Planning for annual Diversity Awareness Day activities on Feb 7 in the W-T Region to support ESDC's 2017-2020 Employment Equity Action Plan, Blueprint 2020, vision 2020, and achieving a higher performing organization. The theme for this year is Celebrating the Richness of Our Differences: Building a Diverse and Inclusive Workplace.
* Employees are planning and organising activities in 79 locations across the region. These include lunch and learns, workshops, presentations, games, trivia, pot lucks, etc.
* A video conference is planned with ADMs Sylvie Bérubé and Gary Robertson. More than 50 sites will participate. Employees from the Atlantic region will also be able to participate.
* Jan 30-31 W-T Executive Learning Forum: Goal is to further equip executives with practical tools, techniques and skills to effectively lead, support and promote a Diverse and Inclusive Workplace.

(Cindy) **Atlantic Update:*** Solid network exists among the 4 business lines
* Newsletter with article on how different cultures celebrate
* Black History Month Promotion in February
* Work to support Mandatory Training
* Positive Space training
* Connect with NGOs that provide services to EE groups
* Supports name change

(André) **Disability Network:** * Had an executive meeting in October
* Accessibility Week is coming up. New champion to be named
* Most SharePoint sites are not accessible; nor is Saba

(Justin, Gilles-Luc) **Pride Network**: * Justin has accepted another position as of February and will be supporting diversity.
* Revised Terms of Reference will be coming and elections are to be held.
* On February 1, 2017, the Co-Chairs of the ESDC Employee Pride Network were given a mandate by the Corporate Management Committee to implement the Department’s Positive Space Initiative. This was a broad mandate:
	+ Design and develop training content in both official languages
	+ Design a national training plan
	+ Train eight facilitators
	+ Negotiate training dates for each Region
	+ Handle all the logistics involved in providing training sessions all across Canada
* From February 2017 to January 2018, 36 training sessions had been held all across Canada and trained 383 Positive Space ambassadors. The objective: 500 new ambassadors all across Canada, with a minimum of one ambassador per ESDC office.
* On February 28 and March 1, 2018, the meeting of the Network’s Steering Committee would be held in person in Montreal. The general theme of the meeting would be “Team Building.” The following topics would be discussed at that meeting:
* Improving our structure
* Sharing of common files between Steering Committee members
* Reviewing our mandate
* Discussing where the Network would like to go
* Organizing more activates for our members
* Having better regional representativeness
* Ensuring greater involvement of Steering Committee members
* Electing the Steering Committee members will be in May, since the two-year term was coming to an end.

 (Albert) **Visible Minorities**:* Working towards creating a network
* Holding Black History Month activities in February. An e-mail will be going out in the next few days.

***Items for forward agenda**** Discussion on how to engage middle-managers
 | ***Secretariat****: Add items to Steering Committee forward agenda.* |
| **8.** | **Closing remarks by the Co-Chairs** |  |
|  | * Closing remarks
* Next meeting to take place in April or May
 |  |